

GRADUATE STUDENT HANDBOOK



2026-2027
GRADUATE SCHOOL

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Welcome to Graduate School at Arkansas State University!

We are excited to support you as you pursue advanced study, research, and professional development. This handbook outlines the policies and procedures that guide your graduate education—familiarity with these guidelines is essential to your success and to meeting university and program requirements.

1. INTRODUCTION AND GENERAL RESPONSIBILITIES

1.1. Introduction

This Graduate Student Handbook provides a concise overview of the policies, procedures, and practices governing graduate education at Arkansas State University. It cites and contextualizes key information from the Graduate Bulletin and Student Handbook, alongside guidance from the Graduate School, to offer an accessible resource for graduate students.

1.2 Student Responsibility

Each student should study this Graduate Student Handbook and become familiar with the organization and the regulations of the university. While this Handbook presents excerpts from, and references to, policies and procedures from the Graduate Bulletin and the Student Handbook that students will frequently reference, it is not a comprehensive resource, and students must also review the Student Handbook and Graduate Bulletin in their entirety, as students are bound by all policies and procedures contained within those publications. Failure to be aware of and adhere to the policies and procedures in the aforementioned documents may result in serious mistakes for which the student shall be held responsible.

1.3 Policy Statement

Policies and procedures stated in this handbook—from admission through graduation—require continuing evaluation, review, and approval by appropriate university officials. All statements reflect policies in existence at the time this handbook went to press, and the **university reserves the right to change policies at any time and without prior notice.**

2. ADMISSIONS¹

2.1 General Admission Information

Arkansas State University (A-State) offers graduate programs to individuals with at least a bachelor's degree from an accredited college or university. Applicants must demonstrate academic readiness for graduate study. A-State provides equal educational opportunity regardless of race, religion, sex, age, creed, color, national origin, or physical disability.

¹ Please note that the policies stated herein do not apply to admission to the College of Veterinary Medicine, which has a separate admissions process.

There are three admission portals to Graduate School, each with its own requirements that are described in sections below:

1. Domestic students applying for on-campus graduate programs
2. International students applying for on-campus graduate programs
3. Students applying for online graduate programs

Admission is a two-step process:

1. Meet University admission requirements
2. Meet program-specific criteria

University admission does not guarantee admission to a specific graduate program. Departments may set higher or more competitive standards and meeting their minimum requirements does not guarantee acceptance. Students admitted to one program who wish to change must meet the new program's requirements and submit a new application.

Program faculty review applications before admission decisions are made. The Graduate School notifies applicants of admission status, including any conditions.

2.1.2 Application Closing Dates

2.1.2.1 On-Campus Programs for Domestic and International Students

The Graduate School has established three closing dates for applications to on-campus graduate programs. The application dates vary by program, and some programs may have a different application deadline. Applications received by the published closing dates will receive the fullest consideration for admission. For programs with highly competitive admissions, the closing date may be a strict deadline. Some programs only admit one cohort per year while others will admit two or three times during the year. Check with your program to verify closing dates and associated start dates: [Program Application Deadlines](#)

- February 15 for admission to Summer/Fall program start dates
- April 15 for admission to Fall program start dates
- September 15 for admission to Spring program start dates

For programs with rolling admissions, domestic applications must be at least 30 days prior to program start date. International applications must meet international deadlines. Late submissions will be considered for the next admission cycle.

2.1.2.2 Online Programs

Applications for online programs must be submitted either five weeks or two weeks prior to the program start date. Check your program to verify the submission deadline.

2.1.3 Domestic Students Applying for On-Campus Programs

[*Official Bulletin information on Domestic Admissions*](#)

To apply for a graduate certificate, degree, or as non-degree seeking, students must:

- Apply online at <https://www.astate.edu/admissions-and-aid/graduate-admissions/how-to-apply.html>
- Submit official transcripts from all undergraduate and graduate coursework to: Graduate Admissions, P.O. Box 60, State University, AR 72467-0060 or electronically to gradadmissions@astate.edu, or through the National Student Clearinghouse (transcript code for Arkansas State University is 000116).
- Provide documentation of measles, mumps, and rubella (MMR) immunization (administered after the first birthday or after January 1, 1968)
- Submit program-level required documents if applicable (test scores, letters of recommendation, admission essay, etc.)
- Pay a nonrefundable application fee at the time of submission. Applications submitted without payment will not be processed until the fee is received. Application fees are not waived.

****Note:**** Under Arkansas law, U.S. male applicants under age 26 must be registered with the Selective Service or show exemption.

All materials become University property and will not be returned or forwarded. Applicants wishing to apply at a later date must submit a new application and may need to update prior materials.

2.1.4 International Students Applying for On-Campus Programs

[Official Bulletin information on International Admissions](#)

Admission processing of all international students, including graduate students, is done by International Admissions. The academic preparation of applicants must be the equivalent of a four-year bachelor's degree from an accredited institution. To apply for a graduate certificate, degree, or as non-degree seeking, students must:

- Apply online at <https://www.astate.edu/admissions-and-aid/graduate-admissions/how-to-apply.html>
- Submit official transcripts from all undergraduate and graduate coursework to: International Admissions, P.O. Box 2230, State University, AR 72467-0060 or electronically to international@astate.edu, or through the National Student Clearinghouse (transcript code for Arkansas State University is 000116).
- Provide documentation of measles, mumps, and rubella (MMR) immunization (administered after the first birthday or after January 1, 1968). If you have not had the MMR, it will be administered to you during student orientation week.
- Submit program-level required documents if applicable (test scores, letters of recommendation, admission essay, etc.)
- Pay a nonrefundable application fee at the time of submission. Applications submitted without payment will not be processed until the fee is received. Application fees are not waived.

Additionally, international students must demonstrate English proficiency and provide financial certification from acceptable institutions.

Citizens of certain countries are considered to have native ability in English. A complete list of these countries can be found here: <https://www.astate.edu/admissions-and-aid/international-student-admission/index.html>. An applicant whose native language is not English but who has completed a four-year bachelor's degree at an accredited institution in the United States, or in any of the above-mentioned countries, will be considered proficient in English.

For an applicant whose native language is not English and who does not have a bachelor's degree from an accredited institution in the United States, or the above-mentioned countries, proficiency in English may be demonstrated by submitting one of the following scores:

1. scores of 550 on the paper-based, or 79 on the internet-based, Test of English as a Foreign Language (TOEFL),
2. a score of 6 on the International English Language Testing System (IELTS) exam,
3. a score of 56 on the Pearson Test of English (PTE),
4. a score of 4.5 on the International Test of English Proficiency (iTEP),
5. a score of 550 total on the Evidence-Based Reading/Writing sections of the SAT,
6. a score of 21 total (and on both the English and Reading sections) of the ACT,
7. a score of 5, 6, or 7 on the English: Literature or Language and Literature part of the International Baccalaureate (IB) exams,
8. or by obtaining a minimum of 65% in English at X and XII in Certificate in India and Pakistan.

A complete list of accepted English proficiency tests and scores can be found:

<https://www.astate.edu/admissions-and-aid/international-student-admission/index.html>

2.1.5 Domestic and International Students Applying for Online Graduate Degree Programs

To apply for a graduate certificate, degree, or as non-degree seeking, students must:

- Apply online -
 - Domestic: <https://admissions.astate.edu/apply/?sr=b3ce1088-adda-448d-9709-31eb1a903b43&>
 - International: <https://admissions.astate.edu/apply/?sr=447bb013-c8b6-4d58-ac72-40db046f05cf&>
- Submit official transcripts from all undergraduate and graduate coursework to: A-State Online P.O. Box 2520 State University, AR 72467-0060 or electronically to astateonline@astate.edu, or through the National Student Clearinghouse (transcript code for Arkansas State University is 000116).
 - Non-US Postal Mail Overnight Delivery Only:
*A-State Online
c/o Central Receiving
2713 Pawnee St.
Jonesboro, AR 72401*

- Submit program-level required documents if applicable (test scores, letters of recommendation, admission essay, etc.).
- Pay a nonrefundable application fee at the time of submission. Applications submitted without payment will not be processed until the fee is received.

2.2 Admission Status

[Official Bulletin information on Admission Status](#)

The Graduate School first reviews student applications to ensure they meet minimum admission standards. Programs then evaluate applicants based on program-specific criteria. Because some programs are highly competitive with limited capacity, meeting minimum requirements does not guarantee admission.

