



HDFS

GRADUATE STUDENT HANDBOOK

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LIST OF TERMS

- ADIA: Academic Department Instructional Assessment
- APA style: American Psychological Association style
- CRN: Course Registration Number
- CV: Curriculum Vitae
- ePAF: electronic Personal Action Form
- ELS: English Language Services
- FTE: Full Time Equivalent
- GPTI: Grad Part Time Instructor
- ID: Identification Card
- TA: Teaching Assistant
- RA: Research Assistant
- GA: Graduate Assistant (paid hourly)

MESSAGE FROM THE CHAIR

Dear Graduate Students,

On behalf of the HDFS faculty, we are thrilled to have you as a member of our department. This handbook is your go-to resource when you have any questions about policies and procedures. The handbook is a living document that will be a vital tool for you throughout your graduate program. I encourage you to read the handbook closely and consult it regularly throughout your graduate career as policies may change.

We look forward to working with you and nurturing your development as a student, a teacher, and a researcher. In HDFS, we highly covet engaged scholarship and innovative research that studies and supports individuals, intimate relationships, families, and communities. We value diverse perspectives and paradigms in our academic courses and research. Through our research, teaching, and service, we are committed to identifying, critiquing, and changing unjust and inequitable systems to improve individuals' lives and relationships. I hope you will utilize all the resources our department, the Graduate School, and the university offers to fulfill these goals. As a graduate student in HDFS, you are now a professional in our field and we expect our students to conduct themselves with a high level of professionalism, ethical standards, and maturity. You are encouraged to get involved in research early, to make connections, build friendships and collaborations, and to capitalize on our various training opportunities so that you are prepared to launch your career when you graduate. As a graduate student in HDFS, you are now a professional in our field and we expect our students to conduct themselves with a high level of professionalism and maturity.

We deeply share our college's mission to do work that improves and enhances the human condition, and we are excited to support you on this journey.

Sincerely,

DANA WEISER, PH.D.

Chair, Human Development and Family Sciences

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PROGRAM OBJECTIVES

The objective of the Human Development and Family Sciences graduate programs is to provide substantive knowledge in the development of individual, family, and interpersonal processes, and their applications across the lifespan. Core courses introduce students to theory and research in the field. Our goal is to foster intellectual development, stimulate meaningful research, and develop skills that will facilitate the pursuit of the student's professional goals. Both the master's degree and the Ph.D. require study in theories, research methodologies, statistics, and a thesis or dissertation to meet the academic requirements in Human Development and Family Sciences (with the exception of the Accelerated Bachelor's to Master's degree which has a non-thesis track).

Opportunities exist within the department for students to gain a variety of applied experiences working with individuals and families across the lifespan. Facilities and programs within the department include the Christine DeVitt and Helen DeVitt Jones Child Development Research Center, Texas Tech Center for Early Head Start, and The Iva Lee Barton Research Suite. These Centers and research spaces, in addition to resources within the university and community, offer opportunities for training in program design, implementation, and evaluation for interested students. Graduate students are encouraged to discuss these opportunities with their faculty advisor. Emphasis is placed on research, which is a vital component of graduate education. The department's goal is to help support students' graduate work by providing assistantships. These assistantships allow for research on various topics and pressing issues in human development and family sciences and provide students with opportunities to learn about teaching and course delivery. The department and the faculty are dedicated to actively mentoring students through:

Extensive coursework in both quantitative and qualitative research methodologies and statistics. Involvement in research with faculty throughout the student's program. Active and extensive guidance from and involvement by the faculty advisor as a student progresses throughout the program. The Department is committed to the principle that in no aspect of its programs shall there be any discrimination based on race, creed, national origin, sexual orientation, age, gender, or disability and that equal opportunity and access to facilities shall be available to all individuals.

GRADUATE STUDENT RESPONSIBILITIES

1. Graduate students are responsible for making themselves familiar with all information in this handbook, including deadlines, forms, processes, the information provided the department's webpage <https://www.depts.ttu.edu/hs/hdfs/> and the information provided by the TTU Graduate School about deadlines and requirements to complete their degree. Please note that policies may change throughout your graduate school career so it is important to regularly read the updated handbook. First-year graduate students must attend all mandatory orientations and trainings.

2. Graduate students should follow and respect the chain of command for addressing questions, asking for guidance, and resolving issues: consult this handbook first, your faculty advisor second, then the Graduate Coordinator (only for addressing questions about forms, procedures, etc.), and then the Assistant Graduate Program Director. Direct intervention from the Department Chair should be sought only after the departmental chain of command has been followed and an issue continues unresolved. If needed, intervention from the Dean's office might be requested. Graduate students should not contact other offices (e.g., Graduate School, Human Resources, Office of International Affairs) or administrators (e.g., Office of the Provost, Office of the President) outside the HDFS department before following the chain of command established to resolve issues pertaining within the HDFS department.

3. Graduate Students are responsible for knowing and meeting all deadlines and program requirements (including but not limited to scholarship applications, work-study applications, enrolling in courses, etc.) set by the department, college, and university. A calendar with most department and Graduate School deadlines and due dates will be sent at the beginning of each academic year. The Graduate Program Coordinator will send out several emails throughout the academic year requesting information about qualifying exams, teaching practicum, etc., and it is the responsibility of the student to reply to these emails to ensure their timely progress. Check and familiarize yourself with university deadlines each year. First-year graduate students should plan to arrive in Lubbock in early August to complete all necessary paperwork to begin as a Texas Tech graduate student. Ultimately, it is your responsibility as a graduate student to keep track of all deadlines, timelines, and milestones.

4. If you have an assistantship, you are responsible for all duties assigned by your faculty supervisor and completing all assigned tasks by the deadlines provided. Assistantships are not guaranteed for all students or for all semesters of enrollment. Funding during the summer is never guaranteed. Students must remain in academic good standing and successfully complete their assistantship duties to remain eligible to receive an assistantship. Graduate students must be enrolled in the required number of credit hours to be eligible to receive an assistantship within a given semester. Given that assistantships are not guaranteed, graduate students are responsible for funding their own education. Students with a TA and/or RA are required to fill out the Teaching Assistant and/or Research Assistant Contracts with the faculty they are working with at the beginning of each semester and returning it via email to the Graduate Coordinator. In addition, all students holding assistantships are required to submit a Mid-Term Report

via email to the Graduate Coordinator by the given deadline. Students who do not complete their assistantship duties to a satisfactory standard (as determined in the Annual Review process) may not have their assistantship renewed for the following academic year. Graduate students should not exceed the 20 hours of work per week stipulated in the Assistantship contract. Graduate students in Teaching Assistantships should not grade more than 70% of exams and assignments as a matter of departmental policy. If a graduate student receives a workload that exceeds 20 hours or these expectations, please inform the Department Chair to resolve this issue. It is our goal to protect your time and ensure that your assistantships are also a positive learning opportunity. Graduate students must reside in Lubbock (point of duty) to have an assistantship and they may not have outside full-time employment while on an assistantship.

5. Graduate students are required to meet weekly in person with their faculty advisor and their assistantship supervisor to report progress, ask questions, and inform faculty of any issues they have encountered. It is the student's responsibility to make progress in their work and meet deadlines. Graduate students should work with faculty to establish a mutually agreed upon work schedule for research activities outside of an RA assignment. Regardless of assistantship assignment, research productivity is an important aspect of graduate school and is essential to be competitive on the job market. Ultimately, the responsibility of research productivity lies with the student to conduct research, prepare manuscripts, and submit external grants and faculty advisors are there to support a student in these tasks.

6. Graduate Students are responsible for attending professional development events, including those offered by the department, college, and university, as well as attending professional conferences. These activities are reported as part of the Annual Review process. These professional development activities will be opportunities for students to learn about publishing, the job market, cutting-edge research, and funding as well as network with potential collaborators and future employers. Take advantage of these opportunities. As a reminder, attendance at the HDFS Colloquium Series is mandatory for all Graduate Students and is part of the annual Graduate Assessment process required by the Graduate School.

7. Graduate Students are responsible for completing requested Annual Review materials prior to the deadline provided each spring. Students should start working on these materials early to ensure they include all pertinent activities and accomplishments in their review materials. Failure to meet this deadline will be included in your annual review report and will affect the overall rating you receive for your review. Each spring, the Annual Review Committee will compile ratings and feedback for each student. Graduate Faculty will then meet and discuss each graduate student's progress in the program. The graduate student will then meet with their faculty advisor to go over this feedback. Both the graduate student and faculty advisor will sign the annual review report and return to the Graduate Program Coordinator and the Assistant Graduate Program Director. The annual review process is intended to give students feedback, support, and help to ensure their timely progress and professional development.

8. Graduate Students are responsible for making timely progress through their graduate program. Failure to do so may result in loss of assistantship opportunities, travel funding, loss of a desk in the graduate lab, and in extreme cases, termination from the program. Doctoral students who enter the program with a master's degree may receive funding and desk space for up to 4 years. Master's students who enter the program to earn a terminal Master's may receive funding and desk space for up to 2 ½ years. Doctoral students who earn a master's our program (Post-Bac program) and then proceed to the doctoral program may receive funding and desk space for up to 5 years. **If students are not expecting to graduate on time, then they and their advisors must consult with the Department Chair and should not assume continued funding beyond the years outlined above.** Students who exceed these timelines should expect to apply for fellowships and/or fund their own education.

Additionally, students not making timely progress toward completion of their degree are subject to termination by the Graduate School. Fundable graduate study has been capped at 99 credit hours for doctoral students and no more than five years for master's students by the University. Students exceeding these hours cannot be supported as TAs, RAs, or GAs beyond 99 doctoral hours or 5 years as a MS student and will be required to pay out-of-state tuition, regardless of residence status. Any exceptions or extensions must be approved in advance by the Graduate Dean

(<https://www.depts.ttu.edu/officialpublications/archives/99-00CONTENTS/99-00gradenrollment.html>).

Doctoral students who exceed the 99 credit hours cannot apply for the Dissertation Completion Scholarship through the Graduate School. Thus, it is of the utmost importance that graduate students work with their advisors to ensure timely completion of the doctoral degree.

9. With assistance from your Faculty Advisor and doctoral committee, it is the responsibility of the graduate student to find employment upon completion of the program. Please discuss employment goals and trajectories with your advisor early in your graduate career. Whether a student wishes to go into academia or applied settings, a record of research productivity, independent work, and successful teaching is valued. Starting from your first year, you are accumulating a work record that will set you on your career path. Due to the timeline of faculty position announcements, you will need to start looking at available options in the summer before your last year (the year in which you will defend your dissertation and graduate). Students who wish to pursue a post-doctoral fellowship should plan to start this process more than one year before they plan to graduate. Many post-doctoral fellowships involve identifying a mentor at another university and writing a grant together.

10. Please note that the HDFS department does not hire its own graduate students as tenure-track faculty within the department, except in extremely rare cases. **You should plan on seeking employment outside of HDFS at TTU upon earning your degree.**

11. The university offers a wide array of support services to our graduate students. Please visit the Dean of Students' website (<https://www.depts.ttu.edu/dos/>) and the Graduate School website (<https://www.depts.ttu.edu/gradschool/>) to view the various services offered through the university. These university resources include the Student Counseling Center (<https://www.depts.ttu.edu/scc/>), Student Disability Services (<https://www.depts.ttu.edu/sds/>), Student Health Services (<https://www.depts.ttu.edu/studenthealth/>), the Graduate Center (<https://www.depts.ttu.edu/gradcenter/>), the Graduate Writing Center (<https://www.depts.ttu.edu/provost/uwc/graduate/index.php>), support for Title IX issues (<https://www.depts.ttu.edu/titleix/>), the Raider Red Food Pantry (<https://www.depts.ttu.edu/raiderrelief/foodpantry.php>), etc. International students can work with the International Affairs office (<https://www.depts.ttu.edu/international/>). Please do not hesitate to seek help; all these resources are for graduate students, and it is highly recommended that students utilize any and all university resources that can provide support. Graduate students with assistantships are able to use the mental health services offered through the TTU Employee Assistance Program at Texas Tech University Health Sciences Center, given that they are part-time employees in the system (<https://www.ttuhscc.edu/medicine/psychiatry/counseling/eap.aspx>).

The Office of Campus Access and Engagement works across Texas Tech University to foster, affirm, celebrate, engage, and strengthen all student communities. For more information about services, opportunities for participation, and ways in which Texas Tech can support your success in college, please contact (806) 742-7025.

12. If you have any financial concerns or questions about tuition and billing, please contact Financial Aid (<https://www.depts.ttu.edu/financialaid/>) and/or Student Business Services (<https://www.depts.ttu.edu/studentbusinessservices/>). The Graduate Program Coordinator can answer questions about assistantships and scholarship funds offered through the department. **Other questions related to tuition and fees should be directed to Financial Aid and/or Student Business Services.**

WHAT TO DO AND WHOM TO CONTACT WHEN YOU HAVE QUESTIONS

One of the skills necessary for success in graduate school is to be able to be proactive in your own education. The first step to doing so is taking responsibility for seeking the information you need for each step of the program. When you have questions about what is required of you to complete your degree, please seek answers to your questions in the following order:

- Consult the Graduate Student Handbook and Department website
- Consult the Graduate School website: <http://www.depts.ttu.edu/gradschool/>
- Your faculty advisor
- The Assistant Graduate Program Director, or
 - The Graduate Program Coordinator (for forms, procedures, etc. only)
- The Department Chairperson

LEAVE OF ABSENCE

Please note that a leave of absence from the Graduate Program is only for students who experience extenuating circumstances (e.g., serious illness, hospitalization, extreme family situation). If you wish to pursue a leave, you will need to provide appropriate documentation and notify and receive approval from your Faculty Advisor and then the Assistant Graduate Program Director. You may notify the Assistant Graduate Program Director via email and/or request a meeting. The Assistant Graduate Program Director will then approve/disapprove of your leave request based on the information provided and in consultation with your Faculty Advisor. If your request is approved, the Graduate Program Coordinator will send a Leave of Absence request to the Graduate School. At the same time, the graduate student will need to provide supporting documentation to the Dean of Students' office in order for a leave to be approved by the Graduate School. Please note that not all leave requests are granted by the department or by the Graduate School. A leave is not to be requested due to not making timely progress in the program, being on academic probation or suspension, or deciding you need a break from your studies.

FACULTY RESPONSIBILITIES

1. Faculty are responsible for meeting with their advisees and graduate student RA/TAs in person each week during the long semesters and with graduate students who have RA positions over the summer months. Faculty are responsible for outlining clear expectations and providing deadlines and requirements for work assigned. Faculty are expected to work with their students to support productivity and a timely graduation from the program. Faculty should work with graduate students to establish a mutually agreed upon work schedule for research activities outside of an RA assignment. Regardless of assistantship assignment, research productivity is an important aspect of graduate school. Faculty advisors are expected to be responsive to graduate students, meet regularly, and provide mentorship and feedback in a timely manner.

2. Faculty are responsible for understanding the information in this handbook and the Faculty Handbook, including deadlines, forms, processes, etc., as well as the information provided in the [department's webpage](#) and the information provided by the TTU Graduate School. Faculty should be knowledgeable enough to provide this information to advisees, graduate assistants, and students in general and keep them "on track" in terms of meeting requirements and deadlines. Faculty must retain a copy of all forms turned into the department and/or Graduate School.

3. Faculty are responsible for completing the Teaching Assistant and/or Research Assistant Contracts with graduate students at the beginning of each semester, meeting with the student to discuss and sign the contract, and returning it via email to the Graduate Coordinator by the established deadline. Most assistantships are 20 hours a week; however, there may be more demanding times during the semester where students work more than 20 hours in a particular week; this should be balanced so students work fewer hours other weeks to average to a 20 hour a week over the semester. Students should never work more than 30 hours a week. Faculty and students should coordinate their schedules when preparing the TA/RA contracts to account for these busy and slower times, but also to coordinate with student's course work and plans. Students and faculty should reference their assistantship letters for start and end dates and note that hours do not carry over from one semester to another. Assistantships are a learning opportunity and faculty should ensure that graduate students learn and develop through the assistantship. Any trainings that faculty require graduate students to complete or meetings that graduate students are required to attend for their assistantship will count toward hours for the assistantship. Students should not be required to make up hours missed due to certain department activities, such as traveling to conferences, participating in the prospective graduate student visit, and other mandatory department events. Faculty should not assign more than 70% of grading responsibilities to Teaching Assistants. If workload issues arise, the Assistant Graduate Program Director will work with the Department Chairperson to resolve the issue.

