

# GENERAL INFORMATION

## The Campus

Arkansas Tech University, with its spacious 516-acre campus, is located on the northern edge of the city of Russellville. This growing community, with a population of approximately 24,000, is ideally situated between the mountains of the Ozark National Forest on the north and those of the Ouachita National Forest on the south. It is midway between the state's two largest population centers: Fort Smith, 85 miles to the west, and Little Rock, 75 miles to the east. Interstate Highway 40 passes just north of the campus and connects these two cities.

In addition, Russellville is the crossroads of activity for State Highways 7, 22, 64, and 124. The historic natural crossing of the Arkansas River at Dardanelle is four miles to the south. The navigable river forms a 36,600-acre lake with 315 miles of shoreline behind a lock and dam located just southwest of the city. The Missouri Pacific Railroad passes through the city and parallels the river between Little Rock and Fort Smith.

Russellville is the county seat of Pope County. Historic Dwight Mission, established by the American Board of Foreign Missions among the Cherokee Indians in 1821, was located a short distance west of the campus of Arkansas Tech University on Illinois Bayou, where that stream is now crossed by Highway 64. Descendants of Cephas Washburn, the intrepid missionary who founded the mission and named it for Timothy Dwight of Yale, live in Russellville at the present time.

Arkansas Tech University is in the center of an area experiencing vigorous industrial development as evidenced by the growth of local industry and the number of national concerns locating plants in the area. Nuclear One, the first nuclear power plant completed in the Southwest, and a second nuclear power unit have been constructed near Russellville by Entergy, thus assuring continued industrial growth. Headquarters for District 9 of the Arkansas Highway Department and for the Ozark-St. Francis National Forests are located in Russellville. The McClellan-Kerr Navigation Project is having a significant effect upon the development of the area. The impoundment of the Arkansas River has formed Lake Dardanelle which borders the west edge of the campus. Poultry, cattle, soybeans, cotton, and lumber are the principal money crops in the area served by Arkansas Tech University.

## History

Arkansas Tech University was created by an act of the Arkansas General Assembly in 1909. Under the provisions of this Act the state was divided into four Agricultural School Districts. Boards of Trustees were appointed by the Governor with the approval of the Senate, and appropriations were made for the erection of buildings and employment of a faculty for a district agricultural school in each of the four districts.

Twenty counties of northwestern Arkansas were designated as the Second District. Governor Donaghey appointed W. U. Balkman, J. R. Williams, H. S. Mobley, A. D. Shinn, and O. P. Nixon as a Board of Trustees for the Second District Agricultural School. Several towns made efforts to have the school location in their area. After considering all proposals, the Board of Trustees decided to locate it at Russellville, which had made an offer of a tract of 400 acres of land adjoining the city limits and a cash bonus of several thousand dollars.

The school opened its doors for students in the fall of 1910. The first class to graduate from the school was the high school class of 1912. In 1921-22, a freshman year of college was offered, in 1922-23 a second year, in 1923-24 a third year, and in 1924-25 a fourth year. The General Assembly in 1925 changed the name from the Second District Agricultural School to Arkansas Polytechnic College with power to grant degrees. The class of 1925 was graduated with the degree of bachelor of science, as was the class of 1926. The effort to maintain a four-year high school and a four-year college proved beyond the resources of the institution at that time, and it

became a junior college in the fall of 1927. The four years of secondary work were dropped, one year at a time, and the last high school class was the class of 1929.

Changing and increased demands for college education in Arkansas caused the Board of Trustees in 1948 to convert the college from a junior college to a degree-granting institution. In 1948-49 the college offered the third year of college work, and in 1949-50 the fourth year, with the first baccalaureate degrees awarded at the end of the 1949-50 spring semester. A graduate program leading to the degree of master of education was established in 1976. Graduate courses were offered by Arkansas Tech in the summer of 1975. A master of education degree embraces the fields of instructional improvement, educational leadership, counseling and leadership, teaching, learning, and leadership, elementary education and seven areas of specialization in secondary education; the master of science in education degree is offered in gifted education. A master of liberal arts offers major concentrations in communications, fine arts, and social sciences. Master of arts degrees are offered in English, history, and multi-media journalism. Master of science degrees are offered in fisheries and wildlife biology and information technology.

In accordance with an act of the Arkansas General Assembly and by the authority of the State of Arkansas Board of Higher Education, the name of Arkansas Polytechnic College was changed to Arkansas Tech University, effective July 9, 1976.

Arkansas Tech has consistently adjusted its scope to accommodate immediate and future needs. In 1985 the institution reorganized its programs into the Schools of Business, Education, Liberal and Fine Arts, Physical and Life Sciences, and Systems Science.

Arkansas Tech University, founded in 1909, is a multi-purpose, state-supported institution of higher education dedicated to providing an opportunity for higher education to the people of Arkansas and to serving the intellectual and cultural needs of the region in which it is located. The University offers a variety of programs committed to excellence in undergraduate and Graduate School. These programs are designed to prepare students to meet the demands of an increasingly competitive and intellectually challenging future by providing opportunities for intellectual growth, skill development, and career preparation. The institution monitors student mastery of general education and specialized studies, retention and graduation rates, and quality of teaching and academic programs to verify and facilitate demonstrable improvements in student knowledge and skills between entrance and graduation.

The basis for the student's intellectual growth and scholarly skill development is the general education program, which provides the context for more advanced and specialized studies and the foundation for life-long learning. The general education curriculum is designed to provide university-level experiences that engender capabilities in communication, abstract inquiry, critical thinking, analyzing data, and logical reasoning; an understanding of scientific inquiry, global issues, historical perspectives, literary and philosophical ideas, and social and governmental processes; the development of ethical perspectives; and an appreciation for fine and performing arts.

The University provides a range of specialized studies to prepare students to enter career fields or to continue their education at the post-graduate level. Specialized studies are offered within several areas of emphasis: business, professional education, liberal and fine arts, physical and life sciences, information technology, engineering, and applied sciences. Graduate work leading to the master's degree in selected disciplines provides advanced, specialized education which strengthens the academic and professional competence of students and enhances their capacities for scholarly inquiry and research.

The primary function of the University is teaching. Scholarly research and other professional activities of the faculty, continuing education, and community service are

## Mission Statement (adopted March 17, 1994)

encouraged, promoted, and supported. In keeping with its focus on teaching, the University seeks to recruit, develop, and retain faculty who are dedicated to quality teaching and providing dynamic classroom learning experiences that integrate theory and practice. The institution values academic freedom and the concept of shared governance. Faculty and student organizations such as the Faculty Senate, Graduate Council, and the Student Government Association participate in university governance by making policy recommendations. Leadership and management of the University is the responsibility of the President. Governance of the institution is the responsibility of the Board of Trustees.

## Purpose of Graduate Program

The purpose of the graduate program is to provide graduate education opportunities in professional education, sciences, technology, and the liberal arts to anyone who seeks, and who is eligible for admission to the University.

Arkansas Tech University currently offers the following graduate degrees: Master of Arts, Master of Education, Master of Liberal Arts, Master of Science, Master of Science in Education, and Educational Specialist.

The University has an interest in meeting the professional growth and advancement needs of certified teachers and professionals in the service region. The Master of Education includes majors in Instructional Improvement; Educational Leadership; Elementary Education; School Counseling and Leadership; and Teaching, Learning and Leadership. Programs in Secondary Education include secondary education specializations in English, Instructional Technology, Mathematics, Physical Education, and Social Studies. The Master of Science in Education specializes exclusively in Gifted Education.

The Educational Specialist degree in Educational Leadership prepares school leaders for district level leadership positions and leads to building level licensure in Arkansas.

The Master of Liberal Arts offers major concentrations in Communications, Fine Arts, and Social Sciences. It is designed to serve the graduate education needs not only of certified teachers, but of anyone interested in the post-baccalaureate study of the liberal arts, including professionals with specialized undergraduate backgrounds.

The Master of Arts in English, Teaching English as a Second Language (TESL), History, Spanish, and Teaching English to Speakers of Other Languages (TESOL) provide for more specialized study for students interested in these areas. It will also prepare those students interested in pursuing the doctorate.

The Master of Arts in Multi-Media Journalism offers professionals the opportunity to study journalism as impacted by the growth of technology.

The Master of Science in College Student Personnel is a two-year, practitioner-oriented program, philosophically based in college student development and university administration. It is designed to prepare thoughtful, compassionate, first-line student and university service administrators armed with the knowledge, skills and dispositions needed to begin a career in the variety of settings in which such services are needed. These include, but are not limited to, admissions counseling, advising, financial aid, orientation, housing, student programming, alumni affairs and development.

The Master of Science in Fisheries and Wildlife Biology offers a research-based program for those interested in the areas of fisheries and wildlife, and also serves in preparation for those pursuing the doctorate.

The Master of Science in Information Technology provides for education in technology information management. This program has two options: (1) Computer-Based Instructional Technology in educational settings, and (2) Information Technology in business settings.

## Philosophy of Graduate Program

Arkansas Tech University holds to the principle that graduate-level scholarship should be based on highly developed habits of critical judgment, independent thinking, creative initiative, and disciplined inquiry. Successful completion of the graduate program signifies that the student has acquired the research skills of an independent scholar, with expertise in a particular field of study.

The student admitted to graduate study at Arkansas Tech University should not expect to acquire these skills and to achieve this expertise through classroom and laboratory instruction alone; rather, the student should expect to draw upon independent resources to collect, organize, and synthesize research data and information in order to achieve scholarly expertise in the chosen field of study. Graduate study, then, aids the student to acquire the skills needed to identify important problems, to establish modes of inquiry, to formulate proposed solutions, and to communicate the interpretation of scholarly and research analysis.

The graduate program is administered by the Dean of Graduate School who is directly responsible to the Vice President for Academic Affairs. Policies governing the graduate program are developed by the Graduate Council; matters pertaining to the graduate teacher education program are reviewed and approved by the Teacher Education Council before being presented to the Graduate Council. Policies are then approved by the Vice President for Academic Affairs, President of the University, and the Board of Trustees.

**While every effort will be made to conform to catalog announcements, the University reserves the right to adapt its program as may be necessary.**

## Administration of Graduate Program

The physical plant of Arkansas Tech University includes fifty-eight buildings located on a tract of 516 acres near the northern boundary of the city of Russellville. Acreage provides space for varsity and intramural recreational activities, drill fields, and the University farm. The McClellan – Kerr Arkansas River Navigation System provides a freshwater lake which borders on the west edge of the campus.

All instructional programs are taught in buildings which have been specifically designed or modified to complement the projected instructional tasks. The Corley Building, completed in 1988, provides instructional space and state of the art laboratories for engineering, business, computer science, accounting and mathematics. The Center for Energy Studies, completed in the spring of 1994, supports courses and research in neutron science, nuclear engineering, materials science, and other areas related to energy and the environment. During the spring of 1993, Dean Hall renovation was completed to provide modern facilities for the instructional programs in agriculture, nursing, foreign languages, community education and emergency administration management. The Health and Wellness Center is also housed in Dean Hall.

Arkansas Tech University has several resources which lend themselves to serving the cultural and recreational needs of the University and surrounding community. The John E. Tucker Coliseum complements the instructional program by providing a modern setting for concerts, conventions, and sporting events. The Hull Physical Education building, renovated in 2001, has an Olympic-style swimming pool which is used for physical education classes; for recreational swimming for students, faculty, and staff; and by the community swim club. The Witherspoon Arts and Humanities Building has a modern auditorium with a seating capacity of 742. The L.L. "Doc" Bryan Student Services Center and the Student Activities Building constitute the main facilities for student services, student government, publications, and indoor recreational activities. The Museum of Prehistory and History, located in Tucker Hall, contains exhibits on archeology and early history of western Arkansas; museum lectures and events address cultural needs on the campus and in the community, and

## Physical Plant

offer opportunities for students in the Parks, Recreation and Hospitality Department to become involved in interpretive activities.

The Ross Pendergraft Library and Technology Center houses more than 1,080,000 items for use. Included in this number are 142,000 volumes; 810,000 microforms; 88,000 government documents; 40,000 ANO/NRC materials; and 1,245 periodical subscriptions. Among these holdings are extensive back files of journals and newspapers. Copiers and microform reader-printers are available using the VendaCard system. The library is a member of AMIGOS/OCLC, a regional broker of international bibliographic data and information services. Over eighty electronic databases covering most subjects are accessible from the library and over the Internet from the Library website at <http://library.atu.edu> Assistance in the retrieval and use of materials is provided by seven professional librarians, seven paraprofessional staff, and a number of part-time employees. Librarian-mediated online searches are provided on request. Materials not available in the Library may be requested through our interlibrary loan system, normally at no charge. The Library is the publisher of the retrospective [Arkansas Gazette Index](#).

The Pendergraft Library is open approximately 90 hours per week during fall and spring semesters. The state-of-the-art facility includes two open computer labs, two instructional computer labs, one special purpose lab, two distance learning classrooms, a large conference room, five breakout/meeting rooms, twelve group study rooms, satellite downlink, cable TV connections, 108 publicly accessible computers, 58 lab computers, and about 400 data drops for laptop computers.

# FEES AND CHARGES

(Subject to changes as necessary)

<b>Tuition and Fees</b>	
Resident -- per credit hour <sup>1</sup>	\$163
Non-resident -- per credit hour <sup>1,2</sup>	326
<b>Student Activity Fee<sup>3</sup></b>	
12 Hours and Greater	25
11 Hours and Less	5
Summer	5
Technology fee (required each semester or term)	50
Assessment fee (required each semester or term)	10
Transcript fee (required each semester or term)	5
Instructional support fee (per credit hour)	4
<b>International Student Service fee</b>	
Per semester (fall/spring)	30
Per summer term (five-week)	15
Per mini-term	10
<b>Residence Hall Board Charges</b>	
19 meal-per-week plan	853
15 meal-per-week + \$100 Declining Balance Dollars	933
165 meals + \$100 Declining Balance Dollars	883
145 meals + \$130 Declining Balance Dollars	883
106 meals + \$150 Declining Balance Dollars	853
<b>Residence Hall Room Charges</b>	
Brown, Caraway, and Massie Halls	965
Jones, Roush, and Turner Halls	965
<b>Paine and Summit Halls</b>	
Double Room	1,262
Single Room	1,612
<b>University Commons Apartments</b>	
2 bedroom apartments	2,034
4 bedroom apartments	1,647
Degree Audit Processing Fee	25
Late registration fee	25
Adding/dropping courses	10
Returned check	10
Replacement of ID card	25
Post Office box rent (required of all students living on campus)	10
Auto registration	20
<b>Parking fees and fines (see Traffic Regulations)</b>	
(All students parking on campus must have a parking permit)	

<sup>1</sup>Up to \$9.30 per credit hour (not to exceed twelve hours per semester) of the tuition fee for courses taken during the fall and spring semesters will be allocated to athletics.

<sup>2</sup>Information concerning residence status may be obtained from the Registrar's Office, Doc Bryan Student Services Center, Suite 153 (479) 968-0272.

<sup>3</sup>Entitles students to a picture student ID card and admission to all University-sponsored activities.

## Food and Housing

(Subject to changes as necessary)

Graduate students are eligible to live in residence halls. All students living in residence halls are required to purchase a meal plan; fifteen, nineteen-meals-per-week and declining balance meal plans are available during the fall and spring semesters. Declining Balance Dollars may be used in Chambers Cafeteria, Doc Bryan Food Court and Convenience Store. The room and board charge for students living in residence halls includes basic telephone service.

All residence halls and the cafeteria are closed during spring holidays and between semesters. Students desiring to remain in campus housing during these times must have specific approval from the Student Services Office and will be charged a daily or weekly room rental, as appropriate.

## Payment of Accounts

Tuition and all other fees and charges, including room and board charges for students in residence halls, are due and payable prior to the beginning of each term at the Student Accounts Office, in the Doc Bryan Student Services Building, Office 133. Financial settlement, which consists of tuition, fees, and at least one-fourth of room and board may be made by personal payment or **authorized** financial aid (loans, scholarships, grants, third parties, etc.). Visa, MasterCard, and Discover credit cards are accepted for all charges. An alternative payment plan is offered via the web site: <http://stuacct.su.edu> Registration is not complete until all financial obligations have been met satisfactorily. Failure to make financial settlement may result in cancellation of the class schedule.

