GRADUATE STUDIES HANDBOOK

University of Arkansas at Pine Bluff

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PREFACE

The Graduate Studies Handbook provides a complete reference for general policies and procedures of the Division of Graduate Studies and Continuing Education as they pertain to graduate studies. The Handbook should be useful to deans, directors, department chairs, coordinators, members of the Graduate Faculty and graduate students.

ACCREDITATION

The University of Arkansas at Pine Bluff is fully accredited by the Higher Learning Commission. It has program accreditation by the National Association for Schools of Music, National Association of Schools of Arts and Design, American Association of Family and Consumer Sciences, International Association of Counseling Services, Council for the Accreditation of Educator Preparation (CAEP), Association of Technology, Management and Applied Engineering (ATMAE), and the Accreditation Council for Business Schools and Programs (ACBSP). The institution is a member of the American Council on Education, American Association of Colleges for Teacher Education, Association of Public and Land-Grant Universities, Association of American Colleges, National Collegiate Honors Council, and the Council on Social Work Education.

Vision, Mission, Goals and Objectives of Graduate Studies

The vision of Graduate Studies is to create a diverse community of advanced scholars and professionals.

The mission of Graduate Studies is to educate diverse students in advanced methods of problem solving and knowledge creation.

Graduate Studies identified three goals to accomplish its mission:

1. Create a diverse population of well-trained graduate students
2. Enhance the quality and diversity of research, scholarly and creative activities on campus
3. Create opportunities for personal and professional development for members of the graduate community

Graduate Studies divided these three goals into nine objectives, achievement of which will result in Graduate Studies accomplishing its goals.

1. Maintain a diverse population of graduate and professional students
2. Provide quality graduate level classroom education
3. Provide impactful research, scholarly and creative experiences for graduate students
4. Create a community of scholarship
5. Provide graduate students opportunities for personal and professional development
6. Connect students to a broad range of careers
7. Support graduate students socially, mentally, emotionally and financially
8. Support faculty growth as researchers, instructors, advisors and mentors
9. Improve communication with stakeholders about the role and needs of graduate programs

The policies and procedures of Graduate Studies are designed to meet its objectives.

SECTION I: GRADUATE COUNCIL

1.0 STRUCTURE AND FUNCTIONS OF THE GRADUATE COUNCIL AND GRADUATE FACULTY

1.1 Graduate Council

The Graduate Council is established, and legislative powers delegated to it, by the Graduate Faculty. The Graduate Faculty retains authority to review and approve or disapprove any legislative action of the Council. The Council shall determine its own governance procedures within any limitations established by the Graduate Faculty. In cooperation with the Dean of Graduate Studies and Continuing Education, the Graduate Council is responsible for:

- implementation of graduate policies and procedures
- establishing criteria for admission and retention of graduate students
- approving courses for graduate credit
- approving proposals relating to new and existing graduate programs
- approving membership in the Graduate Faculty
- planning and supervising periodic program reviews
- developing quality control procedures consistent with University of Arkansas System and campus standards

1.2 Legislative Authority

The Board of Trustees of the University of Arkansas authorized specific programs leading to the awarding of graduate credit by the University of Arkansas at Pine Bluff Graduate Faculty. The Graduate Faculty, assisted by the Graduate Council, shall have primary responsibility for graduate programs and classes, their development, policies, administration, and quality.

1.3 Purpose of the Graduate Council

The Graduate Council has been delegated authority by the Graduate Faculty to provide an efficient and effective academic/administrative entity to ensure the development, implementation and maintenance of quality graduate courses and graduate degree programs.

1.4 Governance

The Graduate Council has legislative authority for all graduate academic matters. The legislative actions of the Council are subject to the approval of the Dean of Graduate Studies and Continuing Education, Provost/Vice Chancellor for Academic Affairs, Faculty/Staff Senate, Chancellor, University of Arkansas Board of Trustees, and Arkansas Higher Education Coordinating Board.

1.5 Functions

1. Development of general policies and regulations for graduate programs
2. Review and approval/disapproval of graduate faculty status
3. Review and approval/disapproval of new or changes to existing graduate courses, programs and degrees
4. Formal approval of degree-seeking students for graduation
5. Other duties and responsibilities as assigned by the appropriate administrators

1.6 Membership

1.6.1 Membership of the Council

Each School with a graduate program shall have three voting representatives serving on the Graduate Council. Each representative must have graduate faculty status. A voting graduate student representative shall be appointed by the Dean of the School whose representative is serving as the Chair of the Graduate Council. Graduate student representatives from the other Schools may attend Graduate Council meetings but do not vote.

Ex officio members of the Graduate Council include:

- Dean of Graduate Studies and Continuing Education
- Graduate Coordinators of each Graduate Program
- Dean of each School with a graduate program
- Registrar
- Provost/Vice Chancellor for Academic Affairs
- One (1) student from each School offering a graduate degree program(s)

1.6.2 Attendance at Meetings

1.6.2.1 Representatives Who Miss Meetings

A member of the Graduate Council who misses three scheduled meetings of the Graduate Council within one academic year without sending an official (designated in writing) proxy will lose his/her membership on the Council and is not eligible for membership for the succeeding academic year. After being absent two times, a warning will be sent by the Dean of Graduate Studies and Continuing Education to the Council member, with a copy to the Council member's department chair and Dean of School.

1.6.3 Graduate Council Member selection

Graduate Council representatives for a School are nominated and elected by the graduate faculty of that school. The Graduate Coordinator(s) of each School is responsible for organizing the nomination and election process. All representatives must have graduate faculty status. The term for representatives is five years.

1.6.4 Filling a Vacancy

When a vacancy is created on the Graduate Council by a representative's resignation, departure from the University, having reached the end of his or her term, or removal for cause, the Graduate Council chair will provide a list of current faculty from that School with graduate faculty status to one of the remaining representatives of that School. It is the responsibility of that Graduate Council member to convene a meeting of all Graduate Faculty from that School to nominate and elect a new member of the council. When possible, elections should occur during the first two weeks of the Fall Semester. The term for the person elected, regardless of the reason for the vacancy created, shall be a full term of five years.

1.6.5 Student Representation

Procedures for selecting the individual student representative from each school will be developed by the Dean of that School. Only one student representative will serve as a voting member of the

Graduate Council. The voting member will be the sitting student representative from the same School as the sitting Graduate Council Chair.

1.7 Standing Committees

1.7.1 Graduate Curriculum Committee

The Graduate Curriculum Committee shall consist of one member from each School represented on the Council, appointed by the chair of the Graduate Council. The Graduate Curriculum Committee reviews and makes recommendations to the Graduate Council on proposals for (1) new courses for graduate credit, (2) changes in the number, title, description and prerequisites of existing graduate courses, and (3) new and/or revisions in graduate degree programs.

In addition, the Graduate Curriculum Committee is responsible for resolving questions concerning course numbers, course duplication, changes in degree program, completeness of course and program request forms, and other questions pertaining to graduate courses and program proposals.

1.7.2 Graduate Faculty Committee

The Graduate Faculty Committee reviews and makes recommendations to the Graduate Council on new and renewal applications for graduate faculty status. The Graduate Faculty Committee consists of one member from each School represented on the Council, appointed by the Chair of the Graduate Council.

1.8 Officers

1.8.1 Dean of Graduate Studies and Continuing Education

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

The Dean has administrative responsibility for the operation, coordination and implementation of policies and procedures relating to graduate studies. These responsibilities include: (1) directing the operation of Graduate Studies; (2) working with students, faculty, administrative officials, persons and agencies within and outside the University to maintain or develop superior graduate programs; (3) monitoring graduate student registration and progress toward degrees; (4) recommending to the Graduate Faculty Committee faculty members for graduate faculty status after receiving recommendations by the appropriate department and Dean, and (5) verifying that students have met requirements for graduate degrees.

1.8.2 Officers of Graduate Council

1.8.2.1 Chair

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

1.8.2.2 Vice-Chair

The Vice-Chair's duties include presiding in the absence of the Chair, serving as editor of this Handbook, and insuring that all decisions made concerning procedures and policies appear in the next edition of this Handbook.

1.8.2.3 Secretary

The Secretary supports the work of the Council by making arrangements for meetings; receiving agenda items; producing and distributing minutes, forwarding papers to higher levels, maintaining records, and by performing other secretarial functions. The Secretary of the Council shall send minutes of each Graduate Council meeting to all Graduate Faculty and *Ex Officio* members of the Graduate Council. Actions taken at the meeting shall not be considered the position of the Graduate Faculty until two weeks after the minutes have been distributed. A report of Council actions shall be sent to the President of the Faculty/Staff Senate, the Teacher Education Committee, and the Academic Affairs and Educational Policies Committee for informational purposes.

