

GRADUATE STUDENT HANDBOOK

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

**UNIVERSITY OF ARKANSAS
FAYETTEVILLE, AR 72701**

Revised March 2026

The University of Arkansas is an equal opportunity institution.

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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 crop science, soil science, weed science, biotechnology, and water science. 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:

- Tom Barber (Ph.D., Mississippi State Univ.), Professor, Extension Weed Science, Little Rock, 501-671-2186, tbarber@uada.edu
- Fred M. Bourland (Ph.D., Texas A&M Univ.), Professor, Cotton Genetics, Keiser, 870-526-2199, bourland@uark.edu
- Kristofor R. Brye (Ph.D., Univ. of Wisconsin), University Professor, Applied Soil Physics & Pedology, Fayetteville, 479-575-5742, kbrye@uark.edu
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- Justin Chlapecka (Ph.D., Univ. Of Arkansas), Assistant Professor, Agronomy, Harrisburg, (870) 206-5491, jchlapecc@uark.edu
- Mike Daniels (Ph.D., Penn State Univ.), Distinguished Professor, Environmental Management, Little Rock, 501-671-2281, mdaniels@uada.edu
- Jason Davis, (Ph.D., Univ. of Arkansas), Assistant Professor, Remote Sensing and Pesticide Application, Batesville, 870-793-7432, jdavis@uada.edu
- Chistian De Guzman (Ph.D., Louisiana State Univ.), Assistant Professor, Rice Breeding and Genetics, Stuttgart, 870-673-2661, deguzma@uark.edu
- Paul DeLaune (Ph.D., Univ. of Arkansas), Department Head and Professor, Fayetteville, 479-575-2354, pdealaun@uark.edu
- Gerson Drescher (Ph.D., Federal Univ. of Santa Maria, Brazil), Assistant Professor, Soil Fertility, Fayetteville, 479-502-9708, gldresch@uark.edu
- Elvis Elli (Ph.D., Univ. of Sao Paulo, Brazil), Assistant Professor, Crop Physiology, Fayetteville, 479-502-9735, eelli@uark.edu
- Samuel Fernandes (Ph.D., Federal Univ. of Lavras, Brazil), Assistant Professor, Agricultural Statistics and Quantitative Genetics, Fayetteville, 479-575-5677, samuelbf@uark.edu
- Bronc Finch (Ph.D., Oklahoma State Univ.), Assistant Professor, Soil Fertility, Little Rock, 501-671-2076, bfinch@uark.edu
- Kelsey Greub (Ph.D., Univ. of Arkansas), Instructor, Fayetteville, 830-708-5446, klhoegen@uark.edu
- Jarrod Hardke, (Ph.D., Louisiana State Univ.), Professor, Rice Agronomy, Stuttgart, 870-673-2661, jhardke@uada.edu

- Jason Kelley (Ph.D., Oklahoma State Univ.), Professor, Wheat & Feed Grains Agronomy, Little Rock, 501-671-2164, jkelley@uada.edu
- Mark McDonald (Ph.D., Texas A&M Univ.), Assistant Professor, Soil Microbiology, Fayetteville, 479-502-9729, mmcdon@uark.edu
- David M. Miller (Ph.D., Univ. of Georgia), Professor, Soil Chemistry, Fayetteville, 479-575-5747, dmmiller@uark.edu
- Ana Morales-Ona Smith (Ph.D., Purdue University, USA), Assistant Professor and Extension Soil Fertility Specialist, Harrisburg, 765 430 4719, amosmith@uada.edu
- Jason Norsworthy (Ph.D., Univ. of Arkansas), Distinguished Professor, Weed Science, Fayetteville, 479-575-8740, jnorswor@uark.edu
- Trent L. Roberts, (Ph.D., Univ. of Arkansas), Professor, Soil Fertility/Soil Testing, Fayetteville, 479-575-6752, tlrobert@uark.edu
- Jeremy Ross, (Ph.D., Univ. of Arkansas), Professor, Soybean Agronomy, Lonoke, 501-237-5523, jross@uada.edu
- Robert C. Scott, (Ph.D., Mississippi State Univ.) Professor, Extension Weed Science, Lonoke, 501-837-0273, bscott@uada.edu
- Xueyan Sha (Ph.D., Louisiana State Univ.), Professor, Rice Breeding and Genetics, Stuttgart, 870-673-2661, xsha@uark.edu
- Shannon Speir (Ph.D., Univ. of Notre Dame), Assistant Professor, Water Quality, Fayetteville, 479-575-4118, slspeir@uark.edu
- Vibha Srivastava (Ph.D., Jawaharlal Nehru Univ., India), Professor, Plant Biotechnology, Fayetteville, 479-575-4872, vibhas@uark.edu
- Zachary Treadway (Ph.D., Oklahoma State University), Assistant Professor, Crop Science, Newport, 870-495-1358, ztreadway@uada.edu
- Caio C. Vieira, (Ph.D. Univ. of Missouri-Columbia), Assistant Professor, Soybean Breeding, Fayetteville, 479-575-6045, caioc@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, corn, cotton, wheat, 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, colleges and universities, and 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 advanced degrees in Crop, Soil, and Environmental Sciences (MASTER OF SCIENCE and DOCTOR OF PHILOSOPHY) at University of Arkansas are offered in the following areas of specialization: Crop Physiology, Crop Production, Plant Breeding and Genetics, Biotechnology, Weed Science, Seed Technology, Water Science, Soil Science., Soil Physics, Soil Chemistry, Soil Microbiology, Soil Fertility, Soil Classification, and Pesticide Residues.