2.2.1 Unconditional Admission Status

To be granted unconditional admission status, applicants must meet the following criteria:

1. Submitted a completed application for admission to The Graduate School and the designated nonrefundable application fee, by the program deadline.
2. Earned a baccalaureate degree from an accredited institution (or its equivalent as determined by the Registrar).
3. Achieved one of the following:
 - a. Earned a graduate or post-baccalaureate professional degree from a regionally accredited (U.S.) institution
 - b. Achieved a minimum cumulative undergraduate grade point average of 2.75 on a 4.00 scale
 - c. Achieved a 3.00 GPA on the last 60 hours of coursework (undergraduate, graduate, or a combination)

2.3.2 Conditional Admission Status

An applicant who fails to meet the GPA requirements for unconditional admission status, who lacks the appropriate undergraduate background for a particular certificate or degree program, or whose baccalaureate degree is from an unaccredited institution, may be granted conditional admission status. Consideration will be given to applicants who have met the following requirements:

1. Submitted a completed application for admission to The Graduate School and the designated nonrefundable application fee, by the program deadline.
2. Achieved one of the following:
 - a. Achieved a minimum cumulative undergraduate grade point average of 2.50 on a 4.00 scale
 - b. Achieved a 2.75 GPA on the last 60 hours of coursework (undergraduate, graduate, or a combination)

* Note* Specific graduate programs may have defined conditional admission criteria that supplement the requirements listed above.

Students who do not meet the unconditional or conditional admission requirements may appeal to be admitted conditionally. These appeals are reviewed and approved by the Dean of Graduate School.

Students are removed from conditional status after completing 9 program hours with a grade of “B” or better in each course. Some programs may have additional requirements. While on conditional status, students must not earn a grade of “C” or lower in their first 9 program hours; doing so results in suspension from the program.

2.4 Admission of Transfer Students

[Official Bulletin information on Transfer Student Admission](#)

Graduate students transferring to Arkansas State University from other institutions must be in good standing with the institution from which they seek to transfer, must have a “B” average in all graduate work completed, and must meet Arkansas State University’s criteria for graduate admission. For admission to a particular certificate or degree program, transferring graduate students must meet the established criteria of the program.

2.6 Additional Types of Admission

2.6.1 Admission as a Graduate Non-Degree Student

[Official Bulletin information on Non-Degree Seeking Admission](#)

Graduate non-degree status is for individuals who wish to take graduate courses without pursuing a certificate or degree. This includes those seeking personal or professional development, participating in educational workshops, or enrolling as transient students. Applicants from other accredited graduate schools may be admitted by submitting an application and a graduate transcript showing good standing.

Non-degree students may enroll in graduate courses they qualify for, with departmental approval. Some departments may require advising before enrollment. Students currently or previously admitted as non-degree who wish to enter a degree program must meet all admission requirements of that program.

Admission as a non-degree student does not imply eligibility for conditional or unconditional degree admission. Graduate credit earned in non-degree status may count toward a degree only with approval from the department chair and acceptance by the Graduate School. A maximum of 12 credit hours, with grades of “B” or better, may be applied.

Non-degree students may not enroll in 7000- or 8000-level courses unless exceptions apply. Check with your program to verify any exceptions.

Only students admitted to a doctoral program may enroll in 8000-level courses.

2.6.2 Admission as an Undergraduate into an Accelerated Master’s Program

[Official Bulletin information on Admission to Accelerated Master’s Programs](#)

The accelerated master's option allows high-achieving A-State undergraduates to begin graduate coursework in their junior or senior year by combining elements of undergraduate and graduate curricula. Students admitted to an approved program may count a limited number of graduate courses toward both degrees.

Students must apply and receive departmental admission to the accelerated program before enrolling in any courses intended for graduate credit. Depending on the program, up to 12 graduate credit hours may count toward the undergraduate degree.

Students must maintain a 3.0 GPA in graduate-level courses to continue in accelerated master's programs. Additionally, students who earn a grade below a "C" in a graduate-level course will be discontinued in the accelerated program. Discontinuation does not affect the student's undergraduate academic standing and does not prohibit the student from applying to the graduate program after completing the undergraduate degree.

Full admission to the graduate program occurs after the student completes the bachelor's degree. Courses will count for graduate credit only after conferral of the undergraduate degree and only if the student earns a grade of B or better in those courses.

The following A-State graduate programs offer an accelerated option:

- Accounting (M.Acc.)
- Agriculture (M.S.A.) – All Concentrations
- Chemistry (M.S.)
- Clinical Mental Health Counseling (M.S.)
- Communication Studies (M.A.)
- Computer Science (M.S.)
- Disaster Preparedness and Emergency Management (M.S.)
- Engineering (M.S.Engr.)
- Engineering Management (M.E.M.)
- English (M.A.)
- History (M.A.)
- Mathematics (M.S.)
- Political Science (M.A.)
- Sociology (M.A.)
- Public Administration (M.P.A.)
- Special Education – Instructional Specialist Grades K–12 (M.S.E.)
- Strategic Communication (M.S.)

Undergraduates interested in the accelerated master's option should contact their department or the Graduate School for admission details.

2.6.3 Undergraduate Enrollment in Graduate Courses

[Official Bulletin information on Undergraduate Enrollment in Graduate Courses](#)

In exceptional cases, undergraduate students with senior standing may enroll in graduate-level courses for undergraduate or graduate credit.

For undergraduate credit:

To take a graduate course for undergraduate credit, a student must:

1. Meet the GPA requirements for unconditional admission to the Graduate Program.
2. Have written consent from the faculty advisor, course professor, and the Graduate Dean.

With approval, seniors may take up to 9 hours of graduate coursework for undergraduate credit, provided total enrollment (undergraduate + graduate) does not exceed 15 credit hours. Courses used for the undergraduate degree cannot later count for graduate credit, except in an approved accelerated master's program. Graduate tuition applies to all graduate courses.

For graduate credit:

To enroll in graduate courses for graduate credit, a student must:

1. Meet the GPA requirements for unconditional admission to the Graduate Program.
2. Have no more than 12 hours of undergraduate work remaining to complete the bachelor's degree at A-State.
3. Obtain approval of the faculty advisor, course professor, and the Graduate Dean.

With approval, seniors may take up to 12 graduate hours, with a combined enrollment cap of 15 hours. Graduate credit is awarded only for courses that earn a "B" or better and if the student completes all bachelor's degree requirements and qualifies for graduate admission by the end of the term. Enrollment under these conditions is limited to one term. Graduate tuition applies to all graduate courses.

Other senior undergraduates not in their final 12 hours may request permission to take graduate courses. These cases will be reviewed individually.

3. GRADUATE DEGREE POLICIES

3.1 Doctoral Degree

[Official Bulletin information on Doctoral Degrees](#)

3.1.1 General Requirements

Doctoral programs require a minimum of 30 graduate credit hours. With advisor and Graduate School approval, students may transfer up to 9 credit hours of graduate work from an accredited institution, provided the grades are "B" or better and the credits are applicable toward a graduate degree at the originating institution. Transfer credits from international institutions require an evaluation from the Registrar's office.

3.1.2 Professional Doctoral Programs

Doctoral programs in the College of Nursing and Health Professions are of a professional nature and adhere to strict curriculum requirements that follow accreditation and licensing standards dictated by these professions. These programs include the Doctor of Nursing Practice, Doctor of Occupational Therapy, and the Doctor of Physical Therapy. While these programs do not require dissertations, they are full-time programs with rigorous standards and extensive clinical learning experiences.

3.1.3 Candidacy Requirements

Students in the Ed.D. and Ph.D. doctoral programs must pass certain requirements to become a doctoral candidate. These may include passing a qualifying, candidacy and/or comprehensive exam and defense of a dissertation proposal. Check the program requirements of the degree you are seeking.

3.1.4 Dissertation Requirements

A dissertation is required for the Ed.D. in Educational Leadership, and Ph.D. degrees in Heritage Studies, Environmental Sciences, and Molecular Biosciences. The dissertation must demonstrate original thought, research skills, data organization, and academic writing.

Students must submit the Request to Form a Thesis or Dissertation Committee and receive topic approval before registering for dissertation hours. The department chair/program director and college dean approve the dissertation committee upon the major professor's recommendation. The committee includes at least three members. The chair must have Regular Graduate Faculty status. Students may have two co-chairs if needed; one must hold Regular status. Other members must have Regular, Professional, or Affiliate status and represent relevant research areas, subject to Graduate Council approval. In the event of a tied vote for approval of the dissertation, the chair will cast the deciding vote.

The committee must approve the dissertation and its defense. Credit is awarded only upon completion and approval. The final dissertation, with signed Dissertation Defense Form, must be submitted to the Graduate School by the Academic Calendar deadline. The dissertation must follow the university's Guide for Writers of Dissertations and Theses, must be submitted online via ProQuest, and the student must purchase two library copies. Degrees will not be conferred until the dissertation is approved in ProQuest.

Guidelines and resources for submitting theses and dissertations to ProQuest can be found here: <https://kb.astate.edu/books/thesis-and-dissertation-resources>

3.1.5 Continuous Enrollment

After passing the qualifying exam, students must maintain continuous enrollment in at least one dissertation credit hour each regular semester, including one summer term annually, until the final dissertation is submitted and approved in ProQuest. Students must be enrolled in at least one credit hour the semester their degree is conferred. However, if a student completes all degree requirements, including publication in

ProQuest, before the beginning of the regular semester or summer term in which the degree will be conferred, the enrollment requirement will be waived.

