DEPARTMENT OF
HUMAN DEVELOPMENT AND FAMILY SCIENCE

Graduate Studies Handbook

2023

Department of Human Development and Family Science

College of Education and Human Sciences

Oklahoma State University

Revised 8/17/23

Focus of this Resource Material

The focus of this Graduate Handbook is to provide M.S. and Ph.D. students and faculty in the Department of Human Development and Family Science (HDFS) at Oklahoma State University with information to facilitate successful degree progress and completion.

According to OSU Graduate College, though the department and advisory committee are available to graduate students to assist with their success, the graduate student is ultimately responsible for their advising and success within their graduate programs. Fulfilling the expectations for degree completion including but not limited to matriculation, enrollment, meeting academic deadlines, completing appropriate documentation, officially submitting required forms, etc. is the responsibility of the student.

Revisions

The HDFS Graduate Handbook is subject to revision. All students are expected to follow the policies published in the most recent HDFS Graduate Handbook, the Policies and Procedures outlined by the OSU Graduate College, and the OSU Catalog.

Acknowledgements

The original content for this resource comes from materials prepared by multiple faculty and other departments. The information has been updated and adapted for the graduate degree programs in Department of Human Development and Family Science (HDFS).

Table of Contents

1. Overview of Graduate Programs and Certificates

The Doctor of Philosophy Degree in Human Development and Family Science:
    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.
    Though the HDFS PhD degree affords student flexibility in tailoring their degree to meet their professional goals through enrolling in elective courses, it is _highly_ recommended that students enroll in HDFS graduate courses as quality/rigor and application of content to our field from courses outside of the HDFS department cannot be guaranteed. For more information including the degree sheet (curriculum requirements) go to: 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 fours on-campus _options_ and four online options (via GPIDEA). These graduate programs are offered on the Stillwater (STW) campus only or via distance learning (DL)—specifically only through the GPIdea Program.

1. **Applied Human Services option (STW); 33 credit hours (thesis or non-thesis); 4+1 option as well:**
   - 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 are able to take elective courses to specialize in areas such as aging science, early childhood education, infant mental health, or intellectual and developmental disabilities. The AHS dual BS/MS (4+1) option is available only on the OSU-Stillwater campus. For more information including the degree sheet (curriculum requirements) go to: https://go.okstate.edu/graduate-academics/programs/masters/applied-human-services-ms.html

2. **Early Childhood Education option (STW); 30 credit hours; 32 thesis; 4+1 option as well:**
   - 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 (4+1) option is available only on the OSU-Stillwater campus. For more information including the degree sheet (curriculum requirements) or go to: https://go.okstate.edu/graduate-academics/programs/masters/early-childhood-education-ms.html

3. **Marriage and Family Therapy option (COAMFTE Accredited; STW); 60 credit hours (min):**
   - 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. For more information including the degree sheet (curriculum requirements) go to: https://go.okstate.edu/graduate-academics/programs/masters/marriage-and-family-therapy-ms.html

4. **Developmental and Family Science (STW); 30 credit hours; thesis:**
   - The Developmental and Family Science MS degree is only provided to students matriculated into the PhD program as an "in-flight" MS degree. Students in this option complete a Master's Thesis as this option prepares students to describe, discuss, and integrate theory, research, and application focused on reducing risk and enhancing resilience. In consultation with their major advisors 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 housed on the OSU-Stillwater, however, students may be able to enroll in limited courses offered on the OSU-Tulsa campus.
   - *This MS requires matriculation (accepted *application* to the Graduate College for this option) and a *separate* Plan of Study. Applicants are not required to resubmit three letters of recommendation, a professional statement, or a CV. The GRE is still officially required as part of the application, however, the HDFS Department may choose to waive the GRE. Further, OSU students are provided with a one-time waiver of the application fee as a current student, so if this has not been granted already, they should make sure to inquire about this with the Grad College.

- For more information including the degree sheet (curriculum requirements) go to: https://go.okstate.edu/graduate-academics/programs/masters/developmental-and-family-science-ms.html

5. **Aging Studies (DL; GPIDEA); 36 credit hours; thesis or non-thesis:**
   - 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). For more information including the degree sheet (curriculum requirements) or go to: https://osuonline.okstate.edu/programs/graduate/gerontology-master-of-science.html

6. **Family and Community Services (DL; GPIDEA); 36 credit hours; non-thesis:**
   - 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. For more information including the degree sheet (curriculum requirements) go to: https://osuonline.okstate.edu/programs/graduate/family-and-community-services-master-of-science.html

7. **Family and Community Consumer Sciences Education (DL; GPIDEA); 36 credit hours; non-thesis:**
   - The Master of Science in Family and Consumer Sciences Education provides focused, relevant studies for individuals planning to advance a career in Family and Consumer Sciences Education. Courses are designed for educators employed in the Cooperative Extension Service, as public-school teachers, and as professionals in related areas who are not seeking teacher certification. Coursework topics include advanced use of technology, research, evaluation/assessment, supervision techniques, exceptional learners and adolescent learners. Beyond the core courses, you can choose from elective and specialization courses that most interest you. Students enrolled in the program are like-minded individuals from across the country, further enhancing the learning experience. For more information including the degree sheet (curriculum requirements) go to: https://osuonline.okstate.edu/programs/graduate/family-and-consumer-sciences-education-master-of-science.html

8. **Family Financial Planning (DL; GPIDEA); 36 credit hours; non-thesis:**
   - If you are passionate about helping people reach their financial goals and dreams, the Master of Science in Family Financial Planning prepares you for a career creating and delivering financial strategies. This online program also represents a great next step for professionals looking to make a career change, as coursework is well-suited for individuals with skill sets outside of finance. This 36-hour master's program is offered 100-percent online and can be completed at your desired pace. Courses are semester-based and coursework must be completed to meet assignment deadlines. Typically, students complete the master's program in three years, taking one or two courses a semester. The curriculum includes topics such as estate planning, retirement planning, insurance planning, investing, personal income tax, financial counseling for families, housing and real estate and military family financial issues. For more information including the degree sheet (curriculum requirements) go to:

https://osuonline.okstate.edu/programs/graduate/family-financial-planning-master-of-science.html

*For previous HDFS graduate degree sheets, please visit OSU catalog archives:
https://registrar.okstate.edu/site-files/documents/graduate-college_2021-2022.pdf

Graduate Certificates
Certificate programs are designed for students to expand student's knowledge base in specific area of study. Certificate programs typically require 15 credit hours to complete and each certificate has unique requirements for completion. HDFS students are typically most interested in the following certificate programs: Aging Studies (DL); Developmental Disabilities (STW); Family Financial Planning (DL); Infant Mental Health (DL); Nonprofit Management (STW); Program Evaluation (STW).

The OSU Graduate College requires *applications* to be submitted for each certificate program and each program has its own requirements for the application (e.g., professional statement, vita, transcripts, letters of recommendation, etc.). Applications are reviewed on a rolling basis and factors for admission consideration to the specific certificate program beyond applicant qualification may also be based on the department's capacity to offer courses for each certificate.

Students matriculated into the certificate programs should work closely with the certificate program coordinator on enrolling in required courses as courses may be offered on specific rotations (e.g., odd spring, even falls). For more information about certificate programs at OSU, please visit:
https://go.okstate.edu/graduate-academics/programs/certificates/ or

https://education.okstate.edu/departments-programs/human-development-family-science/certificate.html

2. Admission Process and Requirements for HDFS Graduate Programs

Admission to the HDFS Graduate 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:

- Copies of transcript(s) showing a required minimum undergraduate overall GPA of 3.0 in all undergraduate, graduate and professional school coursework to be considered for full admission (grades for social science courses are also evaluated). International transcripts not reflecting a 4.0 GPA scale will be reviewed using the World Education Services (WES) iGPA Calculator.
- 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.
  - GRE scores may be temporarily waived upon discretion by the HDFS department. Permanent changes to the GRE requirement for admission requires Board of Regents approval.
- 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/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.
- International applicants are required to submit guarantee of financial resources for their program of study. This may include a combination of funding from an assistantship, sponsorship program, and/or personal funds.

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 typically 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 PhD program and 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. The deadlines for the GPIDEA programs are rolling.

3. Admission Deadlines

Ph.D. Option:
- Fall Semester: December 1

Developmental and Family Science M.S. Option:
- Fall Semester: December 1
- 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

Aging Sciences M.S. Option (DL – GPIDEA):
- The admission deadlines are rolling.

Family and Community Services, M.S. Option (DL – GPIDEA):
- The admission deadlines are rolling.

4. 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 immediate 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).

International Applicants:

Regarding I-20s: Recently, the regulations for issuing an I-20 ("Certificate of Eligibility for Nonimmigrant Student Status") have been updated. The I-20 document, issued by OSU once necessary materials have been submitted by the student and verified by us, is necessary for international students to get visas to study at U.S. institutions. **Now, I-20's may be issued up to 365 days prior to the beginning of courses in the student's starting semester.** Previously, that limit was 180 days prior. This will help some students for whom visa appointments are especially hard to get by giving them more time to get one scheduled. However, students still may not enter the US prior to 30 days before the course of study start date. This information, and much more, can be found here: https://travel.state.gov/content/travel/en/us-visas/study/student-visa.html.

Second, regarding financial guarantees: We have updated the cost estimates for international students to attend OSU; that information can be found here: https://go.okstate.edu/admissions/international/financial-guarantee.html . This is the information we use when determining how much money international students must show in order for us to be able to issue the I-20 to them. When students have assistantships, scholarships, etc., then those funds can be used towards meeting the financial guarantee.

**International students should plan to work closely with the International Students and Scholars unit at OSU to secure all of the needed items for admission (e.g., I-20, TOEFL, etc.) and processing post-admission (e.g., SSN, tax documentation, work permit, removal of the orientation hold, etc.).

For additional resources for international students, please visit the International Students and Scholars site: https://lcl.okstate.edu/iss/

Special Student Status

A student who has a bachelor's degree with at least a 3.0 cumulative GPA and wants to take graduate classes (without pursuing a graduate degree) may be admitted as a special student. The student completes an application through the Graduate College, pays an application fee, and then enrolls. Since work is not guided by a Plan of Study or approved by an advisor, no more than 9 credit hours of course work taken while a special student may be used on a Plan of Study to meet requirements for a degree or certificate program. Special students may not enroll in more than 9 credit hours of courses eligible for graduate credit without permission of the Dean of the Graduate College, or their designee. To ensure that special students do not inadvertently exceed this limitation, an enrollment hold will be placed on each student in special status after the student has registered for 6 or more credits. This hold may be removed by the Special Student Advisor appointed by the Graduate College once the student has formally re-acknowledged this 9-credit limitation. Special students are not eligible for graduate assistantship positions but may be hired as hourly workers.