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.

The Application for Admission form should be submitted to the Graduate School Admissions Office using their online application process at <https://graduate-students.uark.edu/admissions/#apply-now-to-the-graduate-school>. 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 the web page: <https://graduate-students.uark.edu/admissions/>

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.**

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 GPAs ON A 4-POINT SCALE)

1. Graduate School

a) Regular Admission

For admission to graduate standing, a student must have:

- (i) A conferred baccalaureate degree prior to the start date. Students must have a 3.0 cumulative GPA for the last 60.0 credit hours of attempted coursework from a regionally accredited institution of higher education.
- (ii) Conferral of a post-baccalaureate graduate degree (excluding professional degrees) from a regionally accredited institution.

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

- (i) Fulfillment of either 1.A (regular admission) or 1.C (readmission), and recommendation of the Department Head or Chair of program offering instruction for the degree program;
- Or
- (ii) Fulfillment of 1.B (exception to regular admission), recommendation of the Department Head or Chair of 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 could initiate the request for an exception through the department. A student must have a favorable recommendation for admission from the Department Head and no less than a 2.75 GPA, for the last 60 hours, before the request for exception is forwarded to the Graduate School. An applicant may also be considered for admission by special consideration, which includes satisfactory scores on the Graduate Record Examination (GRE) General Test or an equivalent examination or a conferred post-baccalaureate degree (excluding professional degrees). If the Graduate School approves the request, the student will be admitted on a conditional basis. Generally, the student must earn at least a 3.0 GPA on the first 9 hours of graduate-level work (excluding Special Problem courses) taken in the first semester. **Failure to do this will result in dismissal from the graduate program.**

c) Readmission or Termination

Note: 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 GPA 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 posted for admission into Fall and Spring semesters on the Graduate School web site;
 - 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 Admissions](#) 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. For more details, refer to the [Admissions Guidelines](#) of the Graduate School. 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 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 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/phytoremediation, conservation, land use and water resources, reclamation of lands, plant breeding, weed science, plant physiology and nutrition, 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 for various interdisciplinary programs, such as the Cell and Molecular Biology (CEMB) program, the Environmental Dynamics (ENDY) program, and the Statistics and Analytics (STAN) 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:* For students entering with a master's degree: GPA > 3.65, GRE Analytical Writing score of 4.0 or better, strong letters of recommendation, and completion of a research-based Master's thesis. For students entering with a bachelor's degree: GPA > 3.50, GRE Analytical Writing score of 4.0 or better, strong letters of recommendation, evidence of undergraduate research accomplishments (i.e., participation in undergraduate research with special consideration given to those participating in competitive programs, such as NSF-REU programs).
 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

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. The characteristics of competitive candidates for Distinguished Doctoral Fellowships are:

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 education. 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, 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 conditional basis (see [B. MINIMUM REQUIREMENTS 1. Graduate School B. Exception to Regular Admission](#)). These students must make their own financial arrangements. Removal of the first semester 9-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

A. University Release

- i. 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:
- ii. "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 the above Resolution that a copy of this Resolution should accompany every scholarship, fellowship, traineeship, and assistantship offer."

B. GPA and Termination

- i. 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 level during the course of study may not retain their 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.
- ii. 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.

C. Registration

- i. 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 obtained by logging into Workday or from the Office of the Registrar's webpage (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 the major advisor and graduate committee for the appropriate courses for the semester.
- ii. 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 the necessary information.
- iii. 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 arrives 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:

- i. 6 hours fall/spring semesters (maximum of 10 hours)
- ii. 3 hours (with a maximum of 4) during any of the summer sessions
- iii. Out-of-state tuition is waived for students on half-time graduate assistant appointments.
- iv. Students on assistantship are responsible for their student fees each semester.

b) Half-Time Graduate Assistants (Teaching)

The Department may offer half-time graduate teaching assistantships for 9-month appointments to assist in teaching courses within the Department. Half-time teaching assistantships may also be available in other departments. 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 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 credit 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 typical time limits for assistantships do not include summer semesters, 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.)

In the event that the degree program requires an additional semester than the typical semester duration, permission can be requested from the Department Head for continuation.

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 letter explaining their expected duties and responsibilities while on assistantship.
- 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 or 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 via University sources. Funds for such grants fluctuate with contributors. Minority scholarships or fellowships are often available. Applications may be secured from and any questions should be directed to the 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.a and C1.b.](#) [page 4-5]). The departmental office also has a file on scholarships available.

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.

8. CSES Departmental Awards

The Department of Crop, Soil, and Environmental Sciences has the following graduate student awards: (a) Outstanding M.S. Student, (b) Outstanding Ph.D. Student, (c) Excellence in Teaching and Mentoring, (d) Excellence in Research, (e) Gerald O. Mott Meritorious Graduate Student in Crop Science, and (f) Arthur E. Spooner award.

Application guidelines and eligibility for these awards are listed in [Appendix C](#). Each year in December, applications are invited for these awards that are evaluated by CSES' Awards Committee to select the winner, who receive their award at the departmental banquet held in the spring of each year.

II. GUIDELINES FOR STUDENTS SEEKING ADVANCED DEGREES

A. MASTER OF SCIENCE

1. Guidelines for the Committee and the Student

- a) The major professor, in consultation with the student and with the approval of the Department Head, will set up a graduate student committee of at least four members (including the major professor) at the first practical opportunity (e.g., within the first semester or the second). In addition to the major professor, the committee will consist of two graduate faculty members from the CSES Department that must represent two of the three departmental focus areas: (1) crops, (2) soils, and (3) environmental sciences, and at least one member from a relevant field outside the CSES Department, but within the University of Arkansas-Fayetteville campus. See [Appendix D](#) for the list of CSES graduate faculty representing one or more of these focus areas.

