

GRADUATE STUDENT HANDBOOK
Department Of Sociology and Criminal Justice
211 Old Main
University Of Arkansas
Fayetteville
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(Approved by the Sociology & CMJS Faculty)

This Handbook formally specifies the requirements and procedures governing the Graduate Program in Sociology. The Handbook supplements the regulations contained in the Graduate School Catalog

<http://www.uark.edu/depts/gradinfo/recruit/catalog/index.html>

and the Graduate School Handbook

<http://www.uark.edu/depts/gradinfo/dean/handbook/index.html>.)

All graduate sociology students should read both documents. The final responsibility for the satisfactory completion of graduate degree requirements rests with the student.

GRADUATE STUDY IN SOCIOLOGY

When you enroll in graduate school you enter a new academic world in which primary emphasis is placed upon your ability to think independently. Graduate courses focus less on memorizing facts and more on nurturing broad and critical patterns of thinking that characterize sociological research. The criteria of accomplishment in graduate school reflect not only your ability to consume sociological research but also to carry out analytical, conceptual, and methodological operations expected of professional sociologists with a master's degree in sociology.

Offering concentrations in *General Sociology* and *Criminology*, the sociology graduate program prepares you for entering doctoral programs in the social sciences (e.g., sociology, criminology) and/or employment with governmental and other service-oriented agencies. Further explanation of these two broad career goals and how the sociology graduate degree prepares you for meeting them is provided below:

First, you may wish to become a scholar of sociology who teaches, conducts research, or both. Professionals in this group constitute the "core" of the sociology profession. Their work is primarily conducted in university and college settings, but some serve in government agencies, foundations, or other positions. It is important for students preparing for this career path to become proficient in core components of social science, including sociological theory, qualitative and quantitative research methods, and social statistics. The MA degree in sociology prepares you for the pursuit of a doctoral degree, which may qualify you for teaching positions at universities and colleges.

Second, you may be interested in preparing for positions in what is sometimes referred to as "public sociology" or careers that rely on practical

applications of social science research for solving a variety of social problems. Public sociologists often work in non-government, government, and not-for-profit agencies. Public sociology recognizes the importance of undertaking research that can contribute to critical public awareness and policy debates. It simultaneously stresses scholarship and service in order to inform the general public about how and why society operates as it does, consequences of various action choices, and alternative strategies for addressing particular social problems.

GRADUATE ADMISSIONS AND ASSISTANTSHIPS For prospective students, the MA Program in Sociology has two application deadlines - early and regular. Graduate assistantship applications are available and considered during both application periods.

- Students applying for early admission should submit their applications by February 15 preceding the fall semester in which the applicant intends to enroll. Early program admissions and assistantship decisions are usually made by the end of March.
- Regular program and assistantship applications are accepted up to May 15th preceding the fall semester in which the applicant intends enrollment. Regular program and assistantships applications will be reviewed and admissions decisions will be made no later than the end of June.
- The MA Program in Sociology does not have regular spring admissions. However, in exceptional circumstances the Graduate Committee may consider petitions for spring admissions. Applicants interested in spring admissions should contact the Graduate Director before submitting their petition and application materials.

The graduate committee evaluates new applications for Departmental assistantships and requests for assistantship continuation and forwards its recommendations to the Chair of the Department, who makes the final decision about awards and job assignments.

Graduate assistantships are awarded to sociology graduate students based on several factors, including prior or current academic record, their GRE scores, letters of recommendation, satisfactory progress toward degree completion, and performance as a GA. The guiding principle in allocating assistantships is that preference is given to superior students whose career interests and goals converge with the particular purpose for which the assistantship has been provided.

REQUIREMENTS FOR GRADUATE STUDY

Upon entering the graduate program in sociology at the University of Arkansas, one of your major responsibilities is to become thoroughly familiar with the current Graduate School Regulations as they apply to your own situation. Do not rely upon others to remind you of standard requirements such as the number and type of courses needed or thesis specifications. The faculty's responsibility is to advance your intellectual

development and scientific accomplishment, not to monitor your compliance with regulations. As a graduate student, it is your responsibility to keep track of your progress. In addition, you must conform strictly to the University's Policy on Academic Honesty.

