



DEPARTMENT OF  
**HUMAN DEVELOPMENT  
AND FAMILY SCIENCE**

**Graduate Studies Handbook**

**Department of Human Development and Family Science**

**College of Education and Human Sciences**

**Oklahoma State University**

Revised 8/6/21

## Table of Contents

Overview of Graduate Programs and Certificates.....	4
Admission Process and Requirements for HDFS Graduate Program.....	7
Admission Deadlines.....	8
Admission Recommendations.....	9
Selection of Academic Advisor and Advisory Committee.....	10
Capstone Projects for M.S. Students.....	13
Thesis Projects for Master’s Students.....	14
Thesis Equivalency Projects for Ph.D. Students.....	18
HDFS Statistical Qualifying Exam for Ph.D. Students.....	19
Scholarship Portfolio for Ph.D. Students.....	21
Dissertation Projects for Ph.D. Students.....	25
Academic Performance.....	30
Graduate Program Time Limits.....	31
Enrollment Guidelines.....	32
Transfer of Credits.....	33
Plan of Study (POS).....	34
Program Policies: Student Integrity and Appropriate Behavior.....	35
Conflict Resolution between Student and Faculty Member.....	39
Removal of Graduate Student from a Teaching or Research Assistantship.....	40
Appeals Process.....	41
Graduate Research and Teaching Assistantship Policies.....	43
OSU Graduate Student Tuition Waiver Benefit Information.....	46
Student Organizations.....	49
Sources of Travel Funds for Graduate Students.....	50
College and University Awards for Graduate Students.....	51

**Table of Contents** (cont.)

Survival Skills for Graduate Students.....52

Responsibilities for Master’s Degree.....53

Responsibilities for Ph.D. Degree.....55

Departments, College, and University Resources.....57

Appendix A: HDFS Graduate Studies Forms.....59

    HDFS IRB and RCR Training Completion Form.....60

    HDFS Thesis Pre-Requisites Checklist.....61

    HDFS Thesis Proposal Form.....62

    HDFS Verification of Completion of Creative Component Form.....63

    HDFS Thesis Equivalency Project (TEP) Completion Form.....64

    HDFS Statistical Qualifying Exam Application Form.....65

    HDFS Statistical Qualifying Exam Completion Form.....66

    HDFS Dissertation Pre-Requisites Checklist.....67

    HDFS Dissertation Pre-Proposal/Proposal Form.....68

    HDFS Ph.D. Scholarship Competencies Checklist.....69

## Overview of Graduate Programs and Certificates

*(Taken from the HDFS webpage)*

### ***The Doctor of Philosophy Degree in Human Sciences (Specialization: HDFS):***

The PhD degree is awarded in Human Sciences with a specialization in Human Development and Family Science. Two routes are available: a 60-hour program for MS graduates and a 90-hour program for BS graduates. The PhD in Human Sciences with specialization in human development and family science (HDFS) is a research doctoral program designed to promote breadth, depth and integration of knowledge in HDFS through research collaborations. Doctoral students collaborate with faculty and other graduate students on research projects which integrate the theoretical and empirical knowledge base in HDFS and investigate key processes associated with risk and resilience. Upon graduation, doctoral students have the knowledge and experience to develop into leading scholars able to conduct high quality basic and applied research, to provide relevant instruction, develop effective interventions, and contribute to the development of informed public policy that reduces risk and enhances resilience within individuals and among families across cultures and generations. More information can be found here: <https://go.okstate.edu/graduate-academics/programs/doctoral/human-development-and-family-science-phd.html>

### ***The Master of Science Degree:***

The MS degree in Human Development and Family Science is awarded in six options. These graduate programs are offered on the Stillwater (STW) campus, the Tulsa (TUL) campus and via distance learning (DL).

#### **1. Applied Human Services (STW and TUL):**

- Graduates (a) demonstrate an ability to describe, discuss, and integrate theory, research, and application to address key issues related to individual and family risk and resilience; (b) establish a solid theoretical foundation in Human Development and Family Science, and (c) gain experiences and establish competence related to professional issues in human services. Students select a specialization area based on career goals and interests. Graduates of the option in Applied Human Services provide leadership in diverse human services careers. Students in this option complete a Master's Capstone Project. More information can be found here: <https://go.okstate.edu/graduate-academics/programs/masters/applied-human-services-ms.html>

*The Master of Science Degree:* (cont.)

**2. Developmental and Family Science (STW and TUL):**

- The Developmental and Family Science option prepares students to describe, discuss, and integrate theory, research, and application focused on reducing risk and enhancing resilience. In consultation with their major advisers and advisory committees, students identify courses and experiences that focus on preparing for research-related careers and/or doctoral study. Course work focuses on the integration of theory and research in human development and family science, research methods, and statistics. Students complete a thesis and get practical research experience. The Developmental and Family Science option is available on both the OSU-Stillwater and OSU-Tulsa campuses. Students in this option complete a Master's Thesis. More information can be found here: <https://go.okstate.edu/graduate-academics/programs/masters/developmental-and-family-science-ms.html>

**3. Early Childhood Education (STW):**

- The Early Childhood Education option emphasizes child development as a foundation for the study and practice of professional education of children from birth through age eight. This program was designed for HDFS undergraduate students seeking both the BS and MS specializing in Early Childhood Education prior to entering the profession. The integrated program is designed to be completed in five years, including two summers, and leads to early childhood teacher certification in the state of Oklahoma. However, the MS option is also open to graduates from other departments or universities as a standalone degree option that does not lead to teacher certification. To help students gain a strong understanding of how theory and research inform classroom and professional practice, students take courses in history and theory, curriculum, issues, and developmental assessment.
- This degree program prepares graduates for careers including: early childhood teacher educator; staff training and development; administration and evaluation; child, family and educational advocate; early childhood consultant; early childhood classroom teacher (requires teacher certification prior to the MS program). The Early Childhood Education dual BS/MS option is available only on the OSU-Stillwater campus. More information can be found here: <https://go.okstate.edu/graduate-academics/programs/masters/early-childhood-education-ms.html>

*The Master of Science Degree:* (cont.)

**4. Family and Community Services (DL):**

- The Family and Community Services option focuses on the development and implementation of public, private, and voluntary support services for individuals, families, and communities. This program prepares individuals to function in a variety of occupations promoting family life, and family/community well-being and is a collaborative program of the Great Plains Interactive Distance Education Alliance and is offered in an online format. More information can be found here: <https://osuonline.okstate.edu/programs/graduate/family-and-community-services-master-of-science.html>

**5. Gerontology (DL):**

- The Gerontology option engages students in an in-depth study of adulthood, the aging process, needs of aging individuals and family care providers, and services for aging populations. Students may complete the on-campus program (thesis or non-thesis) or the online master's program, a collaborative program of the Great Plains Interactive Distance Education Alliance (GPIDEA). More information can be found here: <https://osuonline.okstate.edu/programs/graduate/gerontology-master-of-science.html>

**6. Marriage and Family Therapy (COAMFTE Accredited; STW):**

- The Marriage and Family Therapy option is accredited by the Commission on Accreditation for Marriage and Family Therapy Education (COAMFTE) of the American Association for Marriage and Family Therapy. The Marriage and Family Therapy option provides students with basic knowledge, clinical skills and a professional identity essential for entry level practice of marriage and family therapy. Students specializing in marriage and family therapy operate the Center for Family Services, an on-campus family therapy clinic.
- The MFT curriculum takes at least two and one half years (including summers) to complete. The academic course work includes courses in systems theory, marriage and family therapy techniques, ethics and professionalism, human development, theory, and research. Course work provides a framework for the application of marriage and family therapy theory and research in clinical practice. In addition, all students are required to take at least 18 months of clinical practice. Graduation requirements include the completion of required course work, a minimum

of 500 client contact hours, and the completion of either a thesis or Master's Capstone Project. The MFT option is available at OSU-Stillwater.

- MFT Webpage: <https://go.okstate.edu/graduate-academics/programs/masters/marriage-and-family-therapy-ms.html>

### **Admission Process and Requirements for HDFS Graduate Programs**

Admission to the MS program is selective and requires the completion of a bachelor's degree in Human Development, Family Science, Child and Family Services, Early Childhood Education, or a related area. Prospective graduate students complete the on-line Graduate College Application and pay the application fee to the Graduate College. Admission decisions are based on a variety of criteria, including the following items:

- Grade-point average (3.0 minimum grade-point average in undergraduate work).
- GRE scores – required only for applicants to the **(a)** Developmental and Family Science MS option, **(b)** Marriage and Family Therapy MS option (verbal - 150 or higher; quantitative - 147 or higher; analytical writing - 3.5 or higher preferred), or **(3)** Ph.D. Program.
- TOEFL scores (required for applicants for whom English is a second language; minimum 79 on the internet-based TOEFL).
- Letters of recommendation.
- Statement of professional goals.
- Résumé or CV.
- The degree of fit between the applicant's interests and career goals and the focus of the graduate program, department, and faculty research interests.

Once the application materials are submitted and the letters of recommendation are received, an electronic "application referral" is generated by the Graduate College and sent to the academic units for decision/action. The Graduate College sends application referrals for prospective graduate students to the HDFS Graduate Coordinator. Once an application is complete, the HDFS graduate faculty will review the application and make an admission recommendation. This departmental recommendation will be made within 30 days for M.S. students. For Ph.D. applicants, this recommendation will be made once the application is complete and an advisor is identified. The admission recommendation is indicated on the electronic referral by the Graduate Coordinator and returned to the Graduate College. Based on the

admission recommendation, the Graduate College generates a notification letter to the prospective student.

Admission is available only for the fall semester in the Marriage and Family Therapy option. Applications are reviewed for admission during the fall and spring (on a space available basis) in the other M.S. options and the Ph.D. option. The deadlines for the GPIDEA programs are rolling.

### **Admission Deadlines**

#### **Ph.D. Option:**

- Fall Semester: December 1 (priority deadline) and December 15 (final deadline)
- Spring Semester: October 15

#### **Developmental and Family Science M.S. Option:**

- Fall Semester: December 1 (priority deadline) and December 15 (final deadline)
- Spring Semester: October 15

#### **Marriage and Family Therapy M.S. Option:**

- Fall Semester: December 1
- Students admitted only during the fall semester.

#### **Applied Human Sciences M.S. Option:**

- Fall Semester: April 1
- Spring Semester: October 15

#### **Early Childhood Education M.S. Option:**

- Fall Semester: April 1
- Spring Semester: October 15

#### **Gerontology M.S. Option (DL – GPIDEA):**

- The admission deadlines are rolling.

#### **Family and Community Services, M.S. Option (DL – GPIDEA):**

- The admission deadlines are rolling.



## **Admission Recommendations**

When the prospective graduate student's file is complete, the HDFS graduate faculty members will make a recommendation to admit or not. Note: the faculty give an admission recommendation; the final/official admission decision is made by the Dean of the Graduate College. The admission recommendation is submitted electronically to the Graduate College.

One of the following options must be specified on the application referral form:

### **Admission endorsement...**

- *Admissible without qualification:* The applicant possesses credentials to immediately begin the graduate program.
- *Admissible on a provisional basis:* The applicant does not meet one or more of the major program's admission requirements or the applicant does not have the necessary academic background. The applicant is fully admitted to the Graduate College, but must complete those requirements identified by the department.
- *Admissible on academic probation:* A person can be admitted with probation status when he/she has attained less than acceptable grade point average in previous academic course work. A student admitted on probation must make at least a 3.0 graduate point average through the semester in which he/she completed 12 hours of courses eligible for graduate credit.