For the purposes of serving on a graduate student committee, the statisticians in the College can be considered as outside the department, irrespective of where they are tenured. However, statisticians appointed in CSES cannot serve as the outside department committee member for their own student advisees. Faculty members with joint appointments cannot serve as an outside-the-department graduate committee member. 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.

Committee members from outside the University of Arkansas are considered as outside the college and will need to be appointed as adjunct faculty and have temporary graduate faculty status (e.g., G2T). Committee members from outside the University of Arkansas can also be appointed as an *ex officio* member without requiring temporary graduate faculty status. The *ex officio* members do not retain the right to vote on the student's progress; however, they can sign the thesis signature page. The composition of the student's graduate committee may be changed with the written approval of the Department Head.

By virtue of the office, the Department Head will be an *ex officio* member of all graduate student committees. However, the Department Head does not sign thesis/dissertation signature pages.

- 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 student will, at the earliest opportunity, call a meeting of their committee in consultation with their major advisor.

At the first committee meeting, the M.S. student should present a tentative outline of the coursework (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) 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 Master's oral exam includes the thesis defense and a comprehensive examination of the student's knowledge in their focus area, whether it be crop, soil, or environmental sciences (or a combination thereof).

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 to 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](#) is available on Graduate School web site.

B. DOCTOR OF PHILOSOPHY

1. Guidelines for the Committee and the Student

- a) 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 prospective candidate and the Department Head will choose a list of committee members to be submitted to the Graduate School.
- b) The doctoral student's committee includes: (i) the major professor, (ii) two additional qualified members from the Department of Crop, Soil, and Environmental Sciences' faculty representing at least two out of the three disciplines (i.e., crops, soils, and environmental sciences; See [Appendix D](#)), and (iii) a minimum of two other qualified graduate faculty from outside the Department of Crop, Soil, and Environmental Sciences, one from within the College and one from outside the College, but within the University of Arkansas-Fayetteville campus. No more than one formal committee member can be from outside the University.

For the purposes of serving on a graduate student committee, the statisticians in the College can be considered as outside the department, irrespective of where they are tenured. However, statisticians appointed in CSES cannot serve as the outside department committee member for their own student advisees. Faculty members with joint appointments cannot serve as an outside-the-department graduate committee member. 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.

Committee members from outside the University of Arkansas are considered as outside the college and will need to be appointed as adjunct faculty and have temporary graduate faculty status (e.g., G2T). Committee members from outside the University of Arkansas can also be appointed as an *ex officio* member without requiring temporary graduate faculty status. The *ex officio* members do not retain the right to vote on the student's progress; however, they can sign the thesis signature page. The composition of the student's graduate committee may be changed with the written approval of the Department Head.

By virtue of the office, the Department Head will be an *ex officio* member of all graduate student committees. However, the Department Head does not sign thesis/dissertation signature pages.

In consultation with major professor, the student must call a meeting of the 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.

- c) The student's graduate committee will serve as an advisory committee for the student's graduate program and the examining committee for the candidacy exam as well as the dissertation defense exam. 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.
- d) A minimum of 42 graduate-only semester hours beyond the master's degree is required, which includes 24 credit hours for the course work and 18 credit hours of dissertation research.
- e) The term used for the written and oral examinations for doctoral students will be candidacy examinations, as specified by the Graduate School or the student's interdisciplinary program (i.e., ENDY or CEMB).

Doctoral students will take candidacy examinations within 2 to 3 years after starting their degree program for good standing as the half-time graduate assistants. Doctoral students in CSES will complete all written candidacy examinations within 10 consecutive working days.

Written doctoral candidacy examinations are administered by at least five graduate committee members. 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 A](#).
- 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 is 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 Graduate School web site.

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) Approved by Department of Crop, Soil, and Environmental Sciences graduate faculty;
- c) Approved by the 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.

2. 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) Each candidate for the M.S. or the Ph.D. degree is required to give a regularly scheduled departmental seminar toward the end of the degree program. The M.S. candidate is expected to give a 20-minute presentation, and a Ph.D. candidate should give a 40-minute presentation.
- c) The degree candidate is responsible for scheduling his/her seminar.
- d) No grade or credit hours will be awarded for departmental seminar presentations, but critique of the presentation may be given to the student and his/her committee.
- e) The course entitled Scientific Presentations (CSES 51003) 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, professional meetings, and the departmental seminar.

3. 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 teaching 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 appropriately 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.

4. 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 5. b.).

5. 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 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 mentioned in Appendix A 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 I](#)) 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 H](#)) 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 Environmental Sciences. Many of the societies are interested in having students as members and offer student membership rates. Graduate students should reach out to their major advisor for information about relevant societies and student opportunities within the societies.

E. Travel Guidelines for Students Representing the University of Arkansas:

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 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.

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.

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 Asche; Fayetteville, AR 72702 (phone 479-521-1199) (see: <https://www.uarkfcu.com/>).

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 479-575-4687) (see: <https://housing.uark.edu/>).

C. TRANSPORTATION

1. Transit System

Transit bus services the farm, DTAS, and CROP buildings. The University buses service 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/>

2. Parking

Parking for private vehicles is limited both on the campus and near the campus. A parking permit may be obtained from the Transit and Parking Department (155 S. Razorback Rd) along with maps which illustrate parking lots where the permit is valid. For more information: <https://parking.uark.edu/parking/permits.php>

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 out of state trips, as a driver or passenger, a Travel Authorization Form will need to be submitted to the departmental accountant prior to the trip. These forms are available at PTSC 115 or at the CROP Building. If you are attending a conference or meeting, an abstract of research presented must be submitted with the Travel Authorization Form.

