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Our department is an applied interdisciplinary social science research program. Our goal is to challenge and stimulate graduate students in their pursuit of investigating cutting edge research questions from areas as varied as: consumer attitudes and behaviors and their impact on decision-making, labor market issues, labor-health connection, retailing questions, financial literacy, stock market investment decisions, micro lending challenges; and other topics. Our faculty members have doctorates from some of the finest institutions in the country and are well qualified to conduct research and teach at the highest levels. Some of our department's signature areas center on sustainable consumption behaviors and microfinance. Currently, we offer two areas of concentration: consumer behavior and family and consumer economics.

**Consumer Behavior**

The Consumer Behavior (CB) option is the interdisciplinary study of consumer participation in the marketplace. The goal of research in CB is to employ theories from basic disciplines (especially sociology, psychology, economics, and marketing) to the study of the decision processes, activities, and influences on consumer behaviors. We focus on the evaluation, acquisition, use of, and mood of consumer goods and services.

Our new CB graduate students typically have previous background in the social sciences, marketing, and economics. Students who enter our program without this background often take supplementary course work to build entry competencies.

Potential careers for Consumer Behaviorists include university teaching and research positions with market research firms.

**Family and Consumer Economics**

The Family and Consumer Economics (FACE) option concentrates on the factors influencing the decisions and well-being of families and consumers. Economic interactions of families and consumers with their external environment are studied, with an emphasis on the economic analysis of household consumption, production, and finance. Economics, social-psychological theories, and quantitative methods are applied to family and consumer decisions and policy questions.

Specific areas of faculty research include family and consumer economics, financial counseling and planning, consumer affairs, and the allocation of family and consumer resources.

Our new FACE graduate students have backgrounds in microeconomics, calculus, and family and consumer economics. Students who enter our program without this background often take supplementary course work to build entry competencies.

Past graduates of the program have pursued careers in university teaching and research, cooperative extension, and a variety of related professions in the private and public sector.
LEVELS OF GRADUATE STUDENT EDUCATION

We have three types of graduate students in our department: non-thesis masters students, thesis masters students, and Ph.D. students.

**Non-Thesis Masters (MS) Students**

For many students the Masters of Science is a terminal degree because they do not plan to pursue further graduate work as a PhD student. Typically, these students are seeking a graduate degree to help prepare them for work in industry and business. The non-thesis master’s degree option is typically the route they take during their graduate career. This degree offers students opportunities to become expert social scientists in areas that interface psychology, communication, management, health, economics, and financial planning.

Student who choose the non-thesis option write a final paper at the end of their master’s degree.

**Thesis Masters (MS) Students**

Some of our master’s students are interested in continuing their graduate education to the Ph.D. level. Those students must write a master’s thesis during their first two years. The master’s thesis is supervised by the student’s advisor and the student defends their thesis in front of a committee consisting of three faculty members.

**Ph.D. Students**

Ph.D. students are training to become academic researchers, professors, business leaders, and community leaders. Many of our Ph.D. students either enter industry or academia.

ROLES AND RESPONSIBILITIES

One of the hallmarks of our graduate program is its flexibility. Students and their faculty advisor work closely together to develop a plan of study that best fits their individual needs. Because of this flexibility, it requires graduate students to take an active role in their graduate education and to understand the different roles and responsibilities.

**You**

Because our program is interdisciplinary, successful graduate career relies on you to take responsibility for your education. This means you need to read, understand, and adhere to the department and college’s policies, requirements and timelines. Also, should any problems occur along the way, it is your responsibility to let your advisor and/or the Director of Graduate Studies know what is going on.

**Your Advisor**

The primary role of the advisor is to guide you through the degree process. Your advisor will counsel you on the courses you need to take (i.e. your Plan of Study), research interests, and career goals. When you write your thesis or dissertation your advisor is also responsible for reading drafts of the document and for helping you refine your writing. We recommend that you meet with your advisor as often as necessary but no less than twice a semester (once at the beginning and once at the end of each semester). While many faculty members have an “open-door” policy for their graduate students, you should respect their time and schedule meetings whenever possible. The ideal relationship between you and your advisor should be collegial.

**Your Plan of Study/Examining/Thesis/Dissertation Committees**
Each graduate student assembles a group of faculty members who will evaluate their progress during their graduate program. For some students, committee members might change based on the tasks and where the graduate student is in regards to their area of study. For most students, this committee remains the same throughout the graduate program.

Your committee is assembled based on your plan of study and they are charged with evaluating the quality of graduate education. Your advisors act as the head of your committee.

- For Master’s students who choose the non-thesis option, the Examining Committee comprises of at least your Chair (your advisor) and/or other faculty members.
- For master’s students who choose the thesis option, your committee consists of at least three faculty members.
- For Ph.D. students, your committee consists of four faculty members (at least two within the department and at least one member outside your department).

**The Graduate Committee**

Departmental graduate policies are developed and monitored by the graduate committee. The graduate committee also has the responsibility for graduate student admissions. The department head appoints the director and faculty members of the graduate committee. A graduate student representative elected by the graduate students is also a member of the committee. S/he will only participate in meetings that do not involve confidential student matters.

Specific responsibilities of the Graduate Committee are as follows:

- Reviews applications for admission to Graduate School.
- Considers concerns raised by any or all graduate faculty and graduate students.
- Reviews petitions submitted by graduate students to substitute or waive a core course or to change their area of specialization within the department.

The Graduate Committee, based on recommendations provided by the graduate faculty, will monitor the performance and progress of all graduate students. Information to be considered includes course work, assistantship performance, and information provided by the major professor.

**The Director of Graduate Studies**

The Director of Graduate Studies oversees and organizes the graduate programs (M.S. and Ph.D.). His/her roles include overseeing student recruitment, admissions, management of RA/TAships, fellowships, new student orientation, and counseling graduate students on issues related to courses, research, and career goals.