Please familiarize yourself with this as well as other policies found in the Graduate Student Handbook (<http://grad.uark.edu/>).

The following is a supplement to the Graduate School Requirements on specific practices and procedures within the Graduate Program in Sociology.

DEGREE REQUIREMENTS

Completion of the program for all students is contingent upon passing a comprehensive examination covering major course work. The Department of Sociology and Criminal Justice offers a thesis and non-thesis option.

Thesis Option. Students must take 26 hours of course work and six hours of thesis credit. All M.A. candidates in this option are required to, first, present a thesis proposal to their thesis committee, and, next, orally defend their thesis. Intentions to defend theses should be announced to the Departmental faculty seven days prior to the defense date and all faculty and students should be invited to final defense. Under this option, comprehensive examination is part of oral thesis defense. Students who are interested in later pursuing a Ph.D. degree are strongly encouraged to consider this option.

Non-Thesis Option. Students must take 32 hours of course work. Students must select an area of concentration. Under this option, students must take a written comprehensive examination in theory, methods, and write a literature review paper in the area of concentration (See Comprehensive Exam Section).

Students should notify the Graduate Director of their intent to pursue either option no later than the end of their second semester of residence.

Deficiencies. If you have had little or no previous training in sociology, it may be necessary to make up deficiencies in lower-level (undergraduate) courses without receiving any graduate credit. In such cases, the completion of the requirements for the master's degree may require more time than needed by persons with a more extensive background in the social sciences. The amount of time depends upon the degree of deficiency in your prior training, but frequently it is not more than one additional semester.

Prior undergraduate courses in social theory, research methods, and data analysis/statistics are considered necessary for successful performance at the graduate level. SOCI 4023 (or an approved equivalent), SOCI 3313 (or an approved equivalent), SOCI 3303 and SOCI 3301 (or an approved equivalent), are required to eliminate deficiencies regardless of the concentration. In addition, students who plan to pursue the criminology

concentration are required to take SOCI 3023 (or an approved equivalent). Undergraduate deficiencies must be removed by taking the appropriate courses during the first semester in residence or the first time courses are offered. Students do not receive graduate credit for removing undergraduate deficiencies.

Course Requirements. In addition to the required courses, the student must take a sufficient number of elective hours, including six hours of restricted electives, to reach 32 graduate credit hours. A maximum of three credit hours may be taken at the 4000 level without prior approval by the Graduate Committee. Students may also apply three hours of independent study (SOCI 500V) toward the degree. The student's advisor must authorize in writing (email the Graduate Director) more than three hours of graduate-level independent studies as well as courses outside the Department. Except for rare circumstances, no more than three hours of credit outside of the Department will count toward the degree. All students are expected to take all required courses in the Department.

Plan of Study. Each student admitted to the program will meet with the Graduate Director to review the required coursework and discuss an initial plan of study. The Graduate Director will acquaint new students with various procedures and requirements necessary for degree completion. Starting the second semester in the program, you will consult with your academic advisor (thesis director for thesis students) concerning the details of your plan of study and appropriate elective coursework.

Academic Advisor/Thesis Director/Thesis Committee. One of the most important persons in your academic career is your academic advisor and/or thesis director. In our program, your academic advisor and/or thesis director will help you to finalize your plan of study, assist you in formulating your graduation options (thesis vs. non-thesis), evaluate your academic performance, and help ensure that all degree requirements are met for graduation (please see the Graduate School website for current graduation application deadlines and other schedule information).

