

**TEXAS TECH UNIVERSITY  
HUMAN DEVELOPMENT AND FAMILY STUDIES  
HDFS MASTER'S SPECIALIZATION**

**SECTION III (Plan of Study & Candidacy Exam)**

This section contains the following materials you will need during this part of your graduate program. Work with your advisor to ensure that these forms are completed accurately and prior to the Candidacy Meeting. These forms are your responsibility. All forms are also available from the Graduate Secretary. Check boxes and dates on this page should be maintained for your records.

- Resume (page 7) and Evaluation forms** - These, along with your philosophy of education and statement of professional goals must be completed and submitted to the HDFS Graduate Program Director. Date Completed \_\_\_\_\_
- Plan of Study (page 8)** – This form is for determining and documenting course substitutions for required core courses, specialization and elective requirements. It must be submitted to the HDFS Graduate Program Director following the candidacy meeting. Date Completed \_\_\_\_\_
- Course Sequence (page 10)** - A sample form is enclosed to assist the student in completing the blank form with his/her advisor. Date Completed \_\_\_\_\_
- Program for the M.S. Degree and Admission to Candidacy form (page 11)** – The student must submit this form to Lora Lopez of the Graduate School with a copy to the HDFS Graduate Secretary. This form is also referred to as your plan of study. Date Completed \_\_\_\_\_
- Notice of Candidacy Committee Meeting (page 12)** - To be posted in Room HS 507 at least one week prior to the candidacy meeting. Date Completed \_\_\_\_\_
- Confidentiality Statement (page 13)** – This form is to protect the confidentiality of the student and faculty member. It must be submitted to the HDFS Graduate Secretary with a copy to the student's advisor. Date Completed \_\_\_\_\_
- Student Evaluation form (page 14)** – This form must be completed by each faculty member from whom you have taken courses. Date Completed \_\_\_\_\_
- Report of Candidacy Examination form (page 15)** - This form must be completed by the Candidacy Examination committee and submitted to the GHDFS Program Director following your candidacy meeting. Date Completed \_\_\_\_\_
- Recommendation for Admission to Candidacy form (page 16)** - This form must be completed by the Candidacy Examination committee and submitted to the GHDFS Program Director following your candidacy meeting. Date Completed \_\_\_\_\_

- Form for reporting *course* changes on your Program for Master’s Degree and Admission to Candidacy** (page 17) – This form must be approved and submitted to Lora Lopez of the Graduate School with a copy to the HDFS Graduate Secretary. Date Completed \_\_\_\_\_

The Graduate School has specified that “Program for the Master’s Degree and Admission to Candidacy” forms should be submitted before the second semester of study. Submission to the Graduate School **after** the dates below will result in **delay of graduation**. (This is NOT the “Statement of Intention to Graduate”.)

December graduation .....March 1  
May graduation.....September 15  
August graduation.....January 15

- For information regarding these dates as it relates to your program, contact Lora Lopez of the Graduate School at 742-2781 or by email at [lora.lopez@ttu.edu](mailto:lora.lopez@ttu.edu).