For more information go to: https://go.okstate.edu/admissions/non-degree.html

5. Selection of Academic Advisor and Advisory Committee

Program Coordinator:
   Upon admission to the HDFS Master's degree program, each of the area Program Coordinators typically serves as the students' temporary advisor. This is done as the coordinators have the most intimate knowledge of their respective degree programs, curriculum, course rotation, and enrollment procedures. Students should seek their advisor for questions related to enrollment, timelines for submitting GSSI waivers, submission of their Plans of Study, etc. until they form their committee and choose a permanent advisor (see below for committee formation and the *Plan of Study* section for more details).
   Upon admission to the HDFS Doctoral degree program, students are assigned advisor and this is typically reflected in their admission letter from the Graduate College. Doctoral students should seek their advisor for questions related to enrollment, timelines for submitting GSSI waivers, submission of their Plans of Study, etc. until they form their committee and choose a permanent advisor (see below for committee formation and the *Plan of Study* section for more details).

Thesis Advisory Committee:
   The student's advisory committee typically is comprised of at least three members: the advisor and two HDFS 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 <u>four</u> members: the advisor, two HDFS faculty members (one of whom may be a co-advisor), and a faculty member from outside the HDFS department. One of the advisory committee members (usually the advisor) will serve as the committee chair. All committee members must be members of the OSU Graduate Faculty with appointments that authorize them to serve on doctoral committees. *Additional Ph.D. Advisory Committee Requirements:
- Any <u>full member</u> of the graduate faculty or associate members with authority to serve on doctoral committees (see Associate details immediately below) can advise a dissertation.
  - Associate Member: Non-Tenure track faculty and non-OSU faculty; has three levels:

- Associate Member Level 1: teach graduate courses only
- Associate Member Level 2: teach graduate courses and may serve on and/or chair master's committees
- Associate Member Level 3: teach graduate courses; serve on and/or chair master's committees; may also serve on doctoral committees.
- *Associate Members may <u>not</u> serve as the chair *or* the outside member on doctoral committees
- The advisory committee must have a "Chair".
- The <u>Chair</u> must be a Full Member of the OSU Graduate Faculty with "doctoral chairing privileges" granted by Group 4 Social Sciences.
  - The Chair must hold an OSU *<u>tenure-track appointment</u>* at the level of assistant professor or higher and have documented mentoring activity and research accomplishments.

Roles, Responsibilities and Qualifications of the Chair and Advisory Committee Members:
- <u>Chair</u>: The primary responsibility of the chair of a graduate student's advisory committee is to monitor the progress of the student toward degree completion. The chair is commonly the research advisor, but this is not a requirement. The chair must have a strong familiarity with the academic requirements appropriate to the degree sought. The chair's duties include convening meetings of the advisory committee, as appropriate; ensuring compliance with University and Graduate College policies, procedures and requirements; overseeing the Plan of Study and thesis/dissertation submission processes; and ensuring that the research topic undertaken is appropriate to satisfy degree requirements with the results openly accessible. If the chair is not also the advisor, the chair should serve as a liaison with the research advisor with regard to progress of research in fulfillment of degree requirements.
  - *The chair and student should be meeting regularly throughout the semester—on average of once per week. This close contact ensures that students questions are addressed in a timely manner and that they are provided the best guidance in their graduate education, their planning activities to meet their scholarship portfolio, etc.
- <u>Expert Committee Member(s):</u> The expert members provide expertise and counsel that serve the graduate student in attaining the research, scholarly, creative or professional preparation goal that is worthy of the degree sought. An expert member's responsibilities include guiding the research, scholarly or creative activities throughout the process; approving the Plan of Study; reviewing draft documents; attending regular meetings of the advisory committee; and interacting regularly with advisory committee members to facilitate and monitor degree completion progress.
- <u>Outside Committee Member (Graduate College Representative):</u> The advisory committee must also include one outside member who serves as the representative of the Graduate College and ensures a high level of integrity in the processes that the advisory committee utilizes to review and evaluate the student throughout the graduate program. The outside member must be a member of the OSU faculty and Graduate Faculty. The outside member must not be a faculty member from the academic unit or graduate program of either the graduate student, advisor or the chair of the advisory committee. The outside member ensures that appropriate academic standards are applied in evaluating the student, and that the student is dealt with in a fair manner consistent with OSU policies. The outside member also provides expert advice when appropriate to the student in the conduct of research and writing of the dissertation.
  - Ideally, given their *<u>advocacy role</u>* for the student, an untenured faculty would not be put in the position of serving as the Graduate College Representative**.**

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).

A student's advisory committee membership is official when the Plan of Study (POS) is signed. The POS will be submitted online to the Graduate College. Committee members will receive electronic requests to sign the POS as soon as the student submits the form through the GC Roundup Portal.

Changes to the Advisory Committee:
When members of a student's advisory committee change, the student should submit the *Change of Advisory Committee* form through the GC Round-Up Portal. Emails are sent to the committee members from the Graduate College when the form is submitted online.

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), they 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 their 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 refuse to 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. In this situation, credit hours previously earned are not guaranteed to count/be substituted on the new Plan of Study. Ph.D. students must find a new advisor prior to the beginning of next spring or fall semester. If a student is terminated from a research group because of unsatisfactory academic progress or behavioral issues, they should not anticipate that another research advisor will be available. Though the HDFS Graduate Coordinator and HDFS Department Head will assist in reconciling the issue and helping the student identify a new advisor, there is no absolute legal obligation on the department or university to find an advisor for the student.

Important Links:
- OSU 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
  - https://gradcollege.okstate.edu/site-files/documents/best-practices-theses-and-dissertations-updated-2022.pdf

6. Capstone Projects for M.S. Students

Overview:

    The Master's Capstone Project (creative component) 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 5160 Master's Creative Component, taking special care to ensure they have enrolled in three (3) credit hours given that the course shows up in the catalog as "variable" credit and requires the student to select "3" in a drop-down menu when enrolling in the course.

Pre-Requisites:

    Before work can begin on your creative component, the *HDFS Creative Component Pre-Requisites Checklist* (see Appendices) must be completed and signed by the graduate student and his/her advisory committee and submitted to the HDFS Graduate Coordinator. 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.

Once the prerequisites are complete, students should be proactive by taking primary responsibility for their creative component project by demonstrating a professional attitude and adequate time commitments. Students are required to complete the Creative Component Proposal form (see Appendices), with their proposed idea or their creative component topic. The student should submit the form to their graduate advisor for faculty review, faculty approval and signatures

Completion:

    Once the requirements for the creative component have been met, student shall complete the Verification of Completion of Creative Component form (see Appendices) and submit to their graduate committee for signatures. The signed form shall then be submitted to the HDFS Graduate Coordinator to keep on file.

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/

7. Thesis Projects for Master's Students

Pre-Requisites:

Before work can begin on a thesis, the *HDFS Thesis Pre-Requisites Checklist* (See Appendices) must be completed and signed by the graduate student and his/her advisory committee and submitted to the HDFS Graduate Coordinator. 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 Graduate Coordinator 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). The defense should only take place during standard semesters and sessions (i.e., fall, spring, summer).

All required Advisory Committee members (Chair, Advisor, Expert Member(s) and Outside Member) and the graduate student are expected to be present for the thesis or dissertation defense. Technology, such as teleconferencing and videoconferencing, may be used for physically absent committee members or students. Virtual defenses do not change the requirement that all committee members must participate. A change of Advisory Committee member may also be necessary for defenses where a member cannot be available in any format for an extended period of time. A Committee Change Request Form is available for those circumstances. If a student requests an in-person defense, that request should be honored. Virtual defenses shall not be recorded.

Unlike the proposal, the defense meeting must be open to the public with the date, time, and location of the defense meeting publicized within the graduate program (i.e., email details to the HDFS Graduate Coordinator to forward to all HDFS faculty and graduate students; and/or on the LCD screen in the hallway; *to post your hall screen, please visit https://education.okstate.edu/faculty-staff-resources/marketing-communications/digital-sign.html) at least 14 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". <u>Thesis Oral Defense Outcomes</u>: To be considered a passing defense, no more than one member of the Advisory Committee may cast a dissenting vote on the Oral Defense Results Form. Two or more dissenting votes results in the student not passing the thesis defense. <u>Thesis Document Outcomes</u>: Further, to be considered an approved [thesis] document, no more than one member of the Advisory Committee may decline to sign the signatory page. 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, clear feedback shall be provided to the student with regards to expectations for corrections/revisions. 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:
   o 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):
   o 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:
   o 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:
   o 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/

8. 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 at least one additional member of their 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 program 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 <u>not</u> 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 clear 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* (See Appendices) to the HDFS Graduate Coordinator. 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 also 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/

9. 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 (or Psych Stats 1 & 2), 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* (See Appendices) to the HDFS Graduate Coordinator 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 committee grade the conceptual portion of the exam, and two different faculty members from the graduate 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, the Graduate Coordinators or Exam Coordinator will email the doctoral student and his/her advisor(s) with feedback from each of the four graders indicating whether the student passed or failed (See Appendices for *Statistical Qualifying Exam Completion Form*).

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/

10. Scholarship Portfolio for Ph.D. Students and Annual Review

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 disciples 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) should 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.

Annual Review:

To document achievement of doctoral competencies, all Ph.D. students are expected to complete an HDFS PhD Annual Review (self-assessment) in March-April each year (See Appendices). The purpose is to report progress toward completion of HDFS Ph.D. requirements, completion of activities in the competency areas referenced above (Generating Knowledge, Sharing Knowledge, Community Engagement, and Resource Generation), and progress in research and the dissertation. The student's committee evaluates the student's progress and provides feedback to students regarding their program of study, as well as to help faculty and committee members suggest/provide relevant opportunities to their advisees. Though dates may be flexible, the general timeline for completion of the annual review process is outlined below.

March 15
- Ph.D. students receive the annual review form from the Graduate Coordinator.

March-April
- Students in their first year of study use the annual review to summarize their accomplishments from the beginning of their doctoral program through the end of the spring semester.
- All other Ph.D. students receive the previous year's report and add progress made during the academic year (i.e., summer, fall, and spring semesters); including progress toward the four competency areas and recommendations presented in the review from the previous year.

May 1
- The student submits the cumulative annual review report to their advisor and the HDFS Graduate Coordinator.

May-July

- The advisor reviews the form submitted by the student and prepares the evaluation portion of the Annual Review of HDFS Doctoral Student Form for the committee and provides written feedback to the student.
- The student meets with their advisory committee for an annual progress evaluation. Committee members will provide feedback to the student and sign the HDFS annual review form that will be kept in the student's department file. Students should receive written feedback on their progress by the end of summer and prior to fall semester.
- Upon receiving the written feedback, and if desired, the Ph.D. student may request a meeting with their committee chair to further discuss the student's progress and the chair's suggestions or recommendations for the student.

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 Graduate Coordinator 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.