The student identification number (social security number) is assigned as the student's account number for billing purposes. An alternate nine digit number will be assigned as the student's identification number (social security number) upon written request to the Registrar's Office. Monthly billing statements are payable upon receipt. Invoices for preregistration are mailed approximately thirty days prior to the first day of class. Students must return the top portion of the preregistration invoice along with applicable payment by the due date.

Students with delinquent accounts are not eligible for food service, graduation, transcripts, recommendations, advance registration or readmission to any term. Collection fees for outstanding debts owed to the University may be assessed to the student.

The University reserves the right to amend or add to the regulations of the institution, including those concerning fees and methods of payment, and to make such changes applicable to students enrolled in the University, as well as to new students.

## Reduction of Fees and Charges

Students officially withdrawing from the University by the end of the fifth day of the semester in a summer term, as listed in the "Academic Calendar" on page 1, will receive an 80 percent reduction of tuition for courses which they are enrolled in at time of withdrawal. No reduction in tuition will be made after the fifth day of the summer semester. No reduction in fees will be made after the first day of the summer semester.

## Reduction of Tuition for Official Withdrawal

Students registering for the fall or spring semester but officially withdrawing from the University by the end of the second day of the semester, as listed in the "Academic Calendar" on page 1, will receive a 100 percent reduction of tuition and fees. Room and Board will be reduced on a pro rata basis. Thereafter, students officially withdrawing by the end of the twenty-fifth day of the semester will receive an 80 percent reduction of tuition only for courses in which they are enrolled at time of withdrawal. No reduction in tuition will be made after the twenty-fifth day of the semester. No reduction in fees will be made after the second day of the semester.

In the event a student is receiving financial aid, any refund amount attributable to a loan, grant, or scholarship will be returned to the appropriate account and not to the student. Effective July 1, 2000, the amount returned to federal programs will be the amount of unearned federal aid based on the number of calendar days of attendance up to the sixty percent point of the semester. Aid accounts will be refunded in the following order up to the amount of the original disbursement: Federal Family Education Loan Programs, Federal Perkins Loan Program, Arkansas Department of Higher Education Programs, Tech scholarships, and private aid. Additionally, students who have received a cash payment of federal aid money will receive a letter after their withdrawal informing them of any amount to be repaid. These repayments will be made through the Student Accounts Office.

The student will be ineligible for any further federal financial aid until the required payments are made.

Three aid programs are available to graduate students: the Federal Perkins Loan Program, which provides a five-percent loan to eligible students; the Federal Stafford Loan Program, which provides loans to eligible students; and the Federal College Work-Study Program, which provides on-campus part-time jobs. In order to participate in these programs, the student should submit a Free Application for Federal Student Aid. These applications and additional information about the programs may be obtained by writing to the Financial Aid Office, Arkansas Tech University, Russellville, Arkansas 72801-2222 or at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Priority deadlines are April 1 for summer, April 15 for fall, and November 1 for spring.

Graduate students receiving federally funded financial aid must meet the below listed conditions in order to remain eligible for financial aid:

1. Full-time students must earn an average of nine (9) hours per semester; part-time students must earn the hours in which they enroll each semester.
2. Students must maintain a 3.00 GPA on both graduate and undergraduate courses each semester.
3. Complete the degree by the end of six full-time semesters.

The University offers a limited number of graduate assistantships through its academic departments and administrative offices. Inquiries regarding assistantships should be directed to the Dean of Graduate School. The Graduate School will accept and forward all applications for assistantships to the appropriate program director or supervisor. To ensure timely consideration, please submit all material by November 1st for Spring position, and by April 1st for the following Fall term.

A graduate student holding an assistantship appointment does part-time work for the University as determined by the department or office involved. A student receiving an assistantship may take a maximum of nine hours and a minimum of six hours of course work per semester. During each summer term, the student may take a maximum of six hours and a minimum of three hours. Exceptions may be made upon the approval of the appropriate program director and the Dean of Graduate School. A student may have a maximum appointment of 50 percent (20 hours a week) except in the summer when he/she can receive a 100 percent appointment. A student may not hold more than one graduate assistantship at any given time.

The scholarships listed below have been established by the alumni and friends of Arkansas Tech University in order to afford students the ability to pursue their goals of earning a degree in higher education. Applications for Private and Transfer Scholarships can be obtained from the Admissions Office or Financial Aid Office in the Doc Bryan Student Services Building. Applications should be submitted by March 15.

## Financial Aid

## Graduate Assistantships

## Scholarships

**Tate C. "Piney" Page  
Memorial Scholarship**

An endowed scholarship to assist a graduate assistant who excelled in football and academics has been established in memory of Dr. Page through contributions by the Russellville Kiwanis Club. Applications should be made to the Arkansas Tech Athletic Director.

**Lambert Resimont  
Scholarship**

An endowed athletic scholarship to be awarded annually to a graduate assistant who excelled in basketball and academics. Students interested in applying should contact the Arkansas Tech Athletic Director.

**John E. Tucker Scholarship**

An endowed athletic scholarship awarded to a graduate assistant who excelled in football and academics. Applications should be made to the Arkansas Tech Athletic Director.

**Jimmie Hartman Hoover  
Memorial Scholarship**

An endowed scholarship created for the purpose of assisting graduate students at Arkansas Tech University and will be awarded each year the funds are sufficient. To be considered for this scholarship the applicant must be a full-time graduate student who is admitted in the Instructional Technology degree program with a cumulative grade point average of 3.0 or higher. Preference will be given to students who have an interest in library media. In addition, financial need may be considered. The recipient will be selected by a committee appointed by the Dean of the Graduate School.

**Jim Ed McGee Graduate  
Honors Award**

The Jim Ed McGee Graduate Honors Award was instituted to recognize one Arkansas Tech University graduate student each year as the outstanding graduate student of the year.

A graduate student who has recently completed a graduate degree and wishes to be considered for the Jim Ed McGee Graduate Honors Award may submit a letter of application with two faculty recommendations to his/her program director by February 1 of the year in which the honors award is to be presented. If the advisor is someone other than the program director, one of the two faculty recommendations must come from the student's advisor.

Persons who graduated in May or December of one year are eligible to apply for the award which will be presented in April of the following year. The student's program director will review the application materials on the basis of graduate school performance in such areas as grades, research project, academic papers, leadership in graduate program activities, and faculty recommendations.

The program director will forward the application materials of recommended outstanding graduate students to the Dean of Graduate School by February 15.

A panel of evaluators, consisting of the Dean of Graduate School and four other graduate faculty members, will review nominations of candidates for the Graduate Honors Award. The panel will rate the applicants based on the following: (1) evaluation of documentation submitted by the applicant, graduate transcripts and faculty recommendations; (2) work submitted by the applicant, abstracts, prospectus or project summary, and advisor recommendations; (3) leadership and involvement in graduate program activities. A personal interview may be required.

The person selected as the recipient of the Jim Ed McGee Graduate Honors Award will receive a personal plaque and have his/her name inscribed on the Jim Ed McGee Graduate Honors Award Plaque that will be on permanent display in the Graduate School.

# SERVICES FOR STUDENTS

The mission of the Arkansas Tech University English Language Institute (ELI) is to provide programs that assist international students in developing the English language skills necessary to successfully pursue academic work in a United States college or university, and to assist in their adjustment to a different culture. The ELI accomplishes this mission by delivering non-credit English as a Second Language (ESL) instruction for international students, and by providing those students with activities that increase their awareness and understanding of American culture. The ELI is an integral part of the Office of International and Multicultural Student Services.

## English Language Institute

The International and Multicultural Student Services Office (IMSSO) provides support services designed to enrich the college experience for multicultural and international students. The office actively recruits multicultural and international students to increase the diversity of the Tech campus, provide the opportunity for cultural exchange, and aid in helping all Tech students develop an appreciation for cultural differences.

## International and Multicultural Student Services

The office offers a wide range of services for international students, including orientation, immigration updates, cross-cultural programming, and other support services necessary to ease the transition of international students into the U.S. culture.

Several established organizations receive support from the International and Multicultural Student Services Office. The Association for Cultural Interaction (ACI) promotes cross-cultural social and educational exchanges between international and U.S. college students. The Black Student Association (BSA) and the Hispanic Student Association (HSA) are also supported by the IMSSO.

The International and Multicultural Student Services Office also develops and sponsors programs to educate faculty, staff, and students regarding international/multicultural heritage.

Additional information may be obtained by calling (479) 964-0832, faxing (479) 880-2039, or writing to the Director of International and Multicultural Student Services, Doc Bryan Student Services Center, Office 163, Arkansas Tech University, Russellville, Arkansas 72801, U.S.A.

The University-owned bookstore, located in the Young Building, carries many educational items including reference books, lab manuals, workbooks, calculators and, of course, textbooks. Computer software is also available at special educational prices. If the software you need is not in stock, the bookstore can special order it. In addition to the above items the bookstore carries gift items, sportswear, greeting cards, school supplies, health and beauty supplies and a wide selection of backpacks.

## University Bookstore

You are eligible for a full refund on new or used textbooks until the end of the 5th class day. The following conditions apply: 1) You must have a cash register receipt and student ID, 2) Your new textbooks must be returned in brand new, clean condition with no bent corners or water damage. Wrapped textbooks must be unopened. Returns are not allowed on study guides, workbooks, cliffs notes, reference books, dictionaries, ect.

## Textbook Refund Policy

The manager reserves the right to make the decision on the condition or salability of the merchandise. There is a waiting period for refunds when payment is made by check. Check store for details. Due to limited cash availability in the Bookstore, refund checks will be disbursed through the Student Accounts office for refunds greater than \$100.00.

Book buy back is held during finals week of the fall and spring semesters and the last two days of each summer term. Textbooks will be worth up to 50% of the price paid

## Buy Back Policy

if the bookstore has received a request from the instructor stating those textbooks are being used for the following semester, if the textbooks are in good condition, and if the bookstore is not currently overstocked. Wholesale market value will be paid on current editions not used or needed for the following semester. A current Tech ID is required to sell books back. The bookstore does not guarantee the buy back of any textbook at any time.

Additional information concerning the University Bookstore may be obtained by visiting their web site at <http://bookstore.atu.edu>, by calling (479) 968-0255, by faxing (479) 964-0861, or by E-mailing [gail.vaughan@atu.edu](mailto:gail.vaughan@atu.edu).

## Traffic Regulations

By authority of the Board of Trustees and in accordance with Legislative Act 328, 1967, Arkansas Tech University requires all members of the faculty, staff, student body, and classified personnel to register motor vehicles which they own or operate on the Tech campus or on lands controlled by the University. All registrants shall abide by all traffic and parking regulations as outlined by a printed pamphlet available in the Doc Bryan Student Services Building or at the Department of Public Safety office.

Registration of vehicles shall be accomplished at the time of regular registration for the fall, spring, or summer semesters at the Department of Public Safety located at 1511 North Boulder. All faculty, staff, and students **must** present a current Tech ID card before a parking permit will be issued. All vehicles on Tech campus are required to register and display a current parking permit. Parameters for the operation and parking of motor vehicles may be viewed on the campus map available at the Department of Public Safety. Vehicles are defined as any self-propelled vehicle having two or more wheels.

Parking permits are valid from August 15th one year through August 15th of the next year. After securing a parking permit at the Department of Public Safety, charges are assessed to the student's account at the Office of Student Accounts. Faculty and staff are required to prepay and bring their receipt along with their ID when picking up their parking permit. Parking permits must be displayed by hanging in the rear view mirror so the number can be read through the front windshield from the outside; they may not be taped on the vehicle or laid on the dash or seat. These parking permits can be moved from vehicle to vehicle. Parking permits are the responsibility of the purchaser and must be removed prior to sale or transfer of the vehicle, upon termination of employment or withdrawal from the university. Only one parking permit per individual can be purchased unless the prior parking permit was lost or stolen. The reported lost or stolen parking permit will be invalid. There is no refund for parking permit cost. The registration fee, penalties and fines are published in the ATU parking map.

Temporary parking permits are available at the Department of Public Safety for faculty, staff and students who have misplaced their parking permit. These parking permits are provided at no cost and are valid for a maximum of seven days.

## Health and Wellness Center

The University provides a health center for use by all students. The mission of the Health and Wellness Center is to assist in the educational process of the University by modifying or removing health-related barriers to personal development and learning. It also provides educational services by serving as a health and medical resource for the University community. Most of these services are done free of charge.

The Center is staffed by a registered nurse and a licensed counselor Monday through Friday. They provide outpatient mental and physical health services in a strictly confidential manner and make appropriate referrals when necessary. The Center also has educational materials (i.e. brochures, books, CD's, and videos) available to the University community.

The registered nurse does physical assessments, treats minor injuries and illnesses, and provides health education to all within her scope of practice. The

counselor provides brief mental health counseling for individuals, couples, and groups. The counselor also provides consultation and outreach programming on mental health conditions. You can visit the Health and Wellness Center website at <http://stuserv.atu.edu/hwc/>.

Arkansas Tech University is committed to providing equal opportunities for higher education to academically qualified individuals who are disabled. Students with disabilities attending Tech will be integrated as completely as possible into the university community. Tech does not offer a specialized curriculum for students with disabilities nor does it assume the role of a rehabilitation center, but does assume responsibility for modifying campus facilities and procedures to accommodate individual needs where feasible and without posing an undue hardship on the University.

Services arranged through the University's Disabilities Director include consideration of classroom and building accessibility, planning for adequate travel time between classes, note-taking assistance, alternative testing, and similar types of accommodations. Per individual needs, students who may require academic support are encouraged to utilize the departmental tutorial laboratories.

Tech is subject to and endorses both the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973. The Disabilities Director serves as the coordinator for these federal programs. The Disabilities Director's Office is located in Bryan Hall, Arkansas Tech University, Russellville, AR 72801-2222, and can be contacted by calling (479) 968-0302, for TDD call (479) 964-3290, or by E-mail [disabilities@atu.edu](mailto:disabilities@atu.edu).

The University Testing Center provides services which assist in the recruitment, retention, and graduation of students. The services offered include testing services.

Testing services include providing registration information and materials and administering examinations such as the American College Test Assessment (ACT), Graduate Record Exam (GRE), Law School Admission Test (LSAT), Miller Analogies Test (MAT), Medical College Admissions Test (MCAT), Professional Assessments for Beginning Teachers (PRAXIS), and others. Test registration bulletins and preparatory materials are available for many of these exams via the University Testing Center. Credit by examination is also a testing service. It allows an individual to earn college credit by attaining the qualifying score established by Arkansas Tech University. Examinations included in this program are Advanced College Placement (AP), College Level Examination Program (CLEP), National League for Nursing (NLN), and Arkansas Tech examinations.

Furthermore, the University Testing Center facilities include a computer lab and a study/testing lab. Each of these rooms provides a quiet, comfortable atmosphere for studying. The Center is staffed with a director and one testing coordinator. Arkansas Tech University students may use these services for free (excluding tests). The University Testing Center is located in suite 103 of Bryan Hall and may be reached via phone (479) 968-0302, fax (479) 968-0375, or E-mail [universitytesting@atu.edu](mailto:universitytesting@atu.edu) For additional information, visit the center's web site at <http://ufds.atu.edu>.

The Norman Career Services Center provides online registration for students, alumni, and employers, as well as established web links to ethical employment boards. Registrants may access and provide information through <http://techncs.erecruiting.com>, including cover letters, resumes, campus recruiting schedules, information sessions, etc. The center hosts and maintains a computerized career interest inventory, called "Discover," located in residential housing, University Testing Center, and its 211 Suite in the Doc Bryan Student Services Center. Services provided to **ALL** classifications of students and alumni include an extensive career

## Disability Services for Students

## University Testing Center

## Norman Career Services

library, company videos, career counseling, and resume critiquing. It also provides career workshops to classes, student groups, and community organizations to ensure that Arkansas Tech University graduates are well informed, prepared for the job search, and availed of every opportunity to choose from professional alternatives. Career and part-time employment opportunities through business, industry, government, the health field, and education are posted through the recruiting web site, as well as the electronic kiosk located in the entry way of the Doc Bryan Student Services Center.

