

2007 – 2009 GRADUATE STUDIES HANDBOOK



University of Arkansas at Pine Bluff

Dr. Lawrence A. Davis, Jr., Chancellor

Dr. Mary Benjamin, Vice Chancellor of Academic Affairs

Dr. Alfred Arrington, Dean of Graduate Studies and Continuing Education

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PREFACE

The Graduate Studies Handbook provides a handy reference for general policies and procedures. The Handbook should be useful to deans, directors, department chairpersons, coordinators, members of the Graduate Faculty, and graduate students.

The document is organized in four sections. Section one covers issues related to the graduate faculty, including the structure and functions of the Graduate Council, and policies and procedures of the Graduate Council. Section two deals with issues related to graduate students while section three presents details on the specific graduate programs.

Graduate Council Membership

1994-1995

Dr. Frank James, Chairperson
Dr. Ruth Roberts, Co-Chairperson
Dr. Stephen Tai, Social Studies
Dr. Shelton Fitzpatrick, Biology
Dr. Rosemarie Word, Elementary, Secondary and Special Education
Dr. Rachel Greer, HPER
Dr. Syed Aijaz, chemistry
Dr. Loretta Price, Continuing Education
Mr. Owopele Shonowo, Graduate Students Organization
Mrs. Delores Johnson, Ex Officio
Mrs. Kwurly Floyd, Ex Officio
Dr. Dorris Robinson-Gardner, Ex Officio
Dr. Calvin Johnson, Ex Officio
Dr. Mary E. Benjamin, Ex Officio

1995-1996

Dr. Frank James, Chairperson
Dr. Ruth Roberts, Co-Chairperson
Dr. Stephen Tai, Social Studies
Dr. Shelton Fitzpatrick, Biology
Dr. Hazel Linton, Elementary Education
Dr. Rachel Greer, HPER
Dr. Syed Aijaz, Chemistry
Dr. Loretta Price, Continuing Education
Ms. Vickie Hicks, Graduate Students Organization
Mrs. Delores Johnson, Ex Officio
Ms. Kwurly Floyd, Ex Officio
Dr. Dorris Robinson-Gardner, Ex Officio
Dr. Calvin Johnson, Ex Officio
Dr. Mary E. Benjamin, Ex Officio

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1996-1997

Dr. Frank James, Chairperson
Dr. Ruth Roberts, Co-Chairperson
Dr. Stephen Tai, Social Studies
Dr. Shelton Fitzpatrick, Biology
Dr. Hazel Linton, Elementary Education
Dr. Rachel Greer, HPER
Dr. Syed Aijaz, Chemistry
Dr. Loretta Price, Continuing Education
Ms. Vickie Hicks, Graduate Students Organization
Mrs. Delores Johnson, Ex Officio
Ms. Kwurly Floyd, Ex Officio
Dr. Dorris Robinson-Gardner, Ex Officio
Dr. Calvin Johnson, Ex Officio
Dr. Mary E. Benjamin, Ex Officio

1997-1998

Dr. Loretta Price, Chairperson
Dr. Hazel Linton, Vice-Chairperson
Dr. Carole Engle, Secretary
Dr. Ruth Roberts, English
Dr. Rachel Greer, HPER
Dr. Stephen Tai, Social Studies
Dr. Shelton Fitzpatrick, Biology
Dr. Syed Aijaz, Chemistry
Ms. Kwurly Floyd, Ex Officio
Mrs. Delores Johnson, Ex Officio
Dr. Dorris Robinson-Gardner, Ex Officio
Dr. Mary E. Benjamin, Ex Officio
Dr. Frank James, Ex Officio
Dr. Calvin Johnson, Ex Officio

1998-1999

Dr. Hazel Linton, Chairperson
Dr. Carole Engle, Vice-Chairperson
Dr. Bettye Williams, Secretary
Dr. Vannette Johnson, HPER
Dr. Shelton Fitzpatrick, Biology
Dr. Ulysses Hunter, Mathematics
Dr. Syed Aijaz, Chemistry
Dr. Loretta Price, Dean's Council
Dr. Richard L. Hillard, Social Studies
Dr. Marguerette Williams, Ex Officio

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Dr. Rebecca Lochmann, Ex Officio
Dr. Frank James, Ex Officio
Dr. Calvin Johnson, Ex Officio
Dr. J.W. McCray, Ex Officio
Dr. Mary Benjamin, Ex Officio
Ms. Kwurly Floyd, Ex Officio
Jimmie LeNee Jones, Student

1999-2000

Voting

Dr. Syed Aijaz
Dr. Carole Engle
Dr. Richard L. Hillard
Dr. Vannette Johnson
Dr. Bettye Williams
Dr. Shelton Fitzpatrick
Dr. Ulysses Hunter
Mr. Todd Lenger, Student, Fisheries
Ms. LeNee Jones, Student, Education

Ex-Officio

Dr. Mary Benjamin
Dr. William Willingham
Dr. Jacquelyn McCray
Dr. Calvin Johnson
Dr. Margarette Williams
Dr. Loretta Price
Dr. Hazel Linton, Chair
Dr. Frank James

2000-2001

Voting

Dr. Syed Aijaz
Dr. Carole Engle, Chair
Dr. Richard L. Hillard,
Dr. Vannette Johnson
Dr. Bettye Williams
Dr. Shelton Fitzpatrick
Dr. Ulysses Hunter
Mr. Todd Lenger, Student, Fisheries
Ms. Oretha Riggins, Student, Education

Dr. Mary Benjamin
Dr. William Willingham
Dr. Jacquelyn McCray
Dr. Calvin Johnson
Dr. Margarette Williams
Dr. Loretta Price
Dr. Hazel Linton
Dr. John Jackson

2001-2002

Voting

Dr. Curtis Williams
Dr. Lawrence M. Mwasi
Fr. Freddie Hartsfield
Dr. Fredda Carroll
Dr. Vannette Johnson
Dr. Bettye Williams
Dr. Richard L. Hillard
Dr. Richard Walker

Dr. Mary Benjamin
Dr. William Willingham
Dr. Jacquelyn McCray
Dr. Calvin Johnson
Dr. Margarette Williams
Dr. Hazel Linton
Dr. John Jackson
Dr. Bonita Corbin

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Ms. Amy Fenech student
Ms. Doris Morehead, student

2002-2003

Voting Members

Dr. Richard L. Hillard, Graduate Council Chair, Professor of History
Dr. Peter Perschbacher, Graduate Council Vice Chair, Associate Professor, Aquaculture & Fisheries
Dr. Fredda D. Carroll, Graduate Council Secretary, Associate Professor of Education
Dr. Richard B. Walker, Chair, Graduate Council Curriculum Committee, Associate Professor of Chemistry
Dr. Kwamena Quagraine, Chair, Graduate Council Faculty Committee, Assistant Professor, Aquaculture & Fisheries
Dr. Bartholomew Green, ARS Research Leader, Aquaculture and Fisheries
Dr. Vannette Johnson, Professor, Health, Physical Education, & Recreation
Dr. Bettye Williams, Associate Professor of English
Dr. W. Curtis Williams, Professor, Health, Physical Education, & Recreation

Ex Officio Members

Dr. Mary Benjamin, Vice Chancellor of Academic Affairs
Dr. William Willingham, Dean, School of Arts and Sciences
Dr. Jacquelyn McCray, Dean, School of Agriculture, Fisheries and Human Sciences
Mrs. Bonita Corbin, Interim Dean, School of Continuing Education
Mrs. Erica Fulton, Registrar
Dr. Hazel Linton, Interim Dean of Graduate Studies and Continuing Education
Dr. John Jackson, Director Graduate Studies, Aquaculture & Fisheries
Dr. Jerry Lewis, Director Graduate Studies, Addiction Studies
Dr. Linda Joshua, Interim Director Graduate Studies, Education
, Student, Aquaculture & Fisheries
, Student, Addiction Studies
, Student, Education

2003-2006

Voting Members

Dr. Richard L. Hillard, Graduate Council Chair, Professor of History
Dr. Peter Perschbacher, Graduate Council Chair, Associate Professor, Aquaculture & Fisheries
Dr. Fredda D. Carroll, Graduate Council Secretary, Associate Professor of Education
Dr. Richard B. Walker, Chair, Graduate Council Curriculum Committee, Associate Professor of Chemistry
Dr. Kwamena Quagraine, Chair, Graduate Council Faculty Committee, Assistant Professor, Aquaculture & Fisheries
Dr. Bartholomew Green, ARS Research Leader, Aquaculture and Fisheries
Dr. Vannette Johnson, Professor, Health, Physical Education, & Recreation
Dr. Bettye Williams, Associate Professor of English

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Dr. W. Curtis Williams, Professor, Health, Physical Education, & Recreation

Ex Officio Members

Dr. Mary Benjamin, Vice Chancellor of Academic Affairs

Dr. Calvin Johnson, Dean, School of Education

Dr. William Willingham, Dean, School of Arts and Sciences

Dr. Jacquelyn McCray, Dean, School of Agriculture, Fisheries and Human Sciences

Mrs. Erica Fulton, Registrar

Dr. Alfred Arrington, Interim Dean of Graduate Studies and Continuing Education

Dr. John Jackson, Director Graduate Studies, Aquaculture & Fisheries

Dr. Jerry Lewis, Director Graduate Studies, Addiction Studies

Dr. Linda Joshua, Interim Director Graduate Studies, Education

Dr. Albert Toh, Assistant Professor of Psychology

, Student, Aquaculture & Fisheries

, Student, Addiction Studies

, Student, Education

SECTION I

SECTION I: GRADUATE COUNCIL AND FACULTY

1.0 STRUCTURE AND FUNCTIONS OF THE GRADUATE COUNCIL AND GRADUATE FACULTY

1.1 Graduate Council

The Graduate Council shall be established by the Graduate Faculty according to its own procedures. Any legislative powers of the Council shall be delegated to it by the Graduate Faculty, which retains authority to review and approve or disapprove any legislative action of the Council. The Council shall determine its own governance procedures within any limitations established by the Graduate Faculty. In cooperation with the Dean of Graduate Studies and Continuing Education, Graduate Council shall be responsible for implementation of graduate policies and procedures and the development and implementation of campus policies and procedures such as the following: establishing criteria for admission and retention of graduate students, approving courses for graduate credit, approving proposals relating to new and existing graduate programs, approving membership in the Graduate Faculty, planning and supervising periodic reviews, and developing quality control procedures consistent with University of Arkansas System and campus standards.

1.2 Legislative Authority

The Board of Trustees of the University of Arkansas authorized specific programs leading to the awarding of graduate credit by the University of Arkansas at Pine Bluff Graduate Faculty. This Graduate Faculty, assisted by the Graduate Council, shall have primary responsibility for graduate classes, their development, policies, administration, and quality.

1.3 Purpose of the Graduate Council

This body is constituted and structured to provide an efficient and effective academic/administrative entity to ensure the development, implementation and maintenance of quality graduate courses and graduate degree programs.

1.4 Governance

The Graduate Council shall be a legislative body with legislative authority for all graduate academic matters. The legislative actions of the Council are subject to the approval of the UA Board of Trustees after the action has been reviewed and recommended by the Dean of Graduate Studies and Continuing Education, Vice Chancellor for Academic Affairs, Chancellor and President of the University of Arkansas System.

1.5 Functions

1. Development of general policies and regulations for graduate programs.
2. Review and approval/disapproval of new or changes to existing graduate courses,

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programs and degrees.

3. Formal approval of degree-seeking students for graduation.
4. Other duties and responsibilities as assigned by the appropriate administrators.

1.6 Membership

1.6.1 Membership of the Council

The Graduate Council shall be composed of faculty representatives representing each of the schools with graduate programs. Each representative must have graduate faculty status. Voting members are distributed as follows:

School of Agriculture, Fisheries, and Human Sciences	3
School of Arts and Science	3
School of Education	3
Student Representative	1
Total Voting Members	10

Ex Officio members will include:

Dean of Graduate Studies and Continuing Education
Coordinator of Graduate Programs in Education
Coordinator of Graduate Program in Addiction Studies
Aquaculture and Fisheries Graduate Coordinator
Dean of School of Agriculture, Fisheries, and Human Sciences
Dean of Arts and Science
Dean of Education
Registrar
Vice Chancellor for Academic Affairs
One (1) student from each school offering a degree program or programs.

1.6.2 Attendance at Meetings

1.6.2.1 Representatives Who Miss Meetings

A member of the Graduate Council who misses three scheduled meetings of the Graduate Council within one academic year without sending an official (designated in writing) proxy will lose their membership on the Council and is not eligible for membership for the succeeding academic year. After being absent two times a warning will be sent.