**The Head of the Department**

The Head of Department of Consumer Science also serves as Head and Chair of the Graduate Committee who reports directly to the Dean of the College of Health and Human Sciences. The department head also appoints the Director of Graduate Studies to be the administrator who is responsible for matters pertaining to graduate study. All graduate programs are administered through the Graduate School.

**Graduate Secretary**

The CSR Graduate Secretary can provide advice to students regarding departmental and graduate school policies, procedures, and paperwork.
Graduate Student Association

The GSA provides a) mentoring designed to facilitate new graduate students’ adjustment to the department and university; b) an opportunity to socialize with other graduate students within the department, and c) a forum for students and faculty to discuss broader goals of the Department. The GSA also advocates for students and represents students’ efforts to uphold their rights as defined in University Regulation (http://www.purdue.edu/oop/univregs).

The Graduate Student Ombudsman

The Purdue Graduate School offers an Ombudsman to assists graduate students to help resolve problems and conflicts. The Ombudsman is someone from outside the Department who you can confidentially discuss issues.
1. Tangible evidence of progress toward (a) securing a permanent advisor; (b) establishing an approved Plan of Study; and (c) establishing an advisory committee (i.e., signed Plan of Study for second year and beyond). (Some of evidence of progress with these indicators is expected of first-year students.)

2. Adequate progress in coursework, including passing core courses with a grade of at least a B.

3. Completion of coursework on a timeline consistent with Plan of Study, including graduation within 4 years of entry to doctoral program.

4. Involvement in at least one research project. Assume leadership role in a research project as appropriate.

5. Completion of preliminary examination no later than the end of the 3rd year at Purdue.

6. Presentations at professional meetings and development of publication(s) submitted to scholarly outlets.

7. Clearly identifiable special skills beyond basic requirements, such as writing, curriculum development, statistics, teaching, etc.

8. Satisfactory performance in assistantship (at least 3 on the rating criteria), based on supervisor report (and course evaluations if applicable).

9. Membership in at least one professional organization, including conference attendance. Involvement beyond membership as appropriate (e.g., review of proposals, officer of student affiliate, board membership).

10. Contribution to departmental activities (e.g., assistance with new or prospective students, membership on departmental committees).

11. Professional conduct in meeting with advisor and other faculty, communication with other students, attention to timeliness in completion of paperwork, and other aspects of graduate student life.

12. Timely completion of, accuracy, and presentations of materials for the annual review.

Only Applicable to Advanced Students Beyond Year 2

13. Passed preliminary examination at initial administration or passed retake at one of the next administrations.

14. Appropriate progress in identifying a dissertation topic; timely proposal approval, data collection, data analysis, completion / defense.
MASTER OF SCIENCE METRICS

1. Tangible evidence of progress toward (a) securing a permanent advisor; (b) establishing an approved Plan of Study; and (c) establishing an advisory committee (i.e., signed Plan of Study for second year and beyond). (Some of evidence of progress with these indicators is expected of first-year students.)

2. Adequate progress in coursework, including passing core courses with a grade of at least a B.

3. Involvement in at least one research project. Assume leadership role in a research project as appropriate.

4. Clearly identifiable special skills beyond basic requirements, such as writing, curriculum development, statistics, teaching, etc.

5. Satisfactory performance in assistantship (at least 3 on the rating criteria), based on supervisor report (and course evaluations if applicable).

6. Contribution to departmental activities (e.g., assistance with new or prospective students, membership on departmental committees).

7. Professional conduct in meeting with advisor and other faculty, communication with other students, attention to timeliness in completion of paperwork, and other aspects of graduate student life.

8. Timely completion of, accuracy, and presentations of materials for the annual review.

The following are also recommended for Master’s Students

9. Membership in at least one professional organization, including conference attendance. Involvement beyond membership as appropriate (e.g., review of proposals, officer of student affiliate, board membership).

10. Presentations at professional meetings and development of publication(s) submitted to scholarly outlets.
CONDITIONS OF ADMISSION AND ORAL ENGLISH PROFICIENCY

Oral English Proficiency Program (OEPT)

International students who wish to qualify for a teaching assistantship with direct contact with undergraduate students must first pass the Oral English Proficiency Test (OEPT), administered by the Oral English Proficiency Program (OEPT). Arrangements for taking this test should be made with the Graduate Secretary.

Transfers

Students wishing to transfer to CSR from another graduate program at Purdue need to apply and be admitted through the standard admissions process. This involves completing a statement of purpose, providing a transcript of work at Purdue and, where appropriate, the undergraduate institution, test scores (GRE, TOEFL) and letters of reference.

These application materials are reviewed by the faculty—faculty collectively makes a decision about admission at the same time as other admissions decisions are made. This procedure is permitted by the Graduate School (i.e., form GS-17, Request for Transfer of Departments: "Some departments may require letters of recommendation, transcripts, or additional materials before approving a transfer.")

In addition, as with any other student, a student who transfers to CSR must meet program requirements for coursework and pass the preliminary examination (again form GS-17: "Any plan of study, advisory committee, or examination related to study for a degree in the current graduate program has no validity with regard to study for a degree in the proposed graduate program"). We encourage students who are interested in transferring to talk with a faculty member (ideally, the person with whom they would like to work) prior to applying and initiating the transfer process.
REGISTRATION

Instructions for registration for courses are available on “MyPurdue”. Consult with your advisor before registering for each semester’s courses. You will be able to self-register for many courses, but courses that require an instructor or department’s approval will require an override. Consult with the instructor and get written permission to register for the class, either by e-mail or a signature on a registration form (form 23). Your graduate registration advisor (Jeannie Navarre) can enter the override for you and will provide you with your PIN number for the semester you are registering.

