

# Degree Requirements

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The faculty of the Graduate School, under the authorization of the Board of Trustees, grants the degrees listed below. In addition, the faculty of the Graduate School offers several non-degree graduate certificates. The graduate faculty, as represented by the Dean of the Graduate School and through the Graduate Council, has primary responsibility for the development, operating policies, administration, and quality of these programs. Operating through the Graduate Dean, the faculty appoints committees that directly supervise the student's program of study and committees that monitor research activities and approve theses and dissertations.

## Doctoral Degrees

The degree of Doctor of Philosophy (Ph.D.) is conferred for advanced graduate work in a variety of disciplines including animal science; anthropology; biology; business administration; cell and molecular biology; chemistry; community health promotion; comparative literature; computer science; counselor education; crop, soil and environmental science; curriculum and instruction; economics; engineering; educational statistics and research methods; English; entomology; environmental dynamics; food science; geosciences; history; kinesiology; mathematics; microelectronics-photonics; philosophy; physics; plant science; poultry science; psychology; public policy; rehabilitation; and space and planetary sciences. See the Ph.D. and Ed.D Degrees tab above for general requirements.

The degree of Doctor of Education (Ed.D.) is conferred for advanced professional proficiency in a selected field of education. See the Ph.D. and Ed.D Degrees tab above for general requirements.

The degree of Doctor of Nursing Practice (D.N.P.) is conferred for advanced professional proficiency in the area of nursing.

The degree of Doctor of Occupational Therapy (O.T.D.) is conferred for advanced professional proficiency in the area of clinical occupational therapy.

## Specialist Degree

The degree of Education Specialist (Ed.S.) is conferred for specialization in one of two areas: curriculum and instruction and educational leadership. See the Specialist Degrees tab above for general requirements.

## Master's Degrees

The degree of Master of Arts (M.A.) is conferred for graduate work of which the major portion has been done in the liberal arts. For general degree requirements, see the Master's Degrees tab above.

The degree of Master of Science (M.S.) is conferred for graduate work of which the major portion has been done in agriculture, educational statistics and research methods, engineering, kinesiology, health science, counseling, rehabilitation, human environmental sciences, biological and physical sciences, statistics, operations management, and communication disorders. For general degree requirements, see the Master's Degrees tab above.

The degree of Master of Accountancy (M.Acc.) is conferred upon a student who completes an approved program of graduate studies in accounting. See the general degree requirements for M.Acc. degree (<http://catalog.uark.edu/graduatecatalog/business/accountingacct>).

The degree of Master of Arts in Teaching (M.A.T.) is conferred upon a student who majors in childhood education or secondary education. See the Master's Degree tab above.

The degree of Master of Business Administration (M.B.A.) is conferred upon a student whose major work is in the field of business. See the general degree requirements for M.B.A. degree (<http://catalog.uark.edu/graduatecatalog/business/businessadministrationwcb>).

The degree of Master of Education (M.Ed.) is conferred upon a student who majors in the field of education. For general degree requirements, see the Master's Degrees tab above.

The degree of Master of Information Systems (M.I.S.) is conferred upon a student who completes an approved program in information systems. See the general degree requirements for M.I.S. degree (<http://catalog.uark.edu/graduatecatalog/business/informationssystemsisys>).

The degree of Master of Music (M.M.) is conferred upon a student who completes an approved program of graduate studies in music. See the general degree requirements for M.M. degree (<http://catalog.uark.edu/graduatecatalog/programsofstudy/musicmusic>).

The Master of Public Administration and Nonprofit Studies (M.P.A.) is conferred upon a student who completes an approved program of graduate studies in the field of public administration. See the general degree requirements for M.P.A. degree (<http://catalog.uark.edu/graduatecatalog/programsofstudy/publicadministrationpadmmpa>).

The degree of Master of Fine Arts (M.F.A.) in art, creative writing, drama, or translation is conferred upon a student who completes an approved program of graduate studies in these areas. General policies and procedures for a Master of Fine Arts degree are the same as for the Master of Arts. See the individual M.F.A. programs in Art (<http://catalog.uark.edu/graduatecatalog/programsofstudy/artarts>), Creative Writing (<http://catalog.uark.edu/graduatecatalog/programsofstudy/creativewritingcwr>) and Theatre (<http://catalog.uark.edu/graduatecatalog/programsofstudy/theatrethr>).

The Master of Science in Nursing (M.S.N.) is conferred upon a student who completes an approved program of graduate studies in this area. See the general degree requirements for M.S.N. degree (<http://catalog.uark.edu/graduatecatalog/programsofstudy/nursingleanormansschoolfnurs>).

The degree of Master of Social Work (M.S.W.) is conferred upon a student who completes an approved program of graduate studies in this area. See the general degree requirements for M.S.W. degree (<http://catalog.uark.edu/graduatecatalog/programsofstudy/socialworkschoolfscwk>).

