

2016-2018 GRADUATE STUDIES HANDBOOK



University of Arkansas at Pine Bluff

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Revisions

June 1991

April 1992

September 1995

May 1999

April 2002

April 2004

February 2007

January 2010

February 2010

April 2013

July 2016

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PREFACE

The Graduate Studies Handbook provides a complete 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 three 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, and section three presents details on the specific graduate programs.

ACCREDITATION

UAPB is accredited by the Higher Learning Commission of the Council for the Accreditation of Educator Preparation (CAEP), National Association for Schools of Music, American Home Economics Association, and National Council on Social Work Education, and School of Business.

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, the 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 has delegated authority by the Graduate Faculty 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 Dean for Graduate Studies and Continuing Education, Vice Chancellor for Academic Affairs, Faculty/Staff Senate, Chancellor, University of Arkansas Board of Trustees, and Arkansas Higher Education Coordinating Board.

1.5 Functions

1. Development of general policies and regulations for graduate programs
2. Review and approval/disapproval of graduate faculty status

3. Review and approval/disapproval of new or changes to existing graduate courses, programs and degrees
4. Formal approval of degree-seeking students for graduation
5. 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 for Graduate Studies and Continuing Education;
 Coordinators of Graduate Programs;
 Dean of School of Agriculture, Fisheries, and Human Sciences;
 Dean of School of Arts and Science;
 Dean of School of Education;
 Registrar;
 Vice Chancellor for Academic Affairs; and
 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 his/her 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.

1.6.3 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 for Graduate Studies and Continuing Education, and all members of the faculty who are authorized by the Graduate Council and by the University. 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 selecting the individual student representative from each school will be developed by the Dean of that school. Only one student representative will serve as a voting member of the Graduate Council. The voting member will be the sitting student representative from the same school as the sitting graduate Council Chairperson.

1.7 Standing Committees

1.7.1 Graduate Curriculum Committee (GCC)

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

1.7.2 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 three members appointed by the Chair of the Graduate Council.

1.8 Officers

1.8.1 Dean for Graduate Studies and Continuing Education

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

The Dean 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 Chairperson

The Chairperson's duties include presiding at meetings, signing forms signifying Council action, setting the agenda, making appointments to special and standing committees and designating their chairs, and communicating on behalf of the Graduate Council.

1.8.2.2 Vice-Chairperson

The Vice Chairperson's duties include presiding in the 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.

1.8.2.3 Secretary

The Secretary supports the work of the Council by making arrangements for meetings; or receiving agenda items; or 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.

1.8.2.4 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 was 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 was a representative from the School of Arts and Sciences. These officers 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.

1.9 Meetings

The Council holds regular meetings and the schedule of these meetings will be established upon the consent of the Council at the first meeting of 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 6 of 10 voting membership. Except where stated to the contrary in *Roberts Rules of Order, Newly Revised*, 10th Edition, a 6 of 10 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 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*, 10th Edition.

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 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 (51%) 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. 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 the approved minutes of each meeting of the Graduate Faculty to all Voting and Ex Officio members of the Graduate Council. Approved minutes of the meeting will be distributed to all Graduate Faculty electronically. Actions of the Graduate Faculty taken at these meetings will be considered the position of the Graduate Faculty two weeks after the minutes are distributed. Actions taken by the Graduate Faculty are reported to additional appropriate administrative office(s) by the Dean for Graduate Studies and Continuing Education. The Chair of the Graduate Council will also provide a report of Graduate Faculty actions to the Teacher Education Committee, the Academic Affairs and Educational Policies, and the President of the Faculty Senate for information purposes.

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 for Graduate Studies and Continuing Education and all current policies shall also be reflected in the Graduate 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 for 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 for 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 for 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 for 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 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

Arkansas Higher Education Coordinating Board approved implementation of Master of Arts in Teaching; Master of Education in Early Childhood; Master of Education in Secondary Education; Master of Science in Agricultural Regulations; Master of Science in Addiction Studies; and the Master of Science and a Doctoral Degree in Aquaculture/Fisheries.

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

1. Need for new course or major program change is perceived and action is initiated by department graduate faculty or chair.
2. Review by department Curriculum Committee and recommendation to department graduate faculty are made.
3. Review and recommendation for adoption by department graduate faculty.
4. Submission of department graduate faculty recommendation by department chair is given to dean (using Curriculum Change Forms I & II)
5. Academic Program Dean forwards recommendations to Dean for Graduate Studies.
6. Dean for Graduate Studies 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 by the Faculty Senate and recommendation by Vice Chancellor for Academic Affairs is completed
10. Review by the Faculty Senate and approval by Chancellor is accomplished
11. Review by the Faculty Senate and Notification is provided to the proposer (Dean, Chair, etc.)

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 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, or a thesis 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; and
3. Be listed at the 5000 level or higher.

2.4.1.1 5000 Level Courses Open to Undergraduate Students

Courses at the 4000/5000-level which may include undergraduate and graduate students should:

- a. Require the graduate student to do additional research (not required of undergraduate students enrolled in the 4000 level courses);
- b. Require extensive reading from a bibliographic listing;
- c. Require comprehensive evaluation of graduate students in the form of examinations or final projects; and
- d. Require course outlines for 4000/5000 level courses to indicate the additional requirements for graduate students in the course syllabus.

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; and
- 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 courses 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 fewer 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 for 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 Special Credit Workshops. These special credit workshops require 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 President of the University of Arkansas System, Higher Learning Commission/NCA, Board of Trustees, and the Arkansas Higher Education Coordinating Board.

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 for 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 Level II Full Member

Level II 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. Level II Full Graduate Faculty members are approved to supervise the study of candidates for the Ph.D. degree, in addition to all other activities approved for Level I full member status.

Qualifications for Level II full member status include a doctorate or appropriate terminal degree for the discipline, scholarly achievement in relevant field of study, an active research program with record of recent publications in refereed journals in the relevant field, and successfully have chaired a thesis committee of at least one M.S. student.

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. The Graduate Studies Dean's signature verifies that all required documentation is in place before Graduate Council approval. If approved by the Graduate Council, the application is forwarded to the Dean for Graduate Studies and Continuing Education to be sent forward 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.

2.6.3 Level I Full Member

Level I 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. Level I Full Graduate Faculty members are approved to supervise the study of candidates for the master's degree, teach graduate-level courses, serve on and chair master's level thesis committees, and serve on Ph.D. dissertation committees and comprehensive examination committees.

Qualifications for Level 1 Full Graduate Faculty status include a doctorate or appropriate terminal degree in the field being taught and experience relevant to that field of study.

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, and then to the Graduate Studies dean, whose signature verifies that all required documentation is in place. They are then forwarded 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 through the Graduate Studies Dean 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 in the UAPB Graduate Catalogue and on the Graduate Studies Web Site.

2.6.4 Associate Member

Associate Members of the Graduate Faculty can serve on Master's-level thesis committees and Ph.D. dissertation committees. However, they will need special approval from the department chair and dean of the appropriate school to teach graduate courses. They will not be appointed to chair comprehensive examination or thesis/dissertation committees. Qualifications for Associate Graduate Faculty status are a doctorate or appropriate terminal degree in a relevant discipline and evidence of proficiency in the relevant field. Exceptions may be granted, by the Graduate Council, to the qualifications specified for associate 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 Associate Members of the Graduate Faculty are routed through the department chairperson to the dean of the school for recommendation, and then to the Graduate Studies Dean, whose signature verifies that all required documentation is in place. The application is then forwarded to the Graduate Council Faculty Committee for review and recommendation to the Graduate Council. If approved by the Graduate Council, the application is forwarded by the Dean of Graduate Studies and Continuing Education 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 in the UAPB Graduate Catalogue and on the Graduate Studies Web Site.

2.6.5 Temporary Member

Temporary Members of the Graduate Faculty are appointed for one semester on a renewable basis. The function of Temporary Members of the Graduate Faculty is the instruction of graduate level courses. 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. Qualifications for Temporary Members of the Graduate Faculty must, at least, meet the same criteria level as 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 will not be published in the Graduate Faculty membership list.

2.6.6 Adjunct Member

Adjunct Graduate Research Faculty

Adjunct graduate research faculty members are not official employees of UAPB. Adjunct Graduate Research Faculty can serve on master's-level thesis advisory committees and Ph.D. dissertation advisory 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 or thesis/dissertation committees.

Qualifications for adjunct graduate research faculty members are equivalent, at minimum, to those of 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 administering specific graduate programs. 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 may serve on comprehensive examinations or M.S. and Ph.D. advisory committees. Adjunct members do not qualify for advancement in Graduate Faculty Status.

Qualifications for adjunct graduate teaching faculty members are equivalent, at minimum, to those of 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.

2.6.7 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:

1. Dean for Graduate Studies and Continuing Education
 - A. 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;
 - B. Notifies the faculty concerned and sends an Application form to be completed and returned to the Dean's office; and
 - C. Notifies the concerned faculty's department chair and school dean of the required review for renewal and requests that a letter of recommendation to the Graduate Council be sent to the Dean's office.
2. Graduate Faculty member completes an Application for Graduate Faculty Status Renewal and returns the form to the Dean for Graduate Studies and Continuing Education with an updated *curriculum vitae*.
3. Dean for Graduate Studies and Continuing Education: When the Director has received a completed Application and an updated *curriculum vitae*, the Director will forward the documents to the Graduate Council's Graduate Faculty Status Committee for action.
4. Graduate Faculty Status Committee:
 - A. Chairman convenes the Committee to review the Application and associated documents and vote on a recommendation to the Graduate Council to:
 - a. reappoint until the next five (5) year appointment anniversary;
 - b. do not reappoint; or
 - c. reappoint in a different category (i.e., full, associate, temporary, or adjunct).
 - B. The committee must be prepared to provide the faculty with a written explanation if they recommend not to reappoint.
 - C. Chairman forwards all documents to the Graduate Council Chair.
5. Graduate Council:
 - A. Hears report from the Graduate Faculty Status Committee and votes on whether to accept, reject, or modify the Committee's recommendation; and
 - B. 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 are 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.

2.6.8 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 for 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.

2.6.9 Review of Graduate Faculty Roster

The Dean for 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 for Graduate Studies and Continuing Education. The Dean for Graduate Studies and Continuing Education then presents the Roster to the Graduate Council at the first meeting of the academic year.

2.7 Campus-wide Program Evaluation Process

The University of Arkansas at Pine Bluff has a campus-wide process for periodic and systematic review of academic programs, including graduate programs. The academic program review process begins with a self-study that is done by the faculty in the department where the program is located. The self-study is then submitted through academic channels to the respective dean and to the Vice Chancellor for Academic Affairs. The Council would also receive and make recommendations based on other reviews of graduate programs.

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 (213 computer score) 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 the 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.

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 Programs

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 the University of Arkansas at Pine Bluff;
4. The student's graduate status at the end of the previous enrollment was Conditional or Unconditional; and
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 or better
3. No grades below a C
4. Twenty-one (21) hours in residence
5. No incomplete ("I") grades
6. Be in good standing with the University

7. All requirements for the master's degree must be satisfied within the past six calendar years of a candidate's beginning of a course of study toward a degree. Courses older than six (6) years will not be counted toward the completion of a degree.
8. The entire work for the Doctorate in Aquaculture/Fisheries must be completed within seven calendar years from the date of the first registration in the program.

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.

2.4 Full-Time Status

The minimum number of semester hours of course work to be considered a full-time student in the graduate programs in the School of Education and in the Master of Science in Addiction Studies 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 M.S. and Ph.D. degrees in Aquaculture and Fisheries and the M.S. degree in Agricultural Regulations is 6 hours per regular semester and 2 hours per summer term.