4. Faculty are responsible for completing the Annual Graduate Student Review Evaluation Form for each advisee and student they work with. Information about how to

complete the reviews will be sent by the Chair of Annual Graduate Student Review committee.

5. Once the annual reviews are complete, faculty are responsible for meeting with each advisee to discuss the review, obtaining the student's signature, and returning it to the Chair of the Annual Graduate Review Committee and the Graduate Coordinator by the established deadline.

6. Faculty are responsible for completing the Master's Candidacy Student Evaluation Form and the Doctoral Preliminary Exam Student Evaluation Form when requested by the Graduate Program Coordinator to fulfill students' evaluations. Faculty should also complete and return all pertinent forms to the Graduate Program Coordinator as their students' progress through the graduate program.

7. Faculty are responsible for assisting their graduate advisees in finding employment upon graduation. This may include but not limited to: discussing job options and the job search process with your doctoral students, providing feedback on a CV (Curriculum Vita) and cover letter, providing feedback on a job talk, and preparing your student for a job interview. You can also assist your student by forwarding job announcements, writing letters of reference, and answering questions posed by your student.

FACULTY ADVISORS

During the application process, graduate students are asked to identify faculty members that match their academic interests and areas of developing expertise. Incoming students will be assigned to one of these faculty members to serve in the role of advisor based on student and faculty preference.

Your advisor is responsible for assisting with your plan of study and all documents and steps related to completion of your doctoral program. Your advisor is also who should be consulted about course enrollment each semester. If at some point during your program you wish to change advisors, you must talk with your current advisor, seek another faculty member to serve in this role, and notify the Graduate Coordinator and Assistant Graduate Program Director of the change in writing. Students may have two faculty Co-Chair their Masters' Thesis and/or Doctoral Dissertations but they must have a Primary Advisor who will be responsible for working with the student.

It is the student's responsibility to make progress in their work and meet deadlines. Regardless of assistantship assignment, research productivity is an important aspect of graduate school and is essential to be competitive on the job market. Ultimately, the responsibility of research productivity lies with the student to conduct research, prepare manuscripts, and submit external grants and faculty advisors are there to support a student in these tasks. Faculty advisors are expected to be responsive to graduate students, meet regularly, and provide mentorship and feedback in a timely manner.

ENGLISH PROFICIENCY

All Graduate Students (domestic and international) are required to have English proficiency both orally and in written work. English proficiency is required for successful performance and progress in the HDFS program. Please see information provided by the TTU Graduate School for more information about how English proficiency is assessed and about options of services available to assist:

<http://www.depts.ttu.edu/international/ieem/admission/englishProof.php>. International students may be required to attend the ELS (English Language Services) Educational Services Language Training in the summer prior to matriculation in the fall semester. Typically, these workshops are offered virtually in July and incoming international graduate students should plan to not travel during the month of July so they are able to participate in these required activities. It is the responsibility of the student to complete any trainings and workshops and be mindful of dates. Failure to pass or complete the English Proficiency workshops and trainings may result in a student not receiving an assistantship. All international graduate students will need to complete the ITA interview prior to work as a TA or GPTI. For more information about the International Teaching Assistant program, visit: https://www.depts.ttu.edu/classic_modern/ita/

PROFESSIONAL DEVELOPMENT WORKSHOPS, COLLOQUIA, AND CONFERENCES

An important part of your graduate training involves not only your coursework and research activities, but also participating in the life of the department. Our department offers a number of Professional Development Workshops and Colloquium Series designed specifically for students (both Master's and Ph.D.) These are opportunities for you to hear about research from experts in multiple fields, make professional contacts, and have the opportunity to discuss many issues related to being a professional in Human Development and Family Sciences. Participation in the HDFFS Colloquium Series is required; please talk with your advisor regarding an excused absence should you have a conflict. You should note attendance on your CV provided to the Annual Review Committee and attendance will be included for consideration in your annual review. This participation is required as part of the Annual Assessment as required by the Graduate School.

Graduate students also are expected to attend professional conferences, submit and present research at conferences, develop and submit manuscripts for publication, and participate in grant applications. Students are expected to fully participate in the conferences and workshops that they attend. Students do not need to attend every session of a conference but the expectation is that students will attend the majority of the conference. Students who do not participate or leave conferences early without a clear reason (e.g., illness, family emergency) may lose access to future travel conference funding. Conferences and workshops are an important site for professional development and networking. Presentations, publications, and grant applications will comprise the majority of a student's CV and will be instrumental in finding employment upon graduation, whether a student is going into academia or another field. Professional conferences are also an excellent resource for networking with potential collaborators and future employers.

ANNUAL EVALUATION

The purpose of the annual review process is to provide constructive feedback to graduate students on an annual basis so that every student can be successful. The goal is for students to use this feedback for self-improvement and ensure a timely graduation. Graduate Students are expected to create and maintain a Digital Measures account as instructed by the Graduate School. Students will also need to follow any annual review procedures outlined by the Graduate School in addition to the departmental procedures.

Early each spring, all graduate students continuing in the program the next academic year will be asked to complete their annual review materials for the current academic year (AY), which begins in September each year. These materials include an updated curriculum vitae (CV) and a completed Graduate Student Annual Report form (all needed forms are listed on the HDFS website and students will receive an updated version of this form at the time of the review.) Students completing their dissertation or thesis (if the Master's Program is the terminal degree) during the same semester as the annual reviews do not participate in the annual reviews but should send their CV to the Assistant Graduate Program Director and the Graduate Program Coordinator for our records.

The following information should be included in students' CV. Students may work with their faculty advisor on optimal formatting of this information. The following items are not required to be presented in the order below, but all must be included.

- Name Date
- Phone number and email address
- Academic Preparation [Previous University(ies) attended, Degree Earned, Major, Date]
- Honors and Awards
- Professional Experience (Position, Organization, Date Professional Organizations)
- Research Interests
- Publications (in preparation, submitted, in press, and published) Research funding (in preparation, submitted, funded, not funded)
- Professional Presentations (submitted and presented)
- Teaching experience (if applicable)
- Service and Outreach Activities (related to your area of interest in HDFS)

Students can work with the University Career Center, as well as their advisor, to develop their CV. <https://www.depts.ttu.edu/careercenter/>

On the Graduate Student Annual Report form, students will be asked to list:

- Departmental milestones (e.g., when did the student have the candidacy exam meeting?)

- Courses taken and grades earned
- Financial support received
- Assistantship responsibilities carried out
- Research activities engaged in (including funding applied for and/or obtained, status of manuscripts, presentations given)
- Professional development presentations attended Involvement in citizenship/service activities Honors/awards received

In addition, students will be asked to reflect on their accomplishments in the past year, their strengths and weaknesses, future goals, performance on assistantships, etc.

Deadlines for the annual review process will be emailed to students in early February of each year.

An important part of students' professional development includes meeting required deadlines. Not meeting required deadlines can, and likely will, be noted in the annual review and may result in negative evaluations. Therefore, students are urged to meet required deadlines.

Each faculty member will be asked to evaluate all students they have had interactions with (they have had the student in a course, had a student as a TA or RA, advised or supervised the student, etc.) in the current academic year, using the Faculty Evaluation form. Faculty members are asked to evaluate each student with regard to:

- Coursework and program progress (e.g., courses, master's/qualifying exams/dissertation progress),
- Research activities (e.g., research assistantships, conference presentations, publications),
- Professional development (e.g., attending workshops or conferences, internal or external service, coursework beyond requirements, other),
- Teaching activities (e.g., teaching assistantships, solo teaching, guest lectures, attendance at instructional training),
- Campus civility and academic misconduct, and
- Overall development (average across all of the first four areas).

Evaluation takes place on a scale from 1 = Major concerns, 2 = Minor concerns, 3 = Progress at appropriate level, and 4 = Excels in area.

In addition, each faculty member indicates for each area (i.e., coursework/program progress; research activities; etc.) the basis of their evaluation (i.e., 1 = Faculty members has only information from students' submitted materials; 2 = Faculty member has had small amount of contact with the student; and 3 = Faculty member had considerable amount of contact with the student).

Finally, faculty members are also asked to indicate whether the student engaged in a minor or major violation of either academic misconduct or campus civility this AY.

(Please see section regarding consequences of engaging in academic misconduct, unprofessional behaviors and/or campus civility.)

The chair of the Annual Graduate Student Review Committee will then assign lead evaluators for each student from among the committee members. The lead evaluator combines the feedback received from each faculty member the student had contact with in the current AY on the summary evaluation form and creates weighted average scores, which take the basis of evaluation into account. In other words, the feedback a faculty member who has had considerable contact with the student will carry more weight than that of a faculty member who has had less contact. The Chair of the Annual Graduate Student Review Committee will make every effort to ensure that the lead evaluator has had no or little contact with the student to be evaluated this academic year.

The full department graduate faculty meets toward the end of the spring semester to discuss each of the evaluated students. Any additional comments that surface during this meeting will be included on the summary evaluation form and scores may be adjusted based on additional information provided by faculty. The final summary evaluation form will be sent/given to the advisor of the student, who then meets with the student, discusses the evaluation as necessary and, together with the student, signs the form. The signed form is then returned to the Graduate Program Coordinator and the Assistant Graduate Program Director.

Students are not ranked or compared to each other in the evaluation process. Further, the comments on the summary evaluation form represent the collective feedback and consensus from all faculty.

If a student's **"overall development" rating falls below 3**, the student is asked to arrange a meeting with the Graduate Program Director to discuss progress and suggestions for improvement in addition to their meeting with their advisor. The HDFS Annual Graduate Review Committee **may** also recommend a remedial plan for a student whose "overall development" rating falls below 3, if agreed upon between the Assistant Graduate Program Director, the student's Faculty Advisor, and the Chair of the Annual Graduate Review Committee.

If a student receives an **"overall development" rating lower than 2** on their annual evaluation, the HDFS Annual Graduate Student Review Committee will specify in writing a remedial plan the student must accomplish by a specified date. The remedial plan may include several tasks with specific deadlines to be accomplished by an overall specified date. If the student fails to meet the expectations by said date, there will be a vote by the faculty on whether to terminate the student from the HDFS graduate program. Termination must be approved by a majority of voting-eligible, tenure-track, and continuing faculty. (Note: When deciding on what remedial steps the student must take, the Annual Graduate Student Review Committee will get specific input from the student's Faculty Advisor and the Assistant Graduate Program Director. In taking the

vote, the HDFS faculty will be able to take into consideration extenuating circumstances.)

COURSE ENROLLMENT

Following admission to the program, students are assigned to Faculty Advisors in their specialization areas. Students are responsible for contacting their advisors prior to the beginning of the first semester and during pre-registration periods each semester thereafter for advice on classes in which to enroll and necessary permissions to register.

Students must register for courses during the assigned registration period. It is essential that the student is registered in the proper number of credits. The Graduate Program Coordinator will notify students of the specific dates each semester and deadlines are also included in the calendar provided to graduate students each year. Typically, the dates fall:

Fall semester: by mid-April

Spring semester: by mid-November

Summer semesters 1 and 2: by mid-April

Timely enrollment in courses is required so that if a student receives financial aid or an assistantship, all required paperwork can be completed by HDFS staff prior to university mandated deadlines. **If students are not enrolled, or in the sufficient number of credits, prior to these deadlines and HDFS staff are therefore unable to complete required paperwork prior to university deadlines, the student will be responsible for all outstanding financial balances.**

Students should be registered for the number of hours that reflects the extent of their involvement in the graduate program. This applies to research and thesis courses as well as formally structured classes. The minimum enrollment for full-time graduate status is 9 credit hours in the regular semester. Full-time enrollment in a summer term is from 3 to 6 hours. **Students holding assistantships or scholarships must be enrolled for the appropriate number of hours each semester including summer sessions.**

All students must take HDFS 5110 (Introduction to Graduate Studies in Human Development & Family Sciences) in the fall semester of their first year in the program. HDFS 5110 is a one-credit hour course. This results in the many students enrolling in a total of 10 credit hours for their first semester. During semesters in which students are completing Teaching Practicum, it is possible that they will also be registered for 10 credit hours.

It is the student's responsibility to check the HDFS course schedule on [Raiderlink](#) to determine course availability for any given semester. Students should also check their schedules on the [Raiderlink](#) website just before classes begin to confirm class meeting times and locations. All required courses are offered annually, and elective courses are offered based on student needs and faculty availability.

If you are registering for HDFS 5311, 6000, 7000, or 8000, please send an email to the Graduate Program Coordinator detailing the required course, CRN (course registration number), and faculty member. The Graduate Program Coordinator will confirm permission of enrollment with the faculty member and then register you for these courses. Please note that students enrolled in HDFS 6000 and HDFS 8000 must meet the university's requirement for continuous enrollment and need to be enrolled even during the summer (at least one credit in either Summer I or Summer II). Students should never enroll for 5311, 6000, 7000, or 8000 credits without discussing with the faculty member first. Students should plan ahead financially for summer enrollment.

Students who earn a grade of C, D, or F in any required core course must retake that course. A second failure to pass the course is grounds for dismissal from the program pending faculty discussion and consideration of extenuating circumstances. Exceptions (e.g. compassion waiver) might apply for students with justifiable extenuating circumstances, in which case, the student must inform their advisor and the graduate program director in advance. Faculty will then vote whether the student may remain in the program and an appropriate remediation plan.

Students placed on academic probation or suspension by the Graduate School must follow the Graduate School requirements to proceed in the doctoral program. Typically, a student will be placed on academic probation by the Graduate School if their cumulative GPA falls below a 3.0. Students on academic probation are unable to graduate. It is the student's responsibility to provide all required documentation requested by the Graduate School. Being on academic probation may result in the termination of your assistantship. Being suspended will result in the termination of your assistantship.

TRAVEL FUNDING

The department is pleased to be able to support travel to conferences and training/workshops (annual budget permitting) to present and further your research. Funds are also available from the Graduate School

<https://www.depts.ttu.edu/gradschool/financial/travel.php> for presenting authors.

Funds approved for academic year 2025-2026 are as follows: Doctoral students (including Post-bac PhD students) may apply to 2 conferences (presenting and/or only attending; max \$2000 each) and 1 virtual training/workshop (max. \$2,500). Master's students (including ABM students) may apply to one conference (max \$2000). Conferences and trainings/workshops must be identified in consultation with the student's advisor. Conferences should be academic, research and/or focused on human development and family sciences and related to the student's research interests. If for any reason you do not attend the conference after receiving funding, you must notify the Graduate Program Coordinator immediately. This is necessary to stop payment on awarded funds and any costs that are not refundable may become the responsibility of the student. All travel funding is on a first come, first serve basis and applications are reviewed in the order in which they are received. These funding amounts may change any time during the fiscal year based on department finances. Students who engage in academic misconduct or violate campus civility expectations may lose their traveling funding.

The procedures for applying for funding for conferences and trainings are as follows:

1. Student meets with their advisor to discuss potential conferences in their area of research and receives approval from their advisor to apply for travel funds.
2. At least 45 days prior to the conference, the student submits their completed HDF5 Graduate Travel Application Form via email to the Graduate Program Coordinator. Only emailed forms will be accepted.
3. The Graduate Program will notify the student that their application has been approved after departmental review/approval. Students should consult with the Graduate Program Coordinator regarding procedures for travel funding and reimbursement. Student may begin booking airfare and lodging at this time, if they have not done so already, in consultation with Graduate Program Coordinator. Students should not use any third-party vendors to book travel and should plan to stay at the conference hotel.
4. Once approved, the student checks out the p-card from Graduate Program Coordinator for registration, registers for the conference, returns p-card and receipt of registration to the Graduate Program Coordinator. ***Please do not register for conferences using your own credit card.***
5. Travel application is submitted in Travel system by Graduate Program Coordinator.

6. If attending a conference in state, a tax-exempt form will need to be completed by the hotel at time of check out to turn in with receipts. Please see Program Coordinator prior to departure when needing a tax-exempt form.

UPON RETURN:

7. Student submits ALL individual itemized travel receipts (original and electronic scanned receipts) to the Graduate Program Coordinator within one week of return. Students who do not return travel receipts within a timely manner may not receive full reimbursement. If travel occurred in state, a tax- exempt form also needs to be submitted. See note below regarding receipts.