## Graduate Certificates (Non-degree)

As defined by the Arkansas Department of Higher Education, graduate certificate programs consist of 12 to 18 hours of required course work in a focused area of study. The awarding of the certificate will be shown on the student's transcript. Students must meet the admission requirements of the Graduate School and the certificate program. Students who enter a graduate certificate program may use up to six hours of course work taken previously at the University of Arkansas and may use up to six hours of course work taken at another accredited university to meet certificate requirements, with approval of the program faculty and the Graduate School. The Graduate School does not impose a limit on the number of hours that may be shared between graduate certificate programs, but a limit may be set by the program. Students who enter a graduate

certificate program must complete all certificate requirements within six years of admission to the program. For students who have been admitted to both a degree program and a certificate program, courses taken to meet the requirements of one may also be used to meet the requirements of the other, at the discretion of the program and the student's Advisory Committee. See the list of Graduate Certificates (<http://catalog.uark.edu/graduatecatalog/programsofstudy/#certificateprogramstext>) offered.

## Master of Accountancy

See the Master of Accountancy program (<http://catalog.uark.edu/graduatecatalog/business/accountingacct>).

## Master of Arts and Master of Science

General minimum requirements of the Graduate School follow for the degrees of Master of Arts and Master of Science – including the several engineering degrees. Program requirements may be higher. Note: For degree requirements in the Master of Arts in Economics, see the Graduate School of Business.

1. 24 graduate semester hours and a thesis, or 30 semester hours without a thesis. (The thesis may be a departmental requirement or may be required by the major adviser.)
2. At least 50 percent of the credits (whether coursework or research) must be at the 5000 level or above.
3. A comprehensive examination.
4. A cumulative grade-point average of 2.85. (Individual departments may have higher grade standards.)

**Program of Study.** At the time of admission to the Graduate School and acceptance in a program of study leading to a graduate degree, the student is assigned to a major adviser. The choice of a major adviser is largely determined by the student's choice of a major subject.

The program of study may consist of courses chosen from one department or it may include such cognate courses from other departments as may in individual instances seem to offer greatest immediate and permanent value. As a general principle, two-thirds of the courses come from the degree program in which the student is seeking a graduate degree. The program of study must be approved by the student's Advisory Committee or, depending on program requirements, the Thesis Committee. No more than six hours of special problems (individual study) courses may count toward a 30 hour master's degree.

A student who writes a master's thesis must register for a minimum of six semester hours of master's thesis. No more than six semester hours of master's thesis enrollment may be given credit in the degree program.

Students wishing to take 3000-level undergraduate courses for graduate credit will find the necessary forms on the Graduate School website (<http://www.uark.edu/grad>). Courses numbered at the 3000 level may be taken by graduate students for graduate credit only when the courses are not in the student's major area of study and when the courses have been approved by the Dean of the Graduate School for graduate credit. The instructor for the course must hold graduate faculty status and must certify that he/she will make appropriate adjustments in assignments and grading scales to raise the level of expectation for the student to the graduate level. No more than 20 percent of the graded course work in the degree program may be comprised of 3000-level courses carrying graduate credit. Undergraduate courses numbered below 3000 will not be allowed to carry graduate credit.

Students wishing to take 4000-level undergraduate courses for graduate credit will find the necessary forms on the Graduate School website (<http://www.uark.edu/grad>). The instructor for the course must hold graduate faculty status and must certify that he/she will make appropriate adjustments in assignments and grading scales to raise the level of expectation for the student to the graduate level. However, students should be aware that a minimum of 50% of the semester hours presented for the graduate degree must be at the 5000 level or above and in the student's field of study. Individual degree programs may have more stringent requirements.

Under ordinary circumstances graduate registration is limited to 18 hours for any one semester including undergraduate courses and courses audited. Registration above 15 hours must be approved by the Graduate Dean.

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

**Transfer of Credit.** The University of Arkansas will permit a student to transfer six hours of graduate credit for a 30-hour degree program (12 hours for a 60-hour degree program) from an accredited graduate school in the United States as part of the master's program, provided that the grades are "B" or better, the courses were taken within six years previous to the conferral of the current degree, and the subjects are acceptable to the program concerned. (The transfer of graduate credit from institutions outside the United States is at the discretion of the Graduate Dean.) This does not, however, reduce the minimum requirement of 24 graduate course hours for the master's degree as set by state law. Students contemplating transfer of credit should consult with the Graduate School Office in advance. Please see transfer of credit regulations, below.

### Transfer of Credit Regulations Established by the Graduate School for the Various Master's Degrees:

Transfer of Credit is permissible for master's programs only. Transfer of credit is not acceptable for doctoral degrees. For doctoral candidates, at the discretion of the advisory committee, the program of study may be adjusted in lieu of work taken at other colleges or universities and recognized by the candidate's committee, but it will not appear on the University of Arkansas academic record.

