



Graduate Student Handbook 2017-2019



The Graduate School
University of Arkansas at Little Rock
Ottenheimer Library– Fifth Floor
2801 South University
Little Rock, AR 72204

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GRADUATE SCHOOL CONTACTS

Graduate School Main Office

Ottenheimer Library, Suite 528

501.569.3206

gradschool@ualr.edu

Hours: 8:00 a.m.–5:00 p.m., Monday–Friday

Dana Steele

Assistant Dean of the Graduate School

Ottenheimer Library, 501E

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Abhijit Bhattacharyya, PhD

Interim Dean of the Graduate School

Ottenheimer Library, 501B

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COMMONLY USED PHONE NUMBERS AND OFFICE LOCATIONS

Department	Location	Phone
Bookstore	Donaghey Student Center 218	569.3245
Campus Life, Office of	Donaghey Student Center 216	569.3308
Cashier's Office	Student Services Center 120	569.3450
Counseling & Career Planning	Student Services Center 119	569.3185
Disability Resource Center	Donaghey Student Center 103	569.3143
Diversity Programs	Donaghey Student Center 216	569.3308
DSC Fitness & Aquatic Center	Donaghey Student Center 218	569.8284
DSC Information	Donaghey Student Center 101	569.3362
Financial Aid	Student Services Center 219	569.3035
Graduate School Dean's Office	Ottenheimer Library 501	569.8661
Graduate School Admissions	Ottenheimer Library 528	569.3206
Graduate Student Association	Ottenheimer Library 501	569.3206
Health Services	Donaghey Student Center 102	563.3188
Institute for Economic Advancement	Reynolds Center 405	569.8519
International Student Services	Education Building 101	683.7566
Ottenheimer Library	Library	569.3123
Public Safety, Department of	University Plaza Suite 700	569.3400
Records & Registration, Office of	Student Services Center 218	569.3110
Student Government Association	Donaghey Student Center 201	569.3210
Student Housing, Office of	Commons Suite 211	661.1743
Student Services Success Initiatives	Administration North Building 204	569.8713
Testing Services	Student Services Center 315	569.3198
UALR Main Number		569.3000
University Writing Center	Student Union B 116	569.8343

INTRODUCTION

Welcome to the University of Arkansas at Little Rock Graduate School. You have made an excellent choice in pursuing higher education, and we are glad you chose to do so at UA Little Rock. This handbook serves as a guide to your rights, responsibilities, and privileges as a UA Little Rock graduate student.

Message from the Dean

Dear new graduate student,

Congratulations on your decision to continue your education.

Graduate study at UA Little Rock will prepare you to join the ranks of leaders in education, industry, and government while maximizing your personal and professional potential.

UA Little Rock is a vibrant metropolitan university with a community of scholars engaged in cutting edge research and creative endeavors. We look forward to the contributions you will make to our community.

From the time you begin your program until you complete your degree, all of us at the Graduate School are here to help. You are the reason we are here.

Best wishes,

Abhijit Bhattacharyya

Interim Dean of the Graduate School

Student Responsibility

You, the graduate student, are responsible for planning and tracking your academic progress. In addition to this handbook, you should familiarize yourself with the *UA Little Rock Student Handbook*, the *Dissertation and Thesis Guidelines* (if applicable), and the *UA Little Rock Graduate Catalog*, as you will be held to the rules and guidelines set forth in these documents. All the above documents can be found on the UA Little Rock website (ualr.edu). If you have questions about your responsibilities or rights while a UA Little Rock student, never hesitate to ask. Your advisor, department chair, and the Graduate School staff are here to serve you.

GRADUATE STUDENT ORGANIZATIONS

Graduate Student Association

Every UA Little Rock graduate student is a member of the Graduate Student Association (GSA). The GSA is the voice of UA Little Rock's graduate students, advocating for their interests, hosting social, professional, and academic events throughout the school year, and sponsoring an annual research forum at which graduate students present their scholarly works.

For more information on the GSA, you can visit its website (ualr.edu/gsa) or email gsa@ualr.edu. You can also sign up to receive GSA email updates and invitations via the steps below. Additionally, you can sign up for the GradFocus listserv, which is an open access email list to which graduate students can post any appropriate, legal, and respectful content they need to, including but not limited to UA Little Rock-related announcements, job opening advertisements, requests for roommates, and meeting announcements. The Graduate School reserves the right to remove any postings deemed offensive or inappropriate.

To sign up for the GSA email list:

1. Compose an email with no subject to listserv@ualr.edu
2. Write "subscribe GSA-L *your first and last name*" in the body
3. Send email

To sign up for the GradFocus email list:

1. Compose an email with no subject to listserv@ualr.edu
2. Write "subscribe GradFocus *your first and last name*" in the body
3. Send email

Graduate Student Council

The Graduate Student Council (GSC) is the leadership body of the GSA, composed of representatives from each graduate program who act as liaisons between their departments and the council as a whole. This format promotes dialogue between the programs and encourages productive academic and social relationships among students. In addition, the GSC consults with various campus committees and administrative groups on behalf of the graduate student body and helps the GSA with a variety of programs throughout the year, such as workshops, recruitment, and the Student Research and Creative Works Expo.

