1. Overview of Graduate Program and Program Areas
   - Plan of Study Checklists
   - Statistics and Research Methods Requirements
   - Graduate Minors, Certificate Programs and Dual Title Ph.D.

2. Advising

3. Conditions of Admission and Oral English Proficiency

4. Graduate Program Requirements
   - Residency Requirement
   - Data Collection
   - First Two Years in Program
     - Master’s Thesis/Independent Research
   - Doctoral Program Core Competencies
   - Third Year and Beyond
     - Preliminary Exam
   - Required Committees
   - Requirements for Committee Members
   - Recommended Timeline for Ph.D. Students

   - Registration Requirements for Thesis and Dissertation
     - Summer Thesis/Dissertation Defenses
   - Requirements for Thesis and Dissertations
   - Master’s and Doctoral Degree Final Examination Guidelines
   - Format Checking

6. Final Semester Registration for Master’s and Doctoral Students

7. Plan of Study, Student Petitions, and Registration Guidelines

8. Purdue Code of Honor, HDFS Academic Integrity, and Student Plagiarism

9. Assistantships and Financial Support

10. International Student Checklist

APPENDIX: Research Experiences
     HDFS Courses
1. OVERVIEW OF GRADUATE PROGRAM AND PROGRAM AREAS

The graduate program in HDFS prepares scholars to define problems and conduct rigorous original research that informs policies and practices aimed at supporting the well-being of individuals and families. A central focus of the program is multiple sources of diversity among individuals and social contexts. The doctoral program emphasizes integration and critical evaluation of research relevant to the development of individuals and families as well as interventions aimed at supporting the well-being of individuals and families. Specifically, students demonstrate that they 1) understand and can apply theories of individual and family development, 2) are sophisticated in the use of multiple research strategies to answer specific research questions, and 3) use theory and research to plan and evaluate interventions (policies and programs) designed to enhance individual and family well-being.

Both the Master of Science and Doctor of Philosophy degrees are offered. Because the graduate program is designed to prepare research scientists, students are admitted to the doctoral degree program. Students may, but are not required to, receive a Master’s degree in the process of completing doctoral program requirements. Students who wish to obtain a Master’s degree prior to obtaining their Ph.D. may do so by notifying the Graduate Secretary by the end of their first year of graduate study. Students will then complete the appropriate plan of study for the Master’s degree.

The graduate program is administered by the Department’s Graduate Committee, composed of faculty representatives and a graduate student appointed by the Graduate Student Association. The graduate student representative participates in all deliberations, except for those related to confidential student matters and to the preliminary examination.
### PH.D. PLAN OF STUDY CHECKLIST

**90 Credits**
(courses on the doctoral plan of study, master’s credits, dissertation credits)

<table>
<thead>
<tr>
<th>CORE - 28 credit hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>____ CDFS 601 (Adv Child Dev)</td>
</tr>
<tr>
<td>____ CDFS 602 (Adv Family St)</td>
</tr>
<tr>
<td>____ Intervention (CDFS 626, CDFS 630, or CDFS 685C)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ADVANCED CREDITS - 23 credit hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graduate Seminars: 3 required (9 credits)</td>
</tr>
<tr>
<td>____ CDFS ______</td>
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<tr>
<td>____ CDFS ______</td>
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<tr>
<td>____ CDFS ______</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Research Seminar (CDFS 685): 8 semesters are required</th>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Research 590s: 6 credits distributed across two faculty</th>
</tr>
</thead>
<tbody>
<tr>
<td>____ CDFS 590</td>
</tr>
<tr>
<td>____ CDFS 590</td>
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</table>

<table>
<thead>
<tr>
<th>ELECTIVES - 24 credit hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>HDFS Electives: 2 required (6 credits)</td>
</tr>
<tr>
<td>____ CDFS ______</td>
</tr>
<tr>
<td>____ CDFS ______</td>
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</tbody>
</table>

| ____ 18 credit hours in or out of HDFS |

<table>
<thead>
<tr>
<th>DISSERTATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>____ 15 credit hours</td>
</tr>
</tbody>
</table>
Students who wish to receive a Master’s degree prior to obtaining their Ph.D. may do so by notifying the Graduate Secretary by the end of their first year of graduate study. Students will complete the appropriate Plan of Study (below) for the Master’s degree. This coursework is applicable to doctoral program requirements.

**M.S. Plan of Study Checklist**

31 Credits (Courses on the plan of study plus thesis credits)

**Coursework** - 26 credit hours

- CDFS 601
- CDFS 602
- Intervention Course: CDFS 626 or CDFS 630 or CDFS 685C
- Research Seminar
- Research Seminar
- Research Seminar
- Research Seminar
- ANOVA
- Regression
- Research Methods
- CDFS 617

**Thesis** - 5 credit hours. Do not put these hours on the Plan of Study, but they still need to be fulfilled.
STATISTICS AND RESEARCH METHODS REQUIREMENTS

Students in the doctoral program are required to take two advanced research methods or statistics courses in addition to the prescribed Statistics and Research Methods sequence. Courses must be at the 600-level in all departments except for Statistics, and at least one of the additional courses must address quantitative approaches to methods/analyses. Students must obtain a grade of B or better for each course in the initial Statistics sequence (ANOVA, Regression) and, separately, for each course in the Research Methods sequence (Research Designs, CDFS 617) before proceeding to the next course in the sequence. Students must re-take courses in which they receive a grade less than B.

GRADUATE MINORS, CERTIFICATE PROGRAMS, AND DUAL TITLE PH.D.

Gerontology: The Gerontology Program at Purdue University emphasizes an understanding of aging from a life course perspective by building multidisciplinary strengths. To obtain a certificate of the minor in gerontology, students must complete 15 credits of graduate work related to aging in at least three different departments. Any student accepted into a graduate program at Purdue University can obtain this minor.

