# TABLE OF CONTENTS

I. Overview of Graduate Program and Program Areas ................................................. Section I-Page 1
   A. Plan of Study Checklists .................................................................................. Section I-Page 2
      1. Ph.D. ........................................................................................................ Section I-Page 2
      2. M.S. ........................................................................................................ Section I-Page 3
   B. Statistics and Research Methods Requirements ........................................ Section I-Page 4
   C. Data Collection ............................................................................................ Section I-Page 4
   D. Graduate Minors, Certificate Programs, and Dual Title Ph.D. ............... Section I-Page 4
      1. Gerontology ............................................................................................. Section I-Page 4
      2. Women’s Studies ..................................................................................... Section I-Page 4
      3. Applied Statistics ..................................................................................... Section I-Page 4

II. Advising ........................................................................................................... Section II-Page 5
   A. Advisor/Major Professor ............................................................................. Section II-Page 5
   B. Graduate Secretary ..................................................................................... Section II-Page 5
   C. Graduate Student Association .................................................................. Section II-Page 5

III. Conditions of Admission and Oral English Proficiency ........................ Section III-Page 5
   A. Requirements ............................................................................................. Section III-Page 5
   B. Oral English Proficiency Program (OEPT) .............................................. Section III-Page 5
   C. Transfers .................................................................................................. Section III-Page 5

IV. Graduate Program Requirements ................................................................. Section IV-Page 6
   A. Residency Requirement ............................................................................. Section IV-Page 6
   B. The First Two Years ................................................................................ Section IV-Page 6
   C. Master’s Thesis/Independent Research .................................................. Section IV-Page 6
   D. Doctoral Program Core Competencies .................................................. Section IV-Page 7
      1. Theory ...................................................................................................... Section IV-Page 7
      2. Research Methods .................................................................................. Section IV-Page 7
      3. Intervention ............................................................................................ Section IV-Page 7
   E. The Third Year (and Beyond) ................................................................ Section IV-Page 7
   F. Preliminary Exam ...................................................................................... Section IV-Page 8
G. Required Committees ................................................................. Section IV-Page 8
   1. Master’s Committee ............................................................... Section IV-Page 8
   2. Doctoral Committee ............................................................... Section IV-Page 8
H. Requirements for Committee Members ....................................... Section IV-Page 9
   1. HDFS Clinical Faculty ............................................................. Section IV-Page 9
   2. HDFS Emeritus Faculty .......................................................... Section IV-Page 9
   3. Members from Outside Purdue University ................................. Section IV-Page 9
   4. Previous HDFS Faculty .......................................................... Section IV-Page 9
   5. Timeline .............................................................................. Section IV-page 10

V. Independent Research Project, Thesis and Dissertation ............... Section V-Page 11
   A. Registration Requirements for Thesis and Dissertation .............. Section V-Page 11
   B. Independent Research Project, Thesis and Dissertations ............. Section V-Page 11
   C. Use of Human Research Subjects ............................................ Section V-Page 11
   D. Scheduling Thesis/Dissertation Proposal and Final Defenses ...... Section V-Page 11
   E. Summer Thesis/Dissertation Defenses ...................................... Section V-Page 12
   F. Graduate School Forms for Defenses ........................................ Section V-Page 12
   G. Thesis/Dissertation Copy ....................................................... Section V-Page 12
   H. M.S. and Ph.D. Proposal and Final Exam Guidelines ................ Section V-Page 13
   I. Thesis Format ....................................................................... Section V-Page 13

VI. Final Semester Registration for M.S. and Ph.D ......................... Section VI-Page 13
   A. Registering for Candidacy ...................................................... Section VI-Page 13
   B. Late Graduation Fee Deadline ............................................... Section VI-Page 14
   C. Registering for “Exam Only” or “Degree Only” ......................... Section VI-Page 14

