

# **GRADUATE STUDENT HANDBOOK**

**DEPARTMENT  
OF  
CROP, SOIL, AND ENVIRONMENTAL SCIENCES**

**UNIVERSITY OF ARKANSAS  
FAYETTEVILLE, AR 72701**

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## GRADUATE FACULTY

The Graduate Faculty of the Department of Crop, Soil, and Environmental Sciences, University of Arkansas, includes individuals having diverse interests and expertise in Crops and Soils. The following list of the Graduate Faculty designates the individual's area of specialization along with the address, telephone number and e-mail address by which he/she may be reached:

- A. Ashworth (Ph.D., U of Tennessee) USDA, Soil Scientist, Poultry Production and Product Safety Research, Fayetteville, 479.675.3834, [amanda.ashworth@ars.usda.gov](mailto:amanda.ashworth@ars.usda.gov)
- R.K. Bacon (Ph.D., Purdue), Professor and Head, Plant Breeding, Fayetteville, 479.575.5725, [rbacon@uark.edu](mailto:rbacon@uark.edu)
- T. Barber (Ph.D., MS State U), Professor, Extension Weed Science, Little Rock, 501.671.2186, [tbarber@uaex.edu](mailto:tbarber@uaex.edu)
- F.M. Bourland (Ph.D., TX A&M), Professor, Cotton Genetics, Keiser, 870.526.2199, [bourland@uark.edu](mailto:bourland@uark.edu)
- K.R. Brye (Ph.D., U of WI), Professor, Applied Soil Physics, Fayetteville, 479.575.5742, [kbrye@uark.edu](mailto:kbrye@uark.edu)
- N.R. Burgos (Ph.D., U of AR), Professor, Weed Science, Fayetteville, 479.575.3984, [nburgos@uark.edu](mailto:nburgos@uark.edu)
- T. Butts (Ph.D., U of NE), Asst. Professor, Weed Science, Lonoke, 501-676-3124, [tbutts@uaex.edu](mailto:tbutts@uaex.edu)
- P.A. Counce (Ph.D., U of GA), Professor, Rice Physiology, Rice Research & Extension Center, Stuttgart, 870.673.2661, [pcounce@uark.edu](mailto:pcounce@uark.edu)
- M. Daniels (Ph.D., Penn State), Professor, Environmental management, CES, Little Rock, 501.671.2281, [mdaniels@uaex.edu](mailto:mdaniels@uaex.edu)
- L. Espinoza (Ph.D., U of FL), Associate Professor, CES, Little Rock, 501.671.2195, [lespinoza@uaex.edu](mailto:lespinoza@uaex.edu)
- E.E. Gbur, Jr. (Ph.D., OH State University), Professor, Agricultural Statistics, Fayetteville, 479.575.5677, [egbur@uark.edu](mailto:egbur@uark.edu)
- B. Haggard (Ph.D., OK State), Professor, Biosystems Engineering, Fayetteville, 479.575.2879, [haggard@uark.edu](mailto:haggard@uark.edu) (Adjunct for CSES)
- J. Hardke, (Ph.D, Louisiana State University) Associate Professor, Rice Agronomist, Rice Research & Extension Center, Stuttgart, 870.673.2661, [jhardke@uaex.edu](mailto:jhardke@uaex.edu)
- J. Kelley (Ph.D., OK State), Associate Professor, Wheat & Feed Grains, CES, Little Rock, 501.671.2164, [jkelly@uaex.edu](mailto:jkelly@uaex.edu)
- R.E. Mason (Ph.D., Texas A&M), Associate Professor, Wheat Breeding and Genetics, Fayetteville, 479.575.5725, [esten@uark.edu](mailto:esten@uark.edu)
- A. Mauromoustakos (Ph.D., OK State U), Professor, Agricultural Statistics, Fayetteville, 479.575.5678, [amauro@uark.edu](mailto:amauro@uark.edu)
- D.M. Miller (Ph.D., U of GA), Professor, Soil Chemistry, Fayetteville, 479.575.5747, [dmmiller@uark.edu](mailto:dmmiller@uark.edu)
- K.A.K. Moldenhauer (Ph.D., IA St. U), Professor, Rice Breeding, Rice Research & Extension Center, Stuttgart, 870.673.2661, [kmolden@uark.edu](mailto:kmolden@uark.edu)
- P. Moore (Ph.D., LSU) Soil Chemist, USDA/ARS-Poultry, Center of Excellence for Poultry Science, Fayetteville, 479.575.5724, [philip.moore@ars.usda.gov](mailto:philip.moore@ars.usda.gov)
- M. Mozaffari (Ph.D., U of DE), Assistant Professor, Soil Science & Environmental Quality, Keiser, 870.526.2199, [mmozaff@uark.edu](mailto:mmozaff@uark.edu)

L. Mozzoni, (Ph.D., U of A), Associate Professor, Soybean Breeding and Genetics, Fayetteville, 479-575-6807, [lmozzon@uark.edu](mailto:lmozzon@uark.edu)

R.J. Norman (Ph.D., U of IL), Professor, Soil Fertility, Fayetteville, 479.575.5738, [rnorman@uark.edu](mailto:rnorman@uark.edu)

J. Norsworthy (Ph.D., U of A), Professor, Weed Science, Fayetteville, 479.575.8740, [jnorswor@uark.edu](mailto:jnorswor@uark.edu)

P. Owens (Ph.D., Texas A&M University) USDA, Research Leader, Dale Bumpers Small Farms Research Center, Booneville, 479.675.3834 [phillip.owens@ars.usda.gov](mailto:phillip.owens@ars.usda.gov)

A. Pereira (Ph.D., Iowa State University), Professor, Plant Genomic, Fayetteville, 479.575.7465, [apereira@uark.edu](mailto:apereira@uark.edu)

L.C. Purcell (Ph.D., U of FL), Distinguished Professor, Soybean Physiology, Fayetteville, 479.575.3983, [lpurcell@uark.edu](mailto:lpurcell@uark.edu)

T.L. Roberts, (Ph.D., U of A), Associate Professor, Soil Fertility/Soil Testing, Fayetteville, 479.575.6752, [tlrobert@uark.edu](mailto:tlrobert@uark.edu)

B. Robertson, (Ph.D., Texas A&M University), Professor, Cotton Agronomist, Newport, 870.523.7450, [brobertson@uaex.edu](mailto:brobertson@uaex.edu)

W.J. Ross (Ph.D., U of A), Professor, Soybean Extension Agronomist, Little Rock, 501.671.2148, [jross@uaex.edu](mailto:jross@uaex.edu)

M.C. Savin (Ph.D., U of RI), Professor, Microbial Ecology and Soil Biology, 479.575.5740, [msavin@uark.edu](mailto:msavin@uark.edu)

B. Scott (Ph.D., OK State University), Professor, Extension Weed Scientist, Lonoke, 501.676.3124, [bscott@uaex.edu](mailto:bscott@uaex.edu)

D. Shakiba (Ph.D. U of A), Assistant Professor, Director Rice Research Extension Center, Plant Breeding and Genetics, Stuttgart, 870.673.2661, [eshakiba@uark.edu](mailto:eshakiba@uark.edu)

A. Sharpley (Ph.D., Massey U, New Zealand), Distinguished Professor, Soil Science, Fayetteville, 479.575.5721, [sharpley@uark.edu](mailto:sharpley@uark.edu)

X. Sha (Ph.D., Louisiana State University), Associate Professor, Rice Research & Extension Center, Stuttgart, 870.673.2661, [xsha@uark.edu](mailto:xsha@uark.edu)

N.A. Slaton (Ph.D., U of AR), Professor, Soil Testing, Fayetteville, 479.575.3910, [nslaton@uark.edu](mailto:nslaton@uark.edu)

V. Srivastava (Ph.D., Jawaharlal Nehru U., New Delhi, India), Professor, Plant Tissue Culture and Transformation, Fayetteville, 479.575.4872, [vibhas@uark.edu](mailto:vibhas@uark.edu)

C. Willett (Ph.D., University of Missouri), Assistant Professor, Environmental Fate, Fayetteville, 479.575.2354, [willette@uark.edu](mailto:willette@uark.edu)

C.E. Wilson, Jr. (Ph.D., U of AR), Professor, Director, NE Research & Extension, Keiser, 870.526.2199, [cwilson@uaex.edu](mailto:cwilson@uaex.edu)

L. Wood (Ph.D., U of A) Clinical Assistant Professor, Environmental Science, Fayetteville, 479.575.2354, [lswood@uark.edu](mailto:lswood@uark.edu)

## MISSION STATEMENT

The mission of the Department of Crop, Soil, and Environmental Sciences is to provide superior education programs at the undergraduate and graduate levels, conduct innovative research and extension programs in the crop soil and environmental sciences and provide superior service for citizens of Arkansas and the nation.

## INTRODUCTION

Faculty and students in the Department of Crop, Soil, and Environmental Sciences (CSES) are concerned with food and fiber production and with the use, conservation, and protection of soil and water resources upon which all life depends. Students can enter the graduate program in CSES at the University of Arkansas with undergraduate degrees in almost any other science. Some previous education in crops, soils, plants, or the environmental sciences is beneficial to the graduate student, but an undergraduate major in such areas as chemistry, physics, biology, etc. can form a good background for advanced studies.

The Department of Crop, Soil, and Environmental Sciences at the University of Arkansas offers numerous study areas. The student may concentrate in either crop science, soil science, or water science with specialization in plant breeding and genetics, crop physiology, crop production, weed science, pesticide residues, biotechnology, seed technology, forage production, soil chemistry, soil genesis and classification, soil fertility, soil microbiology, soil physics, and water equality. These areas of specialization may be combined with integrated pest management, ecology, environmental sciences, water resources, geographical information systems and natural resource database management or land use and management. In addition, the student may specialize in one of the major crops grown in Arkansas: rice, soybean, cotton, wheat and other small grains, or forages. The selection of the major professor and research problem will be determined by the area of interest.

When the graduate degree is complete, opportunities for employment will depend upon the area of specialization. Positions are available with federal and state governments, with colleges and universities, and with private industry. Attractive government positions may include work with agencies such as the U.S. Department of Agriculture, the Environmental Protection Agency, or other federal agencies which deal with agronomic and environmental issues. State and local governments also need our graduates in crops, soil, and water management and in new areas of urban agronomy. Colleges and universities hire our graduates in teaching, research, and extension positions. Often the extension position is associated with a USDA governmental position. Fertilizer, pesticide, and seed companies, as well as environmental industries offer attractive positions to graduates. Judicious planning can allow the student to aim for a particular career without over-specialization.

The following advanced degrees in Crop, Soil, and Environmental Sciences with areas of specialization are offered at the University of Arkansas:

MASTER OF SCIENCE in Crop, Soil, and Environmental Sciences with concentration in Crop Science, Weed Science, Environmental, Water Science or Soil Science

DOCTOR OF PHILOSOPHY in Crop, Soil, and Environmental Sciences with specialization in Crop Physiology, Crop Production, Plant Breeding and Genetics, Biotechnology, Weed Science, Seed Technology, Soil Physics, Soil Chemistry, Soil Microbiology, Soil Fertility, Soil Classification, Pesticide Residues, or Environmental Science.

# I. ADMISSION TO GRADUATE SCHOOL AND THE DEPARTMENT OF CROP, SOIL, AND ENVIRONMENTAL SCIENCES

## A. GENERAL

Admission to the Graduate School is a prerequisite to becoming a graduate degree candidate in the Department of Crop, Soil, and Environmental Sciences. Application and admission procedures and requirements are outlined in detail in the Graduate School Catalog. Application forms for admission to the Graduate School can be obtained from the Department or from:

Graduate School Admissions Office  
304 N. Campus Dr. - 213 Gearhart Hall  
1 University of Arkansas  
Fayetteville, AR 72701 USA  
USA 479.575.4401

This Application for Admission form should be returned to the Graduate School Admissions Office at the above address and **not to the Department**. The Graduate School will process all documents and forward acceptance to the Department. For additional details on admission requirements, you may contact the Graduate School Catalog or Web page at <https://graduate-and-international.uark.edu/index.php>

In addition to contacting the Graduate School, if the student is requesting an assistantship, he/she is required to contact the Department directly. Most prospective students do this at the same time they send in their applications to the Graduate School; however, it can be done at any time. **Three letters of recommendation should be sent to the Department if applying for an assistantship.**

When all information has been received by the department (either directly from the student or from the Graduate School), the documents will be reviewed by the Departmental Graduate Committee. This Committee will complete the following:

1. Screen applicants for advanced degrees in Crop, Soil, and Environmental Sciences to insure they meet minimum acceptable academic standards.
2. Review the applications and make recommendations to the department head for acceptance or rejection with appropriate reasons. The letter of recommendation to the department head should also contain information on (a) availability of advisor and (b) suitability for graduate studies. After careful consideration of the student's records, which in special cases may include oral and/or written examinations, the committee will make one of three recommendations to the department head. The committee recommends:
  - a. The student be accepted into the Department as a prospective candidate for an advanced degree;
  - b. The student be accepted into the Department with recommendation of courses regarding deficiencies; or
  - c. The student not be accepted as a prospective candidate for an advanced degree.
3. Refer any Ph.D. applicants, who have received both the B.S. and M.S. degrees in Crop, Soil, and Environmental Sciences at the University of Arkansas, to the departmental graduate faculty for their review and recommendations.

After the student has been accepted by the Graduate School, approved by the Departmental Graduate Committee, and assigned an advisor, admittance to the program will be complete.



To maintain graduate student standing in the Department of Crop, Soil, and Environmental Sciences, the student must comply with policies and procedures of both the Graduate School and the Department. The student is responsible for adhering to regulations outlined by the Graduate School Catalog and those stated in these departmental policies.

## **B. MINIMUM REQUIREMENTS (ALL GPA'S ON A 4-POINT SCALE)**

### **1. Graduate School**

#### **a. Regular Admission**

For admission to graduate standing a student must have:

- 1) A conferred baccalaureate degree. Students who have not completed their baccalaureate degree at the time of application must have a 3.0 cumulative GPA on the last 60.0 credit hours of attempted coursework. Students who have a degree at the time of application must have a 3.0 cumulative GPA on the last 60.0 credit hours of attempted coursework from a regionally accredited institution of higher education.
- 2) Conferral of a post-baccalaureate graduate degree (excluding professional degrees) from a regionally accredited institution.
- 3) A standardized test score (i.e. GRE code 6866)

For acceptance to a graduate degree program the requirements are as follows:

- 1) Fulfillment of either 1.a or 1.c, and recommendation of the chair of the department or program offering instruction for the degree program; or
- 2) Fulfillment of 1.b, recommendation of the chair of the department or program offering instruction for the degree program and approval of the Graduate Dean. The student must also meet any other conditions that may be specified by the faculty of the department.

#### **b. Exception to Regular Admission (At-risk Students)**

If an applicant does not meet the above criteria for regular admission to the Graduate School, he/she may request an exception to the admission requirements. Upon notification of failure to meet Graduate School requirements for admission (for example, low GPA), the student must initiate the request for an exception through the department. As student must have the approval of the Department's Graduate Committee and a favorable recommendation for admission from the department head before the request for exception is forwarded to the Graduate School. Normally, the student will have been accepted by a professor before approval of the Graduate Committee is sought. If the Graduate School approves the request, the student will be considered "at-risk" and must follow the guidelines designated by the Graduate Committee in the request for an exception.

Generally, the student must earn at least a 3.0 GPA on the first 9 hours of graduate-level work (exclusive of Special Problem courses) taken in the first semester. **Failure to do this will result in dismissal from the graduate program.** The student be admitted on a 12-hour conditional basis. To be eligible for admission under the 12-hour condition, consideration must be by individual petition to the Graduate Dean, and a student must have a recommendation for admission from the department head, and no less than a 2.75 GPA, for the last 60 hours. An applicant may also be considered for admission by special consideration, which includes satisfactory scores on the Graduate Record Examination (GRE) General Test (i.e., >340\*\*) or an equivalent examination or a conferred post-baccalaureate degree (excluding professional degrees) from an accredited institution of higher education.

### c. Readmission or Termination

*Readmission to the Graduate School is not automatic.*

- 1) Students who have been enrolled in the Graduate School within the five preceding academic years, but have not enrolled in the immediately preceding semester will be readmitted if:
  - a) The student has earned at least a 2.85 cumulative grade-point average on all graduate credits attempted during all previous enrollments;
  - b) A new Application for Admission form is filed prior to the desired registration date. Application deadlines are: for Fall August 1<sup>st</sup> and for Spring December 1<sup>st</sup>.
  - c) The Graduate School has received official transcripts of all course work attempted at other institutions subsequent to the previous enrollment in the University of Arkansas Graduate School;
  - d) The student's graduate status at the end of the previous enrollment was "good standing."
- 2) Students who have been previously admitted to and enrolled in the Graduate School but have no enrollment within the five years preceding the semester of readmission and who wish to be readmitted to pursue a graduate degree, may be considered for readmission upon a petition by the degree program to the Graduate School. Such students should contact the department/program head/director or graduate coordinator to request admission. The department/program head/director, graduate coordinator, or major advisor of the student will petition the Director of Graduate Admissions, using the form "Request for an Exception to the Admissions Requirements of the Graduate School," and will specify whether all of the student's previous course work and grade points will be forfeited. Note: Neither the degree program nor the student may petition to forfeit only some of the previous course work and grade points; rather, all or none of the course work may be forfeited. (See Graduate Catalog for additional details.)

## 2. Department of Crop, Soil, and Environmental Sciences

### a. Regular Admission

For regular admission to the Department of Crop, Soil, and Environmental Sciences, grade-point requirements are the same as those for the Graduate School. The Departmental Graduate Committee reviews all applications and suggests appropriate advisors and, where appropriate, additional deficiency coursework. The Department Head must approve admission into the Department.