The Arkansas Tech University Norman Career Services Center hosts recruiters from non-discriminatory employing agencies who conduct a variety of interviews each semester. Current contacts are maintained with local, national, and international employers seeking career professionals from every major. Career fairs are hosted each fall and spring for all students.

Additional information concerning Career Services may be obtained by calling (479) 968-0278, or writing to ATU, Norman Career Services, Doc Bryan Student Services Center, Suite 211, Russellville, AR, 72801.

# ACADEMIC INFORMATION

Admission to graduate study at Arkansas Tech University is open to any qualified individual subject to the admission requirements listed in this catalog. However, the University reserves the right to reject the application of any individual whose records do not satisfy the requirements. Every student must file an initial application for admission. An application for admission to graduate study may be obtained by contacting the Dean of Graduate School. Priority deadline date for fall admission is March 1 and spring admission is October 1. This will ensure consideration for admissions and assistantships. Students who do not meet this deadline, may submit necessary credentials for admission up to two weeks in advance of the initial date of enrollment. Applicants for admission must submit a completed application form and request **each** college or university that they have attended to send complete official transcripts (undergraduate and graduate) directly to the Graduate School.

Detailed information regarding graduate student admissions may be obtained by contacting: Graduate School, 1507 North Boulder Avenue, Tomlinson 113, Russellville, AR 72801. Phone (479) 968-0398, FAX (479) 964-0542, or E-mail: graduate.school@atu.edu.

Applicants must meet the admission requirements established for a particular degree program. Approved applicants will be notified in writing of their eligibility for admission to graduate study. Application for admission will be valid for one year; applicants who do not enroll during the year in which they applied will be required to reapply for admission. Admission to graduate study does not imply admission to candidacy for a degree.

Any student requiring special accommodations in order to complete a course or program of study should contact the Disabilities Director, Bryan Hall, Room 103, or call (479) 968-0302. The Disabilities Director administers programs and services associated with the Americans with Disabilities Act and serves as a liaison for students with disabilities.

Persons born after January 1, 1957, must furnish proof of immunity against measles and rubella by sending proof of two (2) MMR immunization shots to the Tech Health and Wellness Center prior to enrollment in classes. For more information contact the Health and Wellness Center at (479) 968-0329.

For unconditional admission applicants must:

1. Hold a bachelor's degree from an accredited college.
2. Have a cumulative grade point average of 2.5 or a 3.00 on the last 30 hours of undergraduate work or hold a graduate degree from a regionally accredited institution.
3. Request **each** college or university that they have attended to send complete official transcripts (undergraduate and graduate) directly to the Graduate School. Mail all materials to: Graduate School, 1507 North Boulder Avenue Tomlinson 113, Russellville, AR 72801.
4. Meet additional admission requirements specified by programs in the graduate catalog (GRE, writing samples, etc.).

## Admission to Graduate Study

Dr. Eldon Clary, Dean  
Tomlinson Hall, Room 113  
(479) 968-0398  
graduate.school@atu.edu  
Fax: (479) 964-0542

## Unconditional Admission

## Conditional Admission

Applicants may be admitted conditionally if they:

1. Do not meet the grade point requirements.
2. Hold a bachelor's degree from an unaccredited institution.
3. Have not met additional requirements of particular programs.
4. Have not submitted all necessary documentation prior to initial enrollment.

Applicants who fail to meet the grade point requirement specified for unconditional admission may be admitted conditionally to enroll for a maximum of twelve semester hours. If a cumulative 3.00 grade point average or better is achieved at the completion of twelve semester hours, the student will be granted unconditional admission.

An applicant who satisfies the grade point requirement at an unaccredited college may also be granted conditional admission. In some instances, transcripts may be judged to be deficient and the student may be required to complete up to thirty undergraduate hours in addition to graduate credits required for the degree. If a cumulative 3.00 grade point average is achieved at the completion of twelve graduate hours, the student will be granted unconditional admission.

## Non-Degree Admission

Applicants not pursuing a graduate degree may be admitted as non-degree seeking graduate students upon submitting a completed application for admission to graduate study and an official transcript from an accredited college or university showing that a baccalaureate or higher degree has been earned at that institution. Applicants requesting non-degree admission must meet the same grade point admission criteria as outlined for degree admission. A maximum of twelve graduate hours earned while in non-degree status may apply to a degree program. Students desiring to change from a non-degree admission status to a degree admission status must apply for degree admission.

## Transient Admission

Applicants who are pursuing a graduate degree at another institution may be admitted as transient graduate students upon submission of a completed application for admission to graduate study and an official statement from their institution verifying that they have been admitted to its graduate program and are in good standing.

## International Student Admissions

Any student who is not a U.S. citizen or a permanent resident of the United States is considered an international student. A brief description of the information required to apply for admission to graduate study at Arkansas Tech University follows:

1. **Application** – an application for international student admission form, properly completed.
2. **Application fee** – a non-refundable application fee of \$30 (US).
3. **Academic records** – **MUST** be originals or school-certified copies of originals of all academic records with official English translations. Notarized copies will not be accepted. Students seeking transfer credit from other institutions **MUST** submit their academic records to an approved credential evaluation service to evaluate transfer courses (otherwise no credit will be given for transfer work). A list of approved services can be obtained from the IMSSO, the Graduate School or the Registrar's office.
4. **English Proficiency** – demonstrate English proficiency. Must meet one of the following:

- a. A minimum score of 550 on the written TOEFL (Test of English as a Foreign Language) or 213 on the computerized TOEFL. Scores **MUST** be received directly from the Educational Testing Service (school code 6010).
  - b. IELTS (International English Language Testing System) scores are accepted. A minimum IELTS score of 6.0 or higher must be provided for admission.
  - c. Students may also take any similar test of English proficiency approved by Arkansas Tech University at a site authorized by Arkansas Tech University.
  - d. Successful completion of an English as a Second Language (ESL) program through the English Language Institute (see English Language Institute or at a site approved by the Office of International and Multicultural Student Services).
5. **Evidence of sufficient financial support** – approximately \$13,920 (US) is needed for 12 months of study; certified evidence of the source and amount of support must accompany the application. All international students will pay out-of-state tuition and will be assessed an international student services fee each semester.

The application for admission and all documentation should be submitted by May 1 for the fall semester, October 1 for the spring semester, and March 1 for the summer sessions for priority consideration. Admission will not be granted until all documents have been received and evaluated.

Upon acceptance, notification will be sent to the student along with an I-20 (Certificate of Eligibility). Prior to enrollment, international students are required to purchase a health insurance policy, approved by Tech. Tech receives no remuneration as a result of international student enrollment in the health insurance policy. Full payment of tuition and fees must be paid at registration each semester.

Detailed information regarding international student admissions may be obtained by contacting: International and Multicultural Student Services, Doc Bryan Student Services Building 163, Arkansas Tech University, Russellville, Arkansas 72801-2222, USA; telephone (479) 964-0832; FAX (479) 880-2039.

An undergraduate senior, registering the semester prior to graduation in a baccalaureate degree program at Arkansas Tech University, who does not need a full load of undergraduate courses to complete requirements for graduation, may request special permission from the Dean of Graduate School to enroll in no more than six hours of graduate course work. The student's course load is not to exceed a total of 15 semester hours of graduate and undergraduate work combined during a fall or spring semester. The combined course load for a summer term is six semester hours. The student must have a 3.00 cumulative grade point average to be eligible for admission as an undergraduate senior. Graduate work taken while classified as an undergraduate senior appears on the undergraduate transcript. Failure of a student to complete the bachelor's degree during the semester/term in which the graduate courses are taken will preclude the student from enrolling in additional graduate classes in subsequent semesters until the bachelor's degree is awarded. The form requesting approval to enroll as an undergraduate senior can be obtained at the Graduate School.

## Undergraduate Senior Admission

Subject to the approval of the advisor, program director, and Dean of Graduate School a graduate student may be allowed to apply six (6) or nine (9) semester hours toward a second master's degree. If the second master's degree requires 30 hours, a maximum of six (6) hours may be applied to the second degree. If the second master's degree requires 36 hours or more, a maximum of nine (9) hours may be applied to the second master's degree.

## Second Master's Degree

Any courses applied to the second master's degree must meet the requirements for the degree and must not be more than six years old at the time of completion of the second master's degree. All remaining courses applied to meet the requirements for the second master's degree must be taken in residence at Arkansas Tech University. Approval for applying these courses must be received at the beginning of the second master's degree program.

**Transfer of Graduate  
Credit  
Graduate Credit Taken  
Prior to Admission to  
Arkansas Tech University**

A maximum of **six** semester hours of graduate credit in a 30 hour program and **nine** semester hours of graduate credit in a 36 hour program with a grade point average of "B" or better may be transferred from an accredited graduate school if deemed appropriate to the graduate program by the head of the student's major department and the Dean of Graduate School. Students must send a written request to the head of their major department to petition an acceptance of the transfer credit prior to requesting admission to candidacy to the graduate program. Graduate credit earned six years prior to the completion date of all degree requirements may not be applied toward the degree without the approval of the appropriate program director and the Dean of Graduate School. Credits earned by correspondence courses or for remedial purposes will not apply toward the graduate degree. No undergraduate course may be repeated for graduate credit.

**Graduate Credit Taken  
After Admission to  
Arkansas Tech University.**

If after admission to graduate study, a student wishes to take a course at another institution to count toward degree requirements at Arkansas Tech University, the student must (in advance of enrollment) obtain written approval from the program director and the Dean of Graduate School.

**Catalog Privilege**

Candidates for a master's degree may choose to complete requirements under the regulations published in the Tech graduate catalog for the year of initial enrollment in the graduate program at Arkansas Tech University or a subsequent year, provided they were enrolled in the graduate program at the University during the year the catalog was in effect. The catalog chosen must not be over six years old when requirements for the degree are completed.

**Academic Advising**

Upon entering the graduate program, the student should develop a planned program of studies (including determined prerequisites) under the supervision of their designated faculty advisor. Subsequent modifications must be approved by the advisor and program director.

**Graduate Student Load**

Graduate students may enroll for a maximum of twelve hours of credit per semester during the academic year and six hours of credit during each of the two summer terms. A one-credit-hour overload may be authorized by the program director of the student's major department. A graduate student will be considered full time if enrolled for nine or more hours of credit during a regular semester or four hours during a summer term. Graduate Assistants will be considered full-time if carrying six or more hours. Students receiving financial aid should check with the Financial Aid office for requirements necessary to be considered a full time students. Permission to take more than the maximum loads stated above requires the written approval of the students advisor, program director, and Dean of Graduate School.

**Adding and Dropping  
Courses**

Changes in the class schedule must be made on official forms available at the Registrar's Office, Room 153, Doc Bryan Student Services Building. Failure to follow the correct procedure for making changes in the class schedule may result in the grade of "F" being recorded for the courses involved. Deadlines for adding courses, dropping courses, or changing sections are listed in the graduate calendar in this catalog.

The letters A, B, C, D, F, are used in grading to indicate the quality of a student's work: A - Excellent, B - Good, C - Fair, D - Unsatisfactory, and F - Failure. The letters AU, W, I, and R are also used: "AU" indicates that the student was enrolled in the course as an "auditor"; "W" is used to indicate that a course was dropped without penalty. A grade of "I" may be recorded for a student who has not completed all the requirements of a course **only** in situations where the student has an illness or other circumstances beyond the student's control, and has completed seventy-five percent of the course requirements provided work already completed is of passing quality. If a grade of "I" is assigned, the instructor will complete an "Incomplete Grade Contract," setting a reasonable time limit within the following semester in which the work must be completed. The incomplete grade contract is to be signed by both the instructor and student. The letter "R" indicates that the student registered for the master's thesis. The mark "R" gives neither credit nor grade points toward a graduate degree.

If a student needs to repeat a course or a significant portion of a course, a "W" or "F" will be assigned according to regulations governing the assignments of such grades.

No graduate student may repeat a course for graduate credit except with the written permission of the advisor. The grade from such a repetition as well as the original grade will be counted in computing the grade point average.

To withdraw officially, the student must report to the Graduate School and the Office of the Registrar to complete a "Withdrawal Application." Failure to follow this procedure may result in a grade of "F" being recorded.

The deadline for officially withdrawing from the University with grades of "W" is the same as the last day for dropping courses. Withdrawing after this date, which is listed in the graduate calendar in this catalog, will result in grades of "F" being recorded for the semester/term. If circumstances justify special consideration, appeals should be directed to the Dean of Graduate School.

An "I" grade must be removed by the end of the succeeding regular semester of enrollment after the "I" is received. Beginning the first summer term, 1990, and thereafter, a grade of "I" will not be computed in the grade point average for the semester recorded; however, the "I" will automatically change to a grade of "F" and be computed in the grade point average at the end of the next regular semester (fall or spring), unless course requirements are completed and the final grade is reported before the end of the semester. A grade of "I" recorded prior to the first summer term, 1990, will be computed as an "F" in the grade point average unless the "I" is removed.

Enrollment in courses for audit requires admission to graduate study at the University, approval of the Vice President for Academic Affairs and the instructor involved, and payment of the regular fee for the course. Audit will be on a "space-available" basis. Students auditing courses are subject to the same regulations as other students with regard to registration, but they do not take examinations nor receive credit for the course. Students may change from taking a course for credit to audit by following the procedure for adding and dropping courses.

Independent study courses are intended for graduate students who have the interest and the ability to investigate a topic not covered in the graduate courses available in their major field of study. The topic, format, and specific requirements of each independent study project must be approved in writing by the supervising instructor, graduate advisor, program director, and Dean of Graduate School prior to enrollment for independent study credit. The original copy of the independent study approval form will be kept in the student's file in the Registrar's Office as part of the

## Grading and Credit Point System

### Repeating a Course

### Withdrawing

### Removal of "I" Grades

### Courses for Audit

### Independent Study Courses

student's official graduate record. A student may not enroll in an independent study course before completing twelve hours of graduate credit.

#### Limit on Workshop and Independent Study Credit

No more than six semester hours of graduate course work completed in workshops and/or independent study may be applied to the master's degree.

#### Incompletion of Capstone Projects

Students enrolling in capstone projects such as the project in educational research, the liberal arts project, or thesis research will be given a grade of "R" if requirements are not completed by the end of the semester. The grade of "R" does not affect hours or grade point. Students receiving the grade of "R" will be required to enroll in the course the following semester(s) until the requirements are completed.

#### Academic Probation and Dismissal

A student admitted unconditionally or a student who has been admitted to candidacy will be considered on probation for the following semester if the cumulative grade point average drops below 3.00. If the semester grade point average for the following semester is 3.00 or greater and the cumulative grade point average is 3.00 or greater, the student will be removed from probation. If the cumulative grade point average remains below 3.00, the student will be continued on probation. A student on probation having a semester grade point average below 3.00 for the following semester will be subject to suspension from Graduate School.

A student who is admitted conditionally or on a non-degree basis will be subject to suspension from Graduate School after attempting 12 semester hours with less than a 3.00 grade point average.

A student who has been admitted to candidacy but does not have a 3.00 grade point average at the time of completing the minimum number of hours required by the degree program may submit no more than six additional hours in an attempt to attain a grade point average of 3.00. A maximum of six hours of courses with grades of "C" may be applied to degree requirements. Grades below "C" will not be counted toward meeting degree requirements. A student may not submit more than six hours above the total number of hours required for the program to reach the 3.00 grade point average. All graduate courses taken will be considered in the computation of the grade point average.

A student suspended from Graduate School may apply for readmission after one year. Reinstatement to Graduate School will not necessarily mean reinstatement to a particular graduate program.

#### Academic Dishonesty/ Academic Misconduct

A university exists for the purpose of educating students and granting degrees to all students who complete graduation requirements; therefore, Arkansas Tech University requires certain standards of academic integrity and conduct from all students. The University expects an academic atmosphere to be maintained in all classes. This atmosphere is created by both the professor and the class to enable all students enrolled to reach their academic potential. Students are expected to attend class, conduct themselves in a non-disruptive manner in class, and refrain from cheating, plagiarism, or other unfair or dishonest practices.

The Graduate Student Academic Conduct Policy may be found at the Arkansas Tech University Graduate School home web-page. This policy defines Academic Dishonesty and Academic Misconduct. These definitions are not all inclusive and conduct not expressly set forth in the definitions may also be considered academic dishonesty or academic misconduct. The policy also includes the description of the Graduate Academic Appeals Committee, the procedure for charges of academic dishonesty, and the procedure for charges of academic misconduct.