The GSC performs its duties through monthly meetings, open discussion, and committee work. Members of the GSC exercise their full rights as representatives by attending and participating in these monthly meetings.

As part of its representation of the GSA before the Graduate School and the university, the GSC elects student representatives to attend the Graduate

Faculty Council (GC) and to serve on the GC's two subcommittees, the personnel subcommittee and the curriculum subcommittee. The GSC members that attend the GC will provide feedback to the GSC from the meetings about issues relevant to the student body.

Alpha Epsilon Lambda

UA Little Rock is home to the Zeta chapter of Alpha Epsilon Lambda, The Academic Excellence and Leadership Honor Society of Graduate and Professional School Students. Students are nominated on the basis of proven graduate-level leadership and an academic record placing them in the top 35% of their class, among other qualifications. For more information, please contact the GSA at gsa@ualr.edu.

INTERNATIONAL STUDENTS

International Student Services

The mission of International Student Services (ISS) is to actively promote international and intercultural understanding and to cultivate a mutual commitment to and support for international education throughout the campus community. Three key functions of the office include:

1. **Liaison:** ISS acts as a liaison between international students and/or study abroad students and the campus community.
2. **Advocate:** ISS advocates for international students, ensuring that they are treated fairly, helped appropriately, and respected.
3. **Educate:** ISS educates the campus community on intercultural understanding, the benefits of international students, and other opportunities. They help international students and study abroad students with academic and personal transitions to promote successful and positive experiences. (ualr.edu/international)

Contact Information:

Education 101
2801 S. University Avenue
Little Rock, AR 72204

Phone: 501.683.7566
Fax: 501.683.7567
ualr.edu/international

Immigration Check-In

To stay in status, all international students must physically check in with ISS at the beginning of each fall and spring semester. When they check in, students must bring their passports and relevant current immigration documents.

Staying in Contact with ISS

Joining the **official** ISS email list will help you stay informed on all topics related to your studies here at UA Little Rock. **Staying in contact with ISS is essential to maintaining your immigration status.**

Joining the **social** ISS email list will connect you with other international students and events at UA Little Rock.

To join the mailing lists:

1. Compose an email addressed to listserv@ualr.edu.
2. Leave the subject line blank.
3. In the body of the message, type "OFFICIAL: subscribe international *first name last name*" and/or "SOCIAL: subscribe int-l *first name last name*"
4. Replace "*first name last name*" with your name.
5. Send the email. After sending, you should receive a welcome email with instructions on how to use the mailing list.

FINANCING YOUR GRADUATE EDUCATION

While financing your graduate education can seem challenging, many opportunities for aid exist from UA Little Rock as well as from private and federal sources. If you are interested in any form of financial aid, we recommend beginning the related application process as early as possible. Financial aid deadlines, both UA Little Rock and otherwise, are strictly enforced and late or incomplete applications are generally not considered.

Scholarships

Some private scholarships are available for graduate students, including program-specific scholarships. Visit the Financial Aid scholarship webpage (ualr.edu/scholarships/private) to find out more and fill out an application.

Loans

Many graduate students qualify for federal aid in the form of loans. See the UA Little Rock loan information webpage (ualr.edu/financialaid/index.php/home/loans) or the federal student loan website (studentloans.gov/myDirectLoan/index.action) for more information.

Veteran Benefits

A variety of educational benefits exist for military veterans. See the UA Little Rock veterans' financial aid webpage for more information (ualr.edu/admissions/veterans-information).

Graduate Assistantships

Several departments on campus offer full-time or part-time graduate assistantships. Graduate assistants (GAs) work a set number of hours a week for a department in exchange for a stipend and a full or partial tuition scholarship (see "Compensation" below). To qualify for a graduate assistantship, you must have regular admission into a degree-seeking program. Students admitted with provisional or conditional status will not qualify for an assistantship until their admission status has been changed to regular. Students in graduate certificate programs are not eligible for assistantships.

Both academic and some non-academic departments on campus offer GA positions. If a position is available, eligible students should correspond with the specific department to find out about and submit the application materials they require from candidates. The Graduate School does not collect GA applications from students to distribute to departments.

See the sections below and ualr.edu/gradschool/student for more information on graduate assistantships.

Assignment Durations and Conditions

Fall assignments begin August 16 and end on December 15; spring assignments begin on January 16 and end on May 15 (spring assignments do not include Spring Break). Academic year appointments may run from August 16 to May 15. Summer assignments vary depending on funding. Weekly schedules will depend on the arrangements made with the department supervisor. GAs are accountable to their supervisors for their time and are not required to make up hours missed on days the university is closed (e.g. snow days, holidays).

Master's students may hold a GA position for up to two years, doctoral students for five. A student's renewal of a GA position from semester to semester is contingent upon their satisfactory academic progress toward a degree. Satisfactory progress requires passing 6 or 9 graduate hours (for part-time and full-time positions, respectively) with a cumulative GPA of 3.0 or higher and satisfactory work performance the previous semester. GAs can be terminated during an appointment at the request of their department supervisor and after review by the graduate dean.