2.5 Policies Governing Conduct of Research

Research and creative work are basic to graduate education. At the University of Arkansas at Pine Bluff, a well-defined procedure has been established for research administration and implementation. Policies and procedures are described in detail in the *Handbook of the Office of Research and Sponsored Programs (ORSP)*. The document describes the UAPB Institutional Review Board (IRD) which reviews projects and activities that involve human subjects. The role of UAPB's Institutional Animal Care and Use committee (IACUC) that oversees the University's animal research programs, facilities and procedures is also presented. The *Handbook* defines research misconduct and the role of the university-wide Research Committee in handling misconduct issues. Additional research policies included in the ORSP Handbook are: Institutional Biosafety Committee (for review of recombinant DNA research and compliance with National Institute of Health (NIH) Guidelines), Laboratory Safety, hazardous waste disposal, and information related to inventions, copyrights and patents.

2.6 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 a non-administered 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;
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; and
15. Facilitating or aiding in any act of academic dishonesty.

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

2.7 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 for Graduate Studies and Continuing Education. Academic dishonesty and failure to maintain a specific cumulative average are unsatisfactory performance.

2.8 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.*

2.9 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.

2.10 Audit Credit

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

2.11 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.

2.12 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.

2.12.1 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.

2.12.2 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.

**2.13 Waiver of Registration Fees and Tuition for
Graduate Assistants and Master Lecturers
Board Policy 520.5**

I. Registration Fee:

Any graduate student appointed to the position of Graduate Assistant or Master Lecturer whose appointment is equal to or greater than fifty percent may be granted registration fees in addition to the stipend.

II. Non-resident Tuition:

Any graduate student appointed to the position of Graduate Assistant or Master Lecturer whose percent appointment is equal to or greater than twenty-five percent shall, in addition to any stipend, be classified as an in-state student for tuition and fee purposes.

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 established and stated below the procedures to be utilized when a graduate student has a grievance concerning some aspect of his/her academic involvement. Additionally, the Student Graduate Handbook should be referenced for possible further academic grievance procedure information, if applicable.

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.

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 for 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, it will be provided
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 for 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, 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 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 for 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 for Graduate Studies and Continuing Education.

If a dissatisfied party chooses not to request consideration, but instead requests consideration (appeal to the Dean for 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 in 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 for Graduate Studies and Continuing Education. The Dean for 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 program 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 for 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 for 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.

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 for 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 Academic Dean’s decision to the Vice Chancellor for Academic Affairs. The Vice Chancellor’s decision may 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 Graduate Studies Dean 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 for Graduate Studies and Continuing Education (or his/her designated representative) as chairperson, without vote; a secretary appointed without vote by the Dean for 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 for 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 Board of Trustees. His decision shall be forwarded in writing to the same persons receiving such decision in Step 6, including the Dean for Graduate Studies and Continuing Education.

SECTION III: GRADUATE PROGRAMS

Individual program descriptions are outlined below and have been approved by the respective departments and any changes are initiated at the department level. Current graduate programs are Master of Education in Early Childhood Education, Master of Elementary Education, Master of Education in Secondary Education, Master of Arts in Teaching, Master of Science and Doctoral degrees in Aquaculture/Fisheries, Master of Science in Addiction Studies, and Master of Science in Agricultural Regulations.

1.0 MASTER OF EDUCATION IN ELEMENTARY EDUCATION

1.1 Overview of Program

The degree program allows candidates who hold bachelor's degrees from regionally accredited universities to pursue an advanced degree and to complete a program of study while seeking Arkansas teacher licensure. The program of study for those seeking initial licensure includes undergraduate (graduate course prerequisites), graduate course work, a professional portfolio, and a one semester student teaching experience for M. ED. Programs and a two-semester internship for MAT programs. The degree program requires the completion of a minimum of thirty-six (36) hours of graduate level course work and the passing of a comprehensive examination

1.1.1 General Administration

The program shall be administered by the Coordinator of the School of Education Graduate Programs. The Dean of the School of Education will have approval responsibility for the graduate programs. The Graduate Council, along with the Dean of Graduate Studies, has legislative authority for the entire process and designates specified advisory responsibilities.

1.1.2 Conceptual Framework For Professional Education

The conceptual framework for the professional education programs 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. This conceptual framework, 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 undergraduate and graduate levels have evolved. This comprehensive framework includes seven (7) elements: knowledge of content; assessment; technology; professional education; professional growth; social, cultural and human diversities; and community and global awareness. Thus, the T-PAE Model depicts the uniqueness of graduate education at the University of Arkansas at Pine Bluff.

The conceptual framework is based upon critical dimensions within teaching: changes in demographics, global perspectives, problem solving, teacher expectations, and technological demands in classrooms for preschool, including infants and toddlers, through grade twelve learners. Graduate students exit the programs with a preparedness to work professionally with all learners, especially from culturally diverse and exceptional populations. The curriculum of

these programs provide candidates with experiences in developing the knowledge, skills, and dispositions which will enhance self-esteem, confidence, and constructive interpersonal relations among people of all ethnic, cultural, socio-economic, and religious backgrounds. Additionally, courses aligned with the conceptual framework address technology, assessment, and instructional skills.

Graduates from the master's degree program exit the program with a unique preparation as teachers that promote academic excellence. This preparation also 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 - an 1890 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 and the University's mission, state and national standards, provide the foundation for graduate educational experiences

1.2 Admission Requirements

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. All admission decisions are recommended by the Office of Graduate Programs for approval by the School's Admission, Retention, and Exit Committee.

1.2.1 Admission to Graduate Status

Applicants requesting admission to the graduate program can 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 School of Education's graduate program. Graduate status may 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 have not been accepted in a program of study leading to a specific graduate degree, are advised that no more than twelve (12) semester hours of graduate-level courses, which may be counted toward the requirements for a graduate degree, prior to completing the admission process.

1.2.2 Admission Alternatives to Established Admission Policies

An important component of the School of Education Graduate Programs is the ability for those with a non-teaching baccalaureate degree to fulfill the requirements for teacher licensure while pursuing a graduate degree, when needed, while they are enrolled in the master's degree programs. Graduate students must be eligible for teacher licensure prior to being formally admitted to degree candidacy for any of the master's degree programs. Candidates are allowed to take up to twelve hours while they are completing the required Praxis Series of examinations needed for licensure.

1.2.3 Admission to Degree Candidacy

After admission to the program and the completion of twelve (12) hours with a GPA of at least 3.0, a candidate must make a formal application for Admission to Degree Candidacy before continuing in the program. Satisfying the degree candidacy status requires the following:

- (1) graduate status;
- (2) full unconditional admission status in a master of education degree program;
- (3) completion of twelve (12) graduate level hours with a GPA of at least 3.0;
- (4) a standard Arkansas Teaching License, or documented eligibility for an initial standard Arkansas Teaching License by submitting all PRAXIS scores (Praxis I and Praxis II—Content Specialty) which meet state licensure requirements before continuing in the program;
- (5) application to the School of Education and Student Teaching if needed for initial licensure; and
- (6) Interview/Disposition Assessment II.

All degree candidacy decisions are recommended by Graduate Programs for approval by the School's Admission, Retention, and Exit Committee.

1.2.4 Transient Students

Applicants who are pursuing a graduate degree at another accredited college or university are eligible to be admitted for one semester only as a non-degree seeking student. A "Letter of Good Standing" is required from the Dean of the graduate school of the applicant's home institution.

1.2.5 Undergraduate/Graduate Enrollment

Undergraduate students who are within nine (9) semester hours of graduation (does not include student 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 request for exceptions to the administrative criteria must be presented in writing to the Admission Retention and Exit committee.

1.3 General Degree Requirements

1.3.1 Residence Requirements

The candidate must complete a minimum of twenty-seven (27) hours in residence in order to receive the master's degree. The program requires the completion of a minimum of 36 hours of graduate course work as prescribed by the specific program's degree plan.

1.3.2 Course Load

Graduate courses may not be used simultaneously to fill both undergraduate and graduate course requirements. A full-time graduate student load is (9) hours; three (3) additional hours may be taken with the approval of the candidate's advisor and the graduate coordinator. Full-time for a summer session is six (6) hours.

1.3.3 Exit Requirements

The degree program requires a minimum of 36 graduate hours. Candidates are required to complete the courses as outlined on the degree plan that has been approved by the graduate advisor in order to be granted exit status by the Admissions, Retention and Exit Committee. Candidates are considered to have reached exit level status once they are enrolled in or have completed 27 hours of the course work from their degree plans. Graduate students with an incomplete (I) grade in one or more courses will not be eligible to take the graduate comprehensive examination.

1.3.4 Graduate Comprehensive Examinations

The capstone event for the degree is its comprehensive examination, an essay test over three courses from a candidate's educational core and content specialty. Candidates for the degree must successfully complete the School of Education Graduate Comprehensive Examination by writing for three (3) different professors from their educational core and content specialty areas. The Office of the SOE Graduate Programs compiles a list of candidates who are eligible to take the test, that is, candidates who have gained degree candidacy and have completed twenty-seven (27) hours from their approved graduate degree plans or are enrolled in their twenty-seventh hour. The eligibility list is submitted to advisors, chairpersons, and deans.

The School of Education Comprehensive Examination process is as follows:

- The School of Education Comprehensive Examination is administered each fall and spring semester on a date established by the SOE Graduate Coordinator.
- All eligible candidates should register for the School of Education Graduate Comprehensive Examinations with their graduate advisor who will assist them with the selection of the appropriate examining committee members.
- The Examining Committee Members form should be submitted by the candidate to the Office of School of Education Graduate Programs by the appropriate deadline date.

- Candidates are encouraged to consult with their examining committee in advance of taking the comprehensive examination.
- Graduate faculty who are placed on examination committees should submit comprehensive examination questions to the coordinator of the School of Education Graduate Programs by the deadline date.
- Candidates will be administered the School of Education Graduate Comprehensive Examination by the graduate coordinator and advisors.
- Following the examination, the Comprehensive Committee Chairperson (the candidate's advisor) 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 the School of Education Graduate Programs the "Report of Examining Committee" form specifying the candidate's performance as satisfactory or unsatisfactory.
- Candidates should have official notification of the results approximately two weeks after administration. All satisfactory scores will be submitted to the Registrar's Office.
- Candidates failing one or two parts of the examination may be eligible to rewrite with permission from the evaluator (rating professor).
- If a candidate who has failed one or two parts of the examination remains unsuccessful after the "rewrite," he/she may request to be interviewed by the entire committee on the content of the examination item(s) failed. A majority vote of the Examination Committee will be needed to reverse the decision of the primary item evaluator. Candidates who remain unsuccessful after both the rewrite and interview will be asked to complete a research project and/or complete additional courses. Candidates may also be asked to retake the examination.
- A candidate who fails all three parts of the examination will be required to retake the entire examination at the next regularly scheduled examination date. Additionally, the examining committee will decide if the candidate must complete additional courses and/or complete research projects according to the specifications of the candidate's advisor.

1.3.5 Time Limitation

All requirements for the master's degree must be satisfied within the past six calendar years of a candidate's beginning of a course of study toward a degree. Courses older than six (6) years will not be counted toward the completion of a degree.

1.3.6 Transfer of Credit

A graduate student may transfer no more than six (6) 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 master's program. An additional three hours may be transferred subject to approval of the graduate advisor, chairperson, deans of the School of Education and Graduate Studies, and the graduate coordinator. Only courses that counted toward a degree at an accredited institution will be considered for transfer credit. Graduate students wishing to transfer credit must submit official transcripts and other appropriate course identification information to the graduate advisor for initial approval. The transfer of graduate credit from institutions outside the U.S. is not

permitted.