OSU Graduate Student 360° Professional Development (Digital Badges)

The OSU Graduate Student 360 Professional Development Digital Badge Program is sponsored by the Graduate College and the OSU Edmon Low Library. It offers an approach to documenting and advertising learning that takes place outside of the standard classroom through programming partners from Career Services, the Writing Center, and Institutional Diversity. To participate in the program, graduate students complete training workshops scheduled throughout the year.

There are currently six badge competencies as part of the OSU Graduate Digital Badge Program.

- Communication - involves developing clear, concise, and engaging speaking and writing skills for both public and specialist audiences.
- Instruction - involves an understanding of learning modes and instructional strategies to best communicate information, concepts and understandings to others.
- Research Services - involves developing skills and an understanding of tools for information and data discovery, organization and use.
- Management - involves learning and applying techniques for the best use of time, finance and resources for the successful development of relationships and careers.
- Leadership - involves engagement in community and professional organizations and development of leadership skills.
- Wellness - involves understanding the basis for wellness through good nutrition and exercise as well as healthy relationships and habits.

For more information, and to see a schedule of workshops, visit https://migrate-gradcollege-v2.okstate.edu/professional-development/about-the-program.html

Beyond the Professorate Program:

OSU faculty and graduate students have access provided by OSU to the Aurora – "Beyond the Professorate" program. This is a professional development training platform that helps doctoral students and PhDs successfully transition into academic or nonacademic career paths.is an excellent resource, especially for doctoral students seeking both academic and other careers. Through two programs of study (Faculty Careers and Professional Careers), members are empowered to make informed decisions about their career path and learn successful job search strategies from other PhDs. As a member of the platform, you have access to research-based, structured curriculum to help you through each stage of your job search. Video lessons, workbooks, and assessments will help facilitate your learning experience. For more information please see: https://institutions.beyondprof.com/

11. 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 Graduate Coordinator. 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). Customarily (and to be clarified between the advisor and student), the student should provide a copy of the proposal for the advisory committee at least two weeks (or more) before a scheduled meeting. 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 Graduate Coordinator within one week of passing the proposal.

After passing the proposal, the Ph.D. student and advisory committee must complete the *Admission to Doctoral Candidacy* form available through the GC Roundup Portal and submit it for electronic signatures. 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.

Data collection may occur only after the formal dissertation proposal is approved by the student's advisory committee and appropriate IRB/IACUC approval is secured. However, an exception to this policy is made in cases in which data included in the dissertation research is a part of the advisor's on-going program of research and the advisor has already obtained IRB/IACUC approval or the research is exempt from regulatory compliance approval (i.e., considered non-human and non-animal research).

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.

Admission to Doctoral Candidacy:

The approval of the research proposal by the Advisory Committee is the basic requirement for admission to doctoral candidacy; individual programs will normally impose additional requirements, such as the successful completion of oral and/or written comprehensive or qualifying examinations. These additional requirements may occur in conjunction with the presentation of the research proposal, or they may occur at different times within the course of doctoral study.

Admission to Doctoral Candidacy--Timing: With best practices, time-to-degree, degree completion, and student debt in mind, graduate students need to move through their program requirements in a reasonable time frame. Ideally, students would complete the admission to candidacy process by the end of their second to third year in the doctoral program, depending on the expected time to degree for the discipline.

To be admitted to candidacy, a doctoral student must have: 1) An approved Plan of Study on file with the Graduate College; 2) A dissertation proposal approved by the student's graduate committee.

Admission to Doctoral Candidacy--Outcomes: To be considered for admission to doctoral candidacy, the Advisor must vote in the affirmative and no more than one member of the Advisory Committee may cast a dissenting vote.

After completing the above stated criteria, the student should complete the Admission to Doctoral Candidacy form from the Graduate College available through the GC Roundup and complete the basic information. The form will trigger signature requests from their advisory committee members. The form will be routed for signatures from the HDFS Graduate Coordinator and Dean of the Graduate College. Once the form is signed by the Dean of the Graduate College, the student is considered a "doctoral candidate."

After admission to candidacy, students may enroll in as few as 2 credit hours per semester. **Doctoral students must be enrolled for at least six months as a doctoral candidate (i.e. formal admission to candidacy with paperwork filed) prior to graduation.

Defense Meetings:

Once the final draft of the dissertation is approved by the advisor, the oral dissertation defense should be scheduled with the advisory committee. The defense should only take place during standard semesters and sessions (i.e., fall, spring, summer).

All required Advisory Committee members (Chair, Advisor, Expert Member(s) and Outside Member) and the graduate student are expected to be present for the thesis or dissertation defense. Technology, such as teleconferencing and videoconferencing, may be used for physically absent committee members or students. Virtual defenses do not change the requirement that all committee members must participate. A change of Advisory Committee member may also be necessary for defenses where a member cannot be available in any format for an extended period of time. A Committee Change Request Form is available for those circumstances. If a student requests an in-person defense, that request should be honored. Virtual defenses shall not be recorded.

The meeting should be held at a time when all advisory committee members can be present in person. The student, chair and outside member must be physically present. In the event of scheduling challenges, technology, such as teleconferencing and videoconferencing, may be used for a physically absent research advisor (when different from the chair) or expert member(s). In exceedingly rare cases where scheduling is particularly challenging, the Graduate College must approve alternative attendance formats.

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 and publicized within the graduate program with the date, time, and location of the defense meeting publicly announced (i.e., email details to the HDFS Graduate Coordinator to forward to all HDFS faculty and graduate students; and/or posted to the LCD screens; *to post your hall screen, please visit https://education.okstate.edu/faculty-staff-resources/marketing-communications/digital-sign.html) 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 in order for the thesis to be "complete". <u>Dissertation Oral Defense Outcomes</u>: To be considered a passing defense, no more than one member of the Advisory Committee may cast a dissenting vote on the Oral Defense Results Form. Two or more dissenting votes results in the student not passing the thesis defense. <u>Dissertation Document Outcomes</u>: Further, to be considered an approved [thesis] document, no more than one member of the Advisory Committee may decline to sign the signatory page.

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 at: 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 Graduate Coordinator for their file.

Dissertation documents:

It is highly recommended that Ph.D. students review the OSU Graduate College guidelines for dissertations (Current Student Resources | Oklahoma State University (okstate.edu) and/or the "Thesis/Dissertation Manual" available on-line from the Graduate College at https://gradcollege.okstate.edu/resources/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 across style (see below) and based on the depth of the proposed study.

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 a minimum of approximately 14 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 acceptable in HDFS. It is recommended that the student and his/her advisor agree on the format before starting the writing process. The student should follow the "Thesis/Dissertation Manual" guidelines for general formatting issues available at https://gradcollege.okstate.edu/resources/student-resources.html

After the defense, clear feedback shall be provided to the student with regards to expectations for corrections/revisions. Some dissertation 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 14 days before the committee meeting. The student completes revisions to the dissertation and obtains committee approval/signatures. (Note: committee signatures may be obtained at the dissertation defense if the dissertation draft is acceptable to the committee pending corrections. The advisor typically signs the dissertation approval page after the student makes all corrections.)

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
- Thesis/Dissertation Workshop (or Webinar) sponsored by the Graduate College. To access the webinar, log into the Graduate Student Round-up site through http://planofstudy.okstate.edu/ and select "Thesis/Dissertation Webinar" from the menu.
- Dissertation template or the uniform formatting guidelines provided by the Graduate College: https://gradcollege.okstate.edu/resources/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/

12. Academic Performance

Academic Performance:

Compared to undergraduate school, graduate training is more challenging with higher amounts and higher levels of readings, increased expectations for professional writing, and more intensive methods of student assessment. 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.

Thus, the expectations for one's performance in graduate programs are much higher than as an undergraduate student. As graduate classes typically meet only once a week, graduate students are expected to miss very few full or partial (i.e., leaving early) classes during the semester. 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.

Probation:

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 HDFS Graduate Coordinator and/or their specific program coordinator. A second "C" or "UR" may lead to sanctions limits on course enrollment, or 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, Graduate Coordinator, and/or their Annual Review.

*Every course a student enrolls in whether a traditional in-person class, an online course, an independent study course, a research internship, or thesis/dissertation credits (e.g., HDFS 5000; HDFS 6000) shall have an appropriate syllabus and/or contract in place. This documentation helps to guide the expectations for work, inclusion dates and timelines for assignment completion, etc. and may be negotiated between the instructor and student. In any and all events, the details should be clearly documented and a copy be provided to the student with a clear method of correspondence in place (i.e., email communication documenting conversation and attached syllabus/contract, materials placed on Canvas course webpage, signatures and dates of both the student and instructor on a syllabus/contract).

Grades for Thesis (5000) and Dissertation (6000): The grade of "SR," indicating satisfactory research progress, or "UR," indicating unsatisfactory progress will be assigned to thesis (5000) and dissertation (6000) courses at the end of the semester in which the course is taken. These grades are permanent and have no impact on a student's grade point average. Only HDFS 5000 and HDFS 6000 in which a grade of "SR" (or a previously awarded grade of "R", "A", "B", or "C") is earned may be used toward minimum degree requirements. A temporary "IUR" incomplete grade may assigned to a student who

satisfactorily completes the *majority* of course work (i.e., material amounting to more than 50% of the research expectations for the semester) and whose completed work was of acceptable quality, but who has been unavoidably prevented from completing the remaining work of the course. See Academic Regulation 6.2 in the University Academic Regulations section of the OSU Catalog.

Termination:

Graduate students can be dismissed from HDFS Graduate Programs for one or more of the following reasons:

- if a student was admitted on academic probation or provisionary basis and did not meet the requirements of the admission
- failure to meet academic standards defined as a cumulative GPA less than 3.0 for three consecutive semesters; or
- receipt of three grades of "C" or lower in courses on the Plan of Study; or
- a "D" or "F" is earned, regardless of academic standing or
- unsatisfactory research (UR) grades in two consecutive semesters; or
- failure of the final defense for the M.S. or Ph.D. degree; or
- failure on the qualifying or comprehensive examinations for the Ph.D. degree two (2) times.

13. Graduate Program Time Limits

Students are expected to complete the requirements for a Master's degree within <u>seven</u> years from first enrollment after admission to the program. Students are expected to complete the requirements for a doctoral degree within <u>nine</u> 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.

14. 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.

Enrolling in Variable Credit Courses: While most classes are offered for a fixed number of credit hours (identified by the last digit of the course number), some classes are offered for variable credit. Most classes with a zero (0) in the last digit of the Course Number are offered for variable credit. Once registered in a variable credit class, students can adjust the number of credit hours in which they are registered (during the main term restrictive drop/add period) by following these steps below. Note that after the main term restrictive drop/add deadline, changes to credit hours for variable credit short courses must be done via a drop/add card submitted to the Office of the Registrar.