8. Graduate Program Coordinator will submit materials to the Travel System at which point the student will receive a link to electronically sign their voucher.

9. Once the student signs the voucher, Graduate Program Coordinator electronically signs voucher for approval and voucher is routed to the Travel office for processing.

10. Student is reimbursed for travel generally 7-10 business days after the Travel office receives the voucher, unless further documentation is needed by the Travel office.

RECEIPTS AND DOCUMENTATION

In order to be reimbursed, all itemized receipts must be turned in. Meal receipts should always be itemized and turned in for each traveler separately and not turned in as a group receipt with a breakdown of those expenses. If receipts are not turned in, then it is the traveler's responsibility to obtain the receipt or they will forfeit the right for a refund of that expense. Students who turn in receipts for expenses other than their own will forfeit reimbursement for that receipt. The department does not pay for meals or travel expenses incurred by any friends, partners, or family members travelling with a student (unless said person is also a HDFS graduate student, using their own appropriated travel funds). The university travel office will question any unusual receipts, including ones that contain multiple meals so students must provide explanation. Turning in receipts for anyone but yourself is considered fraud and you can incur penalties beyond not being reimbursed.

When sharing a room, the lodging receipt should be submitted as two separate receipts denoting the charge for each student. When staying at a conference hotel that exceeds the per diem lodging rate, the traveler must provide documentation that the hotel was in fact a conference hotel. This is typically done by providing the conference program or by printing out that information from the conference website denoting where the conference will be held. Failure to submit this information can cause delays and non-reimbursement for the overage. If a conference hotel is sold out, documentation will be needed stating that it was full and what hotel(s) are taking the overflow of guests. Refer to the conference website to check and see if multiple hotels will be considered conference

hotels due to the size of the conference. If attending a conference in state, a tax-exempt form will need to be completed by the hotel at time of check out. Please see Program Coordinator prior to departure when needing a tax-exempt form.

Students should **NEVER** create their own travel application or submit receipts in Chrome River. Only the HDFS staff have the departmental authority to create travel applications, and all approvals must follow the proper channels. Students who create their own travel applications or submit claims independently from the procedures outlined above may have their travel funding canceled. Students may also face more serious institutional consequences as this could be considered financial fraud.

ADVANCES

An advance can be requested by the students for confirmed pre-paid expenses (i.e. airfare) which will be reimbursed to the student within 2-3 business days with supporting documentation submitted of the purchase.

All other non-prepaid expenses (i.e. lodging, fuel, meals) can be advanced and will be disbursed within 5 days of the travel taking place. Non-prepaid expenses are reimbursed at a cap of 90%, but if the amount advanced should be less than what was actually spent by the traveler, then the traveler will be required to pay this overage back to the university. The Graduate School may also have applicable travel funding available: <https://www.depts.ttu.edu/gradschool/financial/travel.php>

ASSISTANTSHIPS

To be eligible for assistantships, the minimum enrollment is 9 hours in each regular semester and 6 hours during the summer term. These enrollment requirements designate a graduate student as a full-time student. Only students with full-time status are eligible for assistantships and some types of financial aid and scholarships. Students may not have full-time outside employment while on an assistantship. Students must reside in Lubbock to receive an assistantship, remote assistantships are not permitted.

Assistantships will not take effect until a Benefits packet and electronic Personal Action Form is completed and on file in the Personnel office. New students who have an assistantship must provide a copy of approved supportive documents to the department in order to receive their monthly check from payroll (see <http://www.depts.ttu.edu/hr/EmployeeResources/NewEmpl-9.php>). All students who are offered an assistantship must also apply for a college work study as this financial aid will help support their assistantship. Students will be notified of their assistantship placement prior to the start of each semester. If you are awarded an assistantship, you are required to be present on campus and working on your assigned duty for the duration of the semester. Please note that TA assistantships are typically awarded for fall and spring semesters only. **FERPA training must be completed prior to beginning work as a TA** (<https://www.depts.ttu.edu/registrar/lms/>).

Assistantships are 9-month appointments (August – December; January – May). A student with a 9-month assistantship will receive their first paycheck on October 1 and their last paycheck on June 1. More information about the pay schedule can be found here: <https://www.depts.ttu.edu/payroll/pay-schedule/index.php>. There are a limited number of assistantships that are available during a given summer term. Funding for summer sessions is not guaranteed and dependent on need and funding. **In general, please plan accordingly and be prepared to support your educational costs and personal needs during the summer terms.** Graduate students may contact faculty to see if they have available summer funding for RA positions. Most funding for RA assistantships comes from faculty research funding (either internal or external grant funding), although some Graduate School fellowships provide funding during summer months. Students who would like to serve as a TA or GPTI in the summer term must notify the Department Chair once the academic year begins. Requests cannot be made until the given academic year begins (i.e., the first day of classes) in order to give current and incoming students the same opportunity to request funding. TA and GPTI assistantships for summer will be awarded based on timing of the request, performance in their coursework and assistantships, faculty need, and department funding. Only students who have successfully completed their Teaching Practicum I and II will be considered for GPTI positions. Students will likely need to explore other work opportunities on- and off-campus during the summer months.

Please note that completing all these steps does not guarantee that students will be assigned a GPTI appointment in summer as it is based on departmental needs

and funding that vary every summer. Students may also request to be a GPTI beyond their teaching practicum for Fall and Spring semesters. Assignments will be made depending on department needs and satisfactory performance as an instructor. Any GPTIs who are teaching beyond their teaching practicum will be observed and evaluated by a member of the department Exec committee or their advisor. Students with poor teaching evaluation scores, whether by the department or students, will not be offered future teaching opportunities.

Assistantship assignments may be a combination of TA and RA or GPTI and TA/RA responsibilities. These responsibilities are described in the TA and RA contract that must be signed by each graduate student. It is a violation of university policy to do any work other than what has been assigned in your contract. No TA may spend some hours as an RA and vice versa; any violation of this policy will be grounds for revoking your assistantship and disciplinary action of the faculty who does not assign work appropriately.

The department makes every effort to support its Master's and Ph.D. students with assistantships; however, students are not guaranteed assistantships for the duration of their program. This support is dependent upon the availability of assistantship funds, the student's progress and conduct in the graduate program (including earning a grade of B or above in all classes, or permission of the advisor and department leadership), and the performance of the student in the assistantship role as stated in the TA/RA contracts (<http://www.depts.ttu.edu/hs/hdfs/graduate/documents/TA-Contract.pdf>; <http://www.depts.ttu.edu/hs/hdfs/graduate/documents/RA-Contract.pdf>)

An assistantship is a privilege and not a right of admission or enrollment in the program. The assistantship is a staff position and students are required to complete 10 hours of work a week for a .25 time appointment or 20 hours of work a week for a half time .50 appointment. **Students not completing their assigned weekly TA hours/responsibilities may have their assistantship appointment reduced from 20hrs to 10hrs or lose their assistantships position altogether.** Students receiving departmental assistantships are on duty at the same time faculty are on duty during the semester/summer dates as per the university calendar. Assistantships start the date that faculty report to duty and end the day after grades are due. Since assistantships are half-time, **students do not accrue any vacation time.** Assistantships in the fall and spring semesters begin at the same time faculty are on duty and end the day after final grades are due (see academic calendar for specific dates). Specific dates may vary depending on whether courses are taught through TTU online as 8-week courses.

Students may not be awarded an assistantship after 5 years of enrollment in the program for PostBac Ph.D. students, 4 years for Ph.D. students entering with a master's degree, or more than 2 1/2 years for master's students. **If a student expects not to graduate on time, then they and their advisor must consult with the Department Chair and should not assume continued funding beyond the years outlined above.**

Priority for assistantships is given to Ph.D. students. If a master's student is awarded an assistantship in the fall and spring semesters, it will be for no more than 2 ½ years. Any assistantship award made to a master's student is dependent upon the availability of assistantship funds, the student's progress in the graduate program (including earning a B or above in all classes, or permission of the advisor and department leadership), and the performance of the student in the assistantship role. Accelerated Bachelor's to Master's students may be eligible to receive an assistantship following completion of their undergraduate degree and promotion to full-time graduate student, although will depend on student's progress in the graduate program and available funds.

The dates of assistantship appointments will be listed in your notification of assistantship placement and you are required to be present and working with your assigned faculty member for that entire period. Failure to do so may result in loss of pay or termination of current or future assistantships. If you receive an assistantship and are unable to fulfill the responsibilities outlined and/or work for the dates provided, you are to immediately notify the Graduate Program Coordinator and Assistant Graduate Program Director, and you will be relieved of your assistantship. This information is provided prior to each semester so that you can plan accordingly.

In the event of a serious illness, hospitalization, or other extreme unforeseen event, you are to notify your faculty advisor, assistantship supervisor, and Graduate Program Coordinator and Assistant Graduate Program Director immediately. At that time, determination will be made whether to terminate or amend your assistantship duties. Failure to notify the faculty listed may result in immediate termination of your assistantship.

Graduate students may need to miss work hours due to illness and should work with their assistantship supervisor to make up any work or hours. Graduate students who are absent due to professional development (e.g., traveling for a conference, job interviews, trainings) or mandatory department events (e.g., prospective student visit, faculty interviews) are generally not expected to make up hours as they are still contributing to the department through their professional development. **Being awarded an assistantship makes you an employee of Texas Tech University.** Therefore, you may be asked to complete various trainings, refresher courses, or provide additional information periodically requested by a department on campus. Failure to comply with these requests will result in the termination of your assistantship. Please note, as a part-time employee you are a mandatory Title IX reporter for any misconduct you become aware of during your assistantship duties. For example, if an undergraduate student discloses sexual harassment to you while you are in your TA or RA role, then you must report this misconduct to the Title IX office: <https://www.depts.ttu.edu/titleix/>. Failure to make a timely report can result in termination and legal consequences. Students must follow all university policies and failure to comply with appropriate policies and procedures may result in termination of your assistantship.

If any issues arise regarding your assistantship, please notify the Assistant Graduate Program Director and/or Department Chair.

OFFICE HOUR POLICY FOR GPTIS AND TAS

It is the goal of the department of Human Development and Family Sciences to provide students with regular and direct access to all instructors. To achieve this goal, GPTIs and TAs are expected to be available to students during designated office hours as well as hours by appointment. GPTIs and TAs will include office hours and state 'by appointment' hours on each syllabus.

For GPTIs, the minimum number of office hours is three hours per week, and hours must be spread across two separate days of the week to cover both class cycles for T/R and M/W/F courses. For TAs, the minimum number of office hours is one hour per week. The posted office hours must be conducted during normal hours of operation and be scheduled no earlier than 8:00 am and no later than 5 pm, Monday through Friday. The minimum period for any scheduled office hour must be at least one hour. GPTIs teaching online courses are expected to hold virtual office hours during business hours. If it is not possible for a GPTIs or TA should notify students via email and Canvas (if used for the course). A notice may also be posted outside the meeting room.

GPTIs and TAs need to hold meetings with undergraduate/graduate students in one of the available HDFFS conference rooms. Scheduling meetings for both rooms should be made through the appropriate staff member. Please note that no undergraduate or graduate meetings should occur in the HDFFS Grad Lab as it violates confidentiality and university policies. You must schedule any use of HDFFS conference rooms through the HDFFS staff and cannot work in a conference room without verifying the room availability with HDFFS staff. Do not assume an empty room is available.

INSURANCE

Graduate Part-Time Instructors, Teaching Assistants, and Research Assistants who are appointed half time (50%) or more, for 4.5 months or more, are eligible to enroll in the group insurance programs.

Graduate student employees are not automatically enrolled in the health plan. Prior to enrollment, each student must attend a benefits orientation meeting or complete an online benefits training in which information on policies, cost and procedures are provided. If you do not enroll during your first 30 days of employment, you must meet evidence of insurability requirements by submitting acceptable medical information to Blue Cross Blue Shield for future enrollment. Approval is not guaranteed. Your insurance is not in effect the first 90 days of employment. International students are required by the university to have health insurance offered through the university. Visit <https://www.depts.ttu.edu/international/iss/f1/healthinsinfo.php> for more information about the mandatory health insurance for international students. Currently, the

university provides graduate students with stipends that are meant to go towards health insurance costs. The amounts vary based on assistantship type and university approved funding levels. These stipends do not come from the department and the department has no control over the amounts awarded.

Additional information about benefits may be obtained from the Personnel Department, Benefits Section, or visit the <http://www.depts.ttu.edu/hr/>

TUITION AND FEE WAIVERS

A graduate student attending Texas Tech must pay tuition and fees every semester until the degree is completed, unless the student applies for and is granted leave by the graduate faculty and Graduate School. The cost varies depending on the number of hours for which the student is enrolled and the course fees for the specific courses. You can find information on fees waived at Student Business Services website: <http://www.depts.ttu.edu/studentbusinessservices/> and questions regarding tuition and fees should be directed to Student Business Services. The Graduate School encourages all students to enroll in the Budget Payment Plan prior to the start of a semester.

You may use this online calculator to estimate your tuition and fees:

<https://www.depts.ttu.edu/studentbusinessservices/feeinfo/tuition-estimator.php>

ELIGIBILITY

A graduate student must be employed in the fall or spring semester at least one half time .50 FTE (full time equivalent) – 20 hours per week) with a job begin date on or before the 12th class day (fall/spring) and the 4th class day (summer), or according to payroll guidelines, and with an electronic Personnel Action Form (ePAF) completion date of or before the 20th class day (fall/spring) and the 15th class day (summer) as a Teaching Assistant, Graduate Part-Time Instructor, or Research Assistant. The department submits all electronic Personal Action Forms. Appointed TA, GPTI, and RA students must be enrolled full-time for each term. **These forms can only be completed by the department if a student is enrolled full time in courses and has paid all outstanding fees/fines/bills. Failure of the student to complete these tasks may result in the staff not being able to meet university deadlines. If this is the case, students will be responsible for all fees/bills/fines that result.**

EXEMPTIONS

Graduate students meeting the eligibility requirements above are exempted from most tuition and fees (in most cases, the student will still have some financial responsibility) for the fall, spring, and summer terms as set forth below.

All Qualifying Graduate Students

Non-resident tuition rates will be waived for all qualifying graduate students without expense. Additionally, the following tuition and fees will be exempted:

- Designated Tuition Instructional Technology Fee
- Library Fee
- Student Services Fee
- Student Union Fee
- ADIA (Academic Department Instructional Assessment) Fees (excluding special instruction, field trip or off- campus travel fees)
- Medical Services Fee (can elect to pay)
- Athletics Fee (can elect to pay)
- Recreation Center Fee (can elect to pay)

Tuition Waivers and exemptions are posted once the student's ePAF is approved. In addition to the exempted fees in the section above, these students will also be exempted from the following:

- Advising and Retention Fee
- Cultural Activities Fee
- Energy Fee
- ID (Identification Card) Fee
- Records Fee
- Transportation Fee

ACADEMIC MISCONDUCT

Graduate students in the Department of Human Development & Family Sciences are expected to maintain a high level of academic achievement in their graduate studies and demonstrate campus- wide civility. As stated by TTU Ethical Principles: "Texas Tech University is committed to an open and diverse society. Each member of the Texas Tech community has the right to be treated with respect and dignity. This right imposes a duty not to infringe upon the rights or personal values of others" (see http://www.depts.ttu.edu/officialpublications/catalog/ethical_principles.php for complete TTU Statement of Ethical Principles). Thus, all students are expected to hold themselves to high standards of ethical conduct in all phases of their academic work, including assistantships, as well as professional, civil and ethical behavior in general.

Students should understand that actions such as plagiarism or cheating, attempts to do so, or any other violation of academic integrity are unethical and will not be tolerated at TTU. Students may not submit the same paper, or portions of the same paper, to fulfill requirements for more than one course. To do so constitutes academic misconduct. This is not meant to deter students from further development of a research or topical area through extension of previous work. Students should consult with the course instructor to be clear on the acceptability of papers that are based on prior coursework or other projects. Students should expect each assignment to reflect their original and

independent work. **Please note that self-plagiarism is plagiarism and is considered academic misconduct.** Students should adhere to all assignment guidelines and rules established by the faculty member.