3.1.6 Time to Degree

Doctoral students must complete their degrees within 8 years from first enrollment, excluding time in U.S. military service. Work completed outside this timeframe, including transfer credit, cannot count toward the degree. The Ed.D. in Educational Leadership may have a different timeline; consult department policy.

3.1.7 Doctoral Program Policies

Specific doctoral program policies can be found in the Graduate Bulletin sections below:

College of Education and Behavioral Science

- [Doctor of Education in Educational Leadership, Higher Education](#)
- [Doctor of Education in Educational Leadership, P-12](#)

College of Liberal Arts and Communication

- [Doctor of Philosophy in Heritage Studies](#)

College of Nursing and Health Professions

- Doctor of Nursing Practice
 - [Nurse Anesthesia](#)
 - [Education](#)
 - [General Practice](#)
 - [Leadership](#)
- [Doctor of Occupational Therapy](#)
- [Doctor of Physical Therapy](#)

Beck College of Sciences and Mathematics

- [Doctor of Philosophy in Environmental Sciences](#)
- [Doctor of Philosophy in Molecular Biosciences](#)

3.2 Educational Specialist (Ed.S.) Degree

[*Official Bulletin information on Education Specialist Degrees*](#)

3.2.1 General Requirements

The Ed.S. is a sixth-year program requiring at least 30 credit hours beyond the master's degree. The student's advisory committee plans the program during initial enrollment. With advisor and Graduate School approval, students may transfer up to 9 credit hours of graduate work with "B" or better grades from an accredited institution, applicable toward a graduate degree at that institution. Transfer credits from international institutions require an evaluation from the Registrar's office.

3.2.2 Comprehensive Examination

Some Ed.S. programs require a written, oral, or combined comprehensive exam. Departments schedule exam periods each term and notify students in the second week. Students must be enrolled and notify the department chair at least two weeks in advance to sit for the exam.

Students must pass the exam within six years of starting the program and maintain a "B" average in all graduate coursework. The comprehensive exam committee, selected by the department chair and dean, prepares and grades the exam. Results are submitted to the Graduate School by the University-established deadline. Students who fail may retake the exam during the next scheduled period but must consult their committee first. Additional coursework or study may be required. Students who fail twice are dismissed from the program.

3.2.3 Time to Degree

Students must complete the Ed.S. within six years of first enrollment, excluding time in the U.S. military. Work completed outside this timeframe, including transfer credit, requires approval by the Graduate Dean to count toward the degree.

3.3 Master's Degree

[Official Bulletin information on Master's Degrees](#)

3.3.1 General Requirements

Master's programs require a minimum of 30 graduate credit hours. With advisor and Graduate School approval, students may transfer up to 9 credit hours of graduate coursework from an accredited institution, provided the grades are "B" or better and applicable toward a graduate degree at that institution. Transfer credits from international institutions require an evaluation from the Registrar's office.

3.3.2 Comprehensive Examination

Some master's programs require a written, oral, or combined comprehensive exam, or an equivalent experience like a practicum or internship. Departments schedule exams each fall, spring, and once in summer at the department's discretion, and notify students during the second week of the term. Students must notify the department chair two weeks in advance to sit for the exam.

Students must pass the exam within six years of starting the program. If a language or research tool is required, it must be fulfilled before the exam. The exam committee submits results to the Graduate School by the term deadline. Students who fail may retake the exam during the next scheduled period but must consult their committee first. Additional study or coursework may be required. Students who fail twice are ineligible for the degree.

3.3.3 Thesis

Some master's programs require a thesis, while others provide it as an option. The thesis carries a minimum of 6 credit hours. The thesis must demonstrate original thought, research skills, data organization, and academic writing.

Students must submit the Request to Form a Thesis or Dissertation Committee and receive topic approval before registering for thesis hours. The department chair/program director or college dean approves the thesis committee upon the major professor's recommendation. The committee includes at least three members. The chair must have

Regular Graduate Faculty status. Students may have two co-chairs if needed; one must hold Regular status. Other members must have Regular, Professional, or Affiliate status and represent relevant research areas, subject to Graduate Council approval. The topic must be approved by the committee by the end of the semester before planned graduation, or by 60 days into spring if planning to graduate in summer.

The committee must approve the thesis and its defense. In the event of a tied vote for approval of the thesis, the chair will cast the deciding vote. Credit is awarded only upon completion and approval. The final thesis, with signed Thesis Defense Form, must be submitted to the Graduate School by the Academic Calendar deadline. The thesis must follow the university's Guide for Writers of Dissertations and Theses, must be submitted online via ProQuest, and the student must purchase two library copies. Degrees will not be conferred until the thesis is approved in ProQuest.

Guidelines and resources for submitting theses and dissertations to ProQuest can be found here: <https://kb.astate.edu/books/thesis-and-dissertation-resources>

3.3.4 Continuous Enrollment

Once students enroll in thesis hours, they must enroll in at least one thesis credit hour each regular semester, including one summer term annually, until the final thesis is submitted and approved in ProQuest. However, if a student completes all degree requirements, including publication in ProQuest, before the beginning of the regular semester or summer term in which the degree will be conferred, the enrollment requirement will be waived.

3.3.5 Time to Degree

Students must complete the master's degree within six years of first enrollment, excluding time in U.S. military service, unless approved otherwise by the Graduate Dean. Graduate work outside this timeframe cannot count toward the degree. Transfer credit earned before A-State admission may count within the six-year limit.

3.4 Additional Graduate Degree Policies

3.4.1 Multiple Graduate Degrees

[*Official Bulletin information on Multiple Graduate Degrees*](#)

Students may not pursue or be admitted to multiple graduate degrees at A-State simultaneously without approval from the respective academic deans and the Graduate School Dean.

A student who completes one graduate degree and seeks another may apply up to 9 credit hours of prior graduate coursework toward the second degree, subject to approval by the program chair.

Exceptions to this credit limit apply to:

- En route master's degrees

- Embedded graduate degrees
- Dual graduate degrees

3.4.1.1 En Route Master's Degrees

An en route master's degree allows a doctoral student to earn a master's degree while progressing through the doctoral program.

3.4.1.2 Embedded Graduate Degrees

Programs offering a higher degree determine how graduate certificates, master's, or specialist's degrees embedded within it may share credit. Embedded credentials must be awarded at least one semester before the higher degree.

3.4.1.3 Dual Degrees

Dual degree programs, previously approved by the graduate school, allow students to earn two separate degrees in different fields, often across departments (e.g., MBA and MA). Students must apply to and be accepted into both programs and meet all requirements for each degree.

3.4.2 Course Sharing Between Degrees

[*Official Bulletin information on Course Sharing*](#)

Students may not pursue multiple graduate degrees simultaneously unless enrolled in an approved dual degree program. Any exceptions require approval from the respective academic deans and the Graduate School Dean.

A student pursuing an additional graduate degree after completing one may apply up to 9 credit hours from prior graduate work, with approval from the program chair.

3.5 Eligibility for Degree

[*Official Bulletin information on Eligibility for Degree*](#)

To receive a graduate degree or certificate, students must earn a cumulative graduate GPA of 3.00 or higher on both:

- all coursework applied to the degree or certificate, and
- all coursework taken within the academic college awarding the credential.

Some programs may require higher graduation requirements. Consult program requirements.

3.6 Application for the Degree

[*Official Bulletin information on Application for Degree*](#)

Students must submit an intent to graduate and pay the graduation fee during their final registration term. Those finishing in the second summer term must submit the intent by the first summer term's registration date. If a student does not graduate as planned, a new intent and fee are required. Advisors and the Registrar will determine whether to accept the intent to graduate.

3.7 Degree Forms

Degree forms mentioned in this section can be found here: <https://kb.astate.edu/books/forms-resources/page/graduate-school-forms-4c5>

4. ENROLLMENT AND COURSE POLICIES

4.1 Registration

[Official Bulletin information on Registration](#)

Arkansas State University supports students in planning their academic path through advising each term. Advisors help students develop schedules, meet degree requirements, and prepare for graduation. **Students must consult an academic advisor before registering each term, but they are ultimately responsible for meeting graduation requirements.**

Students must register through Banner Self-Service on dates listed on the Registrar's website (<http://registrar.astate.edu>). Registration follows a priority schedule based on completed and current credit hours. Students can register through the first week of classes during a semester or the first day of a five-week term.