- Go to the *Register for Classes* area and click the **Schedule and Options** tab in the upper pane.
- If the value in the *Hours* field is underlined, that means the class is offered for variable credit (see AGEC 3010 and MATH 5000 in the example below):

- Click on the underlined credit hour value to edit. The field will change to allow editing, and the range you must select from will display (see example below).

- After making your changes, click the **Submit** button in the lower right corner.
- If successfully changed, students will see the green **Save Successful** message in the upper right corner, and the total **Registered** and **Billing** hours will be adjusted.

Leave of Absence: Oklahoma State University (OSU) 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. International students must consult with the International Students and Scholars (ISS) office to ensure compliance with Federal immigration policy. Example situations that may lead a student to explore a leave of absence request are medical, personal, employment and military service. Students who do not have an approved leave of absence and are not continuously enrolled may experience negative consequences related to academic, visa, financial aid, and other student issues – see University policies and guidelines for additional information. A student status of "good standing" (i.e., academic-- not on academic probation, beyond probationary admission; and conduct) is generally required for a leave of absence. The policy and forms for a leave of absence are available on the Graduate College Canvas page at https://gradcollege.okstate.edu/resources/current-student-resources.html under "Forms and Templates".

- Leave of Absence Policy
  https://gradcollege.okstate.edu/resources/leave-of-absence-policy.html
- Registration Enrollment
  https://registrar.okstate.edu/registration_enrollment/osu_registration_system.html#change

15. 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 (and/or graduate certificate). 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.

When to File POS:
The POS for MS students should be filed <u>no later than</u> the end of the student's <u>second</u> semester of enrollment. The POS for Ph.D. students should be filed no later than the end of the student's <u>third</u> semester of enrollment (excluding summer semesters). Graduate Certificate students also need a Plan of Study to be completed by the end of a student's second semester in the certificate program. 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".

*Students should take special caution in enrolling in courses *without* their advisors' or committees' approval—especially prior to the submission of the POS. Students may inadvertently enroll in (and even complete) courses that their committee may not approve, leaving students in a situation of needing courses that extend beyond the maximum credits covered by the tuition waiver. Thus, it is highly recommended that students begin mapping out their courses during their first semester in their program of study with their advisors and/or schedule a meeting with their tentative committee to discuss course mapping as well as develop a plan for meeting the requirements of their scholarship portfolio.

When to File POS:
If necessary, students should submit a *revised* POS as they adjust the specific courses and timing of the courses they enroll in, near the maximum number of hours allowed for the tuition waiver, and/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/gc-calendar.html). (https://gradcollege.okstate.edu/resources/current-student-resources.html).

Process for filing a revised POS:
If the plan of study was submitted and approved in the Online Plan of Study application, simply log in to the GC 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.

Additional POS Tips:
- Course details must be accurately listed by course number and title on the plan of study. Any mistakes will result in the HDFS Graduate Coordinator rejecting the plan of study with corrections needed and the plan being resubmitted for signatures.
- 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.

- o Thought students may enroll in additional courses during their graduate program and have these courses covered by their assistantship; however, these courses are <u>not to be added to the Plan of Study</u>.

- MS students:
  - o Be sure to specify which Concentration ("option"; e.g., AHS, MFT, ECE, etc.) you are matriculated into.
  - o Specify the degree method: Thesis or Non-Thesis Option
  - o Specify your Expected Graduation Date (e.g., spring 2026)
  - o **In the event that a student begins their MS program as a *thesis* option and enrolls in and completes thesis credits (i.e., HDFS 5000), and then *switches* to the *non-thesis* option, the thesis credits may <u>not</u> be able to be counted as part of the required coursework on the students' official plan of study. Please work with your advisor and Program Director to ensure that your chosen path is clear so you can avoid taking credits that may not count.
- Doctoral students:
  - o Attend to all of the items listed for MS students.
  - o *Be sure to select the "90" hour PhD option (for the 72-hour degree option).
  - o *For students also pursuing the 30-hour DFS MS (in-flight MS degree), students must be matriculated into the PhD program and this requires a *separate Plan of Study*. Students in this option should list the primary courses counting for the MS degree (e.g., Research Methods, Statistics, 6 hours of thesis credits) along with <u>any</u> additional courses that are listed on their PhD Plan of Study (obviously choosing the earliest courses they have taken in order to complete the MS degree to be paid at the Associate rate). For more information including the degree sheet (curriculum requirements) go to: https://go.okstate.edu/graduate-academics/programs/masters/developmental-and-family-science-ms.html
- Transfer Credits (see prior section for additional details):
  - o When entering transfer courses into the Plan of Study, students should enter the course name and number under the "Transfer Course" option from the drop-down menu and enter the semester/year the course was completed. **For transfer credits to be officially counted in a Plan of Study, students are required to upload official transcripts from the institution from where the course was complete. Failure to have the transcripts on file will result in a rejection of the Plan of Study.

Important Links:
- Graduate College Forms: https://gradcollege.okstate.edu/resources/current-student-resources.html
- Graduate College Round-Up website link for the Plan of Study: https://gradcollege.okstate.edu/resources/plan-of-study-form-faq.html

16. 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 Plan of Study is submitted.

Students should enter the course name and number under the "Transfer/Non-graduate Courses" section at the bottom of the "update courses" screen and enter the semester/year the course was completed. Transfer courses should be entered *individually* in when being entered into the Plan of Study. Be sure to enter all information for the course(s) as it appears on the transcript from the institution where the credits were earned. You do not need to match transfer courses to equivalent courses at Oklahoma State University for the Plan of Study. **For transfer credits to be officially counted in a Plan of Study, students are required to upload *official transcripts* from the institution from where the course was complete. Failure to have the transcripts on file will result in a rejection of the Plan of Study. There is also a separate time limit for coursework validity. Courses are only valid for ten years. This means that at the time of your graduation, no courses older than ten years can be included on your plan of study as part of the degree requirements. Further, transfer courses at the graduate level are not listed on the OSU transcript. If they are on your approved plan of study, then they are officially part of your approved degree requirements. When you graduate, a notation will be added to your transcript stating that ___ hours were transferred from _____ institution and counted toward the degree requirements. Also be aware that since transfer courses are not directly transcripted, they do not affect your cumulative GPA.

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.

See OSU Graduate College site for more details on transferring credits:
https://gradcollege.okstate.edu/resources/transfer-credit-faq.html

17. 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 HDFS 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.

Student Professional Conduct
According to the Student Code of Conduct: (https://ssc.okstate.edu/site-files/documents/student-conduct/code21-22.pdf) "Oklahoma State University (OSU) is committed to creating and maintaining a productive living and learning community that fosters the intellectual, personal, cultural and ethical development of its students. Self-discipline and valuing the rights of others are essential to the educational process and to good citizenship. Attending OSU is a privilege and students are expected to meet or exceed the University's standards of conduct both on and off campus.

Cowboy Community Standards:
OSU students aspire to follow and promote:
- Integrity: OSU students are expected to exemplify honesty, honor, and respect for the truth in all of their actions.
- Community: OSU students build and enhance their community.
- Social Justice: OSU students recognize that respecting the dignity of every person is essential for creating and sustaining a flourishing university community. They understand and appreciate how their decisions and actions impact others and are just and equitable in their treatment of all members of the community. They act to discourage and challenge those who actions may be harmful to and/or diminish the worth of others.
- Respect: OSU students must show positive regard for each other and for the community.
- Responsibility: OSU students are expected to accept responsibility for their learning, personal behavior and future success, and students should appropriately challenge others to do the same. Students should use judgment, be trustworthy, and take personal responsibility for their actions."

Students who violate the Student Code of Conduct may be dismissed from the HDFS graduate program.

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. For instructions on training go to https://research.okstate.edu/compliance/rcr/training.html . Students will need to register on the website and affiliate themselves with Oklahoma State University (Stillwater campus). After logging in, select "Add a Course" then select a Responsible Conduct of Research course (selecting the Social and Behavioral is key).

Make sure that you give yourself enough time to complete the survey as both trainings may take 8-15 hours. Once a student completes the training, they should print out the completion certificate and send an electronic copy (pdf; *not a jpg or picture) to (1) the HDFS Graduate Coordinator and (2) possibly your supervisor/advisor (if you are working on a research project). IRB and RCR training is

critical in providing a foundation for you research how to conduct good and ethnic research. Your advisors and supervisors also will provide guidance and serve as role model for ethnical 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 and/or the IRB Coordinator, 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 not 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.

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.

In any and all events of student misconduct, students will be provided with proper notification (including letters and/or email communication) that includes the details of the specific issues. Students will be provided due process for submitting appeals for opportunities to be heard as part of an open discourse with the decision maker(s). The appeal should be heard by those who are unbiased and have not prejudged the situation. Any negative appeal decisions should succinctly state the reason for the decision. For program-level actions, there should be two program-level appeals – one to the graduate program and one to the unit/program head. For actions by the Graduate College or other University body (e.g., no further enrollment), there only needs to be one appeal at the program level.

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/appeals-policy.pdf
  - Please visit the Office of Registrar's website for information about course drop and refund dates, as necessary.
- Internal Review Board (IRB):
  - http://irb.okstate.edu/
- IRB Training:

- o <https://research.okstate.edu/compliance/irb/index.html#>
- OSU Academic Integrity webpage
  - o <http://academicintegrity.okstate.edu/>

- Grade Appeals Policy:
  - o <https://academicaffairs.okstate.edu/content/grade-appeals-board-policies-procedures>

- OSU Graduate Education Policies and Best Practices:
  - o <https://gradcollege.okstate.edu/resources/current-student-resources.html>

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

- OSU Student Code of Conduct:
  - o <https://ssc.okstate.edu/>
- Responsible Conduct of Research Training (RCR):
  - o <https://gradcollege.okstate.edu/resources/current-student-resources.html>

18. Conflict Resolution between Student and Faculty Member

During their time as students at Oklahoma State University, students in the HDFS graduate program may have a complaint about aspects of their courses, the specific graduate program, policies and procedures, advising, or regarding interactions with HDFS faculty, supervisors and/or fellow students. A student complaint is vastly different from an official grievance, however, in order to address these instances, we recommend that student(s) take the following steps. While we recognize that there may be instances where students will need to start by discussing a matter in another venue or with a higher-level authority, we hope that in most instances the following steps will provide a mechanism for addressing student complaints within the HDFS Department.

(1) Contact the faculty member with whom you have a complaint and make an appointment to discuss the matter and ideally reach a resolution. *If the matter is more general and perhaps non-personal/specific, consider bringing the issue to the Program Coordinator for the specific graduate program/option.

(2) If after the meeting with the faculty member, you do not feel the matter was adequately resolved, students and/or the faculty member should schedule a meeting with the HDFS Graduate Coordinator. The Graduate Coordinator (and subsequent officials) will gather information as needed from the student and faculty member.