Forms

- Assistantships are taxable. Upon being hired, GAs must go to Human Resources Services in the University Services Building and complete the new hire packet before they can be placed on the payroll.
- Before beginning their assistantships, students must complete the online graduate assistant orientation.
- The department in which the GA is working must complete an Electronic Personnel Action Form (EPAF) and an Appointment of Graduate Assistantship form.

International Students

Students on F-1 or J-1 visas must also complete the Certificate of On-Campus Employment Eligibility and have it approved in the Office of International Services. This is required so graduate assistants can be paid for their assistantships. The Office of International Services is located in the Education Building, suite 101.

Minimum Enrollment

To qualify for a tuition scholarship each semester, full-time GAs must be enrolled at UA Little Rock in at least 9 graduate hours; part-time GAs must be enrolled in at least 6 hours. Failure to enroll in the required course load or dropping below the required course load will result in a GA's tuition not being paid and may result in loss of the assistantship.

Exceptions to these hour requirements can be made for students in their final semester who are lacking only thesis or dissertation hours. Petitions for exceptions are made to the graduate dean. GAs must notify the Graduate School dean's office of any changes to their class schedule (drop or add).

Undergraduate classes, even if required for certification purposes, for deficiency removal, or for personal enrichment, will not be covered by the tuition scholarship.

Compensation

Stipend Payment

All UA Little Rock payroll checks are automatically deposited into the employee's bank account. The first check may be delayed if all forms are not completed prior to UA Little Rock's next payroll run date. GAs, as employees of UA Little Rock, will be paid twice a month (the 15th and the last day of the month). If the 15th or the last day of the month is on a weekend, payday will be on the preceding Friday.

Tuition Scholarship

- A full-time GA (working 20 hours a week) will receive a tuition benefit covering up to 9 hours.
- A part-time GA (working 10 hours a week) will receive a tuition benefit for half of their enrollment, up to a maximum of 4.5 hours per semester.
- Summer New Students- Students admitted for summer term who receive assistantships must register for at least 1 hour in the summer term.
- Summer Current Students – If a student receives a summer assistantship (the period between May 16 and August 15), and the student was registered for the immediately preceding spring semester and has registered for the following fall semester, the student is not required to register for the summer term. However, the student's department may require the student to register in summer.
- Tuition scholarships for assistantships supported by grants or contracts are typically paid by the grants or contracts.

Billing

Tuition scholarships will be credited to GAs' student accounts by or before the payment deadline. However, if their appointment is made after the end of July (or after the end of December for a spring semester appointment), their scholarships could be delayed. GAs should be prepared to pay their tuition and seek reimbursement. Additionally, **GAs are responsible for all student fees** and, depending on the arrangements of the assistantship, may be responsible for part of their tuition.

GAs should be sure to pay their portions or make arrangements for deferred payment with the Cashier's Office (Student Services Center) before the payment deadline (normally the last business day before classes begin). Otherwise, a late fee may be added.

GAs are responsible for ensuring that their balance is paid on time and are advised to check their account regularly in BOSS. If their student account

does not seem to be credited appropriately, students should call the Graduate School at 501.569.3206.

Students should register for classes as early as possible to ensure that all internal processing is completed by the payment deadline. In some instances, GAs may receive a billing statement from the Cashier's Office before all credits are entered into the system.

If a GA stops working at any point during the semester, she/he will lose the remainder of his/her stipend and a percentage of the tuition will be recovered. The percentage subject to recovery is based on how much of her/his commitment has been fulfilled. If the tuition is recovered, she/he is immediately liable for the charges.

If a GA drops a class after the deadline for a 100% refund has passed, she/he is responsible for repaying the full tuition cost. The deadline to drop and receive a 100% refund is generally the end of the first week of classes. Check the BOSS system for the exact drop deadline each semester.

ACADEMIC BASICS

Advising

Students must be advised each semester before enrolling in classes. Advising procedures vary among programs, but, generally, the program coordinator will assign a faculty advisor to work with each student to develop an approved program of study. Special, non-degree seeking students are advised by the program coordinator for the curriculum to which they are seeking class admission. Some programs use BOSS to do advising, while other programs advise in person. Always check with your program coordinator for accurate advising information.

Students seeking degrees should meet with their advisors immediately after being admitted. All degree-seeking students should work closely with their program advisors to prepare a plan of study. Each program has an advising form that lists degree requirements and outlines a plan of study for satisfying them. For doctoral students, the process may involve filing an Advancement to Candidacy notice (see section under “Progressing Towards Graduation” for more information).

Courses and Credits

Courses with 5000-level numbers are dual-listed (4000/5000) for both undergraduate and graduate credit, meaning that each 5000-level graduate course has a parallel 4000-level undergraduate course. UA Little Rock students who have completed a 4000-level class as part of a baccalaureate degree cannot receive credit toward a graduate degree by enrolling in the dual 5000-level course.

Courses with numbers 7000 or above are designated exclusively for graduate students. Numbers 1000-4999 (undergraduate courses) and 6000 (UA Little Rock Law School program courses) are not listed in the *UA Little Rock Graduate Catalog*. For all UA Little Rock course numbers, the second digit indicates the number of credit hours earned for the course. For example, a course with the number 7324 would earn 3 credit hours.