A dual title PhD in Gerontology is possible in combination with the PhD in HDFS. Students must complete the PhD requirements of the gerontology PhD as well as the PhD requirements in HDFS to qualify for this option. Please see the Center on Aging and the Life Course website for requirements:

http://www.purdue.edu/aging/dualtitle

Women’s Studies: The Women's Studies Graduate Minor provides students with grounding in the knowledge, theories, and methods of a variety of approaches in feminist scholarship. The program seeks to transcend the traditional boundaries among the disciplines and to offer students opportunities for systematic study of gender and women's experience in all
fields of knowledge. Requirements include courses in Feminist Theory (WOST 680), Contemporary Issues in Feminist Scholarship (WOST 681), and Issues in Feminist Research and Methodology (WOST 682). Beyond the core courses, students may choose electives according to their research interests from courses listed by the Women's Studies program. A total of 9 hours is required for master's degree students and 12 hours for doctoral students.

**Applied Statistics**: This certificate is intended for students who are not in the statistics graduate program. Required courses (or their equivalents) for admission are Statistical Methods (STAT 511) and Applied Regression Analysis (STAT 512). Students complete 4 required courses for the certificate. Students who are interested in the certificate program should contact the Graduate Secretary in the Department of Statistics ([graduate@stat.purdue.edu](mailto:graduate@stat.purdue.edu)).
2. ADVISING

2.1 Advisor/Major Professor

Upon admission by the Graduate School, each student is assigned a temporary HDFS advisor who will help the student with plans for the first semester. During their first year, students select a permanent advisor (major professor); this may be the temporary advisor or another faculty member. A student’s permanent advisor assists with course selection, serves as the chair of the student’s Plan of Study committee, and assists in the student’s research. Students may choose a thesis or dissertation chair from the graduate faculty.

2.2 Graduate Secretary

The HDFS Graduate Secretary can provide advice to students regarding departmental and graduate school policies, procedures, and paperwork. The Graduate Secretary's expertise regarding graduate program requirements is limited to the core course requirements; not the advanced course requirements.

2.3 Graduate Student Association

The Graduate Student Association (GSA) is the major organization for graduate students in the department. It meets at least once every month of the academic year. A member of the GSA represents graduate students on the Department’s Graduate Committee. The GSA also 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 (see www.purdue.edu/oop/univregs).
3. CONDITIONS OF ADMISSION AND ORAL ENGLISH PROFICIENCY

Students admitted to the graduate program are required to have completed undergraduate statistics and research methods courses (1 of each). Students who do not meet this prerequisite may have specific additional requirements that must be met in the first year.

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

4.1 Residency Requirement

The HDFS graduate program has implemented a residency requirement which requires
doctoral students to remain in residency in West Lafayette through successful defense of the
dissertation proposal. To fulfill this requirement, doctoral students must enroll and attend the
HDFS research seminar through successful defense of the dissertation proposal. The Graduate
Committee will consider petitions regarding this requirement to allow students flexibility due to
family or personal reasons.

4.2 Data Collection

HDFS graduate students should have experience in data collection through 590 credits, a
research assistantship that involves data collection, or their thesis or dissertation. This
experience is documented via the annual review.

4.3 The First Two Years

The first two-years of graduate student consist, in large part, of required coursework and
research opportunities. Ordinarily, students should plan to enroll in the research seminar each semester
during the first two years along with the following sequence of required courses:

1st Year

Fall: CDFS 601: Advanced Child Development
      ANOVA
      Plus 590 credits or a course determined in consultation with the advisor

Spring: CDFS 602: Advanced Family Studies
        Regression
        Plus 590 credits, the Intervention core course, Research Methods, or a course
determined in consultation with the advisor
2nd Year

**Fall:**  CDFS 617: Advanced Research Methods in Child & Family Study  
Plus 590 credits or a course determined in consultation with the advisor

**Spring:**  Courses determined in consultation with the advisor, including completion of the core Research Methods and Intervention courses

Students who have completed graduate coursework at another institution may petition the Graduate Committee to substitute this coursework for required courses.

4.3.1 **Master’s Thesis/Independent Research:** All HDFS students who have not previously completed an empirical Master’s thesis are required to complete an independent research project during the first two years of the graduate program. This serves as a Master’s thesis for students who wish to receive the Master’s degree (see Section 1). This project is designed to develop and demonstrate the student’s research competencies. This project requires students to develop a research question based on past research or theory and to answer the question using appropriate analyses. The project may include an analysis of original data (collected by the student) or secondary analysis of an existing dataset. Students work closely with their advisor/major professor in the development, design and implementation of the research proposal. (Students who wish to receive a Master’s thesis receive credit for their work by registering for CDFS 698 - thesis research. Students completing an independent research project, but not a Master’s thesis, receive credit for their work by registering for CDFS 590 - independent study.) The process for completing this research project, Master’s thesis and the dissertation are described in section 5 (independent research project, thesis, and dissertation.)

4.4 **Doctoral Program Core Competencies**

Doctoral students in HDFS are expected to develop basic competencies through work in core courses and supervised research experiences. Students develop additional competencies through coursework, supervised and independent research. The core competencies, described
below, reflect current research in developmental and family sciences and intervention and prevention science. The Graduate Committee expects to review these competencies regularly to ensure that they reflect up-to-date scholarship related to theory, research and intervention in developmental and family science.

4.4.1 Theory: Students are expected to understand and apply:

a. basic tenets of influential developmental and family studies theories and emerging theoretical and conceptual frameworks (e.g., behavioral genetics and developmental neuroscience).

b. theoretical and conceptual frameworks utilized in empirical developmental and family studies research.

c. processes and mechanisms that promote development and change.

d. the use of scientific methods to inform and advance theory.