(3) If, after meeting with the HDFS Graduate Coordinator, you do not feel your complaint was adequately resolved, the next step is for you to schedule a meeting to address the complaint with the HDFS Department Head. If the faculty member in question is the HDFS Graduate Coordinator or Department Head, the student may proceed to the next level.

(4) If, after all of the above steps are completed, you are not satisfied that your complaint has been adequately addressed, we recommend that students contact the College of Education and Human Sciences, Associate Dean for Research and Graduate Studies to try to resolve your concerns and/or discuss taking more formal action with the Graduate College.

(5) If no resolution is reached after meeting with the Associate Dean, the student and/or faculty member may schedule an appointment with the university's Ombudsperson and/or Dean of the Graduate College.

For appeals procedures related to 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, consult the "*Appeals Process*" section below. Please note that appeals for grades in non-research related courses, violations of academic integrity, and scientific misconduct are addressed in separate policies.

19. Grievance Policy

The HDFS Department has established the following information governing handling grievances and instances of sexual harassment. This policy is intended to reinforce and supplement the existing OSU Grievance Policy as established by the Academic Appeals Board, not to replace that policy. The specific OSU policies governing student discrimination and conduct includes (click on each to follow hyperlink to OSU webpage documents): 1) OSU Student Code of Conduct - Rights and Responsibilities Governing Student Behavior; 2) OSU Student Discrimination Grievances Policy and Procedures 2-0823 Academic Affairs September 2014; and 3) OSU Title IX Interim-Sexual-Misconduct Policy 2020.

The OSU Student Discrimination Grievances Policy and Procedures section 1.01 states: 1.01 In addition to the prohibition of discrimination on the basis of gender it is the policy of Oklahoma State University to provide equal opportunity to all students enrolled at the University without discrimination because of race, color, sexual orientation, age, status as a veteran, national origin, religion, or qualified disability. Oklahoma State University students shall have available to them certain procedures for resolving complaints and grievances regarding alleged illegal discrimination as well as alleged invidious, arbitrary, and/or capricious acts of discrimination, which may arise in areas related to admission or treatment while enrolled at the institution and non-academic complaints related to employees, campus living, and student life not otherwise covered by applicable University policy. This policy applies to all student complaints of discrimination, harassment, or denial of accommodation on the basis of race, color, sexual orientation, age, status as a veteran, national origin, religion, or qualified disability. In the context of disability, this procedure encompasses disagreements or denials regarding requested services, accommodations, or modifications to University practices or requirements.

Section 1.02 further states: The University is committed to providing prompt and effective resolution to all grievances alleging discrimination. Discrimination is prohibited by State and Federal law, as well as University policy. Discrimination includes, but is not limited to, disparate treatment directed toward an individual or group of individuals based on race, color, sexual orientation, age, status as a veteran, national origin, religion, or qualified disability, that adversely affects their employment or education.

The OSU Title IX Interim-Sexual-Misconduct Policy 2020 policy states: Oklahoma State University is committed to providing an educational, living and working environment that is free from Sexual Misconduct, as defined herein, for all members of its community to include students, faculty, staff, contractors, and visitors.

The purpose of this Policy is to provide the OSU community with a clearly articulated set of behavioral standards, common understanding of definitions and key concepts, and descriptions and examples of prohibited conduct, including sexual harassment, sexual violence, stalking, and domestic and dating violence. All members of the community are expected to adhere to the requirements of this Policy and to the standards of the University's community. It is intended to guide students, faculty, staff and other OSU employees who have been affected by sexual harassment or misconduct, whether as a Complainant, Respondent, or a third party.

This Policy prohibits Sexual Misconduct, as defined herein, including all forms of sexual or sex-based harassment, discrimination, sexual violence, sexual assault, and stalking. Misconduct of this nature is contrary to the University's institutional values and prohibited by state and federal law, as referenced by Title VII of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972 and its implementing regulations.

During their time as students at Oklahoma State University, those in the MFT Option may at some time feel they have been discriminated or sexually harassed. In order to address these instances, we recommend that student(s) take the following steps. While we recognize that there may be instances where students will need to start by filing a formal grievance, we hope that in most instances the following steps will provide a mechanism for addressing grievances within the MFT Option.

(1) Contact the faculty member with whom you have a grievance and make an appointment to discuss the matter.

(2) If after the meeting you do not feel the matter was adequately resolved, you should meet with the MFT Program Director, or another MFT core faculty member if the grievance involves the MFT Program Director, about the grievance.

(3) If, after meeting with the MFT Program Director, you do not feel your grievance was adequately resolved, the next step is for you to explain the grievance to the HDFS Department Head.

(4) If, after all of the above steps are completed, you are not satisfied that your grievance has been adequately addressed, we recommend that you contact the College of Education and Human Sciences, Associate Dean for Research and Graduate Studies to try to resolve your concerns and/or discuss formally filing a grievance with OSU.

In instances where filing an official grievance is chosen, students should follow the policies and procedures outline in OSU Student Discrimination Grievances Policy and Procedures policy 2-0823 Academic Affairs September 2014 document. Specifically, section 1.04 states: Formal student discrimination complaints will be filed with and administered by the Student Conduct Office and will be resolved following due process procedures as described in the Student Code of Conduct. Detailed informal and formal complaint procedures are available in the Student Conduct Office and the Equal Opportunity Office.

To ensure appropriate record keeping and procedures for notification through OSU, any information related to the grievance as it pertains to the HDFS graduate program will be filed with the student personnel file as well as filed with the HDFS department. The HDFS graduate program also abides by OSU's Non-Retaliation policies (see section below) whereby students are protected from potential retaliation after filing a grievance.

We hope that the above policy will foster open and direct communication between faculty and students and provide an avenue for students to address grievances they may have.

Important Links:
- Graduate Student Appeals
  https://gradcollege.okstate.edu/resources/appeals-policy.pdf

- Leave of Absence Policy
  https://gradcollege.okstate.edu/resources/leave-of-absence-policy.html

- OSU Student Code of Conduct
  https://ssc.okstate.edu/student-conduct/code.html

- Non-Retaliation Policy:
  https://regents.okstate.edu/policy-manual/section-3/policy-manual-non-retaliation.html.

- Academic Integrity Policy:
  https://academicintegrity.okstate.edu/

All persons who believe that they have been subjected to discrimination or sexual harassment are encouraged to seek assistance.

Instructions for receiving assistance and/or filing a grievance for **gender discrimination or sexual harassment** can be found at:
https://eeo.okstate.edu/harassment-and-discrimination

Instructions for filing a **grievance for other discrimination** can be found at:
https://accessibility.okstate.edu/grievance.html

20. Non-Retaliation

The purpose of this Policy is to comply with applicable federal and local laws prohibiting retaliation and to promote the fair treatment of members of the OSU/A&M System who make good faith reports of potential violations of laws, regulations or policies.

Members of the Board, staff members of the Board and the faculty, staff and students of member institutions are encouraged to report in good faith all information regarding alleged improper or wrongful activity that may constitute, but may not be limited to, the following:

- Illegal misconduct, harassment or discrimination;
- Fraud;
- Unethical or unprofessional conduct;
- Academic, scientific or research misconduct;
- Noncompliance with Board or institutional policies/procedures;
- Circumstances involving substantial, specific or imminent danger to any members of the faculty, staff employees, administrative officials, students or other individuals affiliated with or visiting any of the institutions governed by the Board;
- Threats to health and/or safety;
- Violations of local, state or federal laws and regulations;
- Other illegal or improper practices or policies;
- Misconduct or violations of policies or regulations of applicable intercollegiate athletic associations.

The Board and its institutions are firmly committed to a policy that encourages timely disclosure of such concerns and prohibits retaliation against any individual who in good faith, reports such concerns. An individual will not be exempt from the consequences of misconduct or inadequate performance by reporting his or her own misconduct or inadequate performance.

Protection from Retaliation: Individuals who, in good faith, report such incidents as described above will be protected from retaliation (an adverse employment action as defined by applicable law taken because an individual has engaged in protected activities), threats of retaliation, discharge or other illegal discrimination. In addition, individuals will not be adversely affected because they refused to carry out a directive which constitutes fraud or is a violation of applicable local, state, federal or other laws or regulations.

Reporting Process: Any person who has evidence of alleged improper activity as described above shall promptly contact his or her immediate supervisor, department chair, dean and/or administrative head. Instances of alleged retaliation should be reported in the same manner. If the individual is uncomfortable for any reason addressing such concerns to one of these administrators, he/she may address these issues through a confidential reporting process available 24 hours a day and/or by contacting the Human Resources or Affirmative Action departments. All reports will be handled as promptly and discreetly as possible, with facts made available only on a need-to-know basis. The Board and its staff personnel shall have the right to review any such reports.

Sanctions: Anyone who violates the Non-Retaliation Policy is subject to disciplinary action. Following an appropriate investigation and subject to the procedures which are part of the policies governing the relevant type of appointment at the institution, the individual may be subject to sanctions,

including reprimand, probation, suspension, demotion, reassignment, termination, expulsion or a no-contact directive.

Temporary sanctions invoked upon receipt of a complaint under this Policy, such as a nocontact directive, may also be imposed as a permanent sanction. It is the responsibility of the administrator imposing sanctions to monitor compliance. Failure to comply with an ordered sanction may result in further disciplinary measures up to and including termination and expulsion. In addition to disciplinary action by the institution, violations of the Policy which fall under state and/or federal law may also be referred to appropriate officials for criminal prosecution.

Approved Date: March 1, 2013
Amended Date: June 22, 2018

This material copied from the OSU Board of Regents webpage at: https://regents.okstate.edu/policy-manual/section-3/policy-manual-non-retaliation.html

21. Appeals Process

Appeals for Academic and Student Conduct-Related Issues - 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. Please note that appeals for grades in non-research related courses, violations of academic integrity, and scientific misconduct are addressed in separate policies.

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 Education and 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, although supporting material may be attached.

    Within 7 working days of receipt of the student's notification of appeal, any involved parties within the program (e.g., faculty or staff) will be notified and provided a copy of the appeal. A meeting with a quorum (defined as a majority of the OSU HDFS faculty with graduate appointments) of HDFS graduate faculty will be convened to review the appeal within a reasonable amount of time, usually 30 days (see note below). At the meeting, the student and, separately, the faculty member(s) (if applicable) will have the opportunity to present their case, to answer the HDFS graduate faculty members' questions and to provide counter-arguments if warranted. If the appeal involves the action of graduate faculty member(s), such as an appeal of a UR grade for research or termination of an appointment for an assistantship, the faculty member(s) will have the opportunity to present their case to the faculty then recuse themselves from deliberation. At the end of this hearing, the graduate faculty who attend the meeting 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 the HDFS Department Head, followed by the Dean of the Graduate College, if they so choose. The student will be informed that they must submit an appeal within 14 calendar days of the notification of the decision by the program and/or HDFS Department Head.