Graduate students may take undergraduate courses that are not required for their graduate program of study. However, BOSS will not allow graduate students to enroll themselves in an undergraduate course, so interested students must see the Graduate School in order to enroll. If the course is to be taken for personal enrichment, the Graduate School can allow the interested student to be charged the undergraduate rate, but students must speak with the Graduate School first to begin this process.

Transfer Courses

Graduate credit may be granted for equivalent course work from other institutions with the approval of the appropriate program coordinator and the Graduate School dean. Transfer credit may not exceed one-half of the program requirements, exclusive of thesis or other exit project credits; must be no more than five years old; and must have a letter grade of B or better.

Individual programs may accept fewer transfer hours than the maximum allowed by the Graduate School. Decisions on credit transfer are normally made and recorded immediately after the student has been admitted.

To begin the approval process, the student must submit an Application for Transfer Credit to the Graduate School. Transfers must be requested within 12 months of admission to the Graduate School. Credits accepted for transfer will be posted when the student's Application for Transfer Credit has been approved and forwarded by the Graduate School dean.

Courses without letter grades (graded credit, satisfactory, pass) must be accompanied by official evidence that such grades equated to a B or better at the institution at which they were earned. Accredited graduate programs usually accept transfer credits only from similarly accredited programs. Correspondence courses are not accepted for graduate credit. Transfer credits are not computed as part of a student's GPA.

Concurrent Graduate Program Enrollment

Students may be concurrently enrolled in two graduate programs. Admission and program standards differ for each graduate program and it is the student's responsibility to verify and adhere to those standards. Most certificate programs are not eligible for financial aid; please check with the Office of Admissions and Financial Aid for verification.

To be eligible to receive financial aid for *one* program, students must be fully admitted as degree-seeking by the Graduate School and the desired program of study. To be eligible to receive financial aid for *both* programs, students must be fully admitted as degree-seeking students to both programs. It is the student's responsibility to ensure that all required documents for admission are received by the Graduate School in a timely manner and that both programs' admission requirements are met. Students are encouraged to periodically meet with their advisors to monitor their progress in both programs as that progress may have implications on their eligibility to receive financial aid.

Repeating Courses

When a graduate course is repeated, the first grade remains part of the permanent record and is computed in the final GPA. **Degree credit will only be given once** and if the second attempt results in an "F," all credit for the class will be lost.

Starting Fall 2019 if a student repeats a course for credit, only the last occurrence of the course shall be counted toward credit hours or cumulative grade points, except in circumstances of academic integrity. The earlier grade will remain on the transcript with an "E" indicating exclusion from the grade point average. If there have been any changes in the course numbers or titles, the student must obtain approval from the chairperson of the department offering the course to be assured it is an identical course. Once a degree has been awarded, a course included in that degree may not be repeated. **NOTE:** Some graduate level courses such as dissertation/thesis

research, internships, seminars may not be repeatable for grade replacement.

Academic Probation Policy

Graduate students who do not maintain at least a 3.0 cumulative GPA (B average) in all courses are automatically put on academic probation at the end of the semester, regardless of whether they receive notification. Students who fail to remove the probationary status by raising their GPA during their next 12 hours of enrollment, who were admitted conditionally, or whose GPA cannot mathematically be raised to or above 3.0 within 12 credit hours are subject to dismissal from the Graduate School. For part-time students, the next enrollment period may, if approved by the program coordinator, be defined as the next 12 hours.

Some programs have higher GPA or program performance requirements. Refer to the *UA Little Rock Graduate Catalog* for program-specific information.

Academic Clemency

Any UA Little Rock Graduate School student who has previously attended UA Little Rock and whose attendance at UA Little Rock or any institution of higher education has been interrupted for a period of at least one year may qualify for academic clemency providing he or she meets all of the criteria specified below and was not dismissed for non-academic reasons. Under this policy, a Graduate School student may apply to have Graduate School grades and credits earned at UA Little Rock previous to the separation removed from his or her grade point average (GPA). Approval of a request for clemency requires the signature of the student's program coordinator and the Graduate School Dean.

After reentering UA Little Rock following a separation of at least one year from any institution of higher education, a graduate student may request academic clemency at the Graduate School. The student shall specify the term(s) for which clemency is desired. The request will be forwarded, along with appropriate permanent record information, to the student's program coordinator for approval. The coordinator shall forward the request to the Graduate School Dean.

Clemency shall cover **all credits earned during the semesters (i.e., spring, summer, fall) for which clemency is requested.** If more than two semesters of credit are needed to return the student to good academic standing, a special petition must be filed with the Graduate School. The student's complete record will remain on the transcript with the added notation of academic clemency received. Any petition for academic clemency must be requested and granted prior to the awarding of the degree. Once the degree is awarded, the record is closed and the academic clemency policy cannot be invoked. Academic clemency may be approved only once. For

purposes of degree requirements, a student who receives clemency must follow the provisions of the Graduate Catalog in effect at the time of re-enrollment.