VII. Progress in the Graduate Program ............................................. Section VII-Page 14
   A. Plan of Study ....................................................................... Section VII-Page 14
   B. Students with Non-Purdue Master’s Degree ............................ Section VII-Page 15
   C. Five-Year Rule ..................................................................... Section VII-Page 15
   D. Minimum Registration Hours ............................................... Section VII-Page 15
   E. Petitions ............................................................................. Section VII-Page 15

<return to Table of Contents>
1. Substitute a Core or Advanced Course .................................................. Section VII-Page 16
2. Courses Taken on the Quarter System .................................................. Section VII-Page 16
3. Changing Advisors .................................................................................. Section VII-Page 16
4. Adding a Co-Chair .................................................................................. Section VII-Page 16
5. Data Collection ....................................................................................... Section VII-Page 16
6. Leaves of Absence .................................................................................. Section VII-Page 16
7. Time Limits for Submitting Petitions ..................................................... Section VII-Page 16
8. Petition to HDFS Graduate Committee ................................................. Section VII-Page 17
F. Annual Review of Each Student’s Progress ............................................. Section VII-Page 18
G. Degree Requirements in Continuous Residency ..................................... Section VII-Page 20
H. Requirements for Remaining in Good Standing ..................................... Section VII-Page 20
I. Continuous Enrollments ......................................................................... Section VII-Page 21
J. Students with Disabilities ........................................................................ Section VII-Page 21

VIII. Code of Honor and Academic Integrity .............................................. Section VIII-Page 21
A. Purdue University Code of Honor ......................................................... Section VIII-Page 21
B. Academic Integrity ................................................................................ Section VIII-Page 21
C. Integrity in Research ............................................................................. Section VIII-Page 21

IX. Assistantships and Financial Support .................................................. Section IX-Page 22
A. Department Graduate Assistantships ...................................................... Section IX-Page 22
   1. Quarter-time and Half-time ................................................................. Section IX-Page 22
   2. Assistantship Appointment Final Decisions ....................................... Section IX-Page 22
   3. Priority for Assistantships ................................................................. Section IX-Page 22
   4. Guidelines ......................................................................................... Section IX-Page 22
   5. Specific Assistantship Appointments ................................................ Section IX-Page 23
   6. Principal Investigators ...................................................................... Section IX-Page 23
   7. Additional Considerations ................................................................. Section IX-Page 23
   8. Oral English Proficiency Test ............................................................ Section IX-Page 23
   9. Evaluation of Assistantship Performance ......................................... Section IX-Page 23
  10. Fellowships and Financial Aid ............................................................... Section IX-Page 23
      a. Competitive Fellowships ............................................................... Section IX-Page 23
b. College Level Competitions .........................................................Section IX-Page 23

c. Fellowship, Traineeships and Financial Aid ...............................Section IX-Page 23

X. New Student Checklist ..................................................................................Section X-Page 24
     ✓ Departmental Go-To List ........................................................................Section X-Page 24
     ✓ University-wide Checklist ........................................................................Section X-Page 24
     ✓ International Students .............................................................................Section X-Page 24
     ✓ Helpful Resources......................................................................................Section X-Page 25
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 are sophisticated in the use of:

- Theories of individual and family development
- Multiple research strategies to answer specific research questions
- 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 – 28 credit hours
   _______HDFS 601 (Adv Child Dev)
   _______HDFS 602 (Adv Family Studies)
   _______HDFS 629 (Intervention)
   _______HDFS 613 (ANOVA) or PSY 646
   _______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/Colloquium (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 – 24 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. – 30 Credits**

**Course work** – 26 credit hours

- HDFS 601 (Adv Child Dev)
- HDFS 602 (Adv Family Studies)
- HDFS 629 (Intervention)
  (Total credits 9)

- HDFS 697 (Colloquium)
- HDFS 697 (Colloquium)
- HDFS 697 (Colloquium)
- HDFS 697 (Colloquium)
  (Total credits 4)