1.6.2.2 Schools Whose Representatives Miss Meetings

An academic unit whose representative misses three regularly scheduled meetings of the

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Graduate Council within one academic year will lose their slot on the Graduate Council for the succeeding academic year.

1.6.3 Graduate Faculty Members

Members of the Graduate Faculty shall consist of the President of the University of Arkansas System, Chancellor of UAPB, Vice Chancellor for Academic Affairs, Dean of Graduate Studies and Continuing Education, and all members of the faculty who are authorized by the Graduate Council. All Graduate Faculty are selected in accordance with University-wide policy on Graduate Faculty Status.

1.6.4 School Representation

The procedure for selecting Graduate Council representatives for a school shall be determined by the graduate faculty of that school. All representatives must have graduate faculty status. The term for representatives shall be five years.

1.6.4.1 Filling a Vacancy

Upon a vacancy created by a representative's resignation, departure from the University or having reached the end of his or her term, the Graduate Council chair will provide a list of current faculty from that school with graduate faculty status to one of the remaining representatives of that school. It is the responsibility of that Graduate Council member to convene a meeting of all graduate faculty from that school to nominate and elect a new member of the council. When possible, elections should occur during the first two weeks of the Fall Semester. The term for the person elected, regardless of the reason for the vacancy created, shall be a full term of five years.

1.6.5 Student Representation

Procedures for selection of student representatives from each type of degree will be developed by the Graduate Coordinator for that degree program.

1.7 Standing Committees

1.7.1 Graduate Curriculum Committee (GCC)

Graduate Curriculum Committee reviews and makes recommendations to the Graduate Council on proposals for (1) new courses for graduate credit, (2) changes in the number, title, description and prerequisites of existing graduate courses, and (3) new and/or revisions in graduate degree programs.

In addition, the Graduate Curriculum Committee is responsible for resolving questions concerning course numbers, course duplication, changes in degree program, completeness of course revision forms, and other questions pertaining to graduate courses and program proposals.

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The Graduate Curriculum Committee shall consist of three members appointed by the Chair of the Graduate Council.

1.7.2 Committee on Program Evaluation (COPE)

The Committee on Program Evaluation has full responsibility for implementing policies and procedures for review of graduate programs as outlined in the University Administrative Memorandum 625.1 (see Appendix C-1). The Committee on Program Evaluation consists of three members appointed by the chair of the Graduate Council.

1.7.3 Graduate Faculty Committee (GFC)

The Graduate Faculty Committee reviews and makes recommendations to the Graduate Council on applications for graduate faculty status. The GFC also reviews all periodic 5 year reapplications for graduate faculty status and makes recommendations to the Graduate Council. The Graduate Faculty Committee consists of five members appointed by the Chair of the Graduate Council.

1.8 Officers

1.8.1 Dean of Graduate Studies and Continuing Education

The Dean of Graduate Studies and Continuing Education is chosen by the selection process procedures of the University of Arkansas at Pine Bluff.

The Director has administrative responsibility for the operation and coordination of implementing policies and procedures relating to graduate studies. These responsibilities include: (1) directing the operation of Graduate Programs; (2) working with students, faculty, administrative officials, persons and agencies within and outside the University to maintain or develop superior graduate programs; (3) monitoring graduate student registration and progress toward degrees; (4) recommending to the Graduate Faculty Committee faculty members for graduate faculty status after receiving recommendations by the appropriate department and dean, and (5) verifying that students have met requirements for graduate degrees.

1.8.2 Officers of Graduate Council

1.8.2.1 Rotation of Council Officers

On September 22, 1997, the Graduate Council approved a rotational cycle beginning with the 1998 academic year. Serving one-year terms for the 1998-99 academic year, the Graduate Council was chaired by the representative of the Dean's Council, the Vice-Chair by the representative of Elementary Education and the Secretary by the representatives of the Aquaculture and Fisheries Department. Beginning with the 1999 Academic Year, for the first two year rotation, the Graduate Council will be chaired by a representative of the School of Education and the Vice Chair by a representative from the School of Agriculture, Fisheries, and Human Sciences. The Secretary will be a

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representative from the School of Arts and Sciences. These officers will serve 2-year terms. The rotation continues following the order established in the first rotation. All officers must be voting members of the Graduate Council. A new Vice-Chair and Secretary will be elected at the first meeting of an academic year that is an election year, and the outgoing Vice-Chair automatically becomes the Council's new Chair.

1.8.2.2 Chairperson

The Chairperson's duties include presiding at meetings, signing forms, signifying Council action, serving on the Policy Advisory Council, serving on the UA System Graduate Advisory Cabinet, assisting in preparing the agenda, making appointments to special and standing committees and designating their chairs and communicating on behalf of the Graduate Council.

1.8.2.3 Vice-Chairperson

The vice chairperson's duties include presiding in absence of the chairperson, serving as editor of this Handbook and insuring that all decisions made concerning procedures and policies appear in the next edition of this Handbook.

1.8.2.4 Secretary

The Secretary supports the work of the Council by making arrangements for meetings, receiving agenda items, producing, and distributing minutes, forwarding papers to higher levels, maintaining records, and by performing other secretarial functions. The Secretary of the Council shall send minutes of each Graduate Council meeting to all Graduate Faculty and Ex Officio members of the Graduate Council and actions taken at the meeting shall not be considered the position of the Graduate Faculty until two weeks after the minutes have been distributed. A report of Council actions shall be sent to the President of the Faculty Senate, the Teacher Education Committee, and the Academic Affairs and Educational Policies Committee for informational purposes.

1.9 Meetings

The Council holds regular meetings on the second Monday of each month during the academic year. The Council also meets on the call of the Chairperson. An individual member may call a meeting by a petition signed by a simple majority of the voting membership of the Council. The meetings of the Council are open to the public.

A quorum for meetings shall be fifty-five percent (55%) of the voting membership. Except where stated to the contrary in *Roberts Rules of Order, Newly Revised*, a fifty-five percent (55%) vote of those members present and voting decides all matters of the Council, except to amend this document, which shall require a two-thirds majority of the total voting membership. A person holding a properly prepared proxy form is counted for quorum purposes if the substitute is a member of the Graduate Faculty. In order to vote, the substitute must possess a written proxy filed with the Secretary of the Graduate Council. Persons leaving meetings before

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adjournment may leave a proxy vote to a particular business item. If this person's presence is critical to a quorum on the business item, the proxy will preserve the quorum for that vote. The parliamentary authority shall be *Roberts Rules of Order, Newly Revised, 1970*.

Actions taken by the Council are reported to additional appropriate administrative office(s) by the Director of Graduate Programs.

1.9.1 Notification of Graduate Council Meetings

The notification of the meeting and proposed agenda shall be distributed to Council members by the Secretary at least one week before each meeting. The final agenda for each meeting is distributed at least three working days before a scheduled meeting date. This agenda is prepared by the Council Chairperson. Any member of the Council may propose an item for the agenda by forwarding it to the Chairperson at least one week prior to the meeting in which it is to be introduced.

1.10 Meetings of the Graduate Faculty

Graduate Faculty meetings shall be held at least once each academic year. The regular meeting will coincide with the second regular meeting of the Graduate Council for the academic year. The Graduate Council Chairperson shall call special meetings upon written petition of twenty-five (25%) of the members of the Graduate Faculty or as determined by a majority vote of the Graduate Council. Announcements of each meeting, plus the agenda, shall be sent to the Graduate Faculty at least two weeks before the date selected. The Chairperson shall determine the agenda for each meeting; however, any other item presented from the floor with the approval of a two-thirds majority of those present, shall be added to the agenda.

1.10.1 Quorum

A majority (55%) of existing Graduate Faculty members shall constitute a quorum. Where formal action is taken on any item, except amendment of the statement of organization, Section I, Article 1.1 of this Handbook, a majority vote of the Graduate Faculty members present shall prevail. A majority of two-thirds of all current Graduate Faculty is required to amend Section I, Article 1.1 of this Handbook.

1.10.2 Minutes and Report of Actions of Graduate Faculty Meetings

The Secretary of the Graduate Council shall send minutes of each meeting of the Graduate Faculty to the Graduate Faculty, and all Ex Officio members of the Graduate Council and actions taken at the meeting shall not be considered the position of the Graduate Faculty until two weeks after the minutes have been distributed. A report of Graduate Faculty actions shall be sent to the Teacher Education Committee, the Academic Affairs and Educational Policies, and the President of the Faculty Senate for information purposes. Actions taken by the Graduate Faculty are reported to additional appropriate administrative office(s) by the Dean of Graduate Studies and Continuing Education.

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1.11 Files on All Past and Present Policies

All past and present approved academic policies of the Graduate Faculty and Graduate Council shall be kept in readily available files in the Office of the Dean of Graduate Studies and Continuing Education and all current policies shall also be reflected in the Graduate Programs Catalog and this Handbook.

2.0 POLICIES AND PROCEDURES

2.1 Graduate Education in the University of Arkansas System

The Board of Trustees of the University of Arkansas authorizes specific programs leading to graduate degrees awarded by graduate faculties of particular campuses of the University. On each campus for which graduate programs are authorized, Graduate Faculty and a Dean of Graduate Studies and Continuing Education, both assisted by a Graduate Council, shall have primary responsibility for the programs, their development, policies, and administration. Graduate programs of all campuses shall be subject to general policies of the University of Arkansas concerning graduate studies.

On each campus authorized to grant graduate degrees, the Graduate Faculty shall have the legislative authority relating to graduate academic matters (new programs and courses, for example), with its legislative actions subject to approval of the Board of Trustees after the actions have been reviewed and recommendations attached by the Dean of Graduate Studies and Continuing Education, the chief academic officer of the campus, the chief administrative officer of the campus, and the President of the University. The Graduate Faculty of a campus consists of the President of the University, the chief administrative officer of the campus, the chief academic officer of the campus, the Dean of Graduate Studies and Continuing Education, and all members of the campus faculty who are authorized to direct graduate theses or to teach graduate courses regularly, together with any additional individuals whom the campus Graduate Faculty selects consistent with University-wide policy on Graduate Faculty status.

The Dean of Graduate Studies and Continuing Education is chosen by the selection procedures of the campus. This officer has administrative responsibility for the operation and coordination of policies and procedures relating to graduate education, and is assisted by the Graduate Council in carrying out these responsibilities.

On each campus offering graduate degrees, the Graduate Council shall be established by the Graduate Faculty, according to its own procedures. Any legislative powers of the Council shall be delegated by the campus Graduate Faculty, which shall retain authority to review, approve or disapprove any particular legislative action of the Council. The Graduate Council shall determine its own governance procedures within limitations established by the Graduate Faculty. In cooperation with the Dean of Graduate Studies and Continuing Education, the Graduate Council shall be responsible for implementation of University graduate policies and procedures and the development and implementation of policies and procedures such as the following: establishing general minimum criteria for admission and retention (academic departments may

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establish more rigorous criteria, but may not establish less rigorous admission and retention criteria), approving courses for graduate credit, proposals relating to new and existing graduate programs, membership into the Graduate Faculty, planning and supervising periodic reviews of programs and application for reappointment to Graduate Faculty Status, and developing quality-control procedures consistent with University standards.

The Graduate Faculty of a campus shall have the responsibility for certifying that students have met the campus and University requirements for graduate degrees. Each campus, therefore, shall award its own degrees upon the recommendation of its Graduate Faculty. Each diploma will reflect the individual identity of the campus and the unity of the University as an educational entity.

2.2 Organization of Graduate Studies at UAPB

2.2.1 Mission of Graduate Studies

The primary mission of Graduate Studies is to provide quality programs of advanced study which prepare individuals to be leaders in their professions and in their various communities. The Graduate Faculty is derived from the institution.

2.2.2 Programs Offered

The State Board of Higher Education approved implementation of M.Ed. Degrees in Elementary Education and five (5) Secondary Education fields: Mathematics, English, Social Studies, General Science and Physical Education; the M.S. Degree in Addiction Studies; and, the Master of Science Degree in Aquaculture/Fisheries.

Graduate courses leading to other degrees at the specialist and doctoral level are available through the University of Arkansas (Fayetteville) Graduate Resident Center Program at UAPB. These courses are coordinated by Continuing Education.

2.3 Guidelines for Review and Approval of New and Existing Graduate Degree Programs

2.3.1 General Criteria for Off-Campus, Evening and Weekend Programs

There is a recognized need to offer individual graduate courses off-campus and to offer portions or entire graduate degree programs off-campus. The Graduate Council authorizes the Dean of Graduate Studies and Continuing Education to receive requests for and to determine off-campus offerings, to be supervised through the office of the Dean of Graduate Studies and Continuing Education, subject to monitoring by the Graduate Council.