#### Appeals Procedures

Appeal procedures of academic grades or academic program dismissal are found in the [Student Handbook](#). All other types of appeals not solved at the instructor or departmental level should be referred to the Dean of Graduate School.

Assessment is conducted university-wide to measure student progress toward educational goals, to improve teaching and learning, and to evaluate institutional effectiveness. A number of instruments and techniques are used in the assessment process. In addition to the normal procedures for grading, graduate students may be asked to complete surveys, participate in focus groups, or participate in other assessment activities designed to ensure the continued improvement of the quality of learning. Additional details concerning the University's assessment efforts can be obtained by contacting the Director of Institutional Research and Assessment.

## Assessment Program

The Family Educational Rights and Privacy Act of 1974 assures confidentiality of education records containing information directly related to a presently enrolled student, a former student, or alumni.

## The Family Educational Rights and Privacy Act

The institution, according to the Act, may make public "directory information" about a student, e.g., name, address, e-mail address, telephone listings, attendance, participation in officially recognized activities and sports, weight and height of members of athletic teams, and the previous educational agency or institution attended.

A request to suppress from public distribution the above mentioned information must be made in writing annually to the Vice President for Student Services no later than September 15 of the academic year for which the information is being made public. Further information may be obtained from the Student Services Office.

While every effort will be made to conform to catalog announcements, the University reserves the right to adapt its program as may be necessary.

## University Policy

# GRADUATION REQUIREMENTS

- Candidacy** Graduate students admitted unconditionally must apply for candidacy to the selected degree program upon completion of twelve credit hours. Students admitted conditionally cannot apply for candidacy until all conditions assigned at the time of admission to graduate study have been removed. **Failure to apply for candidacy will result in a hold being placed upon the student's records.** A petition to remove a hold must be addressed to the Dean of Graduate School.
- Application for Graduation/  
Processing Fee** In addition to satisfying all degree requirements, a candidate for a degree must file an "Application for Graduation" at the Registrar's Office. THIS MUST BE DONE THE FIRST WEEK OF THE SEMESTER/TERM IN WHICH THE DEGREE WORK IS EXPECTED TO BE COMPLETED OR YOU WILL NOT BE PERMITTED TO GRADUATE THAT SEMESTER. A processing fee, payable at the Student Accounts Office, is assessed when the application for graduation is approved. If the student fails to complete all graduation requirements, an additional processing fee will be assessed for the next semester or term in which graduation is planned.
- Financial Obligation** Before any transcript or diploma is issued, the student must have paid any debt owed the University.
- Commencement** The University confers degrees at commencement, which is held in May and December of each year. No degree is conferred except at these times. Students will participate in the commencement ceremony held at the end of the fall or spring semester during which they complete all degree requirements. Students who are completing course work for degree requirements during the summer term(s) will participate in the following fall commencement ceremony. The candidate is expected to be present at commencement for the conferral of the degree unless written authorization in absentia is granted by the Dean of Graduate School.  
Academic regalia shall be worn by the student during the graduation ceremony. No, decorations, writings, necklaces, braids, pins, cords, medallions or other items shall be worn or placed on the academic regalia.  
Diplomas are mailed to graduates following commencement.
- Absentia Graduation** Requests to graduate in absentia must be in writing and should be forwarded to the Dean of Graduate School at least two weeks prior to the scheduled graduation date. Graduate students who have been approved to graduate in absentia will receive their diplomas by mail after the actual conferral of the degrees.
- Master's Thesis** Candidates who prepare a thesis in partial fulfillment of the requirement for a master's degree must exhibit the capabilities of gathering, organizing, evaluating, and reporting data which are pertinent to the topic of investigation.  
All theses must be written in accordance with the guidelines set forth in the thesis writing guide "Instructions for the Preparation of the Master's Thesis." This guide may be obtained at the Graduate School or the candidate's major department.  
The candidate's thesis committee will be appointed by the program director in consultation with the student's department head. Once the general area of research is determined through conference with the advisor(s), the student begins the process necessary for preparation of the thesis. Under the direction of the committee, the student prepares and submits a thesis plan for approval to the Dean of Graduate School via the program director.  
The thesis may be completed at any time after the student has been admitted to candidacy for the degree. However, the thesis committee must receive the thesis by October 1 if graduating in the fall term and by March 1 if graduating in the spring term.

The final copies of the thesis and abstract, in acceptable form, along with a report of the oral examination, must be filed with the Dean of Graduate School no later than two weeks prior to the date of graduation.

Three copies of the thesis are required. The first copy is for the library, the second copy is for the major department, and the third copy is for the Dean of Graduate School. Additional copies may be submitted for personal retention by the student. The cost of thesis binding will be borne by the student. Authentic signatures (not photocopies) by each member of the student's advisory committee are required on each approval sheet submitted with the thesis.

Each candidate shall prepare a thesis abstract of not more than 350 words. Three copies of the abstract will be submitted with the three copies of the thesis.

An oral defense of the thesis is required. It will be conducted by the thesis committee. The Dean of Graduate School will be notified by the committee, in writing, when the student has passed the oral defense. The oral defense of the thesis must be passed at least three weeks before the degree is conferred.

Candidates for the Master of Education in Educational Leadership; School Counseling and Leadership; and Teaching, Learning and Leadership are required to submit a portfolio for completion of requirements of the degree demonstrating evidence of the candidate's competencies required by the specific program standards. A satisfactory portfolio is a requirement for completion of the program.

The candidate must enroll in two hours of portfolio study after completion of twenty-eight hours of course work. The portfolio is to be completed at the end of course work during the last semester of enrollment.

Three copies of the portfolio are required. One copy is for the Center for Leadership and Learning, and the other copies are for the portfolio committee members. An oral review of the portfolio is required. The oral review will be in compliance with Arkansas licensure requirements.

## Portfolio

1. Obtain from the University an official statement of admittance to graduate study.
2. Develop a planned program of studies (including determined prerequisites) under supervision of designated faculty advisor, with any subsequent modifications approved by advisor and program director.
3. Apply for admission to candidacy after completion of 12 hours.
4. Complete course work for the degree.
5. Successfully complete a thesis, portfolio, comprehensive exam, internship, or research project as set forth in this catalog.
6. Submit an "Application for Graduation" form accompanied by the payment of graduation fee. This must be done during the first week of the semester or term in which the degree work is to be completed.
7. Complete the degree within six years from the time unconditional or conditional admission to the program was granted.
8. See specific degree programs for special requirements.

## Degree Completion Requirements

# MASTER OF EDUCATION AND MASTER OF SCIENCE IN EDUCATION

Dr. Glenn Sheets, Dean  
Crabaugh Hall, Room 203  
(479) 968-0350  
Glenn.Sheets@atu.edu  
Fax: (479) 964-0811

The University has an interest in meeting the professional growth and advancement needs of certified teachers and professionals in the service region. The Master of Education includes majors in Instructional Improvement; Educational Leadership; Elementary Education; School Counseling and Leadership; Teaching, Learning and Leadership. In Secondary Education, with secondary education specializations in English, Instructional Technology, Mathematics, Physical Education, and Social Studies. The Master of Science in Education specializes exclusively in Gifted Education.

## Unconditional Admission

Students are eligible to apply for unconditional admission to the Master of Education degree program if they meet the admission requirements for Graduate School, and meet the degree requirements listed for each program.

## Conditional Admission

Applicants who fail to meet all of the departmental requirements may be accepted conditionally provided the deficiencies are completed prior to the completion of twelve semester hours of graduate work.

Applicants who fail to meet the grade point requirement specified for unconditional admission may be admitted conditionally to enroll for a maximum of twelve semester hours. If a cumulative 3.00 grade point average or better is achieved at the completion of twelve semester hours, the student will be granted unconditional admission.

## Academic Advisors

The academic advising process for degree students begins at the time that the student is admitted to Graduate School. When the student is admitted, the student's program director invites him/her to come in for an advising and orientation session at the student's earliest convenience. When the student meets with the program director, he/she is given an orientation, a master's degree program check-off list (outlines all major steps in completing the degree), and a degree plan outline (list of courses to be completed). This initial advising session ensures that the student is informed of all degree requirements, policies, and procedures; is familiar with the department and the program director; and is assigned to an advisor (usually the program director). Subsequently, the academic advisor and the Graduate School monitor the student's progress as they progress through the program. It remains, however, the student's responsibility to understand and satisfy all degree requirements.

The graduate academic advisor is responsible for:

1. Helping the student plan a balanced program of graduate work adapted to the student's particular interests, needs, and abilities.
2. Advising and assisting the student during the completion of the requirements for the degree.
3. Assisting the student in preparing a thesis or project in educational research.
4. Ensuring that the student is aware of assistance and services provided for graduate students by the various university offices.

## Admission to Candidacy

Students who have been granted conditional admission are eligible for admission to candidacy for the degree upon the completion of twelve hours with a 3.00 grade point average or better and completion of all deficiencies. Students who have been granted unconditional admission are eligible for admission to candidacy upon completion of twelve hours with a 3.00 grade point average or better. Students who do

not submit an "Application for Admission to Candidacy" prior to the end of the semester in which the student becomes eligible will not be allowed to register for subsequent graduate classes.

1. Thirty-six semester hours must be completed, 18 of which must be at the 6000 level.
2. The Graduate Record Examination (GRE) or Miller's Analogy Test (MAT) must be completed and official scores on file in the Graduate School.
3. A core requirement in professional education (at least 18 semester hours) must be completed.
4. An approved thesis, portfolio, or project in educational research must be successfully completed.
5. A cumulative grade point average of a 3.00 or better must be achieved in all graduate work attempted at Arkansas Tech University, with a maximum of 6 hours of "C" grades. A student receives more than 6 hours of "C" grades or grades lower than "C" should refer to the section of the catalog on "Academic Probation and Suspension."
6. Twenty-seven hours of graduate work must be taken while in residence at Arkansas Tech University. Full-time residence is not required.
7. The master's degree program must be completed within six years from the time of admission to the graduate program.

A maximum of **nine** semester hours of graduate credit with a grade point average of "B" or better may be transferred from an accredited graduate school if deemed appropriate to the graduate program by the head of the student's major department and the Dean of Graduate School. Students must send a written request to the head of their major department to petition an acceptance of the transfer credit prior to requesting admission to candidacy to the graduate program. Graduate credit earned six years prior to the completion date of all degree requirements may not be applied toward the degree without the approval of the appropriate program director and the Dean of Graduate School. Credits earned by correspondence courses or for remedial purposes will not apply toward the graduate degree. No undergraduate course may be repeated for graduate credit.

If after admission to graduate study, a student wishes to take a course at another institution to count toward degree requirements at Arkansas Tech University, the student must (in advance of enrollment) obtain written approval from the program director and the Dean of Graduate School.

All candidates for a M.ED. or M.S.E. degree must complete either a project in educational research related to their major/specialization or a portfolio. Under unusual circumstances, a written comprehensive exam may be used to replace the action research project. Any request for this substitution should be made to the program director.

## General Requirements

## Special Conditions of Graduate Credit Graduate Credit Taken Prior to Admission to Arkansas Tech University

## Graduate Credit Taken After Admission to Arkansas Tech University

## Project in Educational Research

# MASTER OF EDUCATION

## ELEMENTARY EDUCATION

Dr. David Bell, Chair  
Crabaugh Hall, Room 210  
479) 968-0392  
David.Bell@atu.edu

The Master of Education in Elementary Education is designed to provide post baccalaureate preparation for public school teachers who wish to broaden their knowledge of teaching and learning as well as subject matter content.

### Unconditional Admission

Students are eligible to apply for unconditional admission to the Master of Education degree program in Elementary Education if they meet the admission requirements for Graduate School and departmental requirements on page 36.

### Degree Requirements

Candidates for the Master of Education degree with a major in elementary education and the early childhood education option must complete the 36-semester-hour degree program. Candidates for the Master of Education degree with a major in elementary education special education option must complete the 39-semester-hour degree program.

### Elementary Education Core Requirements (15 hours)

EDFD 6003 Educational Research  
EDFD 6043 Current Issues in Human Learning  
EDFD 6053 The At-Risk Child in the School Environment  
EDFD 6313 Principles of Curriculum Development  
EDFD 6993 Project in Educational Research

### Elementary Education Option (21 hours)

EDFD 6203 Supervision of Instruction **OR**  
EDFD 6503 Classroom and Behavioral Management  
EDFD 6403 Social and Historical Factors in Education  
ELED 6523 Survey of Research in Elementary Education  
Electives: Additional elementary education electives to meet the 36-hour degree requirement.

# MASTER OF EDUCATION

## SECONDARY EDUCATION

Students are eligible to apply for unconditional admission to the Master of Education degree program in Secondary Education if they meet the admission requirements for Graduate School and departmental requirements on page 36.

### Unconditional Admission

#### Professional Education Core Requirements (18 hours)

The professional knowledge core is designed to provide the teacher with graduate work in five areas of professional knowledge: research and statistics, curriculum and instructional design, human relations and management, individual differences, and foundations/instructional issues/global studies.

The student must take one course from each area with the exception of the instructional issues and foundations area, from which two courses are required. The secondary education major electing to write a thesis will complete SEED 6993 as one of the two courses required for instructional issues and foundations.

EDFD 6003 Educational Research  
EDFD 6993 Project in Educational Research  
EDFD 6313 Principles of Curriculum Development  
EDFD 6203 Supervision of Instruction **OR**  
EDFD 6503 Classroom and Behavioral Management  
EDFD 6053 The At-Risk Child in the School Environment  
EDFD 6043 Current Issues in Human Learning **OR**  
EDFD 6403 Social and Historical Factors in Education

The purpose of the master's program in English is to advance student understanding of English teaching, content, and research.

#### Degree Requirements

Candidates for the Master of Education degree with a specialization in English must complete 18 semester hours in English and 18 semester hours in education.

### Secondary Education English

Dr. Tim Carter,  
Associate Professor  
Crabaugh Hall, Room 207  
(479) 968-0420  
Tim.Carter@atu.edu

#### English Core Requirements (18 hours)

ENGL 6013 Structure of the English Language  
ENGL 6033 Rhetoric  
English Electives 6 - 12 semester hours

#### Professional Education Core Requirements (18 hours)

EDFD 6003 Educational Research  
EDFD 6993 Project in Educational Research  
EDFD 6313 Principles of Curriculum Development  
EDFD 6203 Supervision of Instruction **OR**  
EDFD 6503 Classroom and Behavioral Management  
EDFD 6053 The At-Risk Child in the School Environment  
EDFD 6043 Current Issues in Human Learning **OR**  
EDFD 6403 Social and Historical Factors in Education

## Secondary Education Mathematics

Dr. Tim Carter,  
Associate Professor  
Crabaugh Hall, Room 207  
(479) 968-0420  
Tim.Carter@atu.edu

The purpose of the master's program in Mathematics is to promote professional and scholarly growth in student's understanding of mathematics learning and pedagogy from theoretical, research, and practical orientations.

### Degree Requirements

Candidates for the Master of Education degree with a specialization in mathematics must complete 18 semester hours in mathematics and 18 semester hours in education.

### Mathematics Core Requirements

MATH 6123 Modern Geometry  
MATH 6143 Number Theory  
MATH 6183 Introduction to Real Analysis  
Mathematics electives 6-9 semester hours\*

### Professional Education Core Requirements

EDFD 6003 Educational Research  
EDFD 6993 Project in Educational Research  
EDFD 6313 Principles of Curriculum Development  
EDFD 6203 Supervision of Instruction **OR**  
EDFD 6503 Classroom and Behavioral Management  
EDFD 6053 The At-Risk Child in the School Environment  
EDFD 6043 Current Issues in Human Learning **OR**  
EDFD 6403 Social and Historical Factors in Education

\*If the candidate has not completed a course in the history of mathematics, MATH 5113 must be elected.

## Secondary Education Physical Education

Dr. Annette Holeyfield, Chair  
J.W. Hull Physical Education  
Building, Room 110  
(479) 968-0323  
Annette.Holeyfield@atu.edu

The mission of the Master's of Education in Physical Education is to provide post-baccalaureate preparation for public school teachers who wish to broaden their knowledge of the field of physical education and the teaching and learning process.