4.4.2 Research Methods: Students are expected to understand and apply:

a. univariate and multivariate data analytic techniques, including: correlation and regression (e.g., hierarchical multiple regression and logistic regression), factor analysis (e.g., exploratory, confirmatory, and SEM approaches) and ANOVA (e.g., repeated measures, MANOVA and DFA).

b. up-to-date approaches for analyzing mediation, moderation and interdependence and for interpreting results of these analyses.

c. specific analytic techniques for answering specific types of research questions and for drawing appropriate inferences from results.

d. Explain the strengths and limitations of measurement (e.g., reliability, validity) and research designs (e.g., correlational, experimental, quasi-experimental; cross-sectional vs.
longitudinal), methods (i.e., qualitative, quantitative, mixed methods) and related analysis strategies to the study of human development and family studies.

4.4.3. **Intervention**: Students are expected to understand and apply:

a. research designs for assessing intervention effectiveness (e.g., appropriate application of quasi-experimental, experimental (RCT) and non-experimental research).

b. critical elements in intervention research (including issues such as fidelity, attrition, dosage and local adaptations).

c. ethical and responsible conduct of intervention research (including attention to research with vulnerable populations).

d. empirical and theoretical foundations of interventions (either existing or newly designed), including hypothesized mechanisms of change, and appropriate research designs for assessing effectiveness of a specific intervention.

4.5 **The Third Year (and Beyond)**

Beginning with the third year in the graduate program, students’ focus turns to the development of research competencies. The Department requires that students complete two additional courses in statistics and/or research methods; one of these courses must be focused on quantitative analysis while the other may focus on either quantitative or qualitative analyses. Appropriate statistics and research methodology courses include those at the 500 and 600 levels in the Department of Statistics, and courses at the 600 level in other departments.

4.5.1 **Preliminary Exam**: The preliminary exam is designed to evaluate students’ ability to describe and synthesize theory, research and their application to interventions. Typically, students take the preliminary exam after the second year of graduate study. In order to be eligible to take the exam, students must be enrolled in the University and in good standing (i.e., have a 3.0 overall GPA and no unresolved F’s in core courses on transcripts). Master’s students
who want to take prelims are not required to have completed the Master’s thesis, but 1) should have completed all departmental core courses (with the exception of the two advanced research methods/statistics electives) and 2) must have an approved doctoral plan of study (by the appropriate deadline). The Major Professor can require that the Master’s degree be completed before the student can take the preliminary examination. Because the Graduate School must be notified in the semester prior to the one in which the student takes the exam, students must submit a Core Prelim Sign-up Form to the Graduate Secretary by the Friday of the 6th week of classes in the Fall or Spring. This form is submitted the semester before the student plans to take the exam. Requests for special arrangements (e.g., because a student has a disability or will not be in residence at Purdue when the exam is given) should be attached to the Prelim Sign-Up Form. The HDFS Preliminary Examination Handbook, available in the HDFS Graduate Office, provides additional information.

4.6 Required Committees

The work of each graduate student is supported and guided by various faculty committees whose members are selected by the student. Selection should be based on the ability of a faculty member to serve as a helpful scholarly resource, and typically occurs after the student has acquainted him or herself with the faculty member and his or her work. Obtaining a faculty member’s signature (electronic or otherwise) on a Plan of Study amounts to a "contract for service" with these faculty.

Students earning a M.S. have two committees usually comprised of the same people: the plan of study or advisory committee and the final examination committee. M.S. students are required to have three professors from the graduate faculty on their committees. All three may be from within the Department. Typically a master's degree student's Plan of Study (or advisory)
committee is the same as the final examination committee. Members of the committee need not be faculty with whom the candidate has taken course work.

Students earning a Ph.D. have three committees: the Plan of Study (or advisory) committee, the dissertation (or final examination) committee, and the core preliminary examination committee. Typically a student's Plan of Study committee is the same as the student's dissertation committee. A minimum of 3 faculty members serve on the Plan of Study committee, while 4 faculty (including one member from outside HDFS) serve on the dissertation committee. Outside members bring a unique perspective to the student's research and may be from departments in other disciplines at Purdue University or other universities. The core preliminary examination committee is the Graduate Committee.

4.7 Requirements for Committee Members

4.7.1 The Graduate School requires that fifty percent of the members of the student’s advisory and dissertation committees have regular (as opposed to special) certification. All Purdue HDFS graduate faculty have regular certification.

4.7.2 Committee members from outside the University must document that they are active scholars and thus qualified for committee membership; their membership is approved by the Graduate School. Because special certification must be granted prior to service on a committee, students should initiate this process as early as possible, but no later than one month prior to the dissertation defense. Students should take care of the certification when they hold the proposal meetings - rather than waiting for the defense meeting. The student must provide the Graduate Secretary with a copy of the proposed committee member’s vita, contact information, terminal degree (including date and university where it was conferred) and a rationale for why this individual should serve on the committee.
4.7.3 Faculty who have previously been members of the HDFS department may serve as departmental representatives on committees, but not as outside members for a period of 3 years after leaving the department. After 3 years, such faculty may serve on a student’s committee as an outside member. Advisors who leave Purdue can no longer serve as committee chair but may serve as co-chair of the Ph.D. for up to two years, as long as the other co-chair is a current faculty member in HDFS. In order for former faculty to serve as a member or co-chair they will need to provide the Graduate Secretary with a current vita and a "Request for Special Certification" must be submitted to the Graduate School for approval.