### **Not Admissible...**

- because academic background and/or experience not sufficiently aligned with program.
- because application was incomplete (all required program materials not received)
- due to grades.
- due to space (program is unable to accommodate additional students at this time).
- due to test scores.
- for other reasons (e.g., poor fit between applicant's interests/career goals and focus of department and faculty).

## **Selection of Academic Advisor and Advisory Committee**

### ***Thesis Advisory Committee:***

The student's advisory committee typically is comprised of at least three members: the advisor and two HDFFS faculty members (one of whom may be a co-advisor). One of the committee members (usually the advisor) will serve as the committee chair. As with the selection of the advisor, the identity of the advisory committee members will vary depending on the fit with the student's research interests, personality, and professional goals. As such, it is possible that the make-up of the committee (including the advisor and/or thesis committee chair) may change at some point during the student's training. When selecting the advisory committee members, it is highly recommended that the graduate student consult with his/her advisor before approaching potential committee members to ensure that all committee members have graduate faculty status. If a faculty member is changed after the plan of study has been submitted, please complete and submit the *OSU Graduate College Committee Change Request* form to the Graduate College (<https://gradcollege.okstate.edu/resources/current-student-resources.html> under "Forms and Templates").

The role that the advisory committee members play in the development of the thesis project and the graduate student's overall professional development will vary depending on the student's interests, personality, and professional goals. For some students, they will work very closely with their advisor and less closely with the other committee members before the thesis proposal. In contrast, others may receive considerable mentoring from most (if not all) of the advisory committee members. Regardless of the mentoring dynamic, it is highly recommended that students keep the other committee members updated and in the loop regarding the development of their thesis project, especially if the thesis data is of a pre-existing dataset or will be collected prior to the thesis proposal meetings (perhaps due to funding issues).

### ***Ph.D. Advisory Committee:***

The Ph.D. student's advisory committee typically is comprised of at least four members: the advisor, two HDFFS faculty members (one of whom may be a co-advisor), and a faculty member from outside the HDFFS department. One of the advisory committee members (usually the advisor) will serve as the committee chair. As with the selection of the advisor, the identity of the advisory committee members will vary depending on the fit with the student's research interests, personality, and professional goals. As such, it is possible that the make-up of the committee (including the advisor and/or dissertation committee chair) may change at some point during the student's training. When selecting the advisory

committee members, it is highly recommended that the Ph.D. student consult with his/her advisor before approaching potential committee members. In addition, make sure that all committee members have graduate faculty status. If a faculty member is changed after the plan of study has been submitted, please complete and submit the *OSU Graduate College Committee Change Request* form (<https://gradcollege.okstate.edu/resources/current-student-resources.html> under “Forms and Templates”).

The role that the advisory committee members play in the development of the dissertation project and the Ph.D. student’s overall professional development will vary depending on the student’s interests, personality, and professional goals. For some students, they will work very closely with their advisor and less closely with the other committee members before the dissertation pre-proposal/proposal. In contrast, others may receive considerable mentoring from most (if not all) of the advisory committee members. Regardless of the mentoring dynamic, it is highly recommended that Ph.D. students keep the other committee members updated and in the loop regarding the development of the dissertation project, especially if the dissertation data is of a pre-existing dataset or will be collected prior to the dissertation pre-proposal/proposal meetings (perhaps due to funding issues).

### ***Changing Academic Advisor:***

A student may change advisors at any point in their program. If a student wishes to change their advisor, it is the responsibility of the student to notify their current advisor and identify another advisor.

If a student’s research advisor leaves OSU before a student completes his/her degree, the following steps may be taken after consultation with the research advisor and Graduate Coordinator:

- If the student is close to finishing his/her degree (e.g., has an approved proposal and is within a year of finishing his/her degree), and resources are available, the student may choose a new graduate committee chair to guide him/her through the completion of the research project under the direction of the original research advisor. The original research advisor will continue as a member of OSU’s graduate faculty, attend (in person or electronically) the student’s thesis/dissertation defense, and fulfill his/her obligations to the student.
- If a student is in the early stages of a research project (e.g., the student does not have an approved proposal), he/she should choose a new advisor and start a new research project (M.S. students may also change to the non-thesis option).
- If the student is in the middle of his/her project, the student will work with the research advisor and graduate coordinator to determine an appropriate course of action.

When a student and faculty advisor can no longer work together, the situation should be discussed with the Graduate Coordinator to try to work out a solution. If students are terminated from research groups because of unsatisfactory progress or behavioral issues, they should not anticipate that another research advisor will be found. Masters students in the thesis option will have the opportunity to change to the non-thesis option. However, M.S. and Ph.D. students will be dismissed from the Department's Graduate Program if they are unable to find a new advisor within 30 calendar days.

***Important Links:***

- Graduate Faculty Database:
  - <https://gradcollege.okstate.edu/resources/faculty-and-staff-resources.html>
- Oklahoma State University Guidelines for Best Practices in Graduate Education
  - <https://gradcollege.okstate.edu/resources/current-student-resources.html>
- Best Practices: Advisory Committees and Defenses
  - <https://gradcollege.okstate.edu/resources/current-student-resources.html>

## Capstone Projects for M.S. Students

### ***Pre-Requisites:***

Before work can begin on your creative component, the *HDFS Creative Component Pre-Requisites Checklist* must be completed and signed by the graduate student and his/her advisory committee and submitted to the HDFS office (Human Sciences 233). This form must be on file before the creative component proposal meeting can be scheduled. There are 2 pre-requisites:

1. IRB training and Responsible Conduct of Research (RCR) Training.
2. Plan of Study.

### ***Overview:***

The Master's Capstone Project option provides the opportunity for students to demonstrate their ability to integrate theory, research, and application to address a current issue related to human development and family science (HDFS). Moreover, students will gain new knowledge and insight into a population or issue of interest, use academic knowledge and apply professional skills in a field experience, work with professionals who will act as your mentors, and be responsible for communicating about activities, keeping track of hours, and completing a capstone report project. It is recommended that students consult with their advisors and advisory committee members to determine whether a thesis or creative component projects will be more consist with their interests, strengths, and professional goals. Master's students working on a Master's Capstone Project will enroll in HDFS 5163 (Creative Component in HDFS: Development and Application).

### ***Academic Honesty:***

Any evidence of academic dishonesty on the creative component project will be reported to university officials and may result in the graduate student's dismissal from the program. The HDFS faculty strongly recommended that graduate students review the OSU webpage for academic integrity: <http://academicintegrity.okstate.edu/>

## Thesis Projects for Master's Students

### ***Pre-Requisites:***

Before work can begin on a thesis, the *HDFS Thesis Pre-Requisites Checklist* must be completed and signed by the graduate student and his/her advisory committee and submitted to the HDFS office (Human Sciences 233). This form must be on file before the thesis proposal meeting can be scheduled. There are 2 pre-requisites:

1. IRB training and Responsible Conduct of Research (RCR) Training.
2. Plan of Study.

### ***Overview:***

Thesis projects may involve pre-existing data sets, developing a new coding system of videos and/or interviews, and/or collecting new data. The type of project will depend on the student's interests, strengths, and professional goals. However, it must be emphasized that thesis projects and proposal documents are developed in consultation with one's advisor(s) (and sometimes the advisory committee) over the course of multiple semesters. Thus, one's thesis project should not be viewed as a form of independent study that is fully completed over a few weeks or even months.

### ***Proposal Meetings:***

It is recommended that graduate students and their advisory committee members decide on the specific requirements for the meeting (e.g., length of presentation). Typically, most proposal meetings include an oral presentation by the graduate student and questions by the committee. At the end of the proposal meeting, the graduate student may be asked to leave so that the committee can discuss the student's thesis project. Proposal meetings are *not* open to the public. After successfully passing the thesis proposal form, the Master's student and advisory committee must complete and sign the *HDFS Thesis Proposal Form* indicating when the student passed the proposal. This is a department form that must be submitted to the HDFS office (Human Science 233) within one week of passing the proposal.

### ***Defense Meetings:***

It is recommended that graduate students and the advisory committee members decide on the specific requirements for the meeting (e.g., length and content of presentation). Unlike the proposal, the defense meeting must be open to the public with the date, time, and location of the defense meeting announced via email to all HDFS faculty and graduate students at least 7 days before the meeting. Typically, most defense meetings include an oral presentation by the graduate student and questions by the committee

and other faculty and graduate student attending the meeting. This open session will be followed by a closed meeting of the student with the advisory committee. During the closed meeting the committee will ask questions related to the thesis. At the conclusion of the meeting, the student is provided specific instruction as to the revisions that are required in order for the thesis to be “complete”. If a student passes the oral defense for the thesis, the student and committee must sign and complete *two* forms that must be submitted to the Graduate College: *Thesis/Dissertation Defense Results* and *Thesis Signature/Approval Page Template* (<https://gradcollege.okstate.edu/resources/current-student-resources.html> under “Forms and Templates”). There is no department defense form, though the student must submit copies of the Graduate College forms to the HDFS office to be put in his/her file.

***Thesis documents:***

It is highly recommended that graduate students review the OSU Graduate College guidelines for theses (<https://gradcollege.okstate.edu/resources/current-student-resources.html>) and consult their advisors before starting their thesis proposal document. In proposal documents, there typically are three sections: **Chapter I – Introduction** (provides a brief overview or abstract of the topic and ends with the research goals), **Chapter II – Review of Literature** (provides a through yet focused review of the literature that forms the foundation for the research goals and hypotheses at the end of the section), **Chapter III – Methodology** (provides information on the proposal sample, procedure, and measures; section ends with proposal analyses section). Although all proposals need to have these three sections, the overall format may vary. For example, some advisors may ask their students to use a more-streamlined manuscript format for the thesis, whereas others may require the students to write an extended literature review that is located in the appendix. Most thesis proposals are written over the course of multiple semesters in close consultation with the thesis committee chair. It is recommended that proposal drafts be sent to all committee members approximately 7-10 days before the committee meeting, though the length of time may depend on the committee members’ preferences.

The thesis defense draft includes Chapter I, Chapter II, and Chapter III sections that should be revised based on feedback received from the advisory committee. Some committees may require students to address and highlight each revision as is typically done in submitted manuscripts. Even if a summary of revisions is not required, it is recommended that students be responsive to the feedback that they receive from other committee members. This may require the student to meet individually with committee members to discuss their feedback. Keeping committee members updated and in the loop is always recommended. In addition to the three sections, there should be two other sections in the thesis defense draft: **Chapter IV – Findings** (provides an analytical overview and description of the major

results, including tables and figures) and **Chapter V – Conclusions** (typically includes a discussion of the possible reasons and implications of the findings with an integration of the findings with the extant literature, strengths/limitations, future directions, implications).

Some faculty recommend that their students use the manuscript format which includes the sections described above but is more streamlined in length and more easily converted to a manuscript. A second format includes the sections above, is notably longer, and may include a separate, more detailed literature review in the appendix. Both formats are accessible in HDFS. It is recommended that the student and his/her advisor agree on the format before starting the writing process.

After the defense, some thesis committee chairs may be entrusted to work with the graduate student to ensure that all of the revisions and concerns are addressed, whereas other committees may request to see the revisions before signing off and formally passing the student. As with proposal documents, it is recommended that defense drafts be sent to all committee members approximately 7-10 days before the committee meeting.

As indicated in the OSU Graduate College thesis guidelines, the final thesis draft (that was approved by the committee) must be submitted electronically using an established university-wide format. While the final submitted draft must use this format, all previous drafts read and reviewed do not necessarily need to use this format. However, it is recommended that graduate students consult with their advisors regarding the specific formatting.

