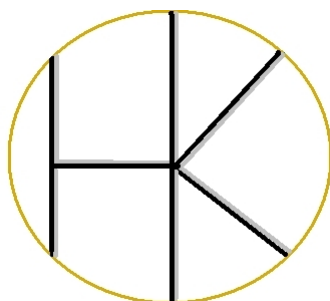


**Department of Health and Kinesiology**  
**Graduate Student Handbook**  
**2011-2012**

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**PURDUE**  

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# WELCOME

Welcome to Purdue University and the Department of Health and Kinesiology. We're happy to have you here and look forward to your energy and enthusiasm for learning. The Department is proud of the accomplishments of its faculty and students. I know that you will be challenged by our academic community to not only learn but to become creative thinkers. It is through such creativity that problems are solved and people are helped.

The Department of Health and Kinesiology is housed in the College of Health and Human Sciences. An underlying theme running through all the units of the College is translational research to help the human condition. Implied in that theme is the idea that research can be applied to the population to help individuals and groups. Through the programs we offer, the engagement opportunities we provide, and the discovery challenges placed before our students, we advance that theme. Our faculty is highly regarded and will mentor you toward your scholarly and professional goals.

Again, welcome. We are happy that you chose Purdue and expect that you will have a great experience while you are here.

Larry J. Leverenz, PhD, ATC  
Clinical Professor and Interim Department Head

We are pleased that you have decided to pursue your graduate studies with us. You have been admitted to our program because of your strong academic record and your evident interest in enhancing science and practice related to human well-being. We believe that you will both gain from your participation in our program and make important contributions to our scholarly community. Congratulations, and we wish you well as you strive for your goals.

Dr. Harper has briefly overviewed our accomplished department history and has shared a cornerstone of the philosophy that drives our department life. We vigorously pursue ways to foster a cohesive, supportive department environment. We strive for regular communication among our community members, to put aside artificial boundaries between specializations, and to encourage novel ideas and viewpoints. And, we expect excellence of one another. We hope you find that this environment offers much to your intellectual and personal development.

This handbook is designed to orient you to important aspects of the graduate student experience in HK. We hope that you find it helpful, but not a replacement for the personal touch that we strive to provide our students. Please freely and regularly communicate with us as we can be of assistance. We have a vested interest in your success. Welcome to our community.

Alan L. Smith, PhD  
Professor and Director of Graduate Studies

## **HK GRADUATE FACULTY**

David R. Black, PhD, MPH, CHES, Public Health  
Bonnie T. Blankenship, PhD, Pedagogy  
Laura Claxton, PhD, Motor Development  
Cheryl Cooky, PhD, Sport Sociology, Women's Studies  
Jeffrey Haddad, PhD, Motor Development  
William A. Harper, PhD, Philosophy and History of Sport, Leisure & Play  
Haslyn Hunte, PhD, Public Health  
Gerald Hyner, PhD, Public Health, Gerontology  
David B. Klenosky, PhD, Recreation and Sports Management  
Larry J. Leverenz, PhD, Athletic Training Education Administration  
Roseanne M. Lyle, PhD, Public Health, Gerontology  
Meghan McDonough, PhD, Sport and Exercise Psychology  
Sean Newcomer, PhD, Exercise Physiology  
Titilayo Okoror, PhD, Public Health, African American Studies  
Shirley Rietdyk, PhD, Biomechanics  
Darlene A. Sedlock, PhD, Exercise Physiology  
Alan L. Smith, PhD, Sport and Exercise Psychology  
Thomas J. Templin, PhD, Pedagogy  
Philip Troped, PhD, Public Health  
Alice Wilcoxson, PhD, Athletic Training Education Administration  
Howard N. Zelaznik, PhD, Motor Control

## **HK ADMINISTRATIVE TEAM**

Jon Laswell, Facilities Manager  
Kim Lehnen, Administrative Assistant  
Lisa Duncan, Graduate Program Coordinator  
Donna Steele, Main Office Manager  
Ann Templeman, Main Business Office Clerk

# ACADEMIC PROGRAM

## PURDUE UNIVERSITY 2011-2012 CALENDAR

### **FALL 2011:**

August 22	Classes begin
September 5	Labor Day (no classes)
October 10 & 11	Fall Break
Nov 23-26	Thanksgiving Break
December 12	Finals week begins
December 17	Fall semester ends
December 18	Commencement

### **SPRING 2012:**

January 9	Classes begin
January 16	Martin Luther King Jr. Holiday (no classes)
March 12-17	Spring Break
April 30	Finals week begins
May 5	Spring semester ends
May 11, 12, 13	Commencement

### **SUMMER 2012:**

May 14	First 4-week module begins
May 28	Memorial Day (no classes)
June 11	Second 4-week module begins
July 4	Independence Day (no classes)
July 9	Third 4-week module begins
August 4	Commencement

## YOUR ADVISOR

You have already been assigned an advisor, as specified in your admission letter. Arrange to meet with your advisor prior to the start of classes. We have assigned your advisor based on a number of considerations: 1) Your advisor is someone who studies actively in your chosen area of scholarship, 2) your advisor is someone we believe you can work well with, and 3) your advisor has agreed to work with you in this capacity. If you have any questions regarding the advising process, ask your advisor or contact the Graduate Studies Office.

## CHANGING ADVISORS

For an academically justifiable reason you may elect to change to another advisor during the course of your studies. In such a case, we ask you to follow one of the following two procedures:

1. If you are intending to change advisors within your current area of study (e.g., MS in Sport and Exercise Psychology), you need only first confer with your present advisor to explain your intentions; and second, you need to receive agreement

from your new advisor. Please use the proper form for this change from the HK Graduate Studies Office. Old and new advisors will need to sign the form.

2. If, on the other hand, you are attempting to change your area of study (and, accordingly, your major advisor), the procedure is more complicated. In brief, this change requires a full committee decision. For example, if you are proposing to change your area of study for the MS degree from Pedagogy to Exercise Physiology, you will in effect be reapplying for admission to the proposed area, including submitting a new goal statement and your reasons for changing areas of study. There is a separate form for processing your request that is also available in the Graduate Studies Office.

## **REGISTRATION**

Instructions for registration for courses are available on “My Purdue”. 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 (Lisa Duncan) can enter the override for you.

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 \$170) 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.