After returning from trips, whether out of state or downstate, fill out a travel expense reimbursement form. This form not only lists vehicle/transportation 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. An electronic version of this form can be obtained from a departmental accountant in PTSC 125 or the CROP Building.

D. PROCEDURES FOR PROCESSING REQUISITIONS

See a departmental accountant for the proper procedures for processing formal requisitions and purchases that cannot be made with a Purchasing card.

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.

- Arkansas driver's license
- Arkansas vehicle registration
- Arkansas voter's registration*
- Arkansas state income tax return
- Assessment of personal property (i.e. vehicle, boat, etc.)
- Assessment of real property
- Establishment of bank accounts (letter form bank stating date the account was opened and is currently active)

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) 575-5451 or email at registra@uark.edu (see <https://registrar.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.**

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 Arkansas¹ 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.

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

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 dependents² 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.

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

Appendix B

VERIFICATION OF INTENT TO REGISTER FOR GRADUATE STUDENTS

DATE: _____ NAME: _____

ADVISOR: _____ 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 2024

_____ Summer Semester 2024

_____ Fall Semester 2024

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

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 Award
5. CSES Graduate Student Award for Excellence in Teaching and Mentoring
6. CSES Graduate Student Award for Research Excellence

SPOONER SCHOLAR AWARD

Department of Crop, Soil, and Environmental Sciences
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, UA Professor of Agronomy from 1952-1983, 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 minespoils 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 actual traveling expenses for up to two weeks with allowable expenses being defined as those governed by the travel guidelines adopted for the University of Arkansas faculty and staff, and with a \$2000 maximum. Students are encouraged to apply early in their M.S. or Ph.D. programs to receive the full benefit of the award.

The recipient is encouraged to spend one-week tours with up to two out of three possible specialists, (1) an Extension Specialist active in the student's area of interest, (2) a person in industry employed in an area of interest to the recipient, or (3) at another Land Grant University or government agency observing the work of a scientist specializing in an area of interest to the student. Since the purpose of the scholarship is to broaden the student, preference will be given to proposals of a program of two one-week tours as opposed to just one. Tours, normally in the summer, will be planned in advance with prior approval and endorsement by the tour host and confirmed by the recipient's major professor. The awardee will report on his or her tour in the Crop, Soil, and Environmental Sciences department seminar series 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, leadership potential, and quality of proposal shall be the criteria for selection. The standing Crop, Soil, and Environmental Sciences Awards Committee shall choose the recipient from those recommended by their major professors. No more than one award will be granted annually. Lack of quality proposals in any given year may preclude the granting of an award. The selection committee will be responsible for selecting scholars fully capable of representing the total image of Dr. Art Spooner.

Application materials are described on the next page. The student is responsible for assembling the information and combining all pages, except for the major professor's evaluation, into one pdf file. The last pages shall be the graduate transcript(s).

SPOONER SCHOLAR AWARD

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

Cover Sheet of Application Should be as Follows:¹

Nominee: _____ E-mail address: _____

Address: _____ Telephone: _____

Degree Pursued: _____ 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. _____

Start a New Page to Supply the Following Information:²

Student Statement (50%): Limit 2 pages, single spaced, 12-point font, format as a proposal.

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 your research program
- (e) Estimated budget (on a separate page, not included in the 2-page limit)

Publications (5%) and Presentations (5%): Start a new page listing the details of personal publications/presentations under headings of: Refereed Papers, Non-Refereed Papers, AES Publications, Abstracts, and Presentations. Manuscripts that have been "accepted" and "in press" may be listed, but those "in review" or "in preparation" should not be included.

Awards/Recognition (5%) and Service and Offices Held (5%): (no new page)

GPA for present degree (20%): _____ (no new page)

Add graduate transcript(s) by scanning into pdf format and inserting at the end of the document.

Major Professor's Evaluation (10%): Limit to 1 page. Professor submits this separately.

¹ Center this information on the cover sheet. Applicants not following the guidelines or omitting needed documentation will be viewed unfavorably. ² Percentage weights given to each category are for judging purposes.

Deadline: Submit packets to Dr. Norsworthy (jnorswor@uark.edu) by **noon on Jan. 8, 2025**.

OUTSTANDING M.S. GRADUATE STUDENT

Department of Crop, Soil, and Environmental Sciences, University of Arkansas
Deadline for submission: January 8, 2025

Cover Sheet of Application Should be Arranged as Follows:

Nominee: _____ Email address: _____
Address: _____ Telephone: _____

Degree Pursuing: _____ Research Area: _____
(e.g. soil chemistry, weed science)

Appointment status: GA _____, Other _____, and date started _____
(month & year)

Degrees Earned and GPA

Institution:

B.S. _____ Other: _____

Grade point average: B.S. _____ Other: _____

Supply the Following Information Starting on a New Page:

Each nomination packet shall include in the following order:

1) a one-page executive summary that includes evidence of scholarly activities, significance and impact of research and/or teaching, leadership and service at the University of Arkansas during the degree program, and service or activities beyond the academic community. The summary is to include relevant accomplishments addressing pertinent areas of the award. A bulleted summary is acceptable.

