

HUMAN DEVELOPMENT AND
FAMILY STUDIES

GRADUATE PROGRAM MANUAL

2013-14

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I. 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:

- Understand and can apply theories of individual and family development
- Are sophisticated in the use of multiple research strategies to answer specific research questions
- 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 only. 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 completing 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.

A. Plan of Study Checklists

1. Ph.D. – 90 Credits

CORE – 29 credit hours (beginning Fall 2013)

____HDFS 601 (Adv Child Dev)

____HDFS 602 (Adv Family Studies)

____HDFS 626, 629 or 630 (Intervention)

____HDFS 613 (ANOVA)

____PSYC 631 (Regression)

____PSY 681C (Res Methods)

____HDFS 617 (Adv Res Meth)

____Advanced Statistics/Research Methods

____Advanced Statistics/Research Methods

ADVANCED CREDITS – 9 credit hours: 3 Advanced (600-level) graduate seminars in HDFS

____HDFS____

____HDFS____

____HDFS____

*Research Seminar (HDFS 697): **8 semesters are required**

*Research 690s: **6 credits distributed across two faculty**

____HDFS 690

____HDFS 690

Note: 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 HDFS 690. Thus, 45 hours of participation are required for each credit that is earned

ELECTIVES – 23 credit hours (includes 3 required HDFS electives)

____HDFS____

____HDFS____

____HDFS____

____15 credit hours in or out of HDFS

DISSERTATION

____15 credit hours (these hours need to be fulfilled but are not on the Plan of Study)

***Note:** Students must complete 8 semesters of Colloquium, and, in addition, continue to enroll in the Colloquium until they have an approved dissertation proposal. 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.

2. M.S. – 32 Credits

Course work – 27 credit hours

____HDFS 601 (Adv Child Dev)
 ____HDFS 602 (Adv Family Studies)
 ____HDFS 626, 629 or 630 (Intervention)
 (Total credits 9)

____HDFS 697 (Colloquium)
 ____HDFS 697 (Colloquium)
 ____HDFS 697 (Colloquium)
 ____HDFS 697 (Colloquium)
 (Total credits 4)

____HDFS 613 (ANOVA/4)
 ____PSYC 631 (Regression/3)
 ____PSYC 681A (Research Methods/3)
 ____HDFS 617 (Adv Research Methods/4)
 (Total credits 14)

THESIS – 5 credit hours. Do not put these hours on the Plan of Study – but they need to be fulfilled.

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

B. Statistics and Research Methods Requirements

Doctoral students complete a minimum of six (6) Advanced Statistics/Research Methods courses. Appropriate courses include 500-level courses in the Department of Statistics and 600-level courses in HDFS or other departments. The four (4) required Statistics/Research Methods courses must be completed with a grade of 'B' or better in each course. Students who receive a grade less than 'B-' must retake the course.

C. Data Collection

HDFS graduate students should have experience in data collection through 690 credits, a research assistantship that involves data collection, or their thesis or dissertation. This experience is documented via the annual review.

D. Graduate Minors, Certificate Programs, and Dual title Ph.D.

1. Gerontology

The Gerontology Program emphasizes multidisciplinary understanding of aging. 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. To obtain a dual title PhD in Gerontology, in combination with the PhD in HDFS, students must complete the requirements for both the Gerontology and HDFS PhD (see the Center on Aging and the Life Course website for requirements: <http://www.purdue.edu/aging/dualtitle>).

2. 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. 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 from courses listed by the Women's Studies program. A total of 12 hours is required Doctoral students.

3. 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

4. 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)

II. Advising

A. Advisor/Major Professor

Each student is assigned a temporary HDFS advisor. 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.

B. Graduate Secretary

The HDFS graduate secretary can provide advice to students regarding departmental and graduate school policies, procedures, and paperwork.

C. Graduate Student Association

The Graduate Student Association (GSA) is the major organization for graduate students in the department. It meets regularly during 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 (www.purdue.edu/oop/univregs).

III. Conditions of Admission and Oral English Proficiency

A. Requirements

Students admitted to the graduate program are required to have completed undergraduate *Statistics* and *Research Methods* courses. Students who do not meet this prerequisite may have specific additional requirements that must be met in the first year.