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 HDFS Graduate Coordinator and at least three members of the HDFS graduate faculty that are not involved in the conflict.

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 HDFS Graduate Coordinator.

Relevant Links:

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

22. Graduate Research and Teaching Assistantship Policies

Graduate Assistantships: Assignment, Requirements, and Rules:

OSU recognizes two types of assistantships: 1) Graduate Research Assistants/Associates (GRA) and 2) Graduate Teaching Assistants/Associates (GTA). The designation of Assistant applies to graduate students who have not yet earned a master's degree, while the title Associate refers to graduate students who have earned a master's degree in the field or a closely related field.

Graduate research assistantships (RA) and teaching assistantships (TA) are awarded on a competitive basis within the department and are contingent on available funding. Note: Students in a graduate certificate program and non-degree seeking students are not eligible for GTA or GRA positions or associated benefits.

Assistantships are in part based on student undergraduate performance (for incoming students) and RA and TA evaluations which are completed at the end of each semester (see Appendices for evaluation form). 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. GRA positions are awarded on a competitive basis by individual faculty members who may be interested in having a student work on one of their research projects. Students who are interested in a GRA position should review the graduate faculty research areas on the HDFS website https://education.okstate.edu/departments-programs/human-development-family-science/faculty-staff.html and then contact those faculty members to inquire further about their research and any openings. If selected, students receive a written offer.

Although assistantships are officially assigned by semester (separate award letters sent for fall and spring semesters), many 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 and/or faculty preference/choice. 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.

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 GTA/GRA 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 and faculty supervisors should maintain clear communication regarding workload and expectations throughout the semester to avoid any uncertainties regarding responsibilities.

Expectations:

Students who are employed as GRA/GTAs will be supervised by the faculty member who has primary responsibility for the funded project or specific course. Students with assistantships should expect to meet regularly with their supervisor to discuss assignments, deadlines and progress towards completion of their assigned research or teaching duties. At the beginning of each semester, the

supervising faculty will review specific and professional expectations with the GTA/GRA (See Appendix A). To assist GTAs in preparing for their assignments, students are expected to attend GTA related professional development trainings offered by OSU during the first semester of a GTA assignment (See Appendix B).

Disciplinary Actions: In the event that a student is failing to meet the expectations during the semester of employment as a GRA/GTA, the faculty supervisor shall schedule a meeting with the GRA/GTA (or instructor of record) to review and discuss expectations and develop an action plan to meet the identified expectations. If continued issues persist in the GRA/GTA meeting the desired expectations, all attempts will be made to minimize any disruptions to the mission of OSU and/or the HDFS Department in its instructional obligations and process or research goals of a specific project.

If the conflict is not resolved at this meeting, the student and/or faculty member should schedule an appointment with the Graduate Coordinator. The Graduate Coordinator (and subsequent officials) will gather information from the student and faculty member. If the Graduate Coordinator is not able to resolve the conflict, then the student and/or faculty member may schedule an appointment with the HDFS Department Head. If no resolution is reached after meeting with the Department Head, the student and/or faculty member may schedule an appointment with the Associate Dean for Research and Graduate Studies in the College of Education and Human Sciences. If no resolution is reached after meeting with the Associate Dean, the student and/or faculty member may schedule an appointment with the university's Ombudsperson. If the faculty member in question is the Graduate Coordinator or Department Head, the student may proceed to the next level.

It should be noted that at any point, the student may be removed from their responsibilities which may have subsequent implications on both salary and tuition reimbursement as well as dismissal/probationary procedures. For appeals procedures related to 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, consult section 3-5. Please note that appeals for grades in non-research related courses, violations of academic integrity, and scientific misconduct are addressed in separate policies.

*Negative feedback provided on the student by the supervising faculty and/or departmental faculty/staff will be a strong consideration for future offers for employment as a GRA/GTA.

Pay Rates:
Assistantship pay rates vary based on educational level of the student and in the context of their degree program. Students who do not have a master's degree despite being enrolled in either a n HDFS master's or doctoral program receive the Assistant rate; students who have completed a thesis as part of their previously attained master's degree program receive the Associate rate. Students enrolled in the 72 hour doctoral program and have either finished their thesis equivalent project or completed the requirements of the DFS (in-flight) master's degree and the thesis qualify for the Associate rate.

Students who are hired on a teaching assistantship should pay close attention to the inclusive dates of employment as the dates may vary from semester to semester. Students are typically paid from the first day of the semester to the last day of finals each semester, however, this may vary based on available departmental funding. The length of research assistantship appointments will vary so contact your supervisor/advisor to determine your employment dates and plans accordingly for holidays and vacations Students who are employed in a GTA or GRA position must be enrolled in a minimum of two graduate credit hours each semester (including summer).

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 HDFS Department and/or 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

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Templates". Tuition waivers will pay for tuition (but not fees). Failure to submit the signed contract may result in the assistantship offer being voided.

The University subsidizes health insurance for students who are employed as a GTA/GRA. See http://hr.okstate.edu/student-health-plan for additional information.

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.

Leave Expectations

Graduate student assistantship positions do not accrue leave; however, like all people, there is a need for periodic time away from work as well as recovery time from illnesses.

- **Annual Leave:** Students are expected to fulfill the obligations of their assistantship and only take pre-approved leave for personal time off, such as vacation. For example, GTAs should not expect time off during their instructional responsibilities or during critical project deadlines for those on GRAs. However, those on year-long assistantships should be given time off for life events and to reboot. At least one week a year with the additional University-recognized federal holidays is the recommended minimum amount of time off for students on assistantship. Federal holidays do not refer to entire University breaks, such as winter break, as this can be the most beneficial time to make significant progress toward degree. Any leave requires communication between the student and supervisor to allow for appropriate expectations and planning.
- **Sick Leave:** Unfortunately, most people will become sick at some point during the year, and for those on assistantship it may interfere with their position responsibilities. Graduate programs and research advisors should have a policy to address how these situations are handled. For example, with teaching appointments, it is common to trade assignments to cover those that are out due to illness for a short period of time. Any graduate student on an assistantship should be provided in writing what to do when they are sick, and it should not involve them calling around for a replacement to cover their assignment that day. Units/research programs should have a central contact point and a standard way of handling these situations.
- Many times, illnesses are obvious and do not require medical intervention; therefore, requiring someone to visit a healthcare facility to seek unnecessary medical attention for a single instance of illness is not reasonable and adds unnecessary burdens to our healthcare organizations. Use the reasonable person test: What would a reasonable person with knowledge of the facts do? Certainly, if there is a repeated concern, then requiring a medical excuse is warranted.
- **Extended Leave:** There are times when extended leave, such as for birth of a child or long-term illness, is necessary. In these cases, a formal leave of absence, temporary change of assignment, etc. may be appropriate. Please reach out to the Graduate College for assistance as necessary.
- See *University Catalog, Section* 7.1 Leave of Absence.

Employment over University breaks

- If a student is continuing in a GRA or GTA position the following semester, assistantships should continue through breaks whenever possible. This does not imply additional assistantship responsibilities should be assigned during this time. Programs that terminate assistantships over breaks, like during the winter break, and restart them the following spring semester should understand this impact. Graduate students, like faculty and staff, continue to have living expenses, and a program's ability to recruit well-prepared, talented students is impacted by such non-competitive financial offers. Students talk to prospective students, and this practice will be viewed negatively by prospective students and not

competitive with their other offers. Moreover, this can be a great time to make progress on their research, scholarly and creative activities.

Dress Code:
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.

Outside Employment:
Although M.S. and Ph.D. students may have an outside job, it is *highly* recommended that they *not* work full-time and accept graduate assistantships. First, if this is a GTA 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.

Because the primary purpose of an assistantship/associateship is to assist the student in successfully completing an academic program, normally students holding appointments as teaching or research assistants (or associates) will work no more than .50 FTE (20 hours per week) during the fall and spring semesters. Thus, students are strongly discouraged from seeking outside employment. If graduate assistants/associates have outside employment, it is expected that their assistantship/associateship responsibilities take precedence.

International Teaching Assistant (ITA) Exam:
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, although they may grade papers. For additional information on the ITA test, go to https://gradcollege.okstate.edu/prospective-students/international-teaching-assistant-test.html.

The ITA test is a five minute (timed) teaching presentation given to an audience of test raters and other students who are taking the test. After the presentation is finished, there is a 3 - 5 minute period for questions from the audience. Guidance on how to prepare for the exam is available here. The raters consist of faculty, graduate students and undergraduate students. If your graduate program sends a faculty representative, that person may also ask questions about your presentation. The cost of the ITA exam is $75 and will be billed to your Bursar account. ITA exams are grouped by graduate program and the scheduled time may vary depending upon the number of students registered from each graduate program. The final schedule is usually released the day before the exam. Register here.

*Native English speaking graduate students – for the purposes of this policy, graduate students are considered native English speakers if they have completed a baccalaureate or graduate degree from an accredited institution of higher learning, at which English is the primary language of instruction, located in a country in which English is a recognized primary language. Such students are exempted from this policy.

GRA/GTA Resources:
Students employed as GTAs/GRAs may make appropriate use of department resources such as computers, copy machines, office supplies, keys, and graduate student mailboxes. Computers, copy

machines, and office supplies in the department may only be used for completion of assigned duties as a GTA/GRA after approval by their supervisor. Permission must also be granted by office staff to use the copy machine and obtain office supplies.

Depending on available resources, GTAs may have a designated office (often the Adjunct faculty office) available to them for hosting confidential office hours for their students in their assigned courses. The Graduate Coordinator will communicate the availability to the GTAs at the beginning of the semester with additional details for scheduling specific times to utilize the office space. All HDFS Graduate Students may also have access to the HDFS Graduate Student Mentoring Center (lounge) located in 212 NRD. Keys for access to these areas will be issued by the staff in the HDFS departmental office (233 NRD) and lost keys and failure to turn in keys will result in a key replacement fee ($10/key).

Background Requirement for GTA/GRA positions:

All graduate students who are offered a position as a GRA/GTA at OSU will be required to successfully complete a criminal background check prior to employment (and after any break in employment of more than 6 months). The GRA/GTA appointment and reappointment letters will clearly state that the "GRA/GTA offer is contingent on a satisfactory criminal background check."