Satisfactory Academic Progress Policy

Students receiving financial aid must adhere to the Office of Admissions and Financial Aid's Satisfactory Academic Progress (SAP) Policy. This policy states that in order to continue to receive funds, "students must complete 67% of UA Little Rock overall attempted credit hours (including accepted transfer hours)," maintain a minimum GPA of 3.0, and complete their program of study in the maximum amount of credit hours (ualr.edu/financialaid/policies-procedures/sap).

Please see ualr.edu/financialaid/policies-procedures/sap for further details.

Grade Appeals

If a student feels that a grade was unfairly awarded because it violated the instructor's grading standards as set forth in the course syllabus or explained at the beginning of the course, or because it was a result of prejudiced academic evaluation or an arbitrary or capricious act, the student may appeal the grade using the grade appeals procedure outlined below. The student should begin this process as soon as possible after the grade has been awarded.

Summary: Steps for Appealing a Grade		
Step	Action	Timeline
1.	Speak with the professor	Within 20 days of receiving the grade
2.	If not resolved at step one, take the grievance to the department chair person or college dean	Within 5 days of speaking with the professor

3.	If not resolved after steps one and two, file a formal complaint in writing to the Associate Vice Chancellor for Academic Affairs	Within 3 days of speaking with the department chair person or dean
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Procedure:

1. Within 20 days after the final grade has been awarded, the student must approach the faculty member in question to discuss the grade and attempt to resolve any differences. For certain professional courses within the university, the final grade is awarded upon completion of a designated number of weeks. The student will need to review the time frame for awarding the grade with the department chairperson.

No faculty member shall be allowed to delay the resolution of a grievance by failing to hold a consultation with a student within the designated time, unless genuine reasons such as illness, personal emergency, or campus absences for professional reasons make this time limit unworkable. The student's grade may be changed in Step 1 of this procedure with the written consent of the faculty member.

The student may confer with the SGA president or designee regarding the complaint at any time during the grade appeal process. The SGA president or designee may listen to the complaint, counsel the student on the merit of the case, review the outlined formal procedures for grade appeal, assist the student in writing the appeal, and attend the hearing upon the request of the student as a non-participating party.

2. If unable to resolve the difference with the faculty member, the student shall take the grievance within five class days of this discussion to the department chairperson (or dean if the faculty member involved is the department chairperson). The chairperson shall attempt to resolve the dispute within 10 class days by meeting with the student and faculty member.

The student's grade may be changed at Step 2 of this procedure with the written consent of the faculty member. At this meeting, the chairperson will have the student and the faculty member complete and sign the Grade Appeal Complaint Form and give a copy to the student. The department chairperson retains the original.

3. As a last resort and only after Steps 1 and 2 have been carried out, the student may file a formal complaint in writing, via the Grade Appeal Complaint Form, within three class days to the Associate Vice Chancellor for Academic Affairs. If the student decides to file a formal complaint, he or she must meet with the Associate Vice Chancellor for Academic Affairs and bring the Grade Appeal Complaint Form to the

meeting as well as a written statement that clearly explains the basis of the complaint.

Following the conference, the Associate Vice Chancellor for Academic Affairs will immediately consult with the Academic Integrity and Grievance Committee chairperson. The Associate Vice Chancellor for Academic Affairs will notify the student in writing that the grade appeal will be referred to the Academic Integrity and Grievance Committee for a hearing or to the Vice Chancellor/Provost if the case does not fall within the purview of the Academic Integrity and Grievance Committee.

ACADEMIC WORK

Research Protocol

Students planning to do research involving human or animal subjects must contact the Office of Research and Sponsored Programs (ORSP) **before** they begin their research. Please visit ualr.edu/orsp for more information and required forms. Research involving human or animal subjects must be reviewed by the Institutional Review Board (IRB) or Institutional Animal Care and Use Committee (IACUC) prior to being done, even to document that approval is not needed for the research plan. Any changes to the research plan should be resubmitted to the ORSP for continued approval.

Likewise, research involving recombinant DNA, radioisotopes, or other hazardous materials must receive prior approval from the Environmental Health and Safety Committee (EHSC) or Radiation Safety Committee (RSC). Contact your faculty advisor to discuss the appropriate action **before** beginning your research if it involves biohazardous materials.

If issued, an official Protocol Approval Statement must be included in your thesis or dissertation (see appropriate placement in the *Dissertation and Thesis Guidelines*) giving the name of your project, committee name, approval date, and protocol number.

Plagiarism/Ethical Conduct in Research

Always give credit where credit is due. Claiming the exact words, paraphrases, ideas, arguments, or thoughts of another as your own is plagiarism. UA Little Rock policies require disciplinary action (including possible dismissal and/or grade adjustments) for this offense. Quotation marks should be used to indicate the exact words of another in short segments of text; longer segments are usually indented. Each time you quote, paraphrase, reference, or draw from the words or ideas of another you must credit the source in your writing. See the style manual for your field to determine the proper citation format. Most style manuals also define plagiarism and show examples, telling you how to avoid it.

Intellectual Property

If your project involves an invention or idea that could be patented, please speak with your advisor immediately and visit the UA Little Rock TechLaunch website for the requirements regarding patenting (ualr.edu/techlaunch). You, your faculty advisor, and any co-inventors will need to submit a UA Little Rock Invention Disclosure form. The circulation of your thesis or dissertation as well as your project defense can be affected pending the examination of your disclosure.

