

# ADMISSION

**Dr. Sarah Gordon, Dean**  
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Phone: (479) 968-0398  
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## Admission to Graduate College

Individuals who meet the admission requirements listed below may apply to ATU. The University reserves the right to reject the application of any individual. Every student must complete an application for admission.

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 (2) weeks in advance of the initial date of enrollment. Applicants for admission must submit a completed application form and request from the college or university granting their bachelor's degree an official transcript be sent directly to the Graduate College.

**Detailed information regarding graduate student admissions may be obtained by contacting:**

Graduate College

105 West O Street  
Brown Hall 410  
Russellville, AR 7280 1  
Phone: (479)-968-0398  
Email: gradcollege@atu.edu

Online <https://www.atu.edu/gradcollege/>

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 (1) calendar year; applicants who do not enroll during the calendar in which they applied will be required to reapply for admission. Admission to graduate study does not imply admission to a specific program or to candidacy for a degree.

ATU will provide equal opportunity in admission to all persons. This applies to all phases of the admission process. Any demographic information collected through the Admission Application is on a voluntary basis and is to be used in a nondiscriminatory manner consistent with applicable civil rights laws for reporting and statistical purposes only and cannot affect eligibility for admission.

Any student requiring special accommodations in order to complete a course or program of study should contact Disability Services, Doc Bryan, Room 141, or call (479) 968-0302. Disability Services administers programs and services associated with the Americans with Disabilities Act and serves as a liaison for students with disabilities.

Beginning June 1, 2007, all students at ATU will be assigned a permanent, randomly generated, student identification number. Student's social security numbers will be used only on applications for admission and solely for the purposes of State and Federal reporting requirements and determination of eligibility for Federal financial aid.

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

## Unconditional Admission for Entering Graduate Students

Admission applicants must:

1. Applicants must pay a \$40.00 nonrefundable application
2. Applicants must hold a bachelor's degree from an institutionally accredited college verified by an official
3. Applicants must have a cumulative grade point average of 3.00 on the last 30 hours of undergraduate work or hold a graduate degree from an institutionally accredited institution to be accepted into ATU. Admission to graduate study does not imply admission to a specific program or to candidacy for a degree individual programs may require a higher GPA
4. Applicants must request a complete undergraduate official transcript from their bachelor's awarding institution sent directly to Graduate Admissions. Electronic official transcripts may be emailed to gradadmissions@atu.edu.
5. Applicants must meet additional admission requirements specified by programs in the graduate catalog.

\*The application fee may be applied to defer admission in the same program for up to one (1) calendar year. If an applicant does not complete the admission process within one (1) calendar year, or if the applicant applies to a new program, the applicant is responsible for submitting a new application fee.

## Conditional Admission for Entering Graduate Students

Applicants may be admitted conditionally if they do not meet one of more of the requirements of conditional admission:

1. Meet one or more of the requirements for unconditional admission.
2. Hold a bachelor's degree from an accredited
3. Meet additional admission requirements specified by programs in the graduate catalog
4. Submit all necessary documentation prior to initial

Applicants who do not meet the grade point requirement specified for admission may be admitted conditionally. Upon completion of twelve (12) semester hours with a grade point average of 3.00 or better the student will be granted unconditional status.

If the applicant does not meet additional admission requirements specified by programs in the graduate catalog the program director may require the applicant to complete up to thirty (30) undergraduate hours in addition to graduate credits required for the degree.

## Former Graduate Students

Students who have interrupted their attendance at ATU for more than one calendar year must reapply for admission. Students seeking readmission after suspension or dismissal must undergo a formal review by the program director and the Graduate Dean, who will determine admission eligibility.

## Transfer Graduate Students

Transfer students seeking admission to ATU's Graduate College must submit official transcripts from all colleges/universities where they have been officially registered in graduate coursework. Transfer students must meet unconditional admission standards, and be in good academic standing at their previous graduate institution(s). Please see the Transfer of Graduate Credit section regarding transferring credit into an Arkansas ATU graduate program.

## 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 unofficial transcript from an accredited college or university showing 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 (12) 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.

## Non-Academic Rejection

Please note that academic performance is not the sole criterion for admission to the university. The university may evaluate a person's behavior and background to determine their ability to maintain the standards of academic and professional conduct expected at the university. An evaluation may take into consideration current behavior and performance as well as past experiences and actions. Simply qualifying for admission does not guarantee 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 they have been admitted to its graduate program and are in good standing.