Criteria for Acceptable Transfer Credit:

1. Only graded courses (not research hours) are subject to transfer.
2. The course must have been regularly offered (not special problems or individual study) by a regionally accredited graduate school.
3. The course must have been a bona fide graduate level course, approved for graduate credit and taught by a member of the graduate faculty.
4. The student desiring to transfer graduate credit must have been enrolled as a graduate student in the graduate school at the institution offering the course.
5. The course must appear on an official transcript as graduate credit from the institution offering the course.
6. The course grade must be a "B" or "A." (The student's grade-point average is NOT to include grades on transfer courses.)
7. The course must be recommended by the student's major adviser and be applicable to the degree requirement at the University of Arkansas.
8. The course must not have been taken by correspondence or for extension credit.

9. The course must be acceptable to the department concerned and to the Graduate Dean.
10. The student must have satisfied the 24-credit hour residence requirement. (The student must have satisfactorily completed a total of 24 hours of graded graduate course work taken in residence.)
11. The course must have been taken within the six-year time limit of the student's program at the University of Arkansas.

Petition for the transfer of credit from foreign universities may be made to the Graduate Dean by the department/program.

Graduate credit cannot be transferred to satisfy any of the requirements for the Master of Accountancy, Master of Business Administration, Master of Information Systems, or M.A. in Economics degrees unless the school at which the course was taken is accredited by A.A.C.S.B. This requirement is not specified by the Graduate School, but by the Graduate School of Business.

**Ex Officio Committee Members:** 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.

**Conflict of Interest Policies:** Students should be aware that the Graduate School has policies pertaining to the composition of advisory and thesis committees. These may be found in the Graduate Student Handbook on the Graduate School website. It should also be noted that to avoid the perception of a conflict of interest, students are discouraged from providing refreshments and faculty are discouraged from creating the expectations that students will provide refreshments during oral defenses.

**Residence Requirements.** The candidate must present a minimum of 24 course hours taken at the University of Arkansas, Fayetteville. Acceptance of transferred credit does not reduce the minimum residence requirement of 24 course hours taken at the University of Arkansas, Fayetteville.

**Thesis.** The title of the thesis must be recommended by the thesis director and the thesis committee and be approved by the Dean of the Graduate School at least three months before the date of the comprehensive examination. The thesis must be submitted for approval to the thesis committee consisting of a minimum of three faculty members who have been approved by the Dean of the Graduate School. This committee must receive the thesis in time for the student to defend the thesis and submit it to the Graduate School by the posted deadline date. In order for a thesis to be submitted to the Graduate School, a majority of the thesis committee members, including the thesis adviser (chair of the thesis committee), must have voted to approve the thesis submission and the final oral defense of the thesis. If a student feels that the major adviser (chair of the thesis committee) is preventing completion of the thesis unreasonably, the student may appeal to the Graduate Dean for resolution of the matter. For instructions on submitting an approved thesis, students should consult the Graduate School's *Guide to Preparing*

*Theses and Dissertations.* Students will be required to submit their theses to University Microfilms Incorporated (UMI/ProQuest). There may be an additional charge for this submission. The thesis must be in English.

**Comprehensive Examination/Thesis Defense.** In addition to completing other requirements, the candidate for a master's degree must take a comprehensive examination, which may be oral and/or written as recommended by the major department. If the student has completed a thesis, the final defense of the thesis must be oral. This can substitute for the comprehensive examination, if the department so chooses. If the final defense of the thesis substitutes for the comprehensive examination, the examination may include other aspects of the candidate's graduate work. All members of the thesis committee (and advisory committee, if the thesis defense substitutes for the comprehensive examination) must participate in the thesis defense unless the Dean of the Graduate School has approved an exception. If a committee member does not participate in the final oral defense, that person will be asked by the Graduate School to resign from the committee. While this final oral defense will not be posted on the website of the Graduate School and open to the general public, as is allowed with the doctoral dissertation defense, members of the student's degree program and/or department, as well as other affiliated areas, may be invited to the defense by the thesis committee chair. The thesis committee chair may disallow inappropriate questions from the guests.

Students may elect to participate by distance through electronic means in their final oral defense of the thesis, if approved by the thesis faculty director. In advance of the final oral defense, the student must provide to the Graduate School a written, signed statement that he/she has elected this option.

**Grades.** All courses included in a student's program of study for a degree must have an acceptable grade (a letter grade of A, B, or C, or a mark of CR). A mark of "S" does not carry degree credit and any course with a mark of "S" cannot be included in the final program of study. If the course is to be included in a program of study, the mark of "S" must be changed to an acceptable grade or a mark of CR. Please note that all work for the course must have been submitted by the student to the instructor by the last day of final examinations in order to be eligible for graduation for that specific semester.