After registering, students incur tuition and fee charges. To avoid these charges, students who decide not to attend must drop all classes before the semester begins. For details on charges after classes begin, see the Refund of Fees Schedule. Withdrawal instructions are available on the [A-State website](#) or from the Wilson Advising Center (870-972-3001). Withdrawing can affect your financial aid. Learn more here: <https://kb.astate.edu/books/financial-aid-student-guide/chapter/withdraw-from-astate>

4.2 Changes in Class Schedule

[Official Bulletin information on Changing Class Schedule](#)

Students may change their schedules online during registration periods. Course adds are not allowed after the first week of a semester or the first day of a five-week term. Students should consult their academic advisor before making changes. Students with financial aid or scholarships should also speak with their financial aid counselor.

4.2.1 Dropping Individual Courses (Other Than Only Enrolled Course)

[Official Bulletin information on Dropping Courses](#)

The deadline for dropping a course is two weeks before final exams begin during Fall and Spring semesters. Deadlines for other terms are set by Academic Affairs and published in the Academic Calendar on the Registrar's website. Dropped courses receive a grade of W. Students enrolled in only one course must withdraw from the university to leave that course.

4.3 Graduate Coursework and Credit

[Official Bulletin information on Graduate Coursework and Credit](#)

Graduate credit is awarded only for courses listed in the Graduate Bulletin. Master's programs typically include 5000- and 6000-level courses; 7000-level and above are for specialist and doctoral programs.

Master's students must complete at least 18 credit hours at the 6000 level. For programs over 30 hours, at least 50% of credits must be at the 6000 level. Courses taken at the 4000 level for undergraduate credit cannot be repeated at the 5000 level for graduate credit. Graduate students in 5000-level courses must complete additional work beyond undergraduate requirements.

4.4 Independent and Special Studies

[Official Bulletin information on Special Studies Courses](#)

No more than 6 credit hours from independent study may count toward a graduate degree.

Special studies courses may be created to meet student needs, using a course number where the second digit is 9. These courses must be approved through regular curriculum channels. Course prefixes indicate the department; the first digit shows the level; the last digit shows credit hours. Some special studies credits may not count toward a degree.

4.5 Transfer Credit

[Official Bulletin information on Transfer Credit](#)

With approval from the program advisor and Graduate School, students with a "B" average or higher in graduate coursework from an approved institution may transfer up to 9 semester hours. Only courses graded "B" or better and acceptable toward a graduate degree at the original institution are eligible. Correspondence courses are not accepted for transfer.

4.6 Graduate Student Academic Load

[Official Bulletin information on Academic Load](#)

Full-time graduate students may not exceed 15 semester hours per regular semester or full summer term (including May and August interims) without special overload permission. Concurrent enrollment at A-State and other institutions counts toward this maximum. Students with a Graduate Assistantship may not exceed 12 semester hours per regular semester.

A full-time load is defined as:

- Fall and Spring: 9 or more graduate hours
- Summer: 6 or more graduate hours cumulatively across all terms

A full-time load for students with a Graduate Assistantship is:

- Fall and Spring: 6 or more graduate hours
- Summer: 3 or more graduate hours cumulatively across all terms.

A full-time load for doctoral candidates (completed coursework and comprehensive exams) is:

- Fall and Spring: 3 dissertation hours
- and Summer: 3 dissertation hours cumulatively across all terms

Graduate students in online programs are full-time with 6 hours and half-time with at least 3 hours per 7-week term. Some programs may define different academic loads. Refer to the program handbook for specific guidelines.

4.7 Student Work Expected Per Credit Hour

A credit hour is defined as:

1. At least one hour of classroom or direct instruction plus a minimum of two hours of out-of-class work per week over approximately 15 weeks or its equivalent in a 7-week term.
2. An equivalent amount of work for academic activities such as labs, internships, practica, or studio work.

4.8 Grading System

[Official Bulletin information on Grading System](#)

Students have access to view official grades at the end of each semester and each summer term in which they are enrolled. Arkansas State University is on a four-point grading system. The grading system includes permanent letter grades and grade point values as follows:

GRADE	DESCRIPTION	EXPLANATION	GRADE PTS./HR
A	Excellent	Outstanding achievement	4.0
B	Good	Less than outstanding but demonstrating better performance than the normal competency required for satisfactory progress toward graduation	3.0
C	Satisfactory	Performance that demonstrates the normal competency required for satisfactory progress toward graduation	2.0
F	Failure	Performance that does not meet minimum course requirements and for which no degree credit is justified	0.0
FN	Failure	Student fails to attend and does not withdraw from the University	0.0

In addition to the grades listed above, the grading system utilizes the following grades that are not used to compute GPA:

GRADE	DESCRIPTION	EXPLANATION	GRADE PTS./HR
AU	Audit	Performance that meets all course requirements except taking examinations and completing written papers	0.0
CR	Credit	Course does not require letter grades	0.0
IP	In Progress	Thesis and dissertation only	

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I	Incomplete	Student could not meet all course requirements for reasons beyond their control (See Incomplete Grades section.)	0.0
NC	No Credit	Performance that does NOT meet minimum degree credit standards for courses not requiring letter grades	0.0
P	Pass	Satisfactory performance	0.0
W	Withdrawal	Student drops an individual course OR for completely withdraws from the university	0.0
WN	Administrative Drop	The University withdraws the student for non-attendance during the first 11 days of class	0.0

Students may view official grades at the end of each semester and summer term. Arkansas State University uses a four-point grading system with permanent letter grades and corresponding grade point values.

Students' grade point averages are calculated by multiplying each course's credit hours by the grade points earned, then dividing the total by the number of credit hours attempted. Grades of P, CR, and NC carry no grade points and are excluded from GPA calculations.

Grades below a "C" do not count toward graduate credit. Grade Change Report forms must be submitted by the end of the semester following the one in which the original grade was issued.

4.8.1 Auditing Courses

Students auditing a course must pay the regular audit fee listed under Fees and Expenses. No credit is awarded for audited courses, but they count toward the semester's maximum course load. Only admitted graduate students may audit graduate-level courses. Auditors must meet all course requirements except exams and formal written papers. Their names appear on the class roster.

4.8.2 Incomplete Grades

A grade of "I" automatically converts to an "F" if required coursework is not completed by the last class day of the following semester, per the academic calendar.

4.8.3 WN - Withdrawal for Non-attendance

Faculty assign a grade of "WN" to students who fail to attend any class within the first eleven days of the semester. Logging into an online course counts as attendance. While faculty assign WNs, students are responsible for withdrawing from any class they are not attending.

Students should verify their class schedule in Banner Self-Service. Report any errors immediately to the Registrar's Office. The WN grade is final and cannot be appealed after the semester ends.

4.8.4 FN - Failure for Non-attendance

Students who begin a course but stop attending or submitting assignments without officially withdrawing will receive an FN (Failure for Non-Attendance), which counts as an F in GPA and academic standing calculations.

4.9 Repeating Courses

Students who earn a C or F in a course may repeat the course to improve their GPA and meet graduation requirements.

Due to accreditation, licensing and certification requirements, not all programs allow for courses to be repeated. Check your program's course repeat policy with the graduate program coordinator or program handbook.

Students enrolled in graduate programs that allow courses to be repeated, may, subject to the approval of the graduate program coordinator, repeat up to 2 courses (not to exceed 8 credit hours) in which grades of C or F were earned, and have only the highest grade counted in computing the grade point average for graduate degree requirements. A course may be repeated only once and may be repeated any time before the first graduate degree is awarded. All previous attempts will remain on the transcript and will be indicated by an "E" (excluded) in the repeat column. **Students planning to apply to additional graduate programs, such as a Ph.D., should take note that many graduate/professional schools recalculate GPAs based upon ALL courses that students have attempted during their college career.**

The department chair, the dean, and the Office of the Registrar will determine the application of the course repeat policy in those instances where course numbers and/or titles have changed.

Every student is eligible for the provisions of the repeat policy, regardless of the Bulletin year in which the student entered their program.

4.10 Withdrawal from the University (Including Dropping Only Enrolled Course)

[Official Bulletin information on Withdrawal from the University](#)

If you withdraw from all courses, you will be considered withdrawn from university for that term. Students receiving Financial Aid should discuss this with the Office of Financial Aid before making a final decision.

Classes that have been withdrawn will remain on the student's transcript with a "W" grade for withdrawal. Once the withdrawal process is complete, the classes withdrawn will not affect the student's GPA.

Students who cease to attend classes without withdrawing from the classes will automatically receive an "FN" in all courses in which they were enrolled.

4.11 Continuous Enrollment

[Official Bulletin information on Continuous Enrollment](#)

Students must enroll in at least one credit each regular semester and in at least one summer term until all graduation requirements are met and the degree is conferred. This includes continuous enrollment in thesis or dissertation credits until the final document is submitted and approved in ProQuest. The policy applies to all unfinished requirements, including portfolios, internships, comprehensive exams, etc. If all requirements, including ProQuest publication, are completed before the start of the term in which the degree is conferred, the enrollment requirement is waived.