## International Graduate Student Admissions

The International Admissions is pleased to assist international students who wish to study at ATU. Any student who is not a United States citizen or a permanent resident of the United States is considered an international student. International students are subject to out-of-state tuition rates and an international student services fee, as well as, additional admission requirements. The application for international admission and all supporting documents should be submitted by March 1 for the fall semester and October 1 for the spring semester for priority consideration. Application deadlines for regular admission are June 1 for fall semester and November 1 for spring semester. Admission will not be granted until all supporting documentation as listed above has been received and evaluated. Upon acceptance, notification will be sent to the student along with an I-20 (Certificate of Eligibility).

Any deferral of admission requires updated evidence of financial support. The application fee may be applied to defer an application for admission in the same program for up to one (1) calendar year from the original application date. However, the applicant is responsible for paying a \$25 USD fee for each deferral within the calendar year. If an applicant does not complete the admission process within one (1) calendar year from

the original application date, or if the applicant applies to a new program, the applicant is responsible for submitting new application and Graduate College fees. Please send a written request for deferral [imsso@atu.edu](mailto:imsso@atu.edu) within 60 days of the start date of your last admission.

Full payment of tuition and fees must be paid at registration each semester. International students are required to purchase a health insurance policy provided by the university. ATU receives no remuneration as a result of international student enrollment in the health insurance plan.

More detailed information regarding international student admissions may be obtained by contacting:

International Admissions  
Brown Hall, Suite 104  
ATU  
Russellville, Arkansas, 72801-2222, USA  
Telephone: (479) 356-2217  
Fax: (479) 880-2039  
<https://www.atu.edu/imsso>. (<https://www.atu.edu/imsso/>)

## Transfer of Graduate Credit

### Graduate Credit Taken Prior to Admission to ATU

A maximum of 25% of the coursework required for a graduate degree (e.g, six (6) semester hours of graduate credit in a 30-hour program and nine (9) 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 Graduate College Dean. A maximum of three (3) semester hours of graduate credit with a grade point average of "B" or better may be transferred from an accredited graduate school for a graduate certificate program if deemed appropriate to the graduate program by the head of the student's major department and the Graduate College Dean. No more than 25% of graduate coursework can be earned through PLA and/or transfer hours.

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 (6) 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 Graduate College Dean. 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 Earned Six Years' Prior to Degree Completion

The maximum timeframe for which a student's previous academic credits can be counted toward a graduate degree is six years. Effective May 1, 2020, the Graduate College will only approve, in rare circumstances, a deviance from the requirement for all program courses to be completed within a six-year timeframe if the affected student submits documented proof of being current in the subject matter(s) of the course(s) outside of the six-year window. Currency can be documented via professional practice, continuing education, or other appropriate means. This documentation must be endorsed by the program director and approved by the Dean of the Graduate College.

## Graduate Credit Taken After Admission to ATU

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

## Prior Learning Assessment

The term "Prior Learning Assessment" (PLA) is the process by which an individual's experiential and extra-institutional learning is assessed and evaluated for purposes of granting college credit. Supporting documentation that demonstrates learning outcomes, competencies, and professional skills gained through prior learning must be submitted.

Students may be awarded credit for prior learning not to exceed 25% of the coursework required for a graduate degree (e.g., 6 hours for a 30 or 33 credit hour program or 9 hours for a 36-credit hour program). No more than 25% of coursework can be earned through PLA and/or transfer hours.

Students may be awarded up to 3 credit hours for prior learning for a graduate certificate.

The Arkansas Higher Education Coordinating Board sets credit limits for experiential/prior learning assessment. Not all programs provide the PLA credit option. Every student requesting credit for prior learning must submit the required documentation or complete an examination (as required by the degree program) to demonstrate the graduate-level learning that has resulted from experiences outside a formal academic framework. Faculty from the program will evaluate the PLA request to determine if the student qualifies for PLA credit. PLA credit must be earned for a specific course, and cannot be earned for generic credit toward a graduate degree or certificate.

## Eligibility

A student must be admitted to and enrolled in an Arkansas Tech University graduate certificate or graduate degree program to be eligible to apply for PLA credit.

## Application

An application form must be completed and submitted to the student's graduate program director. The application must be evaluated by program faculty and, if recommended for approval, be signed by the program director, department head, college dean, and graduate college dean. Application for PLA and listing of current approved credit is available on the Arkansas Tech University Graduate College website.

## Second Master's Degree

Subject to the approval of the advisor, program director, and Dean of Graduate College 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.