To be considered a full-time graduate student by the Office of the Registrar, domestic students must be enrolled in 8 or more credit hours in the Fall and Spring semesters, and 6 or more credit hours in the summer session. International students, who are employed half time, must be enrolled in 8 or more credit hours in the Fall and Spring semesters to be considered full-time by the Office of the Registrar and Immigration law.

Students must be registered for at least one credit during the semester in which they graduate. Students must be registered for research credit if they are writing, conducting research or using university facilities for a thesis or dissertation. **Please pay close attention to registration deadlines. There is a $200 late fee for registrations initiated after the deadline!**

**Exam/Degree only registration:** This is a specially priced registration (about $205) for students who have all course work on the plan of study complete and need only to defend or deposit a thesis or present a final project. The deadline is about one month earlier than the regular exam/deposit deadline. Students who do not make the deadline must change the registration to the required number of credits and pay the difference in fees. Non-thesis students can only register this way one time. This registration must be approved and entered by the Graduate School and requires a form 23 signed by your advisor.

**Candidacy:** If a student registers for more than three semesters as a candidate, they will be assessed a $200 fee on top of their regular fees. This is called a Late Graduation Deadline Fee (graduate students).
Plan of Study Checklist

Master of Science in Consumer Behavior

30 credits of course work – 6 credit hours of research

_____ CSR 60000 (Introduction to Research in Consumer Science)
_____ CSR 63100 (Consumer Behavior Theories)
_____ CSR 69500 (Behavioral Research Methods)

_____ STAT 50100 or _____ STAT 51100
     (Experimental Statistics I)          (Statistical Methods)
_____ STAT 50200 or _____ STAT 51200
     (Experimental Statistics II)        (Applied Regression Analysis)

ELECTIVES – 15 credit hours (based on 3 credit hour courses)

_____________ ____________________________

_____ _________________________________

THESIS – 6 credit hours. Do not put these hours on the Plan of Study – but they need to be fulfilled.

Note: Only the courses listed above should be included on the Master’s Plan of Study.
Plan of Study Checklist
Doctorate in Consumer Behavior

90 credits hours total to receive a Ph.D. from Purdue University

A minimum of 36 credit hours of course work – 18-24 credit hours of research

CSR 60000 (Introduction to Research in Consumer Science)
CSR 63100 (Consumer Behavior Theories)
CSR 69500 (Behavioral Research Methods)
EDCI 58900 (Special Topics for Teachers) – must be taken by third semester

STAT 51100 (Statistical Methods) or STAT 51200 (Applied Regression Analysis)

ELECTIVES – A minimum of 27 credit hours (based on 3 credit hour courses)

DISSERTATION
18-24 credit hours (these hours need to be fulfilled but are not on the Plan of Study)

Doctor of Philosophy in Consumer Behavior (With Purdue University M.S.) [90 credits hours total to receive a Ph.D. from Purdue University]

A minimum of 36 credit hours of course work – 18-24 credit hours of research

CSR
CSR
CSR
EDCI 58900 (Special Topics for Teachers) – must be taken by third semester

Advanced STAT or Advanced STAT

ELECTIVES – A minimum of 27 credit hours (based on 3 credit hour courses)

DISSERTATION
18-24 credit hours (these hours need to be fulfilled but are not on the Plan of Study)
Plan of Study Checklist
Master of Science in Family and Consumer Economics

30 credits of course work – 6 credit hours of research

_____ CSR 60000 (Introduction to Research in Consumer Science)
_____ CSR 63100 (Consumer Behavior Theories)
_____ CSR 68100 (Consumption Theory)
_____ CSR 68200 (Analytical Tools for Consumer Economists)
_____ CSR 69500 (Behavioral Research Methods)

_____ STAT 50100 or _____ STAT 51100  
(Experimental Statistics I) (Statistical Methods)
_____ STAT 50200 or _____ STAT 51200  
(Experimental Statistics II) (Applied Regression Analysis)

ELECTIVES – 9 credit hours

_____ _____ _____

THESIS – 6 credit hours. Do not put these hours on the Plan of Study – but they need to be fulfilled.

Note: Only the courses listed above should be included on the Master’s Plan of Study.
# Plan of Study Checklist

## Doctorate in Family and Consumer Economics

90 credits hours total to receive a Ph.D. from Purdue University

A minimum of 36 credit hours of course work – 18-24 credit hours of research

- _______CSR 60000 (Introduction to Research in Consumer Science)
- _______CSR 63100 (Consumer Behavior Theories)
- _______CSR 68100 (Consumption Theory)
- _______CSR 68200 (Analytical Tools for Consumer Economists)
- _______CSR 69500 (Behavioral Research Methods)
- _______EDCI 58900 (Special Topics for Teachers) – *must be taken by third semester*

- _______STAT 51100
- _______or
- _______STAT 51200

*Statistical Methods* (Applied Regression Analysis)

**ELECTIVES** – A minimum of 21 credit hours (based on 3 credit hour courses)

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**DISERTATION**

- _______18-24 credit hours (these hours need to be fulfilled but are not on the Plan of Study)

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**Doctor of Philosophy in Family and Consumer Economics (With Purdue University M.S.)** [90 credits hours total to receive a Ph.D. from Purdue University]

A minimum of 36 credit hours of course work – 18-24 credit hours of research

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**ELECTIVES** – A minimum of 36 credit hours (based on 3 credit hour courses)

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**DISERTATION**

- _______18-24 credit hours (these hours need to be fulfilled but are not on the Plan of Study)
The Plan of Study (POS) is a carefully considered selection of courses that you and your advisor have proposed for satisfying the scholarly expectation within your area of interest. The Plan of Study is to be filed online through your MyPurdue account. The Plan of Study needs to make academic sense, thus it is important to outline your intended classes early in your graduate education.