4.12 Attendance Policy

[Official Bulletin information on Attendance Policy](#)

Attendance is essential to learning. Students are expected to attend and fully participate in all scheduled class meetings and activities. Each instructor sets the attendance policy for their course.

4.13 Final Examinations

[Official Bulletin information on Final Examinations](#)

Final exams are required in all courses except those where written exams are not used for assessment (e.g., labs, clinicals, student teaching, fine arts, independent studies, or internships).

Final exam schedules are posted each semester on the Registrar's website (<http://registrar.astate.edu>). Exams must be given on the scheduled date. Exceptions may be granted only in emergencies or other uncontrollable circumstances, with approval from the college dean.

4.14 Assessment Requirements

[Official Bulletin information on Assessment Requirements](#)

Arkansas State University prioritizes academic quality and transparency of student learning outcomes. Students must participate in required state and institutional assessments. Failure to do so may delay registration, degree completion, or graduation.

4.15 State Licensures and Authorizations

[Official Bulletin information on State Licensures and Authorizations](#)

Arkansas State University is approved by the National Council for State Authorization Reciprocity Agreements (NC-SARA). A complete list of operating approvals is available online: <https://www.astate.edu/academics/a-state-online/state-authorization-licensure-disclosures.html>.

Licensure requirements vary by state and may change without notice. Students must verify licensure requirements in their state before enrolling in an out-of-state program. For current program authorization and agency contacts, check the link provided in the paragraph above.

4.16 Academic Records Privacy Rights

[Official Bulletin information on Academic Records Privacy Rights](#)

A-State complies with the Family Educational Rights and Privacy Act (FERPA) of 1974. This law protects the privacy of education records, gives students the right to review their records, and provides a process for correcting inaccurate or misleading information. Students may file FERPA-related complaints with the U.S. Department of Education.

5. ACADEMIC STANDING

[*Official Bulletin information on Academic Standing*](#)

5.1 Probation

A graduate student whose cumulative GPA falls below 3.00 at the end of a semester will be placed on probation. To be removed from probation, the student must raise their cumulative GPA to 3.00 or higher. While on probation, students must earn a “B” or better in each course; failure to do so results in suspension. Students on probation may not hold assistantships or graduate. Departmental policies may impose stricter rules, which supersede university regulations.

5.2 Suspension

A graduate student who earns an “F” in any graduate-level course, or a “C” while on probation, will be suspended from both the university and their program.

5.3 Readmission of Suspended Students

After one regular semester or full summer term, a suspended student may apply for readmission on probation with recommendations from their advisor and department chair and approval from the Graduate School. For students in online programs, two consecutive 7-week terms equal one semester.

Readmission to the university does not guarantee readmission to the student’s former degree program; program readmission also requires departmental recommendation. A second suspension makes a student ineligible to return to the same program. Students suspended from more than one program are ineligible for readmission to the university.

Students are still on probation if readmitted with a GPA below 3.0 and must earn a “B” or better in courses until the probation is removed or they will be suspended for a second time.

6. GRADUATE ASSISTANTSHIPS

[*Official Bulletin information on Graduate Assistantships*](#)

Students admitted to Graduate Programs may be eligible to receive financial support in the form of an assistantship. The primary purpose of a graduate assistantship is to promote the student’s successful completion of an academic program while giving them experience working in an academic environment. Graduate assistantships support the University’s teaching, research and service missions for the benefit of students in areas closely related to their chosen field of study.

There are three types of graduate assistantships at A-State: Graduate Teaching Assistants (GTA); Graduate Research Assistants (GRA); and Graduate Administrative Support Assistants (GSA).

6.1 Types of Graduate Assistantships

6.1.1 Graduate Teaching Assistant (GTA)

Graduate Teaching Assistants (GTAs) support faculty-led instruction while gaining professional teaching experience. GTAs assist with course delivery, student assessment, and learning activities, including leading discussions or laboratories, grading and providing feedback, holding office hours, and supporting course administration. Through supervised and mentored training, GTAs develop skills that advance their professional growth as educators and scholars. GTAs operate under the supervision of a faculty instructor and are not typically the instructor of record unless explicitly authorized.

6.1.2 Graduate Research Assistant (GRA)

Graduate Research Assistants (GRAs) support faculty-led scholarly or creative research while gaining professional research experience. GRAs conduct literature reviews, collect and analyze data, assist with compliance and grant activities, and contribute to research dissemination while receiving mentored training aligned with their graduate education. GRA responsibilities should prepare students to contribute to faculty-led research products and, when appropriate, share authorship. GRAs work under the supervision of a faculty advisor or principal investigator (PI) and are not independently responsible for project outcomes.

6.1.3 Graduate Administrative Support Assistant (GSA)

Graduate Assistants should not normally serve in administrative roles. Specifically, GSAs should not perform duties typically assigned to non-exempt administrative employees. The Graduate School reviews GSA requests based on detailed job descriptions submitted by the requesting unit. Job descriptions must clearly outline assigned duties and explain how those duties support the student's professional and career development.

In rare circumstances, the Graduate School may approve administrative GSA positions when duties align with the student's degree program, include significant teaching, mentoring, or training responsibilities, or provide meaningful leadership development relevant to the student's career goals. When appropriate, the Graduate School may recommend redefining a position as a GTA or GRA.

6.1.4 Student Workers

Student workers differ from graduate assistants. They are paid based on actual hours worked, must submit timesheets, and are compensated at or above minimum wage. They do not need to meet the criteria for a graduate assistantship.

6.2 Graduate Assistant Load

[Official Bulletin information on Graduate Assistant Load](#)

Master's and Specialist level assistants must enroll in at least 6 graduate hours in Fall and Spring semesters and may not exceed 12 hours including undergraduate courses. They must enroll in at least 3 graduate hours during summer if holding an assistantship. If enrollment drops below these requirements, the assistantship will be withdrawn.

All pre-candidacy Doctoral level students must enroll in at least 6 graduate hours during Fall and Spring semesters and 3 credit hours in the combined summer terms if holding an assistantship during summer. All post-candidacy Doctoral level graduate assistants are required to take a minimum of 3 dissertation credit hours during Fall and Spring Semesters and 3 dissertation hours during combined summer terms.

6.2.1 Graduate Assistantship Workload and Appointments

Graduate assistantships are limited to 20 hours of work per week to support academic progress and timely degree completion. This workload applies to all terms.

6.3 Graduate Assistantship Tuition Fellowships

[*Official Bulletin information on Graduate Assistantship Tuition Fellowships*](#)

Students with full graduate assistantships (20 hours/week for the semester) receive a waiver of out-of-state or international tuition and only pay the in-state portion. Doctoral graduate assistants also have in-state tuition covered by the university or their program. Master's and Specialist level GRAs may have in-state tuition paid by their graduate program. Check with program for details.

Students must complete the [Graduate Assistant Tuition Waiver](#) form to receive this benefit.

6.4 Time Limit on Graduate Assistantships

[*Official Bulletin information on Graduate Assistant Time Limit*](#)

Master's students may receive assistantship support for up to six semesters (excluding summers). Doctoral students may receive support for up to ten semesters (excluding summers). Students needing more time must request approval from their department or sponsoring unit.

6.5 Assistantship Policies

[*Official Bulletin information on Graduate Assistantship Policies*](#)

1. Assistants must have clearly defined duties assigned by the college dean and department chair.
2. Assistants are not faculty, do not receive faculty privileges, and are not covered by university-sponsored insurance.
3. Assistants may be asked to attend staff or faculty meetings and workshops.
4. If a student cannot complete coursework or duties due to extenuating circumstances, the semester may not count toward the time limit. Departments must notify Graduate School for review.

5. Assistantships are awarded by academic year or summer term and are not automatically renewed. Reapplication is required.
 6. Assistants must maintain a 3.0 GPA to remain eligible.
-

7. FINANCIAL INFORMATION

7.1 Tuition and Fees

[*Official Bulletin information on Graduate Fees and Expenses*](#)

Student account balances are due in full by the 11th class day of the Fall and Spring semesters, and by the 5th class day of the Summer term. Students unable to meet this deadline must contact the Treasurer's Office.

Late fees will be assessed on past-due installment plans and outstanding balances with no payment arrangements. Students with unpaid accounts cannot register for future terms. A hold will be placed on their record, and no information will be released until the balance is paid in full. Unpaid charges remain the student's responsibility and may be subject to collection fees, attorney fees, credit bureau reporting, or state income tax garnishment (Act 732 of 1986, as amended).

The University reserves the right to change fees, related policies, or add new ones at any time as needed.

Tuition and Fee updates are published on the A-State website and a tuition calculator is provided: [Estimate Your Costs](#)

Refund of Fees Schedule

Full Term Courses		Half Term and Summer Courses	
1st - 5th class day	100%	First and second day	100%
6th - 10th class day	75%	Third and fourth day	75%
On or after 11th class day	None	On or after 5th class day	None

7.2 Course Fees

Please note that tuition can vary based on fees associated with specific courses.