Any courses applied to the second master's degree must meet the requirements for the degree and must not be more than six (6) 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 ATU. Approval for applying these

courses must be received at the beginning of the second master's degree program.

## Accelerated Bachelor to Master Degree Programs

<https://www.atu.edu/catalog/current/undergraduate/admission.php#acceleratedbachelor>

Colleges with existing Master's degree programs may offer an accelerated undergraduate to graduate degree program (designated as an Accelerated Bachelor's Plus Master's Degree Program) allowing qualified undergraduate students to register for graduate level credit hours as undergraduates and receive dual credit toward both undergraduate and graduate degrees within the designated programs that comprise the Accelerated Bachelor's Plus Master's Degree Program. Accelerated Bachelor's Plus Master's Degree Programs are designed as continuous combined programs with a seamless transition from the Bachelor's degree program into the Master's degree program.

Each Accelerated Bachelor's Plus Master's Degree Program will establish the number of credit hours to receive dual credit subject to approval by Academic Affairs and the Graduate College through the normal University curricular approval process. A maximum of twelve graduate level credit hours can be double-counted towards the Bachelor's degree and the Master's degree. AB2M students may enroll in no more than six graduate-level credit hours in any given semester.

Each Accelerated Bachelor's Plus Master's Degree Program will establish the selection criteria for students to qualify; these criteria are subject to approval by Academic Affairs and the Graduate College through the normal University curricular approval process. These criteria may vary by program. The criteria stated here are the minimum required by the university; the student is responsible for referring to each program's specific criteria to ensure eligibility.

The curriculum will follow the existing curriculum in the undergraduate and graduate degree programs comprising the Accelerated Bachelor's Plus Master's Degree Program. Selected 5000 and 6000 level courses in the graduate program will be eligible for dual credit both in the undergraduate and graduate degree programs.

Students in Accelerated Bachelor's Plus Master's Degree Programs will apply for graduation with the Bachelor's degree on the schedule delineated in the undergraduate catalog and will receive their bachelor's degree upon completion of all the requirements for the undergraduate degree. The Master's degree will be awarded when the student has completed the remaining requirements for the graduate degree.

## Admission Requirements

Students may apply for admission into the Accelerated Bachelor's Plus Master's Degree Program in their Junior year if the following conditions are met:

- complete a minimum of 90 credit hours towards their Bachelor's degree connected to the AB2M program
- earn a minimum grade point average of 3.0 or better in those undergraduate courses (and maintain the 3.0 GPA throughout their time as an AB2M student)
- Complete an official application ([https://www.atu.edu/catalog/dev/graduate/\\_data/AB2M%2024-25.pdf](https://www.atu.edu/catalog/dev/graduate/_data/AB2M%2024-25.pdf)) for admission to accelerated programs

Applicants who complete the requirements above along with their respective departmental requirements will be conditionally accepted to the accelerated graduate program as an undergraduate student.

Military students should work with their academic advisor to review their transcript for consideration for an AB2M program.

## Program Requirements

Upon the completion of Bachelor's degree requirements, students will be accepted into the Graduate College at a status consistent with the Graduate College and individual program guidelines. Students must meet all the graduate requirements for dual credit courses to receive graduate credit for these courses to contribute toward their Master's degree. Only grades B or better will count toward graduate credit. Students must maintain a 3.0 GPA while completing the accelerated program.

If an AB2M student earns a "C" grade (or lower) in a graduate level course, they will be removed from the AB2M program, which means the student will no longer be able to take graduate-level courses that count toward an undergraduate degree AND the student will no longer be automatically accepted into a graduate program (and thus must apply to a graduate program via the traditional pathway upon completion of the Bachelor's degree). Further, if an AB2M student earns a 'C' grade (or lower), the "C" grade will appear on both the undergraduate and graduate transcripts. For graduate programs, a maximum of six (6) hours of courses with the grades of "C" may be applied to the graduate degree requirements. Graduate students must have a grade point average of 3.0 or better in order to be admitted to candidacy. Upon graduation with their undergraduate degree, an AB2M student who earned a "C" grade may apply to an associated Master's program for admission consideration; in the application, the former AB2M student can make a case to the graduate program director regarding the possibility of retaking the course to better their "C" grade OR to not have the "C" grade count toward the graduate degree by taking another course instead (if this is an allowable possibility in a given program's approved curriculum).

All other general requirements for the Bachelor's and Master's degree programs that comprise an Accelerated Bachelor's Plus Master's Degree Program apply and must be satisfied.