You can do this by going to MyPurdue → The Graduate Database.

Once a plan of study is drafted, you need to share your intended plan with those faculty members you would like to invite to be on your advisory committee. Your committee will provide feedback on the plan and ultimately will approve it by providing their signatures.

**Requirements and Guidelines**

**Non-Thesis Master’s Degree**

Minimum requirements: 31 to 33 credits – core courses (12); flex (12); statistics (6); and final report course (1-3) (CSR 69700 – not be listed on POS)

Primary area should account for a minimum of 12 credits plus 6 credits thesis research. A minimum of 9 credits in the primary area must be taken on the West Lafayette campus.

No more than 2 related areas with at least 6 hours in any area. Related courses are the tools you use in your research, such as Statistics or Research methods.

Graduate students are not permitted to list courses taken on a pass/no pass (pass/fail) basis on their POS. It is a firm university policy that pass/no pass grades are not acceptable in fulfilling degree requirements.

**A grade of 3.0 or better is required throughout your graduate program.**

Transfer credits from other universities may be used only if a grade of B or better is achieved. Transcripts for all transfer courses must be on file in the Graduate School. At least one half of the total credits on your plan must be earned while registered at Purdue University.

The research area should reflect the subject of your final project.

Your advisory committee consists of a major advisor; having regular graduate faculty certification from CSR. When you list your major advisor, you must also list their area of study. Your major advisor should be listed as your Chair.

**Master's Degree Students (Thesis Option)**

Many of our master’s students write a thesis. For master’s students wanting to continue as a Ph.D. student, they must write a thesis to be eligible for consideration as a Ph.D. student.

Regarding the plan of study, students must have filed and received complete approval for their plan of study prior to the semester in which they intend to graduate. See the Graduate School website for the deadline for filing your plan. After you, your advisor and your committee have approved the courses for your plan, you will submit it as a draft. Your original draft is electronically transmitted to the Graduate Secretary. The Graduate Secretary will submit feedback of changes or corrections. Once it has been approved by the Graduate Secretary, a message will be sent for you to submit your plan as a final. Your plan will then be electronically transmitted to the Graduate Secretary, each committee member, the Director of Graduate Studies, and finally to the Graduate School for
signatures and final approval. Once the Graduate School has approved your Plan of Study, you should check it every semester to monitor your academic degree progress.

The following are some guidelines to help you when creating your plan:

- **Minimum requirements**: 30 credits of course work and 6 thesis research hours (CSR 69800 – not to be listed on POS)
- **Primary area** should account for a minimum of 12 credits. A minimum of 9 credits in the primary area must be taken on the West Lafayette campus.
- **No more than 2 related areas** with at least 6 hours in any area. Related courses are the tools you use in your research, such as Statistics or Research methods.
- **Graduate students** are not permitted to list courses taken on a pass/no pass (pass/fail) basis on their POS. It is a firm university policy that pass/no pass grades are not acceptable in fulfilling degree requirements.

**A grade of 3.0 or better is required throughout your graduate program.**

- **Transfer credits** from other universities may be used only if a grade of B or better is achieved. Transcripts for all transfer courses must be on file in the Graduate School. At least one half of the total credits on your plan must be earned while registered at Purdue University.
- **The research area** should reflect the subject of your thesis or project.
- **Your advisory committee** must consist of a minimum of 3 members, with 2 of the members having regular graduate faculty certification from CSR. When you list your advisory committee members, you must also list their area of study. Your major advisor should be listed as your Chair or Co-chair. You may have one Chair or two co-chairs.
**Ph.D. Students**

After you, your advisor, and your committee have approved the courses for your plan, you will submit the proposed plan electronically as a draft. Your original draft is electronically transmitted to the Graduate Secretary. The Graduate Secretary will submit feedback of changes or corrections.

All full-time doctoral plans of study must be filed as early as is feasible or before the end of the third semester of study (Graduate School Policies and Procedures Manual). If you are a part-time doctoral student, the Plan of Study must be filed after completion of 9 hours of study but before completion of 15 hours of study.

You will submit the plan electronically as a draft and then orally present your plan and coherency statement to the CSR Graduate Faculty during a scheduled Graduate Faculty meeting (please refer to section: D. Presenting the Ph.D. Plan of Study to the Graduate Faculty).

Your plan will then be electronically transmitted to the Graduate Secretary, each committee member, the Director of Graduate Studies, and finally to the Graduate School for signatures and final approval. Once the Graduate School has approved your Plan of Study, you should check it every semester to monitor your academic degree progress.

After your Plan of Study has been approved by the Graduate School, it is expected that this plan will be followed. However, from time to time there are situations where plans must be modified for unforeseen reasons, such as course schedule conflicts or necessary course additions/deletions. In these cases you will be able to modify your Plan of Study with your advisor’s and your committee’s approval.

The following requirements and guidelines will be helpful to you and your advisor when formulating your Plan of Study. There is considerable flexibility, with the primary criterion for acceptability being that the plan makes academic sense relative to your field of study.

- The usual completed Ph.D. Plan of Study includes at least 36 credit hours of registration in graduate level courses beyond the master’s degree. The remainder of the credit hours will be spent in research (CSR 69900, which is a minimum of 18 or a maximum of 24.). The Graduate School requires 90 total credits for graduation with up to 30 credits coming from the Master’s degree.
- Research hours (CSR 69900) do not appear on the Plan of Study.
- Courses from the Master’s degree must be approved by your advisor and must be relevant to your current area of study. Coursework from only one Master’s degree may be used. No more than 30 credits from a Master’s degree may be applied to the Ph.D.
- No more than 12 hours of credit taken while in non-degree status may be listed.
- Graduate students are not permitted to list courses taken on a pass/no pass (pass/fail) basis on their POS. It is a firm university policy that pass/no pass grades are not acceptable in fulfilling degree requirements.
- **A grade of 3.0 or better is required throughout your graduate program.**
- Transfer credits from other universities may be used only if a grade of B or better is achieved. Transcripts for all transfer courses must be on file in the Graduate School. At least one-third of the total credits on your plan must be earned while registered at Purdue University.
- Beginning the Ph.D. with a Non-Purdue Masters: Plans of study should include 60 credit hours beyond masters and must include formal course work and research credits.
Thirty (30) credit hours of your Master's degree transcript will be indicated on the plan of study by your chair, upon approval. If courses on the Ph.D. core have been taken previously or any deviation from the Ph.D. core is requested, a letter of explanation (addressed to the CSR Graduate Committee) should be attached.