### Degree Requirements

Candidates for the Master of Education degree with a specialization in physical education must complete 18 semester hours in physical education and 18 semester hours in education. Each student must complete the 9 semester hours that comprise the core requirements and complete additional physical education electives to meet the 18 semester hour requirement in physical education.

### Physical Education Core Requirements

PE 6013 Principles of Physical Education  
PE 6023 Curriculum Development in Physical Education  
PE 6083 Research Design and Statistics in Physical Education

### Electives:

#### Scientific Foundations (area of interest)

PE 6033 Exercise Physiology  
PE 6053 Biomechanics  
PE 6073 Exercise and Sport Behavior

**Developmental Learning (area of interest)**

PE 6043 Psychology of Motor Learning

**Wellness Science (area of interest)**

WS 6013 Wellness Concepts and Applications

WS 6023 Wellness and Fitness Program Management

**Professional Education Core Requirements**

EDFD 6003 Educational Research

EDFD 6993 Project in Educational Research

EDFD 6313 Principles of Curriculum Development

EDFD 6203 Supervision of Instruction **OR**

EDFD 6503 Classroom and Behavioral Management

EDFD 6053 The At-Risk Child in the School Environment

EDFD 6043 Current Issues in Human Learning **OR**

EDFD 6403 Social and Historical Factors in Education

The Master of Education in Social Studies is designed to give students, especially teachers and future teachers, a greater subject matter knowledge in history, political science, and geography; sharpened critical thinking skills about man's society; and a heightened social studies research skills.

**Degree Requirements\***

Candidates for the Master of Education degree with a specialization in social studies must complete 18 semester hours in social studies and 18 semester hours in education.

**Social Studies Core Requirements**

GEOG 6003 Political Geography

HIST 6023 Seminar in American History since 1877

HIST 6423 Seminar in European History since 1789 to Present

Social Studies Electives 3-9 semester hours

**Professional Education Core Requirements**

EDFD 6003 Educational Research

EDFD 6993 Project in Educational Research

EDFD 6313 Principles of Curriculum Development

EDFD 6203 Supervision of Instruction **OR**

EDFD 6503 Classroom and Behavioral Management

EDFD 6053 The At-Risk Child in the School Environment

EDFD 6043 Current Issues in Human Learning **OR**

EDFD 6403 Social and Historical Factors in Education

\*In addition to having a bachelor's degree, a candidate for the Master of Education degree must meet the following undergraduate prerequisites to take graduate courses in each of the following disciplines:

American History courses - 9 semester hours in undergraduate American history

European History courses - 9 semester hours in undergraduate European history (including Western or World Civilization)

Economics courses - 6 semester hours in undergraduate economics

Geography courses - 6 semester hours in undergraduate geography

Political Science courses - 6 semester hours in undergraduate political science

Psychology courses - 6 semester hours in undergraduate psychology

Sociology courses - 6 semester hours in undergraduate sociology

**Secondary Education  
Social Studies**

Dr. Tim Carter,  
Associate Professor  
Crabaugh Hall, Room 207  
(479) 968-0420  
Tim.Carter@atu.edu

## Secondary Education Instructional Technology

Connie Zimmer, Instructor  
Crabaugh Hall, Room 308  
(479) 968-0434  
Connie.Zimmer@atu.edu

The Master of Education degree with a specialization in Instructional Technology is designed for candidates working toward a degree in the general field of instructional technology or for candidates with valid Arkansas teacher certification seeking Arkansas certification as School Library Media Specialists (Ten-Year Certificate). Entrance into the instructional technology program does not require teacher certification.

### Degree Requirements

Candidates for the Master of Education degree with a specialization in instructional technology must complete 36 hours of graduate-level course work that includes 24 semester hours in approved educational media, library media, or computer science courses, and a minimum of 6 hours of professional education core requirements. Candidates electing to write a thesis are required to take EDMD 6993 and SEED 6993. Candidates may select a concentration for library media licensure (requires Arkansas teacher licensure), a concentration in instructional design and technology, or a general program in instructional technology. To be certified as a Library Media Specialist, after completing the master's degree, one must attain the minimum score as established by the Arkansas Department of Education on the Media Specialist-Library specialty area section of the Praxis Programs.

### Degree requirements for Instructional Technology

EDFD 6003 Educational Research  
EDFD 6993 Project in Educational Research  
EDMD 5033 Introduction to Instructional Technology  
EDMD 6163 Internet Resources  
EDMD 6303 Survey of Instructional Media  
EDMD 6313 Instructional Design and Product Development  
EDMD 6503 Computer Literacy  
EDMD 6513 Computer-Based Instruction  
Electives: Additional instructional technology electives to meet the 36-hour degree requirement.

### Degree requirements for the Library Media specialty option

EDFD 6003 Educational Research  
EDFD 6993 Project in Educational Research  
EDMD 5033 Introduction to Instructional Technology  
EDMD 6133 Production of Instructional Materials  
EDMD 6233 Administration of Media Programs  
EDMD 6313 Instructional Design and Product Development  
EDMD 6433-6 Practicum in Educational Media  
EDMD 6883 Workshop: Preservation of Instructional Materials **OR**  
EDMD 6163 Internet Resources  
LBMD 6003 Selection of Instructional Materials  
LBMD 6013 Reference Materials in the School Library Media Center  
LBMD 6023 Classification and Cataloging  
LBMD 6403 Literature for Children and Adolescents

### Degree requirements for Instructional Design and Technology option

EDFD 6003 Educational Research  
EDFD 6993 Project in Educational Research  
EDMD 5033 Introduction to Instructional Technology

EDMD 6113 Microcomputers for Education and Training  
EDMD 6133 Production of Instructional Materials  
EDMD 6163 Internet Resources  
EDMD 6303 Survey of Instructional Media  
EDMD 6313 Instructional Design and Product Development  
EDMD 6513 Computer-Based Instruction  
Electives: Additional instructional technology electives to meet the 36-hour degree requirement.

# MASTER OF EDUCATION

## SCHOOL COUNSELING AND LEADERSHIP

Dr. Kandis Croom,  
Assistant Professor  
Crabaugh Hall, Room 126  
(479) 968-0419  
Kandis.Croom@atu.edu

The Master of Education in School Counseling and Leadership is designed to prepare candidates for licensure as school counselors. The program consists of 15 hours of leadership core courses and 27 hours of school counseling specialty courses. Practical activities representative of situations school personnel face on a daily basis have been integrated into the coursework. The program will provide opportunities for outstanding teachers to earn Arkansas school counselor licensure. Students will be entered into the program as cohorts.

### Unconditional Admission

Students are eligible to apply for unconditional admission to the Master of Education degree program in School Counseling and Leadership if they meet the following requirements:

1. Applicants must meet the admission requirements for Graduate School.
2. Three years of teaching experience.
3. A written assessment followed by an interview.
4. Successful completion of a technology assessment within the first semester of admission to the program is required.

### Degree Requirements

1. A minimum of 42 semester hours must be completed; all courses must be at the 6000 level, including the following courses:

#### Level One Coursework - Core Courses (15 hours)

COUN 6003 School Organization and Leadership for the Counselor  
COUN 6011 Instructional Leadership/Counseling  
COUN 6113 Action Research and Data Analysis for High Performing School  
COUN 6133 Principles of Curriculum Development  
COUN 6143 Organizational Change/Role of School Counseling  
COUN 6152 Professional Portfolio

#### Level Two Coursework - School Counseling and Leadership (20 hours)

COUN 6213 Developmental Counseling: Theory and Application  
COUN 6224 Counseling Skill Development (I)  
COUN 6233 School Counseling Programs  
COUN 6243 Group Counseling Strategies in the Schools  
COUN 6254 Assessment and Career/Academic Advising  
COUN 6263 Teaming, Collaboration, and Advocacy

#### Level Three Courses - Supervised Field Experiences (7 hours)

COUN 6303 Counseling Skill Development II  
COUN 6302/4 Internship

2. A portfolio must be successfully completed and approved by a portfolio review committee.

# MASTER OF EDUCATION

## EDUCATIONAL LEADERSHIP

The Master of Education in Educational Leadership is designed to prepare candidates for licensure as a principal or assistant principal at the building level. The program of study is reflective of the Arkansas Standards for School Leaders and the Interstate School Leaders Licensure Consortium (ISLLC) standards. Students will be entered into the program as cohorts.

Dr. Mary Gunter, Director  
Crabaugh Hall, Room 131  
(479) 968-0374  
Mary.Gunter@atu.edu

Students are eligible to apply for unconditional admission to the Master of Education degree program in Educational Leadership if they meet the following requirements:

### Unconditional Admission

1. Applicants must meet the admission requirements for Graduate School.
2. Two years of teaching experience.
3. A written assessment followed by an interview.
4. Successful completion of a technology assessment within the first semester of admission to the program is required.

### Degree Requirements

1. A minimum of thirty-eight semester hours (all at the 6000 level) must be completed, including completion of the following courses:
  - EDLD 6002 Administrative Law
  - EDLD 6013 School Organization and Leadership
  - EDLD 6023 Organizational Change
  - EDLD 6102 School Finance
  - EDLD 6113 Action Research and Data Analysis
  - EDLD 6153 Communication with School and Community
  - EDLD 6203 Education and Society: Continuities and Discontinuities
  - EDLD 6253 Instructional Leadership
  - EDLD 6303 Technology as an Administrative Tool
  - EDLD 6313 Principles of Curriculum for School Leadership
  - EDLD 6352 Physical Environment of Schools
  - EDLD 6402 Working with the Marginal Performer
  - EDLD 6552/4 Administrative Internship
  - EDLD 6992 Professional Portfolio
2. A portfolio must be successfully completed and approved by a portfolio review committee.
3. Course work from other institutions of higher education will only be transferred from institutions that have received program approval for a program of study reflective of the Arkansas Standards of Licensure for Building Level Principals.

# MASTER OF EDUCATION

## INSTRUCTIONAL IMPROVEMENT

Dr. Sid Womack, Professor  
Crabaugh Hall, Room 211  
(479) 968-0423  
Sid.Womack@atu.edu

The Instructional Improvement degree is designed around the three areas teachers have identified as constituting the biggest instructional problems. Those problems are: inclusion, students with limited English proficiency, and reading. The program requires a core of courses with a minimum of 6 hours in each of the problem areas. This is a 36 semester hour program.

Students may elect a concentration in TESOL by completing ENGL 5023, 5703, 5713, and 5723.

### Unconditional Admission

Students are eligible to apply for unconditional admission to the Master of Education degree program in Instructional Improvement if they meet the admission requirements for Graduate School and the departmental requirements on page 36.

### Degree Requirements

Candidates for the Instructional Improvement degree must complete a core of 15 hours with a minimum of two courses in each of the areas of reading, inclusion and limited English proficiency.

### Professional Education Core (15 hours)

EDFD 6003 Educational Research  
EDFD 6993 Project for Educational Research  
EDFD 6063 Educational Assessment  
EDFD 6053 The At-Risk Child in the School Environment  
EDFD 6313 Principles of Curriculum Development

### Reading (6 hours)

ELED 5333 Teaching Reading and Study Strategies In the Content Area  
ELED 6323 Survey of Teaching Reading **OR**  
ELED 6343 Literacy Assessment and Intervention

### Inclusion (6 hours)

ELED 6803 Teaching the Exceptional Child  
ELED 6823 Introduction to Learning Disabilities

### Limited English Proficiency(6 hours)

ENGL 5023 Second Language Acquisition  
ENGL 5703 Teaching English as a Second Language

### Electives: 3 hours

# MASTER OF EDUCATION

## TEACHING, LEARNING, AND LEADERSHIP

The Master of Education in Teaching, Learning and Leadership will facilitate teachers in engaging, ongoing dialogue and study based on the integration of research, theory, and best practices. In addition to promoting the professionalization of teaching and improved professional practice, the completion of this degree will prepare teachers to be teacher leaders who have the knowledge, skills and dispositions to be mentors for new teacher inductees and colleagues, as well as marginal teachers. The degree will also fulfill the program of study requirements for Arkansas Curriculum/Program Administrator Licensure.

Dr. Rebecca Shopfner,  
Assistant Professor  
Crabaugh Hall, Room 128  
(479) 968-0207  
Rebecca.Shopfner@atu.edu

Students are eligible to apply for unconditional admission to the Master of Education degree program in Teaching, Learning, and Leadership if they meet the following requirements:

### Unconditional Admission

1. Applicants must meet the admission requirements for Graduate School.
2. Two years of teaching experience.
3. A written assessment followed by an interview.
4. Successful completion of a technology assessment within the first semester of admission to the program is required.

### Degree Requirements

1. A minimum of 38 semester hours (all at the 6000 level) must be completed, including the completion of the following courses:

#### Common Core Courses (17 hours)

MTLL 6003 School Organization and Leadership for Teacher Leaders  
MTLL 6113 Action Research and Data Analysis for School and Classroom Use  
MTLL 6123 Instructional Leadership for the Master Teacher  
MTLL 6133 Basic Elements of Curriculum  
MTLL 6143 Organizational Change and the Role of the Master Teacher  
MTLL 6152 Professional Portfolio for the Master Teacher

#### Additional Coursework (21 hours)

MTLL 6202 Professionalization of Teaching for the Master Teacher  
MTLL 6223 Teaching and Learning for the Master Teacher  
MTLL 6242 Cognitive Coaching and Mentoring for the Master Teacher  
MTLL 6253 Advanced Curriculum Design Practicum for the Master Teacher  
MTLL 6262 Action Research Practicum for the Master Teacher  
MTLL 6271 Resource Acquisition for the Master Teacher  
EDLD 6002 Administrative Law  
EDLD 6402 Working with the Marginal Performer  
EDLD 6552/4 Administrative Internship

2. A culminating portfolio must be successfully completed and approved by a portfolio review committee.

# MASTER OF SCIENCE IN EDUCATION

## GIFTED EDUCATION

Dr. Gwen Morgan, Professor  
Crabaugh Hall, Room 109  
(479) 968-0684  
Gwen.Morgan@atu.edu

The Master of Science in Education in Gifted Education Degree and the Gifted Education Certification Program provide a well conceived and systematic, yet flexible plan for opportunities to gain expertise in the development and education of the gifted and related areas in education. These programs will prepare graduates for a variety of types and levels of professional roles including: Practitioner (Teacher/Consultant), Teacher Trainer/Coordinator, and Program Developer/Evaluator.

### Unconditional Admission

Students are eligible to apply for unconditional admission to the Master of Science in Education degree program in Gifted Education if they meet the admission requirements for Graduate School and the departmental requirements on page 36.

### Degree Requirements

Candidates for the Master of Science in Education degree in gifted education must complete a 36-semester-hour degree program consisting of 9 semester hours of gifted education core requirements, 9 semester hours of professional education core requirements that includes 3 hours of action research, 9 semester hours in professional practicum and 9 semester hours in a subject matter area.

### Gifted Education Core Requirements (9 hours)

GTED 6843 Curriculum Development for Instruction of the Gifted/Talented  
GTED 6853 Methods and Materials in Gifted Education  
GTED 6903 Guidance and Counseling for the Gifted/Talented

### Professional Education Core Requirements (9 hours)

GTED 6993 Action Research  
GTED 6833 Current Issues and Trends in Gifted Education  
EDFD 6003 Educational Research

### Professional Practicum (9 hours)

GTED 5003 Understanding the Gifted in Home, School, and Community  
GTED 6863 Practicum in Gifted Education  
GTED 6873 Developing Creative Talent

### Subject Matter Requirements (9 hours)

Nine (9) semester hours at the 5000-6000 level to be selected from graduate courses in subject matter areas pertaining to the student's professional development goals.

# EDUCATIONAL SPECIALIST DEGREE

The Educational Specialist Degree program is based on the “value-added” concept of preparation of school leaders for district level leadership positions such as superintendent and assistant superintendent.

Dr. Mary Gunter, Director  
Crabaugh Hall, Room 131  
(479) 968-0374  
Mary.Gunter@atu.edu

Students are eligible to apply for unconditional admission to the Educational Specialist degree program if they meet the requirements listed:

## Unconditional Admission

1. Hold a Master’s degree or equivalent in Educational Leadership.
2. Hold a Standard Teaching License.
3. Hold an Administrative License.
4. Pass a written assessment or portfolio update to be administered and/or reviewed by Educational Leadership faculty.