Academic misconduct may result in a course grade of F for coursework or, in some circumstances, dismissal from the program and suspension or dismissal from the University. Violations of academic integrity may also result in termination of an assistantship. Please review TTU OP 34.12 for TTU complete information on Academic Integrity Procedures: <http://www.depts.ttu.edu/opmanual/OP34.12.pdf>

There is no singular university policy regarding AI use. It is your responsibility to be aware of and comply with your instructor's AI policy for a specific course. Instructors may have various policies and failure to follow a specific instructor's rules regarding AI is academic misconduct. AI may not be used in the writing of any qualifying exams or comprehensive exams unless the committee explicitly grants permission. If a student wants to use AI for a thesis or dissertation, they should discuss with their committee chair who will make the decision whether AI use will be permitted. The committee chair will notify the other committee members about any AI approval. Students are to follow APA style guidelines to disclose AI use as appropriate.

CAMPUS CIVILITY AND PROFESSIONAL BEHAVIORS

Campus civility encompasses behaving with respect to others and in a way that promotes a positive social and academic environment. It is expected that HDFS graduate students will adhere to the following:

1. Behave respectfully towards faculty, staff, students, guests, and HDFS property including but not limited to the HDFS kitchen, Graduate Lab, Barton Suite, Faculty Labs, etc. Students must throw away their trash, clean up their messes, and be conscious of keeping their desks and workspaces clean. The university custodial staff will not dust or wipe down desks, so it is the responsibility of graduate students to keep their desks clean.
2. The HDFS Graduate Lab is a quiet, professional space for students to work. Students should refrain from any disruptive behaviors or conversations which can interfere with others' ability to work. Guests, including partners, friends, and children, are not permitted in the HDFS Graduate Lab as their presence can be disruptive and violate privacy expectations for research and teaching. Anyone in the Graduate Lab should have a professional reason to be working in the space.
3. Follow TTU University ethical and behavior policies, rules, and regulations.
4. Exercise tolerance, integrity, dignity, and respect when exchanging their opinions and/or communicating with others (e.g., faculty, staff, students, visitors, etc.) face-to-face in campus premises and across communication platforms (e.g., written, electronic, non-verbal).
5. Refrain from behaviors that might intimidate, bully, or degrade individuals, or create a hostile environment on campus and take responsibility for the consequences of such behaviors.
6. Students should be aware that they are professionals and refrain from gossiping about each other, faculty, and staff as would be expected in any professional work environment.

Graduate students are expected to behave professionally and maturely on TTU campus premises, Lubbock community as well as during their attendance to conferences, seminars, training, and similar professional activities. Graduate students are also expected to exercise good ethical judgement, exhibit appropriate emotional self-regulation, and follow confidentiality federal requirements (e.g., Family Educational Rights and Privacy Act [FERPA], Health Insurance Portability and Accountability Act [HIPAA]). In addition, graduate students must understand and conform to the regulations set by the Department of Human Development & Family Sciences, the College of Health and Human Sciences, and Texas Tech University as well as local, state, and Federal authorities. Harassment and disrespect towards other students, faculty, and staff will not be tolerated and students may face serious consequences for their actions.

Graduate students who do not maintain acceptable progress, are found to be responsible for academic misconduct, or violate our campus civility and professional behaviors policy may lose graduate student privileges including access to graduate lab

and research spaces, assistantships, funding for conferences and professional development, and/or being terminated from the HDFS degree program. This policy shall be applicable for students at any stage of the HDFS Master's or doctoral program, including students who have advanced to candidacy as stated in the Graduate Student Handbook (see annual review policy).

HDFS

GENERAL PROCEDURES FOR THE MASTER'S DEGREE

This section outlines procedures for the master's program; in the next section, procedures are discussed for the Accelerated Bachelor's to Master's program. Students in the Human Development and Family Studies Master's program take two theories courses (Theories of Human Development and Family Theories), research methods, two statistics courses (Quantitative Methods I and II), and an Introduction to Graduate Studies in HDFS. All students are required to complete a research-based thesis and at least 6 hours of thesis research (HDFS 6000). Beyond these requirements, almost half of the credit hours in the program (15 of 37) are electives, so students may tailor the program to their own needs and interests.

The departmental and graduate school forms for the master's degree can be found on the following websites:

HDFS: <http://www.depts.ttu.edu/hs/hdfs/graduate/manuals.php>

TTU Graduate School:

<https://www.depts.ttu.edu/gradschool/academic/formsresources.php>

Students are responsible for meeting all departmental and TTU Graduate School Deadlines. Please review the information in this handbook thoroughly and discuss with your advisor for further guidance.

Please note that you, as well as your faculty advisor, need to retain copies of all forms submitted to the HDFS office or the Graduate School.

The major milestones of the master's program are:

1. Master's degree credit hours
2. Candidacy Meeting - by the end of the second semester (spring) for all Master's students
3. Master's Thesis Proposal Meeting (thesis track)
4. Master's Thesis Defense (thesis track)

PLAN OF STUDY FOR M.S. STUDENTS

FIRST YEAR

Students are **REQUIRED (R)** to enroll in these Core Courses during the first year in the master's program. These courses serve as pre-requisites for all other courses in the program.

FALL

HDFS 5110 Introduction to Graduate Studies in HDFS (1 hour) **R**

HDFS 5310 Theories of Human Development* (3) **R**

HDFS 5349 Quantitative Methods I * (3) **R**

HDFS 5311 Independent Study with Advisor (3)

SPRING

**Complete Candidacy Exam by May 1st*

HDFS 5321 Family Theory* (3) **R**

HDFS 5351 Research Methods* (3) **R**

HDFS 6352 Quantitative Methods II (3) **R**

SUMMER

Potentially begin thesis

SECOND YEAR

FALL

**Propose thesis*

HDFS 6000 Thesis (3) **R**

Elective Elective courses (6)

SPRING

**Complete and defend thesis*

HDFS 6000 Thesis (3) **R**

Elective Elective courses (6)

GENERAL PROCEDURES FOR THE MASTER'S DEGREE

37 total credit hours

REQUIRED COURSES – 22 CREDIT HOURS

| HDFS | SEMESTER |
|--|----------|
| 5110 Introduction to Graduate Studies in HDFS (1 credit) | |
| 5310 Theories of Human Development | |
| 5321 Family Theory | |
| 5349 Quantitative Methods I | |
| 5351 Research Methods | |
| 6352 Quantitative Methods II | |
| 6000 Thesis (6 hours required) | |

ELECTIVES – 15 CREDIT HOURS (5 COURSES)

| HDFS | SEMESTER |
|---|----------|
| 5302 Introduction to Gerontology | |
| 5311 Problems in HDFS (Individual Study) | |
| 5313 Psychosocial Development | |
| 5314 Infant Development | |
| 5317 Adolescent Development | |
| 5319 Development in Adulthood | |
| 5320 Interpersonal and Family Dynamics | |
| 5341 Socialization Processes and Addiction | |
| 5352 Sex-Gender Development | |
| 5353 Issues and Research in HDFS | |
| 5380 Relationship Development | |
| 6320 Seminar in Risk Taking | |
| 6330 Family Problems | |
| 6343 Grant Writing for HDFS | |
| 6363 Advanced Topics in Human Development | |
| 6371 Practicum in Human Development and Family Sciences | |
| 6373 Advanced Topics in Family Studies | |
| 6390 Program Development and Evaluation | |
| Outside Electives (6 credits max.) | |
| | |

Students interested in working on a minor or graduate certificate, (e.g. Women's and Gender Studies) may substitute elective hours to fulfill the requirement of the program. Master's students may also take courses required for the Doctoral degree as electives (e.g., Qualitative Methods, Quantitative Methods III).

HDFS

GENERAL PROCEDURES FOR THE ACCELERATED BACHELOR'S TO MASTER'S (ABM)

The Accelerated Bachelor's to master's degree Program in HDFS gives qualified undergraduate students the opportunity to complete a bachelor's and master's degree in five years. Ideally, students should begin considering this option during their freshman and sophomore years, but current juniors may be eligible on a case-by-case basis. Only students with 3.0 GPA or higher may apply. If accepted, students begin graduate work during their senior year to finish both a bachelor's and master's degree in a total of five years.

During their last year of undergraduate studies and first year of simultaneous graduate studies, students will complete a total of 21 credit hours. This includes the remaining 12 hours of undergraduate requirements by taking 3 hours in an undergraduate course, complete 9 hours of graduate coursework in Human Development and Family Sciences that will count toward both the undergraduate and master's degree requirements, and 9 hours of graduate coursework that counts towards the master's degree requirements. Both a thesis and non-thesis option are available. Students who opt for the non-thesis track will instead complete a comprehensive exam.

Students in the Human Development and Family Studies (HDFS) ABM program take two theories courses (Theories of Human Development and Family Theories), research methods, one statistics course (Quantitative Methods I), and an Introduction to Graduate Studies in HDFS.

The departmental and graduate school forms for the Master's degree can be found on the following websites:

HDFS: <http://www.depts.ttu.edu/hs/hdfs/graduate/manuals.php>

TTU Graduate School:

<https://www.depts.ttu.edu/gradschool/academic/formsresources.php>

Students are responsible for meeting all departmental and TTU Graduate School Deadlines. Please review the information in this handbook thoroughly and discuss with your advisor for further guidance. Please note that you, as well as your faculty advisor, need to retain copies of all forms submitted to the HDFS office or the Graduate School.

The major milestones of the ABM program with the thesis are:

1. Degree credit hours
2. Candidacy Meeting - by the end of spring senior year
3. Master's Thesis Proposal Meeting

4. Master's Thesis Defense

The major milestones of the ABM program without the thesis are:

1. Degree credit hours
2. Candidacy Meeting - by the end of spring senior year
3. Comprehensive Exam

PLAN OF STUDY FOR ABM-THESIS STUDENTS

FIRST YEAR (FRESHMAN)

FALL

HUSC 1100

ENGL 1301 Essentials of College Rhetoric

POLS 1301 American Government Organization MATH*

PSY 1300 General Psychology Language, Philosophy, and Culture*

SPRING

ENGL^ 1302 Advanced College Rhetoric

POLS

MATH* 2306 Texas Politics and Topics

Life and Physical Science*

SOC 1301 Intro to Sociology or SOC 1320 Current Social Problems Minor or Elective

SECOND YEAR (SOPHOMORE)

FALL

HIST 2300 US History to 1877

ENGL^ 2311 Technical Writing

HDFS 2303 Life Span Human Development Life and Physical Science*

CFAS 2300 Communication, Civility & Ethics

SPRING

HIST 2301 US History from 1877

Creative Arts*

HDFS Elective

HDFS 2300 Gender Development

Statistics (choose 1 course from PSY 2400 or MATH 2300 or SOC 3391) Minor or Elective (6 must be upper level)

THIRD YEAR (JUNIOR)

FALL

Human Sciences Core+

HDFS 3301

Theories of HDFS

HDFS Elective

Must be upper level

HDFS 3320

Contemporary Families

HDFS 3390

Research Methods in HDFS

SPRING

| | |
|-------------------|-----------------------------------|
| HDFS 3350 | Devlp. Cross Cultural Perspective |
| HDFS 3324 | Dynamics of Family Interaction |
| HDFS Elective | Must be upper level |
| Minor or Elective | Must be upper level |
| Minor or Elective | Must be upper level |

FOURTH YEAR (SENIOR; BEGIN TAKING GRADUATE LEVEL COURSES)**FALL (12 CREDIT HOURS)**

| | |
|-------------|---|
| HDFS 5110 | Introduction to Graduate Studies in HDFS (1 hour) |
| HDFS 5310 | Theories of Human Development (3) |
| HDFS 5349** | Quantitative Methods I |
| HDFS 4320 | Research in HDFS (3) |
| HDFS 7000 | Research (2 hours) |

SPRING (9 CREDIT HOURS)*****Complete Candidacy Exam by May 1st*******Complete BS degree**

| | |
|-------------|----------------------|
| HDFS 5351** | Research Methods (3) |
| HDFS 5321** | Family Theory (3) |
| HDFS 5311 | Problems in HDFS (3) |

FIFTH YEAR**FALL*******Propose Thesis**

| | |
|-----------|---------------|
| HDFS 5XXX | Electives (3) |
| HDFS 5XXX | Electives (3) |
| HDFS 6000 | Thesis (3) |

SPRING (9 CREDIT HOURS)*****Complete and defend thesis**

| | |
|-----------|---------------|
| HDFS 5XXX | Electives (3) |
| HDFS 5XXX | Electives (3) |
| HDFS 6000 | Thesis (3) |

* Refer to University Core Curriculum Requirements for course selection

^ Pre-requisites & restrictions apply

+ Human Sciences Core choose 1 course from: ADRS 2310, NS 1325, PFI 3301, or PFI 1305

** Cannot be substituted (count toward both undergraduate and graduate degree and must be HDFS)

PLAN OF STUDY FOR ABM-NON-THESIS STUDENTS

FIRST YEAR (FRESHMAN)

FALL

HUSC 1100

ENGL 1301

Essentials of College Rhetoric

POLS 1301

American Government Organization

MATH*

PSY 1300

General Psychology

Language, Philosophy, and Culture

SPRING

ENGL^ 1302

Advanced College Rhetoric

POLS 2306

Texas Politics and Topics

MATH*

Life and Physical Science*

SOC 1301

Intro to Sociology or SOC 1320

Minor or Elective

SECOND YEAR (SOPHOMORE)

FALL

HIST 2300

US History to 1877

ENGL^ 2311

Technical Writing

HDFS 2303

Life Span Human Development

Life and Physical Science*

CFAS 2300

Communication, Civility & Ethics

SPRING

HIST 2301

US History from 1877

Creative Arts*

HDFS Elective

HDFS 2300

Gender Development

Statistics (choose 1 course from PSY 2400 or MATH 2300 or SOC 3391)

Minor or Elective (6 must be upper level)

THIRD YEAR (JUNIOR)

FALL

Human Sciences Core+

HDFS 3301

Theories of HDFS

HDFS Elective

Must be upper level

HDFS 3320

Contemporary Families

HDFS 3390

Research Methods in HDFS

SPRING

| | |
|-------------------|-----------------------------------|
| HDFS 3350 | Devlp. Cross Cultural Perspective |
| HDFS 3324 | Dynamics of Family Interaction |
| HDFS Elective | Must be an upper level |
| Minor or Elective | Must be an upper level |
| Minor or Elective | Must be an upper level |

FOURTH YEAR (SENIOR; BEGIN TAKING GRADUATE LEVEL COURSES)**FALL (12 CREDIT HOURS)**

| | |
|------------------|---|
| HDFS 5110 | Introduction to Graduate Studies in HDFS (1 hour) |
| HDFS 5310 | Theories of Human Development (3) |
| HDFS 5349** | Quantitative Methods I |
| HDFS upper level | Any upper-level minor or elective (3) |
| HDFS 7000 | Research (2 hours) |

SPRING (9 CREDIT HOURS)*****Complete Candidacy Exam by May 1st*******Complete BS degree**

| | |
|-------------|----------------------|
| HDFS 5351** | Research Methods (3) |
| HDFS 5321** | Family Theory (3) |
| HDFS 5311 | Problems in HDFS (3) |

FIFTH YEAR**FALL**

| | |
|-----------|---------------|
| HDFS 5XXX | Electives (3) |
| HDFS 5XXX | Electives (3) |
| HDFS 5XXX | Electives (3) |

SPRING (9 CREDIT HOURS)*****Comprehensive Exam**

| | |
|-----------|----------------------|
| HDFS 5000 | Directed Studies (3) |
| HDFS 5000 | Directed Studies (3) |
| HDFS 5XXX | Electives (3) |

* Refer to University Core Curriculum Requirements for course selection

^ Pre-requisites & restrictions may apply.

+ Human Sciences Core choose 1 course from: ADRS 2310, NS 1325, PFI 3301, or PFI 1305

** Cannot be substituted (count toward both undergraduate and graduate degree and must be HDFS)

HDFS

MASTER'S CANDIDACY EXAM MEETING

The purpose of this meeting is to convene your advisor and the additional two members of your thesis/comprehensive exam committee to assess your progress in the program, your plan of study, the alignment of your goals with the training offered in our program, and to address any questions you or faculty have about your progress in the program. PostBac PhD students will complete the Candidacy Exam during their first year as they will be completing the Master's degree along with their Ph.D. Please note that PostBac PhD students should submit a doctoral degree plan and a master's degree plan for this meeting. Accelerated Bachelor's to master's students will also complete the Candidacy exam by the end of the second semester in their first year as an ABM student. By the end of the second semester (spring) of the master's program, all students must complete their candidacy exam meeting.