Until the Bachelor's degree is obtained, AB2M students must abide by the undergraduate policies for financial aid, probation, suspension, and clemency. Once the Bachelor's degree has been conferred, the student must abide by the graduate policies for financial aid, probation, suspension, and clemency.

These guidelines represent a minimum standard. Individual graduate programs may establish more stringent guidelines as well as additional requirements not specifically precluded in this document with the approval of the Graduate College and Academic Affairs. The curriculum will follow the existing curriculum in the undergraduate and graduate degree programs comprising the Accelerated Bachelor's Plus Master's Degree Program. For more information on the course listing consult the undergraduate catalog here (<https://client-snap.dev8.leefrog.com/atu/www.atu.edu/catalog/current/undergraduate/admission.html#acceleratedbachelor>).

## Undergraduate Senior Admission

An undergraduate senior, registering the semester prior to graduation in a baccalaureate degree program at ATU, who does not need a full load of undergraduate courses to complete requirements for graduation, may request special permission from the Dean of Graduate College

to enroll in no more than six (6) hours of graduate course work. The student's course load is not to exceed a total of fifteen (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 (6) semester hours. The student must have a 3.00 cumulative grade point average to be eligible for admission as an undergraduate senior. 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 College online at Request by Undergraduate Senior to Enroll in Graduate Classes (<https://www.atu.edu/gradcollege/docs/REQUEST%20BY%20UNDERGRADUATE%20SENIOR%20TO%20ENROLL%20IN%20GRADUATE%20CLASSES2.pdf>).

Graduate courses do not count toward retention of undergraduate scholarship requirements. Prior to taking a mixed course load, students are encouraged to investigate the effects that graduate courses may make on institutional and/or state funded scholarship awards.

## Catalog Privilege

Candidates for a master's degree may choose to complete requirements under the regulations published in the ATU graduate catalog for the year of initial enrollment in the graduate program at ATU 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 (6) 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 Enrollment Status

The minimum credit hour load for classification as a full-time graduate student in any term is 9 graduate credit hours. Classification as a three-quarter time is 7-8 graduate hours; half time is 5-6 graduate hours; and less than half time is 1-4 graduate hours.

## Graduate Student Load

Graduate students may enroll for a maximum of twelve (12) hours of credit during each of the three semesters (Fall, Spring, and Summer) during the academic year. 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 (9) or more hours of credit during each of the three semesters. Graduate Assistants will be considered full-time if carrying six (6) or more hours. Students receiving financial aid should check with the Financial Aid office for requirements necessary to be considered a full-time student. Permission to take more than the maximum loads stated above requires the written approval of the student's advisor, program director, and Graduate College Dean.

## Change of Major

Subject to the approval of the advisor, current program director, new program director, and Dean of Graduate College a graduate student may be allowed to change their major or add an additional certificate or master's degree.

## Adding and Dropping Courses

Changes in the class schedule must be made on official forms available at the Registrar's Office, Suite 307, Brown Hall. 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. Please note: A student accumulating an excessive number of unjustifiable absences in a course may be dropped from the course by the instructor with a grade of "WN."

## Repeating a Course

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.

## Withdrawing

To withdraw officially, the student must report to the Graduate College 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 Graduate College Dean.

## Courses for Audit

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

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 Graduate College Dean 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 student's official graduate record. A student may not enroll in an independent study course before completing twelve (12) hours of graduate credit.

## Limit on Workshop and Independent Study Credit

No more than six (6) semester hours of graduate course work completed in workshops and/or independent study may be applied to the master's degree.

## Assessment Program

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.

## Enrolling In College

Students are urged to acquaint themselves with this catalog thoroughly. It sets forth policies and procedures for enrolling and successfully completing the various programs of study.

The basic responsibilities of selecting a major field, enrolling in the prescribed courses of study in the field, and complying with the University's requirements for graduation rest with the student; however, University personnel will assist the student with problems encountered. Further assistance is offered in the form of capable departmental advisors, a full-time guidance and counseling service, and an appropriate graduation check list to serve as a reminder of the various graduation requirements.

## The Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act (FERPA) afford eligible students certain rights with respect to their education records. (An "eligible student" under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution.) To review these rights click here (<https://www.atu.edu/ir/ferpa.php>).

## University Policy

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

## Graduation

Please refer to the section entitled Graduation Requirements (<https://catalog.atu.edu/graduate/graduation-requirements/>) for information pertaining to candidacy, application for graduation, payment of graduation fees, and other graduation requirements.