The recommendations of the graduate advisor for transfer of credit must be submitted on a “Transfer of Credit” form and forwarded to the department chairperson, deans of the School of Education and Graduate Studies, the graduate coordinator, and the registrar for approval. Coursework may be transferred upon the graduate student’s admission into a graduate program and must not be older than six (6) years at the time of approval. Graduate students transferring to the University will be required to complete at least twenty-seven (27) hours credit prior to graduation. These hours must be taken in residence. This regulation is binding even though the graduate student has sufficient hours of credit otherwise to meet the requirements. All standards with respect to transfer credit are binding and are not, therefore, subject to appeal.

1.3.7 Academic Probation

If a candidate has less than a 3.00 cumulative grade point average in 12 or more semester hours of course work taken in residence for graduate credit, the candidate will be placed on Academic Probation. The candidate 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/session of attendance. In accordance with established procedures, the graduate faculty of an academic program may recommend that the candidate be readmitted to the graduate program. Dismissed candidates may petition for readmission by submitting a written appeal to the Coordinator of the School of Education Graduate Programs.

1.3.8 Academic Dismissal

Candidates may be recommended to drop from a graduate program if at any time their performance is considered unsatisfactory as determined by the program faculty, the Dean of the School of Education, or the Dean of Graduate Studies and Continuing Education. Academic dishonesty and failure to maintain academic progress are considered to be unsatisfactory performances.

1.3.9 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. For details on academic dishonesty in graduate programs, please refer to Section 2.6 of this Handbook.

1.4 Specific Degree Requirements

The Master of Education (M.Ed.) degree in Early Childhood Education requires 36 semester credit hours. Candidates must complete a minimum of 18 hours in an early childhood specialty, 12 hours in the professional education core and 6 hours of foundation/specialty electives. A written comprehensive examination in the specialty and professional core is required. Candidates seeking licensure must also complete a program of study (all of the specified prerequisites including Arkansas History and six (6) hours of reading methods courses, a professional portfolio and a full-time student teaching experience).

1.4.1 Regular Admission

Admission to the graduate program requires: (1) a baccalaureate degree from a regionally accredited institution of higher education; (2) two transcripts from institutions of higher education that have been attended; (3) an undergraduate cumulative grade point average of at least 2.75 (3.00 in the last 60 hours attempted); (4) an application for admission; (5) a letter of interest; (6) a resume; (7) two letters of recommendation from former professors and/or employers (school-based, personnel); (8) GRE scores if the grade point average is not satisfied in #2 above OR with the completion of twelve (12) graduate hours with a GPA of at least 3.0; (9) interview/Disposition Assessment I; (10) acceptance in a department supported by a degree plan recommended by the coordinator of the School of Education graduate programs; and (11) approval by the school's Admissions, Retention and Exit committee.

1.4.2 Conditional Admission

Conditional admission may be granted as a result of the School of Education's established policies, which allow for alternatives to the unconditional (regular) admissions procedures to encourage enrollment of under-represented populations. Conditional admission may be granted to advanced candidates who have not satisfied all admission requirements. 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 all admission criteria to continue in the program.

1.4.3 Other Exit Requirements

This section details exit requirements that are specific to the master of education degree programs and that are in addition to the ones given in 1.3.3 above. Other exit requirements include the following:

- ✓ Admission to Degree Candidacy letter,
- ✓ Arkansas Standard Teaching License or documentation of having completed all required parts of the Praxis Series: Praxis Core, Praxis II—Content Specialty, and Praxis II—Principles of Learning and Teaching (*for those seeking licensure*),
- ✓ the completion of any undergraduate (including student teaching) courses,
- ✓ the completion of the School of Education Professional Portfolio (*for those seeking licensure*),
- ✓ the completion of a minimum of 36 graduate-level hours with a cumulative grade point average of 3.00 on an advisor approved degree plan. (No grades below a "C" are acceptable.), and
- ✓ the successful completion of the School of Education Graduate Comprehensive Examination, and the approval of the Admission, Retention, and Exit Committee.

2.0 MASTER OF EDUCATION IN SECONDARY EDUCATION

2.1 Overview of Program

The Master of Education in Secondary Education includes five options: English education, science education, mathematics education, physical education, and social studies education. The Master of Education (M.Ed.) degree in Secondary Education requires 36 semester credit hours. Candidates must complete a minimum of 18 hours in one of the secondary specialties: English Education, Science Education, Mathematics Education, Physical Education and Social Studies Education. All specialties share a common core and candidates must complete 12 hours in this professional education core. Six (6) hours of foundation or specialty electives are also required. The capstone event is a written comprehensive examination in the specialty and professional core is required. Candidates seeking licensure must also complete a program of study (all of the specified prerequisites, Arkansas History and Behavior Management).

The general administration, conceptual framework, general admission requirements, and general degree requirements are the same as those described above for the Master of Education in Early Childhood Education.

2.2 Admission

2.2.1 Regular Admission

Admission to the graduate program requires: (1) a baccalaureate degree from a regionally accredited institution of higher education; (2) two transcripts from institutions of higher education that have been attended; (3) an undergraduate cumulative grade point average of at least 2.75 (3.00 in the last 60 hours attempted); (4) an application for admission; (5) a letter of interest; (6) a resume; (7) two letters of recommendation from former professors and/or employers (school-based, personnel); (8) GRE scores if the grade point average is not satisfied in #2 above OR with the completion of twelve (12) graduate hours with a GPA of at least 3.0; (9) interview/Disposition Assessment I; (10) acceptance in a department supported by a degree plan recommended by the coordinator of the School of Education graduate programs; and (11) approval by the school's Admission, Retention and Exit committee.

3.2.2 Conditional Admission

Conditional admission may be granted as a result of the School of Education's established policies, which allow for alternatives to the unconditional (regular) admissions procedures to encourage enrollment of under-represented populations. Conditional admission may be granted to advanced candidates who have not satisfied all admission requirements. 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 all admission criteria to continue in the program.

2.2.3 Other Exit Requirements

This section details exit requirements that are specific to the master of education degree programs and that are in addition to the ones given in 1.3.3 above. Other exit requirements

include the following:

- ✓ Admission to Degree Candidacy letter,
- ✓ Arkansas Standard Teaching License or documentation of having completed all required parts of the Praxis Series: Praxis Core, Praxis II—Content Specialty, and Praxis II—Principles of Learning and Teaching (*for those seeking licensure*),
- ✓ the completion of any undergraduate (including student teaching) courses,
- ✓ the completion of the School of Education Professional Portfolio (*for those seeking licensure*),
- ✓ the completion of a minimum of 36 graduate-level hours with a cumulative grade point average of 3.00 on an advisor approved degree plan (No grades below a “C” are acceptable.), and
- ✓ the successful completion of the School of Education Graduate Comprehensive Examination, and the approval of the Admission, Retention, and Exit Committee.

2.3 Specialty: Physical Education

The Master of Education (M.Ed.) degree with a specialty area in physical education requires 36 semester credit hours. Candidates must complete a minimum of 18 hours in physical education, the 12 hour professional education core, and 6 hours of either secondary education foundation electives. A written comprehensive examination in the physical education specialization and secondary education core and/or foundations is required. Candidates seeking initial licensure must also complete the SOE portfolio, courses in Behavior Management and Arkansas History, any prerequisites as specified by advisors, and the student teaching experience.

2.4 Specialty: English Education

The Master of Education (M.Ed.) degree with a specialty area in English requires 36 semester credit hours. Candidates must complete a minimum of 18 hours in English, a 12 hour professional education core, and 6 hours of secondary education foundation courses. A written comprehensive examination in the English specialization and the professional education core and/or foundation is required. Advanced candidates seeking licensure must also complete the SOE professional portfolio, prerequisite courses as specified by their advisors, courses in Behavior Management and Arkansas History, and the student teaching experience.

2.5 Specialty: General Science Education

The Master of Education (M.Ed.) degree with a specialty area in General Science (life/earth science OR physical/earth science) requires a minimum of 36 semester credit hours. Candidates must complete a 12 hour professional education core, a 9 hour required specialization core, a 12 hour life science or physical science concentration, and a 3 hour (minimum) educational foundation elective. A written comprehensive examination in the general science specialization and the professional education core and/or electives is required. Advanced candidates seeking licensure must also complete the SOE portfolio, courses in Behavior Management and Arkansas History, and the student teaching experience.

2.6 Specialty: Mathematics Education

The Master of Education (M.Ed.) degree with a specialty area in mathematics requires a minimum of 36 semester credit hours. Candidates must complete a 6 hour required specialization course, a minimum of 18 hours in the mathematics specialty, and a 12 hour professional education core. Optional: secondary education electives. A written comprehensive examination in the mathematics specialization and the professional education core and/or electives is required. Advanced candidates seeking licensure must also complete the SOE portfolio, courses in Behavior Management and Arkansas History, and the student teaching experience.

2.7 Specialty: Social Studies Education

The Master of Education (M.Ed.) degree with a specialty area in social studies requires 36 semester credit hours. Candidates must complete a minimum of 18 hours in the social studies specialty, a 12 hour professional education core, and 6 hours of secondary education electives. A written comprehensive examination in the general science specialization and the professional education core and/or electives is required. Advanced candidates seeking licensure must also complete the SOE portfolio, courses in Behavior Management and Arkansas History, and the student teaching experience.

3.0 MASTER OF ARTS IN TEACHING DEGREE

3.1 Overview of Program

Master of Arts in Teaching with three options: elementary, middle level education, and secondary education. The general administration, conceptual framework, general admission requirements, and general degree requirements are the same as those described above for the Master of Education in Elementary Education.

The Master of Arts in Teaching (M.A.T.) degree is offered as an alternative to licensure from the traditional Master of Education degree programs. The Master of Arts in Teaching (M.A.T.) degree with specialties in middle level education and secondary education requires 36 semester credit hours that includes two full-time teaching internships in a public school setting. A written comprehensive examination in the specialty courses and educational foundation courses is required. A School of Education portfolio is also required.

The M.A.T. degree is designed to be completed during one year: two summer sessions, and a fall and spring session. During that year, a minimum of one M.A.T. course will be dedicated to M.A.T. candidates only during each term. These M.A.T. sessions—the M.A.T. Institute, the program internships will be devoted to instruction in Pathwise, classroom management, teacher professionalism, parental involvement, adolescent development, history and philosophy of education, current issues and trends in education and other such topics as needed for successful teaching. The internships during the fall and spring semesters will have the novice teachers demonstrating their knowledge and skills in such areas as teaching and learning styles, lesson design, evaluation techniques and curriculum development in their school settings under the supervision of university faculty. Other traditional and on-line courses will be available for the

M.A.T. candidates during the fall and spring terms.

3.2 Admissions

3.2.1 Admission Requirements

This program has special admission requirements. A provisional teaching license and a one year teaching contract with an area middle level or secondary public school is an admission requirement. Middle level candidates must also complete six (6) hours of reading methods courses and a course in Arkansas History prior to program admission. Secondary level candidates must have a bachelor's degree or a minimum of thirty (30) hours in their licensure area. All of the admission requirements are listed below.

3.2.2 Regular (Unconditional) Admission Requirements for MAT Program

- Letter of Interest
- Resume
- Baccalaureate Degree from an accredited 4-year institution of higher education
- 2.75 Overall Grade Point Average (GPA) or 3.0 in last 60 hours
- Criminal background check
- Passing scores on Praxis Core or the Graduate Record Examination
- Passing scores on Praxis II Content Specialty examinations for licensure area
- Undergraduate degree (or 30 hours) in the licensure content area (secondary level)
- Arkansas History and 6 hours reading methods courses which must include a course in methods of teaching reading (middle level)
- A minimum of twelve hours each in English, mathematics, science and social studies; candidates must have 18 hours in two of those areas (middle level)
- Letter of hire from an Arkansas school district (grades five through twelve school)
- Provisional teaching license
- Formal applications—School of Education Graduate Programs and the School of Education
- Signed degree plan
- Interview/Disposition Assessment I
- Recommendation by the School of Education's Admission, Retention, and Exit Committee

3.2.3 Other Admission Alternatives

Candidates for the M.A.T. who fail to meet one or more of the following admission requirements—passing scores on all required parts of the Praxis Series, acquiring a provisional teaching license, and obtaining a letter of hire from an Arkansas school district—may seek conditional admission (*see below*) to one of the other School of Education graduate programs and/or seek a delayed admission to the M.A.T. program once all of the admission requirements have been met.

