

Summary of Procedures for Doctoral Degrees

all forms are available at the Grad School website: www.uark.edu/grad

Procedure	Responsible Party	Action Date
Formation of Program Advisory Committee and Submission of <i>Doctoral Program Advisory Committee Form</i>	Major Advisor/Department Chair/Head	Immediately following admission to degree program for those programs that use and advisory committee
Changes in program advisory committee by memorandum	Major advisor/member leaving committee	As soon as change occurs
Admission to candidacy	Advisory Committee	Before beginning work on the dissertation
Enrollment in at least one hour of graded graduate course work or dissertation credit following passing of candidacy exams	Student	Each semester (including summer) until graduation
Selection of dissertation title and formation of dissertation committee and submission of <i>Doctoral Dissertation Title Form</i> and <i>Dissertation Committee Form</i>	Dissertation Director	At least three months prior to the date of defense
Registration of at least 18 hours of dissertation	Student	Before graduation
Graduate Application Card	Student	By the following deadlines for semester in which the degree is to be awarded: Fall-October 1; Spring- March 1; Summer-July 1
Inclusion of name for commencement exercises, regalia and announcement orders	Student	Deadline indicated in "instructions to Graduates"
Removal of incompletes <i>Change of Grade Form</i>	Student/Instructor	When course requirements have been met
To avoid an incomplete becoming "F"	Student/Instructor	<i>Change of grade form</i> must be submitted twelve weeks into the next major semester of enrollment
Obtain <i>Guide for Preparing Thesis and Dissertations</i> from the Web	Student	Before first draft of Thesis is typed
Submission of Announcement of Defense by memorandum	Dissertation Director	At least two weeks before defense
Defense of dissertation. Certified by submission of <i>Record of Progress</i> with original signatures	Dissertation Committee (form sent to major advisor from Grad School)	Preferably at least two weeks before dissertations are due to the graduate school
Submission of preliminary copies to each Dissertation committee member	Student	At least six weeks before final defense of dissertation
Preliminary editorial check of Thesis	Student	At least two weeks prior to graduation date
Final copies of Thesis to Graduate School	Student submits to Graduate School; Graduate School submits to Library	No later than one week before graduation (specific graduation dates are available at the Grad School.