## **DEGREE OPTIONS**

Our department is authorized to offer the Master of Public Health, Master of Science, and Doctor of Philosophy degrees. In all cases your official and final transcript will refer to your field of study as Health and Kinesiology. In other words, your awarded degree will reflect the name of our entire department, not your area of special interest (such as health promotion, exercise physiology, and so on). Your specific scholarly interests, however, will be reflected in your individualized course selections. This collection of courses constitutes your Plan of Study and documents your specialization in a certain field of expertise.

## **THESIS/NON-THESIS OPTION FOR MS DEGREES**

MS degree students may pursue either a thesis option or a non-thesis option. The thesis option requires 24 hours of course work and the completion of a thesis. Most students accepted to our graduate program are expected to pursue this option. The non-thesis option caters to those students with a professional practice orientation. The program requires 30 hours of course work and the completion of a 600 project. In addition to the written efforts (the thesis or the 600 project), all MS students will present their research orally before their committee members, and other interested faculty, staff, and students. Your advisor will be able to explain the basic differences between the thesis and the 600 project.

## **PLAN OF STUDY**

The Plan of Study 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 MY PURDUE account. The Plan of Study should make academic sense. Once it is drafted, you should share your intended plan with those faculty members you would like to invite to be on your advisory committee. They will provide feedback on the plan and ultimately will approve it by providing their signatures.

## **Requirements and Guidelines for Master's Degree Students**

Master's degree students must file their plan prior to the semester in which they intended 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 each of your committee members and the HK Graduate Program Coordinator. Any one of those persons may submit feedback, changes or corrections to guide you in filing a plan that will be approved by the Graduate School. Once you and your committee members are satisfied with your plan, you can submit it as a final draft. Your plan will then be electronically transmitted to the HK Graduate Program coordinator, 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:

- **MPH students** must include a minimum of 45 credits, including 15 core credits, 12 thesis and internship credits, 12 credits from specialization courses (health communication or community health) and 6 elective credits.
- **MS thesis option students** must include a minimum of 24 credits of regular coursework plus a minimum of 6 credits of thesis research (HK 698). Research credits do not appear on the Plan of Study.
- **MS non-thesis option students** must include a total of 30 credit hours of coursework, plus a minimum of 3 credits of HK 600 (independent study).
- **All MS/MPH students** must have at least 9 credits of research tools courses. (students beginning Fall 09 and after)
- No more than 12 hours of credit taken while in non-degree status may be listed.

- No more than 6 hours of credit from 300 and/or 400 level courses may be listed. A grade of B or better is required.
- 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.
- Courses that receive a grade of P, S or no grade may not appear on the Plan of Study. The title of the course must be exactly the same as it is listed on your transcript. If you list HK 600 as Independent study, but register for the course with a different title later, you must change it before graduation.
- Your plan should include more Primary courses than Related. Related courses are the tools you use in your research, such as Statistics or Research methods.
- The “**B or better**” column is for courses that have that requirement. All transfer courses must have a grade of “B or better”. Your advisor may have told you that a condition of your acceptance into the program was that you maintain grades of B or better in the first 2 semesters of your study. If you have no such transfer courses or conditions, then leave the “B or better” column blank.
- Be sure to complete the area of specialization. It should be your program of study (e.g., Exercise Physiology, Health Education, Sport Management).
- 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 HK. 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.

## Requirements and Guidelines for PhD 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 drafts go to each of your committee members and to the HK Graduate Program Coordinator. Any one of those persons may submit feedback, changes, or corrections to guide you in submitting a Plan of Study that can be approved.

For PhD students, the HK Department requires you to submit your final doctoral Plan of Study in your second or third semester of study. The Director of Graduate Studies schedules a special Graduate Faculty meeting for this purpose. You will prepare a written coherency statement and orally present the Plan of Study to the HK Graduate Faculty during this meeting for discussion and approval. Once approved by our Graduate Faculty, the final draft of your Plan of Study can be submitted.

The plan is then electronically forwarded to each committee member for approval, and approval by the Director of Graduate Studies finalizes it for submission to the Graduate School. 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.

- 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 (Grad 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.
- The usual completed PhD Plan of Study includes at least **34** credit hours of registration in graduate level courses beyond the master's degree or **52 (18 additional)** hours beyond the baccalaureate degree. The remainder of the credit hours will be spent in research (HK 699). The Graduate School requires 90 total credits for graduation with up to 30 credits coming from the Master's degree.
- 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 PhD.
- No more than 12 hours of credit taken while in non-degree status may be listed.
- No more than 6 hours of credit from 300 and/or 400 level courses may be listed. A grade of B or better is required.
- 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.
- Your plan must include at least 9 credit hours of research tools courses. (students beginning Fall 09 and after)
- The Plan of Study should be highly research oriented, as the PhD is a research-focused academic degree.
- Research hours (HK 699) do not appear on the Plan of Study.
- Courses that receive a grade of "P", or no grade may not appear on the Plan of Study.
- The Plan of Study shall include a primary area and at least one related area appropriate to your chosen field. Related courses are considered to be those courses which are used as tools for research, such as Statistics or Research Methods.
- The title of the course must be exactly the same as it is listed on your transcript. If you list HK 600 as "Independent study" but register for the course with a different title later on, you must change it before graduation.
- The "**B or better**" column is for courses that have that requirement. All transfer courses must have a grade of "B or better". Your advisor may have told you that a condition of your acceptance into the program was that you maintain grades of B or better in the first 2 semesters of your studies. If you have no such transfer courses or conditions, then leave the "B or better" column blank.

- Be sure to complete the area of specialization. It should be your program of study (e.g., Biomechanics, Health Promotion, Motor Control, Pedagogy).
- 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 HK. 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.
- A coherency statement (prepared by you in collaboration with your advisor) will be submitted to your advisory committee members and the Graduate Program Office (prior to obtaining signatures). The coherency statement should include: (a) a statement of research interests and how your plan was constructed with those interests in mind, (b) a statement of your post-degree professional intentions, (c) a list of all courses included in the Plan of Study, and (d) a statement that the Graduate Program Coordinator affirms all credit and other requirements for the PhD degree are met by the Plan of Study. Parts (a) and (b) should be crafted carefully in consultation with your advisor, and need not exceed one single-spaced page.
- You will submit the plan electronically as a draft and then orally present your plan and coherency statement to the HK Graduate Faculty during a scheduled Graduate Faculty meeting. After deliberation by the Graduate Faculty, the approval decision and any suggested or required revisions will be communicated to you and your advisor. Upon meeting the conditions of approval specified by the Graduate Faculty, the plan may then be submitted electronically as a final draft. The plan will then go through the process of receiving the proper signatures needed for submission to the Graduate School. You will receive an e-mail message when the approval process is complete.
- Once the Graduate School has approved your Plan of Study, you should check it every semester to monitor your academic degree progress.