1.8.2.4 Rotation of Council Officers

On September 22, 1997, the Graduate Council approved a rotational cycle beginning with the 1998 academic year. Serving one-year terms for the 1998-99 academic year, the Graduate Council was chaired by the representative of the Dean's Council, the Vice-Chair by the representative of Elementary Education and the Secretary by the representatives of the Aquaculture and Fisheries Department. Beginning with the 1999 Academic Year, for the first two-year rotation, the Graduate Council was chaired by a representative of the School of Education and the Vice Chair by a representative from the School of Agriculture, Fisheries, and Human Sciences. The Secretary was a representative from the School of Arts and Sciences. These officers serve 2-year terms. The rotation continues following the order established in the first rotation. On July 30, 2021, UAPB received approval from ADHE to offer the Master of Business Administration and the School of Business and Management was added to the Graduate Council. The School of Business and Management entered the rotation of offices such that they will follow the School of Agriculture. All officers must be voting members of the Graduate Council. A new Vice-Chair and Secretary will be elected at the first meeting of an academic year that is an election year, and the outgoing Vice-Chair automatically becomes the Council's new Chair.

1.9 Meetings

The Council holds regular meetings and the schedule of these meetings will be established upon the consent of the Council at the first meeting of the academic year. The Council also meets on the call of the Chair. An individual member may call a meeting by a petition signed by a simple majority of the voting membership of the Council. The meetings of the Council are open to the public.

A quorum for meetings shall be 60% of voting members. Except where stated to the contrary in *Roberts Rules of Order, Newly Revised*, 10th Edition, a simple majority vote of those members present and voting decides all matters of the Council, except to amend this document, which shall require a two-thirds majority of the total voting membership. A person holding a properly submitted proxy is counted for quorum purposes if the substitute is a member of the Graduate Faculty. In order to vote, the substitute must possess a written proxy filed with the Secretary of the Graduate

Council (email will suffice). Persons leaving meetings before adjournment may leave a proxy vote to a particular business item. If this person's presence is critical to a quorum on the business item, the proxy will preserve the quorum for that vote. The parliamentary authority shall be *Roberts Rules of Order, Newly Revised*, 10th Edition.

Actions taken by the Council are reported to additional appropriate administrative office(s) by the Dean of Graduate Studies and Continuing Education.

1.9.1 Notification of Graduate Council Meetings

The notification of the meeting and proposed agenda shall be distributed to Council members by the Secretary at least one week before each meeting. The final agenda for each meeting is distributed at least three working days before a scheduled meeting date. This agenda is prepared by the Council Chair. Any member of the Council may propose an item for the agenda by forwarding it to the Chair at least one week prior to the meeting in which it is to be introduced.

1.10 Meetings of the Graduate Faculty

Graduate Faculty meetings shall be held at least once each academic year. The Graduate Council Chair shall call special meetings upon written petition of twenty-five percent (25%) of the members of the Graduate Faculty or as determined by a majority vote of the Graduate Council. Announcements of each meeting, plus the agenda, shall be sent to the Graduate Faculty at least two weeks before the date selected. The Chair shall determine the agenda for each meeting; however, any other item presented from the floor with the approval of a two-thirds majority of those present, shall be added to the agenda.

1.10.1 Quorum

A majority (51%) of existing Graduate Faculty members shall constitute a quorum. Where formal action is taken on any item, except amendment of the statement of organization, Section I, Article 1.1 of this Handbook, a majority vote of the Graduate Faculty members present shall prevail. Two-thirds of all current Graduate Faculty is required to amend Section I, Article 1.1 of this Handbook.

1.10.2 Minutes and Report of Actions of Graduate Faculty Meetings

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

1.11 Files on All Past and Present Policies

All past and present approved academic policies of the Graduate Faculty and Graduate Council shall be kept in readily available files in the Office of the Dean of Graduate Studies and Continuing Education and all current policies shall also be reflected in the Graduate Catalog and this Handbook.

SECTION 2 GRADUATE EDUCATION IN THE UNIVERSITY OF ARKANSAS SYSTEM

2.1 Authority

The Board of Trustees of the University of Arkansas authorizes specific programs leading to graduate degrees awarded by graduate faculties of particular campuses of the University. On each campus for which graduate programs are authorized, the Graduate Faculty and a Dean of Graduate Studies, both assisted by a Graduate Council, have primary responsibility for graduate programs, their development, policies, and administration. Graduate programs of all campuses are subject to general policies of the University of Arkansas concerning graduate studies.

On each campus authorized to grant graduate degrees, the Graduate Faculty have the legislative authority relating to graduate academic matters (new programs and courses, for example). The Graduate Faculty's legislative actions are subject to approval of the Board of Trustees after the actions have been reviewed and recommendations attached by the Dean of Graduate Studies and Continuing Education, the Chief Academic Officer of the campus, the Chancellor of the campus, and the President of the University.

The Graduate Faculty of a campus consists of the President of the University, the Chancellor of the campus, the Chief Academic Officer of the campus, the Dean of Graduate Studies and Continuing Education, and all members of the campus faculty who are authorized to direct graduate theses or to teach graduate courses regularly, together with any additional individuals whom the campus Graduate Faculty selects consistent with University-wide policy on Graduate Faculty status.

The campus selects the Dean of Graduate Studies and Continuing Education using its selection procedures. This officer, assisted by the Graduate Council, has administrative responsibility for the operation and coordination of policies and procedures relating to graduate education.

On each campus offering graduate degrees, the Graduate Council is established by the Graduate Faculty according to its own procedures. The Graduate Faculty delegate legislative powers to the Graduate Council. The Graduate Faculty retain authority to review, approve or disapprove any particular legislative action of the Council. The Graduate Council determines its own governance procedures within limitations established by the Graduate Faculty. In cooperation with the Dean of Graduate Studies and Continuing Education, the Graduate Council's responsibilities are:

- the development and implementation of policies and procedures such as:
  - establishing general minimum criteria for admission and retention (academic departments may establish more rigorous criteria, but may not establish less rigorous admission and retention criteria)
  - approving courses for graduate credit
  - approving proposals relating to new and existing graduate programs
  - membership in the Graduate Faculty
  - planning and supervising periodic reviews of programs
  - application for reappointment to Graduate Faculty Status
  - developing quality-control procedures consistent with University standards.
- implementation of University graduate policies and procedures

The Graduate Faculty of a campus are responsible for certifying that students have met the campus and University requirements for graduate degrees. Each campus awards its own degrees

upon the recommendation of its Graduate Faculty. Each diploma will reflect the individual identity of the campus and the unity of the University as an educational entity.

2.2 Proposing New Policies and Procedures

To ensure that the Graduate Catalog accurately reflects the Division's policies and procedures, the Dean of Graduate Studies and Continuing Education shall, with the assistance of the Graduate Council, review and revise the Graduate Catalog during each odd-numbered year. The revised Graduate Catalog shall be submitted to the Graduate Council for review and approval. The approved Graduate Catalog shall be forwarded to the Provost/Vice-chancellor for Academic Affairs for review and approval. The Provost/Vice-chancellor for Academic Affairs shall forward the Catalog to the Chancellor for approval, after which the Catalog shall be posted on the UAPB website as final for the following even-numbered biennium. For example, the Catalog will be revised in 2021 and shall be in effect for the 2022-2024 biennium. The next revision would begin in 2023 for the 2024-2026 biennium and so on into the future.

The Dean of Graduate Studies and Continuing Education shall, with the assistance of the Graduate Council, review and revise the Graduate Studies Handbook during each even-numbered year. The revised Graduate Studies Handbook shall be submitted to the Graduate Council for review and approval. The approved Graduate Studies Handbook shall be forwarded to the Provost/Vice-chancellor for Academic Affairs for review and approval. The Provost/Vice-chancellor for Academic Affairs shall forward the Handbook to the Chancellor for approval, after which the Handbook shall be posted on the UAPB website as final for the following odd-numbered biennium. For example, the Handbook will be revised in 2022 and shall be in effect for the 2023-2025 biennium. The next revision would begin in 2024 for the 2025-2027 biennium and so on into the future.

Full and Associate Graduate Faculty members may propose new policies and procedures at any time. Graduate faculty must submit a New Graduate Policy Request form available from the Dean of Graduate Studies and Continuing Education via DocuSign. The Graduate Council will review the policy and make a recommendation to the Dean. The Dean will review the proposed policy and recommendation of the Graduate Council, and make a recommendation to the Provost/Vice Chancellor for Academic Affairs who will make a recommendation to the Faculty Staff Senate. The Faculty/Staff Senate will make a recommendation to the Chancellor. The Chancellor will provide a final decision on the policy, which will be relayed to the Dean of Graduate Studies and Continuing Education and the Chair of the Graduate Council. The Dean will notify the originator of the request of the Chancellor's decision via DocuSign.