Applicants who fail to meet the grade point requirement specified for unconditional admission may be admitted conditionally to enroll for a maximum of twelve semester hours. If a cumulative 3.00 grade point average or better is achieved at the completion of twelve semester hours, the student will be granted unconditional admission.

## Conditional Admission

The director of the CLL program will assign a faculty advisor to each student admitted to the degree program. The advisor will assist the student in the program of study that leads to the fulfillment of degree requirements. Subsequently, the academic advisor, the Department Graduate Committee, and the Graduate School monitor the student’s progress as they progress through the program. It remains, however, the student’s responsibility to understand and to satisfy all degree requirements.

## Academic Advisors

Students who have been granted conditional admission are eligible for admission to candidacy for the degree upon the completion of twelve hours with a 3.00 grade point average and completion of all deficiencies. Students who have been granted unconditional admission are eligible for admission to candidacy upon completion of twelve hours with a 3.00 grade point average. Students who do not submit an “Application for Admission to Candidacy” prior to the end of the semester in which the student becomes eligible will not be allowed to register for subsequent graduate classes.

## Admission to Candidacy

### Degree Requirements

1. A minimum of 30 semester hours (all at the 7000 level), including the completion of the following courses:
  - EDLD 7003 Seminar in Systems Issues
  - EDLD 7013 The Superintendency and Central Office
  - EDLD 7022 Building a Leadership Community
  - EDLD 7023 School Board Relations
  - EDLD 7033 School Personnel and Business Management
  - EDLD 7101 Administrative Internship in Educational Facilities
  - EDLD 7112 Advanced Legal Issues
  - EDLD 7113 Seminar in Current Issues
  - EDLD 7122 Educational Facilities
  - EDLD 7132 School Finance for District Level Administration
  - EDLD 7143 School Accountability Systems
  - EDLD 7201 Administrative Internship in District Level Finance
  - EDLD 7202 Administrative Internship in School Accountability Systems

2. A portfolio must be successfully completed and approved by a portfolio review committee.

#### **Portfolio**

A candidate for an Educational Specialist in Educational Leadership must complete a portfolio as part of the program of study for the degree of Educational Specialist. This portfolio is an edited, integrated collection of an Educational Leadership candidate's evidence that competencies reflective of the Arkansas Standards and the Interstate School Leaders Standards have been acquired. It is NOT merely a file of course projects, nor is it a scrapbook of professional memorabilia. It is a collection of a student's best work developed during his program of study. It should showcase the student's best work as an educational leadership candidate and demonstrate the student's expertise relative to the principles and standards for a district administrator. The portfolio is a collection of documents providing tangible evidence of the wide range of knowledge, dispositions, and skills possessed as a professional. The candidate's portfolio is a work in progress and should be updated regularly throughout one's program of study. It should provide evidence of the value-added concept from a Master Degree Portfolio.

### **Special Conditions of Graduate Credit Graduate Credit Taken Prior to Admission to Arkansas Tech University**

A maximum of **nine** semester hours of graduate credit with a grade point average of "B" or better may be transferred from an accredited graduate school if deemed appropriate to the graduate program by the head of the student's major department and the Dean of Graduate School. Students must send a written request to the head of their major department to petition an acceptance of the transfer credit prior to requesting admission to candidacy to the graduate program. Graduate credit earned six years prior to the completion date of all degree requirements may not be applied toward the degree without the approval of the appropriate program director and the Dean of Graduate School. Credits earned by correspondence courses or for remedial purposes will not apply toward the graduate degree. No undergraduate course may be repeated for graduate credit.

### **Graduate Credit Taken After Admission to Arkansas Tech University**

If after admission to graduate study, a student wishes to take a course at another institution to count toward degree requirements at Arkansas Tech University, the student must (in advance of enrollment) obtain written approval from the program director and the Dean of Graduate School.

# MASTER OF SCIENCE

## COLLEGE STUDENT PERSONNEL

The Master of Science in College Student Personnel is a two-year, practitioner-oriented program, philosophically based in college student development and university administration. It is designed to prepare thoughtful, compassionate, first-line student and university service administrators armed with the knowledge, skills and dispositions needed to begin a career in the variety of settings in which such services are needed.

Dr. Susan Underwood  
Assistant Professor  
Bryan Hall, Room 118  
(479) 964-3251  
Susan.Underwood@atu.edu

Students are eligible to apply for unconditional admission to the Master of Science degree program in College Student Personnel if they meet the following requirements:

1. Applicants must meet the admission requirements for Graduate School.
2. Applicants must have previous experience in some area of student leadership or student services.
3. Applicants must submit three letters of reference from faculty or staff at an educational institution who can attest to the candidate's ability to work with students.
4. Applicants must submit recent (within the last 5 years), acceptable scores (to be determined by the faculty) of the Graduate Record Examination (GRE) or the Miller Analogies Test (MAT).
5. Applicants must submit an essay that elucidates the requisite previous experiences and the applicant's commitment to student personnel as a career path. The review of the essay will include a focus on both content and the applicant's ability to write clearly and concisely.

Applicants who fail to meet all of the departmental requirements may be accepted conditionally provided the deficiencies are completed prior to the completion of twelve semester hours of graduate work.

Applicants who fail to meet the grade point requirement specified for unconditional admission may be admitted conditionally to enroll for a maximum of twelve semester hours. If a cumulative 3.00 grade point average or better is achieved at the completion of twelve semester hours, the student will be granted unconditional admission.

The director of the program will assign a faculty advisor to each student admitted to the degree program. The advisor will assist the student in the design of a curriculum of study that leads to the fulfillment of degree requirements. Subsequently, the academic advisor, the Department Graduate Committee, and the Graduate School monitor the students' progress as they progress through the program. It remains, however, the student's responsibility to understand and to satisfy all degree requirements.

Students who have been granted conditional admission are eligible for admission to candidacy for the degree upon the completion of twelve hours with a 3.00 grade point average or better and completion of all deficiencies. Students who have been granted unconditional admission are eligible for admission to candidacy upon completion of twelve hours with a 3.00 grade point average or better. Students who do not submit an "Application for Admission to Candidacy" prior to the end of the semester in which the student becomes eligible will not be allowed to register for subsequent graduate classes.

### Unconditional Admission

### Conditional Admission

### Academic Advisors

### Admission to Candidacy

## Degree Requirements

1. The completion of a minimum of 36 semester hours of graduate work including the following courses:
  - CSP 6013 American Higher Education in Transition
  - CSP 6023 Introduction to College Student Personnel Work
  - CSP 6033 Theory and Practice in College Student Personnel
  - CSP 6043 American College Student
  - CSP 6053 Legal Issues for Professionals in College Student Personnel
  - CSP 6063 Special Topics: College Student Personnel Capstone Seminar
  - CSP 6073 Counseling with College Students
  - CSP 6081-3 Practicum I in College Student Personnel
  - CSP 6091-3 Practicum II in College Student Personnel
  - CSP 6113 Research Design and Analysis
  - CSP 6123 Assessment and Evaluation in Higher Education
  - CSP 6133 Ethical Leadership in Higher Education
2. A thesis option is available for those students planning to pursue further graduate study. The thesis option must be approved by the Program Director. Students completing the thesis would take CSP 6096: Thesis in College Student Personnel in the place of CSP 6123: Assessment and Evaluation in Higher Education and CSP 6133: Ethical Leadership in Higher Education.
3. A cumulative grade point average of at least 3.00 in all graduate courses completed at Arkansas Tech University with a maximum of 6 hours of "C" grades.
4. A minimum of 27 hours of graduate course work completed at Arkansas Tech University.
5. Successful completion of the comprehensive examination. Comprehensive examination policies are available from the program director.
6. Completion of all degree requirements within six years from the time of unconditional or conditional admission into the program.

## Special Conditions of Graduate Credit

### Graduate Credit Taken Prior to Admission to Arkansas Tech University

A maximum of **nine** semester hours of graduate credit with a grade point average of "B" or better may be transferred from an accredited graduate school if deemed appropriate to the graduate program by the head of the student's major department and the Dean of Graduate School. Students must send a written request to the head of their major department to petition an acceptance of the transfer credit prior to requesting admission to candidacy to the graduate program. Graduate credit earned six years prior to the completion date of all degree requirements may not be applied toward the degree without the approval of the appropriate program director and the Dean of Graduate School. Credits earned by correspondence courses or for remedial purposes will not apply toward the graduate degree. No undergraduate course may be repeated for graduate credit.

### Graduate Credit Taken After Admission to Arkansas Tech University

If after admission to graduate study, a student wishes to take a course at another institution to count toward degree requirements at Arkansas Tech University, the student must (in advance of enrollment) obtain written approval from the program director and the Dean of Graduate School.

# MASTER OF SCIENCE

## FISHERIES AND WILDLIFE BIOLOGY

The Master of Science in Fisheries and Wildlife Biology is offered for those who wish to pursue careers in various areas of fisheries or wildlife biology, and for those who wish to obtain a graduate degree before continuing their education at the doctoral level. The Department of Biological Sciences offers the M.S. degree with the option of selecting a concentration of study in either fisheries or wildlife science.

Dr. Joe Stoeckel, Director  
McEver Hall, Room 31  
(479) 968-0852  
Joe.Stoeckel@atu.edu

Students are eligible to apply for unconditional admission to the Master of Science degree program in Fisheries and Wildlife Biology if they have:

### Unconditional Admission

1. Met the admission requirements for Graduate School.
2. Completed a bachelor's degree in a biological science from an accredited university.
3. Completed courses in fisheries management or wildlife management, ecology, and statistics with a minimum grade of "C".
4. Filed scores for the Graduate Record Examination (GRE) in the Graduate School.
5. Prepared a letter of intent that addresses the applicant's interests, goals, and reasons for applying to the degree program.
6. Provided two letters of recommendation, using the form provided by our department, from professors familiar with the applicant's academic ability.

Qualified students without the courses listed above may be accepted provided the deficiencies are made up without graduate credit. Applicants who fail to meet the grade point requirement specified for unconditional admission may be admitted conditionally to enroll for a maximum of twelve semester hours. If a cumulative 3.00 grade point average or better is achieved at the completion of twelve semester hours, the student will be granted unconditional admission.

### Conditional Admission

A major advisor within the Fisheries and Wildlife Program is required. Submission of a letter to the program director by a faculty member that acknowledges willingness to serve as a student's major advisor, constitutes formal acceptance into the program. The advisor and student will select two or more qualified personnel (at least one from the Fisheries and Wildlife Program) to serve as members of the student's advisory committee.

### Academic Advisors

The advisor and student should develop a program of study and have it approved by the student's advisory committee and program director within the first semester. The advisory committee will be responsible for identifying critical deficiencies in undergraduate preparation and adding courses to the program of study to compensate for these deficiencies. It remains, however, the student's responsibility to understand and to satisfy all degree requirements.

A proposal of thesis research developed by the student and the advisor and approved by the advisory committee and program director also is expected by the end of the first semester. The advisory committee will determine acceptability of the thesis and oral defense.

Students who have been granted conditional admission are eligible for admission to candidacy for the degree upon the completion of twelve hours with a 3.00 grade point average or better and completion of all deficiencies. Students who have been granted unconditional admission are eligible for admission to candidacy upon

### Admission to Candidacy

completion of twelve hours with a 3.00 grade point average or better. Students who do not submit an "Application for Admission to Candidacy" prior to the end of the semester in which the student becomes eligible will not be allowed to register for subsequent graduate classes.

### Degree Requirements

1. A minimum of 30 semester credit hours of coursework at the graduate level must be completed, including completion of:
  - FW 6001 Graduate Seminar in Fisheries and Wildlife Biology
  - FW 6002 Research Methods I
  - FW 6012 Research Methods II
  - FW 6013 Population Dynamics
  - An approved statistics class - 3 hours
  - FW 6991-6 Thesis Research - 6 hours
  - Approved 5000 or 6000 level elective courses - 13 hours
2. A minimum cumulative grade point average of 3.00 must be achieved in all graduate work attempted at Arkansas Tech University. A maximum of 6 hours of "C" can be counted toward degree requirements, and a student receiving more than 6 hours of "C" or 3 hours of "D" or "F" is subject to dismissal from the program. Refer to the section of the catalog on "Academic Probation and Suspension."
3. A written thesis and an oral defense of the research thesis must be approved by the advisory committee, the program director, and the Dean of Graduate School. Students must be enrolled for a minimum of 3 graduate hours during the term of the thesis defense.
4. Completion of all requirements of the degree must be accomplished within six years from the time of admission to the program.

### Special Conditions of Graduate Credit Graduate Credit Taken Prior to Admission to Arkansas Tech University

A maximum of **six** semester hours of graduate credit with a grade point average of "B" or better may be transferred from an accredited graduate school if deemed appropriate to the graduate program by the head of the student's major department and the Dean of Graduate School. Students must send a written request to the head of their major department to petition an acceptance of the transfer credit prior to requesting admission to candidacy to the graduate program. Graduate credit earned six years prior to the completion date of all degree requirements may not be applied toward the degree without the approval of the program director and the Dean of Graduate School. Credits earned by correspondence courses or for remedial purposes will not apply toward the graduate degree. No undergraduate course may be repeated for graduate credit.

### Graduate Credit Taken After Admission to Arkansas Tech University

If after admission to graduate study, a student wishes to take a course at another institution to count toward degree requirements at Arkansas Tech University, the student must (in advance of enrollment) obtain written approval from the program director and the Dean of Graduate School.

# MASTER OF SCIENCE

## INFORMATION TECHNOLOGY

The Master of Science in Information Technology (MSIT) is a study of the hardware and software mechanisms used to implement modern information systems. It includes coverage of local-area networks, databases, operating systems, the Internet, and the web. Particular emphasis is placed on the use of information systems in business and education. The student is offered two specialty programs: one in Computer-Based Instructional Technology (CBIT), and one in Information Technology (IT). Each program is built around a common core of three important technologies: networking, web development, database design and implementation.

The Computer-Based Instructional Technology (CBIT) specialty program enables a student to complete the degree through course-work directed to showing the application of computing technology to instruction.

The Information Technology (IT) specialty program is intended for students pursuing a career in technical support for business information systems. The focus is on an integrated study of networking, databases, and the web.

Students are eligible to apply for unconditional admission to the Master of Science degree program in Information Technology if they meet all of the following requirements:

1. Applicants must meet the admission requirements for Graduate School.
2. Applicants must have a background comparable to COMS 1003 and COMS 1403 (see undergraduate catalog for course descriptions), which includes familiarity with terminology and concepts related to word processing, spreadsheets, and databases. This background may be demonstrated by previous coursework, work experience, or by taking a test administered by the MSIT Graduate Committee.
3. Applicants have completed one math course beyond college algebra with a minimum grade of "C".
4. Applicants of CBIT program have completed one semester computer programming course comparable to COMS2104 with a minimum grade of "C". Completions of one full year of computer programming courses comparable to COMS2104 and COMS2203 with a minimum grade of "C" are required for applicants of IT program.
5. Applicants must submit recent (within the last 5 years), acceptable scores (to be determined by the faculty) of the Graduate Record Examination (GRE) to the Graduate School.

Applicants who fail to meet the grade point requirement specified for unconditional admission or who are lacking background in computing, computer usage, or programming may be admitted conditionally by the MSIT Graduate Committee to earn a maximum of twelve (12) graduate credit hours. If a cumulative 3.00 grade point average or better is achieved at the completion of twelve semester hours, the student will be granted unconditional admission.

The MSIT Graduate Committee will assign a faculty advisor to each student admitted to the MSIT degree program. The advisor will assist the student in the design of a curriculum of study that leads to the fulfillment of degree requirements. Additionally, the academic advisor and the Graduate School will monitor the students'

Dr. Larry Morell, Chair  
Corley Building, Room 262  
(479) 968-0355  
Larry.Morell@atu.edu

### Unconditional Admission

### Conditional Admission

### Academic Advisors

progress. It remains, however, the student's responsibility to understand and to satisfy all degree requirements.