### **Presenting the PhD Plan of Study to the Graduate Faculty**

PhD students are required to formally present their coherency statement and Plan of Study to the Graduate Faculty. You will be notified when a faculty meeting will be scheduled for Plan of Study presentations. The purpose of this is to enable the HK faculty to become familiar with your academic plans and to offer you suggestions that may benefit your scholarly experience. The following information/guidelines will help you when preparing for your Plan of Study presentation:

- Meet with your major advisor well in advance to draft your Plan of Study, coherency statement, and presentation. The plan must be submitted electronically through the POS generator on your My Purdue account as a draft and the coherency statement must be submitted directly to the Graduate Program Coordinator at least two weeks prior to the presentation date.
- The Graduate Program Coordinator will provide copies of your Plan of Study draft and your coherency statement to all members of the Graduate Faculty in advance of your presentation.
- Prepare a 5-minute presentation of your Plan of Study. We ask that the presentation focus upon your research interest and why your Plan of Study makes academic sense.

The faculty will not be interested in hearing details on how credit requirements are fulfilled, as this will be evident from the written documents that they have in hand. It is your responsibility to be sure that you have a computer and other audio/visual equipment necessary for your presentation.

- It is customary for your major advisor to briefly introduce you (1 to 2 minutes) and say a few words about your personal and educational background.
- Following your presentation, there will be an opportunity for faculty to question you and make suggestions about your plan.
- When you are finished, you will leave the room so that the faculty may hold a discussion and settle upon an approval decision. Your plan will be approved, approved with required changes, or disapproved. The Director of Graduate Studies will inform you of the decision of the Graduate Faculty as soon as possible.
- Upon approval or completing required changes, you may submit your plan as a final draft.

## **PHD REQUIREMENTS FOR STUDENTS ADMITTED PRIOR TO FALL 2010**

### **Qualifying Examination**

PhD students are expected to take and successfully pass a qualifying examination. This examination is intended to help the faculty get to know each PhD student and to give the student an opportunity to demonstrate general academic abilities. The qualifying examination is administered early in the spring semester. Part-time PhD students are expected to take the examination during the spring semester following the completion of 9 credit hours.

You will be assigned a book and articles to study. The exam consists of a one-hour appearance before representatives of the Graduate Faculty. The question and answer format is based primarily on the assigned readings and evaluation is based on your ability to make connections between the readings, your chosen specialization, and ethical matters pertaining to the conduct of science.

Should you fail the Qualifying Examination (determined by not receiving 1/3 affirmative vote by the examining committee), you will be placed on probation for the next semester (excluding summer). You will be permitted to enroll in courses, but the courses cannot be used on your Plan of Study. Early in the next semester, you will be given a second attempt to pass. The format and procedures will be identical to the first attempt, except the readings might change. If you fail the exam again, you will be dismissed from the doctoral program at the conclusion of the semester.

### **PhD Preliminary Examination**

Another step in completing the PhD 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 HK faculty must be on the preliminary examining committee. Members of the examining committee do not have to be the faculty members with whom you have taken coursework.

The preliminary examination consists of written and oral components, respectively. The preliminary examination should be scheduled when your advisory committee deems you ready and after you have completed at least 3/4 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. We ask that both the written and oral components be completed within the first half of the academic semester.

At least two weeks prior to the date specified for the examination, the “Request for Appointment of Examining Committee” form must be filed with the Graduate School by the Graduate Program Coordinator. Please notify the Graduate Program Coordinator as soon as your exam date has been set.

The written portion of the examination will be comprised of a closed book/in-house component and an optional take-home component in accordance with the desires of your advisory committee. Further detail on exam structure is available in the *Graduate Studies 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.

The oral component of the exam must be completed no later than three weeks after the written component. The oral component of the examination offers opportunity for your advisory committee members to have you clarify, enhance, or otherwise further explain your responses. Additional questions related to the three proficiency areas noted above may be pursued, and therefore an advisory committee may not pass you based on the written examination alone. Other faculty members may be requested to participate in the oral examination (without vote) by any member of the examining committee. Any interested faculty member may also be present, without vote.

The final pass/fail decision is made by the examining committee upon completion of the oral component. A “satisfactory” (pass) or “unsatisfactory” (fail) outcome is indicated on the “Preliminary Examination Form”. If you do not pass the examination, you may repeat the entire examination process. This must occur in a subsequent semester, and you may repeat the process only one time.

If you pass the examination, you will be formally reclassified as a candidate for the degree of Doctor of Philosophy.

The dissertation proposal meeting may not take place before passing the preliminary examination. The oral component of the examination, therefore, may not serve as your dissertation proposal meeting.

### **PHD REQUIREMENTS FOR STUDENTS ADMITTED FALL 2010 OR LATER**

In Spring 2010 the Graduate Faculty approved a revised doctoral education model in an effort to enhance students’ ability to meet PhD program benchmarks in a timely fashion and to increase competitiveness of our students for post-doctoral research, academic, and other opportunities upon degree completion. Though some of the particulars of the model are subject to change and are being finalized, the model is in place for those PhD students beginning their studies in Fall 2010 or later. Please check for Handbook updates each year.

## PhD Seminar Requirement

You are required to participate in a 2-credit PhD Seminar in both the Fall and Spring of your first year in the PhD program. In the fall seminar you will participate in discussions surrounding the responsible conduct of research, philosophy of science, and professional expectations across the breadth of health and kinesiology subdisciplines. These discussions are expanded in the spring semester and you will read classic scientific and conceptual papers across a breadth of health and kinesiology subdisciplines. A written assignment will be completed each semester, with the spring assignment evaluated by your advisory committee. This evaluation will be incorporated into your first annual review of doctoral degree progress. Attendance at department colloquia and special events is also incorporated into the seminar requirement.