### b. Probation or Termination

If a graduate student's cumulative GPA on graduate course work falls below a 2.85, the student will be placed on academic probation. The student will subsequently be dismissed from the departmental graduate program if the cumulative GPA is not raised to 2.85 or above on the next **semester** of graded graduate course work, **as approved by their advisory committee and the Department Head**, required by the student's program.

### 3. International Students

Those applicants, regardless of citizenship, whose first language is not English, must submit a minimum score of 6.5 on the International English Language Testing System (IELTS) 79 on the Internet-based Test of English as a Foreign Language (TOEFL), or a 58 on the Pearson Test of English - Academic (PTE-A), taken within the preceding two years, unless they have received a graduate degree from an accredited U.S. graduate school, or they have demonstrated an acceptable level of language proficiency as defined in the Graduate School Handbook located on the Graduate School Web site. Admission to the University of Arkansas Graduate School is contingent upon admission to a graduate degree program. International students should visit the International Student and Scholars Office in Room 104 of Holcombe Hall (479-575-5003) before registration to clarify any points related to residence in the U.S. and status as a student.

## C. FINANCIAL AID

The Graduate School and Department support two types of fellowships for which students with outstanding achievement may be nominated by the department. **These fellowships are only for students who have NOT started doctoral study.** The description and criteria for these fellowships are given in Section C.1. In addition, Graduate Assistantships are available within the Department of Crop, Soil, and Environmental Sciences following the general policies of the Graduate School governing Appointments and Obligations of the University, the Graduate School, and the Graduate Assistants. Information on Graduate Assistantships is given in Section C.2.

### 1. Doctoral Fellowships.

Two types of fellowships are available. These are limited to the most outstanding student applicants. A student awarded one of these fellowships may pursue a Ph.D. in any of a wide range of disciplines, sub-disciplines, or cross-disciplines encompassed in the CSES Department. Examples include, but are not limited to, soil chemistry, soil physics, soil fertility, soil microbiology/ecology/photo-remediation, conservation, land use and water resources, reclamation of lands, plant breeding, weed science, plant physiology and nutrition, forages, crop management, genetics, molecular genetics, genomics, biotechnology, or other studies concerned with agronomic crop and forage plants. The CSES Department also may serve as host department in the Cell and Molecular Biology interdisciplinary program.

#### *a. Doctoral Academy Fellowships*

- i) Characteristics: A Doctoral Academy Fellowship is a mark of achievement and excellence and is awarded to students of outstanding accomplishment. Eligible candidates will be those who have demonstrated leadership qualities and display characteristics that would make them future leaders in the fields of research, teaching, service, or industry.

ii) Criteria essential (1) or favoring (2-5) candidates for the Doctoral Academy Fellowships are:

1. *Undergraduate and M.S. (if awarded) GPAs:* The candidate must have a GPA of 3.65 or higher and a GRE writing score or 4.0
2. *Rigor of course work:* The types of courses (mathematics, chemistry, physics, biology, etc.) the candidate has taken are important. Students with excellent classroom preparation are preferred.
3. *Prior research experience:* If the candidate has completed an M.S. and published in a professional journal or has worked in a research program as an undergraduate, this would be beneficial to the PhD program and be viewed favorably in the selection process. Candidates who have participated in professional meetings also have an advantage over those who have not.
4. *Oral and written communication skills:* Candidates who are articulate and have writing experience or scholastic evidence of writing ability are preferred.
5. *Evidence of leadership and independence:* Students who are described as leaders, self-starters, diligent, honest and the like seem to have more potential to conduct independent, original research. Accordingly, Fellowship candidates exhibiting evidence of these qualities will be viewed more favorably than those who do not.

**b. Distinguished Doctoral Fellowships**

i) Characteristics: A Distinguished Doctoral Fellowship is a mark of achievement and excellence and is awarded only to students of exceptional accomplishment and promise. Accordingly, candidates for these prestigious fellowships will be limited to the top ten percent (10%) of applicants who qualify for the Doctoral Academy Fellowships. Eligible candidates will be those who have demonstrated leadership qualities and display characteristics that would make them future leaders in the fields of research, teaching, service, or industry. Normally one would expect these candidates to be subject to recruitment by other leading institutions of higher education.

1. *Outstanding undergraduate and M.S. (if awarded) GPAs:* The candidate must have a GPA of 3.85 or higher and a GRE writing score of 4.5. It is possible for these exceptional students to pursue the Ph.D. program without completing a M.S. degree.
2. *Rigor of course work selected:* The types of courses (mathematics, chemistry, physics, biology, etc.) taken are

important. Students with excellent classroom preparation are preferred.

3. *Prior research experience:* If the student has completed a M.S. and published or has worked in a research program as an undergraduate, this would be beneficial to the PhD program. Students who have participated in professional meetings also have an advantage over those who have not.
4. *Oral and written communication skills:* Candidates who are articulate and have writing experience or scholastic evidence of writing ability are preferred.
5. *Evidence of leadership and independence:* Students who are described as leaders, self-starters, diligent, honest and the like seem to have more potential to conduct independent, original research. Accordingly, Fellowship candidates exhibiting evidence of these qualities will be viewed more favorably than those who do not.

## 2. Graduate Assistantships

### A. Eligibility

The Department of Crop, Soil, and Environmental Sciences offers research and teaching assistantships to provide service to the Department and to help graduate students finance their educations. The Department requires applicants to attain a 3.0 undergraduate GPA in order to be considered for appointment either to a graduate, research, or teaching assistantship. Nevertheless, applicants will be considered on an individual basis and the following exceptions may be allowed for appointment to an assistantship:

- i) Applicants presenting a cumulative GPA between 2.75 and 3.0 may be considered for appointment if the last 60 hours of undergraduate credit are 3.0 or above. In exceptional cases, satisfactory scores on the GRE, MAT, or the Graduate Management Admission test may be used in lieu of this 60-hour requirement. Alternatively, the department head may elect to utilize a condition of the student earning a “B” (3.0) average on the first semester of at least 9 hours of graduate level coursework, excluding special problems, approved by their advisory committee and the department head, taken for the degree program, before appointment to an assistantship is considered.
- ii) Applicants presenting a cumulative GPA below 2.75 may not be considered for appointment to either a graduate, teaching or research assistantship. However, such applications may be admitted to study in the Department under the first semester 12-hour condition (**see B. MINIMUM REQUIREMENTS 1. Graduate School b. Exception to Regular Admission [p. 3]**). These students must make their own financial arrangements. Removal of the first semester 12-hour condition is required before appointment to an assistantship can be considered.

**To retain either a graduate or teaching assistantship in the Department, the graduate student must maintain a grade-point average of 3.0.**

## **B. Obligations**

### **i.) University Release**

Acceptance of an assistantship constitutes a contract agreement with the University of Arkansas and commits the student not to accept another offer after April 15 without first obtaining a written release from the University Graduate School. The University of Arkansas is signatory to the following resolution of the Council of Graduate Schools of the United States regarding Graduate Scholars, Fellows, Trainees, and Assistants:

"Acceptance of an offer of financial aid (such as graduate scholarship, fellowship, traineeship, or assistantship) for the next academic year by an actual or prospective graduate student completes an agreement which both student and graduate school expect to honor. In those instances, in which the student accepts the offer before April 15, and subsequently desires to withdraw, the student may submit in writing a resignation of the appointment at any time through April 15. However, an acceptance given or left in force after April 15 commits the student not to accept another offer without first obtaining written release from the institution to which a commitment has been made. Similarly, an offer by an institution after April 15 is conditional on presentation by the student of the written release from any previously accepted offer. It is further agreed by the institutions and organizations subscribing to above Resolution that a copy of this Resolution should accompany every scholarship, fellowship, traineeship, and assistantship offer."

### **ii.) GPA and Termination**

The Department of Crop, Soil, and Environmental Sciences' requirement for renewal of an assistantship is a cumulative GPA of 3.0. Students falling below this cumulative level during the course of study may not retain appointment on any assistantship. A student may be removed from a half-time appointment and placed on probation for one semester. If the student raises his/her cumulative GPA to 3.0 during the next semester of the student's approved program, his/her appointment may be reinstated. If the student does not attain a 3.0 GPA in graduate credit for those course hours, his/her appointment is permanently terminated. Termination of graduate assistantships is automatic upon graduation. No provisions are made to employ an assistant beyond the graduation date of the semester in which the student completes his/her degree.

### **iii.) Registration**

Once the student has been admitted to the Graduate School and the Department, the next task is to register for classes. A schedule of classes for each semester can be acquired by logging into the UA Connect web site at <https://uaconnect.uark.edu/> or from the Office of the Registrar, HUNT 146, University of Arkansas, Fayetteville, AR 72701. Brief descriptions of courses and prerequisites are found in the Graduate Catalog on-line at: <http://catalog.uark.edu/graduatecatalog/programsofstudy/> Consult with

major advisor and Graduate Committee for the appropriate courses for the semester.

When the student arrives to begin his/her graduate studies program, he/she should go to the departmental main office. Several procedures must be done **before** registration. Out-of-state students need to apply for Arkansas residency (**Appendix A**). All students working on an assistantship must file a Verification of Intent to Register form (**Appendix B**). The Department Administrative Manager will ensure that the student has all necessary information.

Each subsequent semester of the student's program, he/she will need to complete a Verification of Intent to Register and other applicable forms. He/she will also need to comply with deadlines for registration, fee waivers, and fee payments. To hold an assistantship, the student must be registered continuously for all semesters and summer terms. If the student should arrive in mid-session, he/she should file the Verification of Intent to Register form immediately and register for the next possible semester or summer term. A student cannot be paid as an assistant without fulfilling these obligations. Watch for announcements on times and procedures governing pre-registration and open registration.

### 3. Appointments

#### a. Half-Time Graduate Assistants (Research)

Students on graduate research assistantship appointments are required to register as follows:

6 hours fall/spring semesters (maximum of 10 hours)

3 hours (with a maximum of 4) during any of the summer sessions is required.

Out-of-state tuition is waived for students on half-time graduate assistant appointments. In-state tuition fees are paid for these students from the same account from which their stipend is paid.

Students on these appointments **must** complete two consecutive semesters with a minimum of 6 hours each in order to satisfy the residence requirement if they are pursuing the Ph.D. degree (**Appendix C**).

#### b. Half-Time Graduate Assistants (Teaching)

The department may offer half-time graduate teaching assistantships for 9-month appointments to assist in teaching the introductory crops and soils courses. For students interested in teaching, these assistantships provide an excellent opportunity to obtain teaching experience and to document such experience on the resume for future reference. Usually, students can be transferred from teaching assistantships to research responsibilities during the summer, which allows for continuous income over a 12-month period. Enrollment requirements are the same as for graduate research assistants. These teaching assistantships are contingent upon funding from the Experiment Station and are not always available.

c. Undergraduate Students

Permission to appoint an undergraduate student in his/her last semester prior to earning the baccalaureate degree to a graduate assistantship must be requested in writing from and be granted by the Dean of the Graduate School. The Graduate Dean will consider these appointments on a case-by-case basis.

The program must stipulate that the student will be entering one of its graduate programs as soon as the undergraduate degree is completed and the student must be within six hours of completing the undergraduate degree. **An undergraduate student may not hold a graduate assistantship, even under these conditions, for more than one semester.**

**4. Maximum Time for Graduate Assistantships**

The following time limits do not include summer school sessions but do include the semester in which an assistantship begins even if it begins in mid-semester.

M.S. 4 semesters

Ph.D. 8 semesters (beyond the M.S.)

**5. Tuition Refund Policy for Graduate Assistants**

When a graduate assistant resigns or is terminated from his/her assistantship appointment, the tuition or fee account which paid the fees for that assistant will receive a refund proportional to the length of time remaining on the appointment during the current semester.

In addition, a graduate assistant who resigns or is terminated from his/her assistantship appointment, but does not withdraw from the University, is required to pay the University tuition and fees for the remaining proportion of the current semester.

**6. Employment Responsibilities**

- a. Students placed on Graduate Assistantships will be provided with an individualized written statement explaining their expected duties and responsibilities while on assistantship.  
The Graduate Assistantship Agreement and Acceptance form (**Appendix D**), must be signed by the student, his/her major professor, and the Department Head, at the beginning of the assistantship and a copy submitted to the Graduate School for inclusion in the student's file.
- b. Half time Graduate Assistants are expected to work 20 hours per week for the major professor (exclusive of thesis work) and are expected to be available for work each working day the university is open. Being absent without approval can create problems with insurance and with emergency communications.
- c. Graduate assistants are not considered full time employees and, as such, do not accrue leave nor receive paid holidays.

**7. Other Financial Aid**

Whether or not a student has an assistantship, he/she may be interested in other special programs and scholarships. Graduate students are eligible for various kinds of support through federally funded programs. Occasionally, other scholarships or grants are awarded to graduate students. Funds for such grants fluctuate with contributors. Minority scholarships or fellowships are often available. Applications may be secured from and any questions directed to Financial Aid Office, Room 114 Hunt Hall, Fayetteville, AR



72701 (479-575-3806) or from the Graduate School. A limited number of Graduate School Fellowships are available for attracting exceptional Ph.D. students (see Section. C.1. i. and C. 1. ii. [P. 5]). The departmental office also has a file on scholarships available.

The Department of Crop, Soil, and Environmental Sciences has established a graduate student scholarship in honor of the late Dr. Arthur E. Spooner. The objective of the award is to provide the recipient an academic and professional experience through exposure to his/her field in the areas of extension, industry, and academe. Any graduate student in Crop, Soil, and Environmental Sciences shall be eligible to apply for the Spooner Scholar Award after **at least two full semesters** of graduate work. Grades, intellectual aggressiveness, and leadership potential shall be the criteria for selection, and the departmental Graduate Committee shall choose the recipient from those recommended by their major professors. Further details and an application form can be found in **Appendix E-1**.

Other forms of financial aid can be realized if the graduate student takes advantage of his/her eligibility for Arkansas residency, membership in the UARK Federal Credit Union, and other services offered by the university to students and employees. Information on university services is available in the Graduate Catalog, and the student will receive other brochures or fliers during registration procedures.

## **II. GUIDELINES FOR STUDENTS SEEKING ADVANCED DEGREES**

### **A. MASTER OF SCIENCE**

#### **1. Guidelines for the Committee and the Student**

- a. After admission to the Graduate School and acceptance by the Crop, Soil, and Environmental Sciences Department, the student will be assigned to a major professor.

The major professor, in consultation with the student and with the approval of the Head of the Department, will set up a graduate advisory committee of at least four members (including the major professor) at the first practical opportunity (e.g. within the first semester). The committee will consist of graduate faculty members representing two of the three areas of Crops, Soils and Environmental Sciences, and at least one member from a relevant field outside the CSES Department. For the purposes of serving on a graduate student committee, the statisticians in the college (irrespective of where they are tenured) should be considered as outside the department. Faculty members with joint appointments cannot serve as an outside-the-department graduate committee member. Committee members from outside the University of Arkansas (i.e., adjunct) are considered as outside the college and will need to have temporary graduate faculty status (e.g., G1T or G2T). The majority of the committee should be from the CSES department. CSES Faculty members are listed in the University Catalog under CSES or the CSES department head as their immediate supervisor. The composition of the student's graduate committee may be changed with the written approval of the department head in consultation with the CSES Graduate Committee.

The Head of the Department will be an ex officio (by virtue of office) member of all committees. The student or major professor must contact the prospective committee members to determine whether those faculty are willing to serve on the student's committee.

- b. The student's graduate committee will serve as an advisory committee for the student's graduate program and as the thesis and oral examining committee. The committee will

be informed, from time to time, of the progress being made. Major changes in the study course or research must be done in consultation with the committee members. The major professor will, at the earliest opportunity, call a meeting of the student and committee. The M.S. student should present a tentative outline of the course work (minimum of 24 course hours and six thesis hours) and a research proposal on the objectives and procedures involved in the research. The committee will establish a definite plan of study and research at this time or, if necessary, in a second such meeting.

- c. An outline of the student's plan of study (i.e. Memorandum of Courses, Appendix F-1) will be completed by the student and major professor, and copies should be forwarded to the Head of the Department, Graduate School, and members of the committee for their files.
- d. The thesis should be sent to the student's graduate committee at least two weeks prior to the defense date. If a committee member deems the thesis or dissertation not ready for defense, the committee member should tell the major professor prior to the defense meeting and, if appropriate, a new date for the defense should be rescheduled.

The Masters oral exam includes the thesis defense and a comprehensive examination of the student's knowledge in crop, soil, and environmental sciences.

When the defense date has been set, the student must notify the main office of the time and place. The office can then provide the necessary forms the student will need at the defense meeting. The student should check with the major professor to see if he/she requires any additional material be brought to the meeting.

All regulations of the Graduate School must be followed. To avoid later delays, it is a good practice to check with the Graduate School when questions arise. The *Guide for Preparing Theses and Dissertations* can be purchased in the University of Arkansas Bookstore.