<table>
<thead>
<tr>
<th>Committee</th>
<th># of members</th>
<th>Responsibilities</th>
<th>Selection</th>
</tr>
</thead>
<tbody>
<tr>
<td>Master’s degree</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Plan of Study</td>
<td>3</td>
<td>Approves the Plan of Study</td>
<td>Student selects</td>
</tr>
<tr>
<td>Thesis Committee/ Master’s final examination</td>
<td>3</td>
<td>Supervises and evaluates the thesis</td>
<td>Student selects</td>
</tr>
<tr>
<td>Doctoral degree</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Plan of Study</td>
<td>3</td>
<td>Approves the Plan of Study</td>
<td>Student selects</td>
</tr>
<tr>
<td>Core Preliminary Examination</td>
<td>4</td>
<td>Administers and grades doctoral core preliminary exam</td>
<td>HDFS Graduate Committee serves in this role</td>
</tr>
<tr>
<td>Dissertation Committee/ Doctoral Final Examination</td>
<td>4</td>
<td>Supervises and evaluates the dissertation</td>
<td>Student selects (1 must be from outside HDFS)</td>
</tr>
</tbody>
</table>

All students are advised to form their Plan of Study committee during their first year of study.
## RECOMMENDED TIMELINE FOR PH.D. STUDENTS IN HDFS

(See Graduate Manual for complete information)

<table>
<thead>
<tr>
<th>Action</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Selection of major advisor</td>
<td>During 1st year</td>
</tr>
<tr>
<td>Plan of Study filed &amp; approved</td>
<td>During 2nd semester (see section 7). Must be approved by Graduate School before the core preliminary exam is taken.</td>
</tr>
<tr>
<td>Core courses satisfied</td>
<td>During first 2 years</td>
</tr>
<tr>
<td>Core Prelim Exam Sign-Up form filed with Graduate Secretary</td>
<td>Submitted the semester prior to taking prelims by the appropriate deadline.</td>
</tr>
<tr>
<td>Completion of Core Preliminary Examination</td>
<td>In consultation with major advisor and committee. (Must be completed at least 2 semesters before the expected date of the final exam.)</td>
</tr>
<tr>
<td>Thesis proposal and &quot;Application for Use of Human Research Subjects&quot; presented and approved (Proposal Acceptance form returned to Graduate Secretary)</td>
<td>During year 3 (variable)</td>
</tr>
<tr>
<td>Request special certification if outside department committee member is not a tenure-track Purdue faculty member</td>
<td>Before scheduling final examination</td>
</tr>
<tr>
<td>Declare candidacy</td>
<td>Semester you plan to graduate</td>
</tr>
<tr>
<td>Request final examination (&quot;Request for Appointment of Examining Committee&quot;) with the Graduate Secretary</td>
<td>At least 3 weeks prior to exam OR if completing in the summer by the HDFS June deadline</td>
</tr>
<tr>
<td>Distribute thesis to committee members</td>
<td>No later than 2 weeks prior to final exam</td>
</tr>
<tr>
<td>Oral presentation &amp; defense</td>
<td>Must be completed 1 week before the last day of classes of the semester in which the degree is to be awarded</td>
</tr>
<tr>
<td>&quot;Report of Ph.D. Final Examination&quot; form signed by committee &amp; returned to the Graduate Secretary</td>
<td>Immediately after final exam</td>
</tr>
<tr>
<td>&quot;Thesis Acceptance&quot; form signed by committee</td>
<td>After changes have been made to thesis</td>
</tr>
<tr>
<td>Dissertation reviewed and &quot;Thesis Acceptance&quot; form signed by the Department Head</td>
<td>After changes have been made and committee has signed the form</td>
</tr>
<tr>
<td>Exit Questionnaire &amp; Survey of Earned Doctorates completed</td>
<td></td>
</tr>
<tr>
<td>Submit dissertation deposit electronically &amp; attend final deposit appointment at the Thesis/Dissertation Office</td>
<td>Before end of the last day of classes of the semester in which the degree is to be awarded</td>
</tr>
<tr>
<td>Deposit receipt submitted to Graduate School Records Office</td>
<td>Before 5:00 p.m. on the dissertation deposit day</td>
</tr>
<tr>
<td>Diploma &amp; Microfilm fees paid</td>
<td>Before end of last semester</td>
</tr>
</tbody>
</table>

Before leaving campus:  
- Turn in keys to administrative assistant  
- Return address form to Graduate Secretary
5. INDEPENDENT RESEARCH PROJECT, THESIS, AND DISSERTATION

Students have numerous opportunities to complete independent research during the graduate program. This includes an independent research project or Master’s thesis in the first two years and a doctoral dissertation at the end of the student’s program, as well as other research opportunities.

5.1 Registration Requirements for Thesis and Dissertation

The Graduate School expects students to be registered for CDFS 698 (Master’s) or CDFS 699 (Dissertation Research) when working on the thesis or dissertation, regardless of other activities or location. The Graduate School requires students to be registered to defend a thesis or dissertation. If students are not registered, they should assume they will be required to register retroactively (and pay a higher fee) in order to defend. Doctoral students who will be away from campus should contact the Graduate Secretary for information about “Research in Absentia” status.

5.2 Guidelines for Independent Research Project, Theses, and Dissertations

The guidelines described in 5.2.1 and 5.2.2 are appropriate for independent research projects (a defense may not be required and the final document does not go to the University and is done just within the department).

5.2.1 Prepare the research proposal and "Application to Use Human Research Subjects" in consultation with the major professor. Research involving human subjects requires approval by the Committee on the Use of Human Subjects before the research project begins. The Human Subjects application must be presented and approved by the student's committee along with the research proposal (www.irb.purdue.edu).

5.2.2 Present the proposal to the committee for approval. Committee members should have two weeks (14 days) to read the proposal. Students need to obtain a Thesis/Dissertation
Proposal Acceptance form or an Independent Research Project Acceptance Form from the Graduate Secretary prior to the proposal meeting.