## PhD Comprehensive Examination

This requirement mirrors what previously was termed the preliminary examination requirement. No later than fall of the third academic year of doctoral study you will be expected to sit for this examination. The examining committee must consist of at least three members from the Graduate School's officially approved list of faculty members. A minimum of two HK faculty must be on the preliminary examining committee. Members of the examining committee do not have to be the faculty members with whom you have taken coursework.

The preliminary examination consists of written and oral components, respectively. The preliminary examination should be scheduled when your advisory committee deems you ready and after you have completed at least 3/4 of the course work listed on your Plan of Study. You must alert the HK Graduate Program Office at least 2 weeks prior to sitting for the examination. Your primary advisor will submit the written questions to be administered to the Director of Graduate Studies in advance of the examination; however, you are not to be provided the questions until you are scheduled to sit for the examination.

The written portion of the examination will be comprised of a closed book/in-house component and an optional take-home component in accordance with the desires of your advisory committee. Further detail on examination structure is available in the *Graduate Studies Manual* and mirrors that of the former "Preliminary Examination". 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.

The oral component of the examination must be completed no later than three weeks after the written component. The oral component of the examination offers opportunity for your advisory committee members to have you clarify, enhance, or otherwise further explain your responses. Additional questions related to the three proficiency areas noted above may be pursued, and therefore an advisory committee may not pass you based on the written examination alone. Other faculty members may be requested to participate in the oral examination (without vote) by any member of the examining committee. Any interested faculty member may also be present, without vote.

The final pass/fail decision is made by the examining committee upon completion of the oral component. A “satisfactory” (pass) or “unsatisfactory” (fail) outcome is indicated on the department comprehensive examination form. This form and a copy of your written examination answers must be submitted to the HK Graduate Program Office. If you do not pass the examination, you may repeat the entire examination process. This must occur in a subsequent semester, and you may repeat the process only one time.

### **Publication Requirement**

You will produce a high-quality written document that is submitted for publication in a refereed scientific outlet or for consideration by an external funding agency. It is expected that this publishable work will directly interface with your dissertation, for example as the first of a series of empirical papers that constitute the dissertation or an extensive literature review or meta analysis. The publishable work, however, may not stem from work completed for a previous degree (e.g., publishing one’s MS thesis research).

An oral examination by your advisory committee that is based on this work will take place by the end of your third year of doctoral study, separate from the completion of your comprehensive examination requirement. It will be expected that you are the primary author of the work (collaboration with the advisor is common/expected on publications and grants), that you can speak to the originality and contribution of the work to your subdiscipline within health and kinesiology, and that you can demonstrate the work to be of high rigor/quality. You must alert the HK Graduate Program Coordinator at least two weeks in advance of the scheduled examination date. A “satisfactory” (pass) or “unsatisfactory” (fail) outcome is indicated on the department publication requirement examination form. This form and a copy of your written document must be submitted to the HK Graduate Program Office. If you do not pass the examination, you may repeat the entire examination process. This must occur in a subsequent semester, and you may repeat the process only one time.

In light of the diversity of subdisciplines represented within health and kinesiology, there are many forms that the publication requirement can take. The graduate faculty will discuss this over the 2011-2012 academic year and will formalize both the expectations and the examination guidelines upon completion of those discussions.

### **Advancement to Candidacy (Completion of Preliminary Examination)**

Successfully passing the seminar requirement, comprehensive examination, and publication requirement is necessary to advance to doctoral candidacy. Upon completing the oral examination for your final requirement (i.e., the comprehensive examination or publication requirement), your “satisfactory” (pass) or “unsatisfactory” (fail) outcome is indicated on the “Preliminary Examination Form” that is forwarded to the Graduate School. If you do not pass the examination associated with your final requirement, you may repeat the entire examination process. This must occur in a subsequent semester, and you may repeat the process only one time.

If you pass the examination associated with your final requirement, you will be formally reclassified as a candidate for the degree of Doctor of Philosophy.

The dissertation proposal meeting may not take place until you have been advanced to doctoral candidacy. The oral examinations associated with the comprehensive exam and publication requirement, therefore, may not serve as your proposal meeting.

## **THESIS/DISSERTATION PROPOSAL PRESENTATION**

All of our MPH/MS thesis option and PhD 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.

Please notify the Graduate Program Coordinator at least 1 week prior to your presentation so that she can post the public invitation. For doctoral students, the preliminary examination must be satisfactorily completed before you present your research proposal.

## **FINAL EXAMINATION (thesis/dissertation defense or project presentation)**

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>). 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>

The formal request for the appointment of the final examining committee **MUST BE** filed with the Graduate School **NO LATER THAN TWO WEEKS before the examination.** If the paperwork is not filed with the Graduate School at least two weeks before your exam, your exam may have to be rescheduled. Please notify the Graduate Program Coordinator as soon as your exam date has been set so she can file the necessary form. The examining committee will consist of a minimum of three members for the Master's student and a minimum of four members for the PhD student. A minimum of two members of your doctoral examining committee are required to be HK 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. This information is posted on the bulletin board and the HK website and is announced in *Vitality*, the HK department newsletter.

Most HK faculty are on 10-month contracts, meaning there is no expectation for faculty to be available for a final exam during the summer session. Therefore, we recommend that you schedule the final examination during either the fall or the spring semester.

For a Master's degree, three committee members must concur that the student has satisfactorily completed the examination. For a PhD degree, not more than one dissenting vote is acceptable in certifying the candidate to receive the PhD.

## **THESIS PREPARATION AND DEPOSIT**

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

- Visit the Graduate School's thesis preparation website at <http://www.gradschool.purdue.edu/thesis.cfm> Here you will find instructions, check lists, required forms and contact information for staff who are qualified to answer questions.
- Attend a Thesis Formatting and Deposit workshop. These are held by the Graduate School at least once per semester. Information and registration can be found on the website mentioned above.
- Become familiar with the *Manual for the Preparation of Graduate Theses* found on the website mentioned above.

Please note that you are required to provide the HK Graduate Program Office with a pdf copy of your final thesis/dissertation document. The signed Thesis Acceptance Page will be released by the HK Graduate Program Office only after receipt of this copy of your thesis/dissertation. Please direct questions about this requirement to the Graduate Program Coordinator. Also, please note that particular degree programs (e.g., MPH) may also require a hardbound final copy. Consult with your advisor about any program-specific requirements.