2.3.2 General Regulations

- A. The courses, credits, curricular requirements, admission criteria, guidance and evaluation of students, faculty selection, and faculty oversight and evaluation are to meet the same

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- standards as are applied on campus.
- B. The standards of appropriate accrediting agencies will be followed in the same manner as for programs and courses offered on campus.
 - C. There must be demonstrable student demand for an off-campus offering, and there must be resources sufficient to support it without significant impairment of on-campus programs.
 - D. Prospective students are entitled to full disclosure of all pertinent information concerning an off-campus offering, including fees, refund schedules, course and degree program descriptions and requirements, time and place offerings, nature of credits, applicability to degree programs, faculty qualifications, policy on course or program cancellation, names and locations of those from whom additional information can be obtained.
 - E. University personnel involved in planning or offering courses or programs off-campus must avoid promises or commitments, either stated or implied, with regard to future offerings unless such future offerings have been formally approved by the Graduate Council. It is the program's responsibility to see that full disclosure is accomplished.
 - F. When proposing to offer a degree program or a significant portion of a degree program off-campus, department or program personnel must address the residency requirements for students in the program. If the full degree program is offered in an off-campus resident location the residency requirement shall be considered as met by attending that location.
 - G. If a significant portion of a degree program is offered off-campus (but not the full degree program), a student may complete off-campus up to one-half of the formal graduate course work requirements for the degree, exclusive of credits earned for thesis, or other exit project, assuming such courses are approved by the officials of the program as part of the student's program of study.

2.3.3 Routing Procedures for Advance Notice, Approval and/or Approval in Principle on New Graduate Program Proposals

1. Submission by appropriate department (using advance notice/comment form)
2. Comments by appropriate dean
3. Comments by Dean of Graduate Studies and Continuing Education
4. Comments by Graduate Curriculum Committee
5. Comments by Graduate Council and Approval and/or Approval in Principle
6. Comments by Vice Chancellor for Academic Affairs
7. Comments by Chancellor
8. Return of advance notice/comment form to School/Department
9. Decision to proceed/withdraw formal proposal notice

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2.3.4 Routing Procedures for Formal Presentation of New Programs, New Courses, Program Changes, and Course Changes

1. Need for new course or major program change perceived and action initiated by department graduate faculty or chair.
2. Review by department Graduate Curriculum Committee and recommendation to department graduate faculty.
3. Review and recommendation for adoption by department graduate faculty.
4. Submission of department graduate faculty recommendation by department chair to dean (using Curriculum Change Forms I & II)
5. Academic Program Dean forwards recommendations to Director of Graduate Programs.
6. Director of Graduate Programs reviews and forwards recommendations to Graduate Council Curriculum Committee.
7. Graduate Council Curriculum Committee reviews and forwards recommendations to Graduate Council.
8. Graduate Council reviews and approves, sending on approved proposals to Vice Chancellor for Academic Affairs.
9. Review and recommendation by Vice Chancellor for Academic Affairs.
10. Review and approval by Chancellor

2.4 Standards for Graduate Course Approval

These standards provide general expectations for graduate courses and are predicated on standards for graduate study provided by the Council of Graduate Programs (CGP) in the U.S. The exchange of information, ideas, and values that takes place between scholar/teachers and graduate students, and the environments in which that exchange takes place cannot be described precisely. However, the CGP and its affiliates have provided the following recommendations:

1. Graduate study, whether offered during a traditional term or in a shortened time frame, requires intensive, purposeful effort which builds upon a strong foundation of undergraduate work. Each course should be part of an integrated plan of study.
2. Graduate instruction must be at a level of complexity and generalization that reflects and extends the knowledge and intellectual maturity of an accomplished baccalaureate degree holder.
3. Graduate study should provide for regular use of library, laboratory, computer, appropriate audiovisual presentations and field facilities commensurate with advanced instruction.
4. On and off-campus instruction should provide for close and continuing contact with an experienced scholar-teacher who is an expert in the field and who is available to advise students and evaluate graduate student performance in accordance with established and published standards.
5. Graduate instruction should require that students demonstrate an understanding of research and the manner in which it is conducted. Opportunities should be provided for

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students to pursue research through regular classroom activities.

6. Graduate study should provide for an integrated experience for the student: a project, paper, oral presentation, comprehensive examination, using the cumulative knowledge acquired in the course of study.

2.4.1 Specific Course Requirements

These guidelines recognize that graduate courses across various disciplines will have different philosophies, content, methodologies, and approaches to evaluation of students. However, the guidelines provide the kinds of general requirements expected in all graduate courses. In preparing course proposals, instructors should address both the general and specific guidelines outlined above. Course proposers should be aware that Board policy requires 15 contact hours per semester per one hour credit. In addition, in keeping with the national Council of Graduate Programs standards, graduate programs that have an accelerated format normally require at least one week of class meeting for each one hour of credit. Exceptions require Graduate Council Approval. All graduate courses should:

1. Be distinct from undergraduate courses in content and level of sophistication of requirements.
2. Not teach those basic skills ordinarily found in 1000-2000 level courses.
3. Be listed at the 5000 level or higher.

2.4.1.1 5000 Level Courses Open to Undergraduate Students

Courses at the 5000-level which may include undergraduate and graduate students should:

- a. Provide an upper-level undergraduate content the graduate student has not had or one the student needs as preparation for other graduate study.
- b. Require the graduate student to do additional research (not required of undergraduate students).
- c. Require extensive reading from a bibliographic listing.
- d. Require comprehensive evaluation of graduate students in the form of examinations or final projects.
- e. Course outlines for 4000/5000 level courses should indicate the additional requirements for graduate students in the course syllabus.

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2.4.1.2 Special Courses

Special courses such as independent study, graduate research problems, etc., in which there is not regular classroom contact with the instructor, may require special attention. In general, they should adhere to the rigor expected in other graduate courses. These courses should require:

- a. Projects or assignments approved by the instructor or supervisor at the beginning of the course which qualify for graduate level credit (Course proposals for such courses should describe the kinds of projects that would be approved).
- b. Regular meetings between the instructor and student.
- c. Intensive reading in the current literature related to the study, laboratory or other research related to the approved work.
- d. A major writing assignment that brings together the work of the course.
- e. An evaluation of the work completed in the form of a final examination or other culminating project.

2.5 Special Considerations

2.5.1 Off Campus Graduate Courses

A department or program may offer up to nine semester hours of graduate course at a single off-campus location, subject to approval through the established UAPB Graduate Council curriculum review process. This policy applies to a specified total of nine or less hours of course work. Courses other than the approved nine hours may not be offered. These hours must be from departments with full degree programs or from departments with up to nine hours of approved graduate courses in an existing, approved Certificate Program. It is the responsibility of the Dean of Graduate Studies and Continuing Education to monitor off campus course offerings and ensure that this policy is followed.

2.5.2 Workshops, Special Topics, and Seminars

Workshop and seminar courses should meet the same requirements for rigor as other courses. Course proposals should provide sample syllabi and possible topics for such courses. Bibliographic lists should indicate that appropriate library materials are available to cover the proposed topics. Six (6) credit hours, maximum, can be included in a student's program of study.

2.5.2.1 Special Credit Workshops

Workshops which are initiated for the purpose of professional development or enhancement and which offer graduate credit, e.g., teacher certification workshops, and which are not utilized for the purpose of completing degree requirements, should be designated as a Special Credit Workshops. These special credit workshops require

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review and approval for academic credit by the department chair and the dean of the appropriate school.

2.5.2.2 Significant Portions of Degree Programs

A department or program may offer more than nine hours of a degree program (but not an entire degree program) at an off-campus site by seeking approval through the regular Graduate Council curriculum review process. Securing approval, necessitates notification (not approval) of the University of Arkansas President and the Arkansas Board of Higher Education.

2.5.2.3 A Full Degree Program

A department wishing to offer a full graduate degree at an off-campus site must seek approval through the regular UAPB Graduate Council curriculum review process. Upon securing approval on the UAPB campus the program must also secure approval from the UA President, Board of Trustees, the Arkansas State Board of Higher Education, and NCA.

2.6 Guidelines for Graduate Faculty Membership and Reappointment

2.6.1 General Criteria

Members of the Graduate Faculty consist of the President of the University of Arkansas System, Chancellor of the University of Arkansas at Pine Bluff, Vice Chancellor for Academic Affairs, Dean of Graduate Studies and Continuing Education, and members of the faculty (including scientists stationed full-time at UAPB) who are authorized to serve on graduate thesis or dissertation committees or to teach graduate courses and who are regularly involved in such graduate-level activities.

Consideration for membership in the Graduate Faculty involves a variety of factors such as teaching experience, research, other evidence of competency, and normally, the highest degree in the discipline. More specifically, a member of the Graduate Faculty should be judged on the basis of the following criteria: significant research as demonstrated in publications, public exhibitions or performances, significant graduate teaching experience, or outstanding undergraduate teaching experience, preferably in the upper level courses. In the case of an individual with a distinguished career or publications, the requirement for the terminal degree may be waived by the Graduate Council.

2.6.2 Full Member

Full members of the Graduate Faculty must be either full-time faculty of UAPB or stationed by their respective employers on a full-time basis on the UAPB campus. Full Graduate Faculty

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members are approved to supervise the study of candidates for the master's degree, teach graduate-level courses, and to serve on and chair master's-level thesis and comprehensive examination committees.

Qualifications for Full Graduate Faculty status include a doctorate or appropriate terminal degree in the field being taught and experience relevant to that field of study. Exceptions may be granted to the qualifications specified for full graduate faculty status in cases in which the individual has developed national or international recognition for exceptional accomplishments in areas of value to UAPB graduate students.

Nominations for full membership on the Graduate Faculty originate with the coordinator of each graduate program. The nominations are routed through the department chairperson to the dean of the school for recommendation, then to the Graduate Council Faculty Committee for review and recommendation to the Graduate Council for approval. If approved by the Graduate Council, the application is forwarded to the Vice Chancellor for Academic Affairs and to the Chancellor for approval. The Chair of the Graduate Council will be notified of the action taken. The Chair of the Graduate Council will notify the faculty member with copies to the Department Chair and Coordinator of the relevant graduate program. Names will be published as Graduate Faculty.

2.6.3 Associate Member

Associate Members of the Graduate Faculty can serve on Master's-level thesis committees. However, they will need special approval from the department chair and dean of the appropriate school to teach graduate courses.

Qualifications for Associate Graduate Faculty status are a master's degree in the field being taught and evidence of proficiency in the relevant field.

Nominations for Associate Members of the Graduate Faculty are routed through the department chairperson to the dean of the school for recommendation, then to the Graduate Council Faculty Committee for review and recommendation to the Graduate Council. If approved by the Graduate Council, the application is forwarded to the Vice Chancellor for Academic Affairs and to the Chancellor for approval. The Chair of the Graduate Council will be notified of the action taken. The Chair of the Graduate Council will notify the faculty member with copies to the Department Chair and Coordinator of the relevant graduate program. Names will be published as Associate Graduate Faculty.

2.6.4 Temporary Member

Temporary Members of the Graduate Faculty are appointed for one semester on a renewable basis. Functions of Temporary Members of the Graduate Faculty are the same as those for a Full or Associate Member, depending upon qualifications. Temporary members may include Visiting Professors or scientists from other university campuses or governmental agencies located on the UAPB campus for a specific time period.

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Qualifications for Temporary Members of the Graduate Faculty are the same as those for Full or Associate Members.

Nominations for temporary membership on the Graduate Faculty originate in the department. Approvals from the department chairperson, dean, and the chair of the Graduate Council are sufficient for temporary membership. The Graduate Council is notified of temporary appointments. The names of persons appointed to temporary membership are not published in the Graduate Faculty membership list.

2.6.5 Adjunct Member

Adjunct Graduate Research Faculty

Adjunct graduate research faculty members can serve on master's-level thesis committees, but do not teach graduate-level courses. Adjunct members do not qualify for advancement in Graduate Faculty Status. They are not appointed to chair comprehensive examination, thesis or equivalent committees.

Qualifications for adjunct graduate research faculty members are equivalent to those of full and associate members, but adjunct graduate research faculty are not stationed at UAPB.

Nominations for Adjunct Graduate Research Faculty must originate from departments that are responsible for teaching graduate courses. Approvals from the department chairperson, dean, and the Chair of the Graduate Council are sufficient for adjunct graduate research faculty status. The Graduate Council is notified of adjunct graduate research faculty appointments. Their names are not published in the Graduate Faculty membership list.