3.2.4 Conditional Admission

Conditional admission may be granted to candidates who have satisfied all requirements (including prerequisites), but have a grade point average of 2.50 to 2.74. Candidates admitted conditionally may take up to twelve (12) hours of graduate level course work and must earn a grade point average of at least 3.00 during that period. (Candidates granted conditional admission will not be given letters to school districts indicating that they have met admission requirements, enrolled in internships, or admitted to the M.A.T. Institute. Conditional admission only allows for candidates to begin taking on other degree plans.)

3.2.5 Admission to Degree Candidacy

After regular admission and the completion of twelve (12) hours with a GPA of at least 3.0, a candidate must make a formal application for Admission to Degree Candidacy before continuing in the program. All degree candidacy decisions are recommended by the Office of School of Education Graduate Programs for approval by the School's Admission, Retention, and Exit Committee. Degree candidacy requires the following:

- (1) graduate status;
- (2) completion of twelve (12) graduate level hours with a GPA of at least 3.0;
- (3) full unconditional admission status in a Master of Arts in Teaching degree program;
 - a) Successful criminal background check
 - b) Passing scores on Praxis I or the Graduate Record Examination
 - c) Passing scores on Praxis II Content Specialty examinations for licensure area
 - d) Undergraduate degree in the content area for licensure (secondary level concentration) or 30 hours in the licensure field
 - e) Completed Arkansas History and reading methods courses (middle level concentration)
 - f) Letter of hire from an Arkansas school district (preschool through grade twelve school)
 - g) Provisional teaching license
 - h) Formal applications—School of Education Graduate Programs and the School of Education
 - i) Signed degree plan
 - j) Interview/Disposition Assessment II
 - k) Recommendation by the School of Education's Admission, Retention, and Exit Committee

3.2.6 Exit Status In The M.A.T. Program

All degree programs require a minimum of 36 graduate hours. Candidates are required to complete the courses as outlined on the degree plan that has been approved by the graduate advisor in order to be granted exit status by the School of Education's Admissions, Retention and Exit Committee. Candidates for the M.A.T. are considered to have reached exit level status once they are enrolled in or have completed 27 hours of the course work from their degree plans. Candidates who have gained degree candidacy, completed twenty-seven (27) hours or are enrolled in the twenty-seventh hour are eligible to take the examination. The Office of the School of Education Graduate Programs will establish a list of candidates who are eligible to take Graduate Comprehensive Examinations. All of the policies and procedures outlined for the SOE Graduate Comprehensive Examinations section above also apply to the M.A.T. degree program for both the middle level and secondary level specialties. Advisors will assist the candidates in selecting three courses from their program of study for this examination

3.2.7 Exit Requirements

Exit requirements include the following:

- ✓ Admission to Degree Candidacy letter;
- ✓ the completion of Praxis II—The Principles of Learning and Teaching;
- ✓ the completion a School of Education Professional Portfolio;
- ✓ the successful completion of the School of Education Graduate Comprehensive Examination;
- ✓ the completion of a minimum of 36 graduate-level hours with a cumulative grade point average of 3.00 on an advisor approved degree plan (No grades below a "C" are acceptable.);
- ✓ Interview/Disposition Assessment III; and
- ✓ the approval of the Admission, Retention, and Exit Committee

4.0 MASTER OF SCIENCE AND DOCTOR OF PHILOSOPHY DEGREES IN AQUACULTURE/FISHERIES

4.1 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 16 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 dress out 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 provide 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 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 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 NAA (National Aquaculture Association) moved its office to the UAPB campus in 2008.

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 23 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.

4.2 Admission Process

All 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 for Master of Science student includes:

1. Application for Admission to the Aquaculture/Fisheries Degree Program (Form # 01)
2. Application for Admission (Form #00)
3. Three letters of recommendation (Form # 02)
4. Official transcripts from all schools attended beyond high school
5. Official TOEFL paper score of 550 (213 on computer version, 79 on the internet version) or 6.5 on the IELTS (International students). International applicants who hold degrees or diplomas in a related subject from post-secondary institutions in English-speaking countries (e.g. the United States, Canada, England, Ireland, Australia, New Zealand) or who have successfully completed at least a two year post-secondary course of study in which English was the language of instruction are not required to submit TOEFL or IELTS scores.
6. Official GRE scores
7. Copy of Immunization Records, including MMR. International applicants also need TB test results (MMR and TB tests can be obtained on site).
8. Non-refundable application fee of \$37 (checks should be made out to the University of Arkansas at Pine Bluff)

Ph.D. Students: In addition to the requirements listed above, Ph.D. applicants must have M.S. degree from an accredited institution of higher education in an aquaculture, fisheries, agriculture,

natural resources, or related scientific discipline.

The applications for admission and the recommendation forms are available on the departmental web site www.uaex.edu/aqfi/grad/. For additional information contact the Graduate Coordinator at (870) 575-8523.

4.2.1 Application Deadlines

Application deadlines for admission to the Master of Science degree program are: June 20 for Fall Semester, November 10 for Spring Semester, and March 10 for Summer Session I.

Application deadlines for international students are: June 1 for the Fall Semester, October 1 for Spring Semester, and April 1 for the Summer Session .

4.2.2 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.

4.2.3 Regular Admission

To be admitted as a regular M.S 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 paper version (213 on the computer version, 79 on the internet version), or 6.5 on IELTS (for international students, if applicable). Applicants must have scored at least 900 (tests scores prior to Nov 1, 2011) or 291 (tests scores after Nov 1, 2011) 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 (tests scores prior to Nov 1, 2011) or 297 (tests scores after Nov 1, 2011) on the GRE with a grade point average during the Junior and Senior years of 3.0 or better.

To be admitted as a regular PhD student, applicants must have earned a masters degree in a natural science field from an accredited institution and have scored above 550 on the TOEFL paper version (213 on the computer version, 79 on the internet version), or 6.5 on IELTS (for international students, if applicable). Applicants must have scored at least 1000 (tests scores prior to Nov 1, 2011) or 297 (tests scores after Nov 1, 2011) on the GRE (Quantitative & Verbal) and had a grade point average of 3.0 or better.

4.2.4 Provisional Admission

Applicants who meet the GRE and grade point average requirements but have a baccalaureate or masters degree from an accredited institution in a non-natural science field may be accepted as a provisional student. Provisional students 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.

4.2.5 Conditional Admission

Students with a baccalaureate degree or a masters 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 conditional students. 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.

4.2.6 Research Assistantships

Research assistantships are frequently awarded for a maximum of 2.5 years for Masters degree students and for longer periods to PhD students. Research assistantships are funded through research grants to individual faculty members and funding possibilities should be discussed with prospective advisors. For PhD students, teaching assistantships are also available. The assistantship for a first-year Masters student is \$17,800 per annum and second-year Masters student is \$18,800 per annum. For Doctoral students the stipend is \$20,739 per annum and \$22,739 per annum after successful completion of the preliminary examination. Students receiving assistantships are expected to work 20 hours per week and to be enrolled as full-time students. Students are responsible for all tuition and fee payments. In addition, international students are required to use and pay for international health insurance and to submit the International Students Fee.

4.2.7 Transfer of Credit

Subject to the approval of the student's advisor, the graduate coordinator, and the department chair, a student may transfer up to 8 semester hours of credit from graduate courses taken elsewhere with a "B" grade or above (Form #03) toward the M.S. at UAPB. 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.

4.3 Specific Degree Requirements

Masters 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.

PhD students in the Department of Aquaculture and Fisheries are required to assemble an Advisory Committee, develop a Program of Study (42 minimum credits), write and defend a dissertation proposal, conduct dissertation research, pass a written and oral preliminary

examination, and write and defend a dissertation.

4.3.1 Graduate Student Load

A full-time graduate student load is 6 credit hours during a regular semester and 2 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 8 credit hours during the summer term. Students who wish to enroll in a course at another campus must file a concurrent enrollment form, signed by their major advisor, graduate coordinator, department chair and dean, with the Registrar prior to enrolling on another campus. There is a separate concurrent enrollment form to be filed by international students with the Office of International Studies. Students who are not enrolled full-time are not eligible for graduate assistantships. Students not on assistantships and finishing their thesis may maintain graduate status with 1 credit. International students will need to contact the Office of International Studies for a course reduction form and will need a letter from their advisor to maintain graduate status with 1 credit.

5.0 MASTER OF SCIENCE DEGREE IN ADDICTION STUDIES

5.1 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 practicum(s)) 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 professional development needs of health care professionals from a wide range of backgrounds and prepares them for leadership careers in the prevention and treatment (i.e., counseling services) of addictions. Students are prepared to manage addiction facilities and are taught knowledge and skills needed to respond to the ever changing needs of their clients.

This program requires a total of 36 semester hours. It emphasizes empirical-based approaches to preventing addiction problems and provides specialist skills related to the theoretical, policy, evaluative, and research frameworks which underlie treatment, intervention, and prevention approaches in the addiction field. It helps students build upon their theory, research, and policy skills by completing a research course and project. Unconditional admission requires at least a 2.5 undergraduate cumulative grade point average.

5.2 Admission Requirements

Students are admitted into the Master of Science Degree Program in Addiction Studies with an unconditional admission status. Unconditional admission requires that the applicant:

1. Submits from a regionally accredited college or university an official transcript mailed directly from the university or college or hand-delivered in a sealed **COLLEGE OR UNIVERSITY'S OFFICE OF ADMISSIONS/REGISTRAR** envelope that validates a baccalaureate degree in the social or behavioral sciences that includes at least six undergraduate semester credit hours in statistics and undergraduate research methods;
2. Submits an official transcript that reflects a cumulative undergraduate GPA of at least 3.00 on a 4.00 scale;
3. The GRE is required. Verbal and Quantitative scores must be 152 or higher. The writing (analytical) score must be 3.00 or higher. The test must have been taken within the past 5 academic years;
4. Submits from the Test of English as a Foreign Language, a score of 550 or above (paper version) or 213 or above (computer version), if the applicant's primary language is not English. The test must have been taken within the past 2 academic years;
5. Composes an essay, one (1) to three (3) pages in length, that includes a discussion on why the applicant is interested in the prevention and/or treatment of alcohol, tobacco, and other drug abuse, and how a master's degree in addictions studies will impact his or her career or life;
6. Submits three (3) letters of recommendation (one from a former professor) that include a discussion of the candidate's strengths and weaknesses relative to him or her being a professional in the prevention and/or treatment of addictions field;
7. Completes an interview with the Program Director and/or the Addiction Studies Graduate Admissions Committee;
8. Writes an onsite summary of a journal article similar to what would be required in Addiction Studies courses;
9. Submits a current resume or curriculum vitae;
10. Submits a completed Master of Science Degree in Addictions Studies application;
11. Submits a completed University of Arkansas at Pine Bluff Graduate Studies application;
12. Submits, if born after December 31, 1956, an immunization record with proof of two MMR vaccinations (i.e., immunization against measles and rubella, as mandated by

Arkansas state law); and

13. Enrolls in only one graduate degree program at a time.

5.3 Deficiency Removal Plan

Students admitted into the program, who earn a letter grade below a B or who have committed an act of academic dishonesty (see page 11) in an Addiction Studies course for any semester in which he or she is/was enrolled, will meet with their Graduate Advisors and/or the Program Director to design a plan to remedy the deficiency. This meeting is to occur prior to the students' next semester of enrollment. The plan must be approved by the Addiction Studies Graduate Admission Committee and/or 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 dismissed from the program. Students should be aware that an act of academic dishonesty could result in students being dismissed from the program whether or not they are willing to agree to a DRP. Students, who are enrolled in the program under a Deficiency Removal Plan, cannot receive any scholarships or stipends from the Addiction Studies Program.