### ***Thesis Deadlines:***

Refer to the “Graduate College Academic Calendar” for deadlines pertaining to thesis submission: <https://gradcollege.okstate.edu/resources/current-student-resources.html>. It is the responsibility of the graduate student to consult the Graduate College regarding deadlines. The following items must be submitted to the Graduate College by the deadline:

1. Graduation Clearance form:
  - <https://gradcollege.okstate.edu/resources/current-student-resources.html> under “Graduation”
2. Application to Graduate (filed in Banner once the Graduation Clearance Form has been approved by the Graduate College):
  - <https://gradcollege.okstate.edu/resources/current-student-resources.html> under “Graduation”
3. Thesis/Dissertation Oral Defense Results form which is submitted by advisor or student to the Graduate College:



- <https://gradcollege.okstate.edu/resources/current-student-resources.html> under “Forms and Templates”
4. Final online submission of Thesis.
  5. Submission of signed paper copy of the signature page to the Graduate College. For instructions:
    - <https://gradcollege.okstate.edu/resources/current-student-resources.html>

***Academic Honesty:***

Any evidence of academic dishonesty on the thesis project will be reported to university officials and may result in the doctoral student’s dismissal from the Ph.D. graduate program. The HDFS faculty strongly recommended that graduate students review the OSU webpage for academic integrity:

<http://academicintegrity.okstate.edu/>

## Thesis Equivalency Projects for Ph.D. Students

### ***Overview:***

Ph.D. students who did not complete a thesis for their Master's degree must complete a thesis equivalency project (TEP) prior to beginning work on a dissertation. The TEP must be developed and evaluated by the student's advisor and co-advisor. If the student does not have a co-advisor, another faculty member may serve on the TEP committee. Both TEP committee members must be members of the Department of HDFS. Students who want to include a non-HDFS faculty member on the committee must get approval from one of the graduate coordinators, though the advisor must be an HDFS faculty member.

### ***Selecting TEP Topic and Objectives:***

The TEP topic and objectives may build towards an eventual dissertation project, though it may not be identical. Alternatively, it is possible that the TEP and dissertation topics may be totally unrelated. Ph.D. students are encouraged to work with their TEP committee to develop the topic and objectives, milestone deadlines, final product, and evaluation criteria. It is recommended that the student and the committee develop a contract outlining expectations and deadlines each semester.

### ***Deadlines:***

Although many Ph.D. students complete their TEP during the first year of the program, at the very least, the TEP must be completed before the Ph.D. student can begin work on his/her dissertation project. Students who successfully complete their TEP must submit the *Thesis Equivalency Project (TEP) Completion Form* to the HDFS office (Human Sciences 233). If the TEP committee deems the end product to be unacceptable, the student may revise it and seek approval one additional time, if that resubmission occurs within one year from the initial denial. Progress (or lack of) on TEP may influence the assignment of assistantships.

### ***Academic Honesty:***

Any evidence of academic dishonesty on the TEP will be reported to university officials and may result in the doctoral student's dismissal from the Ph.D. program. The HDFS faculty strongly recommended that graduate students review the OSU webpage for academic integrity:

<http://academicintegrity.okstate.edu/>

## HDFS Statistical Qualifying Exam for Ph.D. Students

### **Overview:**

The purpose of the qualifying exam is to evaluate the statistical knowledge of doctoral students and to ensure that they are ready to proceed onto their dissertation projects. Doctoral students are not allowed to start work on their dissertation projects until they have successfully passed their qualifying exams.

### **Requirements and Recommendations:**

Doctoral students are required to successfully complete HDFS 6133, as well as their ANOVA and regressions statistical courses, before they can take the statistical exam. In addition, doctoral students interested in taking the qualifying must complete and submit the *Statistical Qualifying Exam Application Form* to the HDFS office (OSU-Stillwater, 233 Human Sciences) and contact the graduate studies coordinators no later than **July 1** (for fall semester exam) and **November 1** (for spring semester exam) indicating their interest in taking the qualifying exam. This form requires the signatures of the doctoral student and advisor(s).

In addition to the course requirements, it is recommended that doctoral students seek out research experiences outside of the classroom, such as professional presentations (OSU research week, regional and national conferences), exploring data and running analyses with faculty members, etc. Students who perform well on the qualifying exams typically have considerable experience outside of classroom working on analyses (e.g., computing reliability, computing factors, and running analyses).

### **Sections:**

There are two sections in the statistical qualifying exam: conceptual and applied. The *conceptual* section focuses on broader conceptual issues related to statistics. This part of the exam is taken in-person on the OSU-Stillwater campus and is proctored by an HDFS faculty member. The *applied* section tests one's knowledge of different types of data and how these influence the approaches one uses for testing reliability and running the analyses used to test the hypotheses. In this section, students also are asked to describe the findings from multiple tables as they would appear in an academic journal. The applied portion of the exam is take-home with the exam questions posted the same day that the students take the conceptual portion of the exam. Students are allotted 7 days to complete this portion of the exam. Students' answers for both portions of the exam checked for plagiarism.

***Grading and Feedback:***

To ensure a blind evaluation process, the students' names or any identifiable information are removed from the students' exam answers before grading. Two faculty members from the graduate curriculum committee grade the conceptual portion of the exam, and two different faculty members from the graduate curriculum committee grade the applied portion. The four members of the grading committee meets 7-10 days after the applied portion of the exam is submitted on D2L, discusses each student's performance on the exam overall, and determine whether each student passes the qualifying exam. On or near that meeting day, one of the graduate coordinators emails the doctoral student and his/her advisor(s) with feedback from each of the four graders indicating whether the student passed or failed.

Doctoral students who pass the qualifying exam are still encouraged to discuss the feedback with their advisor(s) to determine if additional research and statistics training and/or experience is needed before starting work on the dissertation project. Doctoral students who do not pass the qualifying exam will be allowed to take it one more time during the following semester at the earliest. Failure of the exam on the second attempt results in dismissal from the Ph.D. program.

***Academic Honesty:***

Doctoral students taking the qualifying exam are not allowed to confer with each other or receive any assistance from others during the exam. Any evidence of outside assistance or plagiarism will be reported to university officials and may result in the doctoral student's dismissal from the Ph.D. progress. The HDFS faculty strongly recommended that graduate students review the OSU webpage for academic integrity: <http://academicintegrity.okstate.edu/>

## Scholarship Portfolio for Ph.D. Students

The scholarship portfolio for doctoral students is based upon the UniSCOPE Model, developed at Pennsylvania State University. Scholarship involves using existing theory and research as the foundation for engaging in creative processes to discover, integrate, apply, and transmit knowledge as a means of advancing the field. Ph.D. students and their advisor(s) design their academic program and experiences to maximize their competence in the processes of scholarship.

Oklahoma State University embraces the land-grant university mission of providing *teaching*, *research*, and *service* that are relevant to the citizens of Oklahoma, the nation, and the world. Graduates of the HDFS Ph.D. program are required to complete their degrees with evidence of competence in the scholarship in three areas of scholarship:

1. **Teaching** involves the process of engaging learners in experiences designed to increase knowledge or skills, solve problems, integrate ideas, or gain new insights.
2. **Research** involves generating new knowledge by engaging in the processes of discovering new phenomena, integrating ideas, and engaging in research methodologies to increase the understanding of issues.
3. **Service** involves addressing key issues in the university, society, or profession through using knowledge and skills to solve problems, develop innovative approaches to addressing issues, or provide consultation and guidance to constituents and the field.

Specifically, according to the UniSCOPE model, scholarship in these three areas may be designed to address four key functions of scholarship:

1. **Discovery of Knowledge** “involves being the first to find out, to know, or to reveal original or revised theories, principles, knowledge, or creations” and may involve “identifying new or revised theoretical principles and models, insights about how empirical phenomena operation, and original creations” (UniScope 2000, p. 5).
2. **Integration of Knowledge** involves the creative process of linking and synthesizing ideas from several areas or disciplines to create “new insights or understanding” (UniSCOPE 2000, p. 5) through “fitting one’s own research – or the research of others—into larger intellectual patterns” (Boyer, 1990; p. 19) and “may occur within or between teaching, research, and service scholarship” (UniSCOPE 2000, p. 5).

3. **Application of Knowledge** involves the creative process of using existing research and theory to address important issues. The scholar uses professional expertise or skills to address key concerns of organizations, agencies, government, communities, or society and may occur as part of teaching, research, and/or service.
4. **Education or Transmission of Knowledge** “involves developing the knowledge, skills, mind, character, or ability of others” though “transforming and extending” knowledge and stimulating “active, not passive, learning” that encourages “critical, creative thinkers, with the capacity to go on learning” (Boyer, 1990 as cited in UniSCOPE 2000, p. 6). The transmission of knowledge involves careful reflection and revision on current knowledge and pedagogy and may occur in teaching, research, and/or service.

***Requirements:***

In consultation with their advisors and advisory committees, doctoral students must identify experiences designed to provide opportunities to develop competencies in the forms (teaching, research, and service) and functions (discovery, integration, application, and education) of scholarship. As part of the doctoral program, doctoral students must gain experiences by performing at least two functions of scholarship (discovery of knowledge, integration of knowledge, application of knowledge, and transmission of knowledge) in each form of scholarship (teaching, research, and service).

It is important to note that although these experiences and activities are completed outside of coursework, in many ways, they may be more critical for one’s professional development and success in the field, regardless of which professional pathway one takes in the field. In other words, while course work is important, success and advancement in the field may be shaped more by experiences outside of the classroom.

Moreover, it must be emphasized that the planning of these experiences must be conducted in consultation with one’s advisor(s) and advisory committee. That is, these experiences should not be seen as a form of independent study. Indeed, given that successful completion of the three scholarship competencies must be approved by the advisory committee at the dissertation pre-proposal meeting and/or proposal meeting, it is highly recommended that doctoral students take advantage of the experience and expertise of their advisory committee when planning possible activities.

In addition, the planning of such activities should not wait until the last few semesters of the program. Instead, it is recommended that doctoral students and their advisor(s) start planning ***during the first semester of the program***. For example, prior to or at the beginning of a new academic year, the

doctoral student and his/her advisor(s) could meet to discuss possible activities that the student could undertake in the upcoming year. At the end of each academic year, doctoral students and their advisors are required to do an annual review to determine whether the student is making adequate progress in the program. Having annual reviews also would be helpful for doctoral students as it will allow them to better keep track of documentation for the scholarship portfolio.

Because all doctoral students are different in terms of their interests, strengths, and professional goals, the specific activities and experiences that doctoral students plan (with their advisors) and undertake each semester may vary. For example, one doctoral student (who wants to teach after graduating) may have more teaching experiences than research and service. Another doctoral student (who wants to be a research project coordinator after graduating) may have more research experiences during graduate school than teaching and service. Alternatively, doctoral students who want to seek out jobs where all three competencies are important may seek out all three equally. In sum, although all doctoral students must pass the competencies in teaching, teaching, and instruction, the manner in which this is planned and undertaken will vary from student to student.

As an example, a doctoral student interested in the area of parent-child relationships may work as part of a departmental research group to integrate knowledge through assisting in the development of a research grant proposal that will be submitted to a funding agency (i.e., engaging in the scholarship of research by performing the integration function). Assuming the proposal is funded, the student may be involved in data collection, coding, analysis, and/or developing a manuscript reporting the results that is submitted to a refereed journal (i.e., engaging in the scholarship of research by assisting in basic research and/or submitting the manuscript for review). These two experiences would be part of the scholarship of research and involve the two functions of discovery and integration of knowledge. As an alternative, the student might work with the advisor/advisory committee to interface the grant proposal and dissertation proposal to allow for the dissertation to be completed as part of engaging in the scholarship of research. The student would establish (in consultation with the advisor and advisory committee) experiences assisting in teaching an undergraduate parent-child course (i.e., transmission of knowledge) and assisting with a cooperative extension workshop on parenting (i.e., application of knowledge) to fulfil two functions of scholarship in teaching. Finally, the student might demonstrate competence in the review conference proposals for a state or national professional organization (i.e., application of knowledge as part of the scholarship of service) and review the parenting programs offered through a local agency and make recommendations for strengthening the programs (i.e., the integrating knowledge as part of the scholarship of service).