Adjunct Graduate Teaching Faculty

Adjunct graduate teaching faculty members can teach graduate-level courses and can serve on comprehensive examination or equivalent committees. Adjunct members do not qualify for advancement in Graduate Faculty Status.

Qualifications for adjunct graduate teaching faculty members are equivalent to those of full and associate members, but adjunct graduate teaching faculty are not stationed at UAPB.

Nominations for adjunct membership on the Graduate Faculty must originate from departments that are responsible for teaching graduate courses. Approvals from the department chairperson, dean, and the Chair of the Graduate Council are sufficient for adjunct status and must receive reappointment each term. The Graduate Council is notified of adjunct appointments. Their names are not published in the Graduate Faculty membership list.

2.6.6 Reappointment of Full Graduate Faculty Members

The Graduate Council has established a five-year cycle for the programmatic review of all graduate faculty previously approved for full and associate Graduate Faculty Status as follows:

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1. Dean of Graduate Studies and Continuing Education
 1. Determines each Fall and Spring term which full and associate graduate faculty have reached their 5 year appointment anniversary and must be reviewed for renewal of graduate faculty status.
 2. Notifies the faculty concerned and sends an Application form to be completed and returned to the Dean's office.
 3. Notifies the concerned faculty's department chair and school dean of the required review for renewal and requests a letter of recommendation to the Graduate Council be sent to the Dean's office.
2. Graduate Faculty member: Completes Application for Graduate Faculty Status Renewal and returns the form to the Dean of Graduate Studies and Continuing Education with an updated *curriculum vitae*.
3. Dean of Graduate Studies and Continuing Education: When the Director has received a completed Application, updated *curriculum vitae*, and letters of recommendation for a graduate faculty member up for review, the Director will forward the documents to the Graduate Council's Graduate Faculty Status Committee for action.
4. Graduate Faculty Status Committee:
 1. Chairman convenes the Committee to review the Application and associated documents and vote on a recommendation to the Graduate Council to:
 1. reappoint until the next five (5) year appointment anniversary.
 2. do not reappoint.
 3. reappoint in a different category (i.e., full, associate, temporary, or adjunct).
 2. The committee must be prepared to provide the faculty with a written explanation if they recommend not to reappoint.
 3. Chairman forwards all documents to the Graduate Council Chair.
5. Graduate Council:
 1. Hears report from the Graduate Faculty Status Committee and votes on whether to accept, reject, or modify the Committee's recommendation.
 2. Council notifies Vice Chancellor of Academic Affairs of action taken.
6. Vice Chancellor of Academic Affairs reviews Graduate Council's action and makes recommendation to the Chancellor.
7. Chancellor approves or disapproves of Graduate Council's Action.
8. Original documents sent to Dean of Graduate Studies and Continuing Education who keeps all records concerning graduate faculty status.

The Graduate Faculty Status Committee will utilize the Graduate Faculty appointment criteria adopted as the basis for their decision to recommend reappointment, with emphasis on continuing academic activity since the original appointment or last reappointment.

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2.6.7 Appeals

If a faculty member has been denied appointment or reappointment at any level, they can request a written explanation. If the faculty member does not accept the written explanation they can notify the Dean of Graduate Studies and Continuing Education of their decision to appeal. The Director will then select and convene an Appeals Committee of five (5) members from the on campus Graduate Faculty. No sitting member of the Graduate Council may be on the Appeals Committee, but the Graduate Council Chair will attend the meeting of the Appeals Committee as a non-voting member. No more than one member of the appellant faculty's department may be on the committee and no more than two Appeals Committee members may come from any one school.

2.6.8 Review of Graduate Faculty Roster

The Dean of Graduate Studies and Continuing Education will annually request from each academic department the status of its Graduate Council-approved faculty to update the Graduate Faculty Roster. Names of faculty to be removed from the roster due to resignation, retirement or death will be forwarded by the department chair through the Dean of the school to the Dean of Graduate Studies and Continuing Education. The Dean of Graduate Studies and Continuing Education then presents the Roster to the Graduate Council at the first meeting of the academic year.

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SECTION II: GRADUATE STUDENTS

1.0 University Admissions and Graduation Requirements

The following are the minimum University admission requirements. Academic departments may have additional or more rigorous requirements. See Section III.

1. A baccalaureate degree from a regionally accredited institution of higher education
2. An undergraduate cumulative grade point average of at least 2.50 (or 3.00 in the last 60 hours attempted) supported by transcripts
3. The application for Admission to the university.
4. GRE scores (minimum scores, if any, are determined by the individual program)
5. TOEFL scores (for international students)

An official copy of all records related to graduate students at UAPB will be maintained electronically in the office of the Dean of Graduate Studies and Continuing Education.

1.1 International Students

All international students whose native tongue is not English must present a score of 550 or better on the Test of English as a Foreign Language (TOEFL) in order to be admitted to a Graduate Program. Foreign students must furnish evidence from a professional evaluation service in the U.S. that their undergraduate degrees are comparable to U.S. undergraduate programs in the same area of study.

International students must also show proof of financial support available to them while enrolled in graduate study at University of Arkansas at Pine Bluff.

1.2 Degree Seeking Student Classifications

1.2.1 Unconditional Graduate Student

To be classified as a graduate student with regular, unconditional status, the student must have been accepted into a program of study in a specific department as well as having been accepted by the university.

1.2.2 Conditional Graduate Student

A student, who does not meet all requirements for a specific program of study, may be admitted as a conditional graduate student. For specific information see individual program requirements in Section III.

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1.2.3 Special Student

Students who wish to take graduate courses, but who have not been accepted into a graduate program of study, will be classified as Special or Non Degree Seeking Students. If the student later applies and is accepted into a degree program of study they must meet all unconditional or conditional criteria. The number of credits a student can transfer to degree program is determined by individual programs. See Section III.

1.3 Readmission to the Graduate Program

Readmission to Graduate Programs is not automatic. Students who have been dismissed from Graduate Programs or left voluntarily will be readmitted if:

1. The student has earned at least a 2.75 cumulative grade point average on all (12 hours or more) graduate credits attempted during all previous enrollments;
2. A new Application for Admission form is filed prior to the desired registration date (preferably, at least one month prior to that date);
3. The department has received an official transcript of all course work attempted at other institutions subsequent to the previous enrollment at University of Arkansas at Pine Bluff;
4. The student's graduate status at the end of the previous enrollment was Conditional or Unconditional;
5. The Department approves the request.

Readmission to Graduate Programs (including that of students who were conditionally admitted) under whatever circumstances will be considered and decided on an individual basis. Students interested in obtaining such readmission should contact the Graduate Coordinator of the respective degree program.

1.4 Minimum Requirements for Graduation

The following are the minimum requirements to graduate from a University of Arkansas at Pine Bluff graduate program. Specific degree programs may have additional or more rigorous requirements.

1. Thirty (30) credit hours.
2. GPA of 3.0
3. No grades below a C.
4. Twenty-one (21) hours in residence

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5. No incomplete (“I”) grades
6. Be in good standing with the University
7. Must have completed all requirements for graduation within six (6) consecutive calendar years.

2.0 CHANGES IN UNIVERSITY REGULATIONS

The University reserves the right to change the regulations for admission to, instruction in, and graduation from the University and to change other regulations affecting the student body at any time. New regulations go into force whenever proper authorities determine they are needed and apply both to prospective graduate students and to those matriculating at the time.

2.1 Academic Standards

GRADE		POINTS PER HOUR
A (90-100)	Excellent	4
B (80-89)	Good	3
C (70-79)	Fair but passing	2
D (60-69)	Poor - Failing	1
F	Failure	0
I	Incomplete	n.a.
W	Withdrawal	n.a.
Aud	Audit, carries no credit	n.a.
P	Pass	n.a.

2.2 Grade Point Average

Students enrolled in a graduate program at the University of Arkansas at Pine Bluff must maintain a cumulative grade point average of 3.00 on a 4.00 grading scale. A cumulative grade point average of 3.00 is required for graduation.

2.3 Academic Probation

If a graduate student has less than 3.00 cumulative grade point average in any one semester of full-time course work or the equivalent thereof (e.g., two terms of half-time work) taken in residence for graduate credit, the student will be placed on Academic Probation. The student will subsequently be dismissed from the Graduate program if the cumulative grade point average is not raised to 3.00 or above with the next semester of full-time graduate course work. In accordance with established procedures the graduate faculty of an academic program may recommend that the student be readmitted to the Graduate Program.

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2.4 Full-Time Status

Minimum number of semester hours of course work to be considered a full-time student in the School of Education programs is 9 hours per regular semester and 6 hours per summer. The minimum number of semester hours of course work to be considered a full-time student in the Department of Aquaculture and Fisheries is 6 hours per regular semester and 1 hour per summer term. The minimum number of semester hours of course work to be considered a full-time student in the Addiction Studies program is 9 hours per Fall or Spring Semester and 6 hours per Summer Term.

2.5 Academic Dishonesty

Academic Dishonesty involves acts which may subvert or compromise the integrity of the educational process at the University of Arkansas at Pine Bluff. Included is any act by which a student gains or attempts to gain an unfair academic advantage in fulfilling the requirements. These acts include, but are not limited to, accomplishing or attempting any of the following acts:

1. Altering of grades or other official records;
2. Using any material not authorized by the instructor during an examination;
3. Unauthorized copying from another student's paper during an examination;
4. Collaborating during an examination with any other person by giving or receiving information without specific permission of the instructor;
5. Stealing, buying, or otherwise obtaining information about an unadministered examination;
6. Collaborating on laboratory work, take-home examinations, homework, or other assigned work when instructed to work independently;
7. Substituting for another person or permitting any other person to substitute for one's self to take an examination;
8. Submitting as one's own any theme, report, term paper, essay, computer program or other written work prepared totally or in part by another;
9. Submitting work to one professor that has been previously offered for credit in another course;
10. Plagiarizing, that is, the offering as one's own work the words, idea(s), or arguments of another person without appropriate attribution by quotation, reference, or footnote;
11. Sabotaging another student's work;

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12. Falsifying or committing forgery on any University form or document;
13. Submitting altered or falsified data as experimental data from laboratory projects, survey research, or other field research;
14. Committing any willful act of dishonesty that interferes with the operation of the academic process;
15. Facilitating or aiding in any act of academic dishonesty;

Dismissed students may appeal this decision as stated under Academic Probation.

2.6 Academic Dismissal

Students may be dismissed from a graduate program if at any time their performance is considered unsatisfactory as determined by either the Program Faculty or the Dean of Graduate Studies and Continuing Education. Academic dishonesty and failure to maintain a specific cumulative average are unsatisfactory performance.

2.7 Incomplete Grade (“I”)

The student must fulfill necessary requirements of the course by the end of the semester immediately following the semester in which the “I” was incurred or the “I” grade will change to an “F” grade. The instructor or the departmental chairperson, in the absence of the instructor, is responsible for reporting the final grade change to the Admissions and Academic Records office. If not corrected by the instructor or the departmental chairperson, the Office of Admissions and Academic Records will automatically change the “I” to an “F” and immediately notify the student.

Note: *A student may not re-register for a course in which a grade of “I” was earned.*

2.8 Grade Changes

All grades, once reported, remain a matter of permanent record and cannot be changed, except in case of a clerical error. Any appeal or question concerning an assigned grade must be made in writing within one semester after the grade was awarded. See section 4.0 below: **ACADEMIC GRIEVANCE PROCEDURE FOR GRADUATE STUDENTS.**

Grade change approval forms must be secured by the faculty member from the Office of Admissions and Academic Records. No forms will be given to students.

2.9 Audit Credit

Students registering for “Audit” must indicate this during the registration period. The symbol to use for a course being audited is “AUD.” Auditors pay the regular student fee (no academic credit is awarded).

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2.10 Attendance

Students are expected to be diligent in the pursuit of their studies and in their class attendance. Students have the responsibility of making arrangements satisfactory to the instructor regarding all absences. Such arrangements should be made prior to the absence if possible. Policies of making up work missed as a result of absence are at the discretion of the instructor, but the professor must inform students of the attendance policy at the beginning of each semester verbally and in the course syllabus.

2.11 Schedule Change (Dropping and Adding)

Students who wish to make a change in schedule, i.e., dropping or adding a course, must apply to the Admissions and Academic Records Office.

2.11.1 Change in Schedule

A change in schedule must be approved by the student's Graduate Advisor and the respective Graduate Coordinator. Approval for dropping a course must be secured from the student's Professor Graduate Advisor, and Graduate Coordinator.

2.11.2 Filing Schedule Changes

Students must see that the approved schedule change is filed in the Admissions and Academic Records Office. A fee will be charged for each course change. A grade of "F" will be assigned to a student who fails to drop a course officially. No grade will be reported for a student who attends a class in which he or she is not officially enrolled.