## Admission to Candidacy

Students who have been granted conditional admission are eligible for admission to candidacy for the degree upon the completion of twelve graduate hours with a 3.00 grade point average or better and completion of all deficiencies. Students who have been granted unconditional admission are eligible for admission to candidacy upon completion of twelve hours with a 3.00 grade point average or higher. Students who do not submit to the MSIT Graduate Committee an "Application for Admission to Candidacy" prior to the end of the semester in which the student becomes eligible will not be allowed to register for subsequent graduate classes.

## Degree Requirements

1. The completion of 36 hours of graduate work of which include 18 semester hours in MSIT core requirements plus requirements for the Computer-Based Instructional Technology (CBIT) or the Informational Technology (IT) specialty program. A minimum of 18 of these hours must be at the 6000 level.

### MSIT Core Requirements (18 hours)

INFT 5203 Database Systems  
INFT 5303 Developing and Administering Web Sites  
INFT 5703 Computer Networks

Plus completion of 9 semester hours from the following courses:

INFT 5103 Programming Methods  
INFT 5503 The UNIX Operating System  
INFT 5403 Introduction to Information Technology and Systems  
INFT 5413 Computer Systems and Architecture

\*By passing assessment tests a maximum of 12 hours of core requirements courses can be substituted with other INFT elective courses.

### Computer-Based Instructional Technology (CBIT) Option (18 hours)

EDFD 6003 Educational Research  
EDMD 6133 Production of Instructional Materials  
EDMD 6313 Instructional Design and Product Development  
EDFD 6313 Principles of Curriculum Development  
EDMD 6513 Computer Based Instruction  
INFT 3 hour elective (6000 level)

Plus successful completion of written comprehensive examinations.

### Information Technology (IT) Option (18 hours)

Completion of nine semester hours of the following courses and one of the three options

INFT 6203 Database Development and Administration  
INFT 6303 Design of Web-based Information Systems  
INFT 6403 Information Systems Analysis and Design  
INFT 6703 Heterogeneous Networks

### Option I (Comprehensive Examinations):

9 hours of INFT 6000-level elective courses

The successful completion of written comprehensive examinations.

**Option II (Internship):**

3-8 hours of INFT 6000 level elective courses (depending on the internship)

1-6 hours internship (INFT 6991-3)

**Option III (Thesis):**

3 hours of INFT 6000-level elective courses

6 hours Thesis Research (INFT 6973 and INFT 6983)

2. A cumulative grade point average of at least 3.00 in all graduate courses completed at Arkansas Tech University with a maximum of 6 hours of "C" grades.
3. A minimum of 27 hours of graduate course work completed at Arkansas Tech University.
4. Completion of all degree requirements within **four years** of admission into the program.

A maximum of **nine** semester hours of graduate credit with a grade point average of "B" or better may be transferred from an accredited graduate school if deemed appropriate to the graduate program by the head of the student's major department and the Dean of Graduate School. Students must send a written request to the head of their major department to petition an acceptance of the transfer credit prior to requesting admission to candidacy to the graduate program. Graduate credit earned six years prior to the completion date of all degree requirements may not be applied toward the degree without the approval of the appropriate program director and the Dean of Graduate School. Credits earned by correspondence courses or for remedial purposes will not apply toward the graduate degree. No undergraduate course may be repeated for graduate credit.

If after admission to graduate study, a student wishes to take a course at another institution to count toward degree requirements at Arkansas Tech University, the student must (in advance of enrollment) obtain written approval from the program director and the Dean of Graduate School.

**Special Conditions of  
Graduate Credit  
Graduate Credit Taken  
Prior to Admission to  
Arkansas Tech University**

**Graduate Credit Taken  
After Admission to  
Arkansas Tech University**

# MASTER OF ARTS

## ENGLISH AND ENGLISH WITH TESL OPTION

Dr. Carl Brucker, Chair  
Witherspoon Hall, Room 142  
(479) 968-0256  
Carl.Brucker@atu.edu

The Master of Arts in English is a flexible program designed to prepare students for doctoral-level study or for careers in post-secondary teaching, and to provide secondary teachers with a content-specific program to enhance their credentials.

Tech's M.A. in English with Teaching English as a Second Language (TESL) option offers graduate students an opportunity to include the four courses prescribed by the Arkansas Department of Education for ESL endorsement within a structured degree program. The English with TESL option can prepare students for doctoral-level study or for careers in post-secondary teaching and the degree can also be used to enhance the credentials of secondary teachers.

### Unconditional Admission

Students are eligible to apply for unconditional admission to the M.A. degree program in English if they meet the admission requirements for Graduate School.

### Conditional Admission

Applicants who fail to meet the grade point requirement specified for unconditional admission may be admitted conditionally to enroll for a maximum of twelve semester hours. If a cumulative 3.00 grade point average or better is achieved at the completion of twelve semester hours, the student will be granted unconditional admission.

### Academic Advisors

The Head of the English Department will assign a faculty advisor to each student admitted to the M.A. degree program. The advisor will assist the student in the design of a curriculum of study that leads to the fulfillment of degree requirements. Subsequently, the academic advisor and the Graduate School monitor the students' progress. It remains, however, the student's responsibility to understand and to satisfy all degree requirements.

### Admission to Candidacy

Students who have been granted conditional admission are eligible for admission to candidacy for the degree upon the completion of twelve hours with a 3.00 grade point average or better and completion of all deficiencies. Students who have been granted unconditional admission are eligible for admission to candidacy upon completion of twelve hours with a 3.00 grade point average or better. Students who do not submit an "Application for Admission to Candidacy" prior to the end of the semester in which the student becomes eligible will not be allowed to register for subsequent graduate classes.

### Degree Requirements for English

1. The completion of at least 30 semester hours of graduate course work, at least 15 semester hours at the 6000-level.
2. Satisfactory completion of ENGL 6003 Introduction to English Graduate Study.
3. The satisfactory completion of 27 semester hours of graduate English electives (non-thesis option), or 21 semester hours and 6 hours of ENGL 6993 Thesis Research or ENGL 6996 Thesis Research (thesis option).
4. The satisfactory completion of a comprehensive examination based on the M.A. in English Examination Reading List.
5. The maintenance of a cumulative grade point average of at least 3.00 in all graduate work attempted at Arkansas Tech University with a maximum of 6 hours of "C" grades.

6. The completion of a minimum of 24 semester hours of graduate course work in residence at Arkansas Tech University. Full-time residence is not required.
7. The completion of all degree requirements within six years of admission.

### **Degree Requirements for English with TESL Option**

1. The M.A. with TESL option requires 30 semester hours with at least 15 semester hours at the 6000-level.
2. The satisfactory completion of the following graduate English courses
  - ENGL 5023 Second Language Acquisition
  - ENGL 5703 Teaching English as a Second Language
  - ENGL 5713 ESL Assessment
  - ENGL 5723 Teaching People of Other Cultures
  - ENGL 6003 Introduction to Graduate English Study
  - ENGL 6013 Structure of the English Language
  - ENGL 6033 Rhetoric
3. The satisfactory completion of 9 semester hours of graduate English electives.
4. The satisfactory completion of a comprehensive examination based on material covered in the seven prescribed courses.
5. The maintenance of a cumulative grade point average of at least 3.00 in all graduate work attempted at Arkansas Tech University with a maximum of 6 hours of "C" grades.
6. The completion of a minimum of 24 semester hours of graduate course work in residence at Arkansas Tech University. Full-time residence is not required.
7. The completion of all degree requirements within six years of admission to the program.

A maximum of **six** semester hours of graduate credit with a grade point average of "B" or better may be transferred from an accredited graduate school if deemed appropriate to the graduate program by the head of the student's major department and the Dean of Graduate School. Students must send a written request to the head of their major department to petition an acceptance of the transfer credit prior to requesting admission to candidacy to the graduate program. Graduate credit earned six years prior to the completion date of all degree requirements may not be applied toward the degree without the approval of the appropriate program director and the Dean of Graduate School. Credits earned by correspondence courses or for remedial purposes will not apply toward the graduate degree. No undergraduate course may be repeated for graduate credit.

If after admission to graduate study, a student wishes to take a course at another institution to count toward degree requirements at Arkansas Tech University, the student must (in advance of enrollment) obtain written approval from the program director and the Dean of Graduate School.

Students who elect the thesis option will work with a faculty advisor to prepare a thesis plan. After this thesis plan is approved by the Head of the Department of English and the Dean of Graduate School, the student may enroll for thesis credit. Students may complete their theses over two semesters by enrolling twice in ENGL 6993 Thesis Research or complete their theses in a single semester while enrolled in ENGL 6996.

**Special Conditions of  
Graduate Credit  
Graduate Credit Taken  
Prior to Admission to  
Arkansas Tech University**

**Graduate Credit Taken  
After Admission to  
Arkansas Tech University.**

**Master's Thesis Option**

# MASTER OF ARTS

## HISTORY

Dr. Micheal Tarver, Chair  
Witherspoon Hall, Room 255  
(479) 968-0265  
Micheal.Tarver@atu.edu

The Master of Arts in History program at Arkansas Tech University is designed to provide advanced historical study for students who plan eventually to pursue the doctoral degree in history as well as for those who intend to pursue careers in teaching, law, journalism, business, government, public service, or the private sector. The program offers graduate education directed by faculty members with strong teaching and research backgrounds, each holding advanced degrees from noted universities. While the department has a strong commitment to excellence in teaching, its professors are also active in research and scholarship. The graduate faculty members maintain a supportive academic environment that enables them to interact closely with the graduate students.

### Unconditional Admission

Students are eligible to apply for unconditional admission to the Master of Arts degree program in History if they meet the following requirements:

1. Applicants must meet the admission requirements for Graduate School.
2. Applicants must have a minimum of 24 semester hours in history at the undergraduate level.
3. Applicants must have an overall undergraduate grade point average of 3.00 on a 4.0 scale.
4. Applicants must submit recent (within the last 5 years), acceptable scores (to be determined by the faculty) of the Graduate Record Examination (GRE).

### Conditional Admission

Applicants who fail to meet the grade point or the GRE requirement specified for unconditional admission may be admitted conditionally by the History Graduate Committee to earn a maximum of twelve semester hours. If a cumulative 3.00 grade point average or better is achieved at the completion of twelve semester hours, the student may be granted unconditional admission.

An applicant who does not satisfy the grade point requirement or who has not completed 24 hours of undergraduate work in history are also eligible for admission under these conditions. In some instances, transcripts may be judged to be deficient and the student may be required to complete up to thirty undergraduate hours in addition to graduate credits required for the degree. If a cumulative 3.00 grade point average is achieved at the completion of twelve graduate hours, the student will be granted unconditional admission. The nature of the deficiency requirements will be determined by the History Graduate Committee.

### Academic Advisors

The director of the graduate program in history will assign a faculty advisor to each student admitted to the degree program. The faculty advisor will specialize in the general field of the student's interest, and will assist the student in the design of a curriculum of study that leads to the fulfillment of degree requirements. Eventually, the student will be encouraged to select an advisor in a specific concentration, who will help the student prepare for the thesis or comprehensive exams. The faculty advisor, the History Graduate Committee, and the Graduate School monitor the students' progress as they progress through the program. It remains, however, the student's responsibility to understand and satisfy all degree requirements.

### Areas of Concentration

The Master of Arts in History program at Arkansas Tech has been designed to offer primary areas of concentration in Modern European History and United States History.

Students must seek a secondary area of concentration in either Modern European History, United States History, or World History.

Students who have been granted conditional admission are eligible for admission to candidacy for the degree upon the completion of twelve hours with a 3.00 grade point average or better and completion of all deficiencies. Students who have been granted unconditional admission are eligible for admission to candidacy upon completion of twelve hours with a 3.00 grade point average or better. Students who do not submit an "Application for Admission to Candidacy" prior to the end of the semester in which the student becomes eligible will not be allowed to register for subsequent graduate classes.

## Admission to Candidacy

### Degree Requirements

#### Option I: Thesis Option

The student seeking the Master of Arts degree in History under the Thesis Option must complete the following:

1. A minimum of 30 hours in history at the graduate level (5000-6000) with no more than 12 hours of 5000-level courses considered toward the completion of degree.
2. The satisfactory completion of HIST 6003 Historiography and Methods.
3. The satisfactory completion of 12 hours in the primary core field, including 6 hours each in Readings and Seminar courses in the area of concentration.
4. A minimum of 9 hours in the secondary area of concentration.
5. The satisfactory completion of 6 hours of HIST 6993 Thesis Research.
6. All course work must be completed within six years of admission to the degree program.
7. The successful completion of an oral defense of the completed thesis. Candidates will receive additional information on the oral defense from the Program Director upon admission to candidacy.

In addition to the above requirements, the Master of Arts in History, Thesis Option requires that:

8. No more than 6 hours of HIST 6891-4 Independent Study be counted toward the degree;
9. No more than two course grades of "C" be considered acceptable during the student's program, and no grade lower than "C" be considered toward completion of the required course work; and
10. Thesis hours must earn a grade no lower than "B".

#### Option II: Non-Thesis Option

The student seeking the Master of Arts degree in History under the Non-Thesis Option must successfully complete the following:

1. A minimum of 30 hours of history at the graduate level (5000-6000) with no more than 12 hours of 5000-level courses considered toward the completion of degree.
2. The satisfactory completion of HIST 6003 Historiography and Methods.
3. The satisfactory completion of 15 hours in the primary core field, including 6 hours each in Readings and Seminar courses in the area of concentration.

4. A minimum of 12 hours in the secondary area of concentration, including 3 hours each in Readings and Seminar courses in the secondary area of concentration.
5. All course work must be completed within six years of admission to the degree program.
6. Successful completion of written comprehensive examinations on the completed course work. Comprehensive examinations will be comprised of two written exams in the primary area of concentration and one in the secondary area of concentration. Candidates will receive additional information from the Program Director upon admission to candidacy.

In addition to the above requirements, the Master of Arts in History, Non-Thesis Option requires that:

7. No more than 6 hours of HIST 6891-4 Independent Study be counted toward the degree; and
8. No more than two course grades of "C" be considered acceptable during the student's program, and no grade lower than "C" be considered toward completion of the required course work.

**Special Conditions of  
Graduate Credit  
Graduate Credit Taken  
Prior to Admission to  
Arkansas Tech University**

A maximum of **six** semester hours of graduate credit with a grade point average of "B" or better may be transferred from an accredited graduate school if deemed appropriate to the graduate program by the head of the student's major department and the Dean of Graduate School. Students must send a written request to the head of their major department to petition an acceptance of the transfer credit prior to requesting admission to candidacy to the graduate program. Graduate credit earned six years prior to the completion date of all degree requirements may not be applied toward the degree without the approval of the appropriate program director and the Dean of Graduate School. Credits earned by correspondence courses or for remedial purposes will not apply toward the graduate degree. No undergraduate course may be repeated for graduate credit.

**Graduate Credit Taken  
After Admission to  
Arkansas Tech University**

If after admission to graduate study, a student wishes to take a course at another institution to count toward degree requirements at Arkansas Tech University, the student must (in advance of enrollment) obtain written approval from the program director and the Dean of Graduate School.

# MASTER OF ARTS

## MULTI-MEDIA JOURNALISM

The Master of Arts in Multi-Media Journalism is a program designed to prepare students for careers in media that is being transformed by developing new technologies. The program provides students with traditional journalistic writing skills adapted to the digital age. It also teaches the requisite theory and research methods to enable graduates to be ethical, informed users of online data bases for news gathering as well as video graphics and other technologies for electronic media delivery.

Dr. Donna Vocate, Chair  
Wilson Hall, Room 127  
(479) 964-0890  
Donna.Vocate@atu.edu

Students are eligible to apply for unconditional admission to the Master of Arts degree program in Multi-Media Journalism if they meet the following requirements:

### Unconditional Admission

1. Applicants must meet admission requirements for Graduate School.
2. Applicants must have completed the Graduate Record Examination (GRE) or the Miller Analogies Test (MAT) and have scores on file in the Graduate School.
3. Applicants must present a 500 word writing sample to the Director of the Multi-Media Journalism Program.
4. Successful completion of a writing and technology performance review by the Journalism Graduate Committee following the applicant's first semester in the program is required.

Applicants who fail to meet all of the departmental requirements may be accepted conditionally provided the deficiencies are completed prior to the completion of twelve semester hours of graduate work.