- Beginning the Ph.D. with a Purdue Masters: Continuing or returning Purdue graduate students must have a minimum of 90 credit hours from the beginning of their Master's until the end of their Ph.D. program. Thirty (30) credit hours of your Master's degree transcript will be indicated on the plan of study by your chair, upon approval. If courses on the Ph.D. core have been taken previously or any deviation from the Ph.D. core is requested, a letter of explanation (addressed to the CSR Graduate Committee) should be attached.

- The research area should reflect the subject of your thesis or project.

- Your advisory committee must consist of 4 members (with 3 of the members having regular graduate faculty certification from CSR). When you list your advisory committee members, you must also list their area of study. Your major advisor should be listed as your Chair or Co-Chair. You may have one Chair or two Co-chairs.

- Once the Graduate School has approved your Plan of Study, you should check it every semester to monitor your academic degree progress.

- It is sometimes necessary to change the courses listed on an approved Plan of Study. Examples of circumstances which necessitate a change include (1) a listed course is not offered; (2) the focus or the prerequisites of a course change in such a way that it is not appropriate for the student to take the course; and (3) the focus of the student’s research changes, which in turn changes the student's need for certain courses. The sequence for approval on a “core course” is major professor, committee, and if approved, the CSR Graduate Committee. If it is a change in an “elective course” the sequence for approval would be major professor.
**Petitions**

Students may petition to substitute or waive required coursework, to change advisors, waive the residency requirement or the data collection requirement, and to request leaves of absence. (See page 21 for Petition form). All petitions must clearly explain what is being requested and why. They must be approved and signed by the major professor and, when appropriate, have a memo from the course instructor attached.

Give the Petition to the Graduate Secretary for consideration at the next regularly scheduled Graduate Committee meeting. The Graduate Committee does not meet in the summer; all petitions (including requests for an extension to complete degree) must be submitted prior to the final meeting of the graduate Committee in the spring.

**Ph.D. Preliminary Examination**

Another step in completing the Ph.D. degree is the preliminary examination. This examination must be passed before you move forward with proposing the dissertation. The preliminary examining committee must consist of at least three members from the Graduate School's officially approved list of faculty members. A minimum of two CSR faculty must be on the preliminary examining committee and one outside committee member from another department. Members of the examining committee do not have to be the faculty members with whom you have taken coursework.

- The preliminary examination should be scheduled when your advisory committee deems you ready and after you have completed at least ¾ of the course work listed on your Plan of Study. For the full-time student, this should occur before the conclusion of the third year of doctoral study. **Prelims must be completed within the first half of the academic semester.** Thus, for Fall the prelim exam must occur between August and October; for Spring between January and March, and for summer.

- Prelim exams must be scheduled at least three weeks prior to the date specified for the examination. The student will need to initiate the Request for Appointment of Examining Committee.

  You can do this by going to MyPurdue → The Graduate Database.

- The written portion of the examination will be comprised of a closed book/in-house component and/or a take-home component based on your advisory committee’s recommendation. Further detail on exam structure is available in the Graduate Student Manual. The questions which comprise the written preliminary examination should be generated by 3 or more members of your advisory committee and will be designed to tap your proficiency in: (a) research and the research process, (b) your discipline and specialization within your discipline, and (c) general knowledge of related areas, particularly those represented in your Plan of Study.

- Prelims are graded on three levels: “satisfactory” (pass), “insufficient” (needs further examination) or “unsatisfactory” (fail).

- If you receive an “needs oral defense,” you must schedule an oral examination with your committee to answer follow-up questions.

- If you fail the examination, you need to repeat the examination process. This must occur in a subsequent semester. Students are given two attempts to pass the prelim examination.

- If you pass the examination, you will be formally reclassified as a candidate for the degree of Doctor of Philosophy.
Petition to CSR Graduate Committee

Student’s Name: ________________________________

Program Area (CB, FACE) __________________________ and Degree (M.S. or Ph.D.): __________________________

Advisor’s Name: ________________________________

Proposed Advisor or Co-Chair: ________________________________

I hereby petition the CSR Graduate Studies Committee for the following:

_____ Change of Advisor

_____ Course Substitution:

_____ Core Specialization

_____ (note if course to be substituted was taken on quarter system)

_____ Add a Co-Chair

_____ Course Waiver:

_____ Core Specialization

_____ Other (explain below)

Briefly describe below the request you are making, with the advice and consent of your advisor. Attach supporting documents or letters. If you need more space, please attach another sheet. Note that course substitution requests must be accompanied by a syllabus of the substituting course. Course substitutions and waivers should be reviewed by the instructor of the normally required course. Petitions to take a course as a CSR 59000/CSR 69000 must include the instructor’s name and the number of credits for the independent study. A change of advisor requires the signature of both the old and new advisor and requires a rationale for the change (e.g., the student’s focus of interest has changed and the new advisor’s expertise matches that interest).

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Change of advisor requires the signature of both the current and the proposed professor.