B. Oral English Proficiency Program (OEPT)

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

C. Transfers

Students wishing to transfer to HDFS from another graduate program at Purdue need to apply and be admitted through the standard admissions process. This involves completing a statement of purpose, providing a transcript of work at Purdue and, where appropriate, the undergraduate institution, test scores (GRE, TOEFL) and letters of reference. These application materials are reviewed by the faculty - faculty collectively make a decision about admission at the same time as other admissions decisions are made. This procedure is permitted by the Graduate School (i.e., form GS-17, *Request for Transfer of Departments*. "Some departments may require letters of recommendation, transcripts, or additional materials before approving a transfer.") In addition, as with any other student, a student who transfers to HDFS must meet program requirements for coursework and pass the preliminary examination (again form GS-17: "Any plan of study,

advisory committee, or examination related to study for a degree in the current graduate program has no validity with regard to study for a degree in the proposed graduate program"). We encourage students who are interested in transferring to talk with a faculty member (ideally, the person with whom they would like to work) prior to initiating the transfer process.

IV. Graduate Program Requirements

A. Residency Requirement

The HDFS graduate program 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 697 (Colloquium) through the semester in which they successfully defend the dissertation proposal.

B. The First Two Years

The first two years of graduate study consist, in large part, of required course work and research opportunities. The typical sequence of required courses includes:

➤ **1st Year**

Fall: HDFS 601, HDFS 613, HDFS 697

Spring: HDFS 602, PSYC 631, HDFS 697, Intervention (optional)

➤ **2nd Year**

Fall: PSYC 681A, HDFS 617, HDFS 697, Thesis

Spring: Intervention (if not taken previously), HDFS 697, Thesis

- Students should consult with advisors regarding additional coursework including HDFS 690 research credits
- Students who have completed graduate coursework at another institution may petition the Graduate Committee to substitute this coursework for required courses. Petitions must include evidence that the two courses are essentially equivalent (e.g., by having a letter that addresses equivalency from the Purdue faculty member teaching the equivalent course). Students should initiate this process before the end of the first semester.

C. 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 is the 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 HDFS 698-thesis research. Students completing an independent research project, but not a Master's thesis, receive credit for their work by registering for HDFS 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).

D. 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 reviews these competencies regularly to ensure that they reflect up-to-date scholarship in developmental and family science.

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

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 ANOVA (e.g., repeated measures, MANOVA)
 - 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.

3. Intervention - Students are expected to understand and apply:
 - a. research designs for assessing intervention effectiveness (e.g., appropriated application of quasi-experimental, experimental (RCT) and non-experimental research)
 - a. critical elements in intervention research (including issues such as fidelity, attrition, dosage and local adaptations)
 - b. ethical and responsible conduct of intervention research (including attention to research with vulnerable populations)
 - c. empirical and theoretical foundations of interventions (either existing or newly designed), including hypothesized mechanisms of change, and appropriate research for assessing effectiveness of a specific intervention

E. 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.

F. 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 (at the beginning of the 5th semester 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). Students are not required to have completed the Master's thesis before taking prelims. Each student taking the prelim must have an approved doctoral plan of study (by the appropriate deadline). 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.

G. Timing and Requirements

The Graduate School recommends that doctoral students take preliminary examinations by the end of their third year (6th semester). This is the expectation for students in HDFS, with assistantship support contingent on passing the preliminary examination by the end of the 6th semester of enrollment.

H. 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 are advised to form** their Plan of Study committee during their first year.

1. Master's students have two committees:
 - a. Plan of Study or Advisory Committee (3 faculty members)
 - b. Final Examination Committee

All three committee members may be from within the Department. Typically, a Master's 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.

2. Doctoral students have three committees:
 - a. Plan of Study or Advisory Committee (3 faculty members)
 - b. Dissertation or Final Exam Committee (4 faculty members)
 - c. Core Preliminary Committee

A student's Dissertation Committee may include the same faculty as the student's Plan of Study Committee, but this is not required. A minimum of three faculty members serve on the Plan of Study Committee, while four 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.