**Grade-Point Average.** To receive a master's degree, a candidate must present a minimum cumulative grade-point average of 2.85 on all graduate courses required for the degree, unless the department requires a higher grade point average. Failing to earn such an average on the minimum number of hours, the student is permitted to present up to six additional hours of graduate credit to accumulate a grade-point average of 2.85. In the computation of grade point, all courses pursued at this institution for graduate credit (including any repeated courses) shall be considered. Students who repeat a course in an endeavor to raise their grade must count the repetition toward the maximum of six additional hours. Students should also be aware that they may not use for degree credit any course in which they received a grade of D or F. There is no grade forgiveness policy at the graduate level at the University of Arkansas. Individual departments may have higher grade standards.

**Split Decisions among Advisory and Thesis Committees.** When a split decision occurs among committee members of a master's advisory or thesis committee, the majority decision will hold.

**Sharing Courses Between Two Degrees.** When a student earns two master's degrees, no more than six hours of course work may be used to satisfy the requirements of both degrees, i.e. shared between the

degrees. This rule pertains whether the course work is taken on the University of Arkansas campus or is transferred from another university.

## Master of Arts in Teaching

The Master of Arts in Teaching (M.A.T.) degree is the initial certification program for students at the University of Arkansas and has two areas of emphasis: childhood education and secondary education. The M.A.T. is a 33 semester-hour degree offered to a cohort of students in consecutive summer, fall, and spring semesters with initial enrollment in the summer semester.

**Admission Requirements:** Students are selected up to the maximum number designated for each cohort area of emphasis. Admission requirements for the M.A.T. degree for initial certification are: completion of an appropriate undergraduate degree program; a minimum cumulative grade-point average of 3.0 in the last 60 hours completed for the baccalaureate degree; admission to the Graduate School; admission to a Teacher Education program; completion of the pre-education core with a minimum of a "C" grade in all courses; completion of all prerequisite courses in the teaching field; successful completion of all required Praxis I and II exams; successful completion of the required criminal background check; and payment of an internship fee. (Note: Background check materials must be submitted by May 1st prior to the student teaching/ internship school year.)

**Program Requirements:** The M.A.T. degree requires the completion of 10 to 12 hours of core courses to be selected from the following: CIED 5012 Measurement, Research, and Statistical Concepts for Teachers (Su); CIED 5022 Classroom Management Concepts (Fa); CIED 5032 Curriculum Design Concepts for Teachers (Sp); CIED 5043 Content Area Reading in Elementary Grades (Su, Fa), and CIED 5052 Seminar: Multicultural Issues (Su). In addition, students must complete course work in their areas of emphasis, and a six hour internship is required. All M.A.T. students must successfully complete a comprehensive examination and one of the following: project, internship, directed research, and/or student portfolio. To receive the degree, a candidate must present a minimum cumulative grade-point average of 3.0 on all graduate courses required for the degree. Students may not present for degree credit any course in which they earned a grade of D or F.

For information on the areas of specialization, refer to the sections of this catalog on childhood education and secondary education in the Department of Curriculum and Instruction.

Admission to candidacy, residence requirements, and other requirements are the same as for the Master of Education degree.

**Teacher Licensure and Licensure of Other School Personnel:** The Arkansas State Board of Education issues the regulations governing the licensure of teachers in Arkansas. The Board specifies minimum cut-off scores for the Praxis I and Praxis II exams. Each application for a teacher's license or a request to add an additional license or endorsement area requires completion of an approved program of study and documentation of passing the Praxis exams.

The Coordinator of Teacher Education will recommend students for initial teacher license who have submitted the licensing packet and successfully completed the appropriate approved program and all state licensure requirements. Those interested in seeking an additional license or endorsement should contact the Coordinator of Teacher Education at

G-22 Stone House South, 479-575-6740, or the Arkansas Department of Education, 501-682-4342 for licensure information.

## Admission Process for Initial Licensure:

**Stage I:** Enrolling in an Undergraduate Degree Program Leading to a Potential Teacher Licensure Field. Potential fields include the following:

- Art Education — B.F.A.
- Career and Technical Education — B.S.E.
- Elementary Education — B.S.E.
- Human Environmental Sciences Education — B.S.H.E.S.
- Kinesiology P-12 — B.S.E.
- Middle Level Education — B.S.E.
- Music Education — B.M.
- Secondary Education — B.A., B.S.

**Stage II:** Complete an Evaluation for Internship by October 1 prior to entering the M.A.T. Art and music students should complete the evaluation by October 1 prior to a fall internship and March 1 prior to a spring internship. Satisfactory completion of this form does not guarantee admission to the M.A.T. degree program or other teacher education programs. This form can be downloaded from the College of Education and Health Professions Web site. The form must be completed and returned to the Coordinator of Teacher Education, G-22 Stone House South. All requirements must be met to be cleared for the internship.