Background Check Results Consideration:
* A previous conviction will not automatically disqualify a prospective or current GTA/GRA from employment with the University. Review factors will include, but are not limited to: failure to self-disclose the criminal history, inconsistency of self -reported information as compared to the criminal records/background report, the nature and seriousness of the offense, the circumstances under which the offense occurred, relationship between the duties to be performed and the offense committed, the age of the person when the offense was committed, whether the offense was an isolated or repeated incident, the length of time that has passed since the offense, past employment and history of academic or disciplinary misconduct, evidence of successful rehabilitation, whether there is a statutory prohibition related to the offense, and the accuracy of any information provided. OSU may decline to hire any graduate student whose criminal history is deemed incompatible with the position the student is seeking.
* Appointments may not receive final approval until the required background check has been performed and the results received and assessed.
* In order to provide the maximum degree of protection for the graduate student's privacy, all records related to background checks will be maintained in a secure location by OSU Human Resources and will be maintained on a confidential basis to the maximum extent allowed by law.
* Prospective and current GTA/GRAs who fail to disclose criminal convictions, misrepresent or fail to provide accurate details regarding criminal convictions, and/or fail to cooperate in the background check process may have their conditional offer of employment withdrawn and/or may be subject to disciplinary action under the Policy Statement 3-0771; OSU Human Resources policy and procedure; and applicable local, state or federal statute.

   Employment Location: Note that any assistantship that has the GTA/GRA working outside of the state of Oklahoma requires review in advance by Human Resources and Legal Counsel to ensure OSU is abiding by the employment and tax laws of the entity where the work is being performed. Depending on the extent of the review, units may bear significant expenses for such approval. To determine if grant- and contract-funded site work may be exempt from these provisions, please contact the grad.dean@okstate.edu well in advance.

Termination of an Assistantship and Required Due Process

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.

If a student is not meeting assistantship expectations and/or making satisfactory degree progress, including UR grades, those concerns should be documented, and a remediation plan developed with a clear indication of the potential consequences of not meeting expectations in the plan. For example, the remediation plan should clearly delineate the requirements for reemployment as a GRA/GTA if that is a possibility or grounds for termination of the position at the end of the assignment. Allegations of misconduct, such as Academic Integrity (AI) charges, do not allow for an assistantship to be terminated. Due process for such charges must occur; actions are taken based on a finding of responsibility not just an allegation. 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.

Assistantship positions should not be terminated without the involvement of the Graduate College to ensure policy and procedures are followed and the associated assistantship benefits are addressed. In the absence of extraordinary circumstances, such as failure to show for the assignment or creating safety concerns, assistantships are not terminated mid-semester. In rare cases when an assistantship is terminated early, the associated assistantship tuition waiver benefits are pro-rated based on the business days of employment. Catastrophic personal circumstances should be handled through the **leave of absence policy** whenever possible. Any assistantship termination is to be in writing to the student with appropriate individuals copied.

- See *University Catalog, Section* 7.1 Leave of Absence.

Important Links:
- For additional information on GTA or GRA positions please visit the Assistantship page at:
  - https://gradcollege.okstate.edu/prospective-students/assistantships.html
  - 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). Though graduate students at OSU are required to hold a .50 FTE position in order to receive the tuition waiver, MFT students have an exception with the Graduate College for receiving a tuition waiver due to their increase in required courses and clinicals. Thus, 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.

GSSI Tuition Waiver Agreement

If you are a qualifying GRA or GTA (or for summer waivers, you were in a qualifying position in Spring 2023), you are required to complete the GSSI Tuition Waiver contract for each semester you are enrolled. There are strict timeline requirements for submitting the online GSSI waiver/contract (typically by the end of the first week of classes each semester) and the Graduate College announces the details in their Monday Memo. Your tuition waivers will be processed after the following steps have been completed:

1. You've completed your GSSI contract.
2. Your employment paperwork has been processed by your unit IF you are a new graduate student and your assistantship starts that semester.
3. Your enrollment in enough eligible hours is verified at the start of the specific semester.
4. You have responded in Self-Service to the enrollment intentions (for the annual award year).

Find more information about tuition waiver-related requirements and exceptions here:
https://gradcollege.okstate.edu/prospective-students/financing-your-graduate-education/assistantships.html

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 5893 (was 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

23. The Semester of Graduation

Graduate College Graduation Checklist

Refer to the "Graduate College Graduation Checklist" for important information pertaining to final semester and graduation requirements for both masters and doctoral students. The checklist is available at https://gradcollege.okstate.edu/resources/current-student-resources.html, under Graduation.

Also refer to the "Graduate College Academic Calendar" for pertinent deadline dates. https://gradcollege.okstate.edu/gc-calendar.html.

Graduation Clearance Form

The Graduation Clearance form must be filed with the Graduate College by mid-March (for spring and summer graduates) or mid-October (for fall graduates). The graduate student should complete the Graduation Clearance form and give it to the advisor to review/edit/sign. The student then submits the form to the Graduate College. The checklist is available at https://gradcollege.okstate.edu/resources/current-student-resources.html, under 'Graduation'.

Application to Graduate

The semester the student plans to graduate, the Application to Graduate must be filed with the Registrar by April 1 (for spring and summer graduates) or November 1 (for fall graduates). To submit an application, the student must first submit the Graduation Clearance Form. After the Graduate College clears the student to apply for graduation, the student will log into Banner (https://registrar.okstate.edu/banner_students/) and select the "View Application to Graduate" option located under the "Student Information" menu.

If the student does not graduate as planned, the student should contact the Office of the Registrar to file a Graduation Application Cancellation form (http://registrar.okstate.edu/Forms).

Copies of Thesis/Dissertation

The student should provide the advisor with an electronic and/or printed copy of the final thesis/dissertation. For the advisory committee members who desire a copy, the student should provide either a printed or electronic copy of the final thesis/dissertation.

24. Student Organizations

OSU GPSGA (University Level)

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 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.

CEHS GSAC (College Level)

The College of Education and Human Sciences (CEHS) Graduate Student Advisory Committee (GSAC) is the college-level government body representing graduate students. The GSAC is under advisement of the Associate Dean for Research and Graduate Studies. Each officially recognized graduate-level organization within the college (the HDFS GSA is the HDFS organization) have one member serve on this committee. Within the GSAC, one member is appointed to represent the CEHS graduate students at the Dean's Leadership Team meetings. The purpose of the organization is to provide input and recommendations for graduate student matters to college-level representatives.

HDFS GSA (Department Level)

The Human Development and Family Science Graduate Student Association (HDFS GSA) serves all graduate students within the HDFS department at OSU. Their main goal is to support fellow graduate students through representation on government bodies, being a voice for graduate students, and organizing events to encourage collegiality among HDFS department graduate students. All graduate students in the HDFS department at OSU are part of the organization, with an officer team of graduate students that oversees the work of the organization.

25. 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 PI/advisor/supervisor of project regarding the availability of travel funds.
2. HDFS: Use the Education and Human Sciences Graduate Student Travel Request Application referenced under #3 CEHS (details below).
3. College of Education and Human Sciences Research & Graduate Studies (CEHS office 339 Willard Hall).
   - Students should complete the College of Education and Human Sciences Graduate Student Travel Request Application available at https://okstate.forms-db.com/view.php?id=491899 . *This should be submitted *at least one month prior* to the conference.
   - To qualify for College support, graduate students must meet the following criteria:
     i. Currently enrolled.
     ii. Presenting a paper/poster or serving as a workshop presenter/panel member.
     iii. Have not received the maximum yearly amount ($400) from the college travel funds.
     iv. Students must also include with the request a copy of their abstract and letter of acceptance.
   - *This application is for department and college funding.
4. Graduate and Professional Student Government Association: please refer to the GPSGA website.
   - Look for Travel Reimbursement Request Forms under the "Awards" tab, then "Travel Awards": http://gpsga.okstate.edu/.
   - The HDFS department must be in good standing to be eligible for travel funds.

26. 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 processionals/recessionals 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. For more information on college level scholarships for graduate students, go to: https://education.okstate.edu/undergraduate-students/scholarships/graduate-scholarship-application.html

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

27. 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.

Graduate Student Space:

Students with a HDFS graduate teaching or research assistantship have access to 212 NRD. The office is shared by all research and teaching assistants in HDFS who do not have desk space available in another location. If designated GTA space is not available, other students in the HDFS Department may access the space to conduct office hours for GTA responsibilities, study, etc. Keys for access to this room will be issued by the HDFS staff in the HDFS main department office. Lost and/or failure to return keys prior to graduation will result in a $10/key fee.

28. Commonly Asked Questions

Does a student need to retake a core course in HDFS if they make a C in the course?
- Yes. Students may not count a "C" in a core HDFS course toward their degree, so if a student needs that specific course to graduate, they must retake the course.

What if a student wants to appeal a grade?
- The deadline for filing a grade appeal is no later than four (4) months after the date the grades are officially due in the Registrar's Office, or six (6) weeks after the student begins a new semester, whichever comes first. The appeal form requires a concise, but complete written statement outlining the particulars of the appeal. The grade may be appealed when a student believes an instructor's grading practices and procedures were not consistently and accurately followed when determining a final grade.

What if a student wants to appeal a thesis/dissertation grade or qualifying exam score?
- A student wishing to appeal a "UR" grade issued for a research course (5000 or 6000), or an academic issue not involving a grade should review the policy on the appeals process outlined in Appeals for Academic and Student Conduct-Related Issues.

What is a violation of academic integrity?
- Oklahoma State University is committed to maintaining the highest level of academic integrity and ethical behavior. It is necessary that all members of the University support and promulgate the values of honesty and responsibility appropriate for an academic community. Not only does such academic integrity and ethical behavior contribute to the status of the University, but it also represents an important component of the educational process. To assure a high level of integrity among students, behaviors that violate academic integrity (e.g., unauthorized collaboration, plagiarism, multiple submissions, cheating on examinations, fabricating information, helping another person cheat, unauthorized advance access to examinations, altering or destroying the work of others, and fraudulently altering academic records) will not be condoned nor tolerated. Violations may subject the student to disciplinary action including the following: receiving a failing grade on an assignment, examination, or course; receiving an "F!" notation of a violation of academic integrity on the transcript; and suspension from the University. In the event an incident is not resolved at the time grade reports are due to the Registrar (e.g., an alleged violation is discovered during the final examination period), the instructor will assign an incomplete grade until the allegation is resolved. (See also http://academicintegrity.okstate.edu/)

How many days should the advisor and/or committee members have to review a thesis/dissertation proposal or a thesis/dissertation final draft?
- Best practice is two weeks, with a minimum of one week.

How many committee members must approve the thesis/dissertation for the student to graduate?
- All except one.

What if a student needs a time extension to finish a thesis or dissertation?
- The student must submit a Petition to the Senior Associate Dean of the Graduate College describing why the extension is needed, when they will complete degree requirements, and the new plan to accomplish completion.
- Generally, the maximum time granted, if the extension is approved, is one year and requests for more than one extension will not be approved.

A student's committee member leaves OSU, but they are willing to remain on the committee. How long can they remain as a regular member of the committee?

- There is no absolute rule – but generally one year is considered acceptable. Check with the Graduate Coordinator if this occurs.

29. 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 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 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.

30. 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 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.

31. 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

Appendices: 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: _____

HDFS Creative Component 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 to the HDFS Graduate Coordinator before a creative component

proposal can be scheduled.