2.3 Enrollment and Student Success

2.3.1 Recruitment

In order to meet the objective of maintaining a diverse population of graduate and professional students, departments with graduate programs will develop a robust graduate student recruiting plan that includes specific methods for ensuring that diverse students are encouraged to apply, a copy of which will be kept on file with Graduate Studies. Departments should develop promotional materials, updated regularly, for their graduate programs to share with Graduate Studies for use on the Division website and at graduate recruitment fairs.

2.3.2 Admissions

Graduate programs are encouraged to utilize a holistic admissions process to select graduate students rather than the more traditional cutoff scores for the GRE and GPA. The US Supreme Court (*Grutter v. Bollinger et al.,* 2003) defines holistic review as:

> …giving serious consideration to all the ways an applicant might contribute to a diverse educational environment…Additionally, officials must look beyond grades and scores to so-called "soft variables," such as recommenders' enthusiasm, the quality of the undergraduate institution and the applicant's essay, and the areas and difficulty of undergraduate course selection.
> (cited in Kent and McCarthy, 2016)

Research supports the conclusion that standardized test scores are not reflective of the potential of underrepresented minorities, older students and women. GPA and GRE do not correlate well with student success outcomes for these students when used alone, and there is evidence that non-cognitive variables may better predict their success (for a review see Kent and McCarthy, 2016). GRE scores do improve the predictive capacity of GPA and non-cognitive data.

Non-cognitive variables include measures of adaptability, motivation, and perseverance. They can be evaluated by considering personal statements, recommendations, writing samples and extracurricular and leadership activities. Non-cognitive variables should be granted at least equal weight to GRE and GPA in the admissions decision-making process. Non-cognitive variables should be examined before GRE and GPA to avoid biasing admissions decision makers.

The Graduate Catalog describes admissions criteria in detail, which are incorporated here by reference. Departments may have more stringent admissions requirements than Graduate Studies, but they may not have less stringent criteria.

2.3.3 Retention, Progress Toward Degree, and Completion

Retention, progress toward degree and completion are key indicators of the quality and success of a graduate program. Retention, progress toward degree and completion are significantly improved by high quality orientation programs, skillful advising and empathetic mentoring.

Orientation connects graduate students to the university as a whole, provides them with information about services available to help them progress toward their degree, details policies and procedures of the university and introduces them to the wider graduate student community. Graduate Studies will develop and provide an orientation program for new graduate students offered each semester. The program will include:

- An overview of university policies regarding academic integrity, responsible conduct of research, sexual misconduct, grading, registration, and deadlines
- An explanation of university procedures and services such as parking, library hours and resources, food options, postal services, health care, counseling and mental health services, career development, child care services, and insurance
- Graduate student financial aid other than departmental stipends/assistantships
- Information for international students regarding visa requirements, social security numbers, etc.

- Advice on obtaining on-campus or off-campus housing and banking services for new arrivals, and student identification cards
- Tours of the main campus buildings (library, recreation facilities, and student center)
- Introductions to key university administrators and graduate student association leadership
- Orientation to the Pine Bluff community so they know where services and amenities are
- Social events that foster networking and bonding

Each department with a graduate program will develop an orientation program for first semester graduate students to introduce them to the department. Information students must be provided includes:

- The program's work expectations in terms of time and effort
- How the program expects graduate students to interact with their advisors and committees
- To whom students should go for help in the department and the kind of help available
- Where they can learn more about career opportunities in their field
- When they should reach certain milestones as they progress through the program
- An explanation of the comprehensive exam including its format, purpose, how to prepare for it, and the program's expectations of the student performance on the exam
- What makes a project, thesis or dissertation defensible and how we judge a project, thesis or dissertation in committee after a defense
- What is important for a student to know on day 1 of the program
- An explanation of the role of the advisor and graduate coordinator
- The process for resolving conflicts/grievances involving internships/field experiences
- The introduction to, and research/teaching interests of each faculty member and current graduate students
- Departmental policies and procedures for graduate students, including mentor selection, lab and office assignments, building and room keys, applying for financial assistance
- Explanation of course loads, the advising system, the core curriculum, and research opportunities
- Research-specific policies regarding the use of human subjects, animal care and use in research, and lab safety training
- Social events that foster networking and bonding

High quality advising and mentoring are among the most important keys to graduate student progress to degree and completion, especially among minority graduate students. Advising is guiding a student through the process of earning a degree, including course selection, project selection and project completion. Graduate faculty should have a thorough understanding of the degree requirements for their programs and be able to relay those requirements to their students accurately. They should know the correct course sequencing and the timelines and deadlines for completion of the various milestones their programs have.

Mentoring is different from advising. Mentorship is founded upon a relationship of trust, respect and concern for the future success of the student that develops between a graduate student and a faculty member. Mentors are emotionally supportive, willing to share their knowledge and experience of the field, provide information about and assist students obtain opportunities, and provide a model of what it means to be a professional in academia. Mentors provide specific feedback regarding a student's performance. Done well, a mentoring relationship can develop into a lifelong collaborative relationship. High quality mentoring may require more than one mentor

per student, but mentoring relationships need not be formal arrangements. A responsibility of the graduate advisor/mentor is to introduce graduate students to other members of the graduate and/or professional community who might fulfill some of these mentorship roles.

Departments should work with their faculty to create a culture of belonging and develop inclusive methods of mentoring diverse students. Diversity includes age, sex, race, religion, disability, sexual orientation, family status, disability, and national origin. Faculty advisors and mentors should work with their students in an inclusive and caring manner to enhance the students' sense of belonging and opportunities for success.

Each student will complete an annual professional development plan outlining the knowledge, skills and abilities (KSA) s/he will develop over the course of the year. KSAs can include academic, leadership and so-called soft skills development. The student should meet with his/her advisory committee each year to review progress on the professional development plan. The evaluation will serve as a measure of academic progress toward degree as well as a means of demonstrating the development of work-related, professional skills. A new annual plan should be developed for the following year based upon the outcome of the evaluation and changes in the student's personal and professional goals.

2.4 Graduate Level Classroom Education

Graduate education differs from undergraduate education in that students transition from learners of knowledge to expert application of knowledge and creation of new knowledge, and from pupil to colleague. Graduate education must be of the highest quality to ensure that our students make the transition. Graduate Studies monitors and evaluates the quality of graduate education by:

a. Monitoring the quality of graduate programs on campus by participating in the program review process and the university accreditation process
b. Using assessment data from the Office of Assessment to encourage departments to update graduate course content to reflect the latest developments in their respective fields of scholarship
c. Ensuring the quality of new graduate course proposals through the New Course Request process
d. Ensuring the quality of new graduate program proposals through the New Program Request process
e. Ensuring graduate courses are taught by highly qualified faculty via the Graduate Faculty Status approval process
f. Promoting the use of active learning methods in graduate classes by offering faculty development

2.4.1 Campus-wide Program Evaluation Process

The University of Arkansas at Pine Bluff has a campus-wide process for periodic and systematic review of academic programs, including graduate programs. The graduate academic program review process begins with a self-study conducted by the faculty in the department where the program is located. The self-study is submitted to the Dean of the School, then to the Graduate Council. The Graduate Council will forward its recommendations to the Dean of Graduate Studies and Continuing Education who will make recommendations and forward all recommendations to the Provost/Vice Chancellor for Academic Affairs.