***Approval Process:***

The final HDFS Scholarship Competencies Portfolio may be either a .pdf document or webpage. It is recommended that the doctoral student confer with his/her committee regarding the mode of presentation and requirements of the portfolio. If all three scholarship competencies are passed at the pre-proposal meeting and/or proposal meeting, the doctoral student and advisory committee must complete and sign the *HDFS Ph.D. Scholarship Competencies Checklist* and submit it to the HDFS office (Human Sciences 233) no later than 7 days after passing the scholarship portfolio. If all three scholarship competencies are not passed at the pre-proposal/proposal meeting, the competencies must be passed before the dissertation defense meeting can be scheduled.

Boyer, E. L. (1990) *Scholarship reconsidered: Priorities of the professorate*. The Carnegie Foundation for the Advancement of Teaching.

*UniSCOPE 2000: A multidimensional model of scholarship for the 21st century*. University Park, PA: The UniSCOPE Learning Community.



## Dissertation Projects for Ph.D. Students

### *Pre-Requisites:*

Before work can begin on a dissertation, the *HDFS Dissertation Pre-Requisites Checklist* must be completed and signed by the doctoral student and his/her advisory committee and submitted to the HDFS office (Human Sciences 233). This form must be on file before the dissertation pre-proposal or proposal meeting can be scheduled. There are 3-4 pre-requisites:

1. IRB training and Responsible Conduct of Research (RCR) Training.
2. Plan of Study.
3. Thesis Equivalency Project (if applicable).
4. Statistical Qualifying Exam.

### *Overview:*

Dissertation projects may involve pre-existing data sets, developing a new coding system of videos and/or interviews, and/or collecting new data. The type of project will depend on the student's interests, strengths, and professional goals. However, it must be emphasized that dissertation projects and proposal documents are developed in consultation with one's advisor(s) (and sometimes the advisory committee) over the course of multiple semesters or years. Thus, one's dissertation project should not be viewed as a form of independent study that is fully completed over a few weeks or even a semester.

### *Pre-Proposal Meetings:*

Some Ph.D. students may be advised by their advisor(s) to hold a pre-proposal meeting during which the student submits a preliminary draft of the dissertation proposal and some preliminary ideas regarding the research goals and analyses. A pre-proposal is especially helpful when the Ph.D. student and advisor may wish to seek the advice and guidance of the advisory committee for a number of reasons (e.g., complicated data analyses; data collection needs to commence earlier than expected due to funding issues). Regardless of the reason, it is recommended that Ph.D. students and their advisory committee members decide whether a pre-proposal is warranted and the specific requirements for the proposal meeting (e.g., partial draft, PowerPoint slides). At the end of the pre-proposal meeting, the graduate student may be asked to leave so that the committee can discuss the student's dissertation project. Pre-proposal meetings are *not* open to the public.

### ***Proposal Meetings:***

While not all advisors and advisory committees will recommend a pre-proposal meeting, proposal meetings are required for *all* dissertation projects, even if there was a pre-proposal meeting. It is recommended that Ph.D. students and their advisory committee members decide on the specific requirements for the meeting (e.g., length of presentation). Typically, most proposal meetings include an oral presentation by the Ph.D. student and questions by the committee. At the end of the proposal meeting, the graduate student may be asked to leave so that the committee can discuss the student's dissertation project. Proposal meetings are *not* open to the public. After successfully passing the dissertation proposal, the Ph.D. student and advisory committee must complete and sign the *HDFS Dissertation Pre-Proposal/Proposal Form* indicating when the student passed the pre-proposal (if applicable) and proposal. This is a department form that must be submitted to the HDFS office (Human Science 233) within one week of passing the proposal.

After passing the proposal, the Ph.D. student and advisory committee must complete and sign the Admission to Doctoral Candidacy form (<https://gradcollege.okstate.edu/resources/current-student-resources.html>) under "Forms and Templates") and submit it to the Graduate College. As indicated on the form, a "doctoral student... must be admitted to candidacy no less than six months prior to graduation, and must maintain continuous enrollment in every fall and spring semester until graduation. Two graduate credit hours qualifies as full-time enrollment for doctoral candidates under this option." Thus, to be admitted to candidacy, a doctoral student must have (A) an approved Plan of Study on file with the Graduate College, (B) a dissertation proposal approved by the student's graduate committee, and (C) passed the qualifying examination. After asking his/her advisory committee to sign the Doctoral Candidacy form, the graduate student will submit the form for signatures to the graduate coordinator and Dean of the Graduate College.

### ***HDFS Ph.D. Scholarship Competencies Portfolio:***

At the dissertation pre-proposal and/or proposal meetings, the Ph.D. must pass all three scholarship competencies (i.e., instruction, research, service). If all three scholarship competencies are not passed, the student may be asked to resubmit the revised portfolio to his/her advisory committee. However, all three competencies must be passed before the dissertation defense meeting can be scheduled. Please see HDFS Ph.D. Scholarship Competencies Portfolio section in the handbook for more details.

### ***Defense Meetings:***

It is recommended that Ph.D. students and the advisory committee members decide on the specific requirements for the meeting (e.g., length and content of presentation). Unlike the pre-proposal and proposal, the defense meeting must be open to the public with the date, time, and location of the defense meeting announced via email to all HDFS faculty and graduate students at least 14 days before the meeting. Typically, most defense meetings include an oral presentation by the Ph.D. student and questions by the committee and other faculty and graduate student attending the meeting. This open session will be followed by a closed meeting of the student with the advisory committee. During the closed meeting the committee will ask questions related to the dissertation. At the conclusion of the meeting, the student is provided specific instruction as to the revisions that are required for the thesis to be “complete”. If a student passes the oral defense for the dissertation, the student and committee members must sign and complete *two* forms that must be submitted to the Graduate College: *Thesis/Dissertation Defense Results* and *Dissertation Signature/Approval Page Template*. They can be found here: <https://gradcollege.okstate.edu/resources/current-student-resources.html> There is no department defense form though the student is responsible for providing a copy of the signed Graduate College form to the HDFS office for their file.

### ***Dissertation documents:***

It is highly recommended that Ph.D. students review the OSU Graduate College guidelines for dissertations (<https://gradcollege.okstate.edu/resources/current-student-resources.html>) and consult their advisors before starting their dissertation pre-proposal document and/or proposal document. In pre-proposal/proposal documents, there typically are three sections: **Chapter I – Introduction** (provides a brief overview or abstract of the topic and ends with the research goals), **Chapter II – Review of Literature** (provides a through yet focused review of the literature that forms the foundation for the research goals and hypotheses at the end of the section), **Chapter III – Methodology** (provides information on the proposal sample, procedure, and measures; section ends with proposal analyses section). Although all pre-proposals and proposals need to have these three sections, the overall format may vary. For examples, some advisors may ask their students to use a more-streamlined manuscript format for the dissertation, whereas others may require the students to write an extended literature review that is located in the appendix. Most dissertation proposals are written over the course of multiple semesters in close consultation with the Ph.D. student’s dissertation committee chair. It is recommended that pre-proposal and/or proposal drafts be sent to all committee members approximately

7-10 days before the committee meeting, though the length of time may depend on the committee members' preferences.

The dissertation defense draft includes Chapter I, Chapter II, and Chapter III sections that should be revised based on feedback received from the advisory committee. Some committees may require students to address and highlight each revision as is typically done in submitted manuscripts. Even if a summary of revisions is not required, it is recommended that students be responsive to the feedback that they receive from other committee members. This may require the student to meet individually with committee members to discuss their feedback. Keeping committee members updated and in the loop is always recommended. In addition to the three sections, there should be two other sections in the dissertation defense draft: **Chapter IV – Findings** (provides an analytical overview and description of the major results, including tables and figures) and **Chapter V – Conclusions** (typically includes a discussion of the possible reasons and implications of the findings with an integration of the findings with the extant literature, strengths/limitations, future directions, implications).

Some faculty recommend that their students use the manuscript format which includes the sections described above but is more streamlined in length and more easily converted to a manuscript. A second format includes the sections above, is notably longer, and may include a separate, more detailed literature review in the appendix. Both formats are accessible in HDFS. It is recommended that the student and his/her advisor agree on the format before starting the writing process.

After the defense, some thesis committee chairs may be entrusted to work with the graduate student to ensure that all of the revisions and concerns are addressed, whereas other committees may request to see the revisions before signing off and formally passing the student. As with proposal documents, it is recommended that defense drafts be sent to all committee members approximately 7-10 days before the committee meeting.

As indicated in the OSU Graduate College dissertation guidelines, the final dissertation draft (that was approved by the advisor and advisory committee) must be submitted electronically using an established university-wide format. While the final submitted draft must use this format, all previous pre-proposal, proposal, and defense drafts do not necessarily need to use this format. However, it is recommended that Ph.D. students consult with their advisors regarding the specific formatting.

***Dissertation Deadlines:***

Refer to the “Graduate College Academic Calendar” for deadlines pertaining to dissertation submission <https://gradcollege.okstate.edu/resources/current-student-resources.html>. The following items must be submitted to the Graduate College by the deadline:

- Graduation Clearance form:
  - <https://gradcollege.okstate.edu/resources/current-student-resources.html> under “Graduation”
- Application to Graduate (filed in Banner once the Graduation Clearance Form has been approved by the Graduate College).
- Thesis/Dissertation Oral Defense Results form which is submitted by the advisor or student to the Graduate College:
  - <https://gradcollege.okstate.edu/resources/current-student-resources.html> under “Forms and Templates”
- Final online submission of dissertation.
- The signed paper copy of the cover (signature page) must be submitted to the Graduate College by the advisor or student. For instructions:
  - <https://gradcollege.okstate.edu/resources/current-student-resources.html>

***Academic Honesty:***

Any evidence of academic dishonesty on the dissertation project will be reported to university officials and may result in the doctoral student’s dismissal from the Ph.D. graduate program The HDFS faculty strongly recommended that graduate students review the OSU webpage for academic integrity: <http://academicintegrity.okstate.edu/>

## Academic Performance

### *Academic Performance:*

Compared to undergraduate school, graduate training is more challenging with longer readings, more papers, and longer essay exams. Moreover, graduate school is not easy and the little free time that you had as an undergraduate disappears as you start working on your M.S. or Ph.D. program. This is probably why only 8.9% of Americans have a Master's degree and only 2-3% have a Ph.D. degree.

Thus, the expectations for one's performance in graduate programs are much higher than as an undergraduate student. Graduate students are expected to miss very few full or partial (i.e., leaving early) classes during the semester. Graduate classes typically meet only once a week, so a lot of material can be missed during each class. In addition, students in M.S. and Ph.D. classes are expected to be prepared and regularly make significant contributions to class.

Graduate students in HDFS also are expected to get A's and B's in their classes. Regarding theses and dissertations, the grade of "SR," indicates satisfactory research progress, and a grade of "UR," indicates unsatisfactory progress. These grades are permanent and have no impact on a student's grade point average. Students who receive a "UR" for thesis or dissertation hours will not be able to count those hours towards the minimum degree requirements, and they will receive a probation letter from the graduate coordinator. Moreover, students who receive one "C" in a class will receive a probation letter from the graduate coordinator(s). A second "C" or "UR" could put the student at jeopardy of removal from the program. Moreover, according to the graduate college, a grade point average of a "B" (3.00) is required to maintain good standing as a graduate student and meet requirements for a degree. No course with a grade of "D" or "F" can be used on the Plan of Study to satisfy the degree course requirements, and thus may need to be retaken. At the graduate level, a grade of a "D" and "F" is a failing grade that can result in dismissal by the dean of the graduate college, regardless of academic standing. In determining whether a student has met minimum requirements for a degree, grades for courses on the Plan of Study are averaged separately from courses not on the Plan of Study. In addition, students may be asked to leave the program if they fail to make appropriate progress toward their degree as determined by their advisory committee and graduate coordinator.