**Master's Degree Timetable<sup>1</sup>:**

	<u>Time Requirement</u>	<u>Date Completed Where Applicable</u>
a. General		
1) Minimum residence	30 weeks	_____
2) Maximum time allowed for M.S. work	6 consecutive calendar years	_____
b. Semester 1		
1) Select committee members		_____
2) Present research or thesis proposal and proposed coursework		_____
3) Submit Memorandum of Courses to Department		_____
4) Submit Master's Program Advisory Committee to Graduate School		_____
c. Semester II, III, etc.		
1) Continue coursework		
2) Proceed with research		
3) File Master's Thesis Committee form	1 semester prior to comprehensive exam	_____
4) File Master's Thesis Title form <sup>2</sup>	3 months prior to comprehensive exam	_____
d. Final Semester		
1) Application for degree		_____
2) Obtain Master's calendar for current year		_____
3) Present Departmental seminar		_____
4) Submit thesis to Committee	Minimum of 2 weeks prior to comprehensive exam	_____
5) Comprehensive Exam	Minimum of 2 weeks prior to graduation	_____
6) Submit Record of Progress to Graduate School		_____
7) Obtain approval of thesis from committee		_____
8) Submit final copies of thesis to Graduate School	Minimum of 1 week prior to graduation	_____

<sup>1</sup> Examples of appropriate forms are in **Appendix F**.

<sup>2</sup> Approval of the Biosafety Committee is required whenever a member of the academic community is conducting research involving potential human pathogens. Students will not clear for graduation who have not complied with the requirements for research committee approval, including the approval of the Biosafety Committee when appropriate.

## **B. DOCTOR OF PHILOSOPHY**

### **1. Guidelines for the Committee and the Student**

- a. "Students who wish to become candidates for the degree of Doctor of Philosophy are expected to complete work equivalent to the requirements for the master's degree, and must file a Declaration of Intent with the Dean of the Graduate School upon registration for their first semester of graduate work beyond the master's degree or its equivalent" (Graduate Catalog).
- b. After the student has declared his/her intentions and indicated an area of study, a committee of five or more members will be appointed from the graduate faculty to evaluate the candidate's preparation and fitness for further graduate work. The major professor, in consultation with the department head and the prospective candidate, will choose a list of committee members to be submitted to the Graduate School.
- c. The student's committee includes the major professor and two additional qualified members from the Department of Crop, Soil, and Environmental Sciences' faculty (they must represent two out of the three disciplines (crops, soils, environmental); a minimum of two other qualified graduate faculty from outside the Department of Crop, Soil, and Environmental Sciences, but no more than one from outside the university. A prospective candidate specializing in soil science has at least one committee member in crops; an adjunct) are considered as "outside the college" and will need to have temporary graduate faculty status (e.g., G1T or G2T). The majority of the committee should be from the CSES department. CSES Faculty members are listed in the University Catalog under CSES or the CSES department head is their immediate supervisor. The composition of the student's graduate committee may be changed with the written approval of the department head in consultation with the CSES Graduate Committee.

Following acceptance of a student as a prospective candidate for the doctoral degree, the major professor must call a meeting of the advisory committee, including the Head of the Department and the student. The meeting should convene at the earliest opportunity within the first or second semester. At the first meeting, the candidate will present an outline of the proposed course work and the objectives and procedures involved in the dissertation problem. The members of the committee will often offer suggestions, both in terms of the courses and the research problem planned. A definite plan of study and research is established at the first meeting or, if necessary, at subsequent committee meetings.

- d. A minimum of 42 hours of course work post Master's Degree and a minimum of 18 dissertation hours is required. The candidate's course work plan is formulated by his/her graduate committee in agreement with Graduate School requirements.
- e. The term used for the written and oral examinations for doctoral students will be candidacy examinations as specified by the Graduate School. Preliminary examinations may be given to a student to assist the doctoral advisor and/or doctoral advisory committee in selecting coursework and the like.

Doctoral students will take candidacy examinations within 2 to 3 years after starting their degree program for half-time graduate assistants. Doctoral students

will complete all written candidacy examinations within ten consecutive working days.

Written doctoral candidacy examinations may be administered by any appropriate graduate faculty member. If a graduate faculty member administers a written examination and is not on the student's committee, that faculty member will be invited as a non-voting participant to the doctoral oral examination.

Doctoral students must pass all five written candidacy examinations before they can take the oral candidacy examination.

The doctoral oral candidacy examination will be held within one month of completion of the written candidacy examinations. The oral candidacy examination will be graded as "passed," "adjourned" (reconvene at a later date as decided by the committee), or "failed."

- f. All Ph.D. students must make sure that they meet the residency requirements as outlined in the Graduate School Catalog, in **Appendix C**.

Ph.D. candidates must meet the residency requirement by first filing a Declaration of Intent and then completing a minimum of 6 hours of coursework or dissertation research for two consecutive semesters during the appointment (if the student is not on an assistantship, they must be enrolled in 9 hours). **A plan for completing this requirement must be filed for approval by the Graduate Dean in advance of satisfying residency requirements.** The graduate student is responsible for making sure this plan is filed at the beginning of their program.

- g. The dissertation should be sent to the student's graduate committee at least 2 weeks prior to the defense date. If a committee member deems the dissertation not ready for defense, the committee member should tell the major professor prior to the defense meeting and, if appropriate, a new date for the defense should be scheduled.

When the defense date has been set, the student must notify the main office of the time and place. The office can then provide the necessary forms the student will need at the defense meeting. The student should check with the major professor to see if he/she requires any additional material be brought to the meeting.

Procedures must be adhered to as outlined in the regulations of the Graduate School. The *Guide in Preparing Theses and Dissertations* can be found at [https://graduate-and-international.uark.edu/\\_resources/forms/thesis-dissertation-guide.pdf](https://graduate-and-international.uark.edu/_resources/forms/thesis-dissertation-guide.pdf)

**Doctoral Degree Timetable<sup>1</sup>:**

	<u>Time Requirement</u>	<u>Date Completed Where Applicable</u>
a. General		
1) Minimum residency requirements	2 consecutive semesters with 10 or more graduate credit	_____
2) Maximum time to degree	7 consecutive calendar years	_____
b. Semester 1		
1) Declaration of Intent in order to enter PhD program	File first semester	_____
2) Residency requirement	File Declaration of Intent	_____
3) Select committee members		_____
4) Submit proposal and proposed coursework		_____
c. Semester II, III, etc.		
1) File Doctoral Advisory Committee Member Form	Minimum of 1 year prior to oral exam	_____
2) File Announcement of Doctoral Dissertation Title <sup>2</sup>	Minimum of 1 year prior to final exam	_____
3) Candidacy examination:		
a) Written	Within 2-3 years after starting for half time GA. Within 3-4 years after starting for three-quarter time GA and RA. To be completed within a two week period.	_____
b) Oral	Within one month of completing written candidacy exams	_____

<sup>1</sup>Examples of appropriate forms in **Appendix G**.

<sup>2</sup>Approval of the BioSafety Committee is required whenever a member of the academic community is conducting research involving potential human pathogens. Students will not clear for graduation who have not complied with the requirements for research committee approval, including the approval of the BioSafety Committee when appropriate.

d. Final Semester

- |  |   |       |
|--|---|-------|
| 1) Application for degree  |   | _____ |
| 2) Obtain PhD calendar for the current year  |   | _____ |
| 3) Present department seminar  |   | _____ |
| 4) Submit dissertation with abstract to committee  | Minimum of 2 weeks prior to defense date    | _____ |
| 5) Notice of final exam to Dean of Graduate School (include abstract and memo announcing date, time and place of final exam) | 10 days prior to final exam                 | _____ |
| 6) Take final exam   | Minimum of 3 weeks prior to graduation date | _____ |
| 7) Obtain final committee approval of dissertation   |   | _____ |
| 8) File Record of Progress of Doctoral Program with the Graduate School (obtained from the Graduate School)                  |   | _____ |
| 9) Obtain Graduate School approval of dissertation   |   | _____ |
| 10) Submit final copies of thesis to Graduate School   | Minimum of 1 week prior to graduation       | _____ |

**ADDITIONAL FORMS MUST BE COMPLETED AT GRADUATE SCHOOL UPON SUBMISSION OF FINAL DISSERTATION.**

**C. ADDITIONAL POLICIES GOVERNING CANDIDATES FOR ADVANCED DEGREES**

1. For those students who have received the B.S. and M.S. degrees in the Department of Crop, Soil, and Environmental Sciences at the University of Arkansas and who apply for the Ph.D. in the Department, the application must be:
  - a. Recommended by the student's graduate committee;
  - b. Reviewed by the departmental graduate committee, which will make a recommendation to the department head and the graduate faculty;
  - c. Approved by Department of Crop, Soil, and Environmental Sciences graduate faculty; and
  - d. Approved by department head.

The student applicant will be informed of the decision at each stage and retain the option of withdrawing his or her request at any stage.

For students who have received their M.S. degree (and not their B.S. degree) in the Department of Crop, Soil, and Environmental Sciences at the University of Arkansas and who wish to pursue their Ph.D. in the same Department, the following are required:

- a. Positive written recommendation from the student's M.S. committee with brief documentation of the deliberations;
  - b. Approval by department head. If necessary, in borderline cases, the department head will seek advice from the Departmental Graduate Committee.
2. Where the M.S. degree is to be by-passed, the following criteria will be used to judge the qualifications of the student to progress directly to the Ph.D. degree:
- a. Evidence of outstanding scholastic ability and achievement;
  - b. Evidence of writing ability;
  - c. Evidence of ability to carry out independent study or research;
  - d. Evidence of academic or professional experience outside the Department of Crop, Soil, and Environmental Sciences;
  - e. Approval by graduate faculty of the Department of Crop, Soil, and Environmental Sciences; and
  - f. Approval by department head.

These criteria are applied to all students considered for by-passing the M.S. degree, regardless of the source of the baccalaureate degree.

### 3. Policies Governing Departmental Seminar

- a. All faculty and graduate students in the Department of Crop, Soil, and Environmental Sciences must attend weekly Departmental seminars as a professional responsibility. Undergraduate students are encouraged to attend.
- b.
  - 1) Each candidate for either the M.S. or the Ph.D. degree is required to give a regularly scheduled departmental seminar toward the end of the degree program.
  - 2) The degree candidate is responsible for scheduling his/her seminar.
  - 3) No grade or credit hours will be awarded for departmental seminar presentations, but critique of the presentation may be helpful to the student and his/her committee. However, a rating of "pass" must be obtained for the overall seminar (i.e. presentation and abstract) for at least 50% of the faculty in attendance at the seminar. Failure to successfully pass the seminar requirement the first time will result in the seminar being re-done and passed successfully before degree requirements are fulfilled.
- c. The course entitled Scientific Presentations (CSES 5103) is recommended for all graduate students. Students are encouraged to take the course early in their degree program in order to prepare for committee meetings, for professional meetings, and for their departmental seminar.



4. Change of Objectives, Status, or Termination of Admission

a. Modification of Status

Students who wish to alter specific objectives as set forth for their admission, registration, or assistantship status must, along with approval from their major advisor and advisory committee, process whatever actions or papers are needed for that change. These changes may include modifications in status such as conditional admission to regular admission, degree status to non-degree status, a research assistantship to a graduate assistantship; simple changes in registration from audit to credit or dropping and adding a course; or numerous other changes in status. Any such modification in the status must be recorded in the Graduate School office and the departmental office not just with the student's major advisor. The student must be certain that the process of change is complete and recorded before operating under a new status.

b. Termination of Graduate Standing

A graduate student's admission status will be terminated on failure to maintain academic standards required by the Graduate School and the Department. Termination may also result when students fail to fulfill obligations within the time frame established by the Graduate School and the Department. Graduate status may be terminated before expiration of specified time under circumstances of academic dishonesty, incompetence, inefficiency, or neglect of duties; job-related misconduct; moral turpitude; financial exigency; or other unforeseen circumstances which severely deter or halt progress in the student's program.

5. Residency (Appendix A)

If the graduate student is not on an assistantship and not an Arkansas resident, he/she **must** establish in-state residency to pay only in-state tuition and fees. To be eligible for in-state tuition he/she will need to show proof of residency for at least 6 months prior to that semester's registration. Registering a car, obtaining an Arkansas driver's license, and registering to vote before the first semester here may be very important. (Students on assistantships refer to Section 6. b.).

6. Waiver of Registration Fee and Tuition for Graduate Assistantships

a. Registration Fee

Any graduate student appointed to the position of Graduate Assistant whose appointment is equal to or greater than fifty percent (50%) may be granted registration fees in addition to the stipend.

b. Non-resident Tuition

Any graduate student appointed to the position of Graduate Assistant whose appointment is equal to or greater than twenty-five percent (25%) shall, in addition to any stipend, be classified as an in-state student for tuition and fee purposes. **(These students should still begin the reclassification process above to avoid possible over charges.)**

### III. RESPONSIBILITIES WITHIN THE GRADUATE PROGRAM

## **A. RESPONSIBILITIES OF THE DEPARTMENT HEAD**

The department head is chief executive for the major professor, the advisory committee, and the student. They will serve as an ex officio member of all committees and may advise any committee member, the major professor, or the student in regard to quality of the student's performance.

Recent legislation requires each department to have an educational assessment plan for the evaluation of students as they finish their advanced degrees. In the Department of Crop, Soil, and Environmental Sciences, this plan includes a written questionnaire (**Appendix H**) and an oral exit interview with the department head in addition to the oral defense normally required for the degree.

## **B. RESPONSIBILITIES OF THE MAJOR PROFESSOR**

The major professor (advisor) should assist the student in choosing his or her graduate research project and should provide advice throughout the student's graduate program. The method and philosophy of developing and carrying out a graduate program should rest with the major professor in consultation with the student's advisory committee. The major professor with the student must develop a list of all course work with the advisory committee's approval within the first semester, and review the progress of the student regularly. An annual review of the student's progress will be conducted each May (**Appendix I**) and will be reviewed and signed by the department head, with a copy submitted to the Graduate School. The advisor should approve the student's thesis/dissertation before it is submitted to the advisory committee and should examine the final copy of the thesis/dissertation which is submitted to the Graduate School before affixing his/her signature to denote approval of the quality of the research and the mechanical and literary quality of the document.

## **C. RESPONSIBILITIES OF THE ADVISORY COMMITTEE**

Members of the advisory committee, appointed by the major professor and the department head, serve as an advisory board to both the major professor and the graduate student. They also conduct the oral exam and thesis/dissertation approval. They may also conduct written exams. Supervision of the performance of the graduate student is the responsibility of the major professor, but members of the committee may suggest course work, research techniques, or other needs that will promote success of the student's graduate program. A member of the advisory committee may serve to advise the student in a special area of expertise and coordinate portions of the student's research in agreement with the major professor. The signature of a member of the advisory committee on the student's thesis/dissertation indicates that the committee member believes the quality of both the research and the thesis/dissertation merits approval.

## **D. RESPONSIBILITIES OF THE GRADUATE STUDENT**

### **1. To the Graduate School**

It is the responsibility of the graduate student to comply with regulations governing the University of Arkansas and the graduate program as outlined in the Graduate School Catalog. Important deadlines can be met only if the student is familiar with criteria in the catalog and with notifications that are published periodically, particularly during registration procedures.

### **2. To the Department**

- a. Graduate students holding a half-time appointment are expected to work for their advisors for 20 hours per week.
- b. The Department considers it the obligation of the graduate student, and not the major advisor, to initiate all actions required for fulfilling the requirements for the degree.
- c. The graduate student who holds an assistantship should consider that position a professional obligation and fulfill responsibilities with full regard for professional ethics. Problems that arise should be discussed first with the major professor. If the major professor cannot deal with the problem, the student may consult the department head.
- d. The graduate student involved in research may sometimes be responsible for negotiating with other institutions, industries, or private individuals in relation to funds, supplies, or services. Any communications with such individuals should be conducted with full understanding of University policies and regulations and with approval from the advisor.

### **3. To the Advisory Committee**

The student's advisory committee serves both as an advisory committee for his/her graduate program and as a thesis/dissertation and written/oral examining committee. The student should seek the help of any member of the advisory committee whenever it becomes desirable during the course of study. Any major changes in the course work or research will be done in consultation with the committee members.

### **4. Professionalism**

One way of showing interest in the profession is to include oneself in the professional societies which are affiliated with the many areas of Crop, Soil, and Weed Sciences. Many of the societies are interested in having students as members so there are special rates for these students. The following is a list of societies and members who have membership information.

- a. American Society of Agronomy, Crop Science Society of America, Soil Science Society of America - Dr. Robert Bacon and Dr. Kris Brye.
- b. Weed Science Society of America – Dr. Jason Norsworthy
- c. American Society of Plant Physiology - Dr. Larry Purcell.

## **IV. UNIVERSITY SERVICES AND PROGRAMS**

### **A. THE CREDIT UNION**

If a student holds an assistantship, he/she may be eligible for membership in the UARK Federal Credit Union. Further information may be obtained from the UARK Federal Credit Union; 50 W Van Ashe; Fayetteville, AR 72702 (phone 479-521-1199).

### **B. HOUSING**

Most graduate students in the past have acquired housing off campus in Fayetteville. However, information regarding University housing for graduate and non-traditional students may be

obtained from the Director, Housing Office, 960 W Douglas St.; University of Arkansas, Fayetteville AR 72701 (phone 479-575-8450).

## **C. TRANSPORTATION**

### **1. Transit System**

Transit bus services the farm and the Alzheimer Laboratory. The University buses circuit a wide area of the city adjacent to the campus. Route maps and schedules may be obtained at the transit office. For more information: <https://parking.uark.edu/transit-services/transit-operations/maps-and-schedules.php>

### **2. Parking**

Parking for private vehicles is limited both on the campus and near the campus. A parking permit may be obtained from the Public Safety Office (ADSB-131, 479-575-2356/7275) along with maps which illustrate parking lots where the permit is valid.

### **3. Use of University Vehicles**

State vehicles are operated by the Department for official University business only. To qualify as a driver for state vehicles, one must possess a current Arkansas driver's license.

For trips out of state, as driver or passenger, a "Travel Information Sheet" form (**Appendix K**) will need to be submitted to the departmental accounting tech. two weeks prior to trips. These forms are available at PTSC 115 or at the Alzheimer Laboratory. If you are attending a conference or meeting, an abstract of research presented must be submitted with "Travel Information Sheet."