The Graduate Director will serve as your academic advisor during your first semester in the program. You are expected to choose your academic advisor/thesis director during the second semester in the program. This can be done in two steps. First, all incoming graduate students have an opportunity to meet our graduate faculty in the Proseminar course and in a more limited capacity throughout additional courses during your first and second semesters. As you become acquainted with the various faculty members, you will be able to determine which faculty member's research or academic interests are aligned with yours. Second, after identifying the subject area in which you want to do write your literature review paper (non-thesis students) or conduct your thesis research, you should select an appropriate faculty member to work with you as your concentration advisor or thesis director. If the faculty agrees to work with you, you must complete the paperwork required by the Graduate School and the Department. You must complete all required paperwork related to the selection of your academic advisor/thesis director during the second semester of your graduate study.

When you and your Thesis Director feel you have identified an appropriate research topic, you should select, in consultation with your Thesis Director, two additional faculty members to serve on your committee. After having selected your thesis committee and thesis topic, you must fill out the Master's Thesis Committee Form and the Master's Thesis Title Form, and submit them (in duplicates) to the Graduate School.

Satisfactory Progress. Graduate students are expected to maintain satisfactory progress toward their degree. Specifically, satisfactory progress refers to completion of courses taken, the avoidance of incompletes, the avoidance of C's and lower, the scheduling of required courses, fulfillment of all Departmental and Graduate School requirements in their proper sequence (See Table 1: Key Dates and Checklist of Progress for the Completion of the Master's in Sociology).¹

Table 1: Key Dates and Checklist of Progress for the Completion of the Master's in Sociology

<p>1st year, Fall Semester</p> <ul style="list-style-type: none"> • Meet with Graduate Director - initial plan of study • Remove undergraduate deficiencies • Meet Sociology Faculty to get acquainted with their areas of expertise and research • Enroll and complete 7 hours of required coursework • Meet the 3.0 GPA requirement (GAs) • Meet with Graduate Director to review progress and declare concentration (by December 15) 	<p>2nd Year, Fall Semester</p> <ul style="list-style-type: none"> • Enroll and complete remaining required and elective courses (Thesis students) • Notify Graduate Director of your intent to take written comprehensive exams (Non-thesis students) • Defend Thesis Proposal (by December 1) <ul style="list-style-type: none"> ◦ Students who do not defend their thesis proposal by December 1 will be mandated to pursue the non-thesis option • IRB Approval of research involving human subjects (Thesis students) • Work on thesis (thesis Students) • Meet with Academic Advisor to review progress (by December 15)
<p>1st Year, Spring Semester</p> <ul style="list-style-type: none"> • Enroll and complete 10 hours of graduate courses • Select Academic Advisor (Non-thesis students) • Select Thesis Advisor (Thesis students) • Select Thesis Committee (Thesis students) • Submit Departmental Academic Advisor or Thesis Advisor Form (all students) • Submit the Graduate School Master's Thesis Committee Report (Thesis Students) • Work on Thesis Proposal (Thesis students) • Meet the 3.0 GPA requirement (GAs) • Meet with Academic Advisor to review progress (by May 15) 	<p>2nd Year, Spring Semester</p> <ul style="list-style-type: none"> • Enroll in 6 thesis hours (thesis students) • Enroll and complete remaining elective hours (non-thesis students) • Complete Comprehensive Exams (Theory, Methods and Specialty Area Exam) (non-thesis students) • Defend Master's Thesis (Thesis students) • Submit Thesis to the Graduate School (see the Graduate School Calendar for deadline) (Thesis students) • Students who do not graduate by the end of fourth semester must undergo the academic progress review (by May 15) • Students who do not graduate by the end of the summer must meet with their Academic Advisor once a semester (by December 15 and May 15) to review progress

Minimum Grades. Graduate students are expected to maintain high standards of academic work. An over-all average of B on all work carrying graduate credit must be attained before an advanced degree may be awarded.

¹ The list included in the above table is not designed to replace the full guidelines. It is meant as a guide for some (but not all) of the expectations and deadlines for completion of the sociology MA.