Students must meet the following criteria to be cleared for internship:

1. Successful completion of the PRAXIS I test by meeting or exceeding the Arkansas Department of Education cut-off scores. This test should be taken after the student has completed 30 credit hours and upon completion of ENGL 1013, ENGL 1023, and MATH 1203. Please note that several departments have additional program requirements regarding the Praxis I and II. Please consult with your adviser for additional requirements.
2. Obtain a "C" or better in the following pre-education core courses: CIED 1013, CIED 3023 (PHED 3903 for KINS K-12 majors) and CIED 3033. For Elementary Education a minimum of "C" or higher must be earned in ENGL 1013, ENGL 1023, ENGL 2003, COMM 1313, and MATH 1203 unless University of Arkansas exemption is earned in one or more of the courses.
3. Complete additional licensure requirements. COEHP majors take PBHL 1103 and PEAC 1621. PHED majors take PBHL 1103 and PHED 3043. ELED majors take HIST 3383. SEED Social Studies students take either HIST 4583 or HIST 3383 and any ECON course.
4. Secondary Education majors except for Art and Music majors, must complete the following courses with a grade of "C" or higher: CIED 3023 or CIED 4023 and CIED 4131, or present demonstration of computer competencies in a portfolio.
5. Obtain a "C" or better in the six hours of program-specific courses. (See your adviser for information.)
6. Schedule a visit with your adviser for additional requirements including admission to upper-division courses.
7. The student should consult with his/her adviser regarding PRAXIS II requirements.
8. Earn a cumulative GPA of 2.70 or higher in the undergraduate degree program (special conditional admission will be considered on a case-by-case basis for students with a GPA between 2.5 and 2.69). Some



programs require a higher GPA. Consult your adviser for the GPA requirements for your program.

### Stage III: Admission to M.A.T. Degree Program

Please consult with your faculty adviser for additional requirements set by your program. The following minimum criteria are necessary to be eligible for consideration for admission:

1. Meet all requirements in Stages I & II.
2. Complete an appropriate undergraduate degree program.
3. Earn a cumulative GPA of 2.70 or higher in all previous courses completed as part of a bachelor's degree program. Some programs require a higher GPA. Consult your adviser for the GPA requirements for your program.
4. Obtain recommendation for admission from M.A.T. program area based on successful completion of portfolios, evaluation for internship, GPA requirements, course work requirements, selected written recommendations, an interview, and other requirements specified by your program.
5. Obtain admission to the Graduate School.

Enrollment in each cohort will be limited. Transfer students will be allowed to enter the program on a space-available basis and must progress through all three admission stages.

### Stage IV: Graduation requirements for the Master of Arts in Teaching (M.A.T.)

1. Meet all requirements in Stages I — III.
2. Earn a minimum cumulative GPA of 3.00.
3. Complete a minimum of 33 graduate semester hours as specified by program area.
4. Satisfactorily complete an internship. The internship will be completed at a school/district in Benton or Washington counties that has been approved by the Northwest Arkansas Partnership Steering Committee.
5. Pass the appropriate Praxis test (see adviser for the appropriate test) by meeting or exceeding the Arkansas Department of Education cut-off scores. The test is required for most programs. Please consult with your adviser.
6. Successfully complete the comprehensive examination.
7. Consult with your adviser for other requirements.
8. Apply for degree at the Graduate School, 119 Gearhart Hall.

## Licensure

Students who have completed Stages I — III must obtain a licensure packet from the Coordinator of Teacher Education, Peabody Hall room 117, prior to entering internship.

**NOTE:** Students should always consult the Coordinator of Teacher Education for licensure requirement changes. Students will not be licensed to teach in Arkansas until they have met all requirements for licensure as set forth by the Arkansas Department of Education.

**NOTE:** Students who have completed the B.M. or B.F.A. in music or art education and have completed the internship may obtain the licensure packet from the Coordinator of Teacher Education, Peabody Hall room 117.

Usually licensure in another state is facilitated by qualifying for a license in Arkansas. An application in another state must be made on the

application form of that state, which can be obtained by request from the State Teacher Licensure office in the capital city. An official transcript should accompany the application. In many instances the applications are referred to the Coordinator of Teacher Education to verify program completion in teacher education.

## Master of Athletic Training

See the Master of Athletic Training program (<http://catalog.uark.edu/graduatecatalog/programsofstudy/athletictraining>).

## Master of Business Administration

See the Business Administration program (<http://catalog.uark.edu/graduatecatalog/business/businessadministrationwcob>).

## Master of Education

Programs of advanced study leading to the degree of Master of Education (M.Ed.) are offered in adult and lifelong learning, educational leadership, educational technology, elementary education, higher education, physical education, recreation and sport management, secondary education, special education, and human resource and workforce development education.