After returning from trips, whether out of state or downstate, fill out a "Statement of Traveling Expenses" form (**Appendix K**). This form not only lists vehicle expenses but also expenses for food and lodging to be claimed. Provisions can be made for travel authorization and expense claims for using a private vehicle with the travel request. Receipts need to be provided for all expenses except meals.

## **D. TYPING POLICY**

Secretaries do not type thesis and dissertations on University time with University equipment. Computers and printers are available for use by graduate students at the Alzheimer Laboratory, Plant Science (102) and Agriculture (122) buildings on campus.

Students are responsible for making copies if desired by the major professor. These copies must contain **original** signature sheets.

## **E. PROCEDURES FOR PROCESSING REQUISITIONS**

### **1. General Policy\* (Requisition form and bids)**

- a. Items costing less than \$20,000 may be ordered without a bid process. This is without tax but does include shipping. Advance purchase order numbers may be obtained from Purchasing for placing orders of immediate need. These items do not apply to state contract items (i.e., on-campus purchases from bookstore, PMC Solutions, etc.), printing or copying, paper products, or purchasing items repeatedly to avoid the bid process.

- b. Items costing between \$20,000 and \$75,000 must be bid. This can be done by fax process. See a departmental accountant to do this. Make sure freight or delivery is included in the bid price. Also, be sure to get **all** information needed, i.e.: vendor name, address, phone number, and name of person quoting the price.
- c. Orders over \$75,000 require formal bids and are processed by the Purchasing Department.
- d. Make sure all prices are current. Freight costs **must** be included in these limits, but not tax.

\* Once the item is received, return packing slips to bookkeeping to facilitate payment of the invoice. The person who receives the order should sign and date the packing slip before turning it into departmental bookkeeping personnel in the appropriate office.

## **F. COMMUNICATIONS**

### **1. Mail and Messages**

Graduate students will have access to a telephone in or near their office and will be assigned a mailbox in Room 102 of the Plant Science Building or at the Alzheimer Laboratory.

### **2. Job announcements**

Job announcements are on file in PTSC 113, or on the Departmental Web

### **3. Use of Telephones**

Please limit personal use of the phones for local calls in order to keep lines available for business and professional calls. A student should not make personal long-distance calls from university phones.

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# Appendix A

## INSTRUCTIONS FOR APPLYING FOR RECLASSIFICATION

University of Arkansas Board of Trustees Policy governing reclassification states that the burden of proof is on the person seeking to be reclassified. Evidence must be presented to show the following:

- 1) Has established financial independence and has left the parental home.
- 2) Has established in this state a home of permanent nature as manifested by Good Faith Acts.
- 3) Has physically resided in Arkansas for at least six consecutive months prior to the beginning of the term for which fees are to be paid, and
- 4) Has an expectation of remaining in the state beyond graduation.

Becoming domiciled in Arkansas means that a person has severed all legal ties to other states or foreign countries and has established such ties with Arkansas.

There are four categories of documents required to prove qualification for reclassification.

**1) Independence.** This is in the form of copies of the student's Federal Tax returns for the previous year. The student is unmarried and under the age of 23, the student must submit evidence of their financial support and a copy of his or her parent's Federal Tax return.

### 2) Good Faith Acts.

- |  |   |
|--|---|
| A) Arkansas driver's license                                     | F) Assessment of real property  |
| B) Arkansas vehicle registration                                 | G) Establishment of bank accounts<br>(letter form bank stating date the<br>account was opened and is<br>currently active) |
| C) Arkansas voter's registration*                                |   |
| D) Arkansas state income tax return                              |   |
| E) Assessment of personal property<br>(i.e. vehicle, boat, etc.) |   |

Some of the above examples may not apply to everyone. For example, if one does not own a car, vehicle registration is not applicable to the case, although the fact that a vehicle is not owned should be included in the notarized statement. \*Voter's registration is not required, but if it is held anywhere, it should be in Arkansas. **Such good faith actions must be taken at least six months prior to the beginning of the term requested.** If any of the listed items do not apply, tell us why in your statement. **Notice:** These good faith acts may be a matter of convenience or a legal requirement for a student rather than evidence of establishing a new, permanent residence and do not, in themselves, determine residency.

**3) Physical Presence.** This may take the form of evidence of continuous enrollment at the University, OR a letter from an employer verifying work in the state AND a housing agreement (deed, lease, etc.). The evidence must clearly show that the student has actually lived in Arkansas, not merely maintained an address in the state.

**4) Expectation of remaining in the state** beyond graduation should be included in the applicant's statement.

Other items may also have a bearing on residency determination. Ownership of property is neither necessary nor sufficient to establish a true residence, but ownership of a home in Arkansas in which one lives would be supportive evidence of one's intent to remain in the state. Evidence of financial ties in the state are relevant to the establishment of a bona fide home.

All documentation submitted with the application must be in the form of photocopies of the documents clearly showing the date of each action.

We recommend that you carefully read the actual Board Policy attached to this application. What is critically important to the Board is not the good faith acts, the length of residence, the age of the student, or the promise of employment in Arkansas after graduation. These are all part of the effort to determine, or measure, the extent to which you have severed out-of-state ties and established a new home in Arkansas. **CLASSIFICATION AS AN IN-STATE RESIDENT FOR TUITION AND FEES PURPOSES WILL BE DETERMINED ON THE BASIS OF WHETHER THE APPLICANT HAS MET THE REQUIREMENTS OF THE BOARD POLICY, NOT ON WHETHER SUFFICIENT "GOOD FAITH ACTS" HAVE BEEN PRESENTED.**

**The completed application must be notarized before it is returned to the Registrar's Office,** University of Arkansas, 146 Silas Hunt Hall, Fayetteville AR 72701. You may call with questions or concerns at (479) 575-5454 or email at [regrinfo@uark.edu](mailto:regrinfo@uark.edu).

A written reply will be sent indicating approval, disapproval, or the need for additional information.

**University of Arkansas**  
Office of the Registrar  
Application for Reclassification  
As  
Arkansas Resident for Fee Purposes

- This form must be received by the Office of the Registrar no later than the fifth day of classes for the semester for which reduced tuition is requested (second day of classes for summer sessions). **Applications received after the deadline will be considered for the next semester.**
- **Allow a minimum of two weeks for your application to be evaluated.** The results will be mailed to you at the address indicated on your application notifying you of approval, denial, or the need for additional information.
- Tuition and fee payments are due before the start of each semester. You are expected to pay your entire bill even if you expect a favorable decision after the tuition due date, the out-of-state fees you have paid will be refunded at that time.
- You may supply additional information or documents in support of your request to the Campus Classification Review Officer should you receive an unfavorable decision. Appeals of the decision by the Review Officer should be directed to the Registrar in writing.
- Except under unusual circumstances, your application will be denied at the end of the term if documentation is not complete. To reapply for a future term, additional documentation and/or a new application may be required.
- **THERE IS NO DEFERMENT OF OUT-OF-STATE TUITION WHILE AWAITING A DECISION ABOUT YOUR APPLICATION OR ANY APPEALS RESULTING FROM AN APPLICATION UNLESS AN EXPLICIT WRITTEN EXCEPTION IS GRANTED BY THE STUDENT ACCOUNTS SUPERVISOR. ALL FEES ARE TO BE PAID BY THE PUBLISHED DUE DATES.**
- **A STUDENT WHO KNOWINGLY GIVES ERRONEOUS INFORMATION IN AN ATTEMPT TO EVADE THE PAYMENT OF "OUT-OF-STATE" FEES MAY BE SUBJECT TO DISMISSAL FROM THE UNIVERSITY.**



**APPENDIX B**

**VERIFICATION OF INTENT TO REGISTER FOR GRADUATE STUDENTS**

DATE: \_\_\_\_\_ ADVISOR: \_\_\_\_\_

NAME: \_\_\_\_\_ STUDENT ID# \_\_\_\_\_

This is to verify that I have/am registered for a total of \_\_\_\_\_ hours for the following

term: Term: (check one) In-State \_\_\_\_\_  
Out-of-State \_\_\_\_\_

\_\_\_\_\_ Spring Semester 2019

\_\_\_\_\_ Summer Semester 2019

\_\_\_\_\_ Fall Semester 2019

Course hours:

\_\_\_\_\_ Hours of Thesis (CSES 600)  
\_\_\_\_\_ Hours of Dissertation (CSES 700)  
\_\_\_\_\_ Hours of Special Problems (CSES 502V)

Course ID	Title
_____	_____
_____	_____
_____	_____
_____	_____

Signed: \_\_\_\_\_

**REQUIREMENTS:**

Half-time Graduate Assistant Appointment:

Students on half-time Graduate Assistantship appointments are required to register as follows:

6 hours Fall/Spring Semesters (maximum of 10 hours)

3 hours (with a maximum of 4) for each six-week summer term. If appointment is made during any of the summer terms, registration is required for the remaining terms.

**NOTE: This form must be filled out and returned to the Main Office before a fee waiver is issued.**

## APPENDIX C

### Residence Requirement

After being admitted to the degree program, a student must fulfill a residence requirement by completing a minimum of two consecutive semesters of full-time graduate study (nine hours or more per semester unless the student is on an assistantship), either fall-spring, spring-fall, spring-summer or summer-fall (minimum 6 hours of registration in the summer unless the student is on an assistantship). This period of residence is independent of, and in addition to, that required for any other graduate degree. (Note: Individual degree programs may have different residency requirements.) During this period of residence, the student must be continually involved on a full-time basis with the on-site academic, scholarly, and research activities of the academic department (or corresponding academic unit) in which the degree program is administered.

A student who does not concurrently hold appointment as a Graduate Assistant must satisfactorily complete a minimum of nine semester hours, including dissertation credits, during each fall or spring semester or six hours during the summer counted in the residence period. For degree purposes, any graduate credit course offered by the University of Arkansas, Fayetteville, via distance education (regardless of class sites) will be counted as residence credit. For students who hold appointments as Graduate Assistants this requirement is six semester hours per semester if the appointment is for 50 percent time and nine semester hours per semester if the appointment is for 25 percent time. A student not on an assistantship who intends to satisfy one semester of the residence period during the summer must satisfactorily complete a minimum of six semester hours of such work during the summer. For a student holding a concurrent assistantship of 25 percent or 50 percent time in the summer, this requirement is three semester hours per any five- or six-week summer session.

Students who also hold appointments at a university within the state of Arkansas, other than those of Graduate Assistant for half time or more will be considered to contribute to the residence requirements only for semesters or 12 weeks in the summer during which all of the following criteria are met: 1) the duties of the appointment primarily involve degree-related academic or scholarly activities such as dissertation research; 2) the departmental chairperson (or corresponding administrator) and the student's Doctoral Program Advisory Committee certify that the duties of the appointment do not interfere with the appointee's regular participation as a student. On an essentially full-time daily basis, in the normal on-site academic, scholarly, and research activities of the department and degree program and the associated scholarly demands thereof; 3) the student is enrolled in a minimum of two consecutive major semesters of six semester hours, or a minimum of consecutive enrollment of a minimum of six hours in one major semester and a minimum summer term of three hours and 4) file a plan for approval by the Graduate Dean in advance of satisfying residence requirements.

From pages 51 of the 2010-2011 Graduate Catalog.

**University of Arkansas**  
**Board of Trustees Policy 520.8**  
January 18, 1985

**STUDENT RESIDENCE STATUS FOR TUITION AND FEE PURPOSES**

**I. Purpose**

The purpose of these regulations is to enable the administrative officers of the University of Arkansas to classify students for the purpose of paying student fees, as either “in-state” or “out-of-state”, so as to accord fairness and equity to the students of the University and to the public which provides support for the educational services provided by the University.

**II. Initial Classifications**

- A. A student shall be admitted to the University in an “in-state” or “out-of-state” status for university fee purposes, as established under these regulations. Except as otherwise provided under these regulations, a student classified as “in-state” for university fee purposes at the time of admission must have established a bona fide domicile in Arkansas and must have resided continuously in this state in that bona fide domiciliary status for at least six consecutive months prior to the beginning of the term or semester for which fees are paid.
- B. A bona fide domicile is a home of apparent true, fixed and permanent nature, a place of actual residing for all purposes of living that may be distinguished from a temporary sojourn in this state as a student. The person claiming domicile in Arkansas must provide evidence of permanent connection with the State of Arkansas and demonstrate the expectation of remaining in the state beyond graduation. For purposes of implementing these policies, the Administration is directed to articulate standards which will be applied in making the determination of residence.
- C. Except as otherwise provided under these regulations, the domicile of an adult (18 years of age or older) or emancipated minor student shall be determined on the basis of his or her own domicile.
- D. Except as otherwise provided under these regulations, the domicile and residence of an unemancipated minor student (less than 18 years of age) or an unmarried dependent who has not attained the age of 23 is legally that of the parents or surviving parent; or such other person legally standing in the place of a parent to the student and with whom the student in fact makes his/her home and who has been making substantial contributions to the support of the student for at least six consecutive months prior to the term or semester for which the fees are paid.
- E. A student who cannot satisfy the criteria for Arkansas domicile and residence will be classified as an “out-of-state” student and will pay fees and tuition accordingly. The student on a temporary visa will be classified as a foreign student and will pay non-resident tuition and fees. A student who has been granted a permanent visa and has been domiciled in Arkansas for six consecutive months following receipt of the permanent visa and has been domiciled in Arkansas for six consecutive months following receipt of the permanent visa shall be classified as an Arkansas resident for fee purposes.
- F. The responsibility for registering under a proper classification for student fee purposes is placed upon the student. It is the duty of each student at each time of registration to call any question about residency classification status to the attention of the campus classification review officer in a timely fashion in order that the question may be settled (see IV Procedures).
- G. The six-month period required in paragraph A of these regulations may be waived for person, their spouses, and their unmarried children (who have not yet attained the age of 23) who move to Arkansas<sup>1</sup> with attendance at the University only a by-product of the primary purpose of establishing domicile in this state.
- H. An unmarried student who has not reached the age of 23 years having one parent residing in Arkansas (for at least six consecutive months immediately prior to the beginning of the term or semester in which the fees are to be paid) may be considered an “in-state” student for fee

purposes, even if that student resided outside the state with the other parent before coming to Arkansas to attend the University.

- I. Marriage is recognized as emancipation for both females and males.
- J. The spouse of a person continuously domiciled in Arkansas (for at least six consecutive months immediately prior to the beginning term or semester in which the fees are to be paid) upon request shall be classified as “in-state” for fee purposes.

### **III. Reclassifications**

- A. The initial classification of a student will not prejudice a different classification for the following terms or semesters. However, a student’s prior domicile is assumed to continue until he/she clearly establishes a new domicile in Arkansas (see IV Procedures).
- B. A student previously classified as “out-of-state” may be reclassified as “in-state” for fee purposes if he/she has established a bona fide domicile in Arkansas and has resided continuously in this state in that bona fide domiciliary status for at least six consecutive months prior to his/her reclassification by the University. In order for an adult or an emancipated minor to establish a bona fide domicile in Arkansas for fee purposes, he/she must have left the parental home, must have established in this state a home of a permanent character as manifested objectively by good faith acts, and must have the expectation of remaining in this state beyond graduation. The single fact of presence in Arkansas for at least six months of attendance as a student enrolled in the University of Arkansas, or any other education institution, neither constitutes nor necessarily precludes reclassification as one domiciled in Arkansas, but will be a factor to be considered.

<sup>1</sup>For the purpose of this policy, dependents are the spouse and unmarried children who are legal dependents as defined by the IRS.

**University of Arkansas Board of Trustees Policy 520.8 continued.**

### **IV. Procedures**

- A. A student shall have the burden of establishing any claim that he/she is entitled to be treated as “in-state” for fee purposes. Persuasive evidence to that effect must be presented in writing and verified under oath by the student. Mere claims of local domicile and duration of stay are of little weight. A student who knowingly gives erroneous information in an attempt to evade the payment of “out-of-state” fees may be subject to dismissal from the University.
- B. All disputed classifications for the student fee purposes, whether at initial enrollment or subsequent enrollments, and all disputed reclassifications will be decided initially on each campus by a classification review officer designated by each Chancellor.
- C. The Chancellor of each campus will designate a campus classification appeal officer to receive petitions from decisions made by the campus classification review officer. Each campus classification appeal officer may, in his/her discretion, make investigations, receive evidence, and conduct informal hearings. After considering the case, the campus classification appeal officer will render a decision and notify the affected student of the decision in writing. Any decision of the campus classification appeal officer may be appealed to the Vice President for Academic Affairs of the University of Arkansas System, who shall recommend final disposition to the President of the University.
- D. Written notice of the appeals procedure will be provided to each student raising a question about his/her status with the campus residency classification officer.
- E. Determination of domicile will be based on a review of all pertinent facts, evidence, and circumstances which collectively show, in an objective and clear manner, the actual domicile of the student.

## RESIDENCE STATUS OF NATIVE AMERICANS

Native American people in other states belonging to tribes which formerly lived in Arkansas before relocation, and whose names are on the rolls in tribal headquarters, shall be classified as in state students of Arkansas for tuition and fee purposes, on all campuses of the University of Arkansas. Tribes so identified include the Caddo, Cherokee, Chickasaw, Choctaw, Creek (Muskogee), Delaware, Kickapoo, Osage, Peoria, Quapaw, Shawnee, and Tunica.

## RESIDENCE STATUS OF MEMBERS OF THE ARMED FORCES AND DEPENDENTS

Effective January 1, 1975, members of the Armed Forces who are stationed in the State of Arkansas pursuant to military orders, and their unemancipated dependents, shall be entitled to classifications as in-state students for fee paying purposes (per Arkansas Stat. Ann 80-3366).