2.4.2 Development of New Graduate Courses

As fields of study grow and change, faculty will propose new courses to address those changes. Faculty proposing new graduate courses should use the New Graduate Course Request form available from the Dean of Graduate Studies and Continuing Education via DocuSign. Included on the form are:

- Course description exactly as it will appear in the Graduate Catalog
- University, School and Program level student learning outcomes for the course
- Course objectives
- Required textbooks
- Prerequisites (if any)
- A statement on course duplication
- A justification specific in terms of the need, clientele to be served, the contribution the course makes to a specific degree program, how those needs have been met in the past, and courses to be dropped or replaced by the course requested.
- Justification for course numbering (6000 – graduate standing only, 5000 – graduate level, undergraduates may enroll)
- Prospective instructor
- When the course will first be offered
- How often the course will be offered and in which semesters

2.4.2.1 Standards for Graduate Course Approval

Graduate courses involve the exchange of information, ideas, and values that takes place between scholar/teachers and graduate students. Exchange implies that faculty will learn from graduate students even as they instruct them. The Council of Graduate Schools recommends, and the Division of Graduate Studies and Continuing Education promotes, the following guidelines for graduate course development:

1. Graduate study, whether offered during a traditional term or in a shortened time frame, requires intensive, purposeful effort which builds upon a strong foundation of undergraduate work. Each course should be part of an integrated plan of study.
2. Graduate instruction must be at a level of complexity and generalization that reflects and extends the knowledge and intellectual maturity of an accomplished baccalaureate degree holder.
3. Graduate study should provide for regular use of library, laboratory, computer, appropriate audiovisual presentations and field facilities commensurate with advanced instruction.
4. On and off-campus instruction should provide for close and continuing contact with an experienced scholar-teacher who is an expert in the field and who is available to advise students and evaluate graduate student performance in accordance with established and published standards.
5. Graduate instruction should require that students demonstrate an understanding of research and the manner in which it is conducted. Opportunities should be provided for students to pursue research through regular classroom activities.
6. Graduate study should provide for an integrated experience for the student: a project, paper, oral presentation, comprehensive examination, or a thesis using the cumulative knowledge acquired in the course of study.

Outcomes for graduate study should emphasize:

- ethics
- subject mastery as demonstrated by currency, integration and synthesis, and application of knowledge
- interdisciplinary relationships
- logical/critical thinking/problem solving
- communication
- collaboration/teamwork demonstrated by networking skills and the ability to adapt to workforce demands

These competencies should be integrated throughout a graduate program's requirements rather than through a separate course or courses focusing on skill development. As faculty propose new courses they should include as many of these outcomes as are appropriate for the course.

2.4.2.2 Specific Course Requirements

These guidelines recognize that graduate courses across various disciplines will have different philosophies, content, methodologies, and approaches to evaluation of students. However, the guidelines provide the kinds of general requirements expected in all graduate courses. In preparing course proposals, instructors should address both the general and specific guidelines outlined above. Course proposers should be aware that the following are generally accepted standards for assigning credit hours in Arkansas:

- 1 semester credit for each 12.5 class hours of lecture
- 1 semester credit for each 25 class hours of laboratory
- 1 semester credit for 37.5 hours of clinical, practicum, internship, shop instruction

Under the semester system, a minimum of fifteen (15) fifty-minute class sessions, excluding labs, is required to award one semester hour of credit.

These standards are based upon Title 34: Education (34 CFR Parts 600 and 668). The number of clock hours is not mandatory. Courses, especially at the graduate level, that reasonably approximate one hour of class and two hours of out-of-class work per credit hour even though they do not meet for 12.5 hours of lecture each week, can be assigned a one semester credit value. Graduate programs that have an accelerated format normally require at least one week of class meeting for each one hour of credit. Exceptions require Graduate Council Approval.

All graduate courses should:

1. Be distinct from undergraduate courses in content and level of sophistication of requirements
2. Not teach those basic skills ordinarily found in 1000-2000 level courses
3. Be listed at the 5000 level or higher

2.4.2.3 Graduate Level Courses Open to Undergraduate Students

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

1. Require the graduate student to do additional research (not required of undergraduate students enrolled in the 4000 level courses)
2. Require extensive reading from a bibliographic listing

3. Require comprehensive evaluation of graduate students in the form of examinations or final projects
4. Require course outlines for 4000 level courses to indicate the additional requirements for graduate students in the course syllabus

Courses at the 5000 level are graduate level courses in which well-prepared undergraduate students may enroll, typically with the permission of the instructor and the department. Undergraduates enrolled in 5000 level courses must meet the same standards and complete the same assignments as graduate students.

Courses at the 6000 level and above are graduate student only classes and are not open to undergraduate students.

2.4.2.4 Special Courses

Special courses such as special topics, graduate research problems, research and thesis, and practica, in which there are not regular classroom contact with the instructor, require special attention. They must adhere to the rigor expected in other graduate courses. These courses should require:

1. Projects or assignments approved by the instructor or supervisor at the beginning of the course which qualify for graduate level credit (Course proposals for such courses should describe the kinds of projects that would be approved)
2. Regular meetings between the instructor and student
3. Intensive reading in the current literature related to the study, laboratory or other research related to the approved work
4. A major writing assignment that brings together the work of the course
5. An evaluation of the work completed in the form of a final examination or other culminating project

The faculty member requesting the new graduate course submits the form and the course syllabus to the Department Curriculum Committee. The New Graduate Course Request form will proceed to the Department Chair/Center Director, Dean of the School in which the course will be offered, the Graduate Council, Dean of Graduate Studies and Continuing Education, Academic Affairs and Educational Policies Committee (as a courtesy), the Provost/Vice Chancellor for Academic Affairs, the Faculty Staff Senate President and the Chancellor. Each will review and make recommendations on the course and course materials. The Chancellor's decision regarding the course is final. The Chancellor will notify the Dean of Graduate Studies and Continuing Education of his decision. The Dean of Graduate Studies and Continuing Education will notify the dean of the School and the department. The New Graduate Course Request form and all associated documents will be kept on file in the office of the Dean of Graduate Studies and Continuing Education.

2.5 New Graduate Program Requests

New graduate programs are a vital part of the growth of the university. New graduate programs offer students new avenues of intellectual and practical growth. They provide highly skilled and sought-after employees for businesses, government and academic institutions. For these reasons, new graduate programs must be of the highest quality for students, and in demand by employers. New programs may be housed in a single department or be interdisciplinary.

Faculty and departments develop new graduate programs in response to scientific, industrial, societal and/or governmental needs. New programs should be rigorous, by which is meant

> "intentionally crafted and sequenced learning activities and interactions that are supported by research and provide students the opportunity to create and demonstrate their own understanding or interpretation of information and support it with evidence (Schwegler, 2019)"

and will result in the depth of knowledge outlined above expected of graduate level study upon completion.

As a new program is developed, faculty and departments should address the following:

1. Program Overview
    a. Overall vision of the program – what future is the program designed to create?
    b. Mission of the program – how do you go about actualizing the vision? What do you do and how do you do it?
    c. Method of delivery (on campus, online, hybrid)
2. Justification for the program
    a. Why is the program important to the businesses, government or people of Arkansas? What is the scientific, social, governmental or business problem/opportunity the program addresses?
    b. How will the program correct the issue/capitalize on the opportunity?
    c. Is future regional job growth in the field sufficient to justify creating a program that will produce 100 or more graduates over the next 10 years?
    d. Are there similar programs already offered by other universities in Arkansas? How will you differentiate your offerings from those already offered?
3. Indicators of support for the creation of the program
    a. Student support/demand (attach survey and survey responses)
    b. Workforce Analysis from Arkansas Development Finance Authority (request via the Provost's Office)
    c. Employer support/demand (only if a Workforce Analysis cannot be completed by the ADFA, attach survey, survey responses, letters of support)
    d. Graduate salary expectations (include a description of the methodology for determining salary expectations)
4. School and departmental resources to support the program
    a. Current undergraduate programs supporting the graduate program
    b. Instructional space
    c. List of graduate faculty instructors
    d. New faculty required/underutilized current faculty who will teach in the program
    e. Research space if the proposed program is thesis-based
    f. Funding
    g. New/revised courses
    h. Accreditation expenses/faculty time (if applicable)
    i. Effective date
5. Projected student numbers (1, 3 and 5 year)
6. Projected income/expense (1, 3 and 5 year)
7. Program curriculum
    a. Program-specific student learning outcomes
    b. Course descriptions
    c. Required courses

    d. Elective courses
    e. Internships
    f. Degree plan
    g. Degree options (if any)
    h. Semester sheet
8. Milestones and timeline
    a. Admission standards (if more stringent than general Graduate Studies requirements listed in the Graduate Catalog)
    b. Project/Thesis/Dissertation committee formation
    c. Proposal development/defense
    d. Comprehensive exam
    e. Project/Thesis/Dissertation defense
    f. Minimum standards for academic progress (grades, GPA, number of units per semester)
    g. Other
9. Exit standards
    a. Credit hours
    b. Internship hours
    c. Comprehensive exam
    d. Project/Thesis/Dissertation defense
10. Course syllabi (attach New Graduate Course Forms for each new course)

The proposal for the new graduate program must be submitted with a New Graduate Program Request Cover Sheet using the New Program Proposal Form 2019 ADHE Official, both available of DocuSign via request to the Dean of Graduate Studies and Continuing Education. A Workforce Analysis must be requested from the Arkansas Development Finance Authority (ADFA). Click on the link above and fill out the form which is to be submitted through the office of the Provost/Vice Chancellor for Academic Affairs. An Employer Needs Survey is only to be used when workforce data, as determined by the ADFA, is deficient for the academic discipline within the proposal. New graduate programs may also require approval from the Higher Learning Commission.