5.2.3 Inform the Graduate Secretary of the final defense date (as well as the time, room, committee members, and title of dissertation) no less than three weeks prior to the requested date. The Graduate Secretary submits the "Request for Appointment of Examining Committee" form to the Graduate School at least two weeks prior to the requested date of the final examination (a Graduate School requirement). Failure to complete this step is likely to result in a delay in setting the defense date.

Students must also provide an electronic copy of a complete draft of the thesis or dissertation to the Graduate Secretary no less than three weeks before their final defense to be screened by the iThenticate software. The document needs to be sent to the Graduate Secretary by email, along with a completed submission request form which should be included in the body of the email. The Graduate Secretary will initiate the iThenticate check and typically will return the similarity report by email to the student and the advisor within 2-3 days. The report will provide a list of all areas of the paper which have similarity to information in the iThenticate databases. The report will be provided for the student and advisor to discuss and for the student to revise the document prior to providing to the committee members. Thesis or dissertation supervisors may request additional reports from iThenticate regarding the final draft of the thesis or dissertation. Students who cannot meet the three week deadline for submitting their thesis/dissertation will need to obtain permission from the Head of the Graduate Program for submitting it late.

5.2.3.1 Summer Thesis/Dissertation Defenses: Students wishing to defend their thesis/dissertation between May 13 and July 1, 2011 must provide the Graduate Secretary with necessary paper work three weeks before the proposed defense date including: a) defense
date, time, location, b) committee members, and c) title of dissertation. Failure to file at least 3 weeks ahead of the date of the defense will result in a need to reschedule the defense.

Students wishing to defend between July 5 and July 22 must provide the Graduate Secretary with date, time, location, committee members, and title of dissertation by June 15, 2011. Students failing to meet the June 15 deadline may need to reschedule their defense date and may not be able to graduate until the fall semester. **June 15, 2011, is the absolute last day to notify the Graduate Secretary if they intend to defend their dissertation during the summer of 2011.**

Faculty are free to tell students they will not attend doctoral defenses in the summer. Students then are responsible to find a substitute committee member or delay the defense in that case.

**Students who hold a defense after July 22nd will not be able to graduate until the fall semester.** These students will then need to register for “exam only” or “degree only.” If the student was on the candidate list for summer graduation, they still will be able to march in the graduation ceremony and can obtain a letter indicating they have successfully passed their dissertation defense if needed for a position.

5.2.4 Secure the "Report of the Final Examination" and "Thesis Acceptance" forms from the Graduate Secretary on the day of the defense. Following the student's presentation and defense, all committee members sign the "Report of the Final Examination" form and the completed form is then returned to the Graduate Secretary who forwards it to the Graduate School. The student prepares a final copy (called the Deposit copy) of the thesis. The Deposit copy incorporates all editorial changes and modifications required by the members of the student's examining committee. The members of the committee should examine the Deposit copy prior to signing the "Thesis Acceptance" form.
5.2.5 Provide the Department Head with a hard copy (no email attachments) of the dissertation and the original “Thesis Acceptance” form. The Department Head requires at least 3 days (depending on his/her schedule) to review the dissertation before signing the form. Students will need to check with his/her administrative assistant before their defense to plan accordingly.

5.2.6 Complete the thesis format review. Follow the website instructions at the Purdue ETD Website (http://dissertations.umi.com/purdue/) for electronic submission.

5.2.7 Give 1 copy of the signed Thesis Acceptance Form (G.S. Form 9) to the Graduate Secretary.

5.2.8 Students should consult their major professor to determine whether they need to provide a bound copy of the thesis/dissertation.

Notes:

1) "A Manual for the Preparation of Graduate Theses" is available on the Graduate School's web page (www.gradschool.purdue.edu/thesis.cfm). This website also has several useful links for preparing the thesis/dissertation including: a) PowerPoint Thesis Format and Deposit Checklist, b) Electronic Thesis Deposit (ETD) Submission/Deposit Checklist, c) Microsoft Word Tips.

2) The Thesis Office offers Thesis Formatting and Deposit Workshops each semester for candidates. Candidates will be sent information by the Graduate Secretary.

4) Departmental policy for thesis/dissertation work between faculty advisors and off-campus students: In general, students and faculty should rely on attachments to email or on land-based mail services to send drafts back and forth. No more than five pages may be faxed in any one week.

5.3 Requirements for Theses and Dissertations

5.3.1 The thesis is a written document designed to develop and demonstrate research competencies of the candidate. The student identifies the topic of the thesis and research question(s) and writes the thesis proposal in consultation with his/her advisor (and other faculty, as appropriate). The proposal is presented in writing and orally to the committee for approval.

5.3.2 The proposal consists of:

5.3.2.1 Introduction - A statement of the research question/issue (2-5 pages).

5.3.2.2 The Review of Literature is a detailed critique of theoretical and empirical literature, concluding with hypotheses and/or research questions that will be tested that are linked to the literature reviewed.

5.3.2.3 Method - Follow APA guidelines for content.

5.3.2.4 The Plan for Analysis details the approaches that will be used to analyze data to answer the proposed research questions.

5.3.3 The final thesis includes:

5.3.3.1 Introduction/literature review - This is a statement of the problem and a review of the literature that situates the study in current research and theory. Research questions and/or hypotheses are included.

5.3.3.2 Method - Follow APA guidelines for content.

5.3.3.3 Results - Follow APA guidelines

5.3.3.4 Discussion - Follow APA guidelines
5.4 **Master’s and Doctoral Degree Final Examination Guidelines**

The Chair of the Committee is in charge of the final examination. S/he should discuss the process with the student before the final examination itself. The Department provides these guidelines:

5.4.1 The room scheduled for the oral examination should be at least "seminar-size."

5.4.2 The committee meets alone at the beginning of the final examination to discuss their evaluation of the thesis/dissertation and the expected result of the oral examination. Some committees choose to omit this phase.