Persons continuously domiciled in Arkansas for at least twelve consecutive months who enter active military service from this state and who maintain Arkansas as the permanent home of record while on active military duty, and their dependents<sup>2</sup> shall be entitled to classification as in-state student for fee paying purposes. This provision is forfeited if the military person does not return to Arkansas within twelve months after separation, discharge, or retirement from active duty.

## RESIDENCE STATUS OF STUDENTS FROM TEXARKANA, TEXAS AND BOWIE COUNTY, TEXAS

In accordance with the reciprocity agreement described in H.C.R. 32, signed by the Governor of Arkansas on February 12, 1985, residents of Texarkana, Texas, and Bowie County, Texas, will be classified as in-state students for university fee purposes at the University of Arkansas.

## WAIVER OF REGISTRATION FEE AND TUITION FOR GRADUATE ASSISTANTS

### Registration Fee

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

### Non-Resident Tuition

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

<sup>2</sup>For the purposes of this policy, dependents are spouse and unmarried children who are legal dependents of the military person as defined by the IRS.

**University of Arkansas**  
**Application for Reclassification as "In-State" for Tuition Purposes**

Name \_\_\_\_\_ SS# \_\_\_\_\_

Age \_\_\_\_\_ Date of Birth \_\_\_\_\_ Place of Birth \_\_\_\_\_  
month day year

Permanent home address \_\_\_\_\_ ( )  
street city state zip telephone

Local home address \_\_\_\_\_ ( )  
street city state zip telephone

College of Enrollment (Arts & Sciences, Education, Engineering, Graduate, etc.) \_\_\_\_\_

Date of first U of A enrollment \_\_\_\_\_ Date of last semester attended \_\_\_\_\_

Father's Name \_\_\_\_\_ His address \_\_\_\_\_

Mother's Name \_\_\_\_\_ Her address \_\_\_\_\_

Parents are: Together \_\_\_\_\_ Divorced If divorced, and you are under age, what are the custody arrangements?

Your most recent previous address:

Since \_\_\_\_\_ I have lived continuously in Arkansas at the following address(es):

\_\_\_\_\_ Dates \_\_\_\_\_

\_\_\_\_\_ Dates \_\_\_\_\_

Your marital status: Single \_\_\_\_\_ Married \_\_\_\_\_ Separated \_\_\_\_\_ Divorced \_\_\_\_\_

If married, name of spouse \_\_\_\_\_ Date of marriage \_\_\_\_\_ Place  
Occupation of spouse \_\_\_\_\_ Is spouse an Arkansas resident? Yes \_\_\_\_\_ No \_\_\_\_\_

Are you independent of your parents, or is your application based on a parent's residency status?

What are the sources of your financial support? If several, show amounts or percentages.

Parents \_\_\_\_\_ Employment \_\_\_\_\_ Investment income \_\_\_\_\_ Other(explain) \_\_\_\_\_

How will your sources of support change while you attend the University? \_\_\_\_\_

If foreign born:

Have you been naturalized? Yes \_\_\_\_\_ No \_\_\_\_\_ Type of visa \_\_\_\_\_ Date obtained \_\_\_\_\_

Have you declared an intent to become a U.S. citizen? Yes \_\_\_\_\_ No \_\_\_\_\_

Tell us which year and term you would like your reclassification to take effect. Fill in the year, check the term.

Year \_\_\_\_\_ Spring \_\_\_\_\_ Summer I \_\_\_\_\_ Summer II \_\_\_\_\_ Fall \_\_\_\_\_



**APPENDIX D**  
**Department of Crop, Soil, and Environmental Sciences**  
**Graduate Assistantship**  
**Agreement and Acceptance**

**STUDENT IDNUMBER:** \_\_\_\_\_

**NAME:** \_\_\_\_\_

**DATES OF APPOINTMENT:** \_\_\_\_\_

**PERCENT OF APPOINTMENT:**     25%             50%             other \_\_\_\_\_

**STIPEND FOR THE PERIOD:**    9 month: \$ \_\_\_\_\_ 12 month \$ \_\_\_\_\_ Summer: \$ \_\_\_\_\_

**DEPARTMENT(S) OF APPOINTMENT:** \_\_\_\_\_

**IMMEDIATE SUPERVISOR(S):** \_\_\_\_\_

**TUITION AND COURSE INFORMATION**

1) All graduate assistants are required to earn a minimum number of graduate level credits and are limited to a maximum number of graduate level credits each semester and/or summer session on appointment exclusive of audit credits. Any enrollment over 15 hours must be approved by the Graduate Dean.

See

<https://graduate-and-international.uark.edu/index.php>

(A) Fall/Spring Semesters:

IF PERCENT APPOINTMENT IS:    MUST EARN MIN. CREDITS PER SEMESTER\*

Less than 50%	9
50%	6

(B) Summer Sessions:

- All graduate assistants on 12-month appointment will receive maximum tuition reimbursement for eight hours if contract extends over entire summer session (10-12 weeks) and must be enrolled in a minimum of 3-hours during the summer.
- All graduate assistants on 9-month appointment, who are separately employed during the summer, will receive maximum tuition reimbursement of four hours per term (five-six weeks) of employment and must be enrolled in a minimum of 3-hours during the summer.

(2) All graduate assistants on a 50 percent appointment will have tuition paid as part of the graduate assistant contract. Graduate assistants with appointments from 25 to 50 percent will have out-of-state tuition paid.

**GENERAL STATEMENT**

Responsibilities as a Graduate Student with the Crop, Soil, and Environmental Sciences (CSES) Department at the University of Arkansas are outlined below as required by the Graduate School. This explanation of *Expected Duties* will be forwarded to the Graduate School and placed in your student file after you have read and signed it.

Your responsibilities and obligations as a graduate student on assistantship are outlined in the *CSES Graduate Student Handbook* that was provided to you when you started your degree program. If you are not familiar with these guidelines, you should read this information so that you are familiar with the standards and requirements established by the CSES Department. Additional information is available from the Graduate School website at the following URL - <https://graduate-and-international.uark.edu/index.php>



Student's Name: \_\_\_\_\_

**STUDENT RESPONSIBILITIES**

The standard duties expected of a 1/2 time research graduate assistant making satisfactory progress towards a degree include (*Note: these are your duties and not those associated with your 1/2 time research appointment*):

- 1) Maintain a satisfactory academic standing through regular classroom attendance and completion of the required course work in the time defined by the instructor(s).
- 2) Preparation of a comprehensive literature review and proposal describing the assigned research project,
- 3) Conduct and oversee all research methods for the assigned research project in such a manner that satisfactory progress is made towards data collection, scientific analyses, statistical analyses, and writing the final thesis so that the degree defined above can be earned within the -year period defined by your assistantship (starting date). The major professor will provide reasonable assistance and guidance in this endeavor.
- 4) Maintain up-to-date records with the Graduate School and CSES Department for reporting thesis title, committee members, and other required records.
- 5) Participation in professional meetings by presentation of research results.
- 6) International graduate assistants cannot have greater than a 50% appointment without prior written authorization from the Office of International Students and Scholars.
- 7) Graduate students on assistantship DO NOT earn vacation or sick leave.

**STUDENT RESPONSIBILITIES ASSOCIATED WITH 1/2 TIME RESEARCH APPOINTMENT**

As a graduate student holding a 1/2 time Research Assistant appointment you are expected to work 20 hrs per week for your major advisor. Duties that you may be asked to perform during this 20 hr per week period may include the following duties associated with the major professor's teaching, research and service appointment:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

*Note, appropriate instruction will be given for assigned duties that are unfamiliar to the student.*

The above defined duties require that the student be accessible for reasonable and normal hours in the assigned office or laboratory space. The assigned office and laboratory spaces are located in the\_\_\_\_\_. Office hours totaling 20 hr/wk should be posted in clear view near the student's workspace (i.e., desk). The student is expected to be within the building during this time. If the student is away from the assigned workspace, a note stating his or her location should be posted. The major professor (or other appropriate staff such as Research Specialist) should be notified by phone (\_\_\_\_\_) or email message (\_\_\_\_\_) when absence from the assigned locations will or does occur.

Student's Name: \_\_\_\_\_

**\*\*\* NOTE \*\*\***

**IF A GRADUATE ASSISTANT IN ANY WAY BREAKS THIS CONTRACT BY WITHDRAWING FROM THE UNIVERSITY, DROPPING BELOW THE MINIMUM REQUIRED REGISTRATION CREDITS, OR IN ANY OTHER WAYS NOT SATISFACTORILY MEETING THE REQUIREMENTS OF THE APPOINTMENT, THAT PERSON WILL BE REQUIRED TO REIMBURSE THE UNIVERSITY ON A PRO RATA BASIS FOR ALL TUITION AND FEES PAID FOR HIM OR HER FOR THAT SEMESTER.**

**FOR POLICIES RELEVANT TO GRADUATE ASSISTANTSHIPS, PLEASE SEE THE CSES GRADUATE STUDENT HANDBOOK, GRADUATE ASSISTANT GRIEVANCE POLICY, AS WELL AS RELATED POLICIES, ON THE GRADUATE SCHOOL WEB SITE**

**[HTTPS://GRADUATE-AND-INTERNATIONAL.UARK.EDU/INDEX.PHP](https://graduate-and-international.uark.edu/index.php)**

By my signature below, I verify that I have read this agreement, understand and accept the terms outlined within, and agree to abide by these policies. If circumstances change such that I am not able to fulfill the duties of my assignment, I agree to notify my immediate supervisor immediately.

**This agreement will be considered null and void if I am not fully accepted for Graduate Admission.**

_____	_____
Date	Student Signature
_____	_____
Date	Major Advisor
_____	_____
Date	Department Head

Please leave phone number where you can be reached:

Home: \_\_\_\_\_

Work: \_\_\_\_\_

## **APPENDIX E**

### **AWARDS**

1. Spooner Scholar Award
2. Outstanding M.S. Graduate Student Award
3. Outstanding Ph.D. Graduate Student Award
4. Gerald O. Mott Meritorious Graduate Student

## **SPOONER SCHOLAR AWARD**

Crop, Soil, and Environmental Sciences Department  
University of Arkansas, Fayetteville

Contributors to the A.E. (Art) Spooner Scholarship Fund will be promoting the education of outstanding students from the Crop, Soil, and Environmental Sciences Department and will be recognizing the total contribution which Dr. Spooner made to his world and his profession. Dr. Spooner dedicated himself to the things he believed in -- his family, his church, his community, his profession, and his country. His total dedication was exemplary. After service to his country in World War II, for which he received a purple heart, his aggressive pursuit of solutions to agronomic problems concerning forages for livestock and land reclamation of mine spoils earned him state, regional, national, and international acclaim. The Spooner Scholar Award is established as a living tribute to Art Spooner. Its recipient must be an outstanding individual fully capable of representing a continuation of the dedication of Art Spooner to his profession -- a living tribute.

The objective of the award is to provide the recipient an academic and professional experience through exposure to his or her field in the areas of extension, industry, and academe. The Spooner Scholar Award shall defray traveling expenses for one to three tours covering a total of three weeks with allowable expenses being defined as those governed by the travel guidelines adopted for the University of Arkansas faculty and staff. The recipient shall be encouraged to spend (1) one week with an Extension Specialist active in the student's area of interest, (2) one week with a person in industry employed in an area of interest to the recipient, and (3) one week at another Land Grant University observing the work of a Professor specializing in an area of interest to the student. One, two, or all three tours may be awarded to one student. Since the purpose of the scholarship is to broaden the student, preference will be given to proposals of a complete program of three one-week tours. Each tour will be planned in advance with prior approval and endorsement by the tour host and documented by the recipient's major professor. Each recipient will report on his or her award to the Agronomy graduate students when the tour is completed.

Any graduate student in Crop, Soil, and Environmental Sciences shall be eligible to apply for the Spooner Scholar Award after at least two full semesters of graduate work have been completed. Grades, intellectual aggressiveness, and leadership potential shall be the criteria for selection, and the standing Crop, Soil, and Environmental Sciences Awards Committee shall choose the recipient from those recommended by their Major Professors. One, more than one, or none will be awarded annually. The selection committee will be responsible for selecting scholars fully capable of representing the total image of Dr. Art Spooner. The recipient's permanent record will show the Spooner Scholar Award.

## SPOONER SCHOLAR AWARD<sup>1</sup>

Department of Crop, Soil, and Environmental Sciences, University of Arkansas

Approximate deadline for submission: **February 1**

### Cover Sheet of Application Should be as Follows:<sup>2</sup>

Nominee: \_\_\_\_\_ E-mail address: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Degree Pursued: \_\_\_\_\_ Research Area: \_\_\_\_\_  
(e.g. soil chemistry)

Student Status: GA \_\_\_\_\_, Other \_\_\_\_\_, and date started \_\_\_\_\_  
(Month & year)

Degrees Earned and GPA:

Institution: (B.S.) \_\_\_\_\_ (M.S.) \_\_\_\_\_

Grade-point average: B.S. \_\_\_\_\_ M.S. \_\_\_\_\_

### On Separate Pages Supply the Following Information:

**Student Statement (50%):** Limit 2 pages single spaced in the form of a preproposal.

Include the following:

- (a) Justification and background (with relevant literature citations)
- (b) Objectives
- (c) Approach with brief details of intended visit(s)
- (d) Significance to program
- (e) Estimated budget (on a separate page)

**Publications (5%):** List the details of personal publications under headings of: Refereed Papers, Non-Refereed Papers, AES Bulletins, and Abstracts. Manuscripts that have been "accepted" and "in press" may be listed, but those "in review" or "in preparation" should not be included.

**Presentations (5%):** Indicate whether senior author and if an invited presentation.

**Awards/Recognition (5%):** List on a separate sheet of paper.

**Service and Offices Held (5%):** List on a separate sheet of paper.

**Major Professor's Evaluation (15%):** Limit to 1 page.

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<sup>1</sup> The objective of the award is to provide the recipient an academic and professional experience through exposure to his or her field in the areas of extension, industry and academe. Nominations will be called for each January and the award, if any, made in March at the departmental banquet. This will allow the recipient to plan ahead for the summer program. The recipient will be expected to report on his/her visit to the CSES Graduate Students. Students should be encouraged to apply early in their M.S. or Ph.D. programs so as to be able to receive the full benefit of the award.

<sup>2</sup> Applicants that do not follow these guidelines or omit documentation that is called for will be viewed unfavorably.

<sup>3</sup> Percentage weight given to each category for judging purposes.

# OUTSTANDING M.S. GRADUATE STUDENT<sup>1</sup>

Department of Crop, Soil, and Environmental Sciences, University of Arkansas

Approximate deadline for submission: **January 8**

## Cover Sheet of Application Should be as Follows:<sup>2</sup>

**Nominee:** \_\_\_\_\_ E-mail address: \_\_\_\_\_  
Address: \_\_\_\_\_ Telephone: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Degree Award Pursuing:** \_\_\_\_\_ **Research Area:** \_\_\_\_\_  
(e.g. Soil chemistry)

**Appointment Status:** GA \_\_\_\_\_, Other \_\_\_\_\_, and date started \_\_\_\_\_  
(Month and year)

### **Degrees Earned and GPA:**

Institution (B.S.): \_\_\_\_\_ Other: \_\_\_\_\_  
Grade Point Average: B.S. \_\_\_\_\_

## On Separate Pages Supply the Following Information:<sup>2</sup>

GPA for present degree (20%)<sup>3</sup>: \_\_\_\_\_ Attach transcript.

**Student Statement** (25%): Include the following:

- (1) A brief description of thesis including title, objectives, significance and progress to date.
- (2) Accomplishments thus far, and
- (3) Aims, goals and aspirations for future contributions to agriculture. (Limit 2 pages single-spaced).

Indicate your wish to use this application for the Mott Meritorious Award in Crop Science \_\_\_\_\_

List these on separate pages:

**Publications** (10%): List the details of personal publications under headings of: Refereed Papers, Non-Refereed Papers, AES Bulletins, and Abstracts. Manuscripts that have been “accepted” and “in press” can be listed, but those “in review” or “in preparation” should not be listed.

**Presentations** (10%): Indicate whether senior author and if an invited presentation.

**Awards/ Recognition** (10%): List on separate sheet of paper.

**Service and Offices Held** (10%): List on a separate sheet of paper.

**GPA for current degree** (20%): Attach official transcript.

**Major Professor's Evaluation** (15%): Limit to 1 page.

<sup>1</sup> Eligibility: Students currently in a M.S. in the August or December prior to the deadline.

<sup>2</sup> Applicants not following the guidelines or omitting documentation will be viewed unfavorably.

<sup>3</sup> Percentage weight given to each category for judging purposes.

# OUTSTANDING PhD GRADUATE STUDENT<sup>1</sup>

Department of Crop, Soil, and Environmental Sciences, University of Arkansas

Approximate Deadline for Submission: **January 8**

## Cover Sheet of Application Should be as Follows:<sup>2</sup>

**Nominee:** \_\_\_\_\_ E-mail address: \_\_\_\_\_  
Address: \_\_\_\_\_ Telephone: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Degree Award Pursuing:** \_\_\_\_\_ Research  
Area: \_\_\_\_\_ (e.g. Soil chemistry)

**Appointment Status:** GA \_\_\_\_\_, Other \_\_\_\_\_, and date started \_\_\_\_\_  
(Month and year)

### **Degrees Earned and GPA:**

Institution (B.S.): \_\_\_\_\_ M.S. : \_\_\_\_\_  
Grade Point Average: B.S. \_\_\_\_\_

## On Separate Pages Supply the Following Information:<sup>2</sup>

**Student Statement (25%):** *Limited to 2 pages single spaced, 12-point font.*

Include:

- (1) A brief description of dissertation including title, objectives, significance and progress to date.
- (2) Accomplishments thus far.
- (3) Aims, goals and aspirations for future contributions to agriculture.

