



UNIVERSITY OF
ARKANSAS

College of Education and Health Professions

*Department of Counseling, Leadership, and
Research Methods*

CLRM Student Procedures and Checklists for Master's Degrees

Revised: 4/28/2025

*Please note that all procedures and policies are subject to change. This packet is
made to be informational to help Faculty, Staff, and Students of the
CLRM Department.*

Procedures for Master's and Specialist Degrees

Procedure	Responsible Party	Action Date
Formation of program advisory committee and submission of Master's Committee form*	Major Adviser/Department Chair/Head	Immediately following admission to degree program for those programs that use an advisory committee
Changes in program advisory committee by memorandum or Master's Committee form	Major Adviser/Member Leaving Committee	As soon as change occurs
Request transfer of credit by submitting Request for Transfer of Graduate Credit form* (master's degrees only)	Major Adviser	Before Graduation
Graduation Application*	Student	By the following deadlines for the semester in which the degree is to be awarded: Fall - Oct. 1; Spring - March 1; Summer - July 1
Inclusion of name for commencement exercises, regalia, and announcement orders	Student	Deadlines indicated in on the Registrar's Office web page at https://registrar.uark.edu/graduation/applying-to-graduate.php
Removal of incompletes (Change of Grade form)	Student/Instructor	When course requirements have been met
To avoid an incomplete becoming "F"	Student/Instructor	Change of grade form must be submitted prior to 12 months after the end of the term in which the incomplete grade was posted.
Final comprehensive examination (Certified by submission of Record of Progress form* with original signatures)	Advisory Committee	Must be completed by last day of graduation term (published date on Registrar's page)
Review of Degree Audit	Student/Major Adviser	Each semester or as dictated by department
Clear Degree Audit	Department Head/Graduate Coordinator	After deadline to apply for graduation

Master's Non-Thesis Students

- Submit the [Master's Advisory Committee form](#), consisting of a major advisor and at least two other members of the graduate faculty, to the CLRM Graduate School immediately following or at the time of admission to the program of study.
- Complete all master's degree program course work within six years.
- If applicable, [transfer master's credit form](#) and official transcript must be submitted to the Graduate School before the date of graduation for the semester of graduation.
- Apply to graduate before the graduation deadline for the semester of graduation. Fall - Oct. 1; Spring - March 1; Summer - July 1
- Pass master's degree program comprehensive examination or defend project before the date of graduation for the semester of graduation. Master's degree program comprehensive examinations should be scheduled at least one (1) week before the date of graduation.
- Complete all master's degree program requirements before the date of graduation.

Important Graduate Student Links

[Graduate Catalog](#)

[Graduate Student Handbook](#)

[Graduate School and International Education Website](#)

[Office of the Registrar Website](#)

[CLRM Website](#)

[Workday Student](#)

[Exam/Defense Date Departmental Form](#)



UNIVERSITY OF
ARKANSAS

Graduate School & International Education

Master's Committee

Student's Name: _____ ID Number: _____

Degree Sought: _____ Degree Program: _____

Student's Signature: _____ Date: _____

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- ☐ Check for Master's Advisory Committee, which develops the student's program of study, and monitors progress in the program.
- ☐ Check for Master's Thesis Committee, which is responsible for insuring that the thesis presented meets high academic standards and constitutes a significant contribution to the knowledge of the study area.
- ☐ Check for **both** Master's Advisory and Master's Thesis Committee
-

Committee Members

(Please type or print **full name**. Example: Jane R. Doe)

(Please **note** if ex-officio or off campus member)

(If adding or removing one member(s), only that signature needed
along with the committee chair and department chair/head)

_____ CHAIR

Please **print** full name

_____ signature required

☐

add

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remove

_____ Please **print** full name

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Department Chair/Head

Or Program Director: _____ Date: _____

Approved: _____ Date: _____

Office of the Graduate Dean

This form is to be submitted to the Graduate School as soon as the committee has been selected. Changes to the committee must be done in accordance with Graduate School rules and require the approval of the Graduate School.

Revised: 9/12/2017



UNIVERSITY OF
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Graduate School & International Education

Request for Transfer of Graduate Credit

Student Name _____ ID Number _____

Expected Graduation Term/Year _____ Degree _____

Program _____ Email _____

Student Signature _____

Note: signature attests that the student and course meet all of the criteria listed below.

Criteria for Acceptable Transfer Credit:

1. Only graded courses (not research hours) are subject to transfer.
2. The course must have been regularly offered (not special problems or individual study) by a regionally accredited graduate school.
3. The course must have been a bona fide graduate level course, approved for graduate credit and taught by a member of the graduate faculty.
4. The course must appear on an official transcript as graduate credit from the institution offering the course.
5. The course grade must be a "B" or "A." (The student's grade-point average is NOT to include grades on transfer courses.)
6. The course must be recommended by the student's major adviser and be applicable to the degree requirement at the University of Arkansas.
7. The course must not have been taken by correspondence or for extension credit.
8. The course must be acceptable to the department concerned and to the Graduate Dean.
9. The student must have satisfied the 24-credit hour residence requirement. (The student must have satisfactorily completed a total of 24 hours of graduate course work taken in residence.)
10. The course must have been taken within the six-year time limit of the student's program at the University of Arkansas.

Note: Graduate credit cannot be transferred to satisfy any of the requirements for the M.B.A. degree unless the school at which the course was taken is accredited by A.A.C.S.B. This requirement is not specified by the Graduate School, but by the Graduate School of Business.

Official transcript(s) must be submitted with this request if not already on file with Graduate School.

Institution Name & City: _____

Course Title _____ Grade _____

Subject & Catalog# _____ # Credit Hours _____ Term/Year Taken _____

Institution Name & City: _____

Course Title _____ Grade _____

Subject & Catalog# _____ # Credit Hours _____ Term/Year Taken _____

Advisor Signature _____ Date _____

Department Head or Graduate Coordinator Signature _____