Although not required, it is a long-standing tradition for students to present at least their primary advisor with a hardbound copy of the thesis/dissertation. Advisory committee members should, at minimum, receive a clean, final copy of the thesis/dissertation upon completion of revisions.

The HK Library contains over 500 theses, dissertations and projects. These are available for you to borrow. You may check out any of these works through the Graduate Program Coordinator in the HK Graduate Studies Office.

## **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/>

## **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>. You are encouraged to complete human subjects 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 subjects research.

There are distinct regulatory expectations associated with the care and use of animals in research. If you intend to pursue research with animals, be sure to pursue all regulatory steps through your primary advisor. Information on requirements can be obtained through the Office for Research Administration: <http://www.purdue.edu/research/vpr/rschadmin/>

## **CONDITIONS OF ADMISSION**

Sometimes we admit students into our graduate program with conditions. Such conditions of admission will be noted in both the Department's letter and your official acceptance letter from the Graduate School. These conditions must be met before you can file your Plan of Study. Therefore, please focus on the conditions immediately. Specific information on prerequisite or co-requisite course work that you might be required to take will be included in the unofficial letter of acceptance issued to you by the HK Department. Please see your advisor or the Director of Graduate Studies for clarification of such conditions.

A common condition imposed by the Graduate School is that a final transcript from your undergraduate institution be received by the beginning of the second semester of study. Also, a copy of a diploma with English translation is often required of international students. You will have a hold placed on your records and will not be allowed to register for courses until such conditions are met.

## **CONDITIONS OF RETENTION**

You must maintain a sufficient cumulative grade point of average (at least 3.0 for Master's students; at least 3.25 for PhD students) to be retained in the graduate program. If your GPA falls below the threshold values, you will receive a notification and be given one semester to raise your GPA to an acceptable level. If you fail to then meet minimum requirements, you may be asked to leave the program. If you are beginning to have trouble with your grades, seek help immediately from your advisor. Your fellow graduate students and the HK Graduate Student Organization can also be helpful as you seek assistance with course content or strategies for maintaining adequate grades.

PhD students complete an annual written review of progress each spring. You will detail your degree and professional progress over the year, your advisor and other faculty in your area of study will provide an appraisal of your progress, and you will have a meeting with your advisor to discuss the content of the review. You may be asked to leave the program if significant performance concerns and/or persistent lack of degree progress are evident.

## **HELPFUL WEB LINKS**

Graduation deadlines:

<http://www.gradschool.purdue.edu/calendar/calendar.cfm?type=Deadlines>

Registration deadlines:

<http://www.purdue.edu/registrar/Calendars/Calendars.html>

Thesis information and check off lists:

<http://www.gradschool.purdue.edu/thesis.cfm>

Tuition and Fees:

<http://www.purdue.edu/bursar/>

Responsible Conduct of Research:

<http://www.gradschool.purdue.edu/RCR/>

Graduate School Policies and Procedures, Graduate Student Employment Manual and other publications:

<http://www.gradschool.purdue.edu/faculty/publications.cfm>

University Anti-harassment and other policies from the Office of Ethics and Compliance:

<http://www.purdue.edu/humanrel/vp/index.shtml>

# **HK GRADUATE STUDENT ORGANIZATION**

## **PURPOSE**

A graduate education in the HK department prepares individuals to become future leaders in their fields and facilitators for the betterment of society. The Health and Kinesiology Graduate Student Organization (HKGSO) serves as a resource for current graduate students to build upon the foundation of their education with leadership, service, and social opportunities. The HKGSO is run by the graduate students and, as such, represents all individuals pursuing graduate study in the department whether they are enrolled full- or part-time and whether they are employed by the department, employed by other agencies on or off campus, or financing their own education.

## **STRUCTURE**

The HKGSO includes all HK graduate students. Board members are elected in December and fulfill various responsibilities within the HKGSO. Also, there is a student representative to the HK Graduate Faculty that communicates regularly with the Director of Graduate Studies and attends HK Graduate Faculty Meetings to provide voice for student issues.

## **FUNCTION**

The HKGSO traditionally functions in several ways that ultimately work to promote peer interaction on a personal and professional level, as well as facilitate communication and interaction between faculty, staff, and the graduate student body. Student officers deliver the concerns of graduate students and suggestions for improving the day-to-day workings of the department to members of the University who can elicit change. Continuous input from graduate students via the HKGSO is a well recognized asset that enhances the role HK graduate students play in the department and university.

## **PROJECTS**

Annual and individual projects include a departmental t-shirt design contest and fundraiser, plenty of social activities, development of criteria for graduate student and faculty awards, promoting and supporting graduate student research, and hosting an annual community 5K walk/run. New ideas to enhance the experience of graduate students in the department and throughout graduate study are always welcomed.

# **PUBLIC HEALTH STUDENT ASSOCIATION**

## **PURPOSE**

The Public Health Student Association (PHSA) serves graduate students interested in the public health discipline in several ways. First, the organization promotes a community of public health graduate students through interaction, peer support, and mentoring. Second, the organization fosters relationships between graduate students and public health practitioners and researchers through educational programs and professional development events. Third, the organization promotes ongoing student-faculty interaction, providing input and feedback that supports the increased development of the Public Health Program as a whole.

## **STRUCTURE**

The PHSA is open to Purdue University students. Board members are elected in December and fulfill various responsibilities within the PHSA. Any member is eligible to serve on a special event committee. Such committees are formed by the PHSA President as needed.

## **FUNCTION**

The PHSA functions in several ways that ultimately work to promote peer interaction on a personal and professional level, as well as to facilitate communication and interaction between faculty and graduate students with interest in public health. Student officers deliver the suggestions and concerns of students to members of the faculty and others in the University who can facilitate the advancement of public health. The PHSA is a valuable asset as the Master of Public Health program moves toward accreditation.

## **PROJECTS**

The PHSA is involved in a variety of events and activities. The group is particularly active at the annual Indiana Public Health Association spring meeting that is hosted at IUPUI. The PHSA also hosts social and fundraising events.