5.4 Specific Exit Requirements

1. In order to receive the master's degree, a candidate must obtain a minimum cumulative grade point average of 3.00 in all graduate courses required for the degree.
2. All Addiction Studies courses must have a minimum acceptable letter grade of B. If a student receives a C or less in an Addiction Studies course, he or she must repeat the course. The student must re-register for the course.
3. The candidate must be in residence for a minimum of 27 semester hours in order to receive the master's degree.
4. Students must complete the requirements for the Master's degree in Addiction Studies within six consecutive calendar years from date of admission.
- 5 a. Candidates must pass an online version of a treatment practice exam, which is provided by the Addiction Studies Program, with a seventy percent (70%) or higher. Students who do not pass the treatment practice exam with a score of 70% will submit to their academic advisor, prior to their graduation, a plan for self-improvement to achieve a passing score on the Arkansas Substance Abuse Treatment Board Certification exam, should they decide to take that exam. The plan must be approved by the students' advisor before they are cleared for graduation. The plan must be in writing and signed by the candidate, his or her advisor, and the instructor of the course. A copy of the plan is to be placed in the student's permanent file. Students will take the practice exam the semester they are enrolled in the Practicum Seminar course. Additionally, students must attend a substance abuse training session conducted by the Arkansas Substance Abuse Prevention Certification Board. This exam preparation session is offered annually on the UAPB campus sponsored by the Addiction Studies Program.

- 5 b. Or, instead of the above requirements in item “5a”, candidates with prior approval of the practicum course instructor and while enrolled in the practicum/semester course, may (at their own expense) enroll in a test preparation course(s) or workshop(s) offered by appropriate prevention and/or treatment state certification personnel and designed to help student prepare for exams required for state certification. There will be no exemption for preparation course or workshop taken in the past unless taken within three month period prior to semester during which they are enrolled in a practicum/semester course. Proof of attendance and participation in current or past test preparation courses and/or workshop(s) will be required.
6. Candidates must complete a total of 300 practicum/internship hours: 150 prevention hours and 150 treatment hours. Required documentation for all 300 hours should be submitted as requested by the Practicum instructor. It is the sole responsibility of the candidate to obtain signatures required for each practicum/internship document.
7. Candidates must, as part of their Research Project course(s), complete and submit to the Addiction Studies Graduate Faculty Committee a scholarly product, typically a primary research study and accompanying manuscript. All product proposals must be approved in advance by the instructor of the Research Project course(s).
8. Candidates must, as part of their Research Project II course, complete and submit to the Addiction Studies Graduate Faculty Committee a scholarly product, consisting primarily data collection. All research proposals must be approved in advance by the instructor of the Research Project course(s).

5.5 Transfer of Credit

1. A maximum of 9 semester hours may be transferred from another institution.
Acceptance of transfer credit will not reduce the number of hours required for residency. An official transcript must be on file with the Registrar.
2. All course must be approved by the Addiction Studies Graduate Admissions Committee. 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 foreign institutions cannot be transferred.**
3. Course(s) must **not** have been used to satisfy requirements for any degree previously granted.
4. The student must have been enrolled as a graduate student in the institution offering the course(s).
5. The course(s) must appear on an official transcript as graduate credit. All grades must be a B or higher.

6. The courses must be recommended by the student's major advisor and be applicable to the master's degree in addiction studies. They must have content and requirements that are similar to those in the Addiction Studies courses, which they might replace.

7. The course(s) must be acceptable to the Director of Addiction Studies, the Dean of Arts and Sciences, and the Vice-Chancellor of Academic Affairs.

8. The course(s) must have been taken after their enrollment in the program and within the six year period allotted for students to complete their requirements for the master's degree in addiction studies. Exceptions will be dealt with on a case-by-case basis.

5.6 Delay of Enrollment and Readmission Procedures

The official date of admission is indicated on the student's letter of admission. However, a student may delay enrollment to a later semester, if the Program Director and Graduate Advisor consent to the delay. Consent to delay enrollment does not obligate the Addiction Studies program to perpetuate beyond the original date any assistantship or scholarship offers that accompanied the original acceptance. Additionally, the six consecutive year program completion requirement begins at official admission.

Readmission will be contingent upon an evaluation of the application based on current admission standards and/or other factors. 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 a letter of request to the Addiction Studies Graduate Admissions Committee,
3. Submit official transcripts from all colleges and universities attended since previous admission, and
4. Validate a cumulative undergraduate GPA of 3.0 or higher in the Addiction Studies program.

5.7 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 courses offered by other universities will not be accepted for residency purposes.

5.8 Time Limits

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

5.9 Exit Requirements

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

5.10 Probation and Dismissal Statement

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 academic probation, being terminated from a graduate program, or being denied permission to continue graduate studies. No student on probation may receive a graduate degree.

5.11 Probation Process

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 Addiction Studies 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.

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.

5.12 Dismissal Process

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

5.13 Appeal Process

Student appeals relative to admission, admission status, probation, dismissal, or other concerns must be submitted in writing to the Graduate Advisor who will forward them to the Program Director, the Graduate Admissions Committee, the Dean for the School of Arts and Sciences, and the Vice Chancellor for Academic Affairs, where all decisions are final.

5.14 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. For details on academic dishonesty in graduate programs, please refer to Section 2.6 of this Handbook.

5.15 Incomplete Grade (“I”)

1. Incomplete grades indicate that the student has not met specific requirements in a course.
2. The instructor will report an “I” only for a student who is passing, who can complete the assignments without additional instruction, and who can present a valid reason for not completing the work during the semester.
3. The student must petition the instructor for an incomplete grade, “I”, on or before the day of the final examination.
4. The instructor must write a justification for the “I” and file a copy in the department chairperson’s office along with a copy of the student’s petition. This justification must include the signature of the instructor, the specific requirements to be completed and pre-calculated grade in case the student does not fulfill the necessary assignments for the completion of the course.
5. 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. (**Example:** An incomplete earned during the fall semester must be made-up by the end of the spring semester.)
6. 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”. The instructor should secure “Incomplete” or “Delayed” grade report forms from the departmental chairperson and submit them personally to the Admissions and Academic Records Office.
7. Finally, it should be noted that students should not re-register for a course in which a grade of “I” was earned.

5.16 Changes in University Academic Policies

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 students and to those matriculating at the time.

6.0 MASTER OF SCIENCE DEGREE IN AGRICULTURAL REGULATIONS

6.1 Overview of Program

The Master of Science Degree Program in Agricultural Regulations is offered by the USDA Regulatory Science Center of Excellence in conjunction with the Department of Agriculture. The Agriculture Department is comprised of several undergraduate programs and also houses the Regulatory Science Center of Excellence.

The Regulatory Science Center was established in 1995 by the United States Department of Agriculture Animal and Plant Health Inspection Services – Marketing and Regulatory Programs Division. The Regulatory Science Center functions in a multidisciplinary environment which merges the experience of University faculty and personnel with Federal agencies to educate students, conduct research, and promote outreach programs. The Regulatory Science Center works in conjunction with the Agriculture Department to prepare students and practitioners to address important regulatory issues in agriculture, environmental biology, food safety, and agricultural risk analysis. The efforts of the Regulatory Science Center help provide safe, high quality commodity and food products, healthy work and living conditions, and a healthy environment. Faculty members of the Center are also faculty members of the Agriculture Department and have expertise in the fields of agricultural science, regulatory compliance, food safety, biotechnology, natural resource systems, natural resource policy and agricultural economics.

6.2 USDA Regulatory Science Center of Excellence Mission Statement

The Center’s mission is to support education, research and understanding in regulatory sciences and risk analysis. The Center also supports a multidisciplinary program designed to prepare students for meaningful careers in agricultural, environmental and food safety regulatory affairs. The Center utilizes the experience of University faculty and federal agencies in conducting research and outreach education that advances understanding of, and compliance with, the federal, state and local government statutes. To fulfill this mission the Center:

- Provides seminars and workshops that train students and professionals about regulatory issues related to agriculture,
- Obtains internships for students enrolled in the regulatory science program,
- Performs risks evaluations and recommends measures to reduce risk, and
- Works closely with regulatory agencies and private industry to provide regulatory expertise.

6.3 Research

Research is conducted in the areas of agriculture, economics and natural resource management. Particular attention is given to the problems and issues which small and limited-resource farmers in Arkansas face. Researchers also address problems that are both timely and important to the general public at the local, state and national levels. In line with the University’s goals, the Center and the Department “conduct research and scholarly activities that enhance the problem solving capacity of the institution and contribute to expanding the knowledge base.”

External research grants, USDA Evans – Allen support, and state support provide the financial basis for both the Center and Department of Agriculture’s research programs. Research and extension programs are categorized under five (5) goals which include supporting: 1) An agricultural system that is highly competitive in the global economy, 2) A safe and secure food and fiber system, 3) A healthy, well-nourished population, 4) An agricultural system which protects natural resources and the environment, and 5) Enhanced economic opportunity and quality of life for Americans.

A 540 square foot distance education/Geographic Information Systems (GIS) laboratory is located in Woodard Hall. Equipment includes twenty-one (21) computers (on-line) for student use and three (3) big-screen, high definition monitors. Identical equipment is located at sites in Altheimer, Lake Village and North Little Rock. These distance-education classrooms facilitate course offerings to the above mentioned remote sites. Woodard Hall also includes classrooms and a 54 seat auditorium, conference rooms, and faculty/staff offices.

The University of Arkansas at Pine Bluff has laboratory facilities and equipment that are among the best in Arkansas (i.e. Holiday Hall - Applied Sciences Building). The Applied Sciences building houses the Animal Science/Entomology lab, the Soils lab, the Regulatory Science lab, the Biotechnology lab, and the Plant Science lab. A new Food Safety laboratory/building and additional research labs are located in the S. J. Parker research facility.

6.4 Admission Process

Applicants to the Graduate Agricultural Regulations Program must submit a complete set of application materials to the Center for Regulatory Science. All correspondence regarding admissions should be directed to the Graduate Agricultural Regulations Program Coordinator. The application deadline for fall admission is March 15th. The application deadline for spring admission is October 15th. A complete application package should be submitted by the appropriate deadline. A complete application includes the following:

1. Application for Admission to the Graduate Agricultural Regulations Program
2. Non-refundable \$37.00 application fee;
3. Three letters of recommendation;
4. A 300-500 word statement of purpose;
5. Official transcripts from all colleges and universities attended (minimum 2.7 GPA required);
6. Immunization Records (Copy);
7. Official GRE scores (minimum of 1000) from the general GRE test or similar examination; and
8. Official TOEFL scores (international applicants only).

Applications for admission may be obtained from the UAPB Graduate School or from the Agricultural Regulations Graduate Coordinator. For additional information contact the Graduate Coordinator:

Muthusamy Manoharan, Ph.D.