- HDFS 613 (ANOVA) or PSY 646
- PSY 631 (Regression)
- PSYC 681A (Research Methods)
- HDFS 617 (Adv Research Methods)
  (Total credits 13 or 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](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 of 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 (STAT 512). Students complete 4 required courses for the certificate. Students who are interested in the certificate program should contact the graduate secretary in the Department of Statistics ([graduate@stat.purdue.edu](mailto:graduate@stat.purdue.edu))
II. Advising

A. Advisor/Major Professor
Each student is assigned a temporary HDFS advisor upon admission to the graduate program. 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 coursework 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 syllabus of the course taken and identify the course to be substituted. 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 690-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), quantitative 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., appropriate application of quasi-experimental, experimental (RCT) and non-experimental research)
   b. critical elements in intervention research (including issues such as fidelity, attrition, dosage and local adaptations)
   c. ethical and responsible conduct of intervention research (including attention to research with vulnerable populations)
   d. empirical and theoretical foundations of interventions (either existing or newly designed), including hypothesized mechanisms of change, and appropriate research 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 Examination
The Preliminary Examination 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). The Graduate School recommends that doctoral students take preliminary examinations no later than the end of their third year (6th semester). This is the expectation of students in HDFS, with assistantship support contingent on passing the preliminary examination by the end of the 6th semester of enrollment.

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 and/or I’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 Ph.D. Plan of Study (by the appropriate deadline). Students must submit a Form 8: Request for Appointment of Examining Committee electronically through the Plan of Study system by the Friday of the 12th week of classes in the fall or spring semester prior to taking the exam. Requests for special arrangements (e.g., because a student has a disability) should be communicated to the HDFS graduate program secretary or to the Chair of the graduate program. The HDFS Preliminary Examination Handbook, available in the HDFS graduate secretary’s office, provides additional information.

G. 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 coursework.

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

<return to Table of Contents>
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.

H. 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.

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

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

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

### Before leaving campus:

- Turn in keys to Building Deputy
- Return address form to Graduate Secretary

<return to Table of Contents>
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:
   1. Independent completion of the appropriate CITI training module, available through the Institutional Review Board at Purdue (www.irb.purdue.edu), and
   2. 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 student or graduate secretary (at the student’s request) submits an electronic Request for Appointment of Examining Committee (GS Form 8) at least three weeks prior to the final exam. This request must be received by the Graduate

<return to Table of Contents>
School at least two weeks prior to the requested final exam date (a Graduate School requirement). A Form 8 is not used for the proposal; an HDFS departmental paper form (Proposal Acceptance) is used for proposals and these forms are located in the graduate secretary’s office.

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 Thesis Acceptance Form, (GS Form 9) from the Graduate School: http://www.purdue.edu/gradschool/research/thesis/requiredforms.cfm. The Report of the Final Examination Form (GS Form 11) is an electronic form and will get generated and distributed automatically. Following the student’s presentation and successful defense, all committee members sign the electronic Report of the Final Examination Form and the completed form is then automatically submitted 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 Chair of the Graduate Program with a copy of the Thesis or Dissertation and the original Thesis Acceptance form (GS Form 9). Consult with the Chair of the Graduate Program 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 Form 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.

Note:
- A Manual for the Preparation of Graduate Thesis is available on the Graduate School’s web page: (https://www.purdue.edu/gradschool/research/thesis/index.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
- 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 of 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)

***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, and 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). Students will indicate core and advanced courses 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. You must first submit your plan of study as a DRAFT before you submit your plan as a FINAL. Use your draft as a basis to discuss your academic and research goals with your advisory committee members. When you have completed your Plan of Study and believe it is ready to be reviewed by the Chair of the Graduate Program and your advisory committee, submit your Plan of Study electronically. 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 Chair 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 used 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 Graduate Secretary who initiates the *Course Substitution Request* form to be reviewed by the Graduate Committee.

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. **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.

4. **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.

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

6. **Leaves of Absence**
   Students wishing to take a leave of absence from the graduate program need to submit a *Petition* to the Graduate Committee and 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.

7. **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.