2.5.1 Letter of Notification to Change Program

Departments shall submit a Letter of Notification via the Graduate Council, Dean of Graduate Studies and Continuing Education, Provost/Vice chancellor for Academic Affairs, Faculty/Staff Senate and Chancellor, to the Arkansas Department of Higher Education to request changes or modifications to graduate programs including change of course title or CIP code, development of a 4+1 Bachelor's/Master's program, revision or reconfiguration of the curriculum, and/or mode of delivery (distance, correspondence).

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

1. Need for new course or major program change is perceived and action is initiated by department graduate faculty or chair. Departments requesting a new graduate program submit the New Graduate Program Request Cover Sheet and New Program Proposal Form 2019 ADHE Official, all required explanatory documents and course syllabi for the program, including New Graduate Course Request forms for any new courses to the department Curriculum Committee.

2. Review by department Curriculum Committee and recommendation to department graduate faculty are made.

3. Review and recommendation for adoption by department graduate faculty.

4. Review and recommendation by department chair.

5. Review and recommendation by Dean of School.

5. Academic Program Dean forwards recommendations to Dean of Graduate Studies and Continuing Education who forwards recommendations to Graduate Council Curriculum Committee.

6. Graduate Council Curriculum Committee reviews and forwards recommendations to Graduate Council.

7. Graduate Council reviews and approves, sending on approved proposals to Dean of Graduate Studies and Continuing Education.

8. Dean of Graduate Studies and Continuing Education reviews and makes recommendation to Provost/Vice Chancellor for Academic Affairs.

9. A courtesy copy is sent to the Academic Affairs and Educational Policies committee for its notification.

10. Review and recommendation by Vice Chancellor for Academic Affairs is made to Faculty/Staff Senate.

11. Review and recommendation by the Faculty Senate forwarded for approval by Chancellor.

12. Once approved by the Chancellor, the proposal is submitted to the University of Arkansas System President and the Arkansas Department of Higher Education for approval. Additional approval by the Higher Learning Commission may be required.

The approved New Graduate Program Request form and all associated documents will remain on file in the office of the Dean of Graduate Studies and Continuing Education.

2.7 General Criteria for Online, Off-Campus, Evening and Weekend Programs

There is a recognized need to offer individual graduate courses off-campus and to offer portions or entire graduate degree programs off-campus. The Graduate Council authorizes the Dean of Graduate Studies and Continuing Education to receive requests for and to determine off-campus offerings. Off-campus offerings will be supervised through the office of the Dean of Graduate Studies and Continuing Education, subject to monitoring by the Graduate Council.

A. The courses, credits, curricular requirements, admission criteria, guidance and evaluation of students, faculty selection, and faculty oversight and evaluation are to meet the same standards as are applied on campus.

B. The standards of appropriate accrediting agencies will be followed in the same manner as for programs and courses offered on campus.

C. There must be demonstrable student demand for an off-campus offering, and there must be resources sufficient to support it without significant impairment of on-campus programs.

D. Prospective students are entitled to full disclosure of all pertinent information concerning an off-campus offering, including fees, refund schedules, course and degree program descriptions

and requirements, time and place offerings, nature of credits, applicability to degree programs, faculty qualifications, policy on course or program cancellation, names and locations of those from whom additional information can be obtained.

E. University personnel involved in planning or offering courses or programs off-campus must avoid promises or commitments, either stated or implied, with regard to future offerings unless such future offerings have been formally approved by the Graduate Council. It is the program's responsibility to see that full disclosure is accomplished.

F. When proposing to offer a degree program or a significant portion of a degree program off-campus, department or program personnel must address the residency requirements for students in the program. If the full degree program is offered in an off-campus resident location, the residency requirement shall be considered as met by attending that location.

G. If a significant portion of a degree program is offered off-campus (but not the full degree program), a student may complete up to 49% of the formal graduate course work requirements for the degree off-campus, assuming such courses are approved by the student's graduate committee as part of the student's program of study.

2.8 Special Considerations

2.8.1 A Full Degree Program

A department wishing to offer a full graduate degree at an off-campus site must seek approval through the regular UAPB Graduate Council curriculum review process. Upon securing approval on the UAPB campus the program must also secure approval from the President of the University of Arkansas System, Higher Learning Commission, Board of Trustees, and the Arkansas Higher Education Coordinating Board.

2.8.2 Significant Portions of Degree Programs

A department or program may offer more than nine hours of a degree program (but not an entire degree program) at an off-campus site by seeking approval through the regular Graduate Council curriculum review process. Securing approval necessitates notification of the University of Arkansas President and the Arkansas Higher Education Coordinating Board.

2.8.3 Special Credit Workshops

Professional development or enhancement workshops which offer graduate credit, e.g., teacher certification workshops, and which are not utilized for completing degree requirements, should be designated as Special Credit Workshops. These special credit workshops require review and approval for academic credit by the department chair and the dean of the appropriate school.

2.8.4 Workshops, Special Topics, and Seminars

Workshop and seminar courses should meet the same requirements for rigor as other courses. Course proposals should provide sample syllabi and possible topics for such courses. Bibliographic lists should indicate that appropriate library materials are available to cover the proposed topics. Six (6) credit hours, maximum, can be included in a student's program of study.

2.8.5 Off-Campus Graduate Courses

A department or program may offer up to nine semester hours of graduate courses at a single off-campus location, subject to approval through the established UAPB Graduate Council curriculum review process. This policy applies to a specified total of nine or fewer hours of course work. Courses other than the approved nine hours may not be offered. These hours must be from departments with full degree programs or from departments with up to nine hours of approved graduate courses in an existing, approved Certificate Program. It is the responsibility of the Dean of Graduate Studies and Continuing Education to monitor off-campus course offerings and ensure that this policy is followed.

2.9 Guidelines for Graduate Faculty Membership and Reappointment

2.9.1 General Criteria

Members of the Graduate Faculty consist of the President of the University of Arkansas System, Chancellor of the University of Arkansas at Pine Bluff, Provost/Vice Chancellor for Academic Affairs, Dean of Graduate Studies and Continuing Education, and members of the faculty (including scientists stationed full-time at UAPB) who are authorized by the Graduate Council to serve on graduate thesis or dissertation committees or to teach graduate courses and who are regularly involved in such graduate-level activities.

2.9.2 Graduate Faculty Responsibilities

Graduate faculty, especially thesis and dissertation advisors, have a tremendous impact on the success of a student's career path. Graduate faculty responsibilities reflect the scope of the impact graduate faculty have on students and their success, while enrolled and after graduation. Graduate faculty responsibilities include:

- Ethical treatment of graduate students
- Clear and open communication with graduate students and members of the graduate student's committee
- Commitment to the professional development of graduate students
- Guide graduate students through the administrative processes of the Program, Graduate Division and University.

For more information on the responsibilities of advising and mentoring graduate students, please refer to the Guide for Mentoring Graduate Students.

2.9.3 Membership in the Graduate Faculty

Membership in the Graduate Faculty is a privilege accorded to faculty who demonstrate the qualities required to mentor and instruct graduate students.

Newly appointed faculty may apply for initial membership in the Graduate Faculty. Newly appointed faculty membership is based upon the faculty member holding a terminal degree in the field in which they will be appointed. New faculty with five or more years of post-graduate experience and faculty who have worked at UAPB for five or more years before applying for Graduate Faculty Status will be required to present evidence of continued competency and currency in the field (see Renewal of Membership below).

Renewal of membership is granted based upon the faculty member's previous five years' accomplishments demonstrating continued competence and currency in the discipline. Applications for renewal should demonstrate that the applicant has achieved distinction in one, and excellence in the other, of scholarship and teaching as described in the university's Promotion and Tenure Policy found on the Academic Affairs website. Briefly, evidence supporting the faculty member's continued membership include significant research, creative or scholarly activities that generate new knowledge as demonstrated in publications, public exhibitions or performances, significant graduate teaching experience, or outstanding undergraduate teaching experience, preferably in the upper level courses.

In the case of an individual with a distinguished career or publications, the requirement for the terminal degree may be waived. The Dean of the School must submit a letter to the Chair of the Graduate Council requesting the waiver. Schools wishing to waive the terminal degree requirement must have a written policy describing the process by which equivalent experience will be determined as described by the Higher Learning Commission. Candidates who meet the School's standard of equivalent experience will be reviewed and approved by the Graduate Council on a case-by-case basis.