Associate Professor/ Graduate Program Coordinator
University of Arkansas at Pine Bluff
Department of Agriculture Masters in Agricultural Regulations
144 Woodard Hall
Pine Bluff, AR 71601
Phone: 870-575-8543
E-mail: manoharanm@uapb.edu

6.5 Admission Requirements and Status

1. Regular Admission

Admission to the Graduate Agricultural Regulations Program is based upon the complete application package of the applicant and availability of a departmental graduate advisor and departmental resources. During the application review process, applications are routed to the appropriate faculty member(s) for detailed review. Applications with specific research interests (as indicated on the application) are matched to faculty member(s) with corresponding research expertise. Prospective students must hold a four-year baccalaureate degree or higher from a college or university of recognized standing (i.e., degrees from institutions outside the U.S. are evaluated for equivalency to U.S. degrees).

The applicant should possess a cumulative grade-point average of 2.70 (A=4.00) or better on all course work attempted, or 3.20 (A=4.00) on the last 60 semester hours of course work attempted, prior to receipt of a baccalaureate degree from a regionally accredited institution of higher learning and be recommended by the chairperson of the department offering that degree. Scores on the Graduate Record Examination, the Miller Analogies Test or a similar test will also be considered in determining the admission status of graduates. The applicant must also be recommended by the chairperson of the department conferring the bachelor's degree or that student's undergraduate advisor.

Students who do not have a course equivalent to Administrative Law and Government Regulations (AGRI 3312) will be required to take this undergraduate course in addition to meeting the coursework requirements of the M.S. degree. After the student is admitted, his/her graduate committee will evaluate the student's transcript to determine if other undergraduate strengthening courses are needed.

2. International Admission Status

An applicant from a foreign country seeking admission to the Graduate Agricultural Regulations Program must meet the same requirements for regular admission as applicants from the United States. In addition, he or she must demonstrate the ability to read, write, speak and understand the English language. Prospective students whose native language is not English must take the Test of English as a Foreign Language (TOEFL).

3. Provisional Admission

Applicants who appear to meet the admissions requirements but have a baccalaureate degree in a non-natural science field may be accepted on a provisional basis. An applicant who is unable to supply all required documentation prior to the admission deadline but who otherwise appears to

meet the admission requirements, with the recommendation of the Graduate Coordinator and approval of the Center Director, may be granted provisional admission. A complete application package must be received by the Center before the end of the semester for which the student has registered in a provisional status. A student will not be permitted to enroll in the Graduate Agricultural Regulations Program with a provisional status for more than one semester. Provisional admission does not guarantee subsequent regular admission. A student admitted on a provisional basis may not hold an assistantship until regular admission status has been achieved. International applicants residing outside of the United States at the time of application may not be admitted on a provisional basis.

4. Probationary Admission

An applicant who does not meet all the admission requirements but shows promise for successful graduate study and, upon the recommendation of the graduate coordinator and the approval of the Center Director, may be granted probationary admission. Students in probationary admission status must earn a 3.0 grade point average or better their first semester in order to continue in the program. Special course requirements or other conditions may be imposed by the student's graduate committee. A student in probationary admission status may not hold an assistantship or be admitted to candidacy for the Master's degree.

5. Special Students

A person who wishes to take graduate courses in the Agricultural Regulations Programs but who does not plan to pursue a graduate degree may be admitted as a special student with the approval of the Center Director. Admission as a special student will be granted primarily for the purpose of participating in special graduate course offerings, or for taking courses which will be transferred to another institution. Special Student status is not intended for a student who has been denied admission or dismissed from the Graduate School and he/she will not be permitted to enroll as a special student. Applicants for special student admission must submit a completed graduate application, pay the graduate application fee (\$37.00) and indicate that they desire "Special Student" status. Official transcripts of previous college work showing evidence of an undergraduate degree and, if applicable, other graduate level coursework are required. Special student admission status is granted for the semester for which the application is submitted. Further enrollment as a special student must be approved on a semester-by-semester basis. Special students may not hold graduate assistantships or enroll in thesis research courses.

A former or currently enrolled special student who wants to apply for regular admission to a graduate degree program must submit a complete Graduate School Application for Admission by the appropriate deadline (with all supporting documents). The application fee may be waived if the applicant has already paid the fee at a prior time. Admission as a special student in no way guarantees subsequent regular admission into the graduate program. Credit earned as a special student may be applied to a degree program only with approval of the student's graduate committee; no more than six semester hours of course work earned as a special student may be applied to a graduate degree in the Agricultural Regulations Program, and only grades of A or B may be so applied, although a grade in any course taken as a special student will be considered in computing the student's graduate grade-point average.

6.6 Graduate Program Readmission

Students who have previously enrolled in the Agricultural Regulations Graduate Program and left for one semester or more must seek readmission to the program. Returning graduate students who have been enrolled in the Agricultural Regulations Graduate Program within the past 12 months must send a letter to the graduate coordinator formally requesting readmission to the graduate program. The student does not have to submit an application for readmission if the student has been enrolled in the program within the past 12 months.

Returning graduate students who have not been enrolled in the Agricultural Regulations Graduate Program for a period of over one year, but not more than three years, and who are not within one year of the six-year limit on graduate level study must submit the following to the Graduate Coordinator:

1. Application for Admission to the Graduate Agricultural Regulations Program;
2. Three letters of recommendation;
3. Official transcripts from all colleges and universities attended;
4. Official GRE scores from the general GRE test; and
5. Official TOEFL scores (international applicants only).

Applications for admission may be obtained from the UAPB Graduate School or from the Agricultural Regulations Graduate Coordinator.

6.7 Tuition and Fees

Graduate student tuition and fees are based on factors such as the number of credit hours taken and residency/non-residency in the State of Arkansas. Tuition and fees are established by the University. Current information regarding the cost of graduate tuition and fees may be found at the University web site (http://www.uapb.edu/83_tuition-and-fees.php) or by calling the University Admissions office (870.575.8492).

6.8 Graduate Research Assistantships

A 1/2-time Graduate Research Assistant is required to spend a minimum of 20 hours per week fulfilling the assigned research responsibilities associated with the stipend. These duties may be independent of research activities that contribute to the requirements of the degree program. Research assistantships are typically awarded for two years; however, assistantships may be awarded for a maximum of three years in non-typical situations. Research assistantships may be funded through Center funds or research or teaching grants secured by individual faculty members. Funding opportunities should be discussed with prospective graduate advisors prior to enrolling in the graduate program.

The stipend amount for first-year graduate students is \$17,800 per year and \$18,800 per year for second-year graduate students. Students receiving stipends are expected to enroll as full-time students. Students are responsible for all tuition and fee payments and may enter into installment payment agreements with the UAPB Student Accounts Department.

6.9 Transfer Credit

A maximum of 6 graduate credits may be transferred from other universities with the approval of the student's advisor, the graduate coordinator and the center director. All transfer credit must be of 'B' grade or higher on a four point scale.

If a student desires to take graduate level courses at another accredited U.S. university while enrolled in the Graduate Agricultural Regulations Program at UAPB and have the course credit transferred to UAPB for use in the Graduate Agricultural Regulations Program, the student must have prior approval from their advisor, the Graduate Coordinator and the Center Director. A maximum of 6 graduate credits may be transferred and all transfer credit must be of 'B' grade or higher on a four point scale.

6.10 Enrollment in Graduate Classes

Students who have not been admitted to the Graduate Agricultural Regulations Program (including undergraduate students) may only enroll in course offerings with the approval of the center director and the course instructor. Graduate courses cannot be used to simultaneously fill both graduate and undergraduate level requirements.

6.11 Graduate Student Load

A full-time graduate student course load at UAPB is six credit hours during the fall and spring semesters and two credit hours during the summer term. A full-time graduate student's course load may not exceed 15 credit hours during the spring and fall semesters and eight credit hours during the summer term. Students must be enrolled full-time to be eligible for assistantships. Students who are not on assistantships and are finishing their thesis projects may maintain their graduate status by registering for one credit hour.

6.12 Auditing

An auditor is a student attending class as a non-participant. Auditors are not required to submit papers, take examinations or meet other requirements for credit audited. Auditors pay the regular student fee (no academic credit is awarded). Students registering for 'Audit' must indicate so during the registration period.

6.13 Advisory Committee

Advisory committees of graduate students enrolled in the Graduate Agricultural Regulations Program must consist of at least three UAPB faculty members with graduate faculty status and be chaired or co-chaired by a UAPB faculty member with graduate faculty status. Committee members participating above this number are considered additional committee members. Committee membership must be approved by the Graduate Coordinator, Center Director and SAFHS Dean. Retired and/or emeritus UAPB faculty who have an association with the Agriculture Department or Regulatory Science Center may serve on advisory committees, upon expressed approval by the Graduate Coordinator, Center Director and SAFHS Dean.

Faculty from other universities and professionals outside of the University system who are not employed by UAPB may serve as additional committee members and co-advisors with the expressed approval of the Graduate Coordinator, Center Director, and SAFHS Dean. They may not serve as the chair of an advisory committee, but may serve as the co-chair. A copy of their Curriculum Vita should be submitted to the graduate coordinator.

A student's graduate advisor may be changed within the first two years of study with the permission of the current advisor, the prospective advisor, the Graduate Coordinator and the Center Director. Changes (additions and deletions) to a graduate committee must be approved by the student's Graduate Committee, the Graduate Coordinator and the Center Director. The make-up of the graduate committee must maintain at least three UAPB faculty members with graduate faculty status and be chaired or co-chaired by a UAPB faculty member with graduate faculty status.

6.14 Program of Study

The program of study is a list of courses and research that constitutes the essential conditions for obtaining a master's degree in Agricultural Regulations. Each student, in consultation with their advisory committee, formulates a program of study based on the guidelines established by the UAPB Graduate Catalog and recommendations from their advisory committee. All the courses listed on the program of study must be successfully completed to graduate and obtain the master's degree. The master's degree in Agricultural Regulations consists of 31 semester hours (twenty-five (25) credits in coursework and six (6) credits in research and thesis). All requirements for the degree must be completed within six (6) years.

The student will complete a core of regulatory science courses (19 credits) and select, with the approval of his/her graduate committee, other graduate courses that meet the student's career goals.

6.15 Committee Meetings

Students are required to have a program of study committee meeting before the end of their first semester. Students are strongly encouraged to schedule at least one or more committee meetings during their enrollment in the program.

6.16 Grades

Grades of A, B, C, D, F, I, P, R, W and AUD are used in the grading system and possess the following meanings and grade points per hour: A – Excellent (4), B – Good (3), C – Fair (2), D – Failure and Poor (1), F – Failure and Extremely Poor (0), I – Incomplete, P – Pass, R – Repeat, W – Withdraw, and AUD – Audit. Except in the case of Thesis Research, an incomplete grade not removed within one semester will be recorded as an 'F'. A summer session counts as a semester. Grade points per hour along with the number of successfully completed credit hours are used to calculate the student's cumulative grade point average.

A student who drops an individual course will receive a grade of W in the course. The final date for dropping individual courses is listed in the course schedule booklet each semester. A student withdrawing from a course must have the written permission of the Graduate Advisor and the Center Director.

6.17 Academic Progress, Probation, and Dismissal

Students must maintain a grade point average of 3.0 on a 4.0 grade scale during their academic tenure in the Graduate Agricultural Regulations Program. In the event that the student's grade point average falls below a 3.0, the student will be placed on academic probation during the following semester. If at the end of the following probationary semester, the student's grade point average is still below a 3.0 he/she will be dismissed from the Graduate Agricultural Regulations Program. The dismissal may be appealed to the advisory committee, Graduate Coordinator and the Center Director.

6.18 Academic Grievance Procedure

6.18.1 Disputed Grades

A student's grade should represent the instructor's good faith judgment of the student's performance in the course based on the informed use of appropriate measurement and evaluation instruments. If a student disagrees with a grade he/she has received, the following procedure should be followed until the problem is resolved. These steps must be followed in order and appropriate documentation of each step (including notation of the date, time, location, length, content and final outcome of the discussion) must be provided in order to proceed to the next step.