<return to Table of Contents>
Petition to HDFS Graduate Committee

Student’s Name:

Advisor’s Name:

Proposed Advisor or Co-Chair:

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

___ Change of Advisor

___ Course Substitution:

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

___ Add a Co-Chair

___ Other (explain below)

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


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

Student’s Signature Date

Current Advisor’s Signature Date

Approved, Chair of Graduate Program Date

Proposed Advisor/Co-Chair Date

Denied, Chair of Graduate Program Date

<return to Table of Contents>
F. Annual Review of Each Student’s Progress

Each academic year the HDFS graduate faculty provide each graduate student with systematic feedback on his/her intellectual and professional growth in graduate study. The feedback identifies areas of notable progress and provides specific recommendations for continued growth. The review enables the faculty to recognize student accomplishments, offer guidance on needed directions, and identify potential problems before they become serious. The review also provides graduate faculty recommendations to the Department Head regarding each student’s priority for HDFS assistantship funding in the following academic year. The review is driven by key indicators of the potential for future success in the graduate program and beyond. Each student’s progress is assessed in relation to these key indicators (also called benchmarks), not in relation to the accomplishments of other students. The indicators are listed at the end of this section.

From a student perspective, participation in the annual review provides preparation for professional performance reviews that take place in most career settings post-graduate school. The process is similar to the annual review process for faculty in higher education. Thus, graduate faculty members are not asking anything of students that they themselves do not do. More broadly, the review is a focused annual opportunity for each student to reflect on his/her graduate study progress in the context of the program’s progress benchmarks. All full- and part-time graduate students are required to participate in the annual review unless the dissertation has been successfully defended.

The annual progress review procedures begin in the middle of the academic year with each student completing a report of his/her progress toward degree completion (first-year students complete the report toward the end of the academic year). The report is provided on a form issued by the Department and includes an updated vita and a Plan of Study document which clearly indicates which courses have been taken. The report is prepared in consultation with the student’s advisor. The completed report is reviewed in detail by at least two graduate faculty members in HDFS and subsequently discussed by all graduate faculty in a spring meeting devoted to the annual review.

The results of the review are communicated to each student in a letter prepared by the student’s advisor and signed by advisor and Chair of the HDFS Graduate Committee. The letter is a part of the student’s permanent file in the Department. The letter describes the graduate faculty’s view of notable accomplishments and progress recommendations, as indicated above. Each student also receives one of three possible evaluation designations: satisfactory, concerns, or unsatisfactory. The concerns designation is employed when a student’s record includes limited or lack of progress regarding one or more key indicators (e.g., a grade lower than a ‘B’ in a core course; assistantship performance issues). The unsatisfactory designation is employed when a student’s record includes a lack of progress regarding one or more key indicators at a level of severity or chronicity that suggest the student is unlikely to successfully complete the program without a major improvement in performance. A concerns designation is accompanied with specific recommended actions and expectations for achieving satisfactory progress, typically with deadlines for completion.

Students who are making satisfactory progress typically are recommended for Department assistantship support for the subsequent year within the Department’s existing guidance on length of funding (see page 22 of this manual). Students for whom there are progress concerns are recommended for a lower funding priority. Students who are judged to be
making *unsatisfactory* progress are not recommended for Department assistantship support and may be dismissed from the program.

It is the responsibility of the HDFS Graduate Committee to make a recommendation to the HDFS Department Head regarding whether a student who receives an *unsatisfactory* progress rating should be allowed to continue in the HDFS graduate program. A student who receives an *unsatisfactory* rating has one week to inform the HDFS Graduate Program Chair in writing that he/she wishes to withdraw from the program, in which case the HDFS Graduate Committee does not consider the possibility of terminating the student from the program. The one-week period begins at the point the letter reporting results of the annual progress review is issued. In the absence of written notification of a student’s intent to withdraw from the program, the HDFS Graduate Committee will move forward with consideration of possible termination and make a recommendation to the HDFS Department Head. The student may submit a written statement to the Chair of the Graduate Committee in response to the unsatisfactory rating within one week following receipt of the annual evaluation letter. The statement will be reviewed by the Graduate Committee. If the student’s major professor is a member of the HDFS Graduate Committee, the major professor is removed from the Graduate Committee for this specific action and is replaced by a HDFS faculty member appointed by the HDFS Department Head.