2.9.4 Suspension or revocation of Graduate Faculty Status

Graduate Faculty Status of a faculty member will be suspended or revoked if the faculty member is found:

- To have engaged in research misconduct
- To have engaged in academic misconduct
- To have systematically exploited graduate students
- To have engaged in sexual misconduct with graduate students
- To have engaged in harassment and/or intimidation of graduate students
- To have engaged in threats, acts of violence or retaliation against graduate students
- To be mentally incompetent or incapacitated

Graduate faculty accused of one or more of the above offenses will be notified by the Chair of the Graduate Council of the Council's decision to suspend or revoke Graduate Faculty Status. If the faculty member wishes to dispute the Council's action, the Chair of the Graduate Council will appoint a committee selected from the members of the Graduate Faculty. Two representatives from each School with a graduate program, no more than one of whom may be from the faculty member's department, will be chosen to serve on the committee. The committee will be chaired by the Chair of the Graduate Council who will also serve as a voting member of the committee. Five votes are required to suspend or revoke the Graduate Faculty Status of the faculty member. Decisions of the committee may be appealed to the Provost/Vice-Chancellor for Academic Affairs. The Provost/Vice-Chancellor for Academic Affairs will review all of the materials presented at the committee hearing and make a decision. The Provost/Vice-Chancellor for Academic Affairs' decision may be appealed to the Chancellor, whose decision will be final.

2.9.5 Full Member

Full members of the Graduate Faculty must be either full-time faculty of UAPB or stationed by their respective employers on a full-time basis on the UAPB campus. Full Graduate Faculty members are approved to supervise the study of candidates for the master's and Ph.D. degree, teach graduate-level courses, serve on and chair master's and Ph.D. thesis/dissertation

committees, and comprehensive examination committees. Qualifications for Full Graduate Faculty status include a doctorate or appropriate terminal degree in the field being taught.

Nominations for full membership on the Graduate Faculty originate with the coordinator of each graduate program. The nominations are routed through the department chair to the Dean of the School for recommendation, and then to the Dean of Graduate Studies and Continuing Education, whose signature verifies that all required documentation is in place. They are then forwarded to the Graduate Council Faculty Committee for review and recommendation to the Graduate Council for approval. If approved by the Graduate Council, the application is forwarded through the Dean of Graduate Studies and Continuing Education to the Provost/ Vice Chancellor for Academic Affairs and to the Chancellor for approval. The Dean of Graduate Studies and Continuing Education and the Chair of the Graduate Council will be notified of the action taken. The Dean of Graduate Studies and Continuing Education will notify the faculty member with copies to the Department Chair and Coordinator of the relevant graduate program. All application materials and approvals will be kept on file in the Division of Graduate Studies and Continuing education. Names will be published as Graduate Faculty in the UAPB Graduate Catalogue and on the Graduate Studies web site.

2.9.6 Associate Member

Associate Members of the Graduate Faculty can serve on Master's-level thesis committees and Ph.D. dissertation committees. However, they will need special approval from the department chair and dean of the appropriate school to teach graduate courses. They will not be appointed to chair comprehensive examination or thesis/dissertation committees. Qualifications for Associate Graduate Faculty status are a doctorate or appropriate terminal degree in a relevant discipline and evidence of proficiency in the relevant field. Exceptions may be granted by the Graduate Council to the qualifications specified for associate graduate faculty status in cases in which the individual has developed national or international recognition for exceptional accomplishments in areas of value to UAPB graduate students. Schools must have a written document defining the minimum threshold of accomplishment or experience and an evaluation process they will use to nominate Associate Members who do not possess a terminal degree.

Nominations for Associate Members of the Graduate Faculty are routed through the department chair to the Dean of the School for recommendation, and then to the Dean of Graduate Studies and Continuing Education, whose signature verifies that all required documentation is in place. They are then forwarded to the Graduate Council Faculty Committee for review and recommendation to the Graduate Council for approval. If approved by the Graduate Council, the application is forwarded through the Dean of Graduate Studies and Continuing Education to the Provost/Vice Chancellor for Academic Affairs and to the Chancellor for approval. The Dean of Graduate Studies and Continuing Education and the Chair of the Graduate Council will be notified of the action taken. The Dean of Graduate Studies and Continuing Education will notify the faculty member with copies to the Department Chair and Coordinator of the relevant graduate program. All application materials and approvals will be kept on file in the Division of Graduate Studies and Continuing education. Names will be published as Associate Graduate Faculty in the UAPB Graduate Catalogue and on the Graduate Studies web site.

2.9.7 Temporary Member

Temporary Members of the Graduate Faculty are appointed for one semester on a renewable basis. The function of Temporary Members of the Graduate Faculty is the instruction of graduate

level courses. Temporary members are Visiting Professors or scientists from other university campuses, industry or governmental agencies, located on the UAPB campus for a specific time period. Qualifications for Temporary Members of the Graduate Faculty are the same criteria as Full Members.

Nominations for temporary membership on the Graduate Faculty originate in the department. Approvals from the department chair, Dean of the School, and the chair of the Graduate Council are sufficient for temporary membership. The Graduate Council is notified of temporary appointments. The names of persons appointed to temporary membership will not be published in the Graduate Faculty membership list.

2.9.8 Adjunct Member

2.9.8.1 Adjunct Graduate Research Faculty

Adjunct graduate research faculty members are not official employees of UAPB. Adjunct Graduate Research Faculty can serve on master's-level thesis advisory committees and Ph.D. dissertation advisory committees, but do not teach graduate-level courses. Adjunct members do not qualify for advancement in Graduate Faculty Status. They are not appointed to chair comprehensive examination or thesis/dissertation committees.

Periodically, expertise from government or industry personnel may prove to be especially valuable to a graduate student's project, thesis or dissertation, yet the industry or government representative may not possess the typical academic credentials required for Graduate Faculty Status. They may, however, possess important knowledge or experience about a specific topic roughly equivalent to a credentialed faculty member in their specific area of expertise. Such individuals may be nominated by a department for Adjunct Graduate Research Faculty status in the Graduate Faculty. Qualifications for Adjunct Graduate Research Faculty status are a graduate degree in a relevant discipline and evidence of proficiency in the relevant field. Schools must have a written document defining the minimum threshold of experience and an evaluation process they will use to nominate Adjunct Graduate Research Faculty if the nominee does not possess a terminal degree in, or related to, the discipline.

Adjunct Graduate Research Faculty are not employees of the University of Arkansas at Pine Bluff. They can serve on Master's-level thesis committees. They will not be appointed to teach graduate courses, or to chair comprehensive examination or thesis/dissertation committees. Only Adjunct Graduate Research Faculty who have a terminal degree in, or related to, the discipline may serve on Ph.D. committees. Adjunct Graduate Research Faculty are appointed for a period of two years.

Nominations for Adjunct Graduate Research Faculty must originate from departments that are responsible for administering specific graduate programs. Approvals from the department chair, Dean of the School, and the Chair of the Graduate Council are sufficient for adjunct graduate research faculty status. The Graduate Council is notified of adjunct graduate research faculty appointments. Their names are not published in the Graduate Faculty membership list.

2.9.8.2 Adjunct Graduate Teaching Faculty

Adjunct graduate teaching faculty members can teach graduate-level courses, but do not serve on comprehensive examinations or M.S. and Ph.D. advisory committees. Adjunct members do not qualify for advancement in Graduate Faculty Status.

Qualifications for adjunct graduate teaching faculty members are equivalent to those of full members, but adjunct graduate teaching faculty are not stationed at, or employed by, UAPB.

Nominations for adjunct membership on the Graduate Faculty must originate from departments that are responsible for teaching graduate courses. Approvals from the department chair, Dean of the School, and the Chair of the Graduate Council are sufficient for adjunct status and must receive reappointment each term. The Graduate Council is notified of adjunct appointments. Their names are not published in the Graduate Faculty membership list.

2.10 Reappointment of Full and Associate Graduate Faculty Members

Graduate Faculty status for full and associate members must be renewed every five years. The Dean of Graduate Studies and Continuing Education will notify graduate faculty whose membership is due for renewal and their department chairs at least one semester prior to the expiration of their membership. Graduate faculty must complete a Graduate Faculty Status application form available from the Dean of Graduate Studies and Continuing Education via DocuSign, and submit it to their chairs for approval. The application must be accompanied by an updated *curriculum vitae.* The department chair will forward the application to the Dean of the School who will make a recommendation and forward the application to the Dean of Graduate Studies and Continuing Education. When the Dean of Graduate Studies and Continuing Education has received a completed application and updated *curriculum vitae,* the Dean will forward the documents to the Graduate Council Chair. The Chair will assign the application to the Graduate Faculty Status Committee for action. The Committee reviews the application and associated documents and votes on a recommendation to the Graduate Council to:

a. reappoint until the next five (5) year appointment anniversary
b. do not reappoint
c. reappoint in a different category (i.e., full, associate, temporary, or adjunct)

The committee reports its decision to the Graduate Council which then votes on whether to accept, reject, or modify the Committee's recommendation. The Dean of Graduate Studies and Continuing Education notifies the Provost/Vice Chancellor of Academic Affairs of the action taken. The Provost/Vice Chancellor of Academic Affairs reviews the Graduate Council's action and makes a recommendation to the Chancellor. The Chancellor approves or disapproves the Graduate Council's action. At any point in the process, if a recommendation against reappointment is made, a written explanation for the recommendation against renewal is required.