# **GENERAL INFORMATION**

## **GRADUATE STUDIES OFFICE**

The Graduate Studies Office, located in Room 115A Lambert, serves you individually in many ways. Mrs. Lisa Duncan is the Graduate Program Coordinator. You may contact her by phone, 494-3162, or e-mail, [llduncan@purdue.edu](mailto:llduncan@purdue.edu). She will provide help and clarification in all matters included in this handbook relative to the administration of your program of study. The Director of Graduate Studies is Dr. Alan L. Smith. He is located in Room 118 Lambert and may be contacted by phone, 496-6002, or email, [alsmith7@purdue.edu](mailto:alsmith7@purdue.edu). Dr. Smith is available to assist you with matters included in this handbook as well as other issues surrounding your graduate studies experience.

## **OFFICE HOURS**

The HK Department Office is open Monday through Friday from 7:30 A.M. until 4:30 P.M. The Graduate Studies Office is open Monday through Friday from 8:00 A.M. to 4:30 P.M. Both offices are usually closed from 12:00 P.M.-1 P.M. for the lunch hour. From time to time these office hours may be slightly modified. These changes will be posted each semester.

## **CURRENT ADDRESS AND TELEPHONE NUMBER**

Please keep us updated with your current address and telephone number. It is also a good idea to give us an additional number in case of an emergency. It is customary to give these numbers to the Registrar and to our Graduate Studies Office. Should any of these numbers change during the course of your program of study, please keep us up to date.

## **MAILBOXES**

All graduate students have an assigned mailbox in Room 111C of the Lambert Main Office, which is open 7:30 am to 5:00 pm. Ordinarily, mail is delivered twice daily (9:00 A.M. and 2:00 P.M.). We sort the mail into your mailbox as soon as we receive it. Given the limited staffing and space, we encourage you to have your personal mail delivered to your residence. You are free to use your University HK Department address for professional publications, professional correspondence, and research projects. We encourage you to check your mailbox regularly because we use these boxes to communicate with you department and program information, requests, and messages.

## **CAMPUS MAIL**

Documents can be mailed across campus without charge. Special envelopes are available in the Graduate Office. It usually takes a full day (24 hours) for campus mail to be delivered. The drop box for campus mail is located outside the Main Office in the corridor.

## **TELEPHONES**

A free phone for campus or local calls is available in the main lobby. Office telephones are principally available for official departmental use. We ask that you be courteous about telephone use if you share an office. Please also assist one another by taking phone messages. Only in extraordinary circumstances should calls be forwarded to the main departmental office. It is acceptable to leave the Graduate Studies Office number (494-3162) for emergencies.

## **KEYS**

Graduate students who hold staff appointments are issued office and building keys. Other graduate students may obtain keys for overnight and weekend use by contacting the Facilities Manager, and should return these keys promptly the next working day.

## **SECURITY**

As is the case anywhere, we must carefully attend to security in Lambert. There have been occasions when items have disappeared from this building. So please be careful. Do not leave expensive or valuable items on top of your desk, in a classroom, or elsewhere within easy reach of others. There is no insurance through the University for lost or stolen items of personal property and the Department cannot assume responsibility.

## **SMOKING POLICY**

Smoking is prohibited on the West Lafayette Campus, except in designated smoking areas. Smoking is also prohibited in all vehicles owned or leased by Purdue University both on and off the campus. Smoking is permitted inside privately owned, closed vehicles. The designation of smoking areas on the West Lafayette Campus may be granted only by the Executive Vice President for Business and Finance and Treasurer, who may rescind such designations at any time.

When a university employee, student, or visitor enters the West Lafayette Campus, any Smoking Material shall be extinguished and disposed of in an appropriate receptacle at the perimeter of the West Lafayette Campus.

The sale, distribution, sampling, or advertisement of all tobacco products is prohibited on the West Lafayette Campus and at Purdue University-sponsored events.

Effective July 1, 2010, this policy supersedes any heretofore smoking regulations and prohibitions referenced in any other policies or executive memoranda. ***Smoke Free West Lafayette Campus Policy I.4.2.***

The entire smoking policy can be viewed at  
[http://www.purdue.edu/policies/pages/about\\_policies/smoking.shtml](http://www.purdue.edu/policies/pages/about_policies/smoking.shtml)

## **LIMITATIONS TO DEPARTMENTAL SUPPORT SERVICES**

Though we would like to provide unlimited support services for our graduate students, there are necessary restrictions. Our department budget does not allow us to cover costs for such things as photocopying, faxes, secretarial assistance, long distance phone calls, mailing costs, or paper and envelope supplies. Teaching assistants are given secretarial support for their teaching-related needs, but **NOT for their academic program of study and research needs**. The support staff **requires at least 2 business days notice** for all printing/copy jobs that are related to teaching needs. However, please note that you are expected to post anything on Blackboard that can be. A printing request may be denied if provided with insufficient advance notice or if the item is suitable for posting on Blackboard.

## **LAMBERT COMPUTER LAB AND MY PURDUE ACCOUNTS**

In Room 122 of Lambert you will find several computers for your use. The Computer Lab is open Monday through Friday to all HK students. The computers are available on a first come first served basis. Please treat the equipment and premises as if they were your own. If you are not familiar with the operation of any computer, please ask for assistance. Specific hours for the Computer Lab will be announced and posted each semester. Occasionally the Lab is reserved for a class and is unavailable for use. Absolutely no food or drink is permitted in the Computer Lab.

**What is my Purdue career account?** Your career account will give you electronic access to your @purdue.edu email account and other electronic services. This account is created when you are admitted to Purdue and is yours to use for as long as you are affiliated with Purdue. You can store files in your career account and access them any time, anywhere on campus. Your career account *alias* comprises the part of your email address before the @purdue.edu.

To activate your career account you need your Purdue University Identification Number (PUID), which was provided in your online admission decision letter. (See the New Graduate Student Checklist's item 1, on page 2 of this document, for instructions on accessing your online letter.) You will also need an initial account setup PIN. The initial account setup PIN was sent to you by email from the Graduate School's Admissions office after you reviewed your online admission decision letter. If you have not yet reviewed your online admission decision letter from the Graduate School, please do so to receive your initial account setup PIN. Please access <https://www.purdue.edu/apps/account/AccountSetup> and use your PUID and PIN numbers to activate your account. If you have any questions regarding how to set up your career account, email or call ITaP at [itap@purdue.edu](mailto:itap@purdue.edu) or (765) 494-4000. Please be prepared to provide your career account login when you contact ITaP.