Course Load. The academic load of a student is the total number of course hours taken during a semester. The normal load of a full-time graduate student is nine to twelve semester hours. In line with the Graduate School policy, teaching and research assistants whose responsibilities require twenty hours per week (50% appointment) must earn at least six hours of graduate credit per semester. Students on graduate assistantships are expected to enroll in 7 hours of graduate level courses during the first semester and in 10 hours of graduate coursework during the second semester in the program.

Incomplete Grades. Graduate students are expected to complete all course assignments during the semester the course is offered. In rare circumstances, students can request an incomplete, but are strongly discouraged from doing so. However, to maintain satisfactory progress, incompletes must be completed by the end of the next semester.

GRADUATE STUDENT REVIEWS

Every master's student in the graduate Sociology Program is reviewed twice a year for progress towards their degree. The review process covers progress in 1) completing courses on time with an adequate grade point average (above 3.0); 2) completing thesis project requirements; and 3) completing other requirements for the degree, including the two "Cs" rule. In addition, the review process of students receiving graduate assistantships covers successful completion of required courses as well as their performance as GAs. The main outcomes of the review are 1) determination of whether the student is making satisfactory progress; and 2) whether financial assistance should be continued in the coming year. If it is determined that the student is not making satisfactory progress, the student will be warned in writing and provided with an explanation of expectations and a timetable, agreed upon between the student's Advisor and Graduate Director, for correcting deficiencies. If satisfactory progress is not regained by the deadline indicated in the letter, the student may be dismissed from the program.

The Graduate Director initiates the graduate student review process in the Department by May 15 and December 15 of each year and submits final evaluation recommendations to the Graduate School by June 30th of each year. Prior to the final review by the Graduate Director, all faculty members who supervise GA's review the performance of their GA's. Next, the Academic Advisors/Thesis Directors review the academic record of each advisee. The completed Departmental form (see Form 1) is returned to the Graduate Director who notifies the student about the outcome of Departmental review prior to forwarding it to the Graduate School. The completed Departmental evaluation form is an important part of the record to be considered by the Graduate Committee in its review of each student.

If a graduate student's assistantship performance and/or academic progress are deemed unsatisfactory and the satisfactory progress is not regained by the deadline agreed upon between the student's Advisor and the Graduate Director, the Graduate Director will ask the Graduate Committee to make a final determination.

Academic Advisors/Thesis Directors are strongly encouraged to meet with their advisees during an advising period to discuss the advisee's academic progress and plan of study.

THESIS AND NON-THESIS OPTIONS AND COMPREHENSIVE EXAMINATION

Thesis-Option and Oral Comprehensive Examination. The master's thesis is intended to be a relatively limited research project. It does not necessarily have to involve a new contribution to knowledge. It can be a replication of an earlier study or an attempt to extend an already established hypothesis. It should be focused on a well-defined topic with restricted scope. At the same time, it must be carried out with care and rigor.

When your Thesis Director and Thesis Committee feel you are ready, you must defend your thesis proposal in the form of formal presentation and review by the committee. To be eligible to continue under the thesis option, students must defend their thesis proposal by December 1st of their third semester in the program (see appendix for timeline). Failing to defend the proposal by the deadline will result in a student being required to pursue the non-thesis option. The student has a right to appeal this requirement to the Graduate Committee. When your committee approves your proposal, they will sign Departmental Proposal Approval Form and place it in your permanent file. You may then proceed to work on your thesis. If approval is not given, another similar meeting must be scheduled after suitable revisions are made to the satisfaction of your committee.

After your thesis has been completed and approved by your Thesis Director, you will schedule your thesis defense. All students pursuing a thesis option will be given a comprehensive oral examination during their thesis defense. Typically, this examination must be given no later than eight days before the last day of classes (Please check the Graduate School Calendar for current deadline). Thesis defense should be open to the public and will be managed by your Thesis Director.