2) a resume that clearly states the student's GPA and includes the same subheadings used in the executive summary. The resume should only include activities and accomplishments achieved during the enrollment period for the degree for which this award is being sought (i.e. no undergraduate activities/accomplishments). Nominees are expected to have a strong record of academic achievement (3.5 GPA) and to have demonstrated scholarly activities. Nominees must be enrolled in at least one semester hour of credit through the end of the spring semester during which the nomination is being considered. The nomination packet should be 10 pages maximum, not including the one-page summary. Nominations to be in Times New Roman type, 12-point font with one-inch margins, and single spaced.

Please note: Letters of Recommendation are not required for M.S. nomination packets.

The nomination packet will be judged on the following criteria:

GPA	25 points
-----	-----------

Referred Articles or Classroom/Lab Teaching	25 points
Conference Papers/Presentations/Posters	15 points
Academic Awards/Honors	15 points
Service/Outreach Related to Discipline/Community	10 points
Total Available Points	100 points

Submit entire document as one pdf file to Dr. Jason Norsworthy (jnorswor@uark.edu) by **noon Jan 8, 2025**.

OUTSTANDING Ph.D. GRADUATE STUDENT

Department of Crop, Soil, and Environmental Sciences, University of Arkansas
Deadline for submission: January 8, 2025

Cover Sheet of Application Should be Arranged as Follows:

Nominee: _____ Email address: _____
Address: _____ Telephone: _____

Degree Pursuing: _____ Research Area: _____
(e.g. soil chemistry, weed science)

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. _____

Supply the Following Information Starting on a New Page:

Each nomination packet shall include in the following order:

1) a one-page executive summary that includes evidence of scholarly activities, significance and impact of research and/or teaching, leadership and service at the University of Arkansas during the degree program, and service or activities beyond the academic community. The summary is to include relevant accomplishments addressing pertinent areas of the award. A bulleted summary is acceptable.

2) a resume that clearly states the student's GPA and includes the same subheadings used in the executive summary. The resume should only include activities and accomplishments achieved during the enrollment period for the degree for which this award is being sought (i.e. no undergraduate activities/accomplishments; no M.S. activities/accomplishments for Ph.D. candidates). Nominees are expected to have a strong record of academic achievement (3.5 GPA) and to have demonstrated scholarly activities. Nominees must be enrolled in at least one semester hour of credit through the end of the spring semester during which the nomination is being considered. The nomination packet should be 10 pages maximum, not including the one-page summary. Nominations to be in Times New Roman type, 12-point font with one-inch margins, and single spaced.

Please note: Letters of Recommendation are not required for Ph.D. nomination packets.

The nomination packet will be judged on the following criteria:

GPA	25 points
Refereed Articles	20 points
Classroom/Lab Teaching	20 points
Conference Papers/Presentations/Posters	15 points
Academic Awards/Honors	10 points
Service/Outreach Related to Discipline	10 points
Total Available Points	100 points

Submit entire document as one pdf file to Dr. Jason Norsworthy (jnorswor@uark.edu) by noon Jan 8, 2025.

GERALD O. MOTT MERITORIOUS GRADUATE STUDENT IN CROP SCIENCE¹

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

Deadline for submission: January 8, 2025

Cover Sheet of Application Should Be as Follows:²

Nominee: _____ E-mail address: _____

Address: _____ Telephone: _____

Degree Award Pursuing: _____ Research Area: _____

(e.g. Soil chemistry, Weed science)

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 Information²:

1. Academic achievements, honors, and awards (25 points).
2. Research/teaching contributions (25 points).
3. Leadership accomplishments in academic and professional capacity (25 points).
4. Service activities – community and professional organizations (5 points).
5. Personal qualities – leadership, commitment to excellence, and communication skills (20 points).

¹ 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 2024 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. See complete details at <https://www.agronomy.org/awards/view/211>. Applicants for Outstanding M.S. and Ph.D. awards may use the same document as an application for his award.

² Applicants not following the guidelines or omitting needed documentation will be viewed unfavorably.

³ Percentage weight given to each category for judging purposes.

⁴ Deadline is for application to Dr. Norsworthy (jnorswor@uark.edu) is noon January 8, 2025.

CSES GRADUATE STUDENT AWARD FOR EXCELLENCE IN TEACHING AND MENTORING

Department of Crop, Soil, and Environmental Sciences, University of Arkansas
Deadline for submission: January 8, 2025

Cover Sheet of Application Should be Arranged as Follows (limited to 1 page):

Nominee: _____ Email address: _____

Address: _____ Telephone: _____

Current Degree Pursuing: _____

Current Appointment Status (mark one): GA/RA _____
 TA _____
 Other _____

Date Started in Graduate School (month & year): _____

Degrees Earned and Cumulative GPA:

Institution/Major:

BS: _____

MS (if applicable): _____

Cumulative GPA:

BS: _____

MS: _____

PhD: _____

Major Professor e-Signature: _____

By the major professor providing their signature, they are indicating the endorsement and support for the nomination packet.

Teaching Supervisor e-Signature: _____

By the teaching supervisor providing their signature, they are indicating the endorsement and support for the nomination packet.

Eligibility and formatting: Graduate students in the MS or PhD program in CSES or who are in the Environmental Dynamics or Cell and Molecular Biology programs whose major professor is a faculty member in CSES are eligible for this award. Nominees are expected to have a strong record of teaching and mentoring contributions in CSES. Preference will be given to graduate students who have contributed to teaching in CSES, such as served as a formal or informal teaching assistant (TA) for a CSES class. Nominees must be enrolled in their program through the end of the spring semester or have graduated the December prior to the spring semester during which the nomination is being considered. The nomination packet should be five (5) pages or less, including the 1-page cover page. Nomination packets should be single-spaced with Times New Roman font and 1-inch margins all around.