### Conditional Admission

Applicants who fail to meet the grade point requirement specified for unconditional admission may be admitted conditionally to enroll for a maximum of twelve semester hours. If a cumulative 3.00 grade point average or better is achieved at the completion of twelve semester hours, the student will be granted unconditional admission.

The director of the program will assign a faculty advisor to each student admitted to the degree program. The advisor will assist the student in the design of a curriculum of study that leads to the fulfillment of degree requirements. Subsequently the academic advisor, the Journalism Graduate Committee, and the Graduate School monitor the students' progress as they progress through the program. It remains, however, the student's responsibility to understand and to satisfy all degree requirements.

### Academic Advisors

Students who have been granted conditional admission are eligible for admission to candidacy for the degree upon the completion of twelve hours with a 3.00 grade point average or better and completion of all deficiencies. Students who have been granted unconditional admission are eligible for admission to candidacy upon completion of twelve hours with a 3.00 grade point average or better. Students who do not submit an "Application for Admission to Candidacy" prior to the end of the semester in which the student becomes eligible will not be allowed to register for subsequent graduate classes.

### Admission to Candidacy

### Degree Requirements

1. The completion of a minimum of 30 semester hours of graduate work including the following courses:
  - SPH 5003 Human Communication Theory
  - SPH 5153 Persuasive Theory & Audience Analysis

JOUR 5163 Advanced Photography and Video  
JOUR 6053 Media and Society  
JOUR 6133 Multi-Media Publishing  
JOUR 6193 Journalistic Writing for Multi-Media  
JOUR 6996 Professional Project  
Electives 6 Hours\*

\*Electives may be chosen from the following Journalism courses.

JOUR 5083 New Communication Technology  
JOUR 5123 Laws of Communication  
JOUR 5193 Communication Research Methods  
JOUR 5243 Journalism Writing Seminar

2. A cumulative grade point average of 3.00 on all graduate work with no grade lower than a "C".
3. Satisfactory completion of the professional project.
4. Completion of all degree requirements within six years of admission to the degree program.

**Special Conditions of  
Graduate Credit  
Graduate Credit Taken  
Prior to Admission to  
Arkansas Tech University**

A maximum of **six** semester hours of graduate credit with a grade point average of "B" or better may be transferred from an accredited graduate school if deemed appropriate to the graduate program by the head of the student's major department and the Dean of Graduate School. Students must send a written request to the head of their major department to petition an acceptance of the transfer credit prior to requesting admission to candidacy to the graduate program. Graduate credit earned six years prior to the completion date of all degree requirements may not be applied toward the degree without the approval of the appropriate program director and the Dean of Graduate School. Credits earned by correspondence courses or for remedial purposes will not apply toward the graduate degree. No undergraduate course may be repeated for graduate credit.

**Graduate Credit Taken  
After Admission to  
Arkansas Tech University**

If after admission to graduate study, a student wishes to take a course at another institution to count toward degree requirements at Arkansas Tech University, the student must (in advance of enrollment) obtain written approval from the program director and the Dean of Graduate School.

# MASTER OF ARTS

## SPANISH

The Master of Arts degree in Spanish is designed to provide students with advanced studies in Spanish language, literature, and culture with special emphasis on contemporary Latin American studies.

Dr. Ursula Chandler, Chair  
Dean Hall, Room 116  
(479) 964-0807  
Ursula.Chandler@atu.edu

Students are eligible to apply for unconditional admission to the Master of Arts degree program in Spanish if they meet the following requirements:

### Unconditional Admission

1. Applicants must meet the admission requirements for Graduate School.
2. Applicants must hold a B.A. in Spanish.
3. Applicants must be proficient in Spanish. Advisors will assess Spanish proficiency.
4. Applicants must have a 3.00 grade point average on a 4.00 scale in Spanish.

Applicants who fail to meet all of the departmental requirements may be accepted conditionally provided the deficiencies are completed prior to the completion of twelve semester hours of graduate work.

### Conditional Admission

Applicants who fail to meet the grade point requirement specified for unconditional admission may be admitted conditionally to enroll for a maximum of twelve semester hours. If a cumulative 3.00 grade point average or better is achieved at the completion of twelve semester hours, the student will be granted unconditional admission.

The director of the program will assign a faculty advisor to each student admitted to the degree program. The advisor will assist the student in the design of a curriculum of study that leads to the fulfillment of degree requirements. Subsequently, the academic advisor, the Department Graduate Committee, and the Graduate School monitor the students' progress as they progress through the program. It remains, however, the student's responsibility to understand and to satisfy all degree requirements.

### Academic Advisors

Students who have been granted conditional admission are eligible for admission to candidacy for the degree upon the completion of twelve hours with a 3.00 grade point average or better and completion of all deficiencies. Students who have been granted unconditional admission are eligible for admission to candidacy upon completion of twelve hours with a 3.00 grade point average or better. Students who do not submit an "Application for Admission to Candidacy" prior to the end of the semester in which the student becomes eligible will not be allowed to register for subsequent graduate classes.

### Admission to Candidacy

### Degree Requirements

1. The satisfactory completion of the following 36 semester hours of graduate work.

### Core Requirement (12 hours)

SPAN 6003 Introduction to the MA in Spanish: Fiction as Disguised History  
SPAN 6013 Spanish Composition Through Literature  
SPAN 6023 Literary Theory  
SPAN 6033 Seminar in Spanish American Literature

### Electives (24 hours)

SPAN 5283/6283 Seminar in Spanish  
SPAN 6016 Thesis Research  
SPAN 6043 Conquest and Chronicles: Historiography and Fiction in the XVI Century  
SPAN 6053 Spanish American Modernism, 1880-1920  
SPAN 6063 Spanish American Literature and Culture in Modern Times  
SPAN 6073 Spanish American Short Story  
SPAN 6083 Contemporary Latin American Poetry  
SPAN 6093 Latin American Novel  
SPAN 6881-6 Foreign Language Workshop  
SPAN 6891-4 Foreign Language Independent Study

#### **Option I: 24 hours and a written comprehensive examination**

#### **Option II: 18 hours and a thesis**

2. The satisfactory completion of 36 credit hours of graduate work (18 of which must be at the 6000 level) and a comprehensive examination, or the satisfactory completion of 30 hours of graduate work and a thesis.
3. Grades in all graduate courses must be "B" or better to be counted toward the Spanish degree.
4. The satisfactory completion of the comprehensive exam or a thesis.
5. The completion of all degree requirements within six years of admission to the degree program.

### **Special Conditions of Graduate Credit Graduate Credit Taken Prior to Admission to Arkansas Tech University**

A maximum of **nine** semester hours of graduate credit with a grade point average of "B" or better may be transferred from an accredited graduate school if deemed appropriate to the graduate program by the head of the student's major department and the Dean of Graduate School. Students must send a written request to the head of their major department to petition an acceptance of the transfer credit prior to requesting admission to candidacy to the graduate program. Graduate credit earned six years prior to the completion date of all degree requirements may not be applied toward the degree without the approval of the appropriate program director and the Dean of Graduate School. Credits earned by correspondence courses or for remedial purposes will not apply toward the graduate degree. No undergraduate course may be repeated for graduate credit.

### **Graduate Credit Taken After Admission to Arkansas Tech University**

If after admission to graduate study, a student wishes to take a course at another institution to count toward degree requirements at Arkansas Tech University, the student must, in advance of enrollment, obtain written approval from the program director and the Dean of Graduate School.

# MASTER OF ARTS

## TEACHING ENGLISH TO SPEAKERS OF OTHER LANGUAGES

The Master of Arts degree in Teaching English to Speakers of Other Languages (TESOL) is designed to provide further training to teachers who have already taken ESL endorsement courses, or professionals who work with language minority populations.

Dr. Ursula Chandler, Chair  
Dean Hall, Room 116  
(479) 964-0807  
Ursula.Chandler@atu.edu

Students are eligible to apply for unconditional admission to the Master of Arts degree program in TESOL if they meet the following degree requirements:

1. Applicants must meet the admission requirements for Graduate School.
2. Applicants must hold a 3.00 grade point average on a 4.00 scale for the final 60 semester hours of undergraduate study.
3. Two letters of recommendation.

Applicants who fail to meet all of the departmental requirements may be accepted conditionally provided the deficiencies are completed prior to the completion of twelve semester hours of graduate work.

Applicants who fail to meet the grade point requirement specified for unconditional admission may be admitted conditionally to enroll for a maximum of twelve semester hours. If a cumulative 3.00 grade point average or better is achieved at the completion of twelve semester hours, the student will be granted unconditional admission.

The director of the program will assign a faculty advisor to each student admitted to the degree program. The advisor will assist the student in the design of a curriculum of study that leads to the fulfillment of degree requirements. Subsequently, the academic advisor, the Department Graduate Committee, and the Graduate School monitor the students' progress through the program. It remains, however, the student's responsibility to understand and to satisfy all degree requirements.

Students who have been granted conditional admission are eligible for admission to candidacy for the degree upon the completion of twelve hours with a 3.00 grade point average or better and completion of all deficiencies. Students who have been granted unconditional admission are eligible for admission to candidacy upon completion of twelve hours with a 3.00 grade point average or better. Students who do not submit an "Application for Admission to Candidacy" prior to the end of the semester in which the student becomes eligible will not be allowed to register for subsequent graduate classes.

### Degree Requirements

1. The satisfactory completion of the following 36 semester hours of graduate work.

### Core Requirement ESL Endorsement (12 hours)

TESL 5023 Tesol Second Language Acquisition  
TESL 5703 Tesol Methods: Teaching English as a Second Language  
TESL 5713 Tesol Assessment  
TESL 5723 Tesol Teaching People of Other Cultures

### Unconditional Admission

### Conditional Admission

### Academic Advisors

### Admission to Candidacy

### TESOL Core (9 hours)

TESL 6003 Linguistics  
TESL 6013 Modern English Grammar and Usage  
TESL 6023 Language and Society

### Methodology (6 hours)

TESL 6033 Tesol Methods: Oral Communication  
TESL 6043 Tesol Methods: Written Communication

### Assessment (3 hours)

TESL 6053 Tesol Assessment Strategies

**and**

The satisfactory completion of six hours of the Field Experience Practicum, either TESL 6066, or TESL 6076, or TESL 6086.

### Field Experience Practicum (6 hours)

TESL 6066 Public School Experience *or*  
TESL 6076 Intensive English Internship *or*  
TESL 6086 Overseas Internship

2. The satisfactory completion of 36 credit hours of graduate work, 24 of which must be at the 6000 level.
3. Grades in all graduate courses must be "B" or better to be counted toward the TESOL degree.

### Special Conditions of Graduate Credit Graduate Credit Taken Prior to Admission to Arkansas Tech University

A maximum of **nine** semester hours of graduate credit with a grade point average of "B" or better may be transferred from an accredited graduate school if deemed appropriate to the graduate program by the head of the student's major department and the Dean of Graduate School. Students must send a written request to the head of their major department to petition an acceptance of the transfer credit prior to requesting admission to candidacy to the graduate program. Graduate credit earned six years prior to the completion date of all degree requirements may not be applied toward the degree without the approval of the appropriate program director and the Dean of Graduate School. Credits earned by correspondence courses or for remedial purposes will not apply toward the graduate degree. No undergraduate course may be repeated for graduate credit.

### Graduate Credit Taken After Admission to Arkansas Tech University

If after admission to graduate study, a student wishes to take a course at another institution to count toward degree requirements at Arkansas Tech University, the student must, in advance of enrollment, obtain written approval from the program director and the Dean of Graduate School.

# MASTER OF LIBERAL ARTS

The MLA degree is suited to the student who is interested in graduate study in the liberal arts, but is not interested in a research degree in a specific arts discipline or in a graduate degree in a technical area. The MLA is useful for middle school and high school English, speech, theatre, journalism, and social studies teachers who want to deepen their knowledge of the areas they teach. Other professionals who have specialized educational backgrounds, but who have an interest in the liberal arts, will also find the MLA attractive.

The MLA degree has three areas of concentration: Communications for those interested in English, journalism, language, linguistics, literature, and speech; The Fine Arts for those interested in music, theatre, art and music appreciation; Social Sciences for those interested in American studies, geography, history, philosophy, political science, psychology, and sociology.

Students are eligible to apply for unconditional admission to the Master of Liberal Arts degree program if they meet the admission requirements for Graduate School.

Applicants who fail to meet the grade point requirement specified for unconditional admission may be admitted conditionally to enroll for a maximum of twelve semester hours. If a cumulative 3.00 grade point average or better is achieved at the completion of twelve semester hours, the student will be granted unconditional admission.

The MLA Director will serve as faculty advisor to each student admitted conditionally or unconditionally to the MLA degree program. The advisor will assist the student in the design of a curriculum of study that leads to the fulfillment of degree requirements. Subsequently, the academic advisor and the Graduate School monitor the students' progress through the program. It remains, however, the student's responsibility to understand and to satisfy all degree requirements.

Students who have been granted conditional admission are eligible for admission to candidacy for the degree upon the completion of twelve hours with a 3.00 grade point average or better and completion of all deficiencies. Students who have been granted unconditional admission are eligible for admission to candidacy upon completion of twelve hours with a 3.00 grade point average or better. Students who do not submit an "Application for Admission to Candidacy" prior to the end of the semester in which the student becomes eligible will not be allowed to register for subsequent graduate classes.

## Degree Requirements

1. The completion of at least 30 semester hours of graduate course work, at least 15 of which must be at the 6000 level, including the following courses:

### Core Requirements

LA 6013 Introduction to the Liberal Arts <sup>1</sup>	3 hours
LA 6713 Liberal Arts Project	3 hours
Major Concentration <sup>2</sup>	12 - 18 hours
Courses in Related Area <sup>3</sup>	6 - 12 hours

2. The satisfactory completion of LA 6013, Introduction to the Liberal Arts, and 6713, Liberal Arts Project, as part of the 30-semester-hour requirement.
3. The public presentation of the project paper prepared for LA 6713.

Dr. Deborah Wilson, Director  
Witherspoon Hall, Room 145  
(479) 968-0482  
Deborah.Wilson@atu.edu

## Unconditional Admission

## Conditional Admission

## Academic Advisors

## Admission to Candidacy

4. The completion of a 12- to 18-semester hour major concentration of course work in one of three areas:

- A.) Communications (including English and linguistics)
- B.) The Fine Arts
- C.) Social Sciences

The completion of 6 to 12 hours in a related area of study.

5. A cumulative grade point average of at least 3.00 in all graduate course work attempted at Arkansas Tech University with a maximum of six semester hours of "C" grades.

6. A minimum of 24 semester hours of graduate course work completed in residence at Arkansas Tech University. (Full time residence is not required.)

7. Completion of all degree requirements within six years of admission to the program.

<sup>1</sup>LA 6013 must be taken before the completion of twelve semester hours of graduate course work.

<sup>2</sup>The major concentration areas are communications, the fine arts, and the social sciences. The advisor will approve the courses that apply to the student's MLA major.

<sup>3</sup>Courses in the related area of study will usually not belong to the major, but will be related to a dominant theme in the courses in the major and/or to the capstone project dealt with in LA 6713.

### **Special Conditions of Graduate Credit Graduate Credit Taken Prior to Admission to Arkansas Tech University**

A maximum of **six** semester hours of graduate credit with a grade point average of "B" or better may be transferred from an accredited graduate school if deemed appropriate to the graduate program by the director of the MLA program and the Dean of Graduate School. Students must send a written request to the director of the MLA program to petition an acceptance of the transfer credit prior to requesting admission to candidacy to the graduate program. Graduate credit earned six years prior to the completion date of all degree requirements may not be applied toward the degree without the approval of the director of the MLA program and the Dean of Graduate School. Credits earned by correspondence courses or for remedial purposes will not apply toward the graduate degree. No undergraduate course may be repeated for graduate credit.

### **Graduate Credit Taken After Admission to Arkansas Tech University**

If after admission to graduate study, a student wishes to take a course at another institution to count toward degree requirements at Arkansas Tech University, the student must (in advance of enrollment) obtain written approval from the director of the MLA program and the Dean of Graduate School.

### **Liberal Arts Project**

All candidates for the MLA degree must complete LA 6713, Liberal Arts Project. The requirements for this course include a scholarly research paper that will be presented publicly. With the approval of the Dean of Graduate School and the MLA Director, a significant creative project may be substituted for a scholarly research paper.