Non-Thesis Option and Written Comprehensive Examination. Written comprehensive exams are designed to demonstrate how well the student has integrated the knowledge gathered throughout their studies in the master's program. Students may only take the written exams after completing relevant coursework. Under this option, all students will be required to answer in writing questions from two required areas – theory and methods – and write a literature review paper in a specialty area. Depending on their concentration, students take the following exams:

Area	Sociology Concentration	Criminology Concentration
Theory	Classical and Contemporary	Classical & Criminological
Methods	Quantitative/Statistics and Qualitative Research Methods	Quantitative/Statistics and Research in Criminology
Specialization*	Concentration appropriate literature review paper	

The specialization area is to be selected in consultation with student's academic advisor. To claim your specialty area within a concentration you will submit to the Graduate Director a short memo defining the area and providing a reading list approved by your academic advisor. The Examination Committee will use this memo to provide you with a specific paper topic within your specialty area (15 pages maximum). The specialty area memo will be due on the first day of classes of the student's fourth semester in the program.

Students will begin taking their exams after completing relevant coursework and not before your fourth semester in the program. Required exams will be offered according the following schedule:

Area	Date	Format
Theory Exam	Second Saturday of January	3 hours/1 hour break/3 hours
Methods Exam	Third Saturday of January	3 hours/1 hour break/3 hours
Specialization Area Paper	Third Monday of January	

Exam re-writes and re-takes will be offered according to the following schedule:

Area	Date of First Retake	Date of Second Retake
Theory Exam	First Saturday of April	Second Saturday of Next January
Methods Exam	Second Saturday of April	Third Saturday of Next January
Specialization Area Paper	Last Full Week in March	Third Monday of Next January

Students should notify the Graduate Director in writing (via email) about their intention to take the comprehensive exams two weeks before these deadlines.

Comprehensive exams are evaluated by the exam committee consisting of four (tenure-track or tenured) graduate faculty representing the general sociology (2 faculty) and criminology (2 faculty) concentrations. Additional faculty members may be asked to join the committee as needed. The Committee serves for one year, from August 15 through August 14 of next year.

The format of the area questions are decided by the Examination Committee, with two stipulations. First, each area exam will comprehensively evaluate student's proficiency (skills/knowledge) in the areas of theory/methods as well as student's understanding and ability to apply knowledge gained in the required areas. Second, the exam will consist of two three-hour parts with a one-hour break between sections. The Exam Committee develops comprehensive exams for each required area taking into consideration the most recent syllabi from the required courses.

The Committee may also solicit questions from other faculty. The Committee will strive to ensure a level of exam consistency from one year to the next.

Non-native speakers have one hour extra to complete the exam. Students with special needs can make alternative arrangements to take their exams with Learning Services and are responsible to complete those arrangements at least two weeks before the exam date.

Each exam can be retaken twice. Students retaking their exams may receive different questions at the discretion of the Examination Committee appointed for current academic year. Students rewriting their specialization paper will continue working on the same paper, addressing comments and questions from the Examination Committee.

If the student fails the exam a third time, they will be dismissed from the program. However, he/she has the right to appeal the decision and the Graduate Committee will consider the appeal. If the appeal is deemed appropriate, additional readers will be consulted.

For further information concerning schedule and location of comprehensive exams, as well as relevant study guides, please see our web page.

DEPARTMENTAL ASSISTANTSHIPS

In addition to the scholarships and fellowships offered by the Graduate School, the Department offers a number of teaching and research assistantships. Graduate assistants (GA's) are expected to work 20 hours per week. Assistantships differ in terms of the source of funds and purpose, and, therefore, may have different assignments. In general, GA's assigned for teaching assistance help with instructional activities, such as grading exams, tutoring, and holding review sessions. Research GA's help with research activities, including library research, data collection, data analysis, and, in some cases, may be asked to contribute to the writing of a research paper, presentation, grant proposal, or technical report.