5.4.3 The committee invites the student and other attendees, if any, into the meeting room.

5.4.4 The student is given uninterrupted time (generally 15-20 minutes) to introduce/summarize the thesis/dissertation.

5.4.5 After the student presentation, questions may be asked of the student. The expectation is that only faculty will ask questions.

5.4.6 After about 1-1/2 hours, the student and all non-committee members leave the room while the committee discusses whether the student should pass or fail and what changes, if any, should be made to the thesis/dissertation.

5.4.7 The student returns alone to meet with the committee.

5.4.8 It is recommended that the final examination should last no longer than two hours.

**Notes:**

1) It is appreciated if non-committee members inform the major professor of their plans to attend a final examination.
2) Non-committee members are expected to attend the final examination from the time they are invited in to the time they are asked to leave. (It is disruptive when people come late or leave early.)

3) **Important:** Most faculty at Purdue University are on academic-year-only appointments (i.e., August 15 through May 15). Students should assume that final defenses are not scheduled in the summer.

5.5 Format checking

Checking thesis and dissertation formatting is the responsibility of the student’s major professor. All matters of manuscript style not covered by the university format requirements follow the formats described in the most current edition of the *Publication Manual of the American Psychological Association*. The Library Thesis Deposit Office reviews the following university format requirements: title page, abstract, spacing, margins, page numbering, paper requirement, typeface and quality.
6. FINAL SEMESTER REGISTRATION FOR MASTER’S AND DOCTORAL STUDENTS

Students must indicate on their registration form and inform the Graduate Secretary that s/he will be a candidate the semester they plan to graduate. The student must register for: 1) a minimum of 1 credit hour of research (CDFS 698 or 699) or 2) "Exam Only" or "Degree Only" the semester s/he graduates. To be eligible to register for "Exam Only" or "Degree Only," students must have completed the Graduate School's registration requirement (90 credit hours for a doctoral degree) and finished all degree requirements except for the final examination and depositing the thesis prior to the first day of the academic session. Students must have been registered for at least one credit hour of research, with a grade of “S,” the previous spring or fall semester. (The previous semester does not include the summer session unless a student held a graduate staff appointment during the preceding summer session. Students who held a summer appointment will be held to a minimum summer registration; students who did not hold a summer appointment will be held to a minimum registration for the preceding spring semester.) If the student fails to meet the mid-semester deadline for either "Exam Only" or "Degree Only," their registration will be converted automatically to one credit hour of research and the student will be billed by the Bursar's Office for the difference in tuition/fees between "Exam/Degree Only" and 1 credit hour.

See the Graduate Secretary for further information.
7. PLAN OF STUDY, STUDENT PETITIONS AND REGISTRATION GUIDELINES

7.1 Plan of Study

The plan of study provides an overview of the student’s plan for meeting the degree requirements. The Plan of Study (POS) should be developed in consultation with the advisor and completed as soon as possible (by the end of the third session for doctoral students). At the latest, it must be submitted during the semester before defending the thesis for students completing a Master’s degree or the semester before the preliminary examination for doctoral students.

The POS is submitted electronically and is accessed through MyPurdue. The POS will include courses as outlined in the HDFS Plan of Study Checklists (also see Graduate Program Requirements and the Appendix). Students will indicate core and advanced as primary and electives as related on the POS. Courses used for the Master’s degree are not included on the doctoral plan of study but count toward the 90 credits required for the doctoral degree.

When you have completed your plan of study and believe it is ready to be reviewed by the departmental Plan of Study Coordinator and your advisory committee, submit your plan as a draft and a hard copy of the checklist to the Graduate Secretary. All plans of study must first be submitted as DRAFT before you can submit your plan as a FINAL. Use your draft as a basis to discuss your academic and research goals with your advisory committee members. Once the Plan of Study Coordinator has reviewed the draft POS she will email you and your major professor with further instructions before the POS is submitted as a “Final.” When the POS is submitted as a final, it will be electronically routed, reviewed and, if approved, signed by the departmental Plan of Study Coordinator, your advisory committee, the HDFS Graduate Program Head, and the Graduate School. You may check the status of your plan at any time by returning to the Plan of Study Generator and click on the Display Submitted Plan of Study link. Once your
plan of study has been approved by the Graduate School, you should check it every semester to monitor your academic degree progress.

**The deadline for submission of drafts of Plans of Study (POS) to the POS Coordinator and the student's advisory committee is the Friday of the 6th week of classes in the Fall and Spring semesters.** M.S. students planning to graduate in the Spring and Ph.D. students planning to take prelims in the Spring must submit their Plan of Study by the Fall deadline. M.S. students planning to graduate in the Summer or Fall and Ph.D. students planning to take prelims in the Fall must submit their Plan of Study by the Spring deadline.

Students with an approved Plan of Study can make changes to their Plan by using the electronic Change to the Plan of Study through MyPurdue. The Graduate Secretary can also initiate the form.

7.2 Petitions

Students may petition to substitute or waive required coursework, to change advisors, waive the residency requirement or the data collection requirement, and leaves of absence.

7.2.1 Substitute a Core or Advanced Course: If you have taken a graduate course at another university which is similar to a required course, you may petition to substitute the course. The student provides a copy of the course syllabus to the instructor of the comparable Purdue course (whether in HDFS or another department) and requests an evaluation of the course and a memo in support of the substitution, if appropriate.

7.2.1.1 Coursework from a previous master's degree cannot be used to substitute for Purdue courses on a master's plan of study and coursework from only one master's program can be counted toward a doctoral plan of study.