**What is My Purdue?** [www.mypurdue.purdue.edu](http://www.mypurdue.purdue.edu) is the portal system where you can access your academic and financial account information. The software package is called Banner, so you may hear faculty and staff members refer to it by that name as well. You will need your career account login and password to log in to myPurdue. Some of the benefits of myPurdue include:

- Online course registration in real time
- Online credit card payment for tuition
- Access to your financial aid information
- Access to your personal information such as emergency contacts and mailing address

**What is Purdue Webmail?** Webmail allows you to access your Purdue email. To log into Webmail, visit <https://webmail.purdue.edu>. You will need your career account login and password to access Webmail.

Your individual Webmail account is already created, but you will have to change the current settings from “reject” to either “store” (so you can receive emails) or “forward” (so you can forward them to a different email account). Follow the instructions provided by ITaP at <http://help.itap.purdue.edu/viewarticle.php?articleid=2752>. (Note: It may take a minute for this article to load.) If you have any questions, email or call ITaP at [itap@purdue.edu](mailto:itap@purdue.edu) or (765) 494-4000. Please be prepared to provide your career account login when you contact ITaP.

## **SCHEDULING FOR ROOMS OR AUDIO-VISUAL EQUIPMENT**

If you need to reserve a classroom in Lambert or any other academic building on campus (for a meeting, proposal, defense, etc.), call the Office of Space Management at 494-5700. To reserve the conference room in Lambert (LAMB 120), contact Donna Steele, Lisa Duncan or Kim Lehnen. Most rooms, including the Conference room, come equipped with computers and projectors. Contact a member of the administrative team if you have other equipment needs.

## **BULLETIN BOARD**

The bulletin boards located inside Room 111C and outside Room 118 are intended for posting of relevant graduate information. For example, deadline dates pertaining to registration or thesis requirements will be posted on these boards. These bulletin boards are intended to keep you as informed as possible about dates and activities both here at Purdue and elsewhere. If you want to post information, please share it with the Graduate Studies Office first for approval.

## **DEPARTMENTAL NEWSLETTER - VITALITY**

*Vitality* is a newsletter created for the purpose of better communication within the department. Sharing news of accomplishments, happenings, opportunities, deadlines, etc., is a way to stay connected with the HK community. This newsletter is also sent outside the department to the College of Health and Human Sciences Dean’s office and others who have expressed interest in receiving it. As an HK graduate student, your e-mail address will automatically be added to the *Vitality* mailing list. Please let us know if you are having difficulty receiving it or would like to be removed from the list. Paper copies are also available on the table in the Main office. We encourage you to contribute any items that would be of interest to the HK faculty and staff and beyond. Donna Steele is the *Vitality* editor. Please e-mail your contributions to [steedl@purdue.edu](mailto:steedl@purdue.edu).

## **OUR BEST WISHES FOR YOUR SUCCESS!**

We have tried to anticipate your questions in this handbook. We hope we have answered the most common questions concerning our program. However, it is inevitable that we have not answered all of your questions. Please drop by our offices should there be anything you need or do not understand. We recognize that our role is to assist you every way possible and we are pleased to do so. We are happy and proud that you have elected to study at Purdue!

# APPENDICES

## **STEPS IN COMPLETING MPH DEGREE REQUIREMENTS**

### SEMESTER 1

- Meet with advisor and register for classes prior to the first day of class to avoid a late fee.
- Satisfy all conditions of admission. These will be stated on your letter of admission from the Graduate School. The Graduate School must have a completed undergrad transcript on file before the beginning of the second semester or you will be unable to register for classes next semester.

### SEMESTER 2

- Begin working on your Plan of Study and complete it this semester if possible. Your Plan is a well thought out series of courses that meet the requirements of your degree. Meet with your advisor to discuss degree requirements, courses to be taken, and to choose an advisory committee. Your plan should be filed electronically through MY PURDUE as early as possible but always before the beginning of your final semester. See the Graduate Program Coordinator for help with filing your plan.
- Begin talking with your Advisor about your Field placement/Internship. An internship proposal must be approved and processed before the last day of the session preceding the intern experience. Anticipate and take the necessary steps to secure your internship well in advance.

### SEMESTER 3

- Present your thesis proposal. The thesis proposal is to be presented orally in a meeting open to all students and faculty. Your advisory committee must be in attendance. **Notify the Graduate Program Coordinator one week in advance of your proposal meeting so that an announcement can be posted.**
- Obtain approval to use human or animal subjects if necessary.
- Conduct research.

### SEMESTER 4

- Continue to conduct research and work on thesis. You must be registered for a minimum of 1 research credit in the semester of graduation. Give a copy of your thesis draft to your advisory committee 2 weeks before your final exam or presentation.
- Schedule your final exam (thesis defense). Your major professor and all advisory committee members must be available to attend. **Notify the Graduate Program Coordinator 2 weeks in advance of your final exam so that the necessary paperwork can be filed with the Graduate School.**
- Provide an electronic (pdf) copy of the final version of your thesis (the one that you will deposit with the Graduate School) to the Graduate Program Coordinator.
- Deposit your thesis with the Graduate School before the deadline to meet the final requirement to be certified to obtain your degree.
- Celebrate!!!

## STEPS IN COMPLETING MS DEGREE REQUIREMENTS

### SEMESTER 1

- Meet with advisor and register for classes prior to the first day of class to avoid a late fee.
- Satisfy all conditions of admission. These will be stated on your letter of admission from the Graduate School. The Graduate School must have a completed undergrad transcript on file before the beginning of the second semester or you will be unable to register for classes next semester.

### SEMESTER 2

- Begin working on your Plan of Study and complete it this semester if possible. Your Plan is a well thought out series of courses that meet the requirements of your degree. Meet with your advisor to discuss degree requirements, courses to be taken, and to choose an advisory committee. Your plan should be filed electronically through MY PURDUE as early as possible but always before the beginning of your final semester. See the Graduate Program Coordinator for help with filing your plan.

### SEMESTER 3

- THESIS OPTION STUDENTS – Present your thesis proposal. The thesis proposal is to be presented orally in a meeting open to all students and faculty. Your advisory committee must be in attendance. **Notify the Graduate Program Coordinator one week in advance of your proposal so that an announcement can be posted.**
- NON-THESIS OPTION STUDENTS – Meet with your advisor to finalize plans for your final project.
- Obtain approval to use human or animal subjects if necessary.
- Conduct research.