1. The student should discuss the disputed grade with the instructor of the course. This should normally take place during the instructor's posted office hours.
2. If the dispute is not resolved in step one, the student should request a meeting with the Center Director. The instructor of the course will also attend this meeting.
3. If the dispute is not resolved in step two, the student should request a meeting with the dean of the school offering the course. The instructor of the course and the Center Director will also be present.
4. If the dispute is not resolved in step three, the student should request a meeting with the Vice Chancellor for Academic Affairs. The instructor of the course, the Center Director, and the Dean of the school offering the course will also be present. The decision of the Vice Chancellor for Academic Affairs is final and no further appeal is possible.

6.18.2 Other Academic Grievances

A student may have a grievance against an instructor which goes beyond a dispute over the grades received in a course. Such grievances might involve allegations that the instructor is

harassing students, practicing extortion, not meeting his/her classes or is generally incompetent. For such non-grade oriented grievances, the following procedure should be followed until the problem is resolved. These steps must be followed in order and appropriate documentation of each step (including notation of the date, time, location, length, content and final outcome of the discussion) must be provided in order to proceed to the next step.

1. The student should make the grievance known to his/her Instructor.
2. If the grievance is not resolved in step one, the student should request a meeting with the center director. The instructor will not be present at this meeting, but a follow up meeting will be scheduled with the instructor and the Center Director.
3. If the grievance is not resolved in step two, the student should request a meeting with the dean of the school offering the course. The instructor of the course and the center director will also be present at this meeting.
4. If the grievance is not resolved in step three, the student should request a meeting with the Vice Chancellor for Academic Affairs. The dean of the school offering the course will also be present at this meeting. The Vice Chancellor for Academic Affairs will schedule a follow up meeting with the instructor, the Center Director, and the Dean of the school offering the course.
5. If the grievance is not resolved in step four, the student should request a meeting with the Chancellor. The Vice Chancellor for Academic Affairs will also attend this meeting. The Chancellor will schedule a follow up meeting with the instructor, the center director, the instructor's dean and the Vice Chancellor for Academic Affairs. The Chancellor also has the option of empowering a panel of professors (preferably with graduate teaching status) to review the allegations made by the student, render a judgment, and recommend an action for the Chancellor to implement. The decision of the Chancellor will be final.

6.19 Thesis Proposal

All students enrolled in the Graduate Agricultural Regulations Program are required to prepare a thesis involving original research during their tenure in the program. A thesis proposal should be developed prior to the initiation of thesis research and submitted to their committee members for approval before end of their second full semester of enrollment. The proposal must include an Introduction, Literature Review, Methods, Results, Discussion and References section. The style of the thesis proposal will follow the 'manuscript preparation' guidelines for the Journal of Soil and Water Conservation; the Journal of Food, Agriculture & Environment; the HortScience; the Plant Physiology; the Journal of the Society of Wetland Scientists; the Journal of Environmental Economics and Management or similarly agreed upon journal.

6.20 Petition to Graduate

Students should petition for graduation with the registrar at the beginning of the semester they intend to graduate. Students and their advisors should ensure that all the courses listed of programs of study have been taken and, if necessary, submit substitution forms if changes need to be made. During the final semester, students must take final examinations early (see the schedule for graduating seniors prepared by the registrar's office) and instructors must submit final grades according to the same schedule. A minimum of 31 credit hours is required in a six (6) year time period. The student must have at least a 3.0 cumulative grade point average to graduate.

6.21 Preparation of the Thesis

Students will complete a research project under the supervision of their faculty. This work must be written as a master's thesis. There are specific deadlines each semester for 'Intent to Submit' the thesis, and for 'Final Submission' of the thesis, the later of which usually occurs two weeks before the last day of the semester. Failure to meet the 'Final Submission' deadline will delay graduation by a semester. Check with your advisor for the date of the appropriate deadline. The student should follow the specified outline in the 'Agriculture Department Thesis Preparation Guidelines'. The style and format for the thesis must follow the 'manuscript preparation' guidelines for the Journal of Soil and Water Conservation; the Journal of Food; Agriculture & Environment, the HortScience; the Plant Physiology; the Journal of the Society of Wetland Scientists, the Journal of Environmental Economics and Management or similarly agreed-upon journal. If the specified format is not covered by the manuscript preparation instructions, students must follow the style and conventions offered in the CBE Style Manual (Council of Biological Editors, Chicago).

6.22 Thesis Seminar Presentation, Defense, and Submission

All students planning to defend their theses will have an advisory committee meeting to determine if research is sufficient, all courses on the plan of study have been taken, and the thesis draft is in satisfactory condition for defense. The advisory committee also shall serve as the thesis defense committee. The entire advisory committee must be given sufficient time to review and approve the thesis for defense prior to scheduling the defense. The thesis will be proof read by each advisory committee member. The thesis will be presented to the public in a seminar format with the aid of visuals such as Microsoft PowerPoint. The thesis seminar and defense must be scheduled and advertised **two weeks** before the intended presentation date. The student will give a 30 minute overview of his/her research and results will be followed by audience questions. The seminar (presentation and questions) will last no longer than one hour. Immediately following the seminar, the student and advisory committee will meet for the thesis defense. Upon completion of the thesis defense, the student will be excused while the advisory committee determines the outcome of the defense (Pass or Fail). Passing the thesis defense requires unanimous committee agreement. The advisory committee may elect to pass a student with conditions such as recommending minor changes to the thesis. The student will be notified immediately following the thesis defense of the success or failure and the changes that must be made before the thesis will be given final written approval by the committee. The chair of the student's advisory committee will provide written notification of the defense outcome to the

student and the Graduate Coordinator. In the event that the student fails the thesis defense, the student may elect to defend a second and final time at least 30 days after the initial thesis defense. In the event that the student fails the second defense, the student will be dismissed from the program.

Signatures of the advisory committee, Graduate Coordinator and Center Director are required on the signature page of the thesis. These signatures indicate that all proposed research is satisfactory, that suggested changes have been satisfied, and that the thesis is complete.

Copies of the thesis must be prepared on 25% cotton bond paper and submitted to the main campus library no later than two week prior to graduation. The library will ensure that the paper is the correct bond, the photographs are attached properly, and will submit the copies to the binder. One bound copy is for the student, one copy each for the advisor and other committee members, two copies for the library, and two copies for the center. The cost for thesis reproduction is the responsibility of the student. The cost for binding is the responsibility of the library. A PDF copy of the thesis must also be deposited with the Graduate Coordinator.

6.23 Registration Status of Students

Students who receive assistantships should be enrolled (registered full time) until all of the requirements of the program of study are fulfilled or until graduation (which ever occurs first). When a student completes all course requirements listed on the program of study but is yet to complete the thesis requirement, the student may register for at least one credit hour (research and thesis or any other graduate level course). If the student is not registered at any time during the regular semesters (fall, spring, summer), the student will be considered to have withdrawn from the program and cannot graduate until readmitted (see ‘Withdrawal’ and ‘Readmission’ sections).

6.24 Withdrawal

Students who fail to enroll (register) for any of the regular semesters (fall, spring, summer) will be considered to have withdrawn from the program. Students who fail to attend classes without submitting written notice of withdrawal will automatically receive a ‘W’ in all courses in which they are enrolled.

Students may voluntarily withdraw from the Graduate Agricultural Regulations Program by submitting written notice to both the Center Director and the University at least two weeks prior to the start of final examinations for any of the regular semesters. The student must also:

1. Secure a withdrawal slip from Admissions and Academic Records Office;
2. Secure approval from the center director, dean of the college, and the Vice Chancellor for Academic Affairs (all should sign the withdrawal slip);
3. Secure clearance from the Student Accounts Office; and
4. Return the approved slip to the Admissions and Academic Records Office

6.25 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. For details on academic dishonesty in graduate programs, please refer to Section 2.6 of this Handbook.

7.0 MASTER OF SCIENCE DEGREE IN COMPUTER SCIENCE & TECHNOLOGY

7.1 Overview of Program

The M.S. degree in Computer Science & Technology (CS&T) is a unique professional degree grounded in natural science, technology, engineering, mathematics and computational sciences. Designed to prepare students for direct entry into a variety of career options in industry, business, government, or non-profit organizations, it is a distinctive advanced degree for those intending to pursue a career in the practice of science.

The CS&T program prepares graduates for high-level careers in science that have a strong emphasis on such skill areas as management and entrepreneurship. CS&T graduates are expected to progress toward leadership roles.

The CS&T degree differs from both a coursework only degree and a research master's degree in that it incorporates an internship and an employer-based project. The CS&T degree produces graduates highly valued by employers by combining advanced graduate coursework in industrial technology and computer science with an appropriate component of professional skills development and by including an experiential learning component appropriate to the targeted employment sector. The experiential learning frequently involves an internship and provides an opportunity for students to demonstrate proficiency in written and oral communication skills.

7.2 Admission Process

Prospective students must submit a complete set of application materials to the Department of Mathematical and Computer Sciences or Department of Industrial Technology, depending on the student's graduate interest. All correspondence regarding admission should be directed to the Graduate Coordinator of the respective program.

Dr. Charles Colen
Department Chair/Graduate Coordinator of Industrial Technology
University of Arkansas at Pine Bluff
Mail Slot 4987
Pine Bluff, AR 71601
Phone: 870-575-8774
Fax: 870-575-4688
colenc@uapb.edu

Mrs Zohreh Howard
Program Coordinator/Graduate Coordinator of Computer Science
University of Arkansas at Pine Bluff
Mail Slot 4945
Pine Bluff, AR 71601
Phone: 870-575-8774
Fax: 870-575-8776
howardz@uapb.edu

7.3 Application Deadlines

Application deadlines for admission to the Master of Science degree program are: June 20 for Fall Semester, November 10 for Spring Semester, and March 10 for Summer Session I. Application deadlines for international students are: June 1 for the Fall Semester, October 1 for Spring Semester, and April 1 for the Summer Session.

7.4 Regular Admission

An applicant for admission to the Master of Science program in Computer Science & Technology is expected to have earned a B.S. degree in Computer Science, Information Technology/Science, Industrial Engineering, or Industrial Technology.

The basic admission standards are the same as those for other graduate programs at the University of Arkansas at Pine Bluff. Specifically, these include: an undergraduate GPA of at least 3.00 on a 4.00 scale. In addition, each application must include three letters of recommendation from faculty familiar with the academic ability of the applicant. International students must score at least 550 on the Test of English as a Foreign Language (TOEFL).

7.5 Provisional Admission

An applicant who meets the grade point average requirements but has a baccalaureate degree from an accredited institution in a non-computer science or industrial technology field may be accepted as a provisional student. A provisional student 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. A provisional student will be given one academic year to complete any deficiencies to continue in the program

7.6 Conditional Admission

A student with a baccalaureate degree in the computer science or industrial technology field from an accredited institution, who does not meet the grade point average requirement, may be considered for conditional admission if the student has at least a 2.8 GPA on a 4.0 scale and composite GRE score of 306 (Quantitative & Verbal). A conditional student must earn a GPA of 3.0 or better during the student's first two academic semesters to continue in the program. A conditional student will be given one academic year to clear any deficiencies.

7.7 Research Assistantships

Research assistantships are awarded for a maximum of two academic years. Individual faculty members fund research assistantships through research grants; therefore, funding possibilities should be discussed with prospective advisors.

The time limitation does not imply a student will receive support during her/his first two years. Whether or not a student receives support depends on the availability of funds and the suitability of the student to carry out the responsibilities associated with the support. Support beyond the stated limits requires justification, which must be reviewed by the chairpersons and approved by the Dean of the School of Arts and Sciences prior to continuation.