________________________________________________________________________

________________________________________________________________________

Student’s Signature ________________________________ Date ________________________________

Current Advisor’s Signature ________________________________ Date ________________________________

Approved, Graduate Program Head ________________________________ Date ________________________________

Proposed Advisor/Co-Chair ________________________________ Date ________________________________

Denied, Graduate Program Head ________________________________ Date ________________________________
**THESIS/DISSERTATION PROPOSAL PRESENTATION**

All MS and Ph.D. students are expected to present a research proposal to their committee in an open meeting. It is customary that other faculty, staff, and students be invited to attend this presentation. You will schedule your proposal presentation in consultation with your advisor, typically at the point in your studies when you are able to thoroughly discuss the theory, extant literature, and research methods that underlie your proposed research. The intention of the presentation is to provide an opportunity for you to receive helpful suggestions and feedback from your classmates and faculty members before you finalize your thesis/dissertation research plan.

Proposal presentations need to be scheduled at least 2 weeks after you provide all of your committee members with your written proposal. Also, you must schedule your presentation at least 2 week prior to your presentation. Students, who do not allow two week for their committee members to review the proposal, must reschedule their proposal for another date.

For doctoral students, the preliminary examination must be satisfactorily completed before you present your research proposal.

**Final Defense (thesis/dissertation defense)**

The last evaluative step in earning your degree is the final examination. This is an open meeting where your findings are presented and your examining committee members have the opportunity to ask questions about your research findings, assess your mastery of key disciplinary knowledge, and forward a pass/fail recommendation.

Each member of the examining committee should receive a copy of your project, thesis or dissertation at least two weeks before the date of the final oral examination. For thesis and dissertation students, you need to review the guidelines and requirements for preparing theses. The thesis library no longer checks your thesis format prior to submission. YOU ARE RESPONSIBLE. This information is contained in the publication A Manual for the Preparation of Graduate Theses (see [http://www2.itap.purdue.edu/GradSchool/thesis.cfm](http://www2.itap.purdue.edu/GradSchool/thesis.cfm)). You will also find it helpful to use the thesis format check-off form provided on the Graduate School's website at [http://www.gradschool.purdue.edu/thesis.cfm](http://www.gradschool.purdue.edu/thesis.cfm).

The formal request for the appointment of the final examining committee MUST BE filed with the Graduate School NO LATER THAN THREE WEEKS before the examination. If the request is not filed online with the Graduate School at least two weeks before your exam, your exam may have to be rescheduled.

The student will need to initiate the Request for Appointment of Examining Committee.

You can do this by going to MyPurdue → The Graduate Database.

The examining committee will consist of a minimum of three members for the Master’s student and a minimum of four members for the Ph.D. student. A minimum of two members of your doctoral examining committee are required to be CSR faculty. It is highly recommended that one member of the doctoral committee be from outside the department. For doctoral students it is also required that at least two sessions elapse and be devoted to research between the completion of your preliminary examination and the scheduling of your final examination. You must be registered for research hours during this time. Your exam should be scheduled in accordance with deadlines set by the Graduate School for each semester.

For a Master’s degree, three committee members must concur that the student has satisfactorily completed the examination. For a Ph.D. degree, not more than one dissenting vote is acceptable in certifying the candidate to receive the Ph.D.
Summer Thesis/Dissertation Defenses

Students may schedule proposal and final defenses during the summer. However, because most faculty have academic year appointments only, their participation in summer defenses is at the discretion of individual faculty members. Faculty who receive summer support from external research grants may be prohibited from participating in summer defenses.

Thesis Preparation and Deposit

Students should begin to think about the preparation and final deposit of the thesis at least one semester before the semester in which they plan to graduate. Students are responsible for beginning and following through with this process! We strongly suggest the following to make your experience as stress free as possible:


You may attend a Thesis Formatting and Deposit workshop provided by the Graduate School. These are held by the Graduate School at least once per semester. Information and registration can be found on the website mentioned above or email will be forwarded to you by the Graduate Secretary. **BUT**, do not utilize the template through their office or the Table of Content function through Microsoft Word.

Become familiar with the Manual for the Preparation of Graduate Theses found on the website mentioned above. The Graduate Secretary will check the format to make sure that the Thesis Office requirements are in place and that you are also following the APA Style Manual features. Until the format is correct, the signed Thesis Acceptance Page will not be released by the CSR Graduate Studies Office.

M.S. and Ph.D. candidates are required to complete the Exit Questionnaire before they are able to deposit (print off completed certificate for deposit date). Ph.D. candidates are also required to complete the Survey of Earned Doctorate before they are able to deposit (print off completed certificate for deposit date)

All Master’s and Ph.D. candidates must submit their thesis via Electronic Thesis Deposit (ETD) [http://www.etdadmin.com/cgi-bin/home](http://www.etdadmin.com/cgi-bin/home), at least 24 hours (48 hours strongly recommended) to their scheduled appointment. All required forms must be deposited at their mandatory, scheduled, final deposit appointment in the Thesis/Dissertation Office, Room B-80, Young Hall (YONG).

Once you have deposited, a scanned copy of the signed Thesis Acceptance Page will be replaced with the ETD version by the Graduate Secretary. This new PDF version will be the copy that your primary advisor and committee will receive.

Please note that you are also required to provide the CSR Graduate Studies Office with a hard bound copy of your final thesis/dissertation document. Please direct questions about this requirement to the Graduate Secretary.
**Research Expenses**

Although there is not a specific budget allocated for research expenses, occasionally the department is able to directly or indirectly help students. Each semester you may apply for a professional development grant. These awards are for such activities as travel to and/or presentation at a professional meeting, supply needs for thesis or dissertation research, or funds needed for workshops, certifications, etc. In addition, you should familiarize yourself with the various grant and fellowship programs available through the Division of Sponsored Programs and the Graduate School’s funding database. [http://www.gradschool.purdue.edu/funding/](http://www.gradschool.purdue.edu/funding/).