## **Graduate Program Time Limits**

Students are expected to complete the requirements for a Master's degree within seven years from first enrollment after admission to the program. Students are expected to complete the requirements for a doctoral degree within nine years from first enrollment after admission to the program. After that time, a student must submit a written petition to the Graduate College requesting an extension of time for degree completion. Credit for all courses on a graduate plan of study must be awarded within ten years of completion of all degree requirements. Any exception to these time limits must be approved by the Dean of the Graduate College.

## Enrollment Guidelines

Graduate students must complete a minimum of six credits during each 12-month period to be continuously enrolled. In addition, full-time enrollment for graduate students is 9 credits during the Spring and Fall semesters and 4 credits during the Summer semester.

For students on assistantship, full-time enrollment for the Spring and Fall semesters is based on the percentage of employment. For students employed at 0.50 FTE, full-time enrollment for the Spring and Fall semesters is at least 6 credits and 2 credits for the summer semester.

Ph.D. students who have been admitted to doctoral candidacy and have had their Admission to Doctoral Candidacy Form accepted by the Graduate College may enroll for a minimum of 2 credits during any term and be considered full-time. The form (<https://gradcollege.okstate.edu/resources/current-student-resources.html> under “Forms and Templates”) must be submitted after successfully completing the statistical qualifying exam and by the end of the semester before they are electing to start the reduced continuous enrollment.

Graduate students must be enrolled in a minimum of 2 credits during any semester they are utilizing the University resources. Also, all graduate students are required to be enrolled in at least 2 credits the semester they graduate.

A graduate student may not enroll in more than 12 credits in the fall or spring semester without permission of the dean of the Graduate College. During the summer session, a student may not enroll in more than 9 credits taken in any session during the 8-week summer period. No more than one graduate level intersession course should be taken at a time. Summer intersession is defined as any course that begins after the end of the spring semester and ends prior to the beginning of the 8-week summer session. For any short course session less than 8 weeks in length, enrollment shall not exceed one credit for each week.

All students (including those enrolling in research credits only) must be enrolled by the deadlines listed in the Class Schedule. Graduate students are expected to maintain active status through continuous enrollment from the time they matriculate until they graduate. Students who are not able to maintain active status are strongly encouraged to consult with their program, advisor, and Graduate College to determine whether requesting a leave of absence is the most appropriate course of action. The policy and forms for a leave of absence are available at <https://gradcollege.okstate.edu/resources/current-student-resources.html> under “Forms and Templates”.



## **Transfer of Credits**

Credit may be transferred from another institution, but the advisory committee must determine which, if any, courses will be applied toward the M.S. or Ph.D. degree. This decision is based on the student's professional goals and expected competence. Graduate credits can only be transferred to the Graduate College if the student was formally admitted to the Graduate College at another accredited institution and the course(s) is certified as graduate credit by that institution. The work must be recommended by the advisor as part of an approved plan of study. The acceptance of transferred work is approved by the Dean of the Graduate College at the time a program of study is submitted.

### ***M.S. Students:***

If approved by the advisory committee and Graduate Coordinator on the Plan of Study (POS), a student can count 9 graduate credits taken at another M.S. degree institution toward the OSU M.S. degree. A grade of "B" or better is required in transferred credits.

### ***Ph.D. Students:***

At least 30 credits on the POS must be from OSU. No more than 9 credits may be transferred from a non-doctoral granting institution. A grade of "B" or better is required in transferred credits. Approval of the transferred credits is subject to approval on the POS by the advisory committee and Graduate Coordinator.

## **Plan of Study (POS)**

The POS is the advisory committee and Graduate College's contract with the graduate student regarding the courses she/he will take for his/her graduate degree. Credit for all courses on a graduate plan of study must have been awarded within 7 years of completion for Master's students and 10 years of completion for Ph.D. students. The POS is submitted online at:

<https://gradcollege.okstate.edu/resources/current-student-resources.html>. See <https://gradcollege.okstate.edu/resources/current-student-resources.html> under "Plan of Study – general info about POS" for additional information on the POS.

The POS for HDFS graduate students should be filed before the student's 17th hour of courses. A student may request one extension for filing a Plan of Study. For a copy of the form, click this link <https://gradcollege.okstate.edu/resources/current-student-resources.html> and go to "Plan of Study – general info about POS".

If necessary, students should submit a revised (final) POS as they near the maximum number of hours allowed for the tuition waiver or prior to submitting the Graduation Clearance form. These forms should be submitted by the end of the second week of the semester (or the first week during summer) in which the student will complete the degree requirements. Please refer to the Graduate College webpage for deadlines (<https://gradcollege.okstate.edu/resources/current-student-resources.html>).

If the plan of study was submitted and approved in the Online Plan of Study application, simply log in to the round-up portal. The system will load the complete plan that has been approved and allow the student to make changes then resubmit the POS. If it has not been approved by the Graduate College, contact the Graduate College and ask them to reject the POS so it can be modified.

## Program Policies: Student Integrity and Appropriate Behavior

### *Introduction:*

Integrity in research and other scholarly activities is founded on sound disciplinary practices and a commitment to basic values, including honesty, fairness, and respect. Students learn to value professional integrity and standards of ethical behavior by reading the HDFFS handbook, completing the required training, and through interactions with faculty who model this behavior. In this section, different types of student integrity are discussed along with different types of training. Finally, the different steps and options available when a student is accused of violations of integrity.

### *Research Integrity:*

Research integrity begins early in the program as all graduate students must complete the **IRB Training** and the **Responsible Conduct of Research Training (RCR)** via the Collaborative Institutional Training Initiative (CITI). For both types of training, you will read a series of modules that each are followed by surveys over the material. To pass both trainings, you must score 80% or higher on the surveys. Make sure that you give yourself enough time to complete the survey as both trainings may take 8-15 hours. You will be asked to print off the completion reports and send it to **(1)** the department, **(2)** the College of Human Sciences Associate Dean for Research (Dr. Christine Johnson), and **(3)** possibly your supervisor/advisor (if you are working on a research project). IRB and RCR training is critical in providing a foundation for your research how to conduct good and ethical research. Your advisors and supervisors also will provide guidance and serve as role model for ethical research.

Another aspect of research integrity is involved in submitting an IRB application for your thesis, dissertation, or another research project. Before you submit an IRB application, first talk with your advisor or supervisor regarding the information that will be required to be included in the application. Getting a copy of a previously approved application is helpful as it can provide a template for your application. Moreover, it is recommended that you contact the IRB Manager Dawnett Watkins and/or the IRB Coordinator Whitney McAllister, because **(1)** they would be more familiar with your application, **(2)** talking with them beforehand would decrease the amount of revisions that you have to do after it is reviewed, and **(3)** you will learn more about the research process. Thus, do *not* try to submit an IRB application without consulting your advisor/supervisor and the IRB.

If you violate research integrity or witness someone (e.g., graduate student, undergraduate student) violate research integrity, it must be reported first to your supervisor and possibly next to the IRB. Not reporting it can have multiple consequences, such as your supervisor losing his/her funding, the graduate

student losing his/her job, and the graduate student being asked to leave the program. Proper training and frequent communication (e.g., weekly meetings) between the supervisor and the research assistants will help decrease the chances for violations of research integrity to occur.

***Academic/Classroom Integrity:***

Graduate students are expected to read and understand the policies and procedures document located at the OSU Academic Integrity webpage as a student, a teaching assistant, and instructors-of-record.

*Academic dishonesty is behavior in which is a deliberately fraudulent misrepresentation is employed in an attempt to gain undeserved intellectual credit, either for oneself or for another.* Academic misconduct is behavior that results in intellectual advantage obtained by violated special directions, rules, or accepted academic standards but without deliberate intent or use of fraudulent means (OSU Academic Regulation 6.12). Academic dishonesty is a violation of intellectual rights. Forms of dishonesty and misconduct would include:

- allowing copying on any course work, the qualifying exams, or on a thesis or dissertation.
- plagiarizing, copying, or getting outside assistance on any course work, the qualifying exams, or on a thesis or dissertation.
- submitting course work that is nearly identical to work you submitted in another course.
- using words/ideas without putting them in quotation marks or without appropriate citation of source.

When sufficient evidence of academic dishonesty is found, the instructor or faculty member would contact the HDFS department to determine if there is an Academic Integrity Facilitator in the college or department. Academic Integrity Facilitators are instructors, academic administrators, or advisors who are trained in academic integrity policy and procedures. The facilitator will schedule a meeting with the student and instructor. The student's advisor will be contacted with the results from the meeting with the facilitator. The consequence may be determined at the meeting or by the OSU Academic Integrity Panel. Consequences include getting a zero on the coursework, not passing the class, having a thesis or dissertation voided (if student had already graduated), or being asked to leave the program.

***Appropriate Behavior Inside and Outside of the University:***

In addition to research and academic integrity, students need to display appropriate and respectful behavior when interacting with undergraduate students, other graduate students, faculty, and other university employs. Please refer to the OSU Student Code of Conduct online regarding the specific guidelines and appropriate behavior. Likewise, if you are the recipient of or witness sexual harassment, please do not hesitate to report it. The guidelines for identifying and reporting sexual harassment is

located the OSU webpage “1 is 2 Many” (<https://1is2many.okstate.edu>). This training is required of all new graduate students. When the training is completed, the student needs to take a screenshot of the completion page and submit a copy to the HDFS office.

Related, graduate student employees are required to do the Title VII and Title IX training (<https://hr.okstate.edu/talent-development/pt-student-training.html>). It is recommended that you access this course using Firefox or Google Chrome, watch for pop up blockers, and make sure that you have java enables on your computer. This training includes a quiz and confirmation page that you can print at the end of the course. The training will take you approximately 30 minutes to complete. Please note that you must print the final page of the course and present a copy to your supervisor **and** a copy to the Office of Equal Opportunity at OSU in 408 Whitehurst or email at [eeo@okstate.edu](mailto:eeo@okstate.edu).

Also, remember to display appropriate behavior when attending professional conferences. Although the conference may be in another state or country, you are still representing the department and university. Moreover, academia is a very small world, and researchers often know each other and researcher teams at other universities. Thus, treat others with respect and make sure that you dress appropriate. Also, it is strongly recommended that you attend the other papers and sessions besides your own, especially if you are receiving some money from the college and department. If the college and/or department discovers that you received research support but attended very little of the conference, you may not be able to receive travel support in the future.

***Penalties for Student Misconduct:***

The penalty would be commensurate to the specific student misconduct. Possible penalties may include (1) not passing a class, a class assignment, or class exam; (2) being fired from a research or teaching assistantship; (3) placement on probation; (4) having a thesis or dissertation voided (which could occur before or after graduation); (5) dismissal from the program; and (6) recommended denial of readmission to the program.