*List these on separate pages:*

**Publications (10%):** List the details of personal publications under headings of: Refereed Papers, Non-Refereed Papers, AES Bulletins, and Abstracts. Manuscripts that have been “accepted” and “in press” can be listed, but those “in review” or “in preparation” should not be included.

**Presentations (10%):** Indicate whether senior author and if an invited presentation.

**Awards/ Recognition (10%):** List on separate sheet of paper.

**Service and Offices Held (10%):** List on a separate sheet of paper.

**GPA for Current Degree (20%):** Attach official transcript.

**Major Professor's Evaluation (15%):** Limit to 1 page.

<sup>1</sup> Eligibility: Students currently in a Ph.D. program or already awarded the Ph.D. in August or December prior to the deadline.

<sup>2</sup> Applicants not following these guidelines or omitting documentation will be viewed unfavorably.

<sup>3</sup> Percentage weight given to each category for judging purposes.

# GERALD O. MOTT MERITORIOUS GRADUATE STUDENT IN CROP SCIENCE<sup>1</sup>

Department of Crop, Soil, and environmental Sciences, University of Arkansas

Approximate deadline for submission: **January 8**

## **Cover Sheet of Application Should Be as Follows:<sup>2</sup>**

Nominee: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Degree Award Pursuing: \_\_\_\_\_ Research Area: \_\_\_\_\_

(e.g. Soil Chemistry)

Appointment Status: GA \_\_\_\_\_, Other \_\_\_\_\_, and date started \_\_\_\_\_

(Month & Year)

Degrees Earned and GPA:

Institution: B.S. \_\_\_\_\_ M.S. \_\_\_\_\_

Grade Point Average: B.S. \_\_\_\_\_ M.S. \_\_\_\_\_

## **On Separate Pages Supply the Following Information:<sup>2</sup>**

**Student Statement** (25%):<sup>3</sup> *Limit 2 pages, single spaced, 12-point font.*

Include the following:

- (1) A description of thesis/dissertation including title, objectives, significance and progress;
- (2) Accomplishments thus far;
- (3) Aims, goals and aspiration for future contributions to your field.

*List these on separate pages:*

**Publications** (10%): List the details of personal publications under headings of: Refereed Papers, Non-Refereed Papers, AES Publications, and Abstracts. Manuscripts that have been “accepted” and “in press” may be listed, but those “in review” or “in preparation” should not be included.

**Presentations** (10%): Indicate whether senior author and if an invited presentation.

**Awards/Recognitions** (10%): List on a separate sheet of paper.

**Service and Offices Held** (10%): List on a separate sheet of paper.

**GPA for Current Degree** (20%): Insert official transcript here.

**Major Professor’s Evaluation** (15%): Limit to 1 page.

<sup>1</sup>The Crop Science Society of America recognizes outstanding crop science graduate students from U.S. departments of crop science. Eligibility: Must be enrolled in a CSES graduate program during spring semester and have completed at least one year of graduate work leading to a M.S. or Ph.D. degree within any crop science related discipline. Must be a member of the American Society of Agronomy or Crop Science Society of America. The CSES awardee may compete nationally for the G.O. Mott Scholarship. Applicants for Outstanding M.S. and Ph.D. awards may use the same document as an application for this award.

<sup>2</sup>Applicants not following the guidelines or omitting needed documentation will be viewed unfavorably.

<sup>3</sup>Percentage weight given to each category for judging purposes.



## **APPENDIX F**

### **Master's Degree Forms**

1. Memorandum of Courses
2. Master's Calendar
3. Master's Program Advisory Committee Form
4. Master's Thesis Committee Form
5. Master's Thesis Title
6. Record of Progress – Master's Program

**MEMORANDUM OF COURSES**  
**UNIVERSITY OF ARKANSAS**  
**DEPARTMENT OF CROP, SOIL, AND ENVIRONMENTAL SCIENCES**

(To be filled out by candidates for the master's degree by the end of the first semester of enrollment.)

Name \_\_\_\_\_ Date \_\_\_\_\_

Fayetteville Address \_\_\_\_\_ Phone \_\_\_\_\_

\_\_\_\_\_  
 (Previous degrees and schools with dates)

Candidate for Degree of \_\_\_\_\_ Major \_\_\_\_\_ Minor \_\_\_\_\_  
 (If any)

Undergraduate Major \_\_\_\_\_  
 (if any)

**Courses to Remove Deficiencies**

Department	Course #	Course Title	Credit

**Other Non-Credit Courses**

Department	Course #	Course Title	Credit

**Graduate Courses**

Department	Course #	Course Title	Credit
		<b>Total</b>	

Department	Course #	Course Title	Credit
		<b>Total</b>	

Approved \_\_\_\_\_ Thesis Required?  Yes,  No.

Major Advisor

Thesis Title \_\_\_\_\_

Approved By \_\_\_\_\_  
 Department Head

Committee Members \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

## UNIVERSITY OF ARKANSAS GRADUATE SCHOOL MASTER'S CALENDAR FOR ACADEMIC YEAR

### **Master's Program Advisory Committee**

The Master's Advisory Committee form, consisting of a major advisor and at least two other members of the graduate faculty, should be submitted (in duplicate) to the Graduate School immediately following or at the time of admission to the program of study.

### **Master's Thesis Committee**

The Master's Thesis Committee form, consisting of a thesis director and at least two other members of the graduate faculty, should be submitted (in duplicate) to the Graduate School as soon as the committee has been selected but no later than three months prior to the date of the comprehensive examination.

### **Master's Thesis Title**

The Master's Thesis Title form, consisting of the title of the thesis and approved by the thesis director, should be submitted (in duplicate) to the Graduate School as soon as the thesis topic has been established but no later than three months prior to the date of the comprehensive examination.

### **Thesis Registration**

Those presenting a master's thesis as a part of the requirements for the master's degree must register for a minimum of six semester hours of master's thesis. Registration beyond six hours carries no degree credit. Consult your thesis director concerning registration for thesis. NOTE: The mark of "R" is the only acceptable mark reported when a thesis is in progress. A grade or mark may be assigned to the thesis when it has been accepted by the committee. Any grade assigned by the committee for thesis is to be recorded on the Record of Progress for the Master's Degree.

### **Intellectual Property Disclosure**

The Intellectual Property Disclosure form is required for **ALL** master's students submitting a master's thesis. This form must be submitted to the Graduate School by the time that the final copies of the thesis are submitted for deposit in the University Libraries.

### **Preliminary Copies**

The thesis, after its acceptance by the thesis director, should be submitted for approval to each thesis committee member. The committee must receive the thesis at least three (3) weeks before the degree is to be conferred. You must obtain and follow the *Guide for Preparing Theses and Dissertations* that is available at our web site <https://graduate-and-international.uark.edu/index.php> or at the Union Bookstore.

### **Final Copies**

Two (2) unbound typewritten copies of the thesis in prescribed form should be submitted to the Graduate School at least **ONE WEEK BEFORE GRADUATION**.

### **Master's Examination**

The master's comprehensive examination should be scheduled at least **ONE (1) WEEK BEFORE GRADUATION**.

### **Application for the Degree**

A student cannot be cleared for graduation until an application for the degree has been filed with the Registrar's Office and the appropriate graduation fee has been paid.

**The degree application is obtained from the Graduate School Office and filed with the Registrar in the semester in which the student expects to receive the degree.**

You must apply for the degree with the Registrar. For specific dates please refer to [www.uark.edu/depts/gradinfo/current/index.html](http://www.uark.edu/depts/gradinfo/current/index.html).

If there are any questions with regard to any of the above information, please contact the Graduate School at 575-4401.



Master's Committee

Student's Name: \_\_\_\_\_ ID Number: \_\_\_\_\_

Degree Sought: \_\_\_\_\_ Degree Program: \_\_\_\_\_

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

- Check for Master's Advisory Committee...
Check for Master's Thesis Committee...
Check for both Master's Advisory and Master's Thesis Committee

Committee Members

(Please type or print full name. Example: Jane R. Doe)

(Please note if ex-officio or off campus member)

(If adding or removing one member(s), only that signature needed along with the committee chair and department chair/head)

Table with 4 columns: Name (CHAIR), Signature, Add checkbox, Remove checkbox. Multiple rows for committee members.

Department Chair/Head Or Program Director: \_\_\_\_\_ Date: \_\_\_\_\_

Approved: \_\_\_\_\_ Date: \_\_\_\_\_

Office of the Graduate Dean



Thesis/Dissertation Title

Student's Name: \_\_\_\_\_ ID Number: \_\_\_\_\_

Degree Sought: \_\_\_\_\_ Degree Program: \_\_\_\_\_

Title of the thesis/dissertation to be applied toward the requirements of the degree and the degree program listed above:

Will Research Committee Review Be Required?

Table with 4 columns: Committee Name, Yes\*, No, Protocol #. Rows include Biosafety Committee, Animal Care and Use Committee, and Institutional Review Board.

Please refer to the Office of Research Compliance web site for information about specific research committees.

Research Compliance:
research.uark.edu/units/rscp/

\*Note to Student: If Yes is checked, approval must be on file with the Office of Research Compliance before the degree will be conferred. If No is checked, no data requiring committee approval may be used in the thesis/dissertation.

Chair of the Committee: \_\_\_\_\_ Date: \_\_\_\_\_
(signature)

Department Chair/Head: \_\_\_\_\_ Date: \_\_\_\_\_
(signature)

Approved: \_\_\_\_\_ Date: \_\_\_\_\_
Office of the Graduate Dean

This form is to be submitted to the Graduate School as soon as the thesis/dissertation topic has been established. Title changes may be submitted by memorandum to the Graduate School until immediately before graduation; however changes submitted less than four months before graduation may not appear in the Commencement Program.

The booklet Guide to Theses and Dissertations found at https://gsie.uark.edu/\_resources/forms/thesis-dissertation-guide.pdf should be adhered to rigorously.



Master's Record of Progress
(Submit original to Graduate School)

Name: ID:
Department: Degree: Major:

Master's Comprehensive Examination

The above named student passed the master's comprehensive examination on: (date)

Table with 3 columns: Chair, Committee (minimum of three), and Score\*. Rows include fields for Type or Print Name and Signature for the Chair and committee members.

\*A score, either pass or fail or a numerical score, MUST be indicated by each member of the committee.

Master's Thesis/Non-thesis Option

Non-Thesis Option Date of Final Examination or Project Approval:

Thesis Option Date of Defense: Grade (Optional):

Degree Requirements

All department requirements for completion of the degree: (check below)

- have been met.
will be met (check all that apply)
when current course work is satisfactorily completed
with submission of thesis to the Mullins Library
with approved transfer of graduate credit
other

Signature (Department Head):

Graduate School Use Only

Comprehensive Exam Passed: Degree:
Thesis Accepted: Grade: Major:
Research Committee Approval:

## **APPENDIX G**

### **AWARDS**

1. Doctoral Calendar
2. Doctoral Program Advisory Committee Form
3. Doctoral Dissertation Committee
4. Doctoral Dissertation Title
5. Record of Progress-Doctoral Program

## UNIVERSITY OF ARKANSAS GRADUATE SCHOOL DOCTORAL CALENDAR FOR ACADEMIC YEAR

### **Declaration of Intent**

Prospective doctoral candidates must file a statement of intention to become a candidate for the doctoral degree with the Dean of the Graduate School after registering for the first semester of graduate work beyond the master's degree. No requirements for the doctoral degree can be fulfilled until the Declaration of Intent form has been filed with the Graduate Dean.

### **Doctoral Program Advisory Committee**

The Doctoral Program Advisory Committee form, consisting of a major advisor and at least two other members of the graduate faculty, should be submitted (in duplicate) to the Graduate School immediately after or at the time of the submission of the Declaration of Intent.

### **Candidacy Requirements**

Upon the student's completion of the candidacy examinations, the Graduate School must be notified in writing from the major advisor or department head.

### **Dissertation Registration**

Each doctoral candidate must register for a minimum of 18 hours of doctoral dissertation. After passing candidacy examinations, the student must register for at least one hour of dissertation each semester (including summer) until the degree is completed.

### **Doctoral Dissertation Committee**

The Doctoral Dissertation Committee form, consisting of a dissertation director and at least two other members of the graduate faculty, should be submitted (in duplicate) to the Graduate School at least **ONE YEAR** before the defense of the dissertation.

### **Doctoral Dissertation Title**

The Doctoral Dissertation Title form, consisting of the title of the dissertation and approval by the dissertation director, should be submitted (in duplicate) to the Graduate School at least **ONE YEAR** before the defense of the dissertation.

### **Intellectual Property Disclosure**

The Intellectual Property Disclosure form is required for all doctoral students. It must be submitted to the Graduate School by the time that the final copies of the dissertation are submitted for deposit in the University Libraries.

### **Preliminary Copies**

Three copies of the dissertation should be submitted to the dissertation committee at least six (6) weeks prior to the conferral of the degree. You must follow the *Guide for Preparing Theses and Dissertations* that is available at our web site <https://graduate-and-international.uark.edu/index.php> or at the Union Bookstore.

### **Announcement of Dissertation Defense**

Announcement of a doctoral candidate's dissertation defense must be submitted to the Graduate School at least **TWO WEEKS** prior to the date of the defense.

### **Final Copies**

When the dissertation is approved by the committee, two (2) unbound copies, complete with the abstracts and original signatures by the committee on the signature sheets, must be submitted to the Graduate School at least **ONE WEEK** before the degree is to be conferred.

### **Application for the Degree**

A student cannot be cleared for graduation until an application for the degree has been filed with the Registrar's Office and the appropriate graduation fee has been paid.

**The degree application is obtained from the Graduate School Office and filed with the Registrar in the semester in which the student expects to receive the degree.**

You must apply for the degree with the Registrar. For specific dates, please refer to [www.uark.edu/depts/gradinfo/current/index.html](http://www.uark.edu/depts/gradinfo/current/index.html). If there are any questions with regard to the above information, please call the Graduate School at 575-4401.





Doctoral Committee

Student's Name: \_\_\_\_\_ ID Number: \_\_\_\_\_

Degree Sought: \_\_\_\_\_ Degree Program: \_\_\_\_\_

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

- Check for Doctoral Advisory Committee...
Check for Doctoral Dissertation Committee...
Check for both Doctoral Advisory and Doctoral Dissertation Committee

Committee Members

(Please type or print full name. Example: Jane R. Doe)
(Please note if ex-officio or off campus member)
(If adding or removing one member(s), only that signature needed along with the committee chair and department chair/head)

Form with multiple rows for committee members, including fields for name, signature, and add/remove checkboxes.

Department Chair/Head
Or Program Director: \_\_\_\_\_ Date: \_\_\_\_\_

Approved: \_\_\_\_\_ Date: \_\_\_\_\_
Office of the Graduate Dean



Thesis/Dissertation Title

Student's Name: \_\_\_\_\_ ID Number: \_\_\_\_\_

Degree Sought: \_\_\_\_\_ Degree Program: \_\_\_\_\_

Title of the thesis/dissertation to be applied toward the requirements of the degree and the degree program listed above:

Will Research Committee Review Be Required?

Table with 4 columns: Committee Name, (This section must be completed.), Yes\*, No, Protocol #. Rows include Biosafety Committee, Animal Care and Use Committee, and Institutional Review Board.

Please refer to the Office of Research Compliance web site for information about specific research committees.

Research Compliance:
research.uark.edu/units/rscp/

\*Note to Student: If Yes is checked, approval must be on file with the Office of Research Compliance before the degree will be conferred. If No is checked, no data requiring committee approval may be used in the thesis/dissertation.

Chair of the Committee: \_\_\_\_\_ Date: \_\_\_\_\_
(signature)

Department Chair/Head: \_\_\_\_\_ Date: \_\_\_\_\_
(signature)

Approved: \_\_\_\_\_ Date: \_\_\_\_\_
Office of the Graduate Dean

This form is to be submitted to the Graduate School as soon as the thesis/dissertation topic has been established. Title changes may be submitted by memorandum to the Graduate School until immediately before graduation; however changes submitted less than four months before graduation may not appear in the Commencement Program.

The booklet Guide to Theses and Dissertations found at https://gsie.uark.edu/\_resources/forms/thesis-dissertation-guide.pdf should be adhered to rigorously.



Record of Progress - Doctoral Program

The following form, when filled out and properly signed, constitutes the candidate's record of requirements completed.

Name:	ID:
Degree Program:	Major Field:

1. Declaration of intention filed: Semester: \_\_\_\_\_ Graduate Dean

2. Language examinations (records and dates)


3. Date of candidacy examination: \_\_\_\_\_ Examining Committee Chair

4. Research Committee approval number: \_\_\_\_\_ Graduate Dean

5. Date of final examination: \_\_\_\_\_ Dissertation Committee Chair

6. Dissertation on file in Graduate School: \_\_\_\_\_ Graduate Dean

7. Final approval of candidate's program and acceptance of dissertation by the doctoral committee (original signatures required):

Degree: \_\_\_\_\_ Committee Chair: \_\_\_\_\_

Date: \_\_\_\_\_ Members: \_\_\_\_\_

8. \_\_\_\_\_ Date

Department/Program Head/Chair/Director or Graduate Coordinator NOTE: Signature attests that all degree requirements have been met.

Graduate Dean: \_\_\_\_\_ Date: \_\_\_\_\_

## APPENDIX H

### **Demographic Information of Students Graduating with Degrees from the Department of Crop, Soil, and Environmental Sciences**

The Department of Crop, Soil, and Environmental Sciences maintains a listing of students who have completed degrees in the department. In addition to using this information for annual reporting, we also add graduates to our alumni lists so you will receive copies of the *Alumni Newsletter* and other correspondence related to the department. Your completing this form is entirely voluntary, but we would appreciate you answering the following questions. Please feel free to add any information you feel is pertinent.