Original documents are returned to the Dean of Graduate Studies and Continuing Education who keeps all records concerning graduate faculty status. The Dean will notify the faculty member and the department chair of the final decision of the Chancellor.

The Graduate Faculty Status Committee will review applications for renewal for clear evidence that the applicant has achieved distinction in one, and excellence in the other, of scholarship and teaching as described in the university's Promotion and Tenure Policy, with emphasis on continuing academic activity since the original appointment or last reappointment. Briefly, evidence supporting the faculty member's continued membership include significant research, creative or scholarly activities as demonstrated in publications, public exhibitions or performances, significant graduate teaching experience, or outstanding undergraduate teaching experience, preferably in upper level courses.

2.10.1 Appeals

If a faculty member has been denied appointment or reappointment at any level, and does not accept the written explanation, they can notify the Dean of Graduate Studies and Continuing Education of their decision to appeal. The Dean will select and convene an Appeals Committee of five (5) members from the on-campus Graduate Faculty. No sitting member of the Graduate Council may serve on the Appeals Committee, but the Graduate Council Chair will attend the meeting of the Appeals Committee as a non-voting member. No more than one member of the appellant faculty's department may serve on the committee and no more than two Appeals Committee members may come from any one school.

2.11 Review of Graduate Faculty Roster

The Dean of Graduate Studies and Continuing Education will annually request from each academic department the status of its Graduate Council-approved faculty to update the Graduate Faculty Roster. Names of faculty to be removed from the roster due to resignation, retirement or death will be forwarded by the department chair through the dean of the school to the Dean of Graduate Studies and Continuing Education. The Dean of Graduate Studies and Continuing Education then presents the roster to the Graduate Council at the first meeting of the academic year.

2.12 Graduate coordinator

The importance of the role of the graduate coordinator in creating a successful graduate program is difficult to overstate. The graduate coordinator is the front-line source for information and guidance for graduate students and faculty. The graduate coordinator must be knowledgeable about the policies and procedures of the department's graduate program as well as those of the Division of Graduate Studies and Continuing Education. The graduate coordinator serves as the primary conduit of information between the department and the Division. Graduate coordinators also work closely with the Office of Admissions, Student Financial Services, Academic Records, and the Office of International Programs and Studies. Because of the critical nature of the work, *e.g.*, program and curricular change, mediating disputes between faculty and graduate students, and the time commitment required by the position, the graduate coordinator must be a member of the graduate faculty and hold the rank of associate professor with tenure as a minimum standard.

Specific duties of the graduate coordinator include, but are not limited to:

- Graduate program marketing and recruitment
- Reviewing applicants' application packages and recommending applicants for admission to graduate study
- Serving as students' initial graduate advisor
- Facilitating the establishment of the student's Graduate Advisory Committee, program of study, and submission of all required documents to the Division of Graduate Studies
- Planning and conducting new student orientation sessions
- Overseeing departmental graduate program planning and curriculum development, periodic review of the graduate curriculum design and implementation, and program reviews and assessment

- Preparing annual program assessment reports on achievement of graduate student learning outcomes, placement of graduates, graduation rate, and changes made to improve the program
- Coordinating and monitoring graduate assistantship assignments and providing students with advice and assistance on applying for fellowship opportunities and other types of financial aid
- Informing and updating faculty and students about important deadlines and graduate policy/procedure changes
- Monitoring student progress and working with faculty to ensure timely completion of degree
- Maintaining current records on all departmental graduate students
- Notifying the Division of Graduate Studies and Continuing Education of the times, dates and locations of all preliminary exams, qualifying exams, and project, thesis or dissertation defenses, and ensuring all required paperwork is submitted to the Division upon completion of the exam or defense
- Serves as the student's advocate in the event of a dispute arising between the student and the student's advisor, department or upper administration (if the coordinator is the student's advisor, the department chair will appoint an alternate advocate)
- Recommending, with the major professor, all requests for Change of Advisor, Change of Committee, Programs of Study, Changes in Programs of Study, Requests for Transfer Credit, Applications for Admission to Candidacy and other departmental forms as desired by the department
- Making recommendations on all petitions submitted to the School and/or Division in the event of special academic situations
- Organizing the nomination and election process for Graduate Council representatives of their respective Schools

SECTION 3 GRADUATE STUDENT POLICIES

3.1 Student Progress Reviews

Departments or graduate programs must hold academic progress reviews for all graduate students enrolled in degree-seeking programs at least once every academic year. A written copy of the review must be given to the student, and a copy be placed in the student's academic file.

Academic progress reviews should include the following elements:

1. A student self-report and assessment of academic progress
2. A review prepared by the advisor and at least one other faculty member to focus on an assessment of degree progress and student strengths and weaknesses. A copy of this written review is given to the student.
3. An opportunity for the student to discuss this review in person.
4. Students who are not making adequate academic progress should be placed on a development plan to ensure their return to adequate progress and degree completion.

Each program shall report annually to the Division of Graduate Studies and Continuing Education their annual progress review activities.

3.2 Conversion from thesis to non-thesis option

Graduate students desiring to convert from the thesis option to the non-thesis option in their graduate program must obtain approval from their graduate advisor and notify the graduate coordinator, department chair, dean of the Division of Graduate Studies and Continuing Education and Registrar.

Graduate students should be made aware of the potential consequences of converting from a thesis to a non-thesis option. Graduate faculty should receive notification of a student's withdrawal from a research project with time to seek a new graduate student for the project. Administrators must be made aware of changes to a student's status and the need for a new Plan of Study.

Graduate students converting from the thesis option to the non-thesis option in their graduate programs may not use graduate research, thesis, or research problems courses toward their non-thesis degree. These courses include:

GAGRI 6100, 6103, 6104, 6105, 6106, 6107 Research/Thesis (1 credit hour)

GAGRI 6200, 6201, 6202 Research/Thesis (2 credit hours)

GAGRI 6302, 6303 Research/Thesis (3 credit hours)

GAGRI 6401 Research/Thesis (4 credit hours)

GAGRI 6501 Research/Thesis (5 credit hours)

GAGRI 6601 Research/Thesis (6 credit hours)

GAGRI 6001/6002/6003 Agricultural and Environmental Regulatory Practices Seminar

GAQF 5198 Graduate Research Problems (1 credit hour)

GAQF 5298 Graduate Research Problems (2 credit hours)

GAQF 5398 Graduate Research Problems (3 credit hours)

GAQF 5129- 5159, 5192, 5199 Research and Thesis (1 credit hour)

GAQF 5292 – 5294, 5299 Research and Thesis (2 credit hours)

GAQF 5392 – 5394, 5399 Research and Thesis (3 credit hours)

GAQF 5499 Research and Thesis (4 credit hours)

GAQF 5599 Research and Thesis (5 credit hours)

GAQF 5699 Research and Thesis (6 credit hours)

GAQF 5799 Research and Thesis (7 credit hours)

GAQF 5899 Research and Thesis (8 credit hours)

GAQF 5999 Research and Thesis (9 credit hours)

GCST 6V00 'Thesis' may be used in lieu of GCST 6V01 'Project' with the approval of the graduate advisor, graduate coordinator and department chair.

3.2 Exit Interviews

Graduate programs are to conduct exit interviews with graduating students. Exit interviews should provide graduate programs with actionable information about the program. Exit interviews must, at a minimum, include the following questions:

- Demographic information, forwarding address and major
- Do you have a job or job offer?
- Is the job in your graduate field of study?
- Does your job require a graduate degree?
- If the purpose of your graduate degree was to improve your status at your current job, will your graduate degree result in a promotion or raise within the next three months?
- If you are employed or have a job offer, what is your salary range?
    - Less than $50,000
    - $50,001 - $65,000
    - $65,001 - $80,000
    - $80,001 - $95,000
    - $95,000 - $110,000
    - >$110,000
- If you do not have a job, are you accepted into a Ph.D. or other doctoral or professional program (law, medicine, dentistry, business, etc.)
    - If yes, where have you been accepted and what degree will you be earning?
- On a scale of 1 to 4, with 1 being lowest and 4 being highest, rate:
    - the overall instructional quality of your program
    - the faculty's availability and willingness to help
    - the staff's availability and willingness to help
    - the quality of your program's facilities and equipment

- Were there enough professional development activities and were they of sufficiently high quality?
    - If not, why not?
- Would you recommend your graduate program to other students and friends? Why or Why not?
- If you could change one thing to make your graduate program better, what would it be?
- What did you like best about your graduate program?