Your candidacy committee is composed of your academic advisor (Chairperson) and two other faculty members from HDFS. Your committee should be formed in consultation with your advisor and taking into account overlapping research interests with you and the committee members. Your thesis or comprehensive exam committee may change from your candidacy exam committee.

In preparation for the Candidacy Exam, students should submit the [Consent for Student Evaluation for Candidacy](#) containing the list of evaluating faculty (i.e., course instructors, advisor, assistantship supervisor) to the Graduate Program Coordinator by **February 1**. Faculty evaluations will be provided to your advisor by the Graduate Program Coordinator prior to the Candidacy Exam meeting.

The student should work with their advisor and committee members to arrange a time to meet. Once your candidacy meeting is scheduled, please notify the Graduate Coordinator via email with the date, time, and place of your meeting.

The student should prepare a virtual folder to share with their committee that contains the following required items for your candidacy exam:

- **Degree Plan**
- **Semester-by-Semester Course Sequence Chart Candidacy Exam Report Form**
- **Curriculum Vitae (CV)**
- **Professional Goals (1 page):** Using a single-spaced format, answer the following questions regarding your professional goals:
 - What is your career goal?
 - How will completing your master's in HDFS help you reach this goal?
 - What is your proposed timeline for completing your degree?
- **Philosophy of Education (1 page):** Using a single-spaced format, answer the following questions regarding your professional goals:

- What do you expect from your educational experience at the graduate level?
- What do you see as your role in your master's education?

Please consult with your academic advisor on completing each of these items. All the required fillable PDF forms and samples can be found at <https://www.depts.ttu.edu/hs/hdfs/graduate/manuals.php>.

SCHEDULING OF CANDIDACY EXAM MEETING

Faculty advisors should request evaluations from the Graduate Program coordinator in order to prepare for the candidacy exam. Once your academic advisor has received all the faculty evaluations and approved all of the materials required, you will need to contact your committee members to schedule a meeting. You need to allow your committee at least 2 weeks before your meeting to review your materials.

Candidacy meetings are required to be completed by **May 1**.

Please make sure that the committee members sign the [Candidacy Exam Report Form](#) **at the scheduled Candidacy meeting** and that you submit a copy to the Graduate Program Coordinator for the departmental records. You and your advisor should retain a copy of the Candidacy Exam form for your own records.

HDFS

MASTER'S THESIS PROPOSAL AND DEFENSE

REQUIRED FORMS

HDFS departmental forms:

Master's Thesis Forms

Approval of Thesis Proposal

Thesis Proposal Checklist

Thesis Defense Checklist

Defense Notification

<http://www.depts.ttu.edu/hs/hdfs/graduate/manuals.php> (be sure to check for updated forms)

TTU Graduate School forms: Students must initiate the Graduate School forms.

https://www.depts.ttu.edu/gradschool/academic/thesis_diss/forms/TDforms.php

PROCEDURE FOR YOUR DEVELOPING A THESIS PROPOSAL

The following procedures are for master's students and Accelerated Bachelor's to Master's students on the thesis track. In preparation for developing a thesis, students must identify potential members for the Thesis committee during the second semester of their first year (spring). These are generally the members of your candidacy exam committee, although committee membership can change. Students are encouraged to select faculty members whose research interests and work overlap with the student's own research interests.

Guided by the faculty advisor/Chair of the Thesis Committee, students should start making progress in their thesis proposal by the end of the first year. The faculty advisor should provide continued feedback until the thesis proposal is no longer in "draft" form and ready to be reviewed by the thesis committee. Students should review the Thesis Proposal and Thesis Defense Checklists to understand elements that should be included in these documents and evaluation criteria.

Your proposal should include the following sections/chapters following the [TTU Graduate School Formatting Handbook](#) and guidelines:

1. Introduction (e.g., statement of the problem, significance of the study, definition of terms, organization of the thesis)
2. Literature review (e.g., comprehensive literature review of theoretical assumptions, recent and relevant scholarship to support the study)
3. Research questions or hypotheses
4. Methods (e.g., target population, recruitment procedures, data collection procedures, description of measuring instruments)
5. Proposed plan of analyses

NOTIFICATION OF THESIS PROPOSAL MEETING

The Graduate Program Coordinator should both be notified via email of the date, time, and location of your thesis proposal meeting at least 2 weeks before your proposal meeting.

PROPOSAL MEETING

At the meeting, your faculty advisor will introduce you and you will provide a brief (30 minutes maximum) PowerPoint presentation to provide an overview of the research proposal. Following your presentation, committee members are invited by your faculty advisor to ask questions. Once the questioning session is completed, you will then be excused from the room while the committee decides whether or not your proposal meeting was successful and they will complete the [Thesis Proposal Checklist](#) and the [Approval of Thesis Proposal form](#).

Both forms contain the departmental expectations for your proposal, presentation, and knowledge to complete the proposed study. You will then be invited to return to the room and the results will be discussed with your committee.

Following your proposal meeting, your advisor must submit the approval/disapproval of your thesis proposal to the Graduate Program Coordinator. You and your advisor should retain a copy of the forms for your own records.

MASTERS THESIS CREDIT DISTRIBUTION

In the spirit of treating faculty equitably regarding their involvement in theses, the following policy governs the distribution of HDFS 6000 credit among committee members. Typically, graduate students will adhere to a policy of awarding credit to all committee members during:

- 1. The semester in which they first begin working on their thesis proposal if they are making use of their committee for proposal ideas and feedback;**
- 2. The semester in which they have their formal thesis proposal meeting with their committee, which is nearly always a different semester from (1) above; and**
- 3. The semester in which they have their thesis defense.**

The committee chairperson should receive a minimum of 3 credits per semester of thesis work (not just the semesters mentioned above for committee members). Students enrolling for thesis credits to maintain continuous enrollment must be enrolled in at least 1 credit with their committee chairperson. Students should consult their chairperson regarding the number of credits to be taken. Per Graduate School policy, students must be enrolled in at least 3 credits of thesis hours the semester they defend their thesis. It is also the expectation of the Graduate School that students will not propose their thesis in the same semester they defend their thesis.

Students who violate this policy run the risk of asking their committee to read a document (proposal or final draft), or render other advice or assistance, only to have the committee member refuse on the basis of receiving no credit for the current semester (i.e., one or more committee members are not officially working with the student during the time the student needs their attention). Finally, students are strongly encouraged to remain in Lubbock until the completion of their thesis (please note that residence in Lubbock is required for assistantships).

INSTITUTIONAL REVIEW BOARD (IRB) APPROVAL FOR RESEARCH WITH HUMAN SUBJECTS

Per university policies all types of research conducted with human subjects require IRB approval. Students are responsible for developing the IRB proposal for the thesis with guidance provided by their advisor. IRB proposals are electronically submitted to the Office of Research & Innovation- Human Subjects Protection Program via Cayuse Software.

Students should request access to the Cayuse IRB prior to submitting a proposal at <https://www.depts.ttu.edu/research/irb/forms/cayuse-user-access-request.php> Only full-time or tenured TTU faculty members or full-time employees with a terminal degree (e.g., Ph.D.; Ed.D., J.D.) are allowed to serve as Principal Investigators (PI). Thus, the student's advisor should serve as the PI and certify and approve the submission of the IRB proposal. For detailed information about IRB procedures including sample materials please see

<https://www.depts.ttu.edu/research/irb/research-team.php>

Students should work with their advisors to address all feedback provided by the IRB and must wait until an approval letter is provided by the IRB to start recruiting participants and collection of data for thesis. Students are responsible for conducting research according to the procedures approved by the IRB. In case of modifications, incidents, and other potential issues, students must discuss with their advisor and proceed accordingly to the Human Research Protection Program guidelines.

THESIS FORMAT AND THESIS DEFENSE MEETING

Your final thesis should include the following sections following [TTU Graduate School Formatting Handbook and guidelines](#):

1. Introduction (e.g., statement of the problem, significance of the study, definition of terms, organization of the thesis)
2. Extended literature review (e.g., theoretical assumptions, recent and relevant scholarship to support the study)
3. Research questions or hypotheses
4. Methods (e.g., target population, recruitment procedures, data collection procedures, description of measuring instruments)
5. Proposed plan of analyses

6. Results (e.g., quantitative or qualitative analyses results; tables, figures)
7. Discussion
8. Conclusions
9. References
10. Appendixes (optional)

A completed thesis (with all above mentioned parts, including those required by the Graduate School) must be completed prior to your thesis defense. When your faculty advisor has approved your completed thesis, you may schedule your defense with your committee. You need to plan your meeting such that faculty on your committee have at least 2 weeks to review your thesis prior to your meeting. Please keep this timeline in mind as you prepare your thesis.

NOTICE OF THESIS DEFENSE MEETING

Students need to fill out the [Defense Notification form](#) at least 4-6 weeks before your proposal meeting and submit it to the Graduate Program Coordinator via email along with information of the date, time, and location of your thesis defense. This information will be shared with all graduate students and faculty, and all are welcome to attend the public defense. Advisors are responsible for notifying department members of the date and time for the public defense.

PROCEDURE FOR MASTER'S THESIS DEFENSE

Your faculty advisor will introduce you, and you will provide a brief PowerPoint (30-minute maximum) presentation to provide an overview of your work. Your advisor should review and approve this presentation prior to the thesis defense meeting. Following your presentation, audience members not on your committee (e.g., other graduate students, friends, family members and other faculty members) and your committee are invited by your faculty advisor to ask questions. Once that is complete, the faculty advisor will thank and excuse audience members. Your committee may then ask additional questions if necessary. You will then be excused from the room while the committee decides whether or not your defense was successful. Upon successful completion of your thesis defense, the committee members will complete the Thesis Defense Checklist. You will then be invited to return to the room and the results will be discussed with your committee.

Following your defense, your advisor will notify the Graduate Program Coordinator of the results and the Coordinator will then begin the Graduate School thesis/dissertation forms through Dynamic Forms. The committee will need to complete both an Oral Defense Approval Form and a Final Document Approval form in addition to the internal defense checklist form. It is of the utmost importance that faculty monitor their email and sign these forms in a timely manner.

PREPARING FOR GRADUATION

After completing the master's thesis defense, students are responsible for addressing all feedback provided by the committee under their advisor's guidance, finalizing the

thesis according to the Graduate School guidelines, and submitting it before the required deadline. It is the student's responsibility to ensure that they have completed all needed forms for graduation, including their intention to graduate, defense notification form, and submit their final thesis document.

Please review the following website for deadlines and forms required for graduation:

<http://www.depts.ttu.edu/gradschool/>

HDFS COMPREHENSIVE EXAM PROCEDURE FOR ABM-NON-THESIS STUDENTS

REQUIRED FORMS

HDFS departmental forms: <http://www.depts.ttu.edu/hs/hdfs/graduate/manuals.php>

ABM students on the non-thesis track will be required to complete a comprehensive exam in lieu of a thesis. In their final year, ABM students are to register for six credits of HDFS 5000 (Directed Studies). In preparation for the comprehensive exam, students need to identify potential members for the Comprehensive Exam committee during their second semester of their first year (spring). The committee will be comprised of their advisor and two additional graduate faculty. Committee members are generally the members of your candidacy exam committee. Students are encouraged to select faculty members whose research interests and work overlap with the student's own interests and professional goals. The committee will work with the student to determine the type of comprehensive exam and the organizational structure for the exam. One Graduate Faculty member outside HDFS may serve on a comprehensive exam committee, subject to approval of the student's advisor.

There are two options available that the student and their committee can select from for the comprehensive exam. Students may prepare one of the following for the comprehensive exam: 1) a narrative literature review or 2) a research report for a project they were involved in as a graduate student. Students will participate in both a written and oral portion for the comprehensive exam.

For the comprehensive exam, students will meet with their committee to discuss the topic, form, and organizational structure of the exam. It is expected that the written document will be approximately 25-30 pages in the student's area of expertise and adhere to expectations outlined in the Comprehensive Exam Checklist. The comprehensive exam committee will discuss and decide on the deadlines for submitting the written portion of the exam, the oral portion of the exam, and the specific formatting guidelines. The oral portion of the comprehensive exam will be scheduled within 2 weeks after the written portion is submitted. Students should plan accordingly for the comprehensive exam deadline set by the Graduate School (same as last date to defend thesis/dissertation).

It is expected that the student will submit drafts to their advisor/committee chair and receive regular and consistent feedback from the advisor prior to the written portion of the comprehensive exam being sent to the rest of the committee. The student may also seek and receive feedback from any committee members prior to submitting the final written document.

Directed Studies Credit Distribution

In the spirit of treating faculty equitably regarding their involvement in comprehensive exams, the following policy governs the distribution of HDFS 5000 credit among committee members. Typically, graduate students will adhere to a policy of awarding credit to all committee members during the semester they complete the comprehensive exam.

The committee chairperson should receive a minimum of 4 credits of 5000 hours and the other committee members will receive at least one credit of 5000 hours. Students who violate this policy run the risk of asking their committee to read a document, or render other advice or assistance, only to have the committee member refuse on the basis of receiving no credit for the current semester (i.e., one or more committee members are not officially working with the student during the time the student needs their attention). Finally, students are strongly encouraged to remain in Lubbock until the completion of their comprehensive exam (please note that residence in Lubbock is required for assistantships).

Procedure for the Written Portion of the Comprehensive Exam

The written exam should be concise, clear, non-redundant, accurate, consistent with instructions, and grounded in the scholarly literature. Additionally, students are expected to cite original sources unless a secondary source makes a unique contribution. Students are expected to follow APA (American Psychological Association) style and any specific formatting guidelines provided by each committee. Students will submit a final electronic version of their written comprehensive exam to the committee by the date and time specified by the committee. Failure to submit the exam by the deadline will result in an automatic fail. Students who have extenuating circumstances (e.g., hospitalization, sudden death) and are unable to meet the deadline must alert the committee as soon as possible and the committee may decide on an extension.

Procedure for the Oral Portion of the Comprehensive Exam

Your faculty advisor will introduce you and you will provide a brief PowerPoint (30 minute maximum) presentation to provide an overview of your written exam. This presentation should be reviewed and approved by your advisor prior to the oral portion of the exam. Following your presentation, audience members not on your committee (e.g., other graduate students, friends, family members and other faculty members) and your committee are invited by your faculty advisor to ask questions. Once that is complete, the faculty advisor will thank and excuse audience members. Your committee may then ask additional questions if necessary. Questions posed by the committee in the oral portion of the comprehensive exam will be based on the written portion.

You will then be excused from the room while the committee decides whether or not your comprehensive exam was successful. Committee members will complete the Comprehensive Exam Checklist following the oral portion of the exam. Upon successful completion of your comprehensive exam, your advisor will complete and sign the Comprehensive Evaluation Report form. This form will then be submitted to the Graduate Program Coordinator, who will be responsible for submitting the form to the

Graduate School. Students will be responsible for having completed other paperwork needed for graduation, such as the Intent to Graduate form.

HDFS

DOCTORAL DEGREE IN HUMAN DEVELOPMENT AND FAMILY SCIENCES

Total Hours Required: 72 credit hours

Graduate students may be considered for up to 30 transfer hours to be applied toward any program requirements on a course-by-course substitution basis upon approval of the students committee and the Graduate School. Forty-five (45) hours correspond to specific required courses (R). Of these 45 hours, 24 are content courses, 18 are research hours, and 3 are non- courses. Students also enroll in 27 hours of electives (at least 18 hours of which are in the student's area of specialization). Twelve hours of 8000 credits are required. Any hours over the 12 do not count toward the required 27 elective hours. Students typically are enrolled for at least one (1) summer session as continuous enrollment is required once students begin taking 8000 hours.