Supply the following information starting atop a new page:

Narrative: The narrative is limited to a total of four (4) pages and should identify the scholarly activities and briefly describe the significance and impacts of cumulative teaching and mentoring contributions while in graduate school. The Narrative should only include activities and accomplishments that were achieved during graduate school and not during time as an undergraduate. The following information should be included:

Scholarly Activities and Achievements Related to Teaching and Mentoring

- Teaching activity - list of courses (course titles, alpha codes, and numbers) for which teaching contributions were made. For each class, indicate the following:
 - o Role served (i.e., instructor of record, full-semester TA who assisted a faculty member as instructor of record, guest lecturer, proctor of various specific class activities, etc.)
 - ♣ If instructor of record, indicate the number of full semesters teaching the class
 - ♣ If not instructor of record, indicate approximate number of times present in the classroom and/or hours per week spent serving role
 - o Course materials prepared (i.e., homework, quizzes, exams, lab materials, etc.)
 - o Grading activities conducted
 - o Other activities conducted
 - o End-of-semester student evaluation ratings (if conducted)
- Mentoring activity - describe mentoring provided of other graduate students and/or undergraduate student hourly workers and/or Honors students
- Other teaching-/mentoring-related activities/service - list or briefly describe any other teaching-related activities and/or service provided to the department, College, University, Division of Agriculture, and/or other outside organizations or professional societies. Also indicate any pedagogy/educational courses that have taken as part of graduate-degree program as a form of professional development or personal enrichment to improve teaching effectiveness.
- Teaching-/mentoring-related publications - list complete citations
- Teaching-/mentoring-related grant activity - list title, funding group, and amount awarded or amount requested if not awarded
- Teaching-/mentoring-related awards/recognition

Significance and Impact of Teaching and Mentoring Activities - Provide evidence for and describe the significance and impacts of teaching/mentoring activities on your professional development, graduate research, and/or future career goals and/or others. Select comments from formal student evaluations (if conducted) can be included to help demonstrate teaching impact.

Note: Letters of recommendation should not be included in the nomination packet.

The nomination packet will be scored based on the following criteria:

Direct teaching activity	25 points
Mentoring activity	15 points
Other teaching-related activities/service	15 points
Teaching-related publications	5 points
Teaching-/mentoring-related grant activity	5 points
Teaching-related awards/recognition	5 points
Description of significance and impact	25 points
GPA	5 points
Total possible points	100 points

Submit entire document as a single pdf file to Dr. Jason Norsworthy (jnorswor@uark.edu) by noon January 8, 2025.

CSES GRADUATE STUDENT AWARD FOR RESEARCH EXCELLENCE

Department of Crop, Soil, and Environmental Sciences, University of Arkansas
Deadline for submission: January 8, 2025

Cover Sheet of Application Should be Arranged as Follows (limited to 1 page):

Nominee: _____ Email address: _____

Address: _____ Telephone: _____

Current Degree Pursuing: _____

Current Appointment Status (mark one): GA/RA _____
 TA _____
 Other _____

Date Started in Graduate School (month & year): _____

Degrees Earned and Cumulative GPA:

Institution/Major:

BS: _____

MS (if applicable): _____

Cumulative GPA:

BS: _____

MS: _____

PhD: _____

Eligibility and formatting: This award is meant for cumulative research accomplishments and productivity throughout a student's whole graduate career in CSES. Graduate students in the MS or PhD program in CSES or who are in interdisciplinary programs such as the Environmental Dynamics, Cell and Molecular Biology, and Statistics and Analytics programs whose major professor is a faculty member in CSES are eligible for this award. Nominees are expected to have a strong record of research productivity in CSES. Nominees must be enrolled in their program through the end of the spring semester or have graduated the December prior to the spring semester during which the nomination is being considered. The nomination packet should be limited to no more than 10 pages, not including the 1-page cover page. Nomination packets should be single-spaced with Times New Roman font and 1-inch margins all around and no less the 12-point font.

Supply the following information starting atop a new page: use these phrases as the sub-section headings

- Peer-reviewed research publications – include the complete citation for only those that have been formally published or accepted and are in-press, briefly indicate your role on the publication (i.e., conceptualization of

the idea, performed the methods, provided supervision, wrote original draft, reviewed/edited the original draft, acquired the funding, etc.)

- Non-peer-reviewed research publications – these may include research series and/or experiment station publications and factsheets; include the complete citation
- Abstracts – include the complete citation, distinguish between voluntary and invited
- Research presentations - include the complete citation, distinguish between oral and poster presentations, distinguish between voluntary and invited, clearly indicate who the presenter was
- Grantsmanship – for each grant listed, provide the complete list of authors, the grant/proposal title, funding source, total dollar amount, and project duration; list funded grants separately from non-funded grants; indicate if you were the principal investigator (PI) or co-PI
- Research awards, honors, or recognition – list the name of the award, honor, or recognition and the year received
- Research-related service and other activity – include items such as ad-hoc peer-reviews for submitted journal articles or research proposals, organization/society committee membership/positions (indicate if the position was an elected position), research-related workshops conducted or attended, and any formal intellectual property (i.e., provisional patents and patent applications)
- Description and/or evidence of research significance and impact – provide quantification when possible

Note: Letters of recommendation should not be included in the nomination packet.

The nomination packet will be scored based on the following criteria:

Peer-reviewed research publications	20 points
Non-peer-reviewed research publications	10 points
Abstracts	5 points
Research presentations	10 points
Grantsmanship	10 points
Research awards, honors, or recognition	10 points
Research-related service and other activity	10 points
Description of research significance and impact	20 points
GPA	5 points
Total possible points	100 points

Submit entire document as a single pdf file to Dr. Jason Norsworthy (jnorswor@uark.edu) no later than **12:00 noon** January 8, 2025.