Description of Proposal

CREATIVE COMPONENT

Student Name: _____

Degree Program (and Option): HDFS with Option in_____

Course Number for the Creative Component: HDFS 5160
Credit Hours for the Creative Component: _3_

Will there be an oral defense of the completed creative component? ____Yes   ____ No

Clearly describe the nature of the proposed Creative Component and specify how and when it will be completed. Upon approval of the proposal, have the advisory and advisory committee members sign the form, showing the proposal was approved. ***Submit the completed and signed form by email (or hard copy) to: HDFS Graduate Coordinator, Oklahoma State University, HDFS Dept. Office, 233 Human Sciences, Stillwater, OK 74078-6122***.

Description:

Project Approval (Signatures Required):

    Student   _____Date_____

    Graduate Advisor_____Date_____

    Advisory Committee Member_____ Date_____

    Advisory Committee Member_____ Date_____

NOTE: Please complete this form and Upon approval of the completed project by the student's advisory committee, submit the "Verification of Completion" form to the HDFS Dept.

cc: Advisory committee members.

<div align="center">

Verification of Completion of
CREATIVE COMPONENT

</div>

Student Name and Banner ID:_____

Degree Program (and Option):_____

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, HDFS Graduate Coordinator.

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 Graduate Coordinator and contact Dr. Matt Brosi 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.

HDFS GRADUATE FACULTY AND LEVELS

Faculty Name	Faculty Status	Department
Bailey, Whitney	FULL MEMBER	Human Development & Family Science
Baker, Sharon	Member	Human Development & Family Science
Beasley, Lana	FULL MEMBER	Human Development & Family Science
Bishop, Alex	FULL MEMBER	Human Development & Family Science
Brosi, Matthew	FULL MEMBER	Human Development & Family Science
Callaway-Cole, Larisa	FULL MEMBER	Human Development & Family Science
Cox, Jr., Ronald	FULL MEMBER	Human Development & Family Science
Criss, Michael	FULL MEMBER	Human Development & Family Science
Doherty, William	FULL MEMBER	Human Development & Family Science
Doviak, Peggy	ASSOCIATE LEVEL 1	Human Development & Family Science
Fitzgerald, Michael	FULL MEMBER	Human Development & Family Science
Gallus (Schwerdtfeger), Kami	FULL MEMBER	Human Development & Family Science
Gardner, Brandt	FULL MEMBER	Human Development & Family Science
Hardy, Nathan	FULL MEMBER	Human Development & Family Science
Harrist, Amanda	FULL MEMBER	Human Development & Family Science
Hendrix, Charles	EMERITUS LEVEL 3	Human Development & Family Science
Henry, Carolyn	EMERITUS LEVEL 3	Human Development & Family Science
Hubbs, Laura	FULL MEMBER	Human Development & Family Science
Johnson, Christine	FULL MEMBER	Human Development & Family Science
Jones, Jennifer	FULL MEMBER	Human Development & Family Science
Kimble, Ashley	FULL MEMBER	Human Development & Family Science
Kithakye, Mumbe	ASSOCIATE LEVEL 1	Human Development & Family Science
Larzelere, Robert	FULL MEMBER	Human Development & Family Science
Mielitz, Katherine	FULL MEMBER	Human Development & Family Science
Morgan, Preston	FULL MEMBER	Human Development & Family Science

Faculty Name	Faculty Status	Department
Morris, Amanda	FULL MEMBER	Human Development & Family Science
Oliver, Melissa	ASSOCIATE LEVEL 1	Human Development & Family Science
Osteen, Sissy	FULL MEMBER	Human Development & Family Science
Palmer, Courtney	ASSOCIATE LEVEL 1	Human Development & Family Science
Payton, Amy	FULL MEMBER	Human Development & Family Science
Potts, E.	ASSOCIATE LEVEL 1	Human Development & Family Science
Ruhlman, Lauren	ASSOCIATE LEVEL 1	Human Development & Family Science
Schroeder, Louise	ASSOCIATE LEVEL 1	Human Development & Family Science
Sheeran, Linda	EMERITUS LEVEL 1	Human Development & Family Science
Shreffler, Karina	ASSOCIATE LEVEL 3	Human Development & Family Science
Stepp, Jennifer	ASSOCIATE LEVEL 3	Human Development & Family Science
Stout, Mike	FULL MEMBER	Human Development & Family Science
Struckmeyer, Kristopher	ASSOCIATE LEVEL 3	Human Development & Family Science
Szarzynski, Amanda	ASSOCIATE LEVEL 3	Human Development & Family Science
Tripp, Paula	FULL MEMBER	Human Development & Family Science
Tucker, Emily		Human Development & Family Science
Tuttle, Brooke	ASSOCIATE LEVEL 3	Human Development & Family Science
Washburn, Isaac	FULL MEMBER	Human Development & Family Science
Welch, Ginger	FULL MEMBER	Human Development & Family Science

*Full members may teach graduate courses, serve on and chair master's and doctoral committees and serve as an outside member on doctoral committees. Newly appointed tenure-track and tenured faculty are automatically appointed as full members of graduate faculty. Renewals of graduate faculty with tenure-track appointments is also automatic as part of the reappointment, promotion and tenure and cumulative review processes within academic units.

Associate Member: Non-Tenure track faculty and non-OSU faculty
Associate membership has three levels:
Associate Member Level 1: teach graduate courses

Associate Member Level 2: teach graduate courses and serve on and/or chair master's committees

Associate Member Level 3: teach graduate courses; serve on and/or chair master's committees; serve on doctoral committees.

**Associate Members may not serve as the chair or the outside member on doctoral committees.

Graduate Assistant Evaluation Form

This form should be completed by the <u>student</u> first and then discussed with the supervising faculty member. A separate form should be completed for each supervising faculty member when students work with multiple faculty members.

Student's Name: _____ Date: _____

Supervising Faculty: _____ Semester: _____

Position (RA, TA): _____ Hours/Week: _____

Classes Assigned (TA positions only): _____

Task	Never	Sometimes	Usually	Always	Comments (or N/A)
Meets hourly commitment as agreed upon with supervisor					
Fulfills assigned responsibilities					
Works well without supervision					
Cooperates with supervising faculty					
Works well with undergraduates and/or research team members					
Courteous and responsive to undergraduates and/or research team members					
Punctual with assignments/tasks (e.g., grading, responding to emails, research objectives).					
Takes appropriate initiative					
Produces high-quality work					
Meets expectations					

Response	What are my (this student's) strengths?	In what ways can I (this student) improve performance in this position?
Student		
Faculty member		

_____ _____ Date _____
Printed Name of Graduate Student   Signature of Graduate Student

_____ _____ Date _____
Printed Name of Supervising Faculty   Signature of Supervising Faculty

2022-2023 HS HDFS PhD Annual Review

<u>Deadline: May 15, 2023</u>

All Ph.D. students in the College of Education and Human Sciences are expected to complete an annual review each year. The annual review is a procedure designed to provide feedback to students regarding their program of study, as well as to help faculty members suggest/provide relevant opportunities to their advisees. The 2022-2023 annual review is due May 15, 2023.

Ph.D. students in their first year of study should use the annual review to summarize their accomplishments from the beginning of their doctoral program through the end of April 2023. After the first review is completed by the student, it is expected that future reviews will reflect progress toward the recommendations presented in the review from the previous year.

All other Ph.D. students should complete the annual review for the time period May 2022 through April 2023.

To complete the annual review, Ph.D. students should complete the information requested on this form. A copy of the information will be given to the dissertation advisor/doctoral committee chair, the departmental office, and the College of Education and Human Sciences' Research & Graduate Studies office to become part of the student's file.

The student's advisor will review the submitted information and prepare a written feedback document which summarizes the student's accomplishments/progress and includes recommendations. The advisor may seek input from other graduate faculty members regarding the student's progress and suggestions for the student. If students have questions or concerns regarding the recommendations or evaluation of progress, they are encouraged to schedule a meeting with their advisor (and, if applicable, their doctoral committee chair) to discuss these issues. Students should receive written feedback on their progress by June 15, 2023.

We would also like you to let us know of any suggestions, comments, and/or concerns that you have about the Ph.D. program. Please note that these will be confidential and separate from your annual review materials. Please send your suggestions, comments (positive or negative), or concerns to Dr. Brosi matt.brosi@okstate.edu

If you have questions about this process, please contact your advisor or Dr. Brosi. We hope this is a supportive process in your doctoral program.

Your Name:

Dissertation Advisor:

Doctoral Advisory Committee Chair:

List the following activities in which you have been involved for the time period May 2022 through April 2023. PLEASE NOTE: We do not expect you to have information/activities in all the boxes below.

1. Competency Area: Generating Knowledge (i.e., Research and Creative Scholarship)

Refereed Publications during the 2022-2023 Academic Year. (Give the citation for the publication including authors, date, title, journal name, volume, and page numbers.)

Refereed Presentations at National and International Conferences during the 2022-2023 Academic Year. (Provide the authors, date - year/month, title, name of conference, and city/location.)

Refereed Creative Project and Exhibit Designs during the 2022-2023 Academic Year. (Provide the authors, date - year/month, title, name of exhibit/show, and city/location.)

2. Competency Area: Sharing Knowledge (i.e. Classroom Instruction)

Courses Taught as Instructor of Record during the 2022-2023 Academic Year. (For each semester provide the institution name, course prefix and number, # of credit hours, and number of students enrolled.)

3. Competency Area: Community Engagement (i.e., Outreach and Cooperative Extension) Note: Outreach is defined as "providing expertise to external constituencies by addressing current needs, issues, and concerns."

Outreach Programs Developed/Revised and Delivered - or served as an assistant. Include name of those with whom you collaborated, the name of extension/outreach program, date of program delivery, description of target audience, and audience size.
International Outreach Activities. Given program name/title, date, and location.

4. Competency Area: Resource Generation (i.e., Grant Writing)

Grant Proposal Submissions during the 2022-2023 Academic Year. (Did you have grant writing experiences? If so, provide the title of the proposal, agency name to which it was submitted, amount of funding requested, and your role in the proposal (e.g., co-investigator), and whether the proposal was funded, not funded, or is still pending.)

5. Service, Awards/Honors and Professional Development Activities

Describe membership, service and leadership to professional associations/organizations.

Awards and Honors Achieved during the 2022-2023 Academic Year. (Provide the name of the award, the group/organization making the award, and date - year/month of the award.)

Professional development activities you participated in between May 2022 and April 2023. (These activities could be related to research, instruction, outreach, or resource generation. For example, conferences, training sessions, seminar attended, etc.)

6. Academic Assessment and Goals

Assess your academic progress toward your degree, including progress on your dissertation. Highlight your strong and weak areas.

What are your short-term goals/objectives for the coming year?

What are your long-term professional goals?

Describe any issues that may prevent you for meeting your short-term and long-term goals.