7.3 Residency Requirements for Fee Payment

Students should contact the Office of the Registrar for residency requirements related to university fees. Providing false information to avoid out-of-state fees may result in dismissal from the university.

7.4 Fee Waiver for Students Age 60+

Arkansas residents aged 60 or older are eligible for an in-state tuition waiver. This waiver does not cover other enrollment-related fees. Eligibility is determined on the first day of the semester. Students should contact Student Account Services after registering to request the waiver.

7.5 Tuition-fellowship for Qualified Out-of-state Students

A-State offers an out-of-state tuition waiver (fellowship) to graduate students who:

- Have a cumulative undergraduate GPA of 3.00 or higher
- Enroll in at least 6 graduate credit hours (Fall or Spring) or 3 hours (Summer)
- Reside in any U.S. state (except Arkansas) or U.S. territory

7.6 International Students with Home Government Scholarships

International students on home government scholarships must submit a valid financial guarantee letter to the International Student Services Office. To ensure billing to the embassy or agency, the letter must be on file by June 1 for the upcoming academic year.

7.7 Program-Specific Tuition and Fees

For specific program tuition rates and associated fees, visit the program's website and the Treasurer's Office. Some programs charge special fees. The student activity fee applies only in Fall and Spring. Books, parking, application fees, and living expenses for online or clinical rotation students are not included in program costs.

7.8 Student Identity Authentication Fees

Online courses include a Student Identity Authentication Fee to meet Higher Learning Commission (HLC) federal compliance standards. Authentication methods may include live proctoring and other verification tools. Course instructors will provide details about the verification process.

View the current fee per credit hour at <https://www.astate.edu/admissions-and-aid/tuition-and-fees/graduate-students.html> or in the Fees and Expenses section of the bulletin. This fee is charged with tuition and may be paid alongside it.

7.9 Financial Assistance

To qualify for financial aid, students must be admitted to Graduate Programs and their degree program, and enroll in at least 4.5 credit hours during a regular term or 3 hours in the summer.

Loan options include Federal Direct Subsidized/Unsubsidized Loans, Federal Grad PLUS Loans, and private lenders. To apply, complete the FAFSA at <https://studentaid.gov/h/apply-for-aid/fafsa>. More information is available at <https://www.astate.edu/admissions-and-aid/financial-aid-and-scholarships/index.html>.

8. HOUSING AND MEALS

[Official Bulletin information on Room and Board](#)

8.1 Room and Board

The A-State Board of Trustees sets room and board rates annually and can be found on the University Housing website. Housing contracts include details on closing policies, and residents receive related information via email. The academic calendar specifies when residential communities open and close. For additional information, please visit University House at <https://www.astate.edu/student-life/housing/housing-options/index.html>.

8.2 Meal Plans

For current meal plan options and rates, visit the A-State Dining Services website: <https://astate.sodexomyway.com/en-us/meal-plan/meal-plan-options>

9. ACADEMIC RIGHTS AND RESPONSIBILITIES

[See Student Handbook for Official Policy on Academic Rights and Responsibilities](#)

The student, as a member of the academic community, has both rights and responsibilities. The most essential right is the right to learn, and the university has a duty to provide for the student those privileges, opportunities and protections that best promote the learning process. The student has a responsibility to other members of the academic community, the most important being to refrain from interference with the rights of others.

The effectiveness of the educational process depends upon the provision of satisfactory conditions and opportunities for learning. The responsibility to secure, respect and protect such opportunities and conditions must be shared by all members of the academic community.

9.1 Academic Responsibilities of the Student

- The student is responsible for being informed about academic requirements, both general and specific, for completing a degree program as outlined in the Graduate Bulletin.
- The student is responsible for learning the content of a course of study according to standards of performance established by the faculty.
- The student's behavior in the classroom shall be conducive to the learning process for all concerned.

9.2 The Academic Rights of the Student

- The student shall have the right to an academic environment that is accepting of all students without regard for race, national origin, gender, disability, ethnicity, sexual orientation, age, or religion.
- The student shall be free to take reasoned exception to data and views offered in the classroom, and to express differences of opinion without fear of penalty.

- The student has a right to protection against improper disclosure of information concerning grades, health or character that an instructor acquires in the course of his/her professional relationship with the student.
- The student has a right to a course grade that represents the instructor's professional judgment of the student's performance in the course.
- The student has a right to be governed by educationally justifiable academic regulations.
- The student has a right to competent instruction.
- The student has the right to accurate and clear information in order to determine:
 - The general requirements for establishing and maintaining an acceptable academic standing.
 - His/her academic relationship with the university and any special conditions that apply.
 - The graduation requirements for a particular curriculum and major.

9.3 Academic Misconduct

Arkansas State University promotes academic integrity and professional ethics among all members of the A-State academic community. Violations of this policy are considered as serious misconduct and may result in severe penalties, up to and including expulsion from Arkansas State University. A student deemed to have engaged in academic misconduct may not avoid academic sanctions by withdrawing from a class, a program, or the University. Students that participate in organizations such as Honors College or Athletics program(s) are subject to dismissal from those programs in addition to the penalties set forth below. The respective program(s) will be notified of any offense. Colleges and Departments may add to these prohibitions and standards applicable to all students in order to enforce academic integrity and professional ethics to meet their special needs for a specific degree program.

For the purposes of these definitions, an assignment includes any task assigned as a course requirement or program requirement. Assignments include but are not limited to papers, projects, homework, and exams.

9.3.1. Plagiarism

Plagiarism is the act of taking, using, and/or presenting the idea(s), work(s), and/or writing(s) of another person or entity (e.g., artificial intelligence) as one's own.

Plagiarism includes, but is not limited to:

- 1) Submitting as one's own any theme, paper, report, computer program, presentation, creative work, or scholarly work of any nature belonging to, or written or created by another, including artificial intelligence, without prior permission of the instructor and proper citations.
 - a) To avoid plagiarism, give written credit and acknowledgment to the source of thoughts, ideas, and/or words, whether you have used direct quotation, paraphrasing, or just a reference to a general idea.
 - b) If you directly quote works written by another person(s) or entity (e.g., artificial intelligence), enclose the quotation with quotation marks and

provide an appropriate citation (e.g., footnote, endnote, bibliographical reference).

- c) Research for an assignment, as well as the complete assignment, must be the work of the person seeking academic credit for the course. Permission of the instructor to use prior work completed for another course or assignment must be obtained in advance.

9.3.2 Cheating/Unapproved Collaboration

Cheating is an act of dishonesty with the intent of obtaining and/or using information in a fraudulent or unauthorized manner. Examples of cheating include, but are not limited to:

- 1) Observing and/or copying from another student's assignment.
- 2) Giving or receiving assistance during an examination period. This includes providing specific answers to subsequent examinees and/or dispensing or receiving information that would allow the student to have an unfair advantage in the examination over students who did not possess such information.
- 3) Using class notes, outlines, and/or other unauthorized information during an examination.
- 4) Using, buying, selling, stealing, transporting, or soliciting, in part or in whole, the contents of an assignment when such action is not authorized by the instructor of the class.
- 5) Using for credit in a subsequent class an assignment written for credit in a previous class without the knowledge and permission of the instructor of the subsequent class. This includes when a student is repeating a course for credit.
- 6) Impersonating or attempting to impersonate another person, or permitting or requesting another person to impersonate you for the purpose of taking an examination or completing other assignments.
- 7) Unauthorized collaborating during an examination, lab, or any course requirement with any other person by giving or receiving information without specific permission of the instructor.
- 8) Altering grades or official records.
- 9) Falsifying or signing another person's name on any academically-related University form or document.
- 10) Sabotaging or interfering with the academic progress of others.
- 11) Submitting altered, fraudulent, or falsified data, course, degree program requirements, including but not limited to honor's thesis; doctoral dissertation; qualifying exam; dissertation defense, and University records/forms.

9.4 Procedure for Handling Academic Misconduct Charges

A student disagreeing with the sanction issued based on Academic Misconduct should follow the Academic Grievance Procedure.

- 1) **Step One:** Any faculty member or University official who suspects an act of academic misconduct occurred for which they deem sanction appropriate, must report this information, along with a recommended sanction, directly to the Office of Academic Affairs via the Academic Misconduct Report Form within ten (10) business days of becoming aware of the act and no later than the next academic semester. Academic

Affairs will consult with the student's academic department, and review any prior academic misconduct the student was found responsible for, to determine in consultation with the academic department if administrative-level sanctions should be added and which sanction is appropriate. Course-level sanctions may be imposed prior to a finding of responsibility with the exception of a failing grade for the class or removal from class. These sanctions may only be imposed after a finding of responsibility.