3.0 WITHDRAWAL FROM THE GRADUATE PROGRAM

A student voluntarily withdrawing from a graduate program should (1) secure Student Withdrawal Slips and Course Drop Slips from the Admissions and Academic Records Office at least seven (7) days prior to final examinations; (2) secure approval from the instructor professor, Graduate Coordinator for the degree program, department chair, Dean of Graduate Studies and Continuing Education, and the Vice Chancellor for Academic Affairs; (3) secure clearance from the Student Accounts Office; and (5) return all approved slips to the Admissions and Academic Records Office. A student must apply to the Student Accounts Office for a refund of fees if applicable.

4.0 ACADEMIC GRIEVANCE PROCEDURE FOR GRADUATE STUDENTS

Graduate Programs of the University of Arkansas at Pine Bluff recognize that there may be occasions when a graduate student, as a result of dissatisfaction with some aspect of his/her academic involvement, has a grievance. It is a declared objective of this University that such a graduate student may have prompt and formal resolution of his/her personal academic grievances and that this be accomplished according to orderly procedures. To this end are hereby

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established and stated below the procedures to be utilized when a graduate student has a grievance concerning some aspect of his/her academic involvement.

4.1 Definition of Terms

4.1.1 Graduate Student

Under this procedure, a graduate student is any person who has been formally admitted into a graduate degree program at the University of Arkansas at Pine Bluff and who is/was enrolled as a graduate-level student at the time the alleged grievance occurred.

4.1.2 Grievance

A grievance means a dispute concerning some aspect of academic involvement arising from an administrative or faculty decision which the graduate student claims is unjust or violates the student's rights established through formal or informal prior agreement. "Grievance" under this procedure shall also include all alleged violations of the affirmative action plans of the University as related to academic policies and regulations, as well as disputes over grades, graduate assistantship employment agreements, course requirements, graduation/degree program requirements, and thesis and dissertation committee or advisor decisions.

4.1.3 Decision

A "decision" means a written determination that the grievance issue or issues were, or were not, in violation of the graduate student's legitimate expectations of fair practice and/or academic rights. An analysis of the issues and the reasons for the determinations shall be included in the written decision. If a dissatisfied party finds either the decision or the response to a decision unsatisfactory, he/she may appeal that decision or the lack of an effective response to a decision, to the next level of review as stated in these "Procedures". Decisions are to be considered as recommendations and are not binding on the parties involved.

4.1.4 Appeal

An "appeal" is made when one of the parties to the grievance is dissatisfied with the most recent decision and wishes to have the grievance considered at the next level of review as outlined in these "Academic Grievance Procedures". All appeals must be made within ten working days of the dissatisfied party's receipt of that decision and must be made by means of a written request presented by the dissatisfied party to the person whose decision is being appealed. It is then the responsibility of the person whose decision is being appealed to forward the request for further review and all pertinent information to the person(s) being appealed to, at the next level of review.

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4.1.5 Working Days

Working days shall refer to Monday through Friday, excluding official University holidays.

These procedures confer authority to include with a grievance, or within a recommendation or decision concerning the grievance, any amendment, deletion, addition to or modification in or to existing department, Graduate Programs, or University academic regulations, policies and practices as such. Any such recommendation or request for consideration of existing departmental, Graduate programs, or University academic regulations, policies and practices should be forwarded in writing to the appropriate University committee or office, and should include reference to the grievance which may have prompted such recommendation or request.

4.2 Procedures

Individuals should attempt to resolve claimed grievances first with the person(s) involved, within the department, and, wherever possible, without resort to formal grievance procedures. A graduate student having a grievance regarding academic concerns is entitled to have the issue considered in the following manner:

1. The graduate student discusses the grievance with the Graduate Coordinator of the degree program, the chairperson, or other immediate administrative superior of the department in which the alleged violation has occurred (hereafter called “the respondent”) and if pertinent, with any relevant departmental faculty member or committee. If the grievance is not resolved to the satisfaction of all parties concerned by discussions at the departmental level, the graduate student is encouraged to discuss it with the academic dean of the school in which the alleged violation has occurred (hereafter called the “academic dean”) or with the Dean of Graduate Studies and Continuing Education. If the grievance is satisfactorily resolved by any of the above discussions, the terms of the resolution shall be reduced to writing and signed by the graduate student, and respondent, the person(s) involved in the alleged violation, and the dean(s) if he/she was involved, if any one of the involved parties desires to have such a written statement.
2. If the grievance is not resolved by the above discussions and the graduate student then chooses to pursue the matter further, the issue must be reduced to writing promptly by the graduate student and sent immediately to the respondent, who will forward copies to the Dean of Graduate Studies and Continuing Education (for information only) and to any person(s) involved in the alleged violation or named in the grievance. Within ten working days after receipt of the written statement, the person(s) involved in the alleged violation shall provide the respondent with a copy of his/her written response. Within ten working days of receipt of this response the respondent shall prepare a written decision on the matter and forward copies to the graduate student and to the person(s) involved in the alleged violation. The respondent is at liberty to and is encouraged to use any appropriate method of investigation, including personal interviews and/or referral to an appropriate departmental committee for recommendation.
3. If the grievance is not resolved satisfactorily by the decision of the respondent, the

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dissatisfied party (hereafter used to refer to either the graduate student or the person(s) involved in the alleged violation) may request to have the matter considered (or reconsidered), that is by an appropriate departmental standing committee, if such a committee exists, or the Graduate Faculty in that department, if such a committee does not exist; that is, to have the matter appealed to the Dean of Graduate Studies and Continuing Education. Either of these requests must be made in writing by the dissatisfied party to the respondent within ten working days of receipt of the applicable decision from the respondent.

If a dissatisfied party requests consideration and the decision is not satisfactory, the dissatisfied party could then appeal to the Dean of Graduate Studies and Continuing Education.

If a dissatisfied party chooses not to request consideration, but instead requests consideration (appeal to the Dean of Graduate Studies and Continuing Education) he/she relinquishes any further consideration. Full departmental review is available to the dissatisfied party under Steps (2) and (3a), and persons making an appeal under these “Procedures” are strongly encouraged to use both of these options.

- a. If the dissatisfied party so requests, the respondent shall refer the request, together with all statements, documents, and information gathered the investigation, to the applicable departmental group (standing committee or Graduate Faculty). The reviewing body shall, within ten working days from the time its chairperson received the request for consideration, present to the respondent its written recommendations concerning resolution of the grievance. Within ten working days after receiving these recommendations the respondents shall provide all parties in the dispute with copies of the reviewing body’s recommendation and written decision on the matter.
- b. If the grievance is not resolved satisfactorily by the respondent’s decision following Steps 2 or 3, the dissatisfied party may appeal to the Dean of Graduate Studies and Continuing Education. The Dean of Graduate Studies and Continuing Education, after consultation with the academic dean, shall determine whether the grievance should be referred to the academic dean or to a Graduate Programs Ad Hoc Grievance Committee. If the grievance is primarily concerned with matters which the academic dean normally has direct responsibility, the appeal shall be referred to the appropriate academic dean. All other appeals will be considered by the Dean of Graduate Studies and Continuing Education.
4. Appeals referred to the academic dean. The academic dean shall make an effort to resolve the grievance in a mutually satisfactory manner, but in any event shall, within ten working days after receipt of the file, prepare a written decision on the matter and forward copies to the Dean of Graduate Studies and Continuing Education, the graduate student, the respondent, and the person(s) involved in the alleged violation. The academic dean may refer the matter to an appropriate school committee for advice.

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If such a referral is made, the ten-day period is extended to twenty working days. The committee may make a written report on the matter which is included with the report on the dean's decision to the Dean of Graduate Studies and Continuing Education, graduate student, respondent, and person(s) involved in the alleged violation.

If the grievance is not resolved satisfactorily through this appeal, the dissatisfied party may appeal, the dissatisfied party may appeal the Academic Dean's decision to the Vice Chancellor for Academic Affairs. The Vice Chancellor's decision be appealed to the Chancellor. Such appeals must be submitted as described in step six (6) below.

5. Appeals to be reviewed by the Dean of Graduate Studies and Continuing Education - Upon receipt of an appeal, the Director shall, within ten days, appoint and convene an ad hoc Grievance Committee to investigate the matter and to make a decision regarding the appeal. The committee shall consist of the Dean of Graduate Studies and Continuing Education (or his/her designated representative) as chairperson, without vote; a secretary appointed without vote by the Dean of Graduate Studies and Continuing Education from among the voting members of the Graduate Council; and five members of the Graduate Faculty, two to be voting members of the Graduate Council and three to be selected at large, but excluding persons from the department in which the alleged violation has occurred. The committee shall have access to witnesses and records, may take sworn testimony, and make a record by taping the hearing if it so desires. Its charge is to develop all pertinent factual information through informal inquiry in which fair procedures are used and, on the basis of this information, to issue a decision which either supports or rejects the appeal. The committee's written decision and a copy of its complete written record shall be forwarded to the person(s) making the appeal within twenty working days from the date the committee was first convened; copies shall be sent simultaneously to all other parties involved in the grievance, to the Coordinator of Programs in which the alleged violation occurred and to the respondent; a copy shall be retained in the student's permanent Graduate Programs file.
6. Campus Administration - If the grievance is not satisfactorily resolved through Step 5, an appeal in writing and with all relevant materials may be submitted for consideration and a joint decision by the Chancellor of the University of Arkansas at Pine Bluff, and the Vice Chancellor for Academic Affairs. Any appeal at this level shall be on the basis of the complete written record only. The Chancellor of the University of Arkansas at Pine Bluff, and the Vice Chancellor for Academic Affairs shall make a decision on the matter within twenty working days from the date of receipt of the appeal. Their decision shall be forwarded in writing to the same persons receiving such decision in Step 5, including the Dean of Graduate Studies and Continuing Education.
7. System Administration - If the grievance is not satisfactorily resolved through Step 6, an appeal may be made in writing to the Chancellor requesting that all relevant materials be submitted for final consideration to the President of the University of Arkansas System. Any appeal at this level shall be on the basis of the complete written record only. The President shall make a decision within twenty working days from the date of receipt of the appeal and his decision shall be final pursuant to his delegated authority from the

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Board of Trustees. His decision shall be forwarded in writing to the same persons receiving such decision in Step 6, including the Dean of Graduate Studies and Continuing Education

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SECTION III: GRADUATE PROGRAMS

N.B. Individual program policies and procedures outlined below have been approved by the respective departments and any changes are initiated at the department level. Current graduate programs are M.Ed., School of Education; M.S., Department of Aquiculture, Fisheries; and M.S., Addiction Studies, School of Arts and Sciences.

1.0 MASTER OF EDUCATION DEGREE PROGRAMS IN ELEMENTARY AND SECONDARY EDUCATION

1.1 Overview of Program

The Graduate Program in the School of Education offers Masters Degrees in Elementary Education and in Secondary Education in five specialty areas: Physical Education; Mathematics; Social Studies; General Science; and English. The major function of the graduate program is to provide advanced academic opportunities, which will prepare individuals to be leaders in their professions and in their various communities. The primary aim of the School of Education Graduate Program is the advanced preparation of teachers for the improvement of classroom teaching in elementary and secondary schools.

1.1.1 GENERAL ADMINISTRATION

The Program shall be administered by the Coordinator of the Graduate Program. The Dean of the School of Education will have approval responsibility for the Graduate Program. The Graduate Council has legislative authority for the entire process and shall designate specified advisory responsibilities.

The curricula for the Master of Education degree include courses in both professional education and subject matter areas. The program requires the completion of 36 hours of graduate course work, 12 of which may be taken at either the University of Arkansas at Pine Bluff or the University of Arkansas at Monticello.

1.1.2 KNOWLEDGE BASE FOR PROFESSIONAL EDUCATION

Consistent with the scope of the undergraduate teacher education unit at the University of Arkansas at Pine Bluff, the strength of the Graduate Program is its connectedness to the knowledge base for professional education. The university has developed a comprehensive knowledge base for the professional education component, reflected in its conceptual framework, which includes five (5) domains. The five (5) domains of the knowledge base are (1) Knowledge of Content, (2) Professional Education, (3) Social, Cultural and Human Diversities, (4) Community and Global Awareness, and (5) Professional Growth. The model of this knowledge base depicts the uniqueness of graduate education at the University of Arkansas at Pine Bluff.