7.2.1.2 Courses taken on the quarter system do not transfer with the same number of semester credits (e.g., a 3 credit quarter course is equivalent to 2 semester credits.) Students
should indicate on the petition how a course taken on a quarter system might substitute for a semester course at Purdue.

7.2.2 **Waive a Core or Advanced Course:** If a student has experience but no coursework in an area or if a student has taken a similar graduate course that does not transfer, he/she can petition to waive a course. For example, if a Ph.D. student had college teaching experience and had taught a course on Human Development, he/she might petition to ask the Graduate Committee to waive CDFS 601. Again, a support memo from the Purdue instructor should be sought.

7.2.3 **Change Advisors:** Typically, students petition to change advisors when either their advisor leaves the University or when their focus of interest more closely matches that of another faculty member. Students should provide a clear rationale for the change, and consult with both past and future advisors before submitting the petition. A change from temporary advisor to permanent advisor involving the same student and faculty member does not require a petition.

7.2.4 **Add a Co-Chair:** A petition to add a co-chair must include an explanation as to the unique contribution of each of the two chairs. At least one of the co-chairs must be from the student's program area.

7.2.5 **Data Collection:** A petition to substitute prior graduate experience for the data collection requirement in the graduate program needs to include an explanation and proof of the prior experience.

7.2.6 **Leaves of Absence:** Students wishing to take a leave of absence from the graduate program need to submit a petition to the Graduate Committee and a letter of approval from their major professor. The petition needs to indicate the length of time the student plans to be on leave.
7.3 Petition Forms

Students may secure petition forms from the Graduate Secretary. 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 core course instructor attached. After all of these requirements are met, please give your petition to the Graduate Secretary no later than one week prior to a Graduate Committee meeting to be on the agenda. The Graduate Committee does not meet in the Summer, therefore, 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 for consideration.

**Note:** Petitions to fulfill a course requirement as a CDFS 590 must include the instructor's name and the number of credits for the 590.

7.3.1 Time Limits for Submitting Petitions: Petitions based on work completed prior to coming to Purdue must be submitted to the Graduate Committee during the first year of residence at Purdue. Petitions for waivers or substitutions based on work to be completed at Purdue must be submitted before the work has begun.

7.4 Minimum Registration Hours

The total number of hours of academic credit used to satisfy degree requirements consists of all course credit hours with a grade of C- or better that appear on the Plan of Study and research (CDFS 699 and/or 698) credit hours with grades of S that appear on the Purdue transcript. For students earning a Master’s degree, at least one-half of the total credit hours used to satisfy degree requirements must be earned in residence on the Purdue campus (e.g., Calumet, West Lafayette) where the degree is to be granted. Course credits obtained via televised instruction from a campus are considered to have been obtained in residence on that campus. At least 30 total credit hours are required.
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 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).

7.5 Requirements for Remaining in Good Standing

A graduate student is expected to maintain a cumulative index of 3.0. Indices below this level are marked "low" on the grade reports. Students who fail to maintain a cumulative index of 3.0 may be dismissed from the Graduate Program.

7.6 Continuous Enrollment

Students who do not enroll for one or two semesters do not have to reapply to the graduate program. If a student does not register for three or more consecutive semesters (including Summer session), s/he must apply to reenter the Graduate School. Contact the HDFS Graduate Secretary for more information.
7.7 Five-Year Rule

Course credits earned by a student whose graduate study and/or professional involvement has been inactive for five years or more cannot be used on a Plan of Study for an advanced degree. A Plan of Study approved prior to such a period of inactivity is invalid. A preliminary examination passed prior to such a period of inactivity is also invalid. If justification is sufficient, the Dean of the Graduate School may waive this rule. See Graduate Secretary for assistance. If the student wishes to request the Graduate School's approval to include on the Plan of Study courses which are 5 years or older, an explanation must be included in the comments and special notes section of the electronic Plan of Study when submitting the Plan.

7.8 Students with Disabilities

Students who have a documented disability, or who think they have a disability which is as yet undocumented, should contact the Special Programs Office in the Office of the Dean of Students as soon as possible to find out about available services.
8. CODE OF HONOR AND ACADEMIC INTEGRITY

8.1 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.

To foster a climate of trust and high standards of academic achievement, 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.

8.2 Academic Integrity

Added by the Department of Human Development and Family Studies (April 2009):

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.
8.3 Student Plagiarism

If a student commits an act of cheating (e.g., copying another student’s work), the instructor/faculty member should notify the department head.
9. ASSISTANTSHIPS AND FINANCIAL SUPPORT

9.1 Department Graduate Assistantships

The Department of Human Development and Family Studies offers graduate assistantships to as many students as possible. The number of assistantships depends on the availability of funds from federal, state, university, and private sources, and varies from year to year. Although most students receive departmental funding each year, many students also rely on other types of funding during their graduate careers.

Quarter-time (10 hours/week) and half-time (20 hours/week) assistantships provide a monthly stipend plus tuition remission for each semester. Half-time assistantships also provide student health insurance. Graduate students with assistantships are required to pay a University fee that covers the student health fee, a recreational gym fee and various building usage charges. Assistantships begin seven calendar days before the start of classes each semester. Departmental policy states that students with academic year assistantships are expected to enroll in at least 8 credit hours and with summer assistantships are expected to enroll in at least 3 credit hours.

9.2 Assistantship Appointment Guidelines

These guidelines were developed initially in January 1992 and subsequently revised in November 1992, March 1994, August 2003, and August 2010. The HDFS faculty recognizes that the Department Head makes the final decisions about assistantship appointments, and that individual differences among students and their situations are important.

9.2.1 The Graduate Committee recommends that the Department support as many students as possible within university guidelines.