- 2) **Step Two:** Within ten (10) business days of receipt of the academic misconduct referral, Academic Affairs will notify the student through official University channels of the alleged offense and related sanction(s). This notification will include instructions for preparing for a hearing, should the student disagree with the allegation. An academic misconduct meeting between the student and an Academic Affairs representative will be arranged to apprise the student of the allegation and related sanction(s) within five (5) business days. The student will accept or deny responsibility at this time. Students who do not respond to the notification will be deemed to have waived their denial of the alleged act and any objection to the related sanction(s). A student who accepts responsibility will be found responsible and the related sanctions will be imposed.
- 3) **Step Three:** Within five (5) business days of receipt of the meeting with Academic Affairs, a student disagreeing with the allegation must submit their request, in writing to Academic Affairs, for an academic misconduct hearing before the University Academic Integrity Committee (UAIC), along with any written material the student would like the Committee to consider. The UAIC is a shared governance committee which will consist of three faculty members, two undergraduates, and one graduate student from each academic college. The Associate Vice Chancellor for Academic Services and the Graduate Dean will serve as Ex Officio members. The convening committee for academic misconduct hearings is three faculty members and one student. For cases involving academic misconduct of a graduate student, the student representative will be a graduate student. The UAIC only determines whether the student is responsible and does not determine the sanction. The sanction imposed upon a finding of responsibility is determined in Step One and presented to the student in Step Two.
- 4) **Step Four:** Within ten (10) business days of receipt of the written request for Committee hearing, the case goes to the University Academic Integrity Committee for determination of responsibility.
- 5) **Step Five:** Within three (3) business days of receipt of the Committee's determination, a student disagreeing with the hearing outcome may appeal in writing to the Provost. If the student does not appeal within the applicable timeframe, the Office of Academic Affairs will notify the involved parties, and the sanction(s) related to the academic misconduct the student was found responsible for will be imposed by the appropriate party.
- 6) **Step Six:** Within three (3) business days of the Provost's receipt of the written appeal, the Provost will make a final determination based upon the written appeal and all documents related to the allegation and hearing. The Office of Academic Affairs will notify all involved parties of the determination. If the finding of responsibility stands, the sanction(s) related to the academic misconduct the student was found responsible for will be imposed by the appropriate party.

All cases of academic misconduct will be housed within Academic Affairs. Prior offenses will be considered when determining the sanction(s). All cases will follow the published timeline unless

an extension is granted for extenuating circumstances by Assistant Vice Provost for Academic Services.

9.5 Sanctions for Academic Misconduct

Course-level sanctions may be imposed prior to a finding of responsibility with the exception of a failing grade for the class or removal from class. These sanctions may only be imposed after a finding of responsibility. Acts of behavioral misconduct are not covered by this section and should be reported to the Office of Student Conduct.

Academic Misconduct that occurs in clinical, field, and internship sites is subject to sanctions established by the respective program. These sanctions may or may not be included in the list below.

Course-level sanctions for Academic Misconduct can be imposed by the faculty member or instructor who discovered the Academic Misconduct upon a finding of responsibility (see Procedure for Handling Academic Misconduct Charges).

The following course-level sanctions may be imposed by the instructor for academic misconduct:

- Completion of Educational Module
- A reduction of grade for assignment;
- An alternative assignment;
- A failing grade on the assignment;
- Rewriting or repeat performance of assignment; and, or
- A failing grade for the class.

In addition, the following administrative-level sanctions may be imposed for Academic Misconduct upon a finding of responsibility based on the seriousness and/or prior acts of academic misconduct of the respective student. Administrative-level sanctions are determined by the student's academic department in consultation with Academic Affairs:

- Completion of education modules;
- A failing grade for the course;
- Removal from the course;
- Dismissal from a particular program;
- Suspension from a particular program for one semester or more;
- Suspension from the University for one semester;
- Expulsion from the University; and/or
- Other appropriate sanctions as warranted by the specific acts of the student.

9.6 Student Academic Grievance Procedure

Under certain circumstances, Arkansas State University students have the right to grieve alleged violations of their academic rights. A grievance is a complaint alleging that one or more of the "academic rights of students" (as stated in the Student Handbook) have been violated. For cases of academic misconduct, refer to the Academic Misconduct section of this handbook.

9.6.1 Step 1: Meet with Faculty Member

Since the faculty has the primary responsibility for course development, course delivery, the assessment of student achievement, and the sanction for academic misconduct, any student who has a complaint related to an academic issue should first consult with the course instructor within ten (10) working days of the incident and try to resolve the complaint. If the grievance involves a faculty member who is no longer employed at the university, or with whom the student does not feel comfortable approaching the student should move to step two of this process. If the complaint is resolved, the grievance process ends.

9.6.2 Step 2: Meet with Department Chair/Unit Supervisor

If the complaint is not resolved in step one, and if the student wishes to pursue the complaint further, the student shall consult with the department chair/unit supervisor within fifteen (15) working days of the academic incident. The appropriate chair/unit supervisor shall consult informally with the student and the individual against whom the complaint has been made to attempt to resolve the complaint. The chair/unit supervisor shall notify the student and the individual against whom the complaint has been made in writing of the resolution or lack thereof within ten (10) working days of the student's first consultation with the chair/unit supervisor. If the complaint is resolved, the grievance process ends.

9.6.3 Step 3: File Formal Written Complaint

If the complaint is not resolved in step two, and if the student wishes to pursue the complaint further, the student shall file a formal written complaint with the department chair/supervisor within thirty-five (35) working days from the academic incident. The written complaint must specify the academic right(s) the student alleges has (have) been violated and must include:

- a) Date and details of the alleged violation;
- b) Any available evidence of the alleged violation;
- c) Names, addresses, and phone numbers of witnesses to the violation;
- d) The requested remedy to the alleged violation.

The chair/unit supervisor shall investigate the complaint using whatever processes are appropriate including, but not being limited to, written responses from or interviews with faculty members, other students, and other parties. The chair/unit supervisor shall notify the student and the individual against whom the complaint has been filed in writing of the chair/unit supervisor's finding and recommendation within ten (10) working days of receipt of the written complaint. If both parties in the complaint accept the recommendation, they will sign a statement to that effect and the grievance process ends. The chair/unit supervisor shall retain the written records of the process for five calendar years. Upon request, the chair/unit supervisor shall provide either or both parties with copies of all information gathered during the investigation.

9.6.4 Step 4: Request College Hearing Committee

If the complaint is not resolved in step three, either party may request that the dean appoint a college hearing committee. The request for a college hearing committee review

must be made in writing to the dean within ten (10) working days of completion of the process listed in step three.

9.7 The College Hearing Committee

The college hearing committee shall be organized in the following manner:

At the beginning of each Fall semester, each college dean, independent department chair, and other academic unit supervisors shall identify a "hearing committee pool," consisting of nine (9) to eighteen (18) faculty members, five (5) to ten (10) undergraduate students, or five (5) to ten (10) graduate students, depending on the rank of the student making the appeal.

When a hearing committee must be convened, the dean shall appoint a college hearing committee comprised, to the extent possible, of individuals knowledgeable in the area asserted in the grievance. The hearing shall take place no sooner than five (5) and not later than ten (10) working days after the hearing committee is appointed, unless there is a compelling reason why another time must be selected. At a prearranged time prior to the hearing, the members of the hearing committee will meet with the dean to receive all relevant background materials and to review the process to be utilized during the hearing. The individual against whom the complaint has been filed and the student may attend this meeting as observers. All non-committee members will then withdraw and the hearing committee will elect a chair to preside at the subsequent hearing.

The hearing will be conducted in private. Witnesses will be admitted for testimony only and then asked to leave. The testimony will be tape recorded, but the final deliberations of the committee will not be recorded.

The student and the individual against whom the complaint has been filed must appear in person and answer questions from members of the hearing committee. The student and the individual against whom the complaint has been filed each may have one person present during the hearing to advise them. Those persons may not address the hearing committee, speak on behalf of the student or individual against whom the complaint has been filed, question witnesses, or otherwise actively participate in the hearing.

A university attorney may also attend the hearing and may advise the committee on procedural issues but may not question witnesses or otherwise actively participate in the hearing. The dean shall attend as an observer only.

The student and the person against whom the complaint has been filed may make an oral statement and/or submit sworn written statements and other exhibits and witnesses in their behalf. The student and the individual against whom the complaint has been filed may hear and question all witnesses testifying before the hearing committee. Neither the student nor the individual against whom the complaint has been filed may be present during the deliberations of the hearing committee.

The hearing committee shall conduct its deliberations based upon the evidence presented at the hearing that is relevant to the issue or issues before the committee. The hearing committee shall

present to the dean a written report detailing its findings and its recommendations relative to the complaint within five (5) working days following conclusion of the hearing. Member(s) of the hearing committee may file a minority opinion, which shall be appended to the committee report. Within ten (10) working days following receipt of the hearing committee report, the dean will notify the student and individual against whom the complaint was filed whether the recommendations are accepted or rejected. The decision of the dean is final as to the student except in the case of expulsion from the university where the student shall have a final appeal to the Vice Chancellor for Academic Affairs and Research which must be filed in writing within ten (10) working days following receipt of the dean's decision. In cases of expulsion, the decision of the Vice Chancellor for Academic Affairs and Research is final.