I. Requirements for Committee Members

Fifty percent of the members of the student's Advisory and Dissertation Committees must have regular (as opposed to special) certification. All Purdue HDFS graduate faculty have regular certification.

1. HDFS Clinical Faculty who hold a full-time appointment at Purdue University, hold a Ph.D. from an accredited institution, and have expertise in a student's area of research may serve as a member of a student's committee. These faculty have Special certification.
2. HDFS Emeritus Faculty who are actively engaged in research or mentoring graduate students may serve on graduate committees.
3. 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, at least one month prior to Dissertation Defense. The graduate secretary can provide information about the procedure.
4. Previous HDFS Faculty Members may serve as departmental representatives on committees - but not outside - representatives on committees 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 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 HDFS faculty member. The graduate secretary can provide information about the procedure.

Committee	Members	Responsibilities	Selection
MS Plan of Study	3	Approves Plan of Study	Student selects
Thesis Committee/ MS Final Examination	3	Supervises and evaluates the Thesis	Student selects
Core Preliminary Examination	3-5	Administers and grades PhD Preliminary Exam	HDFS Graduate Committee
Dissertation Committee/ PhD Final Examination	4	Supervises and evaluates the Dissertation	Student selects

Students are advised to form their Plan of Study committee during their first year of study.

Timeline

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

Before leaving campus:

___ Turn in keys to Administrative Assistant

___ Return address form to Graduate Secretary

V. Independent Research Project, Thesis and Dissertation

Students have numerous opportunities to complete independent research during the graduate program, including an independent research project or Master's Thesis in the first two years and a Doctoral Dissertation.

A. Registration Requirements for Thesis and Dissertation

The Graduate School expects students to be registered for HDFS 698 (Master's) or HDFS 699 (Dissertation) 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.

B. Guidelines for Independent Research Project, Thesis and Dissertations

Students should work with their major professor to formulate a research proposal and *Application to Use Human Research Subjects*. The Human Subjects application must be presented and approved by the student's committee along with the research proposal (www.irb.purdue.edu). The proposal is defended by the student, approved by the committee, and approved by Purdue's Institutional Review Board (IRB) prior to recruitment of study participants or data collection. It is the responsibility of the student to secure signatures from committee members on the *Proposal Acceptance* form and to return the form to the graduate secretary.

C. Use of Human Research Subjects

All students receive training related to the use of human subjects in research. This includes:

- Independent completion of the appropriate CITI training module, available through the Institutional Review Board at Purdue (www.irb.purdue.edu), and
- Regular training in research ethics as part of the Department's Colloquia. Students must complete the appropriate CITI training and pass the required tests prior to being involved in research with human subjects.

D. Scheduling Thesis/Dissertation Proposal and Final Defenses

1. Students MUST notify the graduate secretary when the proposal and final defenses are scheduled - no less than three weeks prior with final exam information (date, time, location, title, committee members). **This information is crucial to submitting paperwork in a timely manner.**

2. Prior to submitting the proposal or final document to the committee, the major professor must certify that it reflects the student's original work (*Certification of Original Work*). The advisor completes the *iThenticate* check and meets with the student to discuss the results. The student will revise the document as needed, prior to providing it to committee members. After the advisor determines that the proposal represents original work, the certification form is signed and returned to the graduate secretary. This form is filed in the graduate program office.

3. The graduate secretary sends a *Request for Appointment of Examining Committee* (GS form 8) to the advisor. The graduate secretary then 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).

4. Present the proposal/final document to committee members two weeks prior to the defense date.
5. Defend the proposal/thesis/dissertation. Secure signatures on appropriate forms and return to the graduate secretary.

E. Summer Thesis/Dissertation Defenses

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

F. Graduate School forms for Master's and Dissertation defenses

Secure the *Report of the Final Examination* (GS form 11) and *Thesis Acceptance*, (GS form 9) from the graduate secretary on the day of the defense. Following the student's presentation and successful defense, all committee members sign the *Report of the Final Examination* and the completed form is then returned to the graduate secretary who forwards it to the Graduate School. The student prepares a final copy of the thesis that incorporates all editorial changes and modifications required by the members of the student's examining committee. The members of the committee should examine the final document prior to signing the *Thesis Acceptance* form.