**Program Requirements:** General minimum requirements for the degree of Master of Education (M.Ed.) follow:

1. 27 semester hours and a thesis or 33 semester hours and no thesis.
2. A written comprehensive examination (portfolio in educational technology)
3. A cumulative grade-point average of 3.00.
4. A minimum of 24 graded UA course hours.

**Admission Requirements:** After a student has been admitted to the Graduate School, the student may seek acceptance into one of the M.Ed. programs. Upon acceptance to a program area, the student is assigned an adviser. Acceptance in a program should be accomplished before the completion of the first graduate course. Some programs require students to take the Graduate Record Examinations, the Miller Analogies Test, or the National Teachers Examination. All Master of Education degree programs include a minimum of 33 semester hours.

**Admission to Candidacy.** Admission to candidacy will be met when the following have been completed:

1. unconditionally admitted to graduate standing.
2. accepted to a program and assigned an adviser.
3. completion of 12 semester hours of graduate credit over and above any entrance deficiencies or conditions.

**Transfer of Credit.** Transfer of credit regulations established by the Graduate School for the Master of Arts and Master of Science degree apply to the Master of Education degree. See the Master of Arts/Master of Science section above for more information.

**Residence Requirements.** The candidate must present a minimum of 24 graded course hours taken in residence at the University of Arkansas, Fayetteville. Acceptance of transferred credit does not reduce the minimum residence requirement of 24 course hours taken on the University of Arkansas, Fayetteville, campus or through approved University of Arkansas, Fayetteville, distance courses.

All requirements for a master's degree must be satisfied within six consecutive calendar years.

**Other Requirements.** Students who do not have a grade-point average of 3.00 upon completion of Master of Education program requirements may be allowed to submit up to six additional hours of graduate credit in residence on the Fayetteville campus or at approved Graduate Resident Centers to accumulate a 3.00 average. Students should also be aware that they may not use for degree credit any course in which they received a grade of D or F.

The policies and procedures approved for the Master of Arts and Master of Science degrees also apply to the Master of Education degree. In addition to completing other requirements, the candidate must pass a comprehensive examination administered by the respective program area (portfolio for educational technology).

## Master of Fine Arts

See the Art (<http://catalog.uark.edu/graduatecatalog/programsofstudy/artarts>), Creative Writing (<http://catalog.uark.edu/graduatecatalog/programsofstudy/creativewritingcrwr>) and Theatre (<http://catalog.uark.edu/graduatecatalog/programsofstudy/theatrethtr>) programs.

## Master of Information Systems

See the Information Systems program (<http://catalog.uark.edu/graduatecatalog/business/informationssystemsisys>).

## Master of Music

See the Music program (<http://catalog.uark.edu/graduatecatalog/programsofstudy/musicmus>).

## Master of Public Administration

See the Public Administration program (<http://catalog.uark.edu/graduatecatalog/programsofstudy/publicadministrationpadmmpa>).

## Master of Science in Nursing

See the Nursing program (<http://catalog.uark.edu/graduatecatalog/programsofstudy/nursingleanormansschoolofnurs>).

## Master of Social Work

See the Master of Social Work page (<http://catalog.uark.edu/graduatecatalog/programsofstudy/socialworkschoolofscwk>).

Programs of advanced study leading to the degree of Educational Specialist (Ed.S.) are offered in curriculum and instruction and educational leadership, and may be issued by the Graduate School to those students whose major objective is to develop educational competency in one of these specialized areas. All graduate courses applicable to this degree must be taken on the Fayetteville campus unless otherwise specified.

**Admission to the Program.** Students who wish to become candidates for the degree of Educational Specialist are expected to first complete work equivalent to the requirements for the master's degree as determined by program faculty and must apply to be admitted to the Graduate School and the specific program of study. A student cannot satisfy any part of the residence requirement for the educational specialist degree until after he/she has been officially admitted to the educational specialist program.

**Program Requirements.** All Ed.S. programs contain a minimum of 30 semester hours of graduate work beyond the master's degree in a planned program. The program for each student must include the requirements specified in the particular program to which the student has been accepted; assessed deficiencies in the area of specialization; assessed courses to meet current professional requirements of the

Master of Education degree; a minimum of nine semester hours of graduate work in a related field(s) other than the area of specialization; a graduate course in research, statistics, or data processing applicable for educational specialists; and an original project, research paper, or report for which variable credit up to six semester hours is required. A grade-point average of 3.25 is required for the Educational Specialist degree program on all work presented as part of the Ed.S. degree program.

After a student is accepted into an Ed.S. program, a committee with a minimum of three members will be appointed, and a program of study will be established outlining the minimum requirements. Only the adviser and one other member of the student's committee may be from the program area sponsoring the program. The committee's responsibilities include the determination of deficiencies, the acceptability of previous graduate work, the approval of the candidate's program of study, the approval of the original project or research paper, and the conduct of a final examination. This examination will be a comprehensive oral evaluation scheduled near the end of the candidate's program and will include one or both of the following: 1) evaluation of the original project, research paper, or report, and 2) evaluation covering material related to the background and professional preparation of the candidate. A written examination may not be taken to substitute for the oral examination. A written account of the original project, research paper, or report will be filed with the program area sponsoring the candidate's program of study.

