

Summary of Procedures for Masters Degrees

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

Procedure	Responsible Party	Action Date
Formation of Program Advisory Committee and Submission of <i>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
Request transfer of credit by submitting <i>Request for Transfer of Graduate Credit Form</i>	Major Advisor	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
Final comprehensive examination. Certified by submission of <i>Record of Progress form</i> with original signatures	Advisory committee	Must be completed by graduation
Selection of Thesis title and formation of Thesis committee and submission of <i>Masters Thesis Title Form</i> and <i>Thesis Committee Form</i>	Thesis Director/Department Head/Chair	At least three months prior to date of the defense
Obtain <i>Guide for Preparing Thesis and Dissertations</i> from the Web	Student	Before first draft of Thesis is typed
Defense of Thesis. Certified by submission of <i>Record of Progress Form</i> with original signatures	Thesis Committee	At least two weeks before thesis are due to the Graduate School
Registration for at least 6 hours of Thesis	Student	Before graduation
Submission of preliminary copies to each Thesis committee member	Student	At least three weeks before graduation
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.