Copies of the results of exit interviews are to be submitted to the Dean of Graduate Studies and Continuing Education each semester.

3.3 Graduate Assistants and Master Lecturers Board Policies 500.1, 520.5 and 520.9

I. Registration Fee Waiver

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

II. Non-resident Tuition Waiver

Any graduate student (1) appointed to the position of Graduate Assistant or Master Lecturer whose percent appointment is equal to or greater than twenty-five percent, (2) receiving a full graduate fellowship, or (3) holding an internship as part of a required academic program, shall, in addition to any stipend, be classified as an in-state or resident student for tuition and fee purposes.

III. 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 proportionate 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 who does not withdraw from the University, is required to pay the University tuition and fees for the remaining portion of the current semester.

IV. Graduate Assistants: Termination of Appointments

Graduate assistants, graduate associates, and teaching assistants (hereinafter collectively referred to as “graduate assistants”) assist with University programs and research but are first and foremost students. Subject to the procedures set out below, their appointments may be terminated at any time for convenience or for cause, or due to abandonment of the assistantship, or may be terminated following notice for unsatisfactory performance.

A. Termination for convenience shall be effected by giving written notice, at least sixty (60) days in advance of the end of the appointment.
B. With respect to dismissal for cause[1], excluding unsatisfactory work performance, dismissal shall be effective immediately upon notification, and no advance notice shall be required, although the graduate assistant may seek post-termination review of the action pursuant to the campus grievance procedures for graduate students.
C. Termination due to abandonment of the assistantship shall be effective immediately upon notification.

D. With respect to unsatisfactory work performance, graduate assistants shall be given written notice of the possibility of termination, with a statement of actions pertaining to the duties of the assistantship to be taken within a specific time period to achieve satisfactory performance. These expectations must be appropriate to the nature of the appointment. If a graduate assistant so notified does not meet the requirements of satisfactory performance within the time frame specified, the student may be terminated from his or her appointment immediately.
E. In the case of grant termination or loss of appropriated funds, termination may be immediate or with reduced notice.

[1] For purposes of this policy, expiration of appointment, or non-reappointment, is not a termination. Further, "graduate assistant" refers to all of those graduate students who are receiving a stipend and/or tuition benefits in exchange for duties associated with a University department or unit. These positions may be referred to as graduate associates, graduate assistants, senior graduate assistants, teaching assistants, fellows, or the like.

[1] For purposes of this policy, grounds to terminate the appointment of a graduate assistant for cause include, but are not limited to those examples set out in Board Policy 405.1, which applies to faculty.

APPENDIX A: APPROVALS

APPENDIX A-1

University of Arkansas Board Approval

Master of Education

The Board of Trustees of the University of Arkansas authorized specific programs leading to the awarding of graduate degrees by the University of Arkansas at Pine Bluff Graduate Faculty. The Graduate Faculty and Dean of Graduate Studies and continuing Education, both assisted by the Graduate council, shall have primary responsibility for graduate programs, their development, policies, administration, and quality.

Approved UA Board of Trustees

DATE: 11-16-90

Master of Science in Aquaculture/Fisheries

BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE UNIVERSITY OF ARKNSAS THAT the University of Arkansas at Pine Bluff is approved to offer the Master of Science in Aquaculture/Fisheries degree program effective Fall Semester, 1997.

Master of Science Degree in Addiction Studies

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

BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE UNIVERSITY OF ARKANSAS THAT the proposal of the University of Arkansas at Pine Bluff to offer the Masters of Science Degree in Addiction Studies is hereby approved.

BE IT FURTHER RESOLVED THAT the proposal shall be submitted to the Arkansas Higher Education Coordinating Board for appropriate action.

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

Master of Science Degree in Agricultural Regulations

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

BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE UNIVERSITY OF ARKANSAS THAT the proposal of the University of Arkansas at Pine Bluff to offer the Masters of Science Degree in Agricultural Regulations is hereby approved.

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

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

APPENDIX A-2

Approvals by the Arkansas Higher Education Coordinating Board

Master of Education

The State Board of Higher Education approved the establishment of specific Master of Education (M.Ed.) Degree program at the University of Arkansas at Pine Bluff (UAPB). The Board approved implementation of M.Ed. Degrees in Elementary Education (CIP 13.1202) and the M.Ed. in the following secondary education fields: English (CIP 13.1305), General Science (CIP 13.1316), Mathematics (CIP 13.1311), Physical Education (CIP 13.1314, and Social Studies (CIP 13.1318) on April 19, 1991.

Master of Science in Aquaculture and Fisheries

The State Board of Higher Education approved the Master of Science in Aquaculture/Fisheries at the University of Arkansas at Pine Bluff on November 1, 1996:

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

Master of Science in Addiction Studies

At the regular quarterly meeting of the Arkansas Education Coordinating Board on April 20, 2001, the Board approved the Master of Science in Addiction Studies at the University of Arkansas at Pine Bluff. The resolution is as follows:

RESOLVED, That the Arkansas Higher Education coordinating Board approves the Master of Science in Addiction Studies (CIP 51.1501) at the University of Arkansas at Pine Bluff effective in the summer of 2001.

FURTHER RESOLVED, That the Board instructs the Director of the Arkansas Department of Higher Education to notify the President and Chair of the Board of Trustees of the University of Arkansas System, and the Chancellor of the University of Arkansas at Pine Bluff of this approval.

Master of Science in Agricultural Regulations

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

RESOLVED, That the Arkansas Higher Education Coordinating Board approves the Master of Science in Agricultural Regulations (CIP 01.9999) at the University of Arkansas at Pine Bluff, effective Fall of 2007. 81

FURTHER RESOLVED, That the Coordinating Board instructs the Director of the Arkansas Department of Higher Education to notify the President and Chair of the Board of Trustees of the University of Arkansas System, and the Chancellor of the University of Arkansas at Pine Bluff of this approval.

Doctor of Philosophy in Aquaculture and Fisheries

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

RESOLVED, That the State Board of Higher Education approves the Doctor of Philosophy degree program in Aquaculture and Fisheries (CIP 01.0303) at the University of Arkansas at Pine Bluff effective Fall Semester 2011.

APPENDIX A-3

Approvals By The Higher Education Learning Commission

Master of Education

The Commission on Institutions of Higher Education granted a change in the Statement of Affiliation Status (SAS) for the University to offer programs leading to the Master's Degree. The stipulation indicated:

The University's Master's level accreditation is limited to degree programs in elementary and secondary education.

Approval North Central Association

DATE: 8-9-91

Master of Science in Aquaculture/Fisheries

The North Central Association Accreditation Association approved a change of status for UAPB, permitting the University to offer a Master of Science degree in Aquaculture/Fisheries on March 19, 1997.

Master of Science in Addiction Studies

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

Master of Science in Agricultural Regulations

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

President

The Higher Learning Commission

North Central Association

February 28, 2008

APPENDIX A-4

Legislative Authority

The Graduate Faculty shall have the legislative authority for all graduate academic matters (policies and procedures for new programs, new courses, membership in the Graduate Faculty, and verification that students have met requirements of advanced degrees), with its legislative actions subject to the approval of the UA Board of Trustees after the actions have been reviewed and recommended by the Dean of Graduate Studies and Continuing Education, Vice Chancellor for Academic Affairs, Chancellor, and President of the University of Arkansas System.

Appendix B

Graduate Council Membership 2020-2022

Voting Members

Dr. Leonard Williams

Dr. Machell Dailey, Secretary of the Graduate Council

Dr. Lin Xie, Chair of the Graduate Council

Dr. Shahidul Islam

Dr. Todd Garner

Dr. Dietrick Govan, Vice Chair of the Graduate Council

Dr. Peter Wui

Dr. Kamlesh Tiwari

Dr. Cynthia Troutman

Dr. Vinay Raj

Dr. Charles Colen

Ex Officio Members

Dr. Bruce McGowan

Dr. David L. Fernandez

Dr. Obadiah Njue

Dr. Grant Wangila

Dr. Kimberley Davis

Dr. Lawrence Awopetu

Ms. Aretha Lacefield

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