**Residence Requirements:** The last 30 hours of the program must be completed within a period of six years from the first semester of admission to the program. A minimum of 30 hours of resident study at the University of Arkansas, Fayetteville, in an approved program is required. Credit earned in any University of Arkansas center, off-campus workshop or special course will not count as residence study in the Ed.S. program. The only exception is course work completed at the University of Arkansas at Pine Bluff Graduate Resident Center, the University of Arkansas Community College at Hope Graduate Resident Center and Phillips Community College of the University of Arkansas at Helena Graduate Resident Center by students pursuing the Ed.S. degree in education with a specialization in educational leadership.

Upon completion of all requirements, candidates are issued an Educational Specialist degree. Their names appear on the commencement program, but there is no distinctive academic regalia in connection with the Educational Specialist degree.

Programs of advanced study leading to the degree of Doctor of Philosophy (Ph.D.) are offered in: animal science, anthropology, biology, business administration, cell and molecular biology, chemistry, community health promotion, comparative literature and cultural studies, computer science, counselor education, crop, soil, and environmental sciences, curriculum & instruction, economics, engineering, education policy, educational statistics and research methods, English, entomology, environmental dynamics, food science, geosciences, history, kinesiology, mathematics, microelectronics-photonics, philosophy, physics, plant science, poultry science, psychology, public policy, rehabilitation, and space and planetary sciences. (Note: For the Ph.D. in Business Administration and Economics, see the Graduate School of Business.)

Programs of advanced study leading to the degree of Doctor of Education (Ed.D.) are offered in educational leadership, higher education, recreation and sport management, and human resource and workforce development education.

The degrees of Doctor of Philosophy and Doctor of Education are awarded in recognition of high scholarly attainment as evidenced

by a period of successful advanced study with at least a 3.0 cumulative graduate grade-point average (2.85 for those students admitted to the Graduate School prior to Fall 2001), the satisfactory completion of certain prescribed examinations, and the development of a dissertation covering some significant aspect of a major field of learning.

Students who wish to become candidates for the degree of Doctor of Philosophy or Doctor of Education are expected to complete work equivalent to the requirements for the master's degree as determined by program faculty and must apply to be admitted to the Graduate School and the specific program of study.

The University of Arkansas does not recognize any official designation such as "ABD" or "Ph.D. candidate" or "Ph.D. (c)," and it is expected that if the student uses Ph.D. or Ed.D. after his/her name, it is only after the degree has been conferred. To do otherwise will be considered academic fraud.

Immediately after admission to the program, with the approval of the Dean of the Graduate School, a Doctoral Program Advisory Committee will be appointed from the graduate faculty to evaluate the student's preparation and fitness for further graduate work. This committee will serve in an advisory capacity in working out and directing a suitable program of advanced study and investigation. The student's major adviser shall serve as chair of the committee. Appointment of this committee does not constitute admission to candidacy for the degree of Doctor of Philosophy or Doctor of Education, a very important and significant step in the student's graduate career, which must be taken after the student has completed approximately two years of graduate work beyond the baccalaureate degree.

The degree must be completed within seven consecutive calendar years from the first semester of admission to the program.

**Program of Study.** The objectives of the program of study leading to the degree of Doctor of Philosophy or Doctor of Education shall be scholarly achievement of high order and the development of a fundamental understanding of the major field and its relation to supporting fields of knowledge. The nature of the program of study will vary somewhat, depending upon the major field of study and the objective of the prospective candidate. However, a minimum of 50% of the first 30 credit hours and at least 42 of the final credit hours presented for the doctoral degree must be at the 5000 level or above.

**Ex Officio Committee Members:** 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.

**Conflict of Interest Policies :** Students should be aware that the Graduate School has policies pertaining to the composition of advisory and dissertation committees. These may be found in the Graduate

Student Handbook on the Graduate School website. It should also be noted that to avoid the perception of a conflict of interest, students are discouraged from providing refreshments and faculty are discouraged from creating the expectation that students will provide refreshments during oral defenses.

**Transfer of Credit.** Transfer of credit is not acceptable for doctoral degrees. For doctoral candidates, at the discretion of the advisory committee, the program of study may be adjusted in lieu of work taken at other colleges or universities and recognized by the candidate's committee, but it will not appear on the University of Arkansas academic record.

**Grades.** All courses included in a student's program of study for a degree must have an acceptable grade (a letter grade of A, B, or C) or a mark of CR. A mark of "S" does not carry degree credit and any course with a mark of "S" cannot be included in the final program of study. If the course is to be included in a program of study, the mark of "S" must be changed to an acceptable grade or a mark of CR. Please note that all work for the course must have been submitted by the student to the instructor by the last day of final examinations in order to be eligible for graduation for that specific semester.