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Home Phone: \_\_\_\_\_

Graduation Date: \_\_\_\_\_

What degree are you completing?

B.S. Which Program (circle one)                      CPSC                      ESWS

M.S. Specialization: \_\_\_\_\_

Ph.D. Specialization: \_\_\_\_\_

Future plans (job, graduate school, etc.): \_\_\_\_\_

Company/College: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Work Phone: \_\_\_\_\_

Salary/Wages: \_\_\_\_\_

E-Mail address (not UofA): \_\_\_\_\_

Please provide the address you wish to have your W-2 Form sent (if applicable and different from address above).

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

***Please return this form to: Daniela Kidd in PTSC 115 or mail it to us at University of Arkansas  
Department of Crop, Soil & Environmental Sciences, 115 Plant Science, Bldg., Fayetteville, AR  
72701***

## **Questionnaire for Students Graduating with Degrees from the Department of Crop, Soil, and Environmental Sciences**

**The Department of Crop, Soil, and Environmental Sciences is continually seeking to upgrade the entire college experience, both course work and research, for all of our students. We will very much appreciate your answering the following questions. The information you provide on this form is strictly anonymous. Please be candid with your answers and add any information that we have failed to ask for that is pertinent. To assure your confidentiality please mail this form back to Ms. Susan Fletcher, University of Arkansas, Department of Crop, Soil, & Environmental Sciences, PTSC 115, Fayetteville, AR 72701. Thank you for your input.**

**1. What do you believe to be the major strengths of the undergraduate or graduate program you are completing? (*For example, the courses you took, professional meetings you attended, your participation in club activities or judging teams, or the advising you received.*)**

**2. What do you believe to be the major weaknesses of the undergraduate or graduate program you are completing? (*For example, the courses you took, professional meetings you attended, your participation in club activities or judging teams, or the advising you received.*)**

**3 As a department, what can we do to improve the quality of the undergraduate or graduate program you are completing?** *(For example, the physical facilities, space limitations, or course offerings available.)*

**4 What advice would you give to a student entering into the undergraduate or graduate program you are completing?**

**5 Did your study for this degree give you adequate experience in the following areas?**  
(Please rate each on a scale of 1 to 5 with 1 = very poor and 5 = excellent)

Understanding concepts and principles	1	2	3	4	5
Problem solving skills	1	2	3	4	5
Leadership skills	1	2	3	4	5
Computer skills	1	2	3	4	5
Working cooperatively with others	1	2	3	4	5
Written communication skills	1	2	3	4	5
Oral communication skills	1	2	3	4	5
Job search skills	1	2	3	4	5

**Comments:**

**APPENDIX I**  
**Implementation Policy**  
**ANNUAL GRADUATE STUDENT ACADEMIC REVIEWS**  
**Department of Crop, Soil, and Environmental Sciences**

1. The Graduate Council has introduced a policy mandating annual reviews of graduate student academic progress toward their degree.
2. The review will consist of an overall assessment of the progress of the student, as well as a more specific “check sheet” of student progress towards their degree covering (a) progress in completing courses with an adequate grade point average, (b) progress in completing thesis/dissertation/project requirements, c) progress in completing any required examinations, and (d) progress toward completing other requirements for the degree.
3. The review committee will include two members; the major professor and one other member of the student’s committee in the Department or same area of expertise.
4. This review will be forwarded to the Graduate School, to be included in the student's file. The form will indicate whether the student is making normal progress toward the degree. If the student is not making normal progress toward the degree, the form must indicate if the student is making adequate progress and an explanation of this progress. If the student is making neither ordinary nor adequate progress toward the degree, an explanation must be provided. In this case, the department head must also provide a statement about how the situation will be remedied. If the Department determines that the situation cannot be remedied, the student will be informed that he/she will be removed from the program.
5. The face-to-face interview with the students will be conducted by the department head. For those students for whom such interviews are impossible or impractical, the results of the review will be communicated to them in writing. When the review of each student is completed, the review form (developed by the Graduate School) will be signed by the graduate student and the department head, as well as by the review committee chairman (major professor) for that student.
6. Students will be required to participate in the annual review process and interview before they can graduate.
7. When each student review has been completed, the Department will communicate the results of the review to the Graduate School, using the form developed by the Graduate School (attached).
8. Timetable. The annual Department reviews of each student should be completed May 30<sup>th</sup> each year, the face-to-face interviews during May, and the review forms sent to the Graduate School by June 30<sup>th</sup>.
9. A copy of the Graduate Student Handbook will be given to each graduate student upon starting their degree program. The Handbook includes a definition of normal progress toward the degrees granted by the Department/program; lists and explains departmental requirements; and refers the student to the Graduate School Handbook and web-site (<https://graduate-and-international.uark.edu/index.php>). Consideration is being given to posting the departmental graduate student handbook on the web.

DMO:3/21/02

**ANNUAL REVIEW OF GRADUATE STUDENT PROGRESS**  
**Department of Crop, Soil, and Environmental Sciences**  
 (To be completed by June 30<sup>th</sup> each year)

Student name: ID# \_\_\_\_\_  
 Date started at the University of Arkansas \_\_\_\_\_  
 Degree Program \_\_\_\_\_  
 Current Year: \_\_\_\_\_

CATEGORY	DATE COMPLETED
<b><u>Advisor:</u></b>	
Major professor assigned	
Advisory committee selected <sup>1</sup>	
<b><u>Course work:</u></b>	
Course work plan (by student and major professor)	
Course work plan approved by committee <sup>2,3</sup>	
GPA (cumulative and last semester)	
Progress <sup>4</sup>	
<b><u>Research:</u></b>	
Proposal approved by major professor <sup>5</sup>	
Proposal approved by advisory committee <sup>2</sup>	
Progress <sup>4</sup>	
<b><u>Examinations/Defense:</u></b>	
M.S. Thesis defense <sup>6</sup>	
Ph.D. Candidacy Comprehensive <i>written</i> exams <sup>7</sup>	
Ph.D. Candidacy Comprehensive <i>oral</i> exams <sup>7</sup>	
Ph.D. dissertation defense <sup>7</sup>	
Thesis/diss. submitted to graduate school/library	
Departmental exit seminar	
Progress <sup>4</sup>	

<sup>1</sup> Attach Graduate School form for student's committee (Graduate Handbook)  
<sup>2</sup> First committee meeting.  
<sup>3</sup> Attach copy of plan of course work (on department form)  
<sup>4</sup> Below normal, satisfactory, above normal.  
<sup>5</sup> Attach one-page summary of proposal plan (i.e, objectives, methods and hypothesis)  
<sup>6</sup> Pass or Fail.  
<sup>7</sup> To be completed one year before dissertation defense.



ANNUAL GRADUATE STUDENT ACADEMIC REVIEW

Due dates are determined by the department.

Completed evaluations must be submitted to the  
Graduate School

by June 30<sup>th</sup> of each year by the department or interdisciplinary program.

**PLEASE NOTE: A review is NOT necessary if: a. the student graduated. b. the student never enrolled after acceptance into your program. c. the student was never officially admitted to your program.**

1. Student's Name: \_\_\_\_\_
2. Student's Personal Identification Number: \_\_\_\_\_
3. Student's degree program: \_\_\_\_\_
4. Semester and year student entered degree program: \_\_\_\_\_
5. Does student have any out of date course work? (Course work is considered out of date if at the time of graduation it will be more than six years old for masters and more than seven years old for doctorate.)  
\_\_\_\_\_ YES \_\_\_\_\_ NO

6. This student (check one):

\_\_\_\_\_ is making satisfactory progress toward the degree.

\_\_\_\_\_ is not making satisfactory progress toward the degree.

Please attach a statement describing the requirements for satisfactory progress that are not being met by this student. Explain how satisfactory progress toward the degree can be regained.

\_\_\_\_\_ has withdrawn from the program.

\_\_\_\_\_ has been dismissed from the program because of unsatisfactory progress toward the degree. Please attach a statement explaining why the student was dismissed and a copy of your letter to the student.

7. The results of the review were communicated to the student:

a) by face-to-face interview on \_\_\_\_\_ (date)

\_\_\_\_\_ (signature of student)

b) by the following procedure because the face-to-face interview was not possible or practical (**include dates of notification**): \_\_\_\_\_

\_\_\_\_\_

8. This form accurately summarizes the annual graduate student academic review for this student for \_\_\_\_\_ (Academic Year)

\_\_\_\_\_  
Signature of Review Coordinator

\_\_\_\_\_  
Name of Review Coordinator

\_\_\_\_\_  
Signature of Department Head/Chair

\_\_\_\_\_  
Date

**FOR GRADUATE SCHOOL USE ONLY:**

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Review received (signature of dean): \_\_\_\_\_

Revised: 06/07/2017

## APPENDIX J

### Crop, Soil, and Environmental Sciences Thesis/Dissertation Defense Performance Assessment Rubric

#### Student Learning Outcomes

To assist with program assessment, in which of the following student learning outcomes did the student demonstrate proficiency? Mark performance on a scale of 1 (not prepared, unskilled) to 4 (advanced, mastery of skill) in each Learning outcome box.

Learning outcome	4 Advanced/Mastery	3 Proficient/Adequate	2 Developing/Beginning	1 Unprepared/Unskilled
<b>Depth and breadth of discipline related knowledge</b>	Shows higher levels of learning - Clearly explains key concepts and principles; Understands current, relevant literature, and gaps in science; apply concepts to analyze new situations; demonstrates mastery of technical, statistical and/or relevant computer skills	Understands and applies key concepts and principles; Understands current, relevant literature; Collects, summarizes, correctly analyzes data; demonstrates competency of technical, statistical and/or computer skills relevant to discipline	Understands and applies key concepts and principles; some understanding of relevant literature; demonstrates adequate use of some technical, statistical and/or computer skills relevant to discipline	Incomplete and uncomprehensive knowledge of basics principles and ability to apply principle and concepts; demonstrates incomplete or unrefined use of technical, statistical and/or computer skills relevant to discipline
<b>Critical thinking</b>	Clearly and comprehensively states issue/problem. Thoroughly reviews literature and interprets data to evaluate scenarios and create solutions to new problems. Systematically and methodically analyzes own and others' assumptions and carefully evaluates relevance of contexts and limitations of a position. Thesis is imaginative, multidimensional, and conclusions are logical and reflect informed evaluation.	Issue/problem is stated, described, and clarified critically, so that understanding is not seriously impeded by omissions. interpretation/evaluation is supported with evidence from the literature, but literature and experts are subject to questioning. Identifies own and others' assumptions, relevant contexts when presenting a position. Conclusions are logical and related to outcomes.	Issue/problem is stated critically, but is incompletely defined or explored. Literature review is incomplete, and there is little questioning of experts and assumptions. Acknowledges different sides of an issue. Conclusion is logically tied to information but is unidimensional and related to only some of the outcomes.	Unclear or ill-described issue/problem. Information is collected without interpretation or evaluation. Viewpoints of experts are not questioned. Shows emerging awareness of assumptions. Simple and obvious position. Conclusion is inconsistently tied to some of the information discussed; related outcomes are oversimplified.

<b>Problem solving</b>	Constructs clear and insightful problem statement with evidence of all relevant contextual factors. Proposes one or more hypotheses and tackles problem with multiple approaches. Sensitive to ethical, logical, historical, and cultural dimensions of the problem. Deep and elegant, thorough and insightful, logical explanations. Examines feasibility of solution, and weighs impacts of solution, and considers need for further work.	Constructs a problem statement with adequate detail and evidence of most relevant contextual factors. Identifies multiple approaches for problem solving, some of which apply within a specific context. Comprehends the problem. Sensitive to ethical, logical, historical, and cultural considerations. Evaluation of solutions is adequate, and examines feasibility of solution, weighs impacts of solution, and considers some of the needs for further work.	Superficial problem statement with evidence of most relevant contextual factors. Identifies a single, “off the shelf” approach for solving the problem that does apply within a specific context. Evaluation of solution(s) is brief but includes history of problem, logic/reasoning, solution feasibility, and impacts of solution. Addresses the problem, but ignores relevant contextual factors and need for further work.	Limited ability to define a problem statement, related contextual factors, or specific or relevant solutions. Superficial evaluation and/or irrelevant implementation of solutions that does not directly address the problem statement or consideration of need for further work.
<b>Communication skills - oral</b>	Clearly organized, cohesive content. Imaginative, memorable, and compelling. Presentation enhances effectiveness. Delivered at appropriate level. Polished delivery techniques (posture, gesture, eye contact, and vocal expressiveness). Confident speaker. Variety of supporting materials reference information or analysis that significantly supports the presentation or establishes credibility or authority. Central message is compelling (precise, appropriate, memorable, and strongly supported.)	Clear and consistent organization. Thoughtful and effective presentation. Delivered at appropriate level. Quality in delivery techniques (posture, gesture, eye contact, and vocal expressiveness. Supporting materials reference information or analysis that generally supports the presentation or establishes the presenter's credibility. Central message is clear and consistent with the supporting material.	Intermittently observable organizational pattern. Mundane language partially supports the presentation effectiveness. Delivery techniques (posture, gesture, eye contact, and vocal expressiveness) make the presentation understandable. Supporting materials partially supports the presentation or establishes the presenter's credibility/authority on the topic. Central message is basically understandable.	Organizational pattern is not observable. Unclear language. Presentation is not appropriate to audience. Delivery detracts from the understandability of the presentation, and is uncomfortable. Insufficient supporting materials make reference to information or analysis that minimally supports the presentation or establishes the presenter's credibility/authority on the topic. Central message can be deduced, but is not explicitly stated in the presentation.

<b>Communication skills - written</b>	Demonstrates a thorough understanding of context, audience, and purpose that is responsive to the assigned task(s) and focused. Appropriate, relevant, and compelling content illustrates mastery of the subject. Detailed attention to and successful execution of organization, content, presentation, formatting, and stylistic choices. Skillful use of high-quality, credible, relevant sources to develop ideas. Clear, fluent, and virtually error-free.	Demonstrates adequate consideration of context, audience, and purpose and a clear focus on the assigned task(s). Appropriate, relevant, and compelling content explores ideas. Organized. Credible, relevant sources to support ideas. Uses straightforward language that generally conveys meaning to readers. Few errors.	Demonstrates awareness of context, audience, purpose, and to the assigned tasks(s). Appropriate and relevant content develops and explores ideas through most of the work. Basic organization. Use of credible and/or relevant sources to support ideas. Generally conveys meaning, although writing may include some errors.	Demonstrates minimal attention to context, audience, purpose, and to the assigned tasks(s). Uses appropriate and relevant content to develop simple ideas in some parts of the work. Attempts to use a consistent system for basic organization and presentation. Attempts to use sources to support ideas in the writing. Language and errors sometimes impede meaning.
<b>Original &amp; Independent Research</b>	Work contributes to advancement of science; adds new contribution to science; student is independent thinker and contributes uniquely to team. Student takes ownership of project and learning by taking initiative and by mastering necessary skills (e.g. conceptual, statistics, laboratory or field skills, etc.) for comprehensive project completion.	Work adds to database of scientific knowledge by confirming or clarifying previous results; student works with minimal guidance. Student is proficient in skills (e.g. conceptual, statistics, laboratory or field skills, etc.) for project completion.	Work adds to database of knowledge but does not advance science; student completes some tasks independently. Student is proficient in some skills (e.g. conceptual, statistics, laboratory or field skills, etc.) necessary for project completion.	Work does not advance science; work need much supervision and review to proceed.

# Crop, Soil, and Environmental Sciences

## Thesis/Dissertation Defense Performance Assessment Rubric

**Graduate student:** Hand a copy to each thesis/dissertation defense committee member for the defense begins.

**Faculty committee member:** Return completed form to Daniela Kidd in the CSES Dept Office, PTSC 115 within 1 week of defense.

Defending Graduate Student \_\_\_\_\_

Major Advisor \_\_\_\_\_

Degree                      M.S.                      Ph.D.

Date of defense \_\_\_\_\_

### Student Learning Outcomes

### Score using CSES Graduate SLO Rubric

- |  |       |
|--|-------|
| 1. Depth & breadth of discipline related knowledge | _____ |
| 2. Critical thinking                               | _____ |
| 3. Problem solving                                 | _____ |
| 4a. Communication skills –oral                     | _____ |
| 4b. Communication skills –written                  | _____ |
| 5. Original & independent research                 | _____ |

### Other

Please include any comments you have regarding assessment of this graduate student's achievement towards student learner outcomes, or in assessment of the CSES graduate student program.

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## **APPENDIX K**

### Other Forms

1. Memorandum Form - Graduate Credit for Undergraduate Course work (3000level)
2. Out-of-Career Registration Form
3. Application for Assistantship
4. Graduate Student Travel Grant Application
5. Guidelines for Graduate Student Travel Grants
6. Statement of Traveling Expenses



Please Note: This form must be processed before the course begins. This form does NOT override closed classes, time conflicts or requisites.

Memorandum

To: Dean of the Graduate School

From:

Student's Advisor (Print)

Advisor's Signature

Department

Subject: Request for Graduate Credit for an Undergraduate Course (3000 or 4000 level)

3000-Level Course: Courses numbered at the 3000-level may be taken by graduate students for graduate credit only when the courses are not in the student's major area of study and when the courses have been approved by the Dean of the Graduate School for graduate credit in the student's program. No more than 20 percent of the graded course work in the degree program may be comprised of 3000-level courses carrying graduate credit.