The Teacher as a Promoter of Academic Excellence (T-PAE) is the guiding structure from which all educational experiences in the School of Education, both at the basic and advanced

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levels have evolved. Graduates of the Master of Education degree program exit the curriculum with a unique preparation as teachers in the promotion of academic excellence. This preparation emerged from the structure found in the Mission of the School of Education, which states:

The Mission of the School of Education is consistent with the Mission of the University of Arkansas at Pine Bluff - a 1980 Land Grant Institution. Within this perspective, the School of Education offers quality programs leading to licensure and careers in professional education. In addition to training teachers and human service professionals to meet the educational challenges of an ever changing society in the 21st Century, the school of Education provides opportunity for the students to study in a multiethnic and diverse university setting, thereby encouraging responsible, productive citizens and prospective change agents in the field of education. The School of Education fulfills its mission through teaching, research and public service to the immediate service area, the state of Arkansas, and the nation.

The conceptual framework model is based upon critical dimensions for teaching in the 21st Century, such as changes in demographics, global perspectives, problem solving, teacher expectations, and technological demands. As a result of program planning at the graduate level, the conceptual framework has been enhanced to include diversity, technology, and assessment.

Diversity

Graduate students exit the Masters Degree with a preparedness to work professionally with all students. This philosophy of the framework embraces the concept of individual learner needs, especially for culturally diverse and exceptional populations. The curriculum of the basic and advanced professional education programs provides candidates experiences to develop knowledge, skills, and dispositions which will enhance self-esteem, confidence, and promote constructive interpersonal relations among people of all ethnic, cultural, socio-economic, and religious backgrounds.

Technology

The conceptual framework (T-PAE) addresses technology in its undergraduate curriculum from the perspective of the following components: Instructional Skills and Technology, Global Awareness, and Research. Technology courses are also evident in the professional development of graduate students. Six graduate hours in computer proficiency, basic media and instructional design with application of state-of-the-art technology, are required core curriculum for elementary and secondary education master degree majors. In addition, faculty model and assign content specific technology activities in the various methods courses at both the undergraduate and graduate levels.

Student Assessment

During Spring 2000, the unit was involved with developing a student assessment plan according to the Arkansas Department of Education requirements. The unit responded to the state's efforts to increase teacher candidates' competence and accountability by designing new performance assessment criteria. By meeting the initial assessments for entry into the Graduate Program, graduate school candidates are assured to complete all requirements for the advanced degree, while securing state licensure, when applicable.

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The conceptual framework for the professional education programs at the University of Arkansas at Pine Bluff (UAPB) is predicated on the philosophy that the unit is preparing professionals to work in a world where change occurs constantly and life long learning is a necessity. Nearly every segment of our society is insisting upon educational reform. Changes in licensure standards have revolutionized the way teachers are trained. These changes in standards and practices have increased the focus on candidates' knowledge and performance. The conceptual framework provides the foundation around which all graduate educational experiences have been built.

1.2 Admission Requirements

Applicants requesting admission to the graduate program at the University of Arkansas at Pine Bluff may be considered for graduate study as a result of graduate status. Graduate status is acknowledged upon receipt of an official copy of the applicant's baccalaureate degree transcript from a regionally accredited institution in the United States, or a foreign institution with comparable baccalaureate degree requirements. Conference of graduate status does not automatically guarantee admission to the Graduate Program. Graduate status could be extended to persons who are not seeking a graduate degree (non-degree), as well as to persons who have made the decision to pursue graduate study for the purposes of obtaining the Master of Education degree. To pursue the graduate degree, a person with graduate status has to gain regular admission (conditional or unconditional to the graduate program).

Persons in pursuit of the graduate degree are accepted into a program of study by a department after gaining regular (conditional or unconditional) admission to the Graduate Program in the School of Education. Applicants holding graduate status, who had not been accepted in a program of study leading to a specific graduate degree, are advised that no more than 12 semester hours of graduate-level courses, which could be counted toward the requirements for a graduate degree, could be obtained prior to completing the admission process.

1.2.1 General Admissions

Program admission requirements provide for full (unconditional) and conditional admission. The admission decisions will be based upon objective criteria and subjective considerations. The graduate level admission procedure is a comprehensive system which outlines specific requirements necessary for unconditional admission approval to the School of Education as follows:

1.2.2 Unconditional Admission

Admission to the graduate program requires: (1) a Baccalaureate degree from a regionally accredited institution of higher education; (2) an undergraduate cumulative grade point average of at least 2.75 (3.00 in the last 60 hours attempted) supported by transcripts; (3) an application for admission; (4) two letters of recommendation from former professors and/or employers (school-based, personnel); (5) GRE scores; (6) a standard Arkansas Teaching Certificate, or documented eligibility for an initial standard Arkansas Teaching Certificate by submitting all PRAXIS scores which meet state certification requirements; and (7) acceptance in a department

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supported by a degree plan recommended by the Coordinator of Graduate Programs. Initial certification requires the completion of the Professional Semester (Student Teaching). All program admission decisions are recommended by the department to the Office of Graduate Programs for approval by the Admission, Retention, and Exit Committee.

1.2.3 Conditional Admission

Conditional admission may be granted as a result of the School of Education's established policies, which allow for alternatives to the regular unconditional admissions procedures to encourage enrollment of under represented populations. Conditional admission may be granted to advanced candidates who have satisfied PRAXIS I and PRAXIS II requirements, but have yet to complete the Graduate Record Examination (GRE) requirements, have a grade point average of 2.50 to 2.75, or have not completed student teaching. Candidates admitted conditionally must earn a grade point average of at least 3.00 during their first twelve (12) hours of course work and complete the admission criteria to continue in the program.

Students holding the baccalaureate degree and an Arkansas Teacher's certificate, but who fail to meet the conditional requirements must register for courses as special students (non-degree).

1.2.4 Admission to Degree Candidacy

Students may advance to degree candidacy after achieving: 1.) graduate status; 2.) completion of 12 semester credit hours of graduate course work applicable to the degree sought; and 3.) full unconditional admission status in the Master of Education degree program. Applicants for degree candidacy should have an undergraduate cumulative grade point average of at least 2.75 (or 3.00 in the last 60 hours attempted), and support their application with letters from former professors and/or employers. All students must have completed the Graduate Record Examination (GRE) prior to receiving degree candidacy status.

All degree candidacy decisions are recommended by the department to the Admission, Retention, and Exit Committee.

1.2.5 Admission Alternatives to Established Admission Policies

An important component of the Graduate Program is the successful processing of teacher licensure for graduate students, when needed, while they are enrolled in the Master of Education Degree Program. Students who possess a bachelor's degree without teacher licensure may earn degree candidacy through a special process, the Deficiency Removal Plan (DRP). This program of study allows a student to earn a master's degree and licensure to teach simultaneously. Students assessing the master's program through the deficiency plan will complete both graduate and undergraduate courses. Students must be eligible for teacher licensure prior to being formally admitted into the master's program.

1.2.6 Transient Students

Applicants who are pursuing a graduate degree at another accredited college or university

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are eligible to be admitted for one semester only as a non-degree student. A “Letter of Good Standing” is required from the Dean of Graduate Studies and Continuing Education of the applicant’s home institution.

1.2.7 Undergraduate/Graduate Enrollment

Undergraduate students who are within nine (9) semester hours of graduation (does not include Directed Teaching) may enroll in graduate courses not to exceed six (6) semester hours. Graduate courses may not simultaneously be used to fulfill both graduate and undergraduate course requirements.

Any other consideration for admission to the Graduate Program must be petitioned by the applicant to the Graduate Council and where pertinent, a recommendation from the Chairperson of the department where the degree is sought.

1.3 Specific Degree Requirements

The candidate must complete a minimum of 27 hours in residence in order to receive the Master’s of Education Degree from the University of Arkansas at Pine Bluff. Students may satisfy the residence requirements by taking graduate courses both at the University of Arkansas at Pine Bluff and the University of Arkansas at Monticello. The program requires 36 hours of graduate course work for completion.

1.3.1 Graduate Comprehensive Examinations

All candidates for master degrees must successfully complete Graduate Comprehensive Examinations in the core and specialty areas.

The Office of Graduate Programs will establish a list of students who are eligible to take Graduate Comprehensive Examinations. Student should have completed twenty-seven (27) hours or be enrolled in the 27th hour the semester they take the exam.

The Eligibility List will be submitted to advisors, chairpersons, and Deans.

All eligible students should register for Graduate Comprehensive Exams with their Graduate Advisor.

Exam Committees should be submitted to the Office of Graduate Programs by the appropriate deadline date.

Graduate Faculty should submit Comprehensive Exam questions to the Office of Graduate Programs by the deadline date. Students have a minimum of three weeks to prepare for Graduate Comprehensive Exams.

Students will be administered the Graduate Comprehensive Exam.

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Following the examination, the Comprehensive Committee Chairperson will be responsible for distributing materials to other committee members and collating rater response sheets.

The Comprehensive Committee Chairperson will return to the Office of Graduate Programs the "Report of Examining Committee" Form specifying the student's performance as satisfactory or unsatisfactory.

Students failing a part(s) of the examination may be eligible to re-write with permission from the Evaluator (Rating Professor). If the student remains unsuccessful, he/she must be interviewed by the entire committee on the content of the examination item(s) failed. A majority vote of the Examining Committee will be needed to reverse the decision or the primary item evaluator.

Students should have official notification of the results approximately two weeks after administration.

All satisfactory scores will be submitted to the Registrar's Office.

1.3.2 Exit Requirements

Students are required to follow a degree plan as approved by the Graduate Advisor, be admitted to degree candidacy, successfully complete the Graduate Comprehensive Examination and gain approval from Admission, Retention and Exit Committee and Graduate Council. Students must also comply with all general graduation requirements as set forth by the Graduate Council in Section I, 1.4.

1.3.3 Time Limitation

All requirements for the Master's Degree must be satisfied within six consecutive calendar years.

1.3.4 Transfer of Credit

A student may transfer six hours of graduate credit from another regionally accredited graduate school in the United States, provided the grades are "B" or better and the courses are acceptable to the appropriate department as a part of the masters program. Students wishing to transfer credit must submit official transcripts and other appropriate course identification information to the Graduate Advisor for initial approval. The recommendations of the Graduate Advisors are forwarded to the Department Chairperson, Dean of the School and the Graduate Coordinator for approval. Course work may be transferred upon the student's admission into a graduate studies program. Course work transferred must not be older than six (6) years at the time of approval. An additional three hours may be transferred subject to approval by the Graduate Advisor, Chairperson, School Dean, and Graduate Coordinator. The transfer of graduate credit from institutions outside the U.S. is not permitted.

Students transferring to the University will be required to complete at least twenty-seven hours credit prior to graduation. The hours must be taken in residence. This regulation is binding even though the student has sufficient hours of credit otherwise to meet the requirements. All

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standards with respect to transfer credit are binding and are not, therefore, subject to appeal.

2.0 MASTER OF SCIENCE DEGREE PROGRAM IN AQUICULTURE/FISHERIES

2.1 Overview of Program

The Aquaculture/Fisheries Center at the University of Arkansas at Pine Bluff (UAPB) was created in 1988. It combines resident instruction, research and extension responsibilities into one comprehensive unit. Currently, the Center has a total of 47 faculty and staff including 17 Ph.D. scientists, 15 M.S., 10 B.S.-level staff and 4 secretarial and maintenance personnel.

The research component of the Aquaculture/Fisheries Center is supported by a 113-pond earthen pond facility that also includes a 40-pool unit. The 5,400 sq. ft. hatchery houses holding, spawning, and experimental tanks along with a small recirculating culture system. Additional buildings provide storage areas for feed, chemicals, tools and seines. A research and demonstration building for value-added product development provides opportunities to measure dressout yield of fish in production studies and develop new value-added products from aquaculture. The S. J. Parker Agricultural Research Center building provides laboratory space that includes a 1,300 sq. ft. wet laboratory for aquarium studies, a water quality laboratory, and a 1,000 sq. ft. nutrition laboratory. The 1890 Extension building houses the state-of-the-art fish health diagnostics laboratory that is fully equipped to conduct microbiological, viral, and histopathological analyses of fish. The Aquaculture Equipment Development Building provides facilities for equipment, research, and development. The Hatchery Development and Research Building was completed in 2005 for hatchery fish and water quality. It is divided into two dry labs and two wet labs that can be combined or separated with independent temperature/light control. The Fish Shop, the Applied Sciences Building, and the Boat Storage Facility provides approximately 7,000 sq. ft. of laboratory, wet-lab, offices, and equipment storage for natural fisheries research. This research program has available 3 electrofishing boats, 3 backpack shockers, 4 aluminum boats ranging in size from 14 to 18 ft., outboard motors from 7.5 hp to 40 hp, a state of the art fish aging laboratory, and additional equipment (standard nets, seines, trawls, and traps) and supplies necessary to support recreational fisheries research needs of Arkansas' Delta Region.