9.8 Further Actions

Students, including A-State Online students and those residing Out-of-State, must follow Arkansas State University's published grievance policy. If any student must report an unresolved grievance, the student may complete the student complaint form for the Arkansas Department of Higher Education (ADHE) found at: <https://adhe.edu/studentsparents/student-grievance-form>. Resolution by ADHE are final.

Students must submit a written grievance to ADHE using the form. The grievant must also provide written documentation from Arkansas State University verifying that the A-State appeal process has been followed.

Grievances regarding student grades or conduct violations are governed entirely by institutional policy and Arkansas law and will not be considered by ADHE.

10. RECORDS AND TRANSCRIPTS

[*Official Bulletin information on Records*](#)

10.1 Academic Records Privacy Rights

Arkansas State University intends to comply fully with the Family Educational Rights and Privacy Act (FERPA) of 1974 which was designed to protect the privacy of education records, to establish the right of students to inspect and review their education records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Students also have the right to file complaints with FERPA office concerning alleged failures by the institution to comply with the Act.

Questions concerning the Family Education Rights and Privacy Act should be referred to the Office of the Registrar. For additional information regarding FERPA, [please visit the General Student Information Knowledge Base](#).

10.2 General Information on Transcripts

[*Official Bulletin information on Transcripts*](#)

You'll need an official transcript when you apply to another school, start a job, or continue with your graduate studies. Unlike unofficial transcripts, official ones are signed, sealed, and accepted as a formal record of your classes and grades. For more information, visit the [Transcript Page](#).

Order official transcripts online through the [National Student Clearinghouse](#). You can send them directly to the school or organization of your choice and track the status of your request online.

10.3 Official Transcript Policies

1. You must request transcripts online, in person, or in writing.
 - a. **We can't accept requests by phone or email.**
2. If you have a balance due to the university, we can't release your transcript or provide proof of attendance until it's cleared.
3. Official transcripts are printed on secure paper and include the A-State seal and the Registrar's signature.
4. If you're currently enrolled and request a transcript during finals, it might not include your final grades from that term.
5. If you're a transfer student, bring a copy of your records from each previous school to help your advisor with class planning.
6. If you're readmitting to A-State after being away for more than a year, you'll need to submit updated transcripts from all schools you previously attended.
7. Once transcripts are submitted for admission or credit evaluation to A-State, they become part of your A-State record and can't be reissued.
 - a. If you need transcripts from another school (including high school), you'll need to request them directly from that institution.
8. If you took classes before Fall 1990, your records aren't available online.
 - a. You'll need to request a hard copy first from the Registrar's Office. After that, you'll be able to request transcripts online, but only with summary totals, not individual course details.
9. All transcripts are mailed in a single business envelope to the address you provide.
10. If you request duplicate copies to your home address, they'll be sent in separate envelopes.
11. Some older records may no longer be available if you're a former student.

10.4 Unofficial Transcripts

Unofficial transcripts are free and current students can access them whenever through Self-Service in the [Pack Portal](#). They're great for personal reference, advising appointments, or job applications that don't require an official document. Check out the [step-by-step guide](#) on accessing your unofficial transcript.

11. SPECIAL STUDENT POPULATIONS

11.1 Students Activated for Military Service

[Official Bulletin information on Military Service](#)

Arkansas code § 6-61-112 provides the following for students called into full-time military duty during an academic semester.

- a. When any person is activated for full-time military service during a time of national crisis and therefore is required to cease attending a state-supported postsecondary educational institution without completing and receiving a grade in one or more courses, the following assistance shall be required with regard to courses not completed.
 1. Such student shall receive a complete refund of tuition and such general fees as are assessed against all students at the institution or (see '(c)' below).
 - A. Proportionate refunds of room, board, and other fees which were paid to the institution shall be provided to the student, based on the date of withdrawal.
 - B. If an institution contracts for services covered by fees which have been paid by and refunded to the student, the contractor shall provide a like refund to the institution.
 2. If the institution has a policy of repurchasing textbooks, students shall be offered the maximum price, based on condition, for the textbooks associated with such courses.
- b. When a student is required to cease attendance because of such military activation without completing and receiving a grade in one or more courses, the institution shall provide a reasonable opportunity for completion of the courses after deactivation.
- c. A student activated during the course of a semester shall be entitled, within a period of two years following deactivation, to free tuition for one semester at the institution where attendance had been interrupted unless federal aid is made available for the same purpose.

To prevent students who are receiving veteran's benefits from being penalized and having to repay such benefits, students activated during an academic semester who have not completed sufficient course requirements for the awarding of a grade must withdraw from the university. Students should contact the VA representative in the Office of the Registrar immediately upon notification of activation to initiate the withdrawal process.

11.2 Veterans Administration Benefits

[Official Bulletin information on Veterans](#)

Veterans of recent military service, and the dependents of certain other servicemen, may be entitled to educational assistance payments from the Veterans Administration. Montgomery GI Bill® Education Benefits pay by the dates of the term. **Clock hours do not apply at A-State** (main campus in Jonesboro).

Reservists and members of the National Guard may also be eligible for monthly educational benefits.

Arkansas State University is an approved institution for veterans and veterans' beneficiaries training.

For information regarding VA Benefits, contact the VA University Official in the Office of the Registrar at (870) 972-2031 or (870) 972-2478.

The Beck PRIDE Center for America's Wounded Veterans is housed in the College of Nursing and Health Professions. For assistance in coordinating educational and rehabilitation services, please contact the Dean's Office at (870) 972-3112 or visit our website at <http://www.astate.edu/a/beck-pride-center/>.

Note: Tuition and fees for students using Post 9/11 educational benefits will not be submitted until after the 11th class day.

12. NON-DISCRIMINATION AND ACCESSIBILITY

12.1 Title IX Non-Discrimination and Reporting Statement

[Official Bulletin information on Title IX](#)

Arkansas State University does not discriminate on the basis of sex in any education program or activity that it operates. Further, A-State is subject to Title IX of the Education Amendments of 1972 and is therefore required by Title IX and 34 C.F.R. Part 106 not to discriminate in such a manner. This requirement extends to admissions and employment with the university. Inquiries about the application of Title IX or 34 C.F.R. Part 106 to A-State may be referred to A-State's Title IX Coordinator, to the Assistant Secretary for Civil Rights for the U.S. Department of Education, or both. A-State's Title IX Coordinator holds the title

Director of Title IX and Institutional Equity and may be contacted as follows:

By email: title9@astate.edu

By phone: 870-972-2015

In Person: Administration Building, Suite 104

By mail: Office of Title IX and Institutional Equity, P.O. Box 1500, State University, AR 72467

Any person may report sex discrimination, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment), in person, by phone, or by email using the contact information provided above or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. Such a report may be made at any time (including during non-business hours) by using the telephone number or email address, or by mail to the office address, provided above.

A-State's Title IX (Sexual Harassment Discrimination) Grievance Procedure and its Other Sex-Based Discrimination Grievance Procedure can be found at the University's [Title IX webpage](#).

12.2 Equal Opportunity/Affirmative Action

[Official Bulletin information on Equal Opportunity/Affirmative Action](#)

Arkansas State University is an Equal Opportunity/Affirmative Action Employer with a strong institutional commitment to the achievement of excellence and diversity among its faculty and staff. To that end, the university provides opportunities in employment practices, admission and treatment of students without regard to color, sex, sexual orientation, gender identity, race, age, national origin, religion, marital status, veteran status, genetic information or disability. Arkansas State University complies with all applicable federal and state legislation and does not discriminate on the basis of any unlawful criteria.

Questions regarding this policy should be addressed to the Affirmative Action Program Coordinator, P.O. Box 1500, State University, Arkansas 72467. Telephone (870) 972-3658.

12.3 Services for Individuals with Disabilities

[Official Bulletin information on Services for Individuals with Disabilities](#)

Arkansas State University's Coordinator of Services to students, faculty and staff with disabilities is also the university's compliance coordinator for Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) and the ADA Accessibility Guidelines (ADAAG). In this capacity, the coordinator arranges for academic adjustments and auxiliary aids to be provided to qualified students and coordinates workplace accommodations. The coordinator also is the individual to whom concerns about physical access to facilities, buildings and grounds should be addressed. The coordinator's office is located on the second floor (Room 2181) of the Reng Student Services Center. The telephone number is (870) 972-3964.

Arkansas State University will provide auxiliary aids, without cost, to those students with verified disabilities who require such services. If service providers are necessary, Arkansas State University will provide appropriately trained providers (other than paid tutors).

For full details and the most current policies, please consult the A-State Graduate Bulletin and the Graduate School website.