Substituting Required Coursework for your Degree Plan

Courses from previous degree programs for which the student earned a grade of "B" or higher may apply to the current degree plan. For Ph.D. students, up to 30 hours from their Master's degree may transfer into the Ph.D. degree plan. If the student has not earned a Master's degree but did complete graduate level coursework at another institution, up to 12 credit hours from the graduate coursework completed may be transferred. Students are eligible to apply any of their TTU Master's coursework towards the Doctoral degree with the exception of 6000 thesis credit hours; any graduate coursework completed at TTU is not considered transferred hours. Courses are valid for six years for a master's degree and eight years for a doctoral degree. There is no automatic transfer of credit from another university toward a graduate degree at Texas Tech. All recommendations from the department are subject to approval by the Graduate Dean. Graduate credit will not be granted for courses taken by correspondence. <https://catalog.ttu.edu/content.php?catoid=19&navoid=1817#general-information>

Requests for substituting required coursework are evaluated and granted based on the equivalence of the course content, depth and substance (electives, core areas). Students may start the process to request substituting coursework as soon as they are admitted into the doctoral program and the process should be completed before the end of the second semester(spring) of the first year in the program. The process to request prior coursework to be applied to your doctoral degree is as follows:

1. In consultation with the advisor, the student will collect the course(s) syllabi and course(s) description(s) from the institution(s) where the course(s) was/were completed and will provide the materials to their advisor. Upon discussing the course(s) with their advisor, the advisor may send the syllabi and a request for transfer credit to the Assistant Graduate Program Director.

2. The Assistant Graduate Program Director will convene a meeting with the student, advisor, and current and/or recent previous instructors to evaluate and discuss the course(s) content equivalence, depth, and substance.
3. A recommendation will be made based on the majority vote of all members of the meeting minus the student.
4. After the meeting, the Assistant Graduate Program Director will bring the recommendation to the HDFS Executive Committee for their review and approval.
5. Students will be informed of the Executive Committee's decision within two weeks from when the recommendation is made.

Substituting Elective Coursework for your Degree Plan

Students wishing to use previous coursework from another graduate program may substitute for the required elective course work hours. These substitutions will be made under the guidance of their faculty advisor in conjunction with the Preliminary Exam committee.

Prior to the Preliminary Exam, the student should discuss with their advisor the courses they wish to transfer for elective hours. Students should be prepared to share course learning objectives, syllabi, and possibly course work or materials in their case for applying the transfer hours to their electives. Students should consider how this prior coursework enhances their area of specialization in the TTU HDFS program. Courses proposed for electives do not require a direct TTU course equivalent.

If approved by the advisor, the Preliminary Exam committee will review the information provided during the exam, and in conjunction with the advisor, make the recommendation to the Assistant Graduate Program Director and Graduate Program Coordinator to approve and apply to the proposed prior coursework to their degree plan. Please note, the university limitations on the number of credits hours which can be transferred.

GENERAL PROCEDURES FOR THE HDFS DOCTORAL DEGREE

After being admitted to the Ph.D. program in Human Development and Family Sciences, the following procedures are required for completion of the degree.

- Students in the Doctor of Philosophy in Human Development and Family Sciences (HDFS) program also complete the master's program requirements. Up to 30 transfer hours from an already completed master's program may be applied toward doctoral program requirements upon approval of the student's committee and the Graduate School. If the student did not earn a master's but did complete graduate level coursework at another institution, up to 12 credit hours from the graduate coursework completed may be transferred.

- Post-Bac Ph.D. students are registered in the TTU System as doctoral students and thus, to be able to complete their master's degree they will need to re-apply to the master's program during the fall semester during their second year to be eligible to graduate in Spring/Summer of their second year. Students will need to contact the Graduate Program Coordinator to complete the process. Post-Bac Ph.D. students complete all requirements and expectations for master's students first (the one caveat is that students complete a doctoral degree plan during their Candidacy Exam meeting). All coursework from the master's degree, except the 6000 hours, will be applied to the Doctoral degree. Upon completion of the master's degree, students will complete the remainder of the doctoral coursework, the 7000 project, the Teaching Practicum, the Qualifying Exams, and dissertation.
- Post-Bac Ph.D. students will receive the same stipend as master's students until they defend their thesis and graduate with their master's degree. In the next semester after graduation, they will be funded at the same level as Ph.D. students. Throughout their time in the graduate program, Post-Bac Ph.D. students will receive the same travel funding as Ph.D. students.
- Doctoral students receive teaching preparation through a Teaching Practicum that is completed over 2 semesters. During the first semester, students work under the supervision of a HDFS faculty member in preparation for teaching independently as a Graduate Program Teaching Instructor (GPTI) during the second semester of their teaching practicum. This is a unique aspect of our doctoral program that prepares graduate students for teaching in an academic institution. Each semester of Teaching Practicum students will register for one credit of HDFS 5101. In order to serve as a GPTI, graduate students will need to have completed 18 hours of HDFS graduate coursework and have completed their master's degree.
- Nearly half of the required credit hours in the doctoral program (27 of 72 hours) are electives. This allows students to define their own area of specialization. At least nine courses must be related to their specialization, and up to five courses may be taken outside of the HDFS department. Many HDFS students take courses in the College of Education, Psychological Sciences, Women's and Gender Studies, Sociology, and other related fields.
- The HDFS program has a rigorous methodological sequence including quantitative and qualitative course offerings and electives.
- Graduate students are actively involved in research projects throughout their program and work in HDFS faculty research teams and may include research collaborations with centers, including the Child Development Research Center, the Center for Adolescent Resiliency, the Early Head Start Program. Other potential research collaborations are available across campus including the TTU Health Sciences Center, Women's and Gender Studies, and the Burkhart Center for Autism Research.

The departmental and graduate school forms for the Doctoral degree can be found on the following websites:

HDFS: <http://www.depts.ttu.edu/hs/hdfs/graduate/manuals.php>

TTU Graduate School: <https://www.depts.ttu.edu/gradschool/>

The HDFS website contains the required steps for completing the Doctoral Degree, as well as links to information about required deadlines for all activities (see http://www.depts.ttu.edu/hs/hdfs/graduate/doctoral_details.php)

Students are responsible for meeting all departmental and TTU Graduate School Deadlines. Please review the information on this website thoroughly and discuss with your advisor for further guidance. In addition, please refer the HDFS calendar with specific deadlines and due dates updated each academic year, as well as the Graduate School. These due dates are provided in hard copy format to all graduate students. Please note that university and department policies may change during the course of your Ph.D. so it is important to stay up to date on all policies and procedures.

Please note that you, as well as your faculty advisor, need to retain copies of all forms submitted to the HDFS office or the Graduate School.

The major milestones of the Doctoral Program are:

- Doctoral degree credit hours
- Preliminary Exam Meeting - by the end of the second semester (spring)
- HDFS 7000 Project
- Teaching Practicum
- Qualifying Exams (Theories, Methods, Specialization)
- Dissertation Proposal Meeting
- Dissertation Defense

PLAN OF STUDY FOR PH.D. STUDENTS

FIRST YEAR

Students are **REQUIRED (R)** (*or demonstrated competence) to enroll in these Core Courses during the first year in the doctoral program. These courses serve as pre-requisites for all other courses in the program.

FALL

| | |
|-----------|--|
| HDFS 5110 | Intro to Graduate Studies in HDFS (1 hour) R |
| HDFS 5310 | Theories of Human Development* (3) R |
| HDFS 5349 | Quantitative Methods I (Intro to Statistics)* (3) R |
| HDFS 5311 | Independent Study with Advisor (3) |

SPRING

***Complete Preliminary Exam by May 1st**

| | |
|-----------|--------------------------------------|
| HDFS 5321 | Family Theory* (3) R |
| HDFS 5351 | Research Methods* (3) R |
| HDFS 6352 | Quantitative Methods II (3) R |

SUMMER

Potentially begin 7000 project

SECOND YEAR

FALL

***7000 Project**

| | |
|-----------|---|
| HDFS 6365 | Quantitative Methods III (SEM) (3) R |
| HDFS 7000 | Research (3-6) R |
| Elective | Elective course |

SPRING

***Complete 7000 Project Spring of 2nd year or Fall of 3rd year**

| | |
|-----------|---|
| HDFS 6370 | Quantitative Methods IV (Longitudinal) (3) R |
| HDFS 7000 | Research (3-6) R |
| Elective | Elective course |

THIRD YEAR

FALL

| | |
|-----------|---|
| HDFS 6366 | Qualitative Methods (3) R |
| HDFS 5101 | Approved University Teaching Practicum (1) R |
| Elective | Elective course |
| Elective | Elective course |

SPRING

***Qualifying Exams (Theory and Methods in January, followed by Specialization)**

***Complete all required courses and advance to candidacy**

| | |
|-----------|--|
| HDFS 5101 | Approved University Teaching (GPTI) (1) R |
| Elective | Elective course |
| Elective | Elective course |
| HDFS 8000 | Dissertation Hours (if applicable) |

SUMMER

Potentially propose dissertation

FOURTH YEAR

FALL

| | |
|-----------|--|
| HDFS 8000 | Dissertation (3 or 6) R (if not re-taking Qualifying Exam until Spring of the next year, enroll in HDFS 5311, 3 or 6) |
| Elective | Elective course |

SPRING

***Defend dissertation**

| | |
|-----------|--------------------------------|
| HDFS 8000 | Dissertation (3 or 6) R |
| Elective | Elective course (3 or 6)+ |

+Students interested in working on a minor or graduate certificate, (e.g. Women's and Gender Studies) may substitute elective hours to fulfill the requirement of the program.

PLAN OF STUDY FOR POST-BAC PH.D. STUDENTS

FIRST YEAR

Students are REQUIRED (**R**) (*or demonstrated competence) to enroll in these Core Courses during the first year in the doctoral program. These courses serve as prerequisites for all other courses in the program.

FALL

| | |
|-----------|--|
| HDFS 5110 | Intro to Graduate Studies in HDFS (1 hour) R |
| HDFS 5310 | Theories of Human Development* (3) R |
| HDFS 5349 | Quantitative Methods I (Intro to Statistics)* (3) R |
| HDFS 5311 | Independent Study with Advisor (3) |

SPRING

***Complete Candidacy Exam (doctoral degree plan) by May 1st**

***Begin Thesis Proposal**

| | |
|-----------|--------------------------------------|
| HDFS 5321 | Family Theory* (3) R |
| HDFS 5351 | Research Methods* (3) R |
| HDFS 6352 | Quantitative Methods II (3) R |

SECOND YEAR

FALL

***Apply to the master's program to be eligible to graduate in Spring/Summer**

| | |
|-----------|---|
| HDFS 6364 | Quantitative Methods III (SEM) (3) R |
| HDFS 6000 | Thesis Hours (3) R |
| Elective | Elective course (3) |

SPRING

***Defend Thesis**

| | |
|-----------|---|
| HDFS 6370 | Quantitative Methods IV (Longitudinal) (3) R |
| HDFS 6000 | Thesis Hours (3) R |
| Elective | Elective course (3) |

THIRD YEAR

FALL

***Begin 7000 Project**

| | |
|-----------|-----------------------------------|
| HDFS 6366 | Qualitative Methods (3) R |
| HDFS 7000 | Research (3) R |
| Elective | Elective course (3) |
| HDFS 5101 | Teaching Practicum I (1) R |

SPRING

***MS required prior to teaching and completing Teaching Practicum II**

| | |
|-----------|-----------------------|
| HDFS 7000 | Research (3) R |
|-----------|-----------------------|

HDFS 5101
Elective

Teaching Practicum II (1) **R** *Approved University Teaching
Elective course (3-6)

FOURTH YEAR

FALL

HDFS 7000
Elective

Research (3)
Elective course (3)

SPRING

***Qualifying Exams (Theory and Methods in January, followed by Specialization—qualifying exams can also be taken in August of the fourth year if the student has completed all PhD requirements)**

***Complete all credit hours and advance to candidacy at end of semester**

HDFS 8000
Elective
Elective

Dissertation (3)
Elective course (3)
Elective course (3)

FIFTH YEAR

FALL

HDFS 8000
Elective

Dissertation (3 or 6) **R** (if re-taking Qualifying Exam Spring of the next year, enroll in HDFS 5311, 3 or 6)
Elective course (3 or 6)+

SPRING

HDFS 8000
Elective

Dissertation (3) **R**
Elective course (3 or 6)+

+All required credit hours should be completed before student advances to candidacy. However, students interested in working on a minor or graduate certificate, (e.g. Women's and Gender Studies) may substitute elective hours in their final year to fulfill the requirement of that certificate program.

HDFS

DOCTORAL DEGREE PLAN OF STUDY

Up to 30 transfer hours may be applied toward any program requirements on a course-by-course substitution basis upon approval of the student's committee and the Graduate School.

CORE REQUIREMENTS (45 HOURS)

**Or demonstrated competence. All are 3 credit hours, unless otherwise noted*

| HDFS | SEMESTER |
|--|----------|
| 5101 Colloquium in HDFS (1 credit) | |
| 5310 Theories of Human Development | |
| 5321 Family Theory | |
| 5349 Quantitative Methods I | |
| 5351 Research Methods | |
| 6352 Quantitative Methods II | |
| 6365 Quantitative Methods III | |
| 6370 Quantitative Methods IV | |
| 6366 Qualitative Methods | |
| 7000 Research (6 hours required) | |
| 5101 Approved University Teaching (1 credit) | |
| 5101 Approved University Teaching (1 credit) | |
| 8000 Dissertation (12 hours required) | |

SPECIALIZATION / ELECTIVE REQUIREMENTS (27 HOURS)

Nine elective courses are required, at least 8 of which must be related to your area of specialization, for a total of 27 credit hours of electives. Up to 5 classes may be from outside the HDFS department (for example, psychological sciences, education, communications, etc.) if you and your advisor agree that these fit well in your program of study. You are not required, however, to take any classes from outside HDFS.

| HDFS | SEMESTER |
|--|----------|
| 5302 Introduction to Gerontology | |
| 5311 Problems in HDFS | |
| 5313 Psychosocial Development | |
| 5314 Infant Development | |
| 5317 Adolescent Development | |
| 5319 Development in Adulthood | |
| 5320 Interpersonal and Family Dynamics | |
| 5341 Socialization Processes and Addiction | |
| 5352 Sex-Gender Development | |
| 5353 Issues and Research in HDFS | |
| 5361 Parent-Child and Peer Relationships | |
| 5380 Relationship Development | |
| 6320 Seminar in Risk Taking | |
| 6330 Family Problems | |

| | |
|---|--|
| 6343 Grant Writing for HDFS | |
| 6363 Advanced Topics in Human Development | |
| 6373 Advanced Topics in Family Sciences | |
| 6371 Practicum in HDFS | |
| 6390 Program Development and Evaluation | |
| 7000 Research (may be repeated) | |
| Outside Electives | |

HDFS 5353, 6363, and 6373 may be repeated for credit under various topics. Students may also retake HDFS 5311 and 7000 (even after completing the 7000 project; please see below for more detailed information about the 7000 project).

Students interested in working on a minor or certificate, (e.g. Women's and Gender Studies, Cross-Cultural Studies) may substitute specialization/elective hours to fulfill the requirement of the program

Residency Requirement: A total of at least 18 semester hours of graduate course work in two consecutive terms plus the summer.

PRELIMINARY EXAM MEETING

The purpose of this meeting is to convene with your advisor and the additional members of your dissertation committee to assess your academic performance in the program, your plan of study, the alignment of your goals with the training offered in our program, and to address any questions you or faculty have about your progress in the program. By the end of the second semester (spring) of your doctoral program, you must complete your preliminary exam meeting. This meeting is conducted in conjunction with the annual review for first year students.

Your preliminary exam committee is composed of your academic advisor (Chair of Committee) and two other faculty members from HDFFS. Your committee should be formed in consultation with your advisor and by taking into consideration overlapping research interests with you and the committee members. Please note that for Post-Bac students they should complete the paperwork for a candidacy exam (as it will be necessary to have them advance to candidacy to receive their M.S.) but they will need to complete the doctoral degree plan and the Master's degree plan for the department and university according to the Graduate School. Committee members for thesis/dissertation committees may change from the preliminary exam committee.

In preparation for the Preliminary Exam, students should submit the Consent for Student Evaluation for Preliminary Exam containing the list of evaluating faculty (i.e., course instructors, advisor, assistantship supervisor) to the Graduate Program Coordinator by February 1. Faculty evaluations will be provided to your advisor by the Graduate Program Coordinator for the Preliminary Exam meeting.

The student should work with their advisor and committee members to arrange a time to meet. Once your preliminary meeting is scheduled, please notify the Graduate Program Coordinator via email with the date, time, and place of your meeting.