Aquaculture research conducted at UAPB focuses primarily on pond and hatchery production technologies, fish nutrition, water quality, fish health, and economics and marketing of aquaculture products. Much of the work is devoted to catfish and bait minnows. UAPB aquaculture researchers have developed new fish spawning and hatching technologies that dramatically improve hatch rates and survival, lower production costs, and reduces groundwater usage. The UAPB fish nutrition program has developed new feed formulations that lower costs of production and improve growth and feed conversion. New catfish farming equipment developed and patented at UAPB reduces harvesting labor, removes undersized fish from harvesting nets and effectively sorts other species from catfish. UAPB research develops guidelines that help farmers select the most efficient and profitable management strategies. Water quality research has focused on the effects of filter-feeding fish in catfish ponds and the

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effects of aerial applications of common herbicides on pond plankton populations and water quality.

UAPB natural fisheries research is focused on improving recreational fishing in Arkansas' Delta Region (Mississippi River alluvial plain). Research includes: evaluating stocking success of largemouth bass and crappie in rivers, oxbow lakes, and reservoirs; identification of appropriate species, impacts of stocking programs, and management options in farm pond; program evaluations of community fishing programs; and studies that are designed to gain a better understanding of floodplain river ecosystem function and its importance for maintaining and enhancing fisheries resources.

Aquaculture Extension programming in Arkansas is administered through the Aquaculture/Fisheries Center at UAPB. Seven Extension Fisheries Specialists, and three Extension Associates are located in Lonoke, Pine Bluff, Lake Village, and Newport, Arkansas, to provide assistance to the aquaculture industry. Disease and water quality diagnostic support is provided through four laboratories in Lonoke, Lake Village, and Newport, Arkansas, and the 1200 sq. ft. diagnostics laboratory on the UAPB campus. Extension efforts have included intensive in-service training of county agents in catfish production, producer workshops, problem solving, publication of the quarterly newsletter Arkansas Aquafarming, bilingual farm labor training, farm demonstrations, an innovative Catfish Research Verification Program, farm pond management, and a Fish Farm Safety Program.

The USDA Agricultural Research Service has co-located an Aquaculture Systems Research Unit at the Aquaculture/Fisheries Center at UAPB. This unit provides two Research Scientists, a Postdoctoral Scientist, and support staff.

The aquaculture industry in Arkansas supports the Aquaculture/Fisheries Center with financial support, in-kind contributions and through participation in the National Fisheries Advisory Council to the Center. The Advisory Council provides overall guidance in terms of research priorities.

The Department of Aquaculture and Fisheries offers post baccalaureate training for careers in aquaculture (applied fisheries, fish farming and related support industries) and natural fisheries (fisheries science, fish population management and related support areas of study). The course work includes 22 graduate lecture courses, Graduate Seminar, Graduate Research Problems, Special Topics, and Research and Thesis. Offering both aquaculture and fisheries science specializations provides an opportunity for a broader degree program that fits the needs of the state of Arkansas and our students.

2.2 Admission Requirements

2.2.1 Application for Admission

Prospective students must submit a complete set of application materials to the Department of Aquaculture and Fisheries. All correspondence regarding admission should be directed to the Aquaculture and Fisheries Graduate Coordinator. The set of application materials includes:

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1. Application for Admission to the Aquaculture/Fisheries Degree Program
2. Application for Admission to the Graduate School
3. Three letters of recommendation
4. Official transcripts from all schools attended beyond high school
5. Official TOEFL scores (International students)
6. Official GRE scores
7. \$37 non-refundable application fee

The application for Admission, the recommendation forms, and the Teaching Assistantship application can be found on the departmental web site <http://www.uaex.edu/aqfi> . For additional information contact the Graduate Coordinator:

Peter W. Perschbacher, PhD
Associate Professor/Graduate Coordinator
Aquaculture/Fisheries Department
University of Arkansas at Pine Bluff
Box 4912
Pine Bluff, AR 71601
(870) 575-8145, fax (870) 575-4639
pperschbacher@uaex.edu

Application Deadlines

The application deadline for admission to the Master of Science degree program for Fall Semester is June 20. The application deadline for admission to the program for Spring Semester is November 10. Departmental teaching assistantships are generally offered only once a year beginning in the Fall Semester. The application deadline for teaching assistantships is February 28. All application materials listed above must arrive by the application deadline.

2.2.2 Admission Requirements and Student Classification

No student will be admitted under any condition unless a faculty member agrees to serve as the student's advisor. During the application process, the applicant indicates a preferred area of specialization that is referred to the appropriate faculty member for review. This requirement ensures that adequate research facilities and funding will be available upon admission for the student's thesis work.

1. Unconditional Admission

To be admitted unconditionally student applicants must have earned a baccalaureate degree in a natural science field from an accredited institution and have scored above 550 on the TOEFL (for international students). Applicants must have scored at least 900 on the GRE (Quantitative & Verbal) with a grade point average during the Junior and Senior years of 3.5 or better, or have scored at least 1000 on the GRE with a grade point average during the Junior and Senior years of 3.0 or better.

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Applicants who meet the GRE and grade point average requirements but have a baccalaureate degree from an accredited institution in a non-natural science field may be accepted, but must make up deficiencies through undergraduate course work that will not count for credit toward a degree. The specific course work will be determined by the graduate coordinator, the student's advisor, and the department chair.

2. Conditional Admission

Students with a baccalaureate degree in a natural science field from an accredited institution who do not meet the GRE and/or grade point average requirements may be accepted as a conditional student. Conditional acceptance is granted only at the chair's discretion and is usually reserved for individuals with extensive work experience in the field. Conditional students must earn a GPA of 3.0 or better during their first semester to continue in the program.

2.2.3 Research Assistantships

Research assistantships are funded through research grants to individual faculty members and funding possibilities should be discussed with prospective advisors. The stipend level for first-year graduate students is \$15,320 per annum. The stipend level for second-year graduate students is \$16,320 per annum. Tuition for courses on a student's program of study is paid for from the advisors' research grants. The student pays additional fees. Students receiving stipends are expected to work 20 hours per week and to be enrolled as a full-time student.

2.2.4 Transfer of Credit

Subject to the approval of the student's advisor, the graduate coordinator, and the department chair, a student may be permitted to transfer a maximum of eight semester hours of credit toward the M.S. at UAPB for graduate courses with a B grade or above. Additional graduate credits toward the M.S. degree may be earned only after the student has been formally admitted to the program. While in the M. S. program at UAPB, requests for course work to be taken at another institution for transfer must have the advance approval of the student's advisor, the graduate coordinator, and the department chair. Only course work with B or better grades earned at an accredited graduate school and acceptable toward a graduate degree at that institution will be considered for transfer. No course work taken by correspondence will be considered.

2.3 Specific Degree Requirements

Graduate students in the Department of Aquaculture and Fisheries are required to assemble an Advisory Committee, develop a Program of Study (34 minimum credits), write and defend a thesis proposal, conduct thesis research, pass a Comprehensive Examination, and write and defend a thesis.

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2.3.1 Graduate Student Load

A full-time graduate student load is six credit hours during a regular semester and two credit hours during the summer term. A full-time graduate student's load may not exceed 15 credit hours per regular semester, including any undergraduate courses. A full-time student's load may not exceed eight credit hours during the summer term. Students who are not enrolled full-time are not eligible for graduate assistantships.

3.0 MASTER OF SCIENCE DEGREE PROGRAM IN ADDICTION STUDIES

3.1 Overview of Program

The purposes of this program are 1) to increase, in the Arkansas Delta, the number and diversity of professionals in the addiction prevention and treatment (i.e., counseling) field, 2) to link (through classroom instruction and practicums) theory to practice, 3) to provide the knowledge, skills, and attitudes for achieving and maintaining professional competence in substance abuse prevention and treatment (counseling) needed by addiction professionals at different points in their careers; 4) to help students meet some of the educational requirements for state certification in prevention and/or treatment; and 5) to provide community-based outreach education, including emphasis on alcohol, tobacco, and other drug abuse prevention. It meets the needs of professionals from a wide range of backgrounds and prepares them for leadership roles in the intervention prevention and treatment (i.e., counseling services) of addictions as well as leadership roles in research, evaluation, and program management. Students will learn how to manage addiction facilities and develop knowledge and skills needed to respond to the ever changing needs of their clients, customers, students and/or others.

This program requires a total of 36 semester hours. It emphasizes empirical-based approaches to preventing addiction problems provides specialist skills related to theories, policies, evaluations, and research which underlie treatment, intervention, and prevention approaches in the addiction field. It helps students build upon their theory, research, and policy skills by requiring them to complete a research course and project. Unconditional admission requires at least a 2.75 undergraduate cumulative grade point average.

3.2 Admission Requirements

Normally, applicants seeking admission into the Master of Science Degree in Addiction Studies Program are expected to be degree seeking students. Students, who do not desire a degree, may seek admission as a single semester, special student (non-degree seeking.) The requirements for each type of admission status follows.

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3.2.1 Unconditional Admission

The applicant must:

1. Submit an official transcript that documents a baccalaureate degree in Social and Behavioral Sciences or related areas from a regionally accredited college or university.
2. Submit an official baccalaureate transcript that reflects a cumulative GPA of at least a 2.75 (or 3.0 in the last 60 semester hours attempted) where “A” is equal to 4.0.
3. Submit scores from the Verbal, Quantitative, and Analytical sections of the Graduate Record Examination (GRE) taken within the past five (5) academic years.
4. Submit (International Students Only) scores of 550 (paper-based version) or above and/or scores of 213 (computer version) or above on the Test of Written English as a Foreign Language, unless their native language is English, or they have received a baccalaureate or graduate degree from an accredited U.S. institution of higher education. The TEOFL must have been taken within the past two (2) academic years.
5. Submit a 500 – 700 word essay, which addresses the applicant’s interest in the prevention and treatment (i.e., counseling) of addictions and how a master’s degree in addiction studies will impact his/her life.
6. Submit three (3) letters of recommendation (one from a former professor, if possible) that include references to the applicant’s strengths and weaknesses as a professional in the prevention and treatment (i.e., counseling) of addictions.
7. Complete an interview with the Program Director and the Graduate Admissions Committee.
8. Complete onsite a three (3) paragraph writing sample which addresses a current addiction-related or other health-related issue.
9. Submit a current resume or curriculum vitae.
10. Submit a completed Master of Science Degree in Addiction Studies application.
11. Enroll in only one graduate degree program at a time.

3.2.2 Conditional Admission

The applicant must:

1. Submit an official transcript that documents the following:
 - a. a baccalaureate degree from a regionally accredited college or university,
 - b. a cumulative GPA of at least a 2.5 (or 3.0 in the last 60 semester hours attempted)

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- where “A” is equal to 4.0.
- c. completion of at least six semester hours (or their equivalent) in undergraduate health-related courses with no less than a “C” average in each course.
2. Complete items 3-11 as described above in the section under “Unconditional Admissions”.
 3. Conditionally admitted students will be required to develop a Deficiency Removal Plan, following the procedures described below:
 - a. The conditionally admitted student must first receive from the Program Director an official letter to meet with a Graduate Advisor and members of the Graduate Admissions Committee.
 - b. The conditionally admitted student must then meet with the Graduate Advisor and members of the Graduate Admissions Committee to discuss and agree upon a Deficiency Removal Plan, which may include the undergraduate and/or graduate-level courses he or she will be allowed or required to complete. The Deficiency Removal Plan must be approved by the Program Director, the Dean of Arts and Sciences, and the Vice-Chancellor for Academic Affairs.

3.2.3 Admission as a Single, Semester, Special Student (Non-degree seeking)

A baccalaureate holding applicant, who has been accepted into the University as a graduate student, but who does not desire to seek a degree might be accepted as a special student (non-degree seeking) into the program for only one semester. He or she will be restricted to taking a maximum of six credit hours from the master of science degree in addiction studies curriculum. No credit will be given toward the master of science degree in addiction studies for any graduate courses taken while classified as a special student (non-degree seeking).

The applicant, after being accepted into the University as a graduate student, must

1. write a letter to the Program Director requesting approval to be admitted into the program as a non-degree seeking, special student and explaining his or her objective(s) for taking course(s) in the program,
2. receive from the Program Director an official letter to meet with a Graduate Advisor 1) to discuss and agree upon a **Course Enrollment Plan** which will include the master of science degree in addiction studies course(s) he or she will be allowed to take, and 2) to sign a **Statement of Understanding** reflecting that he or she understands that no more than two master of science degree in addiction studies courses can be taken; that no credit will be given for the two courses toward a master’s degree in addiction studies; and that he or she can enroll in the program as a special student (non-degree seeking) for only one semester. A special student (non-degree seeking) who decides to seek a master’s degree must officially apply for admission into the program, undergoing the procedures described for unconditional or conditional admission.