Time Limits for Degrees

All degree requirements must be completed within seven consecutive calendar years for master's degrees and within ten consecutive calendar years for specialist and doctoral degrees from the student's date of admission to the UA Little Rock Graduate School. Time lost for military service is excluded from the time requirements. **Courses cycle out every five years.**

Dissertation and Thesis Guidelines

If you are required to write a thesis or dissertation to complete your degree, it must be formatted according to the Graduate School's specifications. All theses and dissertations must be submitted to the Graduate School for a format review by the deadline for the semester in which the author intends to graduate. These deadlines are, generally, December 1 for fall graduations, May 1 for spring graduations, and August 1 for summer graduations.

Formatting specifications and instructions are detailed in the *Dissertation and Thesis Guidelines*, which can be found on the Graduate School website at ualr.edu/gradschool/home/thesis-and-dissertation-information.

Theses and dissertations will not be accepted until the formatting is correct, so it is crucial that you follow the Guidelines closely.

PROGRESSING TOWARDS GRADUATION

Possible Degree Progression Deadlines

- Comprehensive exam dates (if applicable, check with your advisor)
- Supervisory Committee appointed (varies by program, check with your advisor)
- Research proposal submitted or defended (check with your advisor)
- IRB/IACUC approval deadlines (check with ORSP)
- First draft of thesis/dissertation to committee (check with your advisor)
- Submission of graduation application in BOSS
- Defense of thesis/dissertation (check with your committee)
- Copy of defended thesis/dissertation for review by the Graduate School. December 1 for fall graduations, May 1 for spring graduations, and August 1 for summer graduations.

Graduation Application

Early in the semester in which they intend to complete their program requirements, students must apply for graduation through their BOSS accounts. For specific graduation application deadlines, check with the Graduate School. **Applications submitted after the deadline will not be accepted.**

Also, if students do not meet their program requirements by the graduation date they applied for, they must reapply for graduation the next semester. **Applications do not carry over to the next semester.** For example, if a student applies for spring graduation but does not complete graduation requirements in the spring, the student must reapply for summer graduation by the summer semester application deadline date. Graduate program coordinators must also complete all appropriate sections for each new graduate application.

Advancement to Candidacy Notice

For doctoral students, the Advancement to Candidacy notice is normally the starting point for formal dissertation work. Doctoral students are awarded candidacy status by their programs after demonstrating the ability to satisfy degree requirements and showing significant commitment to earning a degree by fulfilling the residency requirement. Program requirements for advancement to candidacy differ and may include cumulative or comprehensive examinations or proposal and defense of a dissertation topic. Doctoral students should check with their advisor for specific requirements.

THESIS, DISSERTATION, AND FINAL PROJECT COMMITTEES

Establishing a Committee

Committee requirements vary by program. Students should check with their faculty advisors for program specific information. An Appointment of Supervisory Committee form listing all your committee members must be completed and submitted to the Graduate School. This form is generally submitted by the program.

All members of a thesis/dissertation/final project committee must have graduate faculty status before they begin serving on the committee. The member's department is responsible for filing the necessary paperwork, but it is in students' best interest to make sure all of their committee members have been granted the necessary status. You can email gradschool@ualr.edu to check a committee member's graduate faculty status.

Replacing Committee Members or Chairs

If it becomes necessary to replace a committee member or chair of a student's thesis or dissertation committee, the change must be approved by the Graduate School dean well before the defense date. A new Appointment of Supervisory Committee form must be completed and submitted to the Graduate School.

Graduate Students' Committee Responsibilities

Graduate students are responsible for being familiar with the *UA Little Rock Graduate Catalog* as well as the rules and guidelines of the specific program they are enrolled in. Students are ultimately responsible for the crafting and execution of their dissertation or thesis through all of its phases, including completing a final manuscript that has been properly edited and that follows all of the conventions described in the current edition of the *Dissertation and Thesis Guidelines*.¹

In addition, students are expected to do the following.

1. Use their committee chair as the primary point of contact for developing ideas, selecting an appropriate committee (in consultation with the graduate coordinator and/or program coordinator), and developing early drafts. The committee chair should also serve as the gatekeeper for submitting materials to the committee and submitting a final manuscript to the Graduate School.

¹ Students in inter-institutional graduate programs should check with their program coordinator to determine which institution's guidelines to use for thesis and dissertation formatting.