A student dismissed from the program has the right to appeal the decision in accordance with existing procedures established by Purdue’s Graduate School. A three-member committee is appointed by the HDFS Department Head to consider the student’s appeal. The committee may include faculty from outside of HDFS and must not include members of the HDFS Graduate Committee or the student’s major professor. Should this process lead to a decision to not allow the student to continue, there are no further appeal possibilities within the University.

**Key Indicators of Satisfactory Progress**

Indicators #6, #7, #8, and #16 are not applicable to first-year students.

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

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

3. Completion of coursework on a timeline consistent with Plan of Study, including graduation within 5 years of entry to doctoral program.

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

5. Completion of core preliminary exam no later than the end of the 6th semester at Purdue.
6. Appropriate progress on master’s thesis (or independent research project if applicable). Defense of the proposal is to occur by the end of the 2nd year. Defense of the completed thesis is to occur in the 3rd year (the thesis defense should be scheduled prior to submitting the annual review form in the 3rd year, although the actual defense may occur after the annual review).

7. Appropriate progress in identifying a dissertation topic; timely proposal approval, data collection, data analysis, completion / defense.

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

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

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

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

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

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

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

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.

<return to Table of Contents>
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 Chair 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 for up to 5 years.

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 spring 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:
   a. remain in good standing in the Department and according to the Graduate School guidelines
   b. are making timely progress toward degree completion
   c. are in the first five years of enrollment in a doctoral program in HDFS (4 years for students entering with a Master’s degree)
   d. 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 (6th 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 of importance:
   a. student preferences
   b. supervisor preferences regarding appointments to the position
   c. the student’s priority rating given by faculty
   d. performance in past or present HDFS assistantships
   e. history of assistantship support from HDFS

<return to Table of Contents>
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 fellowships are available to doctoral students with advanced standing. Additionally, Summer Research Grants are sometimes available to support doctoral research efforts of graduate students who have held teaching assistantships.
    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](http://www.gradschool.purdue.edu)). All students are also encouraged to seek national fellowships, such as those administered by the National Institute of Health, the National Science Foundation and the Social Science Research Council.
    - Applicants should contact the Division of Financial Aid regarding the deadline for filing Federal Financial Aid applications. Information regarding loans and college work-study can be obtained from the: Division of Financial Aid, Schleman Hall of Student Services, Room 305, 475 Stadium Mall Drive, West Lafayette, IN 47907-2050, or by calling (765) 494-5056 or emailing questions (24-48 Hour turnaround time) at [facontac@purdue.edu](mailto:facontac@purdue.edu)
X. New Student Checklist

Departmental Go-To List:

✓ HDFS Business Office (Fowler G007) - introduce yourself and check to see if they have any forms for you to fill 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 support staff.

✓ Graduate Secretary (Hanley 238) - introduce yourself.

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 Card* (Hovde Hall, room 5). This can only be done after you have paid your fees. Visit the following URL for more information: [http://www.purdue.edu/business/card/](http://www.purdue.edu/business/card/).

✓ Attend one of the *Payroll Sign-Up Sessions* (Stewart Center, Room 218).

✓ 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 218). 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, room 136) at least two weeks prior to your trip.
Helpful Resources:
- The Graduate School - https://www.purdue.edu/gradschool/
- Purdue Graduate Student Government (PGSG) - http://web.ics.purdue.edu/~pgsg/
- Publications for Faculty, Staff, and Students - https://www.purdue.edu/gradschool/faculty/publications.cfm
- University Parking Services - http://www.purdue.edu/pat/index.html
- PUSH (Purdue University Student Health) - http://www.purdue.edu/push/
- International Students and Scholars (ISS) - http://www.iss.purdue.edu/
- Recreational Sports (Co-rec) - http://www.purdue.edu/recsports/