G. Provide the Graduate Program Head with a copy of the *Thesis* or *Dissertation* and the original *Thesis Acceptance* form. Consult with the Grad Head to determine how long s/he needs to review the dissertation before signing the form.

1. Complete the thesis format review. Follow the website instructions at the Purdue ETD website (<http://dissertations.umi.com/purdue/>) for electronic submission
2. Give one copy of the signed *Thesis Acceptance* to the graduate secretary.

Students should consult with 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.

H. Master's and Doctoral Degree Proposal and 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:

1. The room scheduled for the oral examination should be at least "seminar-size".
2. The committee meets alone at the beginning of the Final Examination to discuss their evaluation of the thesis/dissertation; some committees choose to omit this phase.
3. The committee invites the student and other attendees, if any, into the meeting room.
4. The student is given uninterrupted time (generally 15-20 minutes) to introduce/summarize the thesis/dissertation, followed by questions from the committee.
5. The student and guests are then dismissed, while the committee discusses the outcome of the defense.
6. The student returns alone to meet with the committee.
7. It is recommended that the final examination last no longer than two hours.
8. 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.
9. Important: most faculty at Purdue University have academic-year-only appointments (i.e., mid-August through mid-May). Students should assume that faculty time for final defenses is limited in the summer.

I. 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*.

VI. Final Semester Registration for Master's and Doctoral Students

A. Registering for Candidacy

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:

- Minimum of 1 credit hour or research – HDFS 698/699, AND
- CANDIDATE 991, OR
- "Exam Only" or "Degree Only" (mid-semester deadlines; requires a Registration Form 23 sent to the Graduate School for approval and registration)

Effective July 1, 2011 – an additional fee will be assessed for registering as a graduation candidate more than two consecutive semesters. This applies to all three types: candidate - degree only - exam only.

B. Late Graduation Fee

This fee applies when the Plan of Study does not occur until session of graduation or if the student is added to the candidate list after the deadline. There is an official appeal process if the student wishes to submit an *Appeal Initiation* form (GS form 38) for a late graduation deadline fee.

C. 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 doctoral degree) and finished all degree requirements except for the final examination and depositing the thesis. These requirements must be completed 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 (1) 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 one (1) credit hour; *the student will also pay the late registration fee*. See the graduate secretary for further information.

VII. Progress in the Graduate Program

A. Plan of Study

The Plan of Study provides an overview of the student's plan for meeting the degree requirements (MS, PhD). 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 semester 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.

1. The POS is submitted electronically and is accessed through MyPurdue. The POS includes 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 on the POS. Courses used for a Purdue Master's degree are not included on the doctoral Plan of Study but count toward the 90 credits required for the doctoral degree.

2. When you have completed your Plan of Study and believe it is ready to be reviewed by the Director of the Graduate Program and your advisory committee, submit your plan as a draft and give a hard copy of the checklist to the graduate secretary. **You must first submit your plan of study 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 POS draft, s/he 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 graduate secretary (POS Coordinator) your advisory committee, the Director of the Graduate Program, and the

Graduate School. You may check the status of your plan by returning to the Plan of Study generator and click on the Display Submitted Plan of Study link.

B. FOR STUDENTS WHO HAVE A NON-PURDUE MASTER'S DEGREE

1. If you wish to use credits that you received in your previous graduate program toward the Ph.D. at Purdue, you CANNOT receive a Purdue Master's degree. 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.

2. If you wish to include credits from a previous Master's degree toward your doctoral work at Purdue, you should include the number of credits being transferred in the comments section. There is a maximum of 18 allowable elective credits.

C. 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 sufficient justification is provided, the Dean of the Graduate School may waive this rule. (See graduate secretary for assistance.) To request the Graduate School's approval to include courses which are five years or older, an explanation must be included in the comments and special notes section of the electronic Plan of Study when it is submitted.

D. 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 (HDFS 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.

Note:

- It is possible to have both a Master's and a Doctoral Plan of Study at the same time. An approved Master's Plan of Study is required in order to graduate with a MS degree; an approved Doctoral Plan of Study is required before taking prelims.
- Include on the Master's Plan of Study only the coursework required for the Master's degree (p.3). DO NOT include other courses that you take before completing your MS degree and that you wish to count toward doctoral degree requirements.