**Grade-Point Average Requirement.** A minimum cumulative graduate grade-point average of 3.0 is required to earn a Doctor of Philosophy or Doctor of Education degree. Note: For students admitted to the Graduate School prior to Fall 2001, the minimum cumulative graduate grade-point average required to earn a Doctor of Philosophy or Doctor of Education degree was 2.85. Students should also be aware that they may not present for degree credit any course in which they earned a grade of D or F.

**Language Requirement.** Foreign language requirements for the Doctor of Philosophy degree vary from department to department. For specific details see departmental statements. These requirements should be completed early in the doctoral program. The Doctor of Education degree does not have a foreign language requirement.

**Examination for Candidacy.** After completing approximately two years of graduate study, the prospective candidate must take candidacy examinations in specified fields of study in accordance with the requirements of the program/department in which the candidate is working. These examinations may be either written or written and oral, but the expectation is that their purpose is to determine if a student is prepared to move to the independent research stage of his/her degree.

Upon satisfactorily completing these examinations, the student may be admitted to candidacy and may proceed to work toward completion of the remaining requirements for the degree. The Graduate School should be notified within two weeks of the student being admitted to candidacy. Note: The Graduate School considers the Advisory Committee to be responsible for administering and evaluating the candidacy examinations, but degree programs may have different structures.

**Registration.** All doctoral students who have been admitted to candidacy must enroll in a minimum of one hour of graduate course work or dissertation credit every major semester (fall, spring) 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. See the Graduate School Registration Policy (<http://catalog.uark.edu/graduatecatalog/objectivesandregulations>). Note: doctoral students must also be enrolled in a minimum of one hour of graduate credit in the semester that they graduate. Students who fail to enroll each major semester after candidacy will have additional hours

of dissertation credit added to the final semester of enrollment; this will be above the 18 hours of dissertation credit required for the degree.

**Dissertation.** Each candidate must complete a doctoral dissertation on some topic in the major field. The topic assignment shall be made and a title filed with the Dean of the Graduate School at least one year before the final examination, the specific problem and subject of the dissertation to be determined by the major adviser, the candidate, and the advisory committee. The completed dissertation must be a definite, scholarly contribution to the major field and must be in the English language. This contribution may be in the form of new knowledge of fundamental importance, or of modification, amplification, and interpretation of existing significant knowledge.

Each doctoral candidate must register for a minimum of 18 hours of doctoral dissertation. After the 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. Before the final degree is conferred, registration will be assessed for each semester in which a student fails to register without prior approval of the Dean of the Graduate School.

The dissertation must be submitted for approval to the dissertation committee consisting of a minimum of three faculty members who have been approved by the Dean of the Graduate School. This committee must receive the dissertation in time for the student to defend the dissertation and submit it to the Graduate School by the posted deadline date. For instructions on submitting an approved dissertation, students should consult the Graduate School's *Guide to Preparing Theses and Dissertations*. Students will be required to submit their dissertations to University Microfilms Incorporated (UMI/ProQuest).

**Final Examination.** The candidate's final examination for the degree of Doctor of Philosophy or Doctor of Education will be oral. At least two weeks in advance, the major adviser will forward to the Dean of the Graduate School notification about the date, time and place of the final oral examination. The examination will be primarily concerned with the field of the dissertation, but may also include other aspects of the candidate's graduate work. The doctoral dissertation committee is responsible for insuring that the dissertation contributes new knowledge of fundamental importance or significantly modifies, amplifies, or interprets existing knowledge in a new and important manner. All members of the dissertation committee must participate in the final oral defense of the dissertation unless the Dean of the Graduate School has approved an exception. This participation may be by distance. If they do not participate in the final oral defense, in person or by distance, they will be asked by the Graduate School to resign from the committee. While this examination is open to the public, the exam is controlled by the student's committee chair. Questions from the public are at the discretion of the committee chair. If the committee chair expects to allow questions from the public, the student must be so advised. The chair will insure that questions from the public are appropriate by disallowing those which are not.

Students may elect to participate by distance through electronic means in their final oral defense of the dissertation, if approved by the dissertation faculty director. In advance of the final oral defense, the student must provide to the Graduate School a written, signed statement that he/she has elected this option.

**Split Decisions Within Advisory and Dissertation Committees.** In the situation when there is a split decision among committee members of a doctoral program advisory or dissertation committee, the situation must

be resolved to the satisfaction of each committee member. In the event that each committee member is not satisfied, the committee member may insist on the necessary steps to reach a resolution or elect to step down from the committee. In unusual circumstances, the Dean of the Graduate School may remove a faculty member from a student's thesis/dissertation or advisory committee, or make an alternative arrangement (e.g., assign a representative from the Graduate faculty to serve on the committee).