4000-Level Course: Because 4000-level courses can carry dual level credit, a 4000-level course which has specially been created to carry ONLY undergraduate credit must be individually petitioned to carry graduate credit. A minimum of 50% of the semester hours presented for the graduate degree must be at the 5000 level or above.

It is recommended that Student Name U of A ID Number e-mail@uark.edu

be authorized to take the following 3000 or 4000 level course for graduate credit as part of the requirement for the degree.

Semester/Year Subject Catalog # ISIS Class # Section # Course Title

Endorsement: I recognize that the above named graduate student is authorized to take the specified course for graduate credit and that I will make appropriate adjustment in assignments and grading scales. I certify that I am a member of the Graduate Faculty, University of Arkansas, Fayetteville.

Instructor (print) Instructor's Signature\* Date

\*Your signature certifies that the student will be taught at the graduate level and that you have graduate faculty status.

Approval

Office of the Graduate Dean Date

Denied

Reason:



**Out-of-Career Registration**

Please see our website at <http://graduate-and-international.uark.edu/graduate/current-students/registration-enrollment/out-of-career.php> for directions and explanations.

This form does not override closed classes, time conflicts, instructor's permission, or requisites.

Please Note: Registration must be processed before the last day to add the class. Incomplete Forms will be returned.

\*Student Name: \_\_\_\_\_ \*Id Number: \_\_\_\_\_  
 Last First  
 \*Signature: \_\_\_\_\_ \*E-Mail: \_\_\_\_\_@uark.edu  
 \*required

**Undergraduate Courses for Graduate Students:** Return completed form to the Graduate School, GEAR 213  
 \*Student's department chair or graduate coordinator signature: (REQUIRED):

\*Name: \_\_\_\_\_ \*Signature: \_\_\_\_\_

Please Note: Graduate tuition is applied to the undergraduate courses.  
 Graduate students must first register for all graduate classes before their out-of-career registration can be processed!  
 (Graduate students taking undergraduate classes via the out-of-career registration form should be aware that they will receive **undergraduate credit only** and that those classes do not count toward their minimum number of hours required to receive financial aid.)

**\*\*\*\*\*For graduate credit use one of the forms listed below\*\*\*\*\***

\*Graduate Student who wishes to enroll in a 3000-level or 4000 undergraduate only course for graduate credit: Please submit "Graduate Credit for 3000 or 4000 Level Course" form.  
 \*Graduate Student who wishes to petition for Retroactive Graduate Credit: Please submit "Request for Retroactive Graduate Credit" form.

Forms are available on our web-site: <http://graduate-and-international.uark.edu/graduate/current-students/forms.php>

**Graduate Courses for Undergraduate Students:** Return completed form to the Graduate School, GEAR 213 Undergraduate  
 Student who wishes to enroll in graduate course/courses for **undergraduate credit**.

Please complete the following for each course(s).

*Course Title: _____	*Advisor: (Required)
*Instructor's Name: _____	*Name: _____
*Instructor's Signature: _____	*Advisor's Signature: _____
*Course Title: _____	*Course Title: _____
*Instructor's Name: _____	*Instructor's Name: _____
*Instructor's Signature: _____	*Instructor's Signature: _____

Courses To Be Added

Term** Example: Sp 2017	UA Connect Class # (1005)	Subject & Catalog # (Math 5001)	Section (001)	hours # of variable hrs	Location for online classes (What state will student be in while taking course)

\*\* Use separate form for each different term

Revised: August 2017





UNIVERSITY OF  
ARKANSAS  
GRADUATE SCHOOL

# Application for Graduate Assistantship

This application does not constitute an application for admission to the University of Arkansas Graduate School.  
A separate application must be submitted for admission consideration.

## APPLICATION INFORMATION

UA Application or ID Number	Semester Applying For	Degree/ Department (If different from your application for admission)
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## PERSONAL INFORMATION

Last (Surname or Family Name)	First (Given Name)	Middle
Street Address		Apt/building
City	State or Province	Zip/Postal Code
County (If in the U.S.A)	Country	Citizenship
Primary Phone	Secondary Phone	Country of Citizen
Email		Is English your native Language?

## EDUCATIONAL INFORMATION

Colleges Attended List chronologically all colleges & universities ever attended:	Dates Attended (Month/Year)		Degree Conferred
	From	To	

### Note regarding international applicants seeking a Teaching Assistantship:

Competency in spoken English may be demonstrated by submitting a test score of at least 7 on the IELTS (speaking) sub-test, 26 on the Internet-based TOEFL (speaking) sub-test, 71 on the PTE-A (speaking) sub-test, or "pass" on the Spoken Language Proficiency Test (SLPT). Competency in written English may be demonstrated by either 1) submitting a test score of at least a 6.0 on the IELTS (writing subtest), 26 on the Internet-based TOEFL (writing) subtest, a 4.0 on the GRE, a 4.5 on the GMAT (analytical writing) subtest, a 71 on the PTE-A (writing) sub-test, or a 70 on the English Language Proficiency Test (ELPT) OR 2) by concurrently enrolling in ELAC 2033 Principles of Research Writing and ELAC 0011 Writing Workshop: Grammar through Editing.

*I hereby affirm that all information supplied on this form and within all the supporting documents is complete and accurate. I agree to inform the Graduate School of any change in my plans to attend the University of Arkansas. I understand that withholding information requested or giving false information may make me ineligible for admission, enrollment, and a graduate assistantship*

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

**UPLOAD THIS APPLICATION TO THE APPLICANT CENTER IN UACONNECT.**

# Graduate Student Travel Grant Application

**Note:** Limit one travel grant per student for the period July 1, 2017 – June 30, 2018.

**Page one of two – both pages required.**

**Submit completed form to:**

Vicky Hartwell, GEAR 213 or email to [hartwell@uark.edu](mailto:hartwell@uark.edu) or FAX: 479-575-5908

**Please print or type. Fill out all fields. Incomplete applications will be returned.**

**Travel Grant Requested:**

Doctoral Student/\$1,000 maximum

MFA Student/\$750 maximum

Master's/EdS Student/\$600 maximum

Student's Name: \_\_\_\_\_ UA ID Number: \_\_\_\_\_

Student's Email Address: \_\_\_\_\_ Student's Degree Program: \_\_\_\_\_

**Presentation Type:**  Formal paper  Poster  Other (e.g., portfolio, performance)\*

\*(If "Other," please explain): \_\_\_\_\_

**Attach abstract and title of presentation with this application – required for processing.**

**Submit presentation acceptance/proof of presentation as soon as it is available.**

Name of Conference/Meeting: \_\_\_\_\_

Conference/Meeting URL: \_\_\_\_\_

Meeting Dates (not travel dates): \_\_\_\_\_ Meeting Location: \_\_\_\_\_  
*City, State, Country (if not U.S.)*

Student's Signature: \_\_\_\_\_  
*I am presenting my own research, conducted at and bearing the name of the University of Arkansas.*

**Adviser/Research Director Approval of Participation – required for processing.**

Student's Adviser/Research Director: \_\_\_\_\_ Email: \_\_\_\_\_

**I confirm that the student is presenting his/her research, conducted at the University of Arkansas and it bears the University of Arkansas name. The presentation of the research will directly benefit both the student and the university.**

Adviser/Research Director Signature: \_\_\_\_\_

**Applicants must give a copy of the travel grant application to the appropriate department staff person(s).**

**Department Contact Information** (e.g. name of fiscal support specialist) – to be filled out by department staff person(s):

Contact person: \_\_\_\_\_ Email: \_\_\_\_\_

Second contact person: \_\_\_\_\_ Email: \_\_\_\_\_

Department Comment: \_\_\_\_\_

# Graduate Student Travel Grant Application

**Note: Limit one travel grant per student for the period July 1, 2017 – June 30, 2018.**

**Page two of two – both pages required.**

**Submit completed form to:**

Vicky Hartwell, GEAR 213 or [hartwell@uark.edu](mailto:hartwell@uark.edu) or FAX: 479-575-5908

**This page is required as part of a complete travel grant application**

Student's Name: \_\_\_\_\_ UA ID Number: \_\_\_\_\_

**Estimated budget for travel** – required. See Travel Office web site for per diem rates and guidelines: <http://travel.uark.edu/>

**Transportation:** Airfare \$ \_\_\_\_\_ Lodging: \$ \_\_\_\_\_  
Mileage (number of miles \$0.42) \$ \_\_\_\_\_ Registration: \$ \_\_\_\_\_  
Rental vehicle \$ \_\_\_\_\_ Meals/Incidentals: \$ \_\_\_\_\_

Have you applied for funding from other sources (e.g. conference sponsor, professional organization)?

Yes  No  No funding offered from these sources

Have you been approved for funding from a source other than your department (do not include personal funds)?

Yes\*  No

\*If yes, please list alternate funding source(s) and amount:

\_\_\_\_\_ \$ \_\_\_\_\_  
\_\_\_\_\_ \$ \_\_\_\_\_  
\_\_\_\_\_ \$ \_\_\_\_\_  
\_\_\_\_\_ \$ \_\_\_\_\_

**Departmental Head/Chair's Statement:** Funds in the amount of at least 10% of the total requested cost of the trip have been committed to the above student toward travel expenses for a presentation at the described meeting. I understand that the Graduate School will contribute 90% of the total travel expenses, to be reimbursed at the completion of the student's travel in accordance with the guidelines.

**Signature:** \_\_\_\_\_ **Department:** \_\_\_\_\_  
*Signature of department chair/program director or authorized designee required.*

List any additional department/college funds committed to this student's travel: Amount: \$ \_\_\_\_\_ Source: \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Department:** \_\_\_\_\_  
*Signature of department chair/program director or authorized designee required.*

# Travel for Students Representing the University of Arkansas

Print this policy

Frequently, students travel off-campus to represent the University. Some trips are made in University vehicles, some via commercial transportation, and others in private cars. It is imperative that there be adequate protection for the student and the University from claims and liability that might arise from these occasions. To ensure such protection, the following will be observed as policy and procedure:

## I. Official Representation:

The University recognizes that a student travels as its official representative when, and only when, all the following requirements are satisfied:

1. An administrative official having authority to do so authorizes a student or students to be official University representatives for the purpose of attending an event related to accomplishment of university educational purposes.
2. The University will benefit from the representation in a substantial manner.
3. The student or students travel by University vehicle or travel according to transportation selected for them and approved by the person authorizing the travel.
4. The student or students meet campus requirements for participating in co-curricular activities verified by the sponsor.
5. Before leaving the campus, the student or students and accompanying faculty or staff, if any, shall have registered according to the procedures outlined in this policy. Students attending functions on their own initiative in the guise of being from the University of Arkansas, the institution deriving benefit only from the resulting publicity, are not official University representatives. Because of the possibility of claims and liability arising from student travel, it is necessary that strict procedures be established concerning the dispatching of enrolled students off campus for University purposes.

## II. The following procedure, therefore, is established:

1. Secure authority from appropriate administrator of college division.
2. Register by completing a [Notification of Student Travel Plans](#) form prior to leaving for the trip. Copies of this completed form shall be forwarded to the Office of the Dean of Students, to the administrative official authorizing the travel, and to the

deans of the colleges in which the students are enrolled.

3. The faculty or staff sponsor shall properly inform student representatives of the responsibility of representing the university.
4. Any traveler expecting to be reimbursed from the university for travel related expenses must have a BASIS Travel Authorization completed before the trip begins.

### **III. Travel Regulations:**

1. Students may travel on public carriers, in charter or private aircraft, in University fleet vehicles or aircraft, or by private vehicle if it is covered by an insurance policy currently in effect and purchased by the owner of the vehicle. The University's Non-Owned Aircraft Policy is applicable for students traveling in either charter or private aircraft.
2. Any student traveling by car or van who plans to be a driver at any time during the trip, whether it is a personal car, a rental car or a University fleet vehicle, must attend a mandatory driver safety program prior to driving on the first trip that falls under this policy (unless there is a change to the driver safety program, students only need to attend it once while here at the university). At least seven (7) working days prior to driving the first time on a trip each school year, student drivers shall be required to complete an Authorization to Operate a Motor Vehicle form which acts as a release to permit the University to check the student's driving record. Information on the days, times and means of the driver safety program and completing the Authorization form is available in the Dean of Students Office and the Office of Student Activities.
3. Anyone found to have an unacceptable driving record as defined by the University will not be allowed to drive under this policy.
4. In the event of an accident, full disclosure should be made of name, address, registration number of vehicle, driver's license, and University status of individual involved, but liability should not be admitted because not all facts may be known at the moment. All vehicle laws in the state involved should be obeyed.
5. Students shall file reports with their administrative office and/or the Office of Risk Management concerning any accidents, collisions, personal injury, or property damage to themselves or to others on returning to the campus. In privately owned vehicles, the owner should notify his insurance company immediately.
6. When a University car is to be used for off-campus travel, the person to whom possession is delivered shall first display to Facilities Management officials a driver's license for himself or herself and for any of the passengers whom he or she will allow to drive during the trip.
7. If renting a 12-passenger van from Facilities Management, all drivers will be required to watch a five minute training and safety video prior to picking up

any such van.

8. When renting a University fleet vehicle, all other additional Facilities Management policies as stated on the rental agreement must be followed.
9. Travel Accident insurance through the university is required of all students traveling under this policy. Arrangements need to be made through Risk Management for this insurance, and the appropriate cost center or student organization account will be charged.
10. Emergency contact information, including health insurance companies and policy numbers (if available), must be collected on each student and submitted to at least two people, one of which is a person (such as a sponsor) going on the trip and the other is a person who will be in close proximity to the Fayetteville campus during the duration of the trip. This person will be identified on the Notification to Travel by Outside Groups form.
11. The above rules are inapplicable and/or exceptions are as follows:
  1. Students traveling under the aegis of the Men or Women's Athletic Departments as athletes.
  2. Any vehicular travel between portions of the campus located in the same city or its suburbs. This includes all of the University Experimental Farm areas in Northwest Arkansas and the Engineering Research Center.
  3. Off-campus trips organized, conducted, or sponsored by a student organization in its own interest. Such trips are not made on behalf of the University as official travel, and the University will accept no responsibility for any liability arising there from.
  4. Dispatching of a student on a personal errand for a faculty or staff member in a city where the student is regularly enrolled.
  5. Students on an official Study Abroad program will follow official Study Abroad travel procedures.
  6. Graduate students and other students who are traveling as paid employees of the University.
  7. Students driving themselves to Northwest Arkansas Regional Airport (XNA) or any other airport in the Fayetteville-Springdale-Rogers area.
  8. Students voluntarily driving themselves in their private vehicles to locations in the Fayetteville-Springdale-Rogers metropolitan area or to locations near their residence do not have to obtain the Travel Accident insurance or complete the Authorization to Operate a Motor Vehicle form.

#### **IV. Sponsor:**

Sponsors are encouraged to accompany students on off-campus trips covered under

this policy, but are not required to do so. A sponsor can be defined as any full-time or part-time faculty or staff member, any graduate assistant with a direct connection to the purpose of the off-campus travel, or any graduate assistant who advises a registered student organization in an official capacity as defined by the registered student organization policies.

**V. Student Conduct:**

Students away from the campus as University representatives are subject to disciplinary action by the University for breaches of conduct. Any accompanying sponsor is authorized to maintain good order and good representation during the trip. Upon returning to the campus, disciplinary action of a penalizing nature may be instituted against students for misconduct during the trip.

**VI. Makeup of Classes Missed:**

Students are sometimes away from the University during regularly scheduled classes to represent the University in a variety of activities—professional meetings, workshops, field trips, research activities, athletic events, debate competitions, sport club events, judging events, fine arts events, etc. The University recognizes the value of these activities for personal development and as an educational opportunity. Instructors are strongly encouraged to assist students in making up class work (including lectures, laboratories, tests, etc.) missed because of these activities whenever possible. However, the instructor has the final responsibility to determine if it is feasible to make up the work. The following procedures establish a framework for communication between the student and instructor on this question. (Refer to the Attendance Policy in the Catalog of Studies)

**VII. Instructor's Responsibility:**

The instructor should determine the requirements for the course including tentative dates of tests, field trips, etc. together with a makeup policy and supporting rationale. The instructor should let students know course requirements on the first day of class, preferably in writing. Similarly, if there are any meetings of the class outside the hours assigned in the Schedule of Classes, these should be identified in their Schedule so the student knows when registering what other times he/she is to be available.

**VIII. Student's Responsibility:**

When possible, a student who anticipates a substantial amount of activity as a University representative during a particular semester should schedule courses and class times to minimize the conflict. The student should make the instructor aware of any planned absences as a University representative as soon as possible and request arrangements for make up of the work to be missed. The student and instructor should confer to attempt to resolve any differences. The chairperson or area coordinator may be brought into the discussion, particularly if there is a potential need for additional resources or increased support for the instructor. If the student questions the instructor's final decision the student has recourse through the student academic appeal structure.

### Worksheet for Filing a Travel Claim

TA #

Traveler Name:  
Address for Payment:

Purpose of Trip:

Dept. Date	Time	Departing From	Destination	Means
			to	
			to	
			to	
			to	
			to	
			to	
			to	
			to	
			to	
			to	
			to	
			to	
			to	
			to	
			to	
			to	

Trip Ended:

 (This is the date and time the trip ended)

Mileage Rate:	0.42	
Official Hwy Miles:	0	\$0.00
Vicinity Miles:	0	\$0.00
Airfare:		
Car Rental:		
Parking:		
Registration:		
Meals:		
Lodging:		
Lodging Special Code:		
Claim Total:		\$0.00
Travel Advance:		\$0.00

Taxi Fares	
1st:	2nd:
3rd:	4th:
5th:	6th:

Miscellaneous Expenses	
Description	Amount

Total Amount Owed or Due  
Traveler: **\$0.00**

updated 02/16/2012