**Use of Human and Animal Subjects**

You must obtain approval from the University Committee on the Use of Human Subjects prior to collecting any data involving human subjects. Important information on required human subjects’ education, statements of policy and necessary forms are available at [http://www.irb.purdue.edu](http://www.irb.purdue.edu). You are encouraged to complete human subject’s education requirements immediately upon beginning your graduate studies. You must complete the CITI online tutorial to be certified as eligible to engage in human subject research. See the web site mentioned above, call the Human Subjects office at 494-5942, or e-mail [irb@purdue.edu](mailto:irb@purdue.edu) to find out how to complete the training. Also please note that graduate students may not directly submit human subjects’ applications. These must be submitted by faculty; therefore you should consult with your advisor when seeking to pursue any human subject’s.

**Standards of Writing Performance**

**International Students**

For International applicants there are several tests you can take to meet our guidelines for written and spoken English. Many countries are still taking the standard TOEFL exam with the TWE and TSE. Most other countries have available the newer TOEFL iBT or the IELTS. You may take whichever exam is available in your country; there is not one exam that is preferred by us.

International degree-seeking applicants whose native language is not English are required to submit a Test of English as a Foreign Language (TOEFL or TOEFL iBT) or International English Language Testing System (IELTS) scores for Purdue University Graduate School admissions. Many departments require the TWE from applicants, since this tool explicitly evaluates writing skills; the TSE gives us a good indication of your skills in spoken English as well.

When applicants take the TOEFL, they must also take the Test of Written English (TWE) and the Test of Spoken English (TSE). A score of 5 or better (on a scale of 1 - 6) is considered adequate for the TWE and a score of 50 is considered adequate for the TSE. When applicants take the TOEFL iBT they must have an overall score of 77 and a 22 on the speaking section of the test. An applicant may also take the IELTS exam and must receive a 7.0 in order to be considered for admission to our program.

Departments frequently also recommend, particularly at the doctoral level, that prospective students, both native and non-native speakers of English, submit samples of scholarly writing (e.g., term paper, master's thesis) with their application packet.

**Writing Intervention Referral Sources**

**English 00200:** This is a writing course for non-domestic students. There are 4 sections in the Fall, 4 in the Spring, and 1 in the Summer. Technical writing courses are available. These include exercises in writing essays, grant proposals, and personal statements, but are not content specific.

The writing lab is a major referral source. The writing lab is able to provide a range of services:
• consultation with individual departments
• writing groups
• individualized instruction

It is very helpful for the writing lab to receive information from the instructor regarding the specific concerns surrounding the student’s writing.

Degree Requirements in Continuous Residency

For Ph.D. students, at least one-third of the total credit hours used to satisfy degree requirements must be earned while registered for Ph.D. credit in continuous residence on the Purdue campus where the degree is to be granted. At least 90 credit hours are required. A master’s degree from any accredited university may be considered to contribute up to 30 credit hours toward satisfying this requirement. The intent of this policy is to provide the department and the student’s advisory committee with flexibility in determining what credits, up to a maximum of 30, earned from the master’s or professional doctoral degree can be applied toward the Ph.D. degree. In fulfilling degree requirements, a maximum of 18 credit hours will be allowed from any one semester; 9 credits from a summer session.

Requirements for Remaining in Good Standing

A graduate student is expected to maintain a cumulative index of 3.0. Indexes below this level are marked “low” on grade reports. Students who fail to maintain a cumulative index of 3.0 may be dismissed from the graduate program.

Continuous Enrollments

Students who do not enroll for one or two semesters do not have to re-apply to the graduate program. If a student does not register for three or more consecutive semesters—including summer session—s/he must apply to re-enter the Graduate School.

Students with Disabilities

Students who have a documented disability, or who think they have a disability which is as yet undocumented, should contract the Special Programs Office in the Office of the Dean of Students as soon as possible to find out about available services.

FUNDING

Not all graduate students that are admitted into the program will receive an assistantship. All assistantships are determined on a year to year basis each spring semester.

Continuing graduate student support depends on available funding and a high quality performance in your assistantship assignment, coursework, and research accomplishments.

Graduate assistants will report for work one week before classes begin in the Fall and Spring semester. During this time, you will assist with class and laboratory preparation and faculty research.

All graduate assistants classified as .25 CUL are expected to work 10 hours per week and .50 CUL are 20 hours per week. There may be weeks you will work more or less depending on your assignment, but over the term you should average the appropriate number of hours.

All graduate assistants should treat their work assignment as a professional job. Supervisor requests should be honored and carried out in a professional manner.
Assistantships will be terminated whenever the cumulative GPA falls below 3.0 or the performance on your assistantship is not satisfactory.

Graduate assistants on academic year assignments (9 month) follow the school year holidays and breaks. The 2015-2016 dates are: Labor Day - September 7; October Break 12-13; Thanksgiving - November 25-28; Christmas – December 19, 2015-January 3, 2016; Martin Luther King, Jr. Day – January 18; Spring Break - March 14-19.

Graduate assistants are expected to fulfill responsibilities through exam week at the end of each semester. Do not plan to be gone finals week UNLESS your supervisor AND department head give you advance approval writing.

If you are working more because your supervisor has asked you to do so, please discuss this assignment with the Director of the Graduate Committee. It is strongly recommended that you keep a record of your hours and tasks and provide a copy to your supervisor periodically.


**Summer Funding**

Summer TA/RAships are rare in the department. Sometimes we only have one or two TA/RAships (and other years we have no assistantships). Therefore, we cannot guarantee any summer funding to any student. Regardless of financial need or previous summer TA/RAship experience.

If you decide to stay on campus we encourage you to seek summer funding on or off campus to subsidize your funds.