Appendix D

PRIMARY OR SECONDARY FOCUS AREAS OF CSES GRADUATE FACULTY

Last Name	First Name	Primary Area	Secondary Area
Barber	Tom	Crop Science	
Bourland	Fred	Crop Science	
Brye	Kristofor	Soil Science	Environmental Science
Burgos	Nilda	Crop Science	
Chlapecka	Justin	Crop Science	
Daniels	Mike	Soil Science	Environmental Science
Davis	Jason	Crop Science	
De Guzman	Christian	Crop Science	
Drescher	Gerson	Soil Science	Crop Science
Elli	Elvis	Crop Science	
Fernandes ¹	Sam	Crop Science	
Finch	Bronc	Soil Science	Crop Science
Greub	Kelsey	Crop Science	Soil Science
Hardke	Jarrod	Crop Science	
Kelley	Jason	Crop Science	
McDonald	Mark	Soil Science	Environmental Science
Miller	David	Soil Science	Environmental Science
Morales-Ona Smith	Ana	Soil Science	Crop Science
Norsworthy	Jason	Crop Science	
Roberts	Trent	Soil Science	Crop Science
Ross	Jeremy	Crop Science	
Scott	Bob	Crop Science	
Sha	Xueyan	Crop Science	
Speir	Shannon	Environmental Science	
Srivastava	Vibha	Crop Science	
Treadway	Zachary	Crop Science	
Viera	Caio	Crop Science	

¹ If serving as statistician on committee, Dr. Fernandes can be considered the outside-department member.

Appendix E

MASTER’S DEGREE FORMS

1. Intent to Register (See Appendix B)
2. Master’s Calendar (available online for each semester)
3. Master’s Committee Form
4. Master’s Thesis Title
5. Intellectual Property Disclosure Form

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

Master's Program Advisory Committee and Master's Thesis Committee

The [Masters Committee Form](#) is used for both Master's Program Advisory Committee and Master's Thesis Committee establishment. Both committees consist of a major advisor and at least three other members of the graduate faculty, and this form should be submitted to the Graduate School as soon as committee is established, preferably in the first semester. The Master's Committee Form indicates whether the committee serves as the program advisory committee, thesis committee or both.

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 to the Graduate School as soon as the thesis topic has been established but no later than 4 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.

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 two (2) weeks before the degree is to be conferred. The thesis must be prepared according to the guidelines of Graduate School available on the link: [thesis-dissertation-guide](#) and passed the precheck process 2 weeks prior to submission.

Final Copies

Graduate Master's theses and Doctoral dissertations are submitted electronically to ProQuest following the protocol established by the Graduate School. Papers are automatically included in ScholarWorks@UARK unless you elect to embargo during the ProQuest submission process. Detailed information can be found [here](#). **Final copy must be submitted 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.

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



Student's Name: _____ ID Number: _____

Degree Sought: _____ Degree Program: _____

Student's Signature: _____ Date: _____

-
- ☐ Check for Master's Advisory Committee, which develops the student's program of study, and monitors progress in the program.
- ☐ Check for Master's Thesis Committee, which is responsible for insuring that the thesis presented meets high academic standards and constitutes a significant contribution to the knowledge of the study area.
- ☐ 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)

CHAIR			
_____	_____	☐	☐
Please print full name	signature required	add	remove
_____	_____	☐	☐
Please print full name	signature	add	remove
_____	_____	☐	☐
Please print full name	signature	add	remove
_____	_____	☐	☐
Please print full name	signature	add	remove
_____	_____	☐	☐
Please print full name	signature	add	remove
_____	_____	☐	☐
Please print full name	signature	add	remove

Department Chair/Head

Or Program Director: _____ Date: _____

Approved: _____ Date: _____

Office of the Graduate Dean

This form is to be submitted to the Graduate School as soon as the committee has been selected. Changes to the committee must be done in accordance with Graduate School rules and require the approval of the Graduate School.



Thesis/Dissertation Title (Link: [td-title.pdf](#))

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?

	(This section must be completed.)	Protocol #
Biosafety Committee (Recombinant DNA)	Yes* _____ No _____	_____
Animal Care and Use Committee	Yes* _____ No _____	_____
Institutional Review Board (Human Subjects)	Yes* _____ No _____	_____

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.

Original: Graduate School

Appendix F

DOCTORAL DEGREE FORMS

1. Intent to Register (See Appendix B)
2. Doctoral Calendar (available online for each semester)
3. Doctoral Committee Form (combined form for doctoral advisory and dissertation committee)
4. Candidacy Exam Notification Form
5. Doctoral Dissertation Title Form
6. Intellectual Property Disclosure Form

UNIVERSITY OF ARKANSAS GRADUATE SCHOOL DOCTORAL CALENDAR FOR ACADEMIC YEAR

Doctoral Committee

The [Doctoral Committee](#) Form covers both Program Advisory and Dissertation Committee, consisting of a major advisor and at least two other members of the graduate faculty. The form should be submitted to the Graduate School as soon as the committee is established using the instructions given on the form.

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 using [Candidacy Exam Notification](#) Form.

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 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

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 two (2) weeks before the degree is to be conferred. The thesis must be prepared according to the guidelines of Graduate School available on the link: [thesis-dissertation-guide](#) and passed the precheck process 2 weeks prior to submission.

