

Graduate Procedures

It is a student's responsibility to ascertain that requirements have been met and deadlines observed.

Degree programs may establish additional requirements.

Procedures for Master's and Specialist Degrees

Procedure	Responsible Party	Action Date
Formation of program advisory committee and submission of Master's Committee form*	Major Adviser/ Department Chair/Head	Immediately following admission to degree program for those programs that use an advisory committee
Changes in program advisory committee by memorandum	Major Adviser/Member Leaving Committee	As soon as change occurs
Request transfer of credit by submitting Request for Transfer of Graduate Credit form* (master's degrees only)	Major Adviser	Before Graduation
Graduation Application*	Student	By the following deadlines for the semester in which the degree is to be awarded: Fall - Oct. 1; Spring - March 1; Summer - July 1
Inclusion of name for commencement exercises, regalia, and announcement orders	Student	Deadlines indicated in on the Registrar's Office web page at http://registrar.uark.edu/968.php
Removal of incompletes (Change of Grade form)	Student/Instructor	When course requirements have been met
To avoid an incomplete becoming "F"	Student/Instructor	Change of grade form must be submitted prior to twelve weeks into the next major semester of enrollment
Final comprehensive examination (Certified by submission of Record of Progress form* with original signatures)	Advisory Committee	Must be completed by graduation

Additional Requirements for the Thesis Option

Procedure	Responsible Party	Action Date
Selection of thesis title and formation of thesis committee and submission of new Master's Committee form* if thesis committee differs from the advisory committee	Thesis Director/ Department Chair/Head	At least three months prior to the date of the defense
Obtain Guide for Preparing Theses and Dissertations from the Graduate School website	Student	Prior to formatting of thesis document
Submission of preliminary copies to each thesis committee member	Student	At least three weeks before theses are due in the Graduate School
Defense of thesis (certified by submission of Record of Progress with original signatures*)	Thesis Committee	At least two weeks before theses are due to the Graduate School
Registration for at least six hours of thesis	Student	Before graduation
Preliminary editorial check of thesis	Student	At least two weeks before theses are due in the Graduate School
Final copies of thesis to Graduate School	Student submits to Graduate School	No later than one week before graduation**

* Forms are available from the Graduate School website (<http://grad.uark.edu>).

** Specific deadlines are available in the Graduate School.

Procedures for Doctoral Degrees

Procedure	Responsible Party	Action Date
Formation of program advisory committee and submission of Doctoral Committee form*	Major Adviser/ Department Chair/Head	Immediately following admission to degree program for those programs that use an advisory committee
Changes in program advisory committee by memorandum	Major Adviser/ Department Chair/Head	As soon as change occurs
Foreign Language Requirement (if required)	Advisory Committee	Determined by committee
Admission to candidacy	Advisory Committee	Before beginning work on the dissertation*

Enrollment in at least one hour of graded graduate course work or dissertation credit following passing of candidacy exams	Student	Each semester (including summer) until graduation	Preliminary editorial check of dissertation	Student	At least two weeks before dissertations are due in the Graduate School **
Selection of dissertation title and formation of dissertation committee and submission of Doctoral Dissertation Title and new Doctoral Committee form* if dissertation committee differs from advisory committee	Dissertation Director	At least three months prior to the date of the defense*	Final copies of dissertation to Graduate School	Student submits to Graduate School	No later than one week before graduation**
Registration for at least 18 hours of dissertation	Student	Before graduation			
Graduation Application	Student	By the following deadlines for the semester in which the degree is to be awarded: Fall - Oct. 1; Spring - March 1; Summer - July 1			
Inclusion of name for commencement exercises, regalia, and announcement orders	Student	Deadlines indicated on the Registrar's Office web page at http://registrar.uark.edu/968.php			
Removal of incompletes (Change of Grade form)	Student/Instructor	When course requirements have been met			
To avoid an incomplete becoming "F"	Student/Instructor	Change of grade form must be submitted prior to 12 weeks into the next major semester of enrollment			
Obtain Guide for Preparing Theses and Dissertations from the Graduate School website	Student	Before formatting of dissertation document			
Submission of Announcement of Defense through web form on Graduate School website	Dissertation Director	At least two weeks before the defense**			
Defense of dissertation (Certified by submission of Record of Progress with original signatures*)	Dissertation Committee	At least two weeks before dissertations are due to the Graduate School**			
Submission of preliminary copies to each dissertation committee member	Student	At the direction of the dissertation adviser			

* Forms are available from the Graduate School website (<http://grad.uark.edu>).

** Specific deadlines are available in the Graduate School