It should be understood that financial support is offered on a semester by semester basis and that the continuation of an assistantship is always contingent upon the availability of funds, the fit of the student's abilities and career interests with requirements of current funding sources, and upon the student's making satisfactory progress towards degree completion. Students will not be eligible for continued support if the cumulative GPA falls below 3.0, an incomplete is not satisfactorily completed within the following semester, or if the student's work (including, but not limited to assistantship duties) is rated less than satisfactory.

Students on assistantships must notify the Graduate Director of their desire to continue with their fall assistantship assignment through the following spring semester by December 1st and through the following fall semester by May 15th.

DEPARTMENTAL POLICIES REGARDING TERMINATION FROM THE GRADUATE PROGRAM

The Department of Sociology and Criminal Justice is bound by all university regulations regarding termination from degree programs. Students and faculty are referred to the Bulletin of the Graduate School for information regarding academic policies.

The Department of Sociology and Criminal Justice has adopted the following additional policies regarding termination from graduate program:

Performance in academic courses. The Department requires that an overall average of B on graduate-level work be attained before an advanced degree is awarded. If a student receives two "Cs" in graduate level courses their progress may be deemed unsatisfactory. If the student's progress is deemed unsatisfactory, the student has a right to appeal this decision to the Graduate Committee (see the relevant part of Step 3 of the Grievance Procedures below).

Time limits. The Graduate School requires that activities used to satisfy degree requirements be completed within 6 years following admission into the program. Importantly, if the student's progress toward the degree is deemed unsatisfactory, the student may be dismissed from the program prior to the time limit set by the Graduate School.

Academic honesty. The Department mandates that all students adhere to the University Policies on Academic Honesty. The policy on academic honesty can be found at <http://www.uark.edu/campus-resources/rlee/honesty.html>

GRADUATE STUDENT RIGHTS

According to the University of Arkansas' Graduate Handbook the graduate student: (1) has the right to competent instruction; (2) is entitled to have access to the instructor at hours other than class times (office hours); (3) is entitled to know the grading system by which he/she will be judged; (4) has the right to evaluate each course and instructor; and, (5) has the right to be treated with respect and dignity.

Departmental Grievance Procedures for Sociology Graduate Students

The purpose of the procedures outlined below is to provide means for appealing and resolving grievances about some aspect of a student academic performance. The procedures outlined below pertain to the situations when a student has an academic grievance with a faculty member or administrator in the Department of Sociology. Grievances that are not academic in nature or involve another student are addressed by the office of the Graduate Dean or the Office of Affirmative Action. For academic grievances with a faculty member in the Department of Sociology and Criminal Justice the following steps shall be taken:

Step 1: The student who has a specific problem or grievance should attempt to arrange a meeting to discuss such a problem or grievance with the faculty member(s) whose actions are addressed in the student's grievance. This meeting should take place within the first two weeks of the following semester, including summer, in which student is enrolled. If the student is satisfied with the outcome of the meeting, no further action is required. In the event the faculty member is not available, due to absence from campus, illness or some other circumstance, the student may direct the appeal to the Graduate Director. To the extent possible, after receiving information from the student, the Graduate Director will discuss the appeal with the faculty member(s) whose action is addressed in the appeal, before asking the Chair to make the final decision on the complaint.

Step 2: If the student does not believe that the initial meeting with the faculty member(s) has resolved the problem, a request (in writing) should be made for a meeting with the Graduate Director. The student is responsible for initiating this meeting within 30 calendar days of the faculty member's response if he/she wishes to pursue the complaint further. The Graduate Director shall confer with both student and faculty member(s) to try to resolve the complaint. If the faculty member is the Graduate Director, the student should move to STEP 3 and schedule a meeting with the faculty member's Department Chair.

Step 3: If the student does not believe that the complaint has been resolved at STEP 2, the student may request a meeting with the Department Chair (in writing) within 30 calendar days within the initial meeting with the Graduate Director. The Department Chair shall issue a written reply to the student within 30 calendar days of his/her meeting with the student. A copy of the response shall be sent to the Graduate School Dean as an information item.

