

# 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 or Master's Committee form	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 <a href="https://registrar.uark.edu/graduation/applying-to-graduate.php">https://registrar.uark.edu/graduation/applying-to-graduate.php</a>
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 months after the end of the term in which the incomplete grade was posted.
Final comprehensive examination (Certified by submission of Record of Progress form* with original signatures)	Advisory Committee	Must be completed by last day of graduation term (published date on Registrar's page)
Review of Degree Audit	Student/Major Adviser	Each semester or as dictated by department
Clear Degree Audit	Department Head/ Graduate Coordinator	After deadline to apply for graduation

Submission of Record of Progress	Department	Due to Graduate School by one week after end of term
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## 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	As soon as change occurs
Review Thesis and Dissertation Guide 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 submission of approved thesis to Graduate School	Student submits to Graduate School	No later than one week before graduation**
Review of Degree Audit	Student/Major Adviser	Each semester or as dictated by department
Clear Degree Audit	Department Head/ Graduate Coordinator	After deadline to apply for graduation
Submission of Record of Progress	Department	Due to Graduate School by one week after end of term

\* 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 or Doctoral Committee form	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*
Submit Exam Notification form to Graduate School	Department	Term in which candidacy exam was passed
Enrollment in at least one hour of graded graduate course work or dissertation credit following passing of candidacy exams	Student	Each major semester (fall, spring) until graduation. Summer is excluded unless it is the term of graduation.
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	As soon as change occurs*
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 <a href="https://registrar.uark.edu/graduation/applying-to-graduate.php">https://registrar.uark.edu/graduation/applying-to-graduate.php</a>
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 months after the end of the term in which the incomplete grade was posted.
Review Thesis and Dissertation Guide on the Graduate School website	Student	Before formatting of dissertation document

Submission of Announcement of Defense through web form on Graduate School website	Dissertation Director or student	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
Preliminary editorial check of dissertation	Student	At least two weeks before dissertations are due in the Graduate School **
Final submission of approved dissertation to Graduate School	Student submits to Graduate School	No later than one week before graduation**
Review of Degree Audit	Student/Major Adviser	Each semester or as dictated by department
Clear Degree Audit	Department Head/ Graduate Coordinator	After deadline to apply for graduation
Submission of Record of Progress	Department	Due to Graduate School by one week after end of term

## Procedures for Professional Doctoral Degrees

For procedures for the Doctor of Nursing Practice (<http://catalog.uark.edu/graduatecatalog/programsofstudy/nursingleanormannschoolofnurs/>) degree or the Occupational Therapy Doctor (<http://catalog.uark.edu/graduatecatalog/programsofstudy/clinical-occupational-therapy/>) degree, refer to the specific program of study for degree requirements.

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

\*\* Specific deadlines are available in the Graduate School