### SEMESTER 4

- Continue to conduct research and work on thesis or final project. You must be registered for a minimum of 1 research credit in the semester of graduation. Give a copy of your thesis draft or final project to your advisory committee 2 weeks before your final exam or presentation.
- THESIS OPTION STUDENTS – Schedule your final exam (thesis defense). Your major professor and all advisory committee members must be available to attend. **Notify the Graduate Program Coordinator 2 weeks in advance of your final exam so that the necessary paperwork can be filed with the Graduate School.**
- NON-THESIS OPTION STUDENTS – Schedule your project presentation. Your major professor and all advisory committee members must be available to attend. Present your final project in a presentation open to all faculty and students. This serves as your final exam. **Notify the Graduate Program Coordinator at least one week in advance so that an announcement can be posted.**
- THESIS OPTION STUDENTS – Provide an electronic (pdf) copy of the final version of your thesis (the one that you will deposit with the Graduate School) to the Graduate Program Coordinator. Deposit your thesis with the Graduate School before the deadline to meet the final requirement to be certified to obtain your degree.
- NON-THESIS OPTION STUDENTS – Turn your final project in to your major professor.
- Celebrate!!!

## STEPS IN COMPLETING PhD DEGREE REQUIREMENTS (Admission Prior to Fall 2010)

### SEMESTER 1

- Meet with advisor and register for classes prior to the first day of class to avoid a late fee.
- Satisfy all conditions of admission. These will be stated on your letter of admission from the Graduate school. The Graduate School must have a completed transcript from your former university on file before the beginning of the second semester or you will be unable to register for classes the next semester.

### SEMESTER 2

- Complete the Qualifying Exam early in the semester. You will receive notification from the HK Graduate Studies office about the required readings and procedures for the exam.
- Begin work on your Plan of Study. This is a well thought out series of courses that meet the requirements of your degree. Meet with your major professor to discuss degree requirements, courses to be taken, and to choose an advisory committee.

### SEMESTER 3

- No later than this semester, submit and orally present a draft of your Plan of Study to the Graduate Faculty. The Director of Graduate Studies will schedule Plan of Study presentations. After making any required or recommended changes, file your plan electronically through MY PURDUE in final form.

### AFTER COMPLETION OF MOST COURSEWORK

- Meet with your major professor to request the Preliminary Exam. **Notify the Graduate Program Coordinator at least 2 weeks in advance of the exam so that the necessary paperwork can be filed with the Graduate School.**
- Present dissertation proposal in a meeting open to all students and faculty. Your advisory committee must be in attendance. **Notify the Graduate Program Coordinator at least 1 week in advance so that an announcement can be posted.**
- Obtain approval to use human or animal subjects if necessary.
- Conduct research and work on dissertation. You must be registered for a minimum of 1 research credit for each semester until graduation.
- Ready for your dissertation defense (final exam)? At least 2 academic sessions must elapse between the preliminary exam and defense. Meet with your major professor to schedule your defense. Give a draft copy of your dissertation to each member of your advisory committee at least 2 weeks before the defense date. **Notify the Graduate Program Coordinator at least 2 weeks before the defense date so that the necessary paperwork can be filed with the Graduate School.** Your dissertation defense will be announced and open to all graduate students and faculty.
- Provide an electronic (pdf) copy of the final version of your thesis (the one that you will deposit with the Graduate School) to the Graduate Program Coordinator.
- Deposit your dissertation with the Graduate School before the deadline to meet the final requirement to be certified to obtain your degree.
- Celebrate!!!!

## **STEPS IN COMPLETING PhD DEGREE REQUIREMENTS (Admission Fall 2010 or Later)**

### SEMESTER 1

- Meet with advisor and register for classes prior to the first day of class to avoid a late fee.
- Satisfy all conditions of admission. These will be stated on your letter of admission from the Graduate school. The Graduate School must have a completed transcript from your former university on file before the beginning of the second semester or you will be unable to register for classes the next semester.
- Complete first semester of PhD Seminar Requirement.

### SEMESTER 2

- Complete second semester of PhD Seminar Requirement.
- Submit and orally present a draft of your Plan of Study to the Graduate Faculty. This is a well thought out series of courses that meet the requirements of your degree. Meet with your major professor to discuss degree requirements, courses to be taken, and to choose an advisory committee. The Director of Graduate Studies will schedule Plan of Study presentations. After making any required or recommended changes, file your plan electronically through MY PURDUE in final form.

### SEMESTER 4 or 5

- Meet with your major professor to arrange for the PhD Comprehensive Examination. **Notify the Graduate Program Coordinator at least 2 weeks in advance of this examination.**

### SEMESTER 5 or 6

- If not yet completed, meet with your major professor to arrange for completion of the Publication Requirement. **Notify the Graduate Program Coordinator at least 2 weeks in advance of the oral examination associated with this requirement.** Upon successfully completing the first-year seminar requirement, the comprehensive examination, and the publication requirement, you will be formally reclassified as a candidate for the PhD degree.

### AFTER COMPLETION OF ABOVE REQUIREMENTS

- Present dissertation proposal in a meeting open to all students and faculty. Your advisory committee must be in attendance. **Notify the Graduate Program Coordinator at least 1 week in advance so that an announcement can be posted.**
- Obtain approval to use human or animal subjects if necessary.
- Conduct research and work on dissertation. You must be registered for a minimum of 1 research credit for each semester until graduation.
- Ready for your dissertation defense (final exam)? At least 2 academic sessions must elapse between your advancement to doctoral candidacy and the dissertation defense. Meet with your major professor to schedule your defense. Give a draft copy of your dissertation to each member of your advisory committee at least 2 weeks before the defense date. **Notify the Graduate Program Coordinator at least 2 weeks before the defense date so that the necessary paperwork can be filed with the Graduate School.** Your dissertation defense will be announced and open to all graduate students and faculty.
- Provide an electronic (pdf) copy of the final version of your thesis (the one that you will deposit with the Graduate School) to the Graduate Program Coordinator.
- Deposit your dissertation with the Graduate School before the deadline to meet the final requirement to be certified to obtain your degree.
- Celebrate!!!!