Summer TA/RAships are made on a case by case basis, based on the needs of the assistantship. We are unable to make summer funding decisions based on financial need.

**New Requirement: Outside Activities Form**

The Office of the Vice President for Ethics and Compliance have decided that graduate staff will need to complete the Outside Activities form whenever working off campus. This material will be updated in the Graduate Staff Employment Manual. Thus, in the future, graduate staff who also work at the mall or off-campus are required to complete the Outside Activities form.
## Doctorate Timeline

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<th>Action</th>
<th>Time</th>
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<tr>
<td>✓</td>
<td>Selection of Major Advisor</td>
<td>During 1st year</td>
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<tr>
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<td>Plan of Study filed &amp; approved</td>
<td>During the 3rd semester (no later than 4th semester), before the Core Preliminary Exam taken; approved by the Graduate School</td>
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<td>Core courses satisfied</td>
<td>During first 2 years</td>
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<td>Completion of Core Preliminary Examination</td>
<td>By the end of 6th semester and at least 2 semesters before the expected date of the Final Exam</td>
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<td>Dissertation Proposal and <em>Application for Use of Human Research Subjects</em> presented and approved</td>
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<td>File <em>Certification of Original Work</em> form before distributing Proposal to committee</td>
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<td>File <em>Proposal Acceptance</em> form with grad coordinator</td>
<td>After successful Proposal defense</td>
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<td>Request special certification if outside department committee member is not a Purdue faculty member</td>
<td>Before scheduling Final Examination</td>
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<td>Declare candidacy</td>
<td>Semester you plan to graduate</td>
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<td></td>
<td>Request for Final Examination (<em>Request for Appointment of Examining Committee</em> / GS form 8) needs to be submitted online</td>
<td>At least 3 weeks prior to exam OR if completing in Summer by the CSR June deadline</td>
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<td>Distribute Dissertation to committee members</td>
<td>No later than 2 weeks prior to the Final Exam</td>
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<td>Oral Presentation and Defense</td>
<td>Must be completed 1 week before the last day of classes the semester in which the degree is to be awarded</td>
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<td><em>Report of PhD Final Examination</em> (GS form 11) needs to be submitted online by the Chair of your committee</td>
<td>Immediately after Final Exam</td>
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<td><em>Thesis Acceptance</em> (GS form 9) signed by Committee Members</td>
<td>After changes have been made to the Thesis/Dissertation</td>
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<tr>
<td></td>
<td>Dissertation reviewed and <em>Thesis Acceptance</em> form signed by Graduate Program Head</td>
<td>After changes have been made and Committee Members have signed the form</td>
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<td><em>Exit Questionnaire &amp; Survey of Earned Doctorates</em> completed</td>
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<tr>
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<td>Submit Dissertation - deposit electronically and attend Final Deposit appointment at the Thesis/Dissertation Office</td>
<td>Before the end of the last day of classes of the semester in which the degree is to be awarded</td>
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<tr>
<td></td>
<td>Deposit receipt submitted to Graduate School Records Office</td>
<td>Before 5:00 on the Dissertation deposit day</td>
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<tr>
<td></td>
<td>Diploma fees paid</td>
<td>Before the end of the last semester</td>
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Before leaving campus:

- Turn in keys to Joan Goetz, Laboratory Technician/Building Deputy
- Return address given to Graduate Secretary
CODE OF HONOR AND ACADEMIC INTEGRITY

Purdue University Code of Honor

The purpose of the Purdue University academic community is to search for truth and to endeavor to communicate with each other. Self-discipline and a sense of social obligation within each individual are necessary for the fulfillment of these goals. It is the responsibility of all Purdue students to live by this code, not out of fear of the consequences of its violation, but out of personal self-respect. As human beings we are obliged to conduct ourselves with high integrity. As members of the civil community we have to conduct ourselves as responsible citizens in accordance with the rules and regulations governing all residents of the state of Indiana and of the local community. As members of the Purdue University community, we have the responsibility to observe all University regulations.

Academic Integrity

Purdue University is committed to cultivating academic integrity and expects students to exhibit the highest standards of honor in their scholastic endeavors. Academic integrity is essential to the success of Purdue University's mission. As members of the academic community, our foremost interest is toward achieving noble educational goals and our foremost responsibility is to ensure that academic honesty prevails. If there is a question regarding a student's academic integrity, the faculty member will meet with the Head of the Graduate Program and the Department Head. A violation of academic integrity may lead to a referral to the Dean of Students with a recommendation of expulsion.

Integrity in Research

Purdue's Graduate School Policies and Procedures Manual offer the following guidance regarding integrity in research, Section IX, Page 3:

"Integrity in research is an essential part of Purdue University's intellectual and social structure, and adherence to its spirit and principles must be maintained. These principles include commitment to truth, objectivity, fairness, honesty, and free inquiry. Cheating, plagiarism, or knowingly furnishing false information to the University are examples of dishonesty. The commitment of the acts of cheating, lying and deceit in any of their diverse forms (such as the use of ghost-written papers, the use of substitutes for taking examinations, the use of illegal cribs, plagiarism, and copying during an examination) is dishonest and must not be tolerated. Moreover, knowingly to aid and abet, directly or indirectly other parties in committing dishonest acts is in itself dishonest (Part 5, Section II-B-2a of University Regulations)."

Plagiarism consists in using another's words or ideas without clear and explicit acknowledgement. Self-plagiarism consists in using one’s own previous work in a new context without clear and explicit acknowledgment of previous use. Serious violations of integrity in research are rare. However, those that do occur strike at the very heart of scholarship and the concept of the University. The integrity of the research process must depend largely on self-regulation; it is the responsibility of all who engage in the search for knowledge. Procedures to be followed in any situation related to research misconduct are presented in University Policies on Teaching, Research, and Outreach, Policy on Research Misconduct (VIII.3.1).