The student should prepare a virtual folder to share with their committee that contains the following required items for your candidacy exam:

- **Degree Plan**
- **Semester-by-Semester Course Sequence Chart**
- **Preliminary Exam Report Form**
- **Curriculum Vitae (CV)**
- **Professional Goals (1 page):** Using a single-spaced format, answer the following questions regarding your professional goals:
 - What is your career goal?
 - How will completing your Ph.D. in HDFFS help you reach this goal? What is your proposed timeline for completing your degree?
- **Philosophy of Education (1 page):** Using a single-spaced format, answer the following questions regarding your professional goals:
 - What do you expect from your educational experience at the graduate level?
 - What do you see as your role in your doctoral education?

SCHEDULING OF PRELIMINARY EXAM MEETING

Please consult with your academic advisor on the completion of each of these items. All the required fillable PDF forms and samples can be found at

<https://www.depts.ttu.edu/hs/hdfs/graduate/manuals.php>

Faculty advisors should request evaluations from the Graduate Program coordinator in order to prepare for the candidacy exam. Once your academic advisor has received all the faculty evaluations and approved all of the materials required, you will need to contact your committee members to schedule a meeting. You need to allow your committee at least 2 weeks before the meeting to review your materials.

Preliminary exam meetings should be completed by May 1. Please make sure that the committee members sign the Preliminary Exam Report Form and that you submit the hard copy to the Graduate Program Coordinator for filing it. It is recommended that you and your advisor retain a copy of the Preliminary Exam form for your own records.

HDFS DOCTORAL DEGREE 7000 PROJECT

HDFS 7000 is intended to be an intensive research project, conducted under the supervision of the student's advisor. The research may involve collection of data or analysis of an existing data set. The end product must be a manuscript or presentation based on the research project that is presented at a regional or national conference with the prior approval of the advisor. The presentation may be either a poster or a talk, but the student must be the presenter.

It is recommended the 7000 project be completed in two (2) semesters (6 credits) although this may vary depending on the nature of the study. At the beginning of each semester during which the 7000 project is completed, the student must meet with the advisor, fill out the [7000 Project Contract](#) and submit it to the Graduate Program Coordinator.

The faculty/dissertation advisor will notify the Graduate Program Coordinator that the HDFS 7000 project has been completed by submitting the [Approval of 7000](#) form, along with a copy of the submitted manuscript or presentation. Submission of the 7000 project to a peer-reviewed scholarly journal is highly recommended.

The specific nature and scope of the 7000 project must be discussed and determined between the student and the advisor. Ultimately, the advisor must use their discretion to make decisions about what constitutes an acceptable HDFS 7000 project. It is expected that the student will be the first author on the manuscript and/or presentation, reflecting that the student made the primary contributions to the specific research being reported and the preparation of the manuscript. Usually, the advisor will be co-author of the manuscript, reflecting the advisor's contribution to the research and to the write-up. It may be appropriate to include additional co-authors for the manuscript and/or presentation.

Authorship is not “automatic” and must be based on actual contribution. Authorship must follow the “Ethical Standards for Reporting and Publishing of Scientific Information” published by the American Psychological Association (APA).

The scope, nature, timeline, and authorship of the 7000 project should be formalized in a contract between the advisor and student prior to beginning the 7000 project.

In the event that a student has a conference presentation submitted and accepted, but the timing of the conference is such that presentation is not possible before the most optimal time for the student to take qualifying exams, then the student may present the same work in the same way that it will be presented at the conference, at a colloquium to be held in the department or at a local conference.

TEACHING PRACTICUM (I AND II)

The Teaching Practicum aims to provide doctoral students with a set of skills and tools for teaching independently. Doctoral students **must complete a Teaching Practicum (HDFS 5101 Approved University Teaching-1 course credit each) over two (2) consecutive semesters to fulfill the teaching requirement for the doctoral degree.** Students will register for one credit of HDFS 5101 for Teaching Practicum I and Teaching Practicum II, typically in their third year of the program. The student must have completed their master’s degree and 18 hours of HDFS coursework to serve as GPTI as required by Teaching Practicum II. **FERPA training must be completed when starting Teaching Practicum I** (<https://www.depts.ttu.edu/registrar/lms/>).

Below are the steps graduate students should follow at least 1 semester in advance of Teaching Practicum I:

1. **Students must notify the Assistant Graduate Program Director and Coordinator the semester before they are going to begin the Teaching Practicum.** The Graduate Program Coordinator will email each semester with a deadline to notify the department of the student's intent to begin the Teaching Practicum the following semester. In this notification, students can specify courses they are particularly interested in teaching.
2. **The Department Exec Committee will identify potential courses for the student to complete Teaching Practicum I.** Every effort will be made to assign students to the same course which they will be teaching during Teaching Practicum II; however, given the many moving pieces in course scheduling, this cannot always be guaranteed.

During the first semester of the Teaching Practicum I, students will be supervised by a HDFS faculty or instructor in preparation for teaching independently as a Graduate Program Teaching Instructor (GPTI-Practicum II). Students will complete the following required activities:

- Attend course lectures regularly (time, classroom space permitting) Meet weekly with the supervising faculty/instructor
- Develop and deliver four (4) guest lectures
- Develop a complete syllabus of the course that will be taught in the second semester Develop one- two sample assignment
- Develop one (1) sample exam
- Write a brief reflection report of skills learned during the practicum

Progression to Teaching Practicum II will be contingent upon successful completion of the Teaching Practicum I and positive recommendation by the supervising faculty/instructor. If students are not recommended to teach independently as a GPTI, the student must repeat the Teaching Practicum I to fulfill their teaching requirement. In the case of students who have significant previous teaching experience, the Teaching Practicum I and/or II could be waived based on appropriate documentation (e.g., syllabus, teaching evaluation scores, etc.) presented by the student to the Graduate Program Director and in consultation with their advisor.

Upon completion of the first semester of the Teaching Practicum I, **students must complete the Teaching Practicum I Report Form with the faculty/instructor supervisor and submit the form to the Graduate Program Coordinator and their Advisor.**

During the second semester after successfully completing Teaching Practicum I, the students will teach independently as GPTIs (Practicum II) generally in the same course of the practicum (availability permitting). GPTIs will be supervised by the same faculty with whom they completed Teaching Practicum I or their Advisor. Upon completion of the second semester of the Teaching Practicum II, students must complete the Teaching Practicum II Report Form with the faculty/instructor supervisor and submit the form to the Graduate Program Coordinator and their Advisor.

GPTIs will complete the following required activities during Practicum II:

- Meet bi-weekly with the supervising faculty to discuss progress
- Receive three (3) teaching observations by the supervising faculty using the HDFS Department GPTI Teaching Evaluation Worksheet
- Submit the finalized course syllabus at the beginning of the semester to Digital Measures
- (<https://www.depts.ttu.edu/opa/dmsr.php>) as required by the university Review course exams with the supervising faculty
- Review course assignments with the supervising faculty
- Seek advice from supervising faculty when needed

PLEASE NOTE: Students completing their Teaching Practicum should not complete activities that are expected for TAs (e.g., grading exams/assignments, proctoring exams, keeping class records) but will focus solely on preparing for teaching independently. Students without TA experience may want mentorship for grading, and it

would be appropriate to give them a small percentage of exams/assignments to grade (less than 20%). The supervisor should be mindful that they are providing feedback and creating a positive learning experience for the graduate student.

Students who are interested in teaching beyond Teaching Practicum II should alert the Graduate Program Coordinator. Subsequent GPTI assignments will be made depending on department need and the student's continued demonstrated competency as an instructor. Each GPTI will be observed at least once per semester by their advisor or a member of the Exec committee, if they are teaching independent of teaching practicum.

HDFS

DOCTORAL QUALIFYING EXAM PROCEDURES

The doctoral Qualifying Examination is taken during the third year, usually in Spring, after the completion of required course work (HDFS 5110, 5310, 5321, 5351, 5349, 6352, 6365, 6366, and 6370) and fulfilling the requirement for the 7000 project, but not necessarily including the Teaching Practicum (two credits of HDFS 5101). However, students must complete Teaching Practicum and successfully pass all qualifying exams before they can officially advance to candidacy. Presentation of the 7000 project and all required coursework covered by the Qualifying Exam must be completed with a grade of at least B- before taking the Qualifying Exam.

Students must attempt their qualifying examination within six months of completing the necessary coursework. Failure to do so may be cause for dismissal from the program. The theoretical foundations and research methods portions of the exam must be completed before the specialization portion. The chairs of the Theories and Research Methods committees will generate a memorandum containing the exam questions for each exam including specific formatting guidelines. The memorandum will also include the dates of the oral exams. Oral exams are scheduled within 3 – 4 weeks of the start of the semester and the candidate will know the specific week of the oral exam when the qualifying exam dates are set. While completing all their qualifying exams, students should register for 8000 dissertation hours. If students do not successfully pass the Theories and Methods Qualifying Exams the first time, they should work with the Graduate Program Coordinator to change their registration from 8000 to 5311 hours.

Students must Declare Intention of taking the qualifying examination by the appropriate deadlines provided by the department calendar and Graduate Program Coordinator. The Theories and Research Methods qualifying exams will be offered in August and January of each year. Students who do not notify the department of their notification to take qualifying exams by the deadline will not be able to sit for the upcoming exams.

Students who receive accommodations through Student Disability Services may receive these accommodations during the Qualifying Exam process. It is the student's responsibility to contact and receive approvals for accommodations through Student Disability Services.

The Qualifying Exam will consist of a take-home written exam followed by oral portions in each of the major areas of the degree plan: (1) Theoretical Foundations, (2) Research Methods, (3) and Specialization. The exam questions will be prepared and graded by the respective committees. One Graduate Faculty member outside HDFS may serve on/substitute for a specialization qualifying exam committee, subject to approval of the student's advisor. These committees will also serve as the examining committees for the oral portion of the exams.

The examination reflects the philosophy that students should have a common expertise as well as a unique expertise in the specialization. It permits the student to integrate

materials from a variety of different courses and to identify specific strengths and weaknesses prior to beginning the dissertation. Students are required, however, to be engaged in research throughout their program (i.e., via their HDFS 7000 research, at a minimum). Initial work on the dissertation proposal or studies related to the dissertation research in terms of a literature review and development of research questions are often in progress prior to the qualifying examination.

The results of the written and oral exams must be provided by the Theories and Methods committees to the Assistant Graduate Program Director and Graduate Program Coordinator within 24 hours after the oral exam is completed via email so that the student's advisor is informed about their student's performance and the committees' recommendations.

Final recommendations of the Theory and Research Methods portion of the qualifying exams will be discussed at the subsequent faculty meeting for approval and then, the official results will be provided to the student with copy to the Graduate Program Director and the student's advisor. The student may then progress to the Specialization portion of the Qualifying Exam after passing, with faculty approval, the Theory and Research Methods portions. The recommendations for Specialization exams may be presented at the following faculty meeting for approval or approval can be solicited by email after the written and oral portions have been completed and the committee has recommendations to put forth.

After all portions of the qualifying exams (Theory, Research Methods, Specialization) and all required coursework are completed (including Teaching Practicum I and II), the Advisor will submit the [Doctoral Program Qualifying Exam Report](#) to the Graduate Program Coordinator. The Qualifying Exam Report cannot be filed, and the student cannot be advanced to Doctoral Candidacy until all required coursework (including Teaching Practicum I and II) and qualifying exams are successfully completed per Graduate School policy.

A period of at least four months must elapse between the dates of successful completion of the qualifying examinations to advance to Doctoral Candidacy and the dissertation defense. It is imperative that the Advisor alerts the Graduate Program Coordinator and Graduate Program Director so that the student may be advanced to candidacy. Failure to advance the student to candidacy on time and appropriately may result in disqualification from university fellowships or a student's ability to graduate as planned.

THEORY AND METHODS QUALIFYING EXAMS WRITTEN AND ORAL PORTIONS

The Theoretical and the Research Methods qualifying exams are given prior to the beginning of the fall and spring semesters. Students will have a full week to complete the written portion of the exam. Students will need to review the provided calendar to know dates for the written and oral exams in a given year. The students will receive the exam questions from the Graduate Program Coordinator via email on Monday at 8am and should submit their exam by the following Monday by 5 pm to the Graduate Program Coordinator via email. The Graduate Program Coordinator then will distribute answers to the theories and research methods committee members for their evaluation. Committee members who wish to have a paper copy of answers may request one from the Graduate Program Coordinator; otherwise, the written portions will be distributed electronically.

The purpose of the oral exam is for students to defend and discuss their own areas of specialization, ideas, and knowledge. It allows students an opportunity to clarify their written work and constitutes an important professional skill.

Because the Qualifying Exam represents the student's own written and oral work, there should be no consultation about the content of the exam between the student and other students, faculty, advisor, tutors, and/or any parties between the time the Qualifying Exam questions are distributed, and all the oral exams are completed. Students may consult the chair of the relevant Qualifying Examination committee for clarification on the written question. If any personal or technological difficulties arise during the course of the Qualifying Exam, immediately alert the chairs of the relevant committees, the Graduate Program Director, and the Graduate Program Coordinator.

In the preparation of questions, committee members shall attempt to avoid duplication of material covered in any single course. Questions should require integration of material that may have been covered in a variety of courses and other experiences.

SPECIALIZATION QUALIFYING EXAM WRITTEN AND ORAL PORTIONS

After the students have passed the theories and research methods exams, they will be eligible to complete the specialization exam. For the specialization exam, students will meet with their specialization committee (advisor and 2 additional faculty) to discuss the organizational structure for a comprehensive literature review (25-30 pages) in the student's area of expertise before writing the paper. The paper may be viewed as Chapter 2 of a dissertation. The specialization committee will discuss and decide on the deadlines for submitting the written portion of the exam, the oral portion of the exam, and the specific formatting guidelines. The student will have 4 – 6 weeks to write the specialization exam. While writing the exam, students may only consult with their advisor if they have a logistical question (e.g., clarification on length, due date, etc.). The specialization exam is to be written independently, once the student and committee have discussed the topic and deadlines of the exam. Students may not ask their advisors or others with help proofreading the document. The specialization oral portion will be scheduled within 3-4 weeks after the written portion is submitted.

Final results of the Specialization portion of the Qualifying Exams will be discussed at the following faculty meeting or an electronic vote will be requested from the faculty during the summer for approval. The official results will be provided to the student via a memo with copy to the Graduate Program Director and the student's advisor. If a student fails a specialization exam, they will have one opportunity to revise and resubmit the exam. The revised specialization exam will be on the same topic as the original exam, but the paper will need to be substantially revised according to the committee's recommendations.

COMPETENCIES FOR QUALIFYING EXAMINATION

Listed below are expected competencies for doctoral students at the completion of their coursework. These are not just expectations for the Qualifying Examination but are the minimum theoretical and methodological skills for dissertation-level work. The Qualifying Exam is an evaluation checkpoint to determine if students are adequately prepared to proceed to their dissertation research. At the point of dissertation, students should be capable of designing and conducting research deemed by others as having the potential of making a substantial contribution to the literature. Students should expect their advisors and other dissertation committee members to play no more than an advisory role.

RESEARCH METHODS

In the Research Methods Qualifying Exam, students are expected to show a level of expertise which convincingly demonstrates to the faculty their ability to understand fundamental methodological and statistical concepts and apply them in design of research within the purview of HDFs.

Through course work, independent research, and familiarity with published research (including methodologically-focused articles), **an exam response will be given a grade of PASS if the student can demonstrate:**

- A solid foundation in basic research methods fundamentals as covered in the core course (Research Methods in HDFS) and additionally from the student's own research experiences (e.g., thesis, 7000 research).
- An understanding of qualitative and quantitative analysis procedures as covered in the core courses (Quantitative Methods I—IV in HDFS, and Qualitative Methods in HDFS).
- The ability to design research that adequately addresses research questions or hypotheses, and, if possible, allows a causal inference.
- A general understanding of the major methodological issues and controversies in family sciences and human development.
- Within the student's specialization area, a sophisticated understanding of methodological problems and the ability to discuss (with reference to specific articles in the literature) various solutions that have been offered to handle these problems, along with the strengths and weaknesses of each.
- Knowledge of how to draw an appropriate sample for a given research study, including sample size, desired sample composition, and sample representativeness. The committee realizes that the goals of a study (e.g., to learn about individuals through in-depth interviews vs. to generalize quantitative results to a larger population) can play a large role in determining the most appropriate type of sample. For quantitative studies, students should know ideal ways to draw a probability sample, as well as nonprobability sampling methods when one's resources are limited.
- Knowledge of how to develop optimal questions for qualitative interviews and quantitative survey/questionnaire items. Students should also be familiar with different ways to assess reliability and validity of quantitative measures and rigor of qualitative interviews.
- Application of the above to critique the existing literature and to develop an original proposal.
- The ability to write an exam paper that specifically addresses the exam questions and is well-organized.