***Relevant Links and Email Addresses:***

- 1 is 2 many: OSU Webpage on Sexual Harassment:
  - <https://1is2many.okstate.edu/>
- Collaborative Institutional Training Initiative (CITI):
  - <https://about.citiprogram.org/en/homepage/>
- Graduate Student Appeals Policy:
  - <https://gradcollege.okstate.edu/resources/current-student-resources.html> under “Policies”
- Internal Review Board (IRB):
  - <http://irb.okstate.edu/>
- IRB Manager: Dawnett Watkins
  - [dawnett.watkins@okstate.edu](mailto:dawnett.watkins@okstate.edu)
- IRB Coordinator: Whitney McAllister
  - [whitney.mcallister@okstate.edu](mailto:whitney.mcallister@okstate.edu)
- IRB Training:
  - <https://research.okstate.edu/compliance/irb/index.html#>
- OSU Academic Integrity webpage
  - <http://academicintegrity.okstate.edu/>
- Grade Appeals Policy:
  - <https://academicaffairs.okstate.edu/content/grade-appeals-board-policies-procedures>
- OSU Graduate Education Policies and Best Practices:
  - <https://gradcollege.okstate.edu/resources/current-student-resources.html>
- OSU Graduate Student Appeals Policy:
  - <https://gradcollege.okstate.edu/resources/current-student-resources.html>
- OSU Student Code of Conduct:
  - <https://studentconduct.okstate.edu/code>
- Responsible Conduct of Research Training (RCR):
  - <https://gradcollege.okstate.edu/resources/current-student-resources.html>

## **Conflict Resolution between Student and Faculty Member**

Students who have issues and/or disagreements with advisors or instructors should try to work it out with the faculty member first. If the student or faculty member is not satisfied, please contact the HDFS graduate coordinator next so all three can meet to try to resolve the disagreement. If the issues are not resolved, the student, faculty, and graduate coordinator would meet with the department head. If either party is still not satisfied, please contact the College of Human Sciences Associate Dean for Research and Graduate Studies (Dr. Christine Johnson).

## **Removal of Graduate Student from a Teaching or Research Assistantship**

This section will focus on the procedures when a faculty member wants to remove a graduate student from a research or teaching assistantship in the middle of the semester because the student did something very inappropriate. While faculty can remove graduate students from assistantships, it is strongly recommended that the supervisor have as much documentation as possible to justify this action. Moreover, it is possible that the department may choose to reassign the student to another assignment so that he/she does not lose their paycheck, tuition waiver, and health insurance benefit. Thus, it is recommended to immediately involve the department graduate coordinator, department head, the college associate dean for graduate studies, and the college HR staff. In some cases, the OSU legal counsel will become involved.

If a graduate student may decide to resign on his/her own accord or does not win the appeal, (A) the stipend will end; (B) the student's tuition waive will be pro-rated (and he/she will still owe tuition for the remaining of the semester); and (C) the student's health insurance benefit will end.



## **Appeals Process**

### ***Overview:***

The purpose of this procedure is to provide current graduate students in the Human Development and Family Science Graduate Program the opportunity to resolve complaints about dismissal from the program, placement on probation, recommended denial of readmission to the program, and other administrative or academic decisions that terminate or impede a student's progress toward their academic or professional degree goals.

### ***Process:***

The student is required to provide written notification of appeal to the graduate program coordinator within 14 calendar days of the precipitating event that is the subject of the appeal. If the Graduate Program Coordinator is an involved party, the student should seek advice from the department head or Associate Dean of Research and Graduate Studies in the College of Human Sciences. Notification should include, information on the circumstances of the appeal, specific issues involved, and the remediation action sought. The document should be no more than two pages. Within 7 calendar days of receipt of the notification, any involved parties within the program (e.g., faculty or staff) will be notified and provided a copy of the appeal. The graduate program's appeals committee will be convened to hear the appeal within a reasonable amount of time, usually 30 days (see note below). At the hearing, the student will have the opportunity to present their case and the same time would be allowed for counterarguments, if warranted. Questions may be asked of either party by members of the appeals committee. At the end of this hearing, the program's appeals committee will deliberate, and their decision will be considered final at the program level. The student will be notified in writing of the decision and their right to appeal to unit head, followed by the Dean of the Graduate College, if they so choose.

### ***Enrollment:***

Throughout the appeal process the student is allowed to maintain enrollment and continue working toward the graduate degree in the same manner as any other matriculated graduate student in the program. Continued enrollment is not required to appeal within the allowed timeframes. However, if the conflict is in regard to a teaching or research assistantship, the supervisor may not allow the student to work on the assistantship during the appeals process.

***Appeals Committee:***

The make-up of the graduate program's appeals committee will be: the graduate coordinator and at least three members of the graduate curriculum committee.

***Deadlines:***

Unless stated otherwise, all deadlines are by 5:00 pm central time on the day of the deadline or the next regular business day (Monday–Friday) when the deadline falls on a weekend (Saturday–Sunday) or OSU official holiday, such as Labor Day. Time frames and deadlines that extend beyond the end of the academic terms (fall and spring semesters and summer sessions) are handled at the discretion of the Graduate Program Coordinator.

***Relevant Links:***

- OSU Graduate Student Appeals Policy:
  - <https://gradcollege.okstate.edu/resources/current-student-resources.html>

## Graduate Research and Teaching Assistantship Policies

### *Graduate Assistantships: Assignment, Requirements, and Rules:*

Graduate research assistantships (RA) and teaching assistantships (TA) are awarded on a competitive basis within the department, in part based on student undergraduate performance (for incoming students) and RA and TA evaluations which are completed at the end of each semester. The assignment of RA positions also is influenced by the degree of fit between faculty and student and by the faculty member's personal preference. In addition, it is highly recommended that new graduate students contact faculty member(s) in advance with whom they are interested in working. Although assistantships are officially assigned by semester (separate award letters sent for fall and spring semesters), most RA positions assigned in the fall continue into the spring. Graduate students with RA positions should discuss with the supervisor regarding his/her expectations regarding the length (fall vs. fall and spring) of the RA position. Regarding TA positions, priority is given to doctoral students. Also, the assignment of graduate students as instructors of record for courses typically is limited to doctoral students who are required to demonstrate teaching competency as part of their Competency Portfolio.

Doctoral students for whom English is a second language will be required to pass the International Teaching Assistant (ITA) Test before they can be assigned responsibilities in front of the classroom (e.g., instructors of record), although they may grade papers. For additional information on the ITA test, go to <https://gradcollege.okstate.edu/resources/current-student-resources.html> under "International Students".

An offer of an assistantship is a commitment by a department to provide financial support to admitted graduate students. Assistantships are an investment made by a department and are granted primarily to enable the student to pursue an advanced degree and gain valuable experience. Accepting an assistantship brings with it a professional obligation to fulfill all of the responsibilities associated with the assistantship assignment. Included in this professional obligation is the expectation that students who have accepted an assistantship will diligently pursue their degree to completion. The TA/RA appointment is subject to satisfactory progress toward the degree, satisfactory performance of assigned duties, availability of sufficient funds, and compliance with all department, program, Graduate College and university rules, regulations, and requirements. This appointment may be renewed based on those same conditions. A student with an 0.5 FTE assistantship is expected to devote, on average, no more than 20 hours per week to their duties as a graduate teaching or research assistant; the remainder of academic effort is devoted to his/her own studies and research. The time devoted to the assistantship may vary from day to day and week to week as long as it does not exceed the average given above.

Students who are hired on a teaching assistantship will be paid from the first day of the semester to the last day of finals each semester. The length of research assistantship appointments will vary so contact your supervisor/advisor to determine your employment dates and plans for holidays and vacations. All students who receive an assistantship (TA or RA position) with at least a half time (0.5 FTE) appointment are responsible for completing a contract with the Graduate College before the first week of each semester in order to receive a tuition waiver. Contracts can be found at <https://gradcollege.okstate.edu/resources/current-student-resources.html> under “Forms and Templates”. Tuition waivers will pay for tuition (but not fees) for a maximum of 33 credits for M.S. students and a maximum of 66 credits for Ph.D. students who receive at least 0.5 FTE appointments.

The University provides health insurance to students who are employed as a TA or RA. For additional information, please go to <https://hr.okstate.edu/student-health-plan>.

Students who are employed as teaching assistants must complete the Family Educational Rights and Privacy Act (FERPA) tutorial about the privacy of student records before starting their teaching/grading responsibilities. The FERPA tutorial is available at <http://registrar.okstate.edu/FERPA-Tutorial>.

Teaching assistants/associates with classroom responsibilities in HDFS need to dress as professionals, not students. Dress and overall appearance should assist students in identifying the teaching assistant as an instructor. “Business casual” attire is expected. The following are examples of inappropriate attire for teaching assistants: tank tops, athletic shorts, sweat pants, and flip-flops. In general, if a TA wears the clothing to work out, it is most likely inappropriate for the classroom. Graduate students with RA assistantships should discuss the appropriate attire for their position with their supervisor as this may vary across the research laboratories.

Although M.S. and Ph.D. students may have an outside full-time job, it is highly recommended that they not work full-time and accept graduate assistantships. First, if this is a TA position, the student may not be available to attend class and fulfill the requirements of the assistantship. Second, regardless of the type of assistantship, having a full-time job may limit the ability of the graduate student to visit with his/her supervisor in person. Finally, working full-time, taking courses, and having a 10-20 hour assistantship will limit the student’s ability to effectively study and learn. If students who work full-time outside of school still want to accept assistantships, they must be clear and honest with their supervisors regarding their work schedule and availability.

***Important Links:***

- Graduate Assistantships:
  - <https://gradcollege.okstate.edu/resources/current-student-resources.html> under “Financing Graduate School
- International Teaching Assistant Test
  - <https://gradcollege.okstate.edu/resources/current-student-resources.html> under “International Students”
- Fall/Spring/Summer Enrollment Guidelines:
  - <https://gradcollege.okstate.edu/resources/current-student-resources.html> under “Enrollment Guidelines”
- Student Health Insurance:  
<https://hr.okstate.edu/student-health-plan>
- Tuition Waiver Forms:
  - <https://gradcollege.okstate.edu/resources/current-student-resources.html> under “Forms and Templates”

## **OSU Graduate Student Tuition Waiver Benefit Information**

Graduate students who are admitted and enrolled in any OSU master's, specialist or doctoral degree-granting program may be awarded a qualifying Graduate Research, Teaching Assistantship (GRA/GTA) that may have resident and/or nonresident tuition waiver benefits associated with the appointment. Students solely in graduate certificate programs and non-degree seeking students are not eligible for GTA or GRA positions or associated tuition waiver benefits. The following information includes guidelines regarding tuition waiver eligibility.

### ***Employment Eligibility:***

Graduate tuition waivers only apply to 0.50 FTE (total) GTA/GRA positions. Graduate students with less than a combined total 0.50 FTE GTA/GRA positions do not qualify for tuition waiver benefit\*. Two 0.25 FTE positions may be stacked to reach the 0.50 FTE requirement. GTA/GRA appointments are a maximum of 0.50 FTE during the spring and fall semesters. During the summer, GTA/GRA appointments are allowable up to 0.75 FTE. The maximum permissible FTE as a GTA/GRA during "Summer Session 1" ("Maymester") or Intersessions is 0.50 FTE with enrollment. Hourly and assistantship positions cannot run concurrently due to Federal regulations. Students either have to be an hourly (student worker) or assistantship position. Tuition waivers are based on the length of qualifying appointment as defined by the academic calendar terms and sessions (e.g., the definition of a fall or spring semester is 17 weeks). MFT students have an exception with the Graduate College due to their fast-paced schedule with courses and clinicals. MFT students qualify for a tuition waiver and health insurance benefit with a 0.25 FTE assistantship. Please note that to receive the health insurance benefit, a student on a .25 assistantship MUST be enrolled in 9 credit hours.