2. Use the committee chair and the committee members as central points of contact for developing ideas, reviewing drafts, and submitting a final manuscript.
3. Schedule regular meetings with the committee chair to discuss the project and its development. With the chair's approval, students may also schedule regular meetings with members of the committee.
4. Submit only their own original work and properly cite the works of others that inform the study. Students should be familiar with policies on academic dishonesty and plagiarism. Misconduct in these areas is treated seriously and may result in a range of penalties up to and including academic dismissal.
5. Obtain and maintain appropriate research certifications. Students may be required to complete human subject research training and responsible conduct of research (RCR) training. In addition, students conducting research involving human subjects, animals, or biological materials must submit research protocols for review by the Institutional Review Board (IRB), Institutional Animal Care and Use Committee (IACUC), and/or Institutional Biosafety Committee (IBC).
6. Take personal initiative to move the project forward and discuss with the chair any problems that may arise. If issues arise that cannot be resolved with the committee chair or that are best discussed with another person, the student may opt to discuss them with the graduate coordinator, the program or department chair, dean of the college, and then the dean of the Graduate School.
7. Be thoroughly familiar with the materials found in the current edition of the *Dissertation and Thesis Guidelines*, the core document that describes what is expected in a dissertation/thesis, including UA Little Rock's unique conventions. This includes the post-proposal and post-final defense steps that are required of students by the Graduate School.
8. Be aware of and comply with established defense and manuscript submission deadlines enforced by individual programs and the Graduate School.
9. Recognize that crafting a dissertation is an ongoing process between the student and the chair, and, at key moments, between the student, the chair, and the committee. Students must maintain contact with their committees and make timely revisions when requested if they expect to receive timely feedback from the chair and/or the committee.
10. Be mindful of the academic schedule maintained by their chair and committee members. Students who want to finish and defend work over the summer (when many faculty members' availability may be limited) must get permission from their chair and committee members

during the spring semester. Once permission has been granted, regular contact with the chair and committee members should continue over the summer. Before the end of spring, the student and the chair should agree upon a method of contact and communication for the summer months.

Likewise, students should check with their chair and committee members to find out if and when faculty may be unavailable due to off-campus duty assignments (OCDA). Depending on the faculty member's schedule, the student may be able to make arrangements to work with a chair or committee member on OCDA or the student may need to consult with the chair to identify a temporary or permanent replacement.

Students must also be respectful of the fact that chairs and committees have many other time-intensive duties. Students must maintain realistic expectations about faculty workloads around holiday and vacation times as well as normal busy periods (e.g., beginnings and ends of semesters).

11. Make substantive progress towards completion of their degree requirements, especially while being supported on a graduate assistantship. This applies even during the summer when the student may not be enrolled in classes. Students who do not meet with their committee chairs over the summer should schedule an appointment with their chair within the first two weeks of the fall semester to provide evidence of their progress.
12. Negotiate expectations early in the research effort regarding the publication of research and the ownership of research results generated as part of the dissertation/thesis project. Issues to be negotiated include authorship, the number and frequency of submissions, and any program expectations concerning published works prior to the dissertation/thesis defense.

UNIVERSITY SERVICES

The Disability Resource Center

The DRC's goal is to create a welcoming, inclusive, and accessible environment at UA Little Rock by promoting the social model of disability and universal design. The DRC partners with students, faculty, and staff to identify and remove barriers when possible and work with students to figure out what accommodations might aid them in their time at UA Little Rock.

The process for determining accommodations is collaborative, and may require third-party documentation. We encourage interested students to contact the DRC to discuss and begin to remove barriers **before** they begin classes, as accommodations cannot be made retroactively.

Not only does the DRC staff work with individual students, they also strive to help create inclusive and accessible environments for everyone on campus. The DRC is the campus advocate to the university administration for improved access. The DRC consults with faculty and staff and provides them with resources, training, and other tools to help them design their classes in a way that benefits all students, including students with disabilities. The DRC is located in the Donaghey Student Center, suite 103. To find out more, you can visit them in person, call 501.569.3143, email drc@ualr.edu, or access ualr.edu/disability.

Donaghey Student Center

The DSC is home to Conference Services, the Fitness Center, Reception Services, Information and Call Center, Campus Recreation, Aquatics, the bookstore, campus dining, Catering Services, and other services and programs. Call 501.569.3362 for more information about any of the above features, or visit ualr.edu/studentcenter.

Counseling Services

UA Little Rock offers confidential counseling services to all its students, already paid for by student fees. The trained counselors welcome those with chronic emotional and/or psychological difficulties as well as those who simply need an objective listener—someone who will not judge them and who helps them gain new perspectives and understanding on challenging events, problems, and emotions.

Individual counseling is a collaborative effort between you and your counselor. Counseling Services' goal is to provide an open, supportive, and confidential environment for you to address the issues concerning you. To schedule an appointment, simply stop by the office located in the Student Services Building, Suite 119, or call 501.569.3185. You can find more information at ualr.edu/counseling.

Health Services

Health Services provides a variety of valuable resource for students. The office is staffed by professional nurses and support personnel, and most

services are free. Health Services is located in Room 102 on the lower level of the Donaghey Student Center. Office hours are 8:00 a.m. to 5:00 p.m., Monday through Friday. Find out more at ualr.edu/health or by calling 501.569.3188.

Non-Traditional Student Programs

The Non-Traditional Student Program (NTSP) offers support to non-traditional students throughout their education. The NTSP helps students navigate the university and provides information about resources, services and opportunities that UA Little Rock offers.