9.2.2 As a general rule, one-half time should be the maximum level of departmental support until all students have received funding. An exception is that consideration should be given to providing teaching experience for students with fellowships.
9.2.3 Financial need should not be a criterion for funding.

9.2.4 No student should teach two different courses independently in one semester.

9.2.5 Funding commitments should be made during the time admitted students make decisions about pursuing graduate studies.

9.2.6 Continuing students will be evaluated yearly by the graduate faculty. Each student should be designated as "recommended for funding" or "not recommended for funding."

Further, continuing students who are recommended for funding should be divided into priority one and priority two categories. Criteria for priority one for funding should include timely progress toward degree completion and evidence of quality work in coursework and in previous assistantships. Supervisors of assistantships write an evaluation each semester and share it with the student. Students who enter the Ph.D. program in HDFS with a prior Master’s degree are eligible for 8 semesters of graduate assistantships as priority 1 funding. Students who enter with a BA/BS are eligible for 10 semesters of graduate assistantship as priority 1 funding.

9.2.7 As part of the assistantship appointment process, continuing students provide the Department Head with a rank-ordered list of assistantship preferences based on a list of potential assistantship position compiled by the Department Head and distributed to all continuing students. The list of potential positions includes information about the level of effort (quarter-time or half-time), length (5, 10, or 12 months) and the supervisor.

9.2.8 Decisions about specific appointments are made by the Department Head based on the following (not listed in order or importance): (a) student preferences, (b) supervisor preferences regarding appointments to the position, (c) the student's priority rating given by faculty (see item 6), (d) performance in past or present HDFS assistantships, and (e) history of assistantship support from HDFS (see item 6). Principal Investigators of projects supported by competitive external and intramural grant funds have discretion over the appointment of graduate
assistants assigned to grant projects, within the context of established guidelines, including approval of the Department Head. Most assistantship positions require specific skills and backgrounds, and typically are structured to contribute in important ways to a student's knowledge and/or skill level in a particular field. Thus, the substantive match between a particular position and a student's background should be a critical element in the Department Head's decisions about assistantship appointments.

9.2.9 Student preferences for assistantships generally are not shared, but also are not considered strictly confidential. A student who does not wish to work with a specific supervisor or project based on a problematic situation should communicate this information to the Department Head.

9.2.10 International students must pass the Oral English Proficiency Test prior to independently teach a course as a TA.

9.3 Additional Information

Few twelve-month competitive fellowships are available to doctoral students with advanced standing. Additionally, Summer Research Grants are sometimes available to support doctoral research efforts of graduate students who have held teaching assistantships.

9.4 Fellowship, Traineeships and Financial Aid

Information describing fellowships, traineeships, teaching and research assistantships is included in "Funding Info for students" located on the Graduate School's web page (www.gradschool.purdue.edu). All students are also encouraged to seek national fellowships, such as those administered by the National Institute of Health, the National Science Foundation and the Social Science Research Council.

Applicants should contact the Division of Financial Aid regarding the deadline for filing Federal Financial Aid applications. Information regarding loans and College Work-Study can be
obtained from the: Division of Financial Aid, Schleman Hall of Student Services, Room 305, 475 Stadium Mall Drive, West Lafayette, IN 47907-2050, or by calling (765) 494-5056 or emailing questions (24-48 hour turnaround time) at facontact@purdue.edu.

The Division of Sponsored Programs in Hovde Hall has a library of funding sources for research and fellowships.
10. INTERNATIONAL STUDENT CHECKLIST

Based on the experience of previous incoming international students, the following is a list of things that must be done when you arrive on campus:

Departmental Checklist

♦ Go to the Graduate Secretary's Office (Fowler House Building, Room 213), introduce yourself, and ask her if there are any forms you need to fill out.

♦ Go to your temporary advisor's office, introduce yourself to your advisor, and make an appointment to discuss any additional courses you will need to register for if a meeting time is not scheduled during the HDFS Orientation Week.

♦ Go to the Building Deputy in Fowler House Building, introduce yourself, and ask her for building/office keys (see will determine keys needed). If you wish to have a copy account number (for the photocopier), she will be able to direct you to the appropriate secretary.

University-Wide Checklist

♦ Attend one of the Pre-Orientation Check-In Sessions. Bring all documents and ask about recent immigration laws/documents in order to ensure your maintenance of legal status. (Hint: take all of your documents every time that you go to the International Students & Scholars Office).

♦ Attend one of the Payroll Sign-Up Sessions (Stewart Center, Room 310). You will need to have your Purdue University Offer Letter, Passport, I-94 card, Approved Work Authorization (I-20 or DS-2019), Social Security Card (if you have one), SEVIS Compliance form (for transfers only), and bank account information for direct deposit.

♦ Pay your fees (even if you have an assistantship you must pay a few fees every semester).

♦ Get your Purdue University photo identification (Room 130, Purdue Memorial Union). This can only be done after you have paid your fees. Be sure to bring your schedule.
- Buy your books (Follett's or University Bookstore). Graduate staff gets a discount at both of these places. Be sure to bring your assistantship letter or Purdue University Employee identification card.

If you are planning to leave the country at any time (e.g., for a holiday) you must obtain a travel endorsement from the International Students and Scholars Office (Schleman Hall) at least two weeks prior to your trip.
APPENDIX

Research Experiences

Active participation in faculty research within the first year of study is required. Apprenticeships with faculty are encouraged and independent student projects under faculty guidance can be readily arranged.

Students are expected to participate in the research project for an average of 3 hours per week (over a 15 week semester) for each credit of CDFS 590. Thus, 45 hours of participation are required for each credit that is earned, regardless of whether the research project is completed during the academic year or in the summer.
### HDFS COURSES

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