### ***Enrollment Eligibility:***

Tuition waivers are limited to the number of hours in the degree program. Courses eligible for tuition waivers are defined as those graduate courses required for the student's degree program (i.e., Plan of Study, POS, or proposed POS). With a GRA/GTA, the student must be enrolled in at least six (6) graduate credit hours in fall and spring semesters and 2 credit hours in summer sessions (please see Summer Enrollment below for important FICA tax information that impacts summer paychecks). If a student is not enrolled for the minimum number of hours, they cannot be employed as a GTA/GRA. The hourly "student worker" title should be used in these circumstances.

***Enrollment Exceptions:***

*Doctoral Candidacy Enrollment Requirements.* A student who has completed the requirements for admission to doctoral candidacy and had their “Admission to Doctoral Candidacy” form accepted by the Graduate College, may enroll for a minimum of two (2) credit hours and be considered full-time. Post-candidacy reduced, continuous enrollment requirement applies to GTAs/GRAs; domestic and international students; and veterans receiving VA benefits. A student is normally expected to enroll primarily in research hours or in program-approved courses after being admitted to doctoral candidacy. An enrollment minimum of at least two (2) credits per semester is required for every semester of a student’s candidacy (summer excluded if no work towards degree completion occurs) until graduation. It is ultimately the responsibility of each student to ensure that they meet this enrollment requirement.

***Summer Enrollment:***

Graduate students who held a tuition waiver-benefit-eligible qualifying appointment in the immediate preceding spring semester, who completed their entire assignment(s) satisfactorily, and who are enrolled in at least two credit hours of eligible course during the summer terms immediately following the qualifying spring appointment, may receive a tuition waiver for those eligible credit hours irrespective of whether they are employed as a GTA/GRA during the summer term(s). If a student is employed in a summer session, s/he must be employed when they are enrolled. For example, if a student is only employed the June term, the student must be enrolled in at least the June session. If a student is employed in just July, the student may be enrolled in the eight-week session (June through July) or just the July session. Summer enrollment-employment restrictions are due to Federal tax regulation (FICA tax exemption for students: Section 3121(b)(10) of the Internal Revenue Code).

***Course Eligibility:***

Tuition waivers are limited to the number of hours in the degree program as approved by the Oklahoma State Regents for Higher Education (OSRHE). The graduate program may approve an additional 10% overage (e.g., an additional 3-hour course on a 30-hour degree). Anything over 10% of the required degree hours requires approval of the graduate dean. Courses eligible for tuition waiver are defined as graduate courses required for the student’s degree program. Courses that do not qualify for tuition waiver benefits are undergraduate, outreach exception, extension, and repeated graduate courses (not designed to be repeated). The Dean of the Graduate College makes the final determination on course eligibility.

***Course Exceptions:***

ENGL0003 and ENGL 4893 are covered by the graduate student tuition waiver program.

***Academic Standing:***

Once enrolled, good academic standing (i.e., not on academic probation, beyond probationary admission) is a requirement for OSU tuition waiver eligibility. In brief, good academic standing is a grade-point average (GPA) of “B” (3.00) and not on academic probation, which can result from unsatisfactory (“UR”) research grades.

*Academic Probation.* Once matriculated, a graduate student placed on probation is not eligible for tuition waiver benefits. This does not preclude a GTA/GRA appointment. Graduate programs can request a one-time exception from the Dean of the Graduate College for students on probation with exceptional circumstances.

***Workload:***

The expected workload for a 0.25 FTE position is 10 hours per week on average and 20 hours a week on average for a 0.50 FTE appointment. Information is taken from the Graduate College website at <http://gradcollege.okstate.edu/assistantship>



## **Student Organizations**

The OSU Graduate and Professional Student Government Association (GPSGA) serves as the sole voice for all graduate and professional students in the OSU system. Their mission is to enhance the graduate student's experience through a unilateral representative body which provides student input on the policies that impact health, finances, and professional development of graduate students. GPSGA also provides aid for scholarship, fellowship, and leadership opportunities. All graduate students in the Oklahoma State University System campuses are members of the GPSGA and are eligible to serve as representatives. Two representatives and two alternates are selected from the HDFS department who must regularly attend GPSGA meetings and participate in GPSGA committee work. GPSGA also provides travel funding assistance to graduate students as long as the HDFS Department is in good standing with the organization.

## Sources of Travel Funds for Graduate Students

Traveling and attending conferences are very important for the professional development of graduate students. Because most available funds can only partially reimburse the travel expenses, graduate students often save money by carpooling and/or sharing hotel rooms. Note that in most cases, funding is available only to students who are an author on a presentation or poster. Graduate students can seek support for travel from the following sources below.

1. Funded project.
  - Please consult with advisor/supervisor of project regarding the availability of travel funds.
2. Education and Human Sciences Research & Graduate Studies office (339 Willard Hall): Students should complete the College of Education and Human Sciences Graduate Student Travel Request Application: Not available at this time
  - This application is for department and college funding
3. Graduate and Professional Student Government Association: please refer to the GPSGA website.
  - Look for Travel Reimbursement Request Forms under the “Forms” tab: <http://gpsga.okstate.edu/>.
  - The HDFS department must be in good standing to be eligible for travel funds.

## **College and University Awards for Graduate Students**

**Phoenix Awards:** Awarded by the GPSGA, the Phoenix Award recognizes exemplary achievement in leadership, scholarship, professional involvement, and university and community service; especially as it relates to involvement with graduate students. The student award winners each receive a monetary award from the GPSGA and the Graduate College, and all winners have their names engraved on the Phoenix Awards plaque located outside the Graduate College offices in Whitehurst Hall.

**Graduate Research Excellence Awards:** The purpose of this program is to recognize graduate students for their outstanding research accomplishments as reflected in their thesis or dissertation. Graduate students must be nominated by their advisor or entire advisory committee. Each Graduate Council Group may select a masters and doctoral award winner from their respective group. Applications are due in March to the Graduate College.

**Honorary Graduate Commencement Marshals:** Up to two doctoral and two master's graduates will be selected through a nomination process to serve as honorary graduate marshals for each commencement ceremony. Each recipient will receive a monetary award, be recognized at commencement and in the program, be provided special gown adornments, and lead the graduates in the processions/recessions and awarding of the diploma covers. The department may nominate one M.S. and one Ph.D. student who has demonstrated scholarly achievement, as evidence by academic performance and discipline-appropriate scholarly contributions. Applications are due in February.

**College of Education and Human Sciences Outstanding Masters and Doctoral Student Awards:** Nominations are due in February of each year.

**OSU Research Symposium:** The annual OSU Research Symposium is sponsored by the Graduate College during OSU Research Week. Eligible participants include: undergraduate students enrolled through OSU-Stillwater and OSU-Tulsa; graduate students enrolled through OSU-Stillwater, OSU-Tulsa, and OSU-CHS; participants from recognized research programs (e.g., McNair programs) around the US; and undergraduate or graduate students from other Oklahoma schools.

**College and Department Scholarship/Fellowships for Graduate Students:**

<https://education.okstate.edu/undergraduate-students/scholarships/index.html>

## **Survival Skills for Graduate Students**

Graduate school represents a new educational experience. Students are faced with a large amount of complex information and are expected to be more independent. Graduate school can be a stressful experience for students. To help students succeed, we recommend that you review the brief Graduate School Survival Guide written by Wanda Pratt at <https://grad.ucla.edu/asis/library/survivalguide.pdf>. Topics include getting the most out of the relationship with your research advisor or boss; getting the most out of what you read; making continual progress on your research; finding a thesis topic or formulating a research plan; characteristics to look for in a good advisor, mentor, boss, or committee member; and avoiding the research blues.

In addition, surviving graduate school can be facilitated by developing friendships with other graduate students. These relationships can help you cope with the daily stress, learn about the various departmental and Graduate School rules and regulations, provide you with possible roommates when attending professional conferences, etc. Likewise, having a successful graduate training is also dependent on having a life outside of your course and lab work. Although you likely will have less free time than you did as an undergraduate student, it's still essential to get away from it all and have fun and not check your email even if it was just for one day a month or every two weeks. This would help you clear your head and maintain your sanity.

## **Responsibilities for Master's Degree**

### **Major Advisor:**

1. Reviews program possibilities with student.
2. Assists student in organizing advisory committee.
3. Chairs advisory committee meetings.
4. Assists student in setting up advisory committee meetings at appropriate times.
5. Assists student in developing the plan of study and approves enrollment each semester.
6. Meets regularly with student during enrollment in the research hours to provide guidance on research and thesis writing.

### **Advisory Committee:**

1. Makes suggestions, reviews, approves, and signs the plan of study.
2. Approves thesis proposal.
3. Assists student during research as requested by advisor and student.
4. Reviews and approves draft copy of thesis.
5. Participates in student's proposal and defense meetings.
6. Approves and signs final copy of thesis.

### **Student:**

1. Read thoroughly the Graduate College Catalog and the HDFS Graduate Curriculum Handbook.
2. With the assistance of your advisor:
  - develops a plan of study
  - plans each semester's enrollment
  - determine research interest
  - organize advisory committee
  - plan advisory committee meetings
  - plans research, teaching
  - plans service experiences each year that would satisfy requirements for Scholarship Portfolio,
  - obtain IRB approval of research proposal.

**Student:** (cont.)

3. When enrolling for the semester in which the degree will be conferred, recheck plan of study (plan and transcript must match).
4. Complete diploma application.
5. Meet Graduate College deadline dates in the current catalog regarding:
  - plan of study.
  - draft copy of thesis.
  - oral examination.
  - final copy of thesis.
  - complete application of degree.
6. Exhibit professional challenging attitudes towards the rigors of academic performance indicative of graduate education.

## **Responsibilities for Ph.D. Degree**

### **Major Advisor:**

1. Reviews the program possibilities with the student.
2. Assists the student in organizing an advisory committee.
3. Chairs the advisory committee meetings.
4. Assists the student in developing a plan of study.
5. Meets regularly with the student.
6. Assists the student in preparation for the qualifying examination.
7. Advises the student during research, suggests appropriate consultation related to the research design, and statistics.
8. Plans tentative time for the following:
  - course completion.
  - qualifying exam.
  - research completion.
  - dissertation completion.
  - submission of the draft copy of the dissertation to the committee for review and approval before sending it to the Graduate College.
  - final copy of dissertation to the Graduate College
9. Mentors throughout the program.
10. Assists the student in the development of the annual review and meeting competencies.

### **Advisory Committee:**

1. Assists the student in preparing a plan of study.
2. Assists the student in planning and supervising the research.
3. Supervises the writing and evaluation of the dissertation.
4. Participates in dissertation proposal and defense meetings.

**Student:**

1. Read thoroughly the Graduate College Catalog and the HDFS Graduate Curriculum Handbook.
2. With the assistance of your advisor:
  - develops a plan of study
  - plans each semester's enrollment
  - determine research interest
  - organize advisory committee
  - plan advisory committee meetings
  - plans research, teaching
  - plans service experiences each year that would satisfy requirements for Scholarship Portfolio,
  - obtain IRB approval of research proposal.
3. When enrolling for the semester in which the degree will be conferred, recheck the plan of study (plan and transcript must match).
4. Meet the Graduate College deadline dates listed in the current catalog regarding:
  - plan of study.
  - qualifying examination.
  - draft copy of the dissertation.
  - dissertation proposal and defense meetings.
  - final copy of the dissertation.
7. Exhibit professional challenging attitudes towards the rigors of academic performance indicative of graduate education.