7.8 Specific Degree Requirements

For all majors in the Computer Science & Technology program, at least thirty (30) semester credit hours of graduate work are required, of which 24 hours consist of graduate coursework and 6 hours consist of a graduate thesis/project approved by the graduate advisory committee. All students will be required to complete 9 semester hours of core graduate courses and 9 hours of guided graduate electives from a list of applicable courses. A student can take 6 hours of open graduate elective courses from a list of open electives, two of which may be in other appropriate disciplines as determined by the graduate advisory committee. A maximum of 6 semester hours with a grade of "C" may be used to satisfy degree requirements. A graduate student must maintain a 3.0 cumulative grade point average on a 4.0 scale. In addition, no course with a grade of "D" may be used to satisfy any degree requirements.

7.9 Graduate Student Load

A full-time graduate student load is 9 credit hours during a regular semester and 6 credit hours during a summer term. A full-time graduate student's load may not exceed 9 credit hours per regular academic semester, including any undergraduate courses. A student who wishes to enroll in a course at another campus must file a concurrent enrollment form, signed by their major advisor, graduate coordinator, department chair and dean, with the Registrar prior to enrolling at another campus. As many as 9 semester hours may be transferred from other institutions, but credit will be given only for specific courses in the University of Arkansas at Pine Bluff's computer science and technology graduate curriculum requirements. Credit will not be allowed for courses taken more than 5 years prior to the application for transfer to the University of Arkansas at Pine Bluff.

There is a separate concurrent enrollment form to be filed by an international student with the Office of International Studies. A student who is not enrolled full-time is not eligible for a graduate assistantship. A student not on an assistantship and finishing a thesis may maintain graduate status with 3 credit hours. An international student will need to contact the Office of International Studies for a course reduction form and will need a letter from the student's advisor to maintain graduate status with 3 credit hours.

7.10 Advisory Committee

Every master's student will have an advisory committee consisting of a minimum of three members, one of whom will be a permanent, full-time computer science, or industrial technology or mathematical sciences faculty member. The other members may be from either within, or outside, the Mathematical & Computer Sciences or Industrial Technology departments in a related area of interest, who are capable of evaluating the work performed by the student.

7.11 Advisory Committee Formation

The student's advisory committee must be formed by the student's second semester enrolled in the program. The student is responsible for identifying, in consultation with his/her departmental chairperson, a faculty member who will chair her/his advisory committee. In consultation with the chairperson of the committee, the student is responsible for identifying two other computer science / math / industrial technology / faculty members who are willing to serve on her/his committee. At the discretion of the chairperson of the committee, the committee may include at most one member external to the UAPB faculty, i.e., either faculty from other universities or appropriate personnel from industry.

Also, at the discretion of the committee chairperson, the advisory committee may include more than three members. If desired, two members of the committee may serve as co-chairs of the committee. If a student is unable to identify a sufficient number of faculty who are suitable and willing to serve on her/his advisory committee, the student will be advised by the departmental chairperson that he/she should either change her/his area of research interest to more closely match those of the available faculty, or consider selecting another major. Failure to form a committee is cause for transfer to non-degree status. Further regulations concerning the membership, appointment and responsibilities of a student's advisory committee are described in other sections of the graduate catalog.

7.12 Thesis/Comprehensive Examination

A candidate for a master's degree in computer science & technology must submit a thesis in writing and orally present and defend the thesis to her/his advisory committee. The student will submit to his/her advisory committee by the end of his/her second semester a thesis proposal as outlined below.

7.13 Thesis Proposal

A thesis proposal should be developed prior to the initiation of thesis research and submitted to committee members for approval before the end of the second full semester of enrollment. The proposal must include Introduction, Literature Review, Methods, Results, Discussion and References sections. The style of the thesis proposal will follow the 'manuscript preparation' guidelines for the Association for Computing Machinery (ACM) or Institute of Electrical and Electronics Engineers (IEEE) journals.

7.14 Thesis Presentation, Defense, and Submission

All students planning to defend their theses will have an advisory committee meeting to determine if research is sufficient, all courses on the plan of study have been taken/successfully passed, and the thesis draft is in satisfactory condition for defense. The advisory committee also shall serve as the thesis defense committee. The entire advisory committee must be given sufficient time to review and approve the thesis for defense prior to scheduling the defense. The thesis will be presented to the public in a seminar format with the aid of computer presentation tools such as Microsoft PowerPoint.

The thesis defense must be scheduled and advertised two weeks before the intended presentation date. The student will give a 30~45 minute overview of his/her research and results followed by audience questions. The presentation and questions will last no longer than one to two hours. The meeting at which the thesis is presented, and defended also, serves as the student's final oral comprehensive examination over any or all aspects of the student's master's program.

Upon completion of the thesis defense, the student will be excused while the advisory committee determines the outcome of the defense (Pass or Fail). Passing the thesis defense requires majority committee agreement. The advisory committee may elect to pass a student with conditions such as recommending minor changes to the thesis. The student will be notified immediately following the thesis defense of his/her success or failure and the changes that must be made before the thesis will be given final written approval by the committee. The chair of the student's advisory committee will provide written notification of the defense outcome to the student.

In the event that the student fails the thesis defense, the student may elect to defend a second and final time at least 30~60 days after the initial thesis defense. In the event the student fails the second defense, the student will be dismissed from the program.

On the form on which the chairperson of the student's advisory committee reports the results of the thesis defense, the chairperson also reports the results of the comprehensive examination, including a brief synopsis of the examination. These signatures indicate that all proposed research is satisfactory, that all suggested changes have been satisfied, and that the thesis is complete.

7.15 Non-thesis Project Option

Students may be able to enroll in a non-thesis project option for the degree requiring 24 hours of course work and 6 hours of project work leading to a 30 credit hour requirement for graduation. Students choosing this option will have to go through a final presentation in the project related area. The review committee is to be chosen by the student in consultation with the chairperson based upon the project work chosen. Each student must prepare and deliver the project to members of their committee who are going to attend the presentation and to the project advisor, at least two week before the presentation is scheduled.

The project must include the following:

- Problem specification/definition (1-3 pages);
- System/software architecture, if applicable (1-2 pages);
- Requirement Specification [software and hardware, if applicable] (6-20 pages);
- Design specification (6-20 pages);
- Test cases and test results [if any software has been developed] (5-10 pages); and
- Source code, if any software has been developed (as many pages as needed)

Upon completion of the project defense, the student will be excused while the advisory committee determines the outcome of the defense (Pass or Fail). Passing the project defense requires majority committee agreement. The advisory committee may elect to pass a student with conditions such as recommending minor changes to the project. The student will be notified immediately following the project defense of his/her success or failure and the changes that must be made before the project will be given final written approval by the committee. The chair of the student's advisory committee will provide written notification of the defense outcome to the student.

7.16 Probation and Dismissal Statement

Graduate students in computer science and technology 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 the graduate program, or denied permission to continue with graduate studies. No student on probation may receive a graduate degree.

7.17 Probation Process

A graduate student in the computer science & technology program may be placed on probation for one semester or recommended for termination if there is failure to complete satisfactorily any program requirements, including number of course hours 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, any graduate advisory committee member, graduate coordinator or Dean of the School of Arts and Sciences. Students on probationary status are not eligible for graduate fellowships, scholarships, stipends, or appointments.

7.18 Dismissal Process

A student may be asked to withdraw from the Computer Science & Technology program if his or her work or behavior is unsatisfactory. The recommendation for withdrawal must be made in writing by the department chairperson or graduate program coordinator stating specific examples of unsatisfactory work or behavior. The recommendation must follow a documented conference held between the student, the department chairperson, graduate program coordinator and the Dean of the School of Arts and Sciences. Official notification will be forwarded to the Vice Chancellor for Academic Affairs.

7.19 Appeal Process

Student appeals relative to admission, admission status, probation, dismissal, or other concerns must be submitted in writing to the graduate program coordinator who will forward them to the department chairperson, and/or the Graduate Admissions Committee, and/or the Dean of the School of Arts and Sciences. The student must submit the appeal in writing with appropriate information within ten calendar days of the notification letter date. Final appeal decisions will be reviewed by the Dean of Arts and Sciences.

APPENDIX A: APPROVALS

APPENDIX A-1

University of Arkansas Board Approval

Master of Education

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

Master of Science in Aquaculture/Fisheries

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

Master of Science Degree in Addiction Studies

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

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.

Master of Science Degree in Agricultural Regulations

At its meeting in Little Rock on September 28, 2006, the Board of Trustees of the University of Arkansas adopted the following resolution:

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 Agricultural Regulations is hereby approved.

BE IT FURTHER RESOLVED THAT the president is hereby authorized to submit this proposal to the Arkansas Department of Higher Education for appropriate action.

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

APPENDIX A-2

Approvals by the Arkansas Higher Education Coordinating Board

Master of Education

The State Board of Higher Education approved the establishment of specific Master of Education (M.Ed.) Degree program at the University of Arkansas at Pine Bluff (UAPB). The Board approved 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), and Social Studies (CIP 13.1318) on April 19, 1991.

Master of Science in Aquaculture and Fisheries

The State Board of Higher Education approved the Master of Science in Aquaculture/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.

Master of Science in Addiction Studies

At the regular quarterly meeting of the Arkansas 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.

Master of Science in Agricultural Regulations

At the regular quarterly meeting of the Arkansas Higher Education Coordinating Board on August 3, 2007, the Board approved the Master of Science in Agricultural Regulations at the University of Arkansas at Pine Bluff. The resolution follows:

RESOLVED, That the Arkansas Higher Education Coordinating Board approves the Master of Science in Agricultural Regulations (CIP 01.9999) at the University of Arkansas at Pine Bluff, effective Fall of 2007.

FURTHER RESOLVED, That the Coordinating 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.

Doctor of Philosophy in Aquaculture and Fisheries

The State Board of Higher Education approved the Doctor of Philosophy degree in Aquaculture and Fisheries at the University of Arkansas at Pine Bluff on April 15, 2011. The North Central Association approved the Doctor of Philosophy degree in Aquaculture and Fisheries at the University of Arkansas at Pine Bluff on October 17, 2011.

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

APPENDIX A-3 Approvals By The Higher Education Learning Commission

Master of Education

The Commission on Institutions of Higher Education 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

Master of Science in Aquaculture/Fisheries

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.

Master of Science in Addiction Studies

At its meeting on March 31, 2003, the Institutional Actions Council voted to extend your accreditation to include the Master's degree in Addiction Studies. The commission Board of Trustees validated that action through its validation process that concluded on April 4, 2003. The date on this letter constitutes the effective date of this new status with the Commission.

Master of Science in Agricultural Regulations

At its meeting on February 18, 2008, the Institutional Actions Council voted to extend your accreditation to include the Master's degree in Agricultural Regulations. The Commission Board of Trustees validated that action through its validation process that concluded on February 28, 2008. The date on this letter constitutes the effective date of this new status with the Commission.

President
The Higher Learning Commission
North Central Association
February 28, 2008

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 B
Graduate Council Membership 2015-2016

Voting Members

Dr. Michael Lynch
Dr. William Torrence
Dr. Jaheon Koo
Dr. Glenda Kennedy
Dr. Vera Lang-Brown
Dr. Alf Haukenes
Dr. Sixte Ntamatungiro
Dr. Abul Kazi
Dr. Richard Walker
Dr. Karl Walker
Mr. Muhammad Rajib Hasan

Ex Officio Members

Dr. George Herts
Dr. Jacquelyn McCray
Dr. Mary E. Benjamin
Dr. Andrea Stewart
Dr. Edmund Bucker
Mrs. Erica Fulton
Ms. Marrika Bender
Mr. Suendra Singh