E. Petitions

Students may petition to substitute or waive required coursework, to change advisors, waive the residency requirement or the data collection requirement, and to request leaves of absence. (See page 17 for *Petition* form). All petitions must clearly explain what is being requested and why. They must be approved and signed by the major professor and, when appropriate, have a memo from the course instructor attached. Give the *Petition* to the graduate secretary for consideration at the next regularly scheduled Graduate Committee meeting. The Graduate Committee does not meet in

the summer; all petitions (including requests for an extension to complete degree) must be submitted prior to the final meeting of the graduate Committee in the spring.

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.

2. Courses Taken on the Quarter System

These courses 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.

3. 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. Again, a support memo from the Purdue instructor should be sought. Note that no course credit is included when a course is waived.

4. Changing 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.

5. Adding 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.

6. 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. 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 approval from their major professor. The *Petition* needs to indicate the length of time the student plans to be on leave. The maximum continuous leave of absence allowed by the Graduate School is two semesters.

8. 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.

Petition to HDFS Graduate Committee

Student's Name: _____

Program Area (DS, FS, MFT): _____ and _____ Degree (M.S. or Ph.D.): _____

Advisor's Name: _____

Proposed Advisor or Co-Chair: _____

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

- Change of Advisor
- Add a Co-Chair
- Course Waiver:
 - Core
 - Specialization
- Course Substitution:
- Core
- Specialization (note if course to be substituted was taken on quarter system)
- Other (explain below)

Briefly describe below the request you are making, with the advice and consent of your advisor. Attach supporting documents or letters. If you need more room, please attach another sheet. Note that course substitution requests must be accompanied by a syllabus of the substituting course. Course substitutions and waivers should be reviewed by the instructor of the normally required course. Petitions to take a course as a CDFS 590 must include the instructor's name and the number of credits for the 590. A change of advisor requires the signature of both the old and new advisor and requires a rationale for the change (e.g., the student's focus of interest has changed and the new advisor's expertise matches that interest). Waivers or substitutions of specialization courses require the signature of the area coordinator. Changes of program area) area (e.g., from MFT to FS) require approval by the area coordinator of the new area.

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

Student's Signature Date

Current Advisor's Signature Date

Approved, Graduate Program Head Date

Proposed Advisor/Co-Chair Date

Denied, Graduate Program Head Date

F. Annual Review of Students' Progress

In the middle of the academic year, each student completes a report of their his/her progress toward degree completion, including goals and the progress they have made in meeting them. This document is prepared in consultation with the advisor and reviewed by at least two faculty members. Department faculty then meet in the spring to discuss each student's achievements and to identify areas for growth. Each student receives an evaluation of *satisfactory*, *concerns* or *unsatisfactory*. Students who receive an evaluation of *unsatisfactory* progress are ineligible for departmental funding the following year. Because faculty recognize that temporary delays in progress do not necessarily become permanent ones, students receive an evaluation of *unsatisfactory* only after having received an evaluation of *concerns* the previous year. The annual review of first-year students' progress occurs at the end of the spring semester. Note: ***All continuing graduate students are required to complete the annual review unless the dissertation has been defended successfully.***