## Department, College, and University Resources

*Important Graduate College information (and more!) can be found at*

<https://gradcollege.okstate.edu/resources/current-student-resources.html> unless otherwise indicated:

- Graduate College: <http://gradcollege.okstate.edu/>
- Academic Calendar
- Fall/Spring/Summer Enrollment Guidelines
- Graduate Assistantships
- Graduate College Academic Calendar
- Graduate Degree/Certificate Programs
- Graduate Faculty Database
- Graduate Student Appeals Policy
- Graduate and Professional Student Government Association (GPSGA)
- Graduate College Forms
- Graduation Checklist (Doctoral Degree)
- Graduation Checklist (Master's Degree)
- International Teaching Assistant Test
- Leave of Absence Policy
- OSU Guidelines for Best Practices in Graduate Education
- OSU Best Practices: Advisory Committees and Defenses
- Test of English Language Proficiency
- Responsible Conduct Research Training
- OSU Research Compliance

### *Important University Links:*

- OSU Catalog: <https://registrar.okstate.edu/University-Catalog>
- Career Services: <http://www.hireosugrads.com/StudentsAlumni/>
- Edmon Low Library: <http://www.library.okstate.edu/>
- Family Resource Center: <https://reslife.okstate.edu/housing-options/neighborhoods/family-resource-center.html>
- Health Insurance (student): Health Insurance (Student): <https://hr.okstate.edu/student-health-plan>
- Information Technology: <http://www.it.okstate.edu/>
- Institute for Teaching and Learning Excellence: <http://itle.okstate.edu/>
- International Student and Scholars Office: <http://iss.okstate.edu/>
- International Students Arrival and Orientation: <http://iss.okstate.edu/arrival-orientation>
- Office of Multicultural Affairs: <https://oma.okstate.edu/>
- OSU High Performance Computing Center: <https://hpcc.okstate.edu>
- OSU Writing Center: <http://osuwritingcenter.okstate.edu/>
- Residential Life: <https://reslife.okstate.edu>
- Seretean Wellness Center: <http://wellness.okstate.edu/>
- Services for Students with Disabilities: <http://sds.okstate.edu/>
- Student Affairs: <https://studentaffairs.okstate.edu/>

- Student Code of Conduct: <https://studentconduct.okstate.edu/code>
- The OSU Student Union: <http://union.okstate.edu/>
- University Counseling Services: <http://ucs.okstate.edu/>
- University Health Services: <http://uhs.okstate.edu/>
- University Parking Services: <https://parking.okstate.edu>

## **Appendix A: HDFS Graduate Studies Forms**

**HDFS IRB and RCR Training Completion Form**  
**Department of Human Development and Family Science**  
**Oklahoma State University**

Print Student's Name: \_\_\_\_\_

Student CWID#: \_\_\_\_\_

Print Advisor's Name: \_\_\_\_\_

Print Co-Advisor's Name (if applicable): \_\_\_\_\_

Date of IRB training completion: \_\_\_\_\_

Date of RCR training completion: \_\_\_\_\_

Graduate Coordinator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Note:** Student also must turn in Citi training completion form that can be printed off on the Citi webpage.

**HDFS Thesis Pre-Requisites Checklist**  
**Department of Human Development and Family Science**  
**Oklahoma State University**

Print Student's Name: \_\_\_\_\_

Student CWID#: \_\_\_\_\_

Print Advisor's Name: \_\_\_\_\_

Print Co-Advisor's Name (if applicable): \_\_\_\_\_

Print Committee Member's Name: \_\_\_\_\_

Print Committee Member's Name: \_\_\_\_\_

\_\_\_\_\_

IRB and Responsible Conduct of Research (RCR) training – date of completion: \_\_\_\_\_

Plan of study – date approved: \_\_\_\_\_

\_\_\_\_\_

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Advisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Co-Advisor's Signature (if applicable): \_\_\_\_\_ Date: \_\_\_\_\_

Committee Member's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Committee Member's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Graduate Coordinator's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Note:** This form must be submitted before a thesis proposal can be scheduled.

**HDFS Thesis Proposal Form**  
**Department of Human Development and Family Science**  
**Oklahoma State University**

Print Student's Name: \_\_\_\_\_

Student CWID#: \_\_\_\_\_

Print Thesis Chair's Name: \_\_\_\_\_

Print Advisor's Name (if different): \_\_\_\_\_

Print Committee Member's Name: \_\_\_\_\_

Print Committee Member's Name: \_\_\_\_\_

Thesis Title: \_\_\_\_\_

Date of HDFS Thesis Pre-Requisites Checklist Completion: \_\_\_\_\_

**Student Signature:** You attest that you have completed all of the pre-requisites for the thesis proposal. Moreover, you are confirming that you will complete the OSU IRB training and will obtain the required IRB approval prior to collecting any data related to your thesis.

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Advisory Committee Signatures** verifying approval of the student's thesis proposal.

Thesis Chair's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Advisor's Signature (if different): \_\_\_\_\_ Date: \_\_\_\_\_

Committee Member's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Committee Member's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Graduate Coordinator's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Verification of Completion of  
CREATIVE COMPONENT**

Student Name and Banner ID: \_\_\_\_\_

Degree Program: \_\_\_\_\_

**Verification of completion (Please submit this form upon advisory committee approval of the Creative Component. Failure to submit this form jeopardizes your graduation. We have to submit a list of students graduating with a CC to the Graduate College and this form is how we gather that information. If your name is not on this list in your semester of graduation, you will not be issued your diploma)**

Upon completion of the Creative Component, please obtain signatures from all faculty serving on the student's advisory committee to: Oklahoma State University, HDFFS Department c/o Ragan Jessell, 233b Human Sciences, Stillwater, OK 74078-6122.

**Title and Description:**

**Comments:** (optional)

**Advisory Committee signatures indicate approval of the completed Creative Component.**

**Graduate Advisor** \_\_\_\_\_ **Date** \_\_\_\_\_

**Advisory Committee Member** \_\_\_\_\_ **Date** \_\_\_\_\_

**Advisory Committee Member** \_\_\_\_\_ **Date** \_\_\_\_\_

**HDFS Thesis Equivalency Project (TEP) Completion Form**  
**Department of Human Development and Family Science**  
**Oklahoma State University**

Print Student's Name: \_\_\_\_\_

Student CWID#: \_\_\_\_\_

Print Advisor's Name: \_\_\_\_\_

Print Co-Advisor's Name (if applicable): \_\_\_\_\_

Print Committee Member's Name: \_\_\_\_\_

Briefly describe the objectives of thesis equivalency project: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date of successful completion of thesis equivalency project: \_\_\_\_\_

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Advisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Co-Advisor's Signature (if applicable): \_\_\_\_\_ Date: \_\_\_\_\_

Committee Member's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Graduate Coordinator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Note:* Thesis equivalency projects must be evaluated by the student's advisor and co-advisor. If the student does not have a co-advisor, another HDFS faculty member may serve on the TEP committee.



**HDFS Statistical Qualifying Exam Application Form**  
**Department of Human Development and Family Science**  
**Oklahoma State University**

To take the HDFS Statistical Qualifying Exam, please submit this form to the HDFS office (OSU-Stillwater, 233 Human Sciences) and contact Ragan Jessell no later than **July 1** (for fall semester exam) and **November 1** (for spring semester exam) indicating your desire to take the qualifying exam.

Although the advanced statistical courses (e.g., structural equation modeling, multilevel modeling) are not necessary, doctoral students are required to successfully complete HDFS 6133, as well as their ANOVA and regressions statistical courses, before they can take the qualifying exam.

Print Student's Name: \_\_\_\_\_

Student CWID#: \_\_\_\_\_

Print Advisor's Name: \_\_\_\_\_

Print Co-Advisor's Name (if applicable): \_\_\_\_\_

**Students and advisors:** By signing this form, you are attesting that the doctoral student **(1)** has successfully completed HDFS 6133 and the required ANOVA and regressions courses; and **(2)** the doctoral student is sufficiently ready to take the statistical qualifying exam.

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Advisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Co-Advisor's Signature (if applicable): \_\_\_\_\_ Date: \_\_\_\_\_

Graduate Coordinator's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**HDFS Statistical Qualifying Exam Completion Form**  
**Department of Human Development and Family Science**  
**Oklahoma State University**

Print Student's Name: \_\_\_\_\_

Student CWID#: \_\_\_\_\_

Print Advisor's Name: \_\_\_\_\_

Print Co-Advisor's Name (if applicable): \_\_\_\_\_

Date of first attempt: \_\_\_\_\_

Results of first exam:  Pass  Fail

Date of second attempt: \_\_\_\_\_

Results of second exam:  Pass  Fail

Graduate Coordinator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**HDFS Dissertation Pre-Requisites Checklist**  
**Department of Human Development and Family Science**  
**Oklahoma State University**

Print Student's Name: \_\_\_\_\_

Student CWID#: \_\_\_\_\_

Print Advisor's Name: \_\_\_\_\_

Print Co-Advisor's Name (if applicable): \_\_\_\_\_

Print Committee Member's Name: \_\_\_\_\_

Print Outside Committee Member's Name: \_\_\_\_\_

\_\_\_\_\_

IRB and Responsible Conduct of Research (RCR) training – date of completion: \_\_\_\_\_

Plan of study – date approved: \_\_\_\_\_

Thesis Equivalency Project (if applicable) – date of completion: \_\_\_\_\_

Statistical Qualifying Exam – date passed: \_\_\_\_\_

\_\_\_\_\_

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Advisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Co-Advisor's Signature (if applicable): \_\_\_\_\_ Date: \_\_\_\_\_

Committee Member's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Outside Committee Member's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Graduate Coordinator's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Note:** This form must be submitted before a dissertation pre-proposal or proposal can be scheduled.

**HDFS Dissertation Pre-Proposal/Proposal Form**  
**Department of Human Development and Family Science**  
**Oklahoma State University**

Print Student's Name: \_\_\_\_\_

Student CWID#: \_\_\_\_\_

Print Committee Chair's Name: \_\_\_\_\_

Print Advisor's Name (if different): \_\_\_\_\_

Print Committee Member's Name: \_\_\_\_\_

Print Committee Member's Name: \_\_\_\_\_

Print Outside Committee Member's Name: \_\_\_\_\_

Dissertation Title: \_\_\_\_\_

Date of HDFS Dissertation Pre-Requisites Checklist Completion: \_\_\_\_\_

Date of Pre-Proposal (if applicable): \_\_\_\_\_

**Student Signature:** You attest that you have completed all of the pre-requisites for the dissertation pre-proposal/proposal. Moreover, you are confirming that you will complete the OSU IRB training and will obtain the required IRB approval prior to collecting any data related to your dissertation.

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Advisory Committee Signatures** verifying approval of the student's dissertation pre-proposal and/or proposal.

Committee Chair's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Advisor's Signature (if different): \_\_\_\_\_ Date: \_\_\_\_\_

Committee Member's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Committee Member's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Outside Committee Member's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Graduate Coordinator's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**HDFS Ph.D. Scholarship Competencies Checklist**  
**Department of Human Development and Family Science**  
**Oklahoma State University**

Print Student's Name: \_\_\_\_\_

Student CWID#: \_\_\_\_\_

Print Advisor's Name: \_\_\_\_\_

Print Co-Advisor's Name (if applicable): \_\_\_\_\_

Print Committee Member's Name: \_\_\_\_\_

Print Outside Committee Member's Name: \_\_\_\_\_

\_\_\_\_\_

Research Competency – date passed: \_\_\_\_\_

Teaching Competency – date passed: \_\_\_\_\_

Service Competency – date passed: \_\_\_\_\_

\_\_\_\_\_

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Advisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Co-Advisor's Signature (if applicable): \_\_\_\_\_ Date: \_\_\_\_\_

Committee Member's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Outside Committee Member's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Graduate Coordinator's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Note:** This form must be completed at the dissertation pre-proposal or proposal meeting. If a student does not pass all three areas of scholarship, the remaining area(s) must be passed before the dissertation defense meeting. The defense meeting cannot be scheduled until all three competencies are passed.