If only ONE of these characteristics applies to you, then you are considered a non-traditional student by UA Little Rock:

- You delayed enrollment after high school
- You attend school part time
- You work full time (25+ hours)
- You are financially independent
- You have dependents other than a spouse
- You are a single parent
- You have or still are serving in the military
- You are a first generation student

For more information about NTSP, please visit ualr.edu/campuslife/ntsp or contact the NTSP coordinator at 501.569.3308 or ntsp@ualr.edu.

Ottenheimer Library

The Ottenheimer Library offers many resources including circulation services, interlibrary loans, and library liaisons for each graduate program (see list below). With a letter from their advisor, graduate students can check out journals from the library and take them back to their department. Your UA Little Rock student ID serves as your library card.

The library also houses a computer lab with printing services for UA Little Rock students. The lab's hours of operation change according to the semester and break/holiday schedule, but it is generally open Sunday-Thursday 7:30 a.m.-11:00 p.m., Friday 7:30 a.m.-5:00 p.m., and Saturday 9:00 a.m.-5:00 p.m.

For a complete list of available services, including research and electronic databases, visit ualr.edu/library.

Library Liaisons

Lisa Li, MLIS

Email: hxli@ualr.edu

Telephone: 501.569.8811

Departments: Computer Science, Information Science, and Systems Engineering.

Carol Macheak, MLS

Email: cimacheak@ualr.edu

Telephone: 501.569.8809

Departments: Accounting, Adult Education, Counselor Education [K-12], Art, Audiology & Speech Pathology, Economics & Finance, Educational Leadership, Management, Marketing & Advertising, Mass Communication, Rhetoric & Writing, Speech Communication, Teacher Education, and Theatre Arts and Dance.

Brent Nelson, PhD

Email: banelson@ualr.edu Telephone: 501.569.8807

Departments: Applied Science, Biology, Chemistry, Construction Management and Civil & Construction Engineering, Earth Science, Engineering Technology, English, Mathematics & Statistics, Philosophy & Interdisciplinary Studies, and Physics & Astronomy.

Public Safety

The UA Little Rock Department of Public Safety (DPS) assists and protects students, faculty, staff, and guests on the UALR campus. DPS is located in the University Plaza, Suite 700. Police service is provided 24 hours a day, 7 days a week. University police officers are commissioned as law enforcement officers by Arkansas Act 328 (1967) and have the same authority and arrest powers as city police officers. Find out more at ualr.edu/safety or by calling 501.569.3400.

Services include:

- **Parking Permits:** All students who wish to park a vehicle on campus must first register their vehicle with DPS. To register a vehicle, students will need to know their T-number and the make, model, color, and license plate number of their vehicle. The fee for one parking permit is included in the general fee calculated with tuition. Additional permits are available for a one-time fee of \$20.00. A free temporary permit is available for a second vehicle on a short-term basis (up to two weeks).
 - Once a parking permit is obtained and placed on the registered vehicle, students may park in any of the open lots. This includes lots 12, 13W, 13E, 14, and 15 and open parking on the east side of University Plaza.
 - Students are also allowed to park in the metered lots or UALR's parking deck. The fee for parking in the meter lots is \$1.00 per hour with a 2 hour time limit, and the fee for the parking deck is \$1.00 per exit.
 - Students may apply for reserved parking in one of the gated parking lots on campus. Reserved parking fees are \$165 annually for 24 hour access. Lot choices are lot 2 and the lower level of the parking deck. Reserved parking is available on a first-come, first-serve basis.
 - Any faculty member, staff member, or student can park in a reserved lot for free after 4:00 p.m. by swiping their UALR ID at the gate.

- All fees must be paid at the Cashier's Office in the Student Services Center. Parking permits can be picked up at DPS.
- **Traffic Control:** DPS is responsible for enforcing speed limits and other traffic safety regulations on campus. A brochure listing safe driving rules is available in the DPS office.
- **Crime Patrol:** DPS should be notified immediately in the event of theft, assault, public drunkenness, or any other criminal or dangerous activity that occurs on the UALR campus.
- **Safety Escort Service:** uniformed officers are available to escort students, faculty, and staff to campus destinations 24/7, upon request. To request an escort, call 501.569.3400, or use one of the blue emergency telephones on campus. Officers also patrol the campus and report suspicious activities in buildings and parking lots.

Trojan U-Pass

Thanks to a partnership between UA Little Rock and the Rock Region METRO, UA Little Rock employees and students are able to ride the bus transit for free, using the Trojan U-Pass. Each employee and student can go to the I.D. Card office in room 114 on the lower level of the Donaghey Student Center to pick up their Trojans U-Pass. The Trojans U0Pass is a sticker that will go on your UA Little Rock ID card. This sticker is all you need to use the bus system for free.

Each semester, riders will need to get an updated sticker. A sticker issued in January will be good through the summer semester. Riders will need to get a new sticker for fall semesters. For more information, including hours of operation, please visit ualr.edu/communications/rock-region/.

University Writing Center

The University Writing Center (UWC) is dedicated to serving writers of all ability levels to improve their skills at all stages of the writing process. The center is staffed by student interns and graduate-level assistants who have extensive writing experience and a desire to help other students learn about the writing process.

The center is located in Student Union B Room 116. Center hours vary each semester. To find out more, call 501.569.8343 or visit ualr.edu/writingcenter.