G. Degree Requirements in Continuous Residency

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

H. Requirements for Remaining in Good Standing

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

I. Continuous Enrollments

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

J. Students with Disabilities

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

VIII. Code of Honor and Academic Integrity

A. 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.

B. Academic Integrity

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

C. Integrity in Research

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

Integrity in research is an essential part of Purdue University's intellectual and social structure, and adherence to its spirit and principles must be maintained. These principles include commitment to truth, objectivity, fairness, honesty, and free inquiry. Cheating, plagiarism, or knowingly furnishing false information to the University are examples of dishonesty. The commitment of the acts of cheating, lying and deceit in any of their diverse forms (such as the use of ghost-written papers, the use of substitutes for taking examinations, the use of illegal cribs, plagiarism, and copying during an examination) is dishonest and must not be tolerated. Moreover, knowingly to aid and abet, directly or indirectly other parties in committing dishonest acts is in itself dishonest (Part 5, Section II-B-2a of University Regulations). Plagiarism consists in using another's words or ideas without clear and explicit acknowledgement. Self-plagiarism consists in using one's own previous work in a new context without clear and explicit acknowledgment of previous use. Serious violations of integrity in research are rare. However, those that do occur strike at the very heart of scholarship and the concept of the University. The integrity of the research process must depend largely on self-regulation; it is the responsibility of all who engage in the search for knowledge. Procedures to be followed in any situation related to research misconduct are presented in *University Policies on Teaching, Research, and Outreach, Policy on Research Misconduct (VIII.3.1)*.

IX. Assistantships and Financial Support

A. 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. Most students receive some departmental funding each year.

1. Quarter-time and Half-time

Quarter-time (10 hours/week) and half-time (20 hours/week) assistantships provide a monthly stipend plus tuition remission. 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. Students with assistantships are expected to enroll in at least 8 credit hours in fall and winter semesters and 3 credit hours in the summer if holding a summer assistantship.

2. Final Decisions

The HDFS faculty recognizes that the Department Head makes the final decisions about assistantship appointments, taking into consideration student and faculty requests. The Department supports as many students as possible within university guidelines.

3. Priority for Assistantships is given to students who:

- remain in good standing in the Department and according to the Graduate School guidelines
- are making timely progress toward degree completion
- are in the first five-years of enrollment in a doctoral program in HDFS (4 years for students entering with a Master's degree)
- where appropriate, have passed the prelim exam by the end of 6th semester
-

4. Guidelines

- a. 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 who have not had that opportunity.
- b. financial need should not be a criterion for funding
- c. no student should teach two different courses independently in one semester
- d. funding commitments should be made during the time admitted students make decisions about pursuing graduate studies.
- e. students must complete and pass the preliminary examination by the end of the **3rd year (8th semester)** in order to be eligible for further departmental support.

5. Specific Assistantship Appointments

Decisions are made by the Department Head in consultation with faculty and students based on the following - not listed in order or importance:

- student preferences
- supervisor preferences regarding appointments to the position

- the student's priority rating given by faculty
- performance in past or present HDFS assistantships
- history of assistantship support from HDFS
-

6. Principal Investigators

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.

7. Additional Considerations

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

8. Oral English Proficiency Test

International students must pass the *Oral English Proficiency Test* prior to teaching independently.

9. Evaluation of Assistantship Performance

The assistantship supervisor evaluates each student's assistantship performance at the end of the fall and spring semesters. These evaluations are shared with the student. They are kept on file by the graduate secretary and are used as part of the annual review.

10. Fellowships and Financial Aid

a. Competitive Fellowships

A few twelve-month 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.

b. College Level Competitions

Selected fellowships may be available. These competitions may be different from year to year.

c. 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) or by calling (765) 494-5056 or emailing questions (24-48 hour turnaround time) at facontact@purdue.edu.

X. New Student Checklist

Departmental Go To List

- ✓ Graduate Secretary's (Fowler 213), introduce yourself, ask about forms that need to be filled out.
- ✓ Temporary Advisor – if a meeting has not been scheduled during HDFS Orientation Week, go to advisor's office, introduce yourself, ask for an appointment to discuss any additional courses you will need to register for.
- ✓ Building Deputy (Fowler 211), introduce yourself, ask for building/office keys. If you wish to have a copy account number for photocopier, you will be directed to the appropriate secretary.

University-wide Checklist

- ✓ Pay your fees – even if you have an assistantship you must pay a few fees every semester.
- ✓ Get your *Purdue University Identification* (Purdue Memorial Union, Room 130). This can only be done after you have paid your fees. Be sure to bring your schedule.
- ✓ Buy your books. Graduate staff receives a discount at both Follett's and University Bookstore.

International Students

- ✓ 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.

Note: take **all** of your documents **every time** you go to the International Students and 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.

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

Helpful Resources - www.gradschool.edu/faculty/publications/cfm

- Tips for Graduate Living – Purdue Graduate Student Government/PGSG
- Tips for Graduate Living