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3.2.4 Admission to Degree Candidacy

Students may advance to degree candidacy after achieving: 1) full unconditional admission to status in the program, 2) satisfactory completion of all practicum/seminar course requirements, and 3) satisfactory completion of the Comprehensive Examination.

3.2.5 Removal of Conditionally Admitted Students to Unconditional Admission Status

Conditionally admitted students are required to maintain a cumulative graduate GPA of 3.0 during their first twelve (12) credit hours of course work; and, when applicable, complete satisfactorily the requirements of their Deficiency Removal Plan in order to be moved to unconditional status.

3.2.6 Deficiency Removal Plan (DRP)

Conditionally or unconditionally admitted students, who fail to maintain a 3.0 GPA for any semester in which they are enrolled in the program, including the first semester, will meet with their Graduate Advisor to design a plan to remedy the deficiency. This plan could include having to enroll in undergraduate courses and/or other graduate courses. This meeting is to occur prior to the students' next semester of enrollment. The plan must be approved by the Graduate Admission Committee and the Program Director. Students, who decline to continue in the program under a DRP, or, who fail to meet the standards established in the DRP, will be placed on probation and will have one semester to improve their GPA before being dismissed from the program. Students, who are enrolled in the program under a Deficiency Removal Plan, can not receive scholarships offered by the Addiction Studies Program.

3.3 Specific Degree Requirements

1. In order to receive the master's degree, a candidate must obtain a minimum cumulative grade point average of 3.0 for all graduate courses required for the degree, with a minimum acceptable letter grade of a B for each course.
2. Students must complete the requirements for the master's degree in addiction studies within six consecutive calendar years.
3. The candidate must be in residence for a minimum of 27 semester hours in order to receive the master's degree.
4. Candidates must pass at least one of the practice exams (either prevention or treatment) prepared for their practicum/seminar course. These practice exams are similar in content and format to exams required by Arkansas prevention and treatment certification boards. The prevention practice exam(s) will be required of candidates whose practicum experiences focus on the prevention of alcohol, tobacco, and other drug abuse. The treatment (i.e., counseling) exams will be required of students whose practicum experiences focus on the treatment of alcohol, tobacco, and other drug abuse. In some cases, with the approval of the course instructor, the Program Director, and Graduate

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Advisor, the practice exam(s) may be waived.

Candidates will be required to take their first practice exam(s) during their first enrollment in the practicum/seminar course. The exams will be administered twice during each Fall and Spring semester: once prior to the last day of instruction and once during the week of finals. They will be required to pass only one administration of their required exam(s). The exam(s) will be graded as either Pass or Fail. Candidates must receive a Pass score on their required practice exam(s) before receiving a final grade for the practicum/seminar course.

Candidates, who otherwise meet all requirements for passing the practicum/seminar course; but, who fail both administrations of their practice exam(s), will receive an “I” (Incomplete) for the course and will be allowed to continue in the program for one additional semester under a Deficiency Removal Plan (See the “Deficiency Removal Plan” section of this document). Students who fail to satisfactorily meet the requirements of their DRP will be dismissed from the program.

5. Candidates will take a Comprehensive Examination. This examination will be in addition to the practice examinations associated with their practicum/seminar course experiences. The Comprehensive Examination will cover course content studied throughout the candidates’ program of study regardless of the emphasis of their practicum experiences.
6. Candidates will submit to the graduate faculty in the Addiction Studies Program, a scholarly product which may consist of a thesis reporting original research related to the prevention and/or treatment of addictions, or an extensive review of the research literature in alcohol, tobacco and other drug abuse; or some other original project. All scholarly products must be approved in advance by the graduate faculty in the Addiction Studies Program.
7. Transfer of credit requirements are as follows:
 - A. A maximum of 9 semester hours for course work relevant to the program may be transferred from another institution. Acceptance of transfer credit will not reduce the number of hours required for residency. An official transcript and other appropriate course identification information must be on file in the Office of Addiction Studies and in the Registrar’s office.
 - B. The course(s) must have been bona fide graduate courses taken at a regionally accredited institution. Distant education courses, if any, will be judged on a course by course basis. Such courses may require additional documentation. Graduate credit from institutions outside of the U.S. can not be transferred.
 - C. Course(s) must **not** have been used to satisfy requirements for any degree previously granted.
 - D. The student must have been enrolled as a graduate student in the institution offering the course(s).

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- E. The course(s) must appear on an official transcript as graduate credit. All accepted grades must be a B or higher.
- F. The courses must be recommended by the student's major advisor and be applicable to the master's degree in addiction studies.
- G. The course(s) must be approved by the Program Director, the Graduate Admissions Committee, Graduate Coordinator, and the Dean of Arts and Sciences, where the decision is final.
- H. The course(s) must have been taken within the six year period allotted for students to complete their requirements for the master's degree in addiction studies.

3.3.1 Delay of Enrollment and Readmission Procedures

Initial entry is valid for the semester indicated on the student's application for admission into the Addiction Studies program, or as indicated on the letter of admission. However, a student may delay enrollment to a later semester, if the Program Director and Graduate Advisor consent to the delay. (At the same time, consent to delay enrollment does not obligate the Addiction Studies program to perpetuate beyond the original date, any assistantships or scholarships offer that accompanied the original acceptance). Readmission will be contingent upon an evaluation of the application, based on current admission standards. Students, who are accepted but do not subsequently enroll, must request readmission to the Addiction Studies Program. Students seeking readmission, must:

1. Complete a formal application for readmission (no fee),
2. Submit to the Graduate Admissions Committee a letter of request to activate their Admission file
3. Submit official transcripts from all colleges and universities attended since previous admission,
4. Submit official documentation that validates a cumulative undergraduate GPA of 2.75 or higher and/or a cumulative graduate GPA of 3.0 or higher.

3.3.2 Residency Requirements

Students enrolled in the Master of Science Degree in Addiction Studies program must complete twenty-seven (27) semester hours in residency at the University. The 27 hours may include a combination of face to face courses and virtual courses offered by the program. Virtual course offered by other universities will not be accepted for residency purposes.

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3.3.3 Time Limits All requirements for the Master of Science Degree in Addiction Studies program must be satisfied within six (6) consecutive years.

3.3.4 Exit Requirements

To successfully exit the program, students are required to complete all University requirements and all Master of Science Degree in Addiction Studies program requirements.

3.3.5 Probation, Dismissal, and Appeal Process Graduate students are expected to maintain a high level of achievement in their graduate studies. Accordingly, students who do not maintain satisfactory progress may be subject to being placed on probation, being terminated from a graduate program, or being denied permission to continue graduate studies. No student on probation may receive a graduate degree.

3.3.5.1 Probation A graduate student in the addiction studies program may be placed on probation for one semester or recommended for termination if there is failure to complete satisfactorily any required program requirements, including number of course hours, required examinations, and appropriate grade point averages. During the probationary period, the student must demonstrate performance at a level consistent with minimum program requirements.

Probation may be initiated by the Graduate Advisor, the Program Director, or Dean for the School of Arts and Sciences. Students on probationary status may not be admitted to master's level Comprehensive Examinations or other examinations for advancement to candidacy. In addition, students on probationary status are not eligible for graduate fellowships, scholarships, stipends, or appointments.

3.3.5.2 Dismissal A student may be asked to withdraw from the addiction studies program if his or her work is unsatisfactory. The recommendation for withdrawal must be made in writing by the Graduate Advisor, stating specific examples of unsatisfactory work. The recommendation must follow a documented conference held between the student, the Graduate Advisor, and the Program Director. Official notification of the recommendation will be forwarded to the Dean for the School of Arts and Sciences and the Vice Chancellor for Academic Affairs.

3.3.5.3 Appeal process Student appeals -- relative to admission, admission status, probation, dismissal, or other concerns -- must be submitted in writing to the Graduate Advisor for review and recommendation. The Graduate Advisor will forward the appeal to the Program Director for review and recommendation. The Program Director will forward it to the Graduate Admissions Committee for review and recommendation. At this point, if the issue is not resolved satisfactorily, the student may then follow the procedures as described in this handbook, under **Section III, 4.0**, "Academic Grievances for Graduate Students".

APPENDIX A: Approvals

**APPENDIX A-1
University of Arkansas Board Approval**

The Board of Trustees of the University of Arkansas authorized specific programs leading to the awarding of graduate degrees by the University of Arkansas at Pine Bluff Graduate Faculty. The Graduate Faculty and Dean of Graduate Studies and Continuing Education, both assisted by the Graduate Council, shall have primary responsibility for graduate programs, their development, policies, administration, and quality.

Approved UA Board of Trustees
DATE: 11-16-90

**APPENDIX A-2
Board of Trustees of The University of Arkansas and Higher Education Approval**

The State Board of Higher Education approved the establishment of specific Master of Education (M.Ed.) Degree programs at the University of Arkansas at Pine Bluff (UAPB) and the University of Arkansas at Monticello (UAM). The Board approves implementation of M.Ed. Degrees in Elementary Education (CIP 13.1202) and the M.Ed. In the following secondary education fields: English (CIP 13.1305), General Science (CIP 13.1316), Mathematics (CIP 13.1311), Physical Education (CIP 13.1314), Social Studies (CIP 13.1318).

Approved State Board of Higher Education
DATE: 4-19-91

The Board of the University of Arkansas approved a new program proposal on September 22, 1995:

The State Board of Higher Education approved the Master of Science in Aquaculture and Fisheries at the University of Arkansas at Pine Bluff on November 1, 1996:

RESOLVED, That the State Board of Higher Education approves the Master of Science degree program in Aquaculture and Fisheries (CIP 01.0303) at the University of Arkansas at Pine Bluff effective Spring semester 1997.

BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE UNIVERSITY OF ARKANSAS THAT the University of Arkansas at Pine Bluff is approved to offer the Master of

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Science in Aquiculture/Fisheries degree program effective Fall Semester, 1997.

APPENDIX A-3 North Central Association Accreditation Association Statement of Affiliation Status

The Commission on Institutions of Higher Education of the North Central Association of Colleges and Schools granted a change in the Statement of Affiliation Status (SAS) for the University to offer programs leading to the Masters Degree. The stipulation indicated:

The University's Master's level accreditation is limited to degree programs in elementary and secondary education.

Approval North Central Association
DATE: 8-9-91

The North Central Association Accreditation Association approved a change of status for UAPB, permitting the university to offer a Master of Science degree in Aquaculture/Fisheries on March 19, 1997.

APPENDIX A-4 Legislative Authority

The Graduate Faculty shall have the legislative authority for all graduate academic matters (policies and procedures for new programs, new courses, membership in the Graduate Faculty, and verification that students have met requirements of advanced degrees), with its legislative actions subject to the approval of the UA Board of Trustees after the actions have been reviewed and recommended by the Dean of Graduate Studies and Continuing Education, Vice Chancellor for Academic Affairs, Chancellor, and President of the University of Arkansas System.

APPENDIX A-5 Master of Science Degree in Addiction Studies Approval by University of Arkansas System Board of Trustees, and Arkansas Department of Higher Education

At its meeting in Little Rock on April 17, 2001, the Board of Trustees of the University of Arkansas adopted the following resolution:

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BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE UNIVERSITY OF ARKANSAS THAT the proposal of the University of Arkansas at Pine Bluff to offer the Masters of Science Degree in Addiction Studies is hereby approved.

BE IT FURTHER RESOLVED THAT the proposal shall be submitted to the Arkansas Higher Education Coordinating Board for appropriate action

We request that action be taken on this proposal at the earliest possible time.

At the regular quarterly meeting of the Arkansas Higher Education Coordinating Board on April 20, 2001, the Board approved the Master of Science in addiction studies at the University of Arkansas at Pine Bluff. The resolution is as follows:

RESOLVED, That the Arkansas Higher Education Coordinating Board approves the Master of Science in addiction studies (CIP 51.1501) at the University of Arkansas at Pine Bluff effective in the summer of 2001.

FURTHER RESOLVED, That the Board instructs the Director of the Arkansas Department of Higher Education to notify the President and Chair of the Board of Trustees of the University of Arkansas System, and the Chancellor of the University of Arkansas at Pine Bluff of this approval.

Revised by:

Dr. Alfred Arrington, Interim Dean, Division of Graduate Studies and Continuing Education.
Ms. Shelia Bryan, Division of Graduate Studies and Continuing Education