An appeal by a student of a recommendation to terminate the student from the graduate sociology program shall be addressed to the Graduate Director and the Graduate Committee by submitting a letter of intent to appeal to the Graduate Director within 30 calendar days following the decision. The Graduate Director will inform the Graduate Committee about the appeal. The Graduate Committee will make a recommendation regarding the appeal to the Department Chair within 30 calendar days of the meeting with the Graduate Director. If the student chooses to pursue a formal grievance procedure, the student shall take the appeal in written form to the Department Chair and forward copies to the Graduate Director and to the Graduate Dean.

Students should consult the Graduate Handbook Grievance Procedures for the steps and procedures involved in pursuing a formal grievance procedure. (<http://www.uark.edu/depts/gradinfo/dean/governance/gs-grievanceprocedures.html>).

Appendix I

CHECK LIST OF PROGRESS IN THE MA SOCIOLOGY PROGRAM

FIRST SEMESTER

1. Meeting with Program Director to review your initial plan of study.
2. Removing undergraduate deficiencies
3. Meetings with Sociology Faculty to get acquainted with their areas of expertise and research
4. Meeting with Program Director to review progress and declare concentration (by December 15)
5. Meeting the 3.0 GPA requirement

SECOND SEMESTER

1. Selection of Thesis Advisor (Thesis Students only)
2. Selection of Thesis Committee (Thesis Students only)
3. Submission of the Master's Thesis Committee Report to the Graduate School (<http://www.uark.edu/depts/gradinfo/forms/student/masters-thesis-comm.pdf>) (Thesis Students only)
4. Selection of thesis topic (Thesis Students only)
5. Submission of Master's Thesis Title Report to the Graduate School (<http://www.uark.edu/depts/gradinfo/forms/student/masters-thesis-title.pdf>) (Thesis Students only)
6. Work on Thesis Proposal (Thesis Students only)
7. Meeting with Academic Advisor to review progress (by May 15)
8. Meeting the 3.0 GPA requirement
9. Begin preparation for written comprehensive examination during the break between the second and the third semester (Non-thesis Students only)
11. Notification of the Graduate Director of your intent to take written comprehensive exams (Non-thesis Students only)

THIRD SEMESTER

- 1. Completion of substantive and required coursework (Thesis Students only).**
- 2. Thesis Proposal, oral defense. The proposal must be approved by the Thesis Committee by December 1. The defense is open to all members of the Department (Thesis Students only).**
 - 2a. Students who do not defend their thesis proposal by December 1 will automatically be diverted to pursue the non-thesis option (Thesis Students only).**
- 3. IRB Approval of research involving human subjects (Thesis Students only).**
- 4. Writing of Thesis (Thesis Students only)**
- 5. Meeting with Academic Advisor to review progress (by December 15)**

FOURTH SEMESTER

- 1. Completion of six thesis hours (Thesis Students only)**
- 2. Completion of coursework (Non-thesis Students only)**
- 3. Meeting the 3.0 GPA requirement**
- 4. Completion of Comprehensive Exams (Theory, Methods and Specialty Area Exam) (Non-thesis Students only)**
- 5. Completion of Thesis (Thesis Students only)**
- 6. Master's Thesis, oral defense. The defense is open to all members of the Department (Thesis Students only)**
- 7. Submission of Thesis to the Graduate School (see the Graduate School Calendar for deadline <http://www.uark.edu/depts/gradinfo/dean/calendar/index.html>) (For Thesis Students only)**
- 8. Students who do not graduate by the end of fourth semester must undergo the academic progress review (May 15). Students who do not graduate by the end of the summer, must meet with their Academic Advisor once a semester (by December 15 and May 15) to review progress.**

^[1] The University of Arkansas' Graduate Handbook has final authority regarding graduate student grievance procedures. Students may choose to take a grievance directly to the Graduate Dean.

^[2] Graduate students on assistantships must maintain the cumulative GPA at or above 3.0 to be eligible for continued support.