Announcement of Dissertation Defense

Announcement of a doctoral candidate's dissertation defense must be submitted to the Graduate School online using the form [candidacy-exam-notice.pdf](#). at least **TWO WEEKS** prior to the date of the defense.

Final Copies

Graduate Doctoral dissertations are submitted electronically to ProQuest following the protocol established by the Graduate School. Papers are automatically included in ScholarWorks@UARK unless you elect to embargo during the ProQuest submission process. Detailed information can be found **here**. Final copy must be submitted one 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. This application can be obtained at https://registrar.uark.edu/_resources/pdf/application_for_graduation.pdf and submitted through Workday in the semester in which the student expects to receive the degree.



Student's Name: _____ ID Number: _____

Degree Sought: _____ Degree Program: _____

Student's Signature: _____ Date: _____

- ☐ Check for Doctoral Advisory Committee, which develops the student's program of study, and monitors progress in the program.
- ☐ Check for Doctoral Dissertation Committee, which is responsible for insuring that the dissertation presented meets high academic standards and constitutes a significant contribution to the knowledge of the study area.
- ☐ 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)

_____ CHAIR

Please **print** full name

signature required

☐

add

☐

remove

Please **print** full name

signature

☐

add

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remove

Please **print** full name

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Please **print** full name

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remove

Department Chair/Head

Or Program Director: _____ Date: _____

Approved: _____ Date: _____

Office of the Graduate Dean

This form is to be submitted to the Graduate School as soon as the committee has been selected. Changes to the committee must be done in accordance with Graduate School rules and require the approval of the Graduate School



Thesis/Dissertation Title (Link: [td-title](#))

Student's Name: _____ IDNumber: _____

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?

	(This section must be completed.)	Protocol #
Biosafety Committee (Recombinant DNA)	Yes* _____ No _____	_____
Animal Care and Use Committee	Yes* _____ No _____	_____
Institutional Review Board (Human Subjects)	Yes* _____ No _____	_____

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

Appendix G

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: Tobatha Gonzalez 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. Estefani Mann, 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 H

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 30th each year, the face-to-face interviews during May, and the review forms sent to the Graduate School by June 30th.
9. A copy of the Graduate Student Handbook will be available 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 available at [grad-handbook](#). Consideration is being given to posting the departmental graduate student handbook on the web.



Annual Graduate Student Academic Review for Master's Students

When the department/program completes their review, they should send this signed document to <https://bit.ly/3txQEAI> by June 30th of each year.

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. University ID Number: _____ Student's degree program: _____
3. Semester and year student entered degree program: _____
4. Current GPA and number of course hours completed: _____
5. Does student have any out of date course work? (Course work is considered out of date if it was taken more than six years prior to graduation.)

Yes No
6. Has degree audit been made current, reflecting all exemptions to date?

Yes No
7. Degree progress is:
 - ☐ Satisfactory.
 - ☐ Not satisfactory.

Please explain:

8. Check all that have been completed and are requirements for this degree:
 - ☐ Coursework completed (this excludes research hours)
 - ☐ Comprehensive exam/thesis defense. Date: _____
 - ☐ Practicum/internship/externship completed.
 - ☐ Other: _____
9. The results of the review were communicated to the student:
 - ☐ by face-to-face interview on _____ (date)
_____ (signature of student)
 - ☐ by the following procedure because the face-to-face interview was not possible or practical (include dates

of notification): _____

10. This form accurately summarizes the annual graduate student academic review for this student for 2020 - 2021. _____ (Academic Year)

Signature of Review Coordinator

Name of Review Coordinator

Signature of Department/Program
Head/Chair/Director:

Date

For Graduate School Use Only:

Review received (signature of dean): _____

Revised: 6/13/2022



Annual Graduate Student Academic Review for Doctoral Students

When the department/program completes their review, they should send this signed document to <https://bit.ly/3txQEAI> by June 30th of each year.

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. University ID Number: _____ Student's degree program: _____

3. Semester and year student entered degree program: _____

4. Current GPA and number of hours completed: _____

5. Does student have any out of date course work? (Course work is considered out of date if at the time of graduation it was taken more than seven years prior to the first semester in the doctoral program.)

☐ Yes

☐ No

6. Has degree audit been made current, reflecting all exemptions to date?

☐ Yes

☐ No

7. Degree progress is:

☐ Satisfactory.

☐ not satisfactory.

Please explain:

8. Check all that have been completed and are requirements for this degree:

☐ Coursework completed (this excludes research hours)

☐ Candidacy exam. Date: _____

☐ Capstone/project submitted. Date: _____

☐ Internship/externship/practicum completed. Date: _____

☐ Proposal defense, if used. Date: _____

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

- by face-to-face interview on _____(date)
_____(signature of student)
- by the following procedure because the face-to-face interview was not possible or practical
(include dates of notification): _____

10. 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/Program Head/Chair/Director:

Date

For Graduate School Use Only:

Review received (signature of dean): _____

Revised: 6/13/2022

Appendix I

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
Depth and breadth of discipline related knowledge	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
Critical thinking	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.

Problem solving	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.
Communication skills - oral	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.

Communication skills - written	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.
Original & Independent Research	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 Tabatha Gonzalez 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.

Appendix J

MISCELLANEOUS FORMS

1. [Memorandum Form](#) - Graduate Credit for Undergraduate Course work (3000/4000 level)
2. [Out-of-Career Registration](#) Form
3. [Application for Assistantship](#) – After submitting the online application for the admission into the Graduate School, Graduate Assistant positions can be reviewed and applied for through Workday.
4. [Graduate Student Travel Grant Opportunities](#)