An exam response will be given a grade of FAIL if:

These criteria are not met in the combination of the written and oral portions of the exam. There are several ways in which the criteria may not be met. For example, providing incorrect or incomplete information, not answering the questions provided, or not being able to show understanding of the concepts may all lead to a grade of fail.

THEORETICAL FOUNDATIONS

In the Theories Qualifying Exam, students are expected to show a level of expertise which convincingly demonstrates to the faculty of their ability to understand fundamental theories in Human Development and Family Sciences and to apply them in design of research within the purview of HDFS.

Through course work, independent research, and familiarity with published research (including theoretically-focused articles), **an exam response will be given a grade of PASS if the student can:**

- Demonstrate critical thinking about theories and theoretical issues/constructs. A student should be able to make a clear argument about how/why a particular theory can guide research in a particular area, as well as how a theory reflects general theoretical concepts.
- Demonstrate understanding of basic theoretical issues at an abstract level (i.e., beyond the superficial description of concepts). A student should be able to explain theoretical concepts in their own words and provide examples to represent the concepts.
- Compare, contrast, assess, apply, and/or integrate multiple theoretical perspectives both within and across Human Development and Family Sciences theories. A student should be able to articulate strengths and weaknesses of the theories discussed in their exam in order to compare, contrast, assess, apply, and/or integrate multiple theories.
- Support theoretical arguments and constructs with specific examples and evidence from scholarly literature. A student should be able to use literature in the field to accurately support the arguments/positions reflected in their exam.
- Demonstrate understanding of how theory is related to research. A student should be able to identify, explain, and evaluate how theoretical concepts are reflected in empirical research (e.g., the rationale, methods, results, and conclusions).
- Clearly answer each section of the theory exam. A student should answer each part of the exam.

An exam response will be given a grade of FAIL if:

These criteria are not met in the combination of the written and oral portions of the exam. There are several ways in which the criteria may not be met. For example, providing incorrect or incomplete information, not answering the questions provided, or not being able to show understanding of the concepts may all lead to a grade of fail.

SPECIALIZATION

The specialization exam is conducted by a committee of three departmental graduate faculty members who are selected by the student, with the chair of this exam being the graduate student's faculty advisor. One Graduate Faculty member outside HDFS may serve on a specialization qualifying exam committee, subject to approval of the student's Advisor. The specialization question will consist of a comprehensive review of the student's identified specialization area; a paper of 25- 30 pages, that would constitute a significant portion of the review of literature expected in chapter 2 of a dissertation.

An exam response will be given a grade of PASS if:

1. The exam response synthesizes and evaluates pertinent information in addition to reviewing and analyzing material. (The student should meet with their advisor and dissertation committee prior to the specialization qualifying exam to develop guidelines for pertinent knowledge that may be required on the specialization exam.)

Note: Synthesis is defined as the combining of often varied and diverse ideas, forces, or factors into one coherent or consistent complex; or composition or combination of parts so as to form a whole. Evaluate is defined as judgments concerning the worth, quality, significance, amount, degree of, condition of.

2. The central ideas or arguments in the response are (a) thoroughly explored, (b) supported with appropriate references, and (c) presented clearly and logically.
3. The exam response includes discussion of relevant theoretical frameworks and research findings that are appropriately referenced.
4. The exam response is well organized.
5. The most current APA Publication Manual guidelines are consistently followed in preparation of the typed copy of the exam response.

An exam response will be given a grade of FAIL if:

The first criterion for a pass has not been met, regardless of whether criteria 2 through 5 have been met.

If a student fails a specialization exam, they will have one opportunity to revise and resubmit the exam. The revised specialization exam will be on the same topic as the original exam, but the paper will need to be substantially revised. The committee will provide guidelines for proposed revisions and the timeline for completion of the revised exam.

QUALIFYING EXAM WRITTEN AND ORAL COMPONENTS

WRITTEN EXAM

The written exam should be concise, clear, non-redundant, accurate, consistent with instructions, and grounded in the scholarly literature. Additionally, students are expected to cite original sources unless a secondary source makes a unique contribution. Students are expected to follow APA (American Psychological Association) style and any specific formatting guidelines provided by each committee.

The written exam must include a Cover Sheet specifying the portion of the exam (i.e., Specialization Qualifying Exam, Theoretical Foundations Qualifying Exam, etc.), the date, and the student's unique university-assigned ID number. **STUDENTS SHOULD NOT PUT THEIR NAMES ON THESE RESPONSES.**

Style:

- APA Publication Manual (the most recent edition) guidelines should consistently be followed in preparation of the typed copy.
- Each copy should be bound such that there are no loose papers (one heavy-duty staple in the top left corner is sufficient).

Submitting the Exam:

- An electronic version (theoretical foundations and research methods) response should be turned in to the Graduate Coordinator by the deadline specified.
- Failing to submit the exams by the deadline will result in an automatic fail.

ORAL EXAM

The purpose of the oral exam is for students to defend and discuss theoretical and methodological knowledge relevant to the written exam. In preparing for orals, students should focus on the clarity of their written work so that they can adequately respond to questions about the paper's content.

Students should not focus on minor or superficial details in the written paper (e.g., errors in APA formatting). The oral exam may be used to amplify, reconsider, correct, or adjust the arguments/substantive issues raised by the written paper. In the oral, students may be asked to identify, describe and/or apply additional constructs of the theories and methodologies they chose to use in the written paper.

RESULTS OF THE QUALIFYING EXAMS

The HDFS Qualifying Exams—Theories and Methods—are taken during the same semester and graduate students should review the competencies expected for each exam.

On their first testing occasion, students must take these two qualifying examinations during the same semester.

Students will receive a grade of pass or fail on each portion of the exam, although a committee may recommend a deferred decision to the graduate faculty as a prelude to receiving a pass or fail.

PROCEDURE WHEN THE STUDENT RECEIVES A DEFERRED DECISION

A deferred decision is one whereby the faculty on the examination committee do not assign a grade of either pass or fail. A deferred decision may be given when there are some areas of the exam that need further clarification after the oral exam, but most of the exam (written and oral) is satisfactory. For example, this may happen if the student inaccurately answered a portion of the exam question in both the written and oral components. A deferred decision re-write will be no more than 5 pages in length. The student will receive a memo from the committee detailing what they need to do for their re-write. The student will meet with the chair of the committee (or committee designate) within three working days of notification of the Qualifying Exam result (e.g., if notified on Thursday, the student makes an appointment for Friday, Monday, or Tuesday) in order to determine the concerns of the committee.

Following the meeting with the committee chair, the student will have 14 calendar days to address the concerns and the feedback provided by the committee. Upon receiving the revised responses to the qualified exam, the committee will evaluate and provide the student with a final grade within two weeks. The final result of the exam is determined based on how well the student answers the question in the memo received with the deferred decision, as well as the student's original written response and oral exam.

PROCEDURE WHEN THE EXAMINATION IS SATISFACTORY

The Qualifying Exam Committee Chairs bring the committee recommendations to the faculty for a vote and at that time presents the faculty advisor and department chair with a memo that summarizes their recommendation. The memo may also contain recommendations for the student about content to review as they move forward in the program. When all Qualifying Exams and required coursework is completed, the student's Advisor will fill out the Doctoral Program Qualifying Exam Report and will submit it to the Graduate Program Coordinator, who will submit the form to the Graduate School. Once the student has successfully completed coursework and all Qualifying Exams, the Qualifying Exam Report should be submitted as soon as possible to the Graduate School so that the student can be officially admitted to candidacy for the doctoral degree. Upon admission to candidacy, the student has a maximum of four years in which to complete the dissertation, according to the Graduate School catalog. Please note that this four-year limit may exceed the number of years of funding a student may receive from the department.

PROCEDURE WHEN THE EXAMINATION IS NOT SATISFACTORY

A student who does not pass the Qualifying Examination will receive a memo from the committee with information for the student to review and/or a request to meet with the chair of the committee for feedback. The student may be permitted to repeat it once, after a lapse of at least four months, and not more than twelve months from the date of the unsatisfactory examination. All failed sections of the Qualifying Exam must be retaken and passed within the testing occasions that they are offered after the original fail.

Failure to pass any portion the Qualifying Examination within the specified time may result in dismissal from the program irrespective of performance in other portions of the Qualifying Exam or aspects of doctoral study. Students who decide to take the doctoral Qualifying Examination certify by virtue of such decision that they are prepared to do so, and thus cannot at a later date (i.e., following the grading of the examination) claim prior disability or other hardship as:

- (a) a reason for their unsatisfactory examination performance; and therefore as
- (b) grounds for an appeal to overturn the decision of the graduate faculty.

If a student fails one qualifying exam, the student will have 4 days during the second attempt (next exam period) to complete the exam (i.e., Monday at 8am – Thursday at 5pm). If a student fails both methods and theories qualifying exams, they will have the full testing period to complete the exams on the second occasion.

PROCEDURE WHEN THE EXAM IS NOT SATISFACTORY AFTER SECOND ATTEMPT

If a student fails any one of the qualifying exams twice, the student's Advisor will fill out the **Doctoral Program Qualifying Exam Report** and will submit it to the Graduate Program Coordinator. The Graduate Program Coordinator will submit the form to the Graduate School and the student will be dismissed from the HDFFS department and the TTU Graduate School. The student will be notified by the Graduate School of their dismissal and of the process to appeal the decision if they choose. Information about grounds for appealing and the process of the appeal can be found in TTU [OP64.04](#). The Graduate School can help students with considering enrollment in another department on campus, but the student may not reapply to the HDFFS graduate program.

When a student is dismissed and they do not appeal the decision, they will be dropped from coursework, and they will lose their assistantship, and they may need to repay scholarship/fellowship/tuition funding. If a student is dismissed and does file an appeal, the student will retain their assistantship, coursework, and scholarship/fellowship/tuition funding until the appeal process is complete. If the appeal is not successful, they may be required to repay funds and they will be dropped from courses and lose their assistantship. If the appeal is successful, the student will retain their assistantship and stay enrolled in courses. Status of scholarship/fellowship funding will be dependent on various factors, including the funding source, eligibility and timing of the appeal decision.

QUALIFYING EXAMS FACULTY APPROVAL

Results from the Theory, Methods, and Specialization Qualifying Exams will be presented to the faculty by the committee chairs and the committee recommendation will be approved with a majority of votes. Given that specialization exams take place throughout the year, advisors may seek specialization exam approval via email rather than wait for the next faculty meeting. The advisor will notify the faculty of the specialization committee's recommendation via email. When approval is needed for the Specialization Exam via email, faculty will have 10 days to respond with their votes via email. If no approval is received by the established deadline, it will be assumed that the vote is positive.

DISSERTATION PROPOSAL AND DEFENSE

REQUIRED FORMS

HDFS departmental forms: <http://www.depts.ttu.edu/hs/hdfs/graduate/manuals.php>

TTU Graduate School forms:

<http://www.depts.ttu.edu/gradschool/academic/FormsResources.php>

DISSERTATION COMMITTEE

In preparation for developing your dissertation proposal, students need to identify potential members for the dissertation committee (a minimum of 3 faculty including the advisor who will serve as chair; 2 of whom must be HDFS faculty; faculty outside the department and/or university can be also included). Students are encouraged to select faculty members whose research interest and work overlap with the student's own interests. Faculty serving on the Preliminary Exam could also serve as committee members for the dissertation, although it is possible that membership of the committee may change.

Additional information on committees can be found here:

<https://www.depts.ttu.edu/gradschool/Programs/FacultyCommittee.php>

PROCEDURE FOR DEVELOPING A DISSERTATION PROPOSAL

Guided by the Faculty Advisor/Chair of the Dissertation Committee, students should start making progress in their dissertation proposal after they have completed and passed all Qualifying Exams. The faculty advisor should provide continued feedback until the dissertation proposal is no longer in "draft" form and ready to be reviewed by the committee.

Your proposal should include the following sections/chapters following **TTU Graduate School Formatting Manual** and guidelines:

1. Introduction (e.g., statement of the problem, significance of the study, definition of terms, organization of the thesis)
2. Extended literature review (e.g., theoretical assumptions, recent and relevant scholarship to support the study)
3. Research questions or hypotheses
4. Methods (e.g., target population, recruitment procedures, data collection procedures, description of measuring instruments)
5. Proposed plan of analyses

Students may choose to write their dissertation using the 2-4 journal articles format; see TTU [Graduate School Formatting Manual](#) for details. Approval for this format should be provided by the Advisor and the dissertation committee.

Once your faculty advisor has approved your proposal, you should schedule a meeting with your committee. You need to plan your meeting such that faculty on your committee have at least 2 weeks to review your proposal prior to your meeting. Please keep this timeline in mind as you prepare your proposal.

NOTIFICATION OF DISSERTATION PROPOSAL MEETING

The Graduate Coordinator should both be notified via email of the date, time, and location of your dissertation proposal at least 2 weeks prior to your proposal meeting.

PROPOSAL MEETING

At the meeting, your faculty advisor will introduce you and you will provide a PowerPoint presentation that is approximately 30 minutes in length to provide an overview of the research you propose to conduct. Following your presentation, your committee members are invited by your faculty advisor to ask questions. Once the questioning session is completed, you will then be excused from the room while the committee decides whether or not your proposal meeting was successful and they will complete the Dissertation Proposal Checklist and the Approval of Dissertation Proposal form.

Both forms contain the departmental expectations for your proposal, presentation, and knowledge to complete the proposed study. You will then be invited to return to the room and the results will be discussed with your committee.

Following your proposal meeting, your advisor must submit the approval/disapproval of your dissertation proposal to the Graduate Program Coordinator. It is recommended that you and your advisor retain a copy of the forms for your own records.

HDFS DOCTORAL DEGREE DISSERTATION CREDIT DISTRIBUTION

In the spirit of treating faculty equitably regarding their involvement in dissertations, it has become necessary to develop a policy governing the distribution of HDFS 8000 credit among committee members. At a minimum, graduate students will adhere to a policy of awarding credit to all of their committee members during:

- 1. The semester in which they first begin making use of their committee for proposal ideas and feedback;**
- 2. The semester in which they have their formal dissertation proposal meeting with their committee, which is nearly always a different semester from (1) above; and**
- 3. The semester in which they have their dissertation defense**

The committee chairperson should receive a minimum of 3 credits per semester of dissertation work (not just the three semesters mentioned above for committee members). Students enrolling for dissertation credits simply to maintain continuous enrollment must be enrolled in at least 1 credit with their committee chairperson. Students should consult their chairperson regarding the number of credits to be taken.

Students who violate this policy run the risk of asking their committee to read a document (proposal or final draft), or render other advice or assistance, only to have the committee refuse on the basis of receiving no credit for the current semester (i.e., one or more committee members are not officially working with the student during the time the student needs their attention). Finally, students are strongly encouraged to remain in Lubbock until the completion of their dissertation.

INSTITUTIONAL REVIEW BOARD (IRB) APPROVAL FOR RESEARCH WITH HUMAN SUBJECTS

Per university policies all types of research conducted with human subjects require Institutional Review Board (IRB) approval. Students are responsible for developing the IRB proposal for the thesis with guidance provided by their advisor. IRB proposals are electronically submitted to the Office of Research & Innovation- [Human Subjects Protection Program](#) via Cayuse Software.

Students should request access to the Cayuse IRB prior to submitting a proposal at <https://www.depts.ttu.edu/research/irb/forms/cayuse-user-access-request.php> Only full-time or tenured TTU faculty members or full-time employees with a terminal degree (e.g., Ph.D.; Ed.D., J.D.) are allowed to serve as Principal Investigators (PI). Thus, the student's advisor should serve as the PI and certify and approve the submission of the IRB proposal. For detailed information about IRB procedures including sample materials please see <https://www.depts.ttu.edu/research/irb/policies.php>

Students should work with their advisors to address all feedback provided by the IRB and must wait until an approval letter is provided by the IRB to start recruiting participants and collection data for thesis. Students are responsible for conducting research according to the procedures approved by the IRB. In case of modifications, incidents, and other potential issues, students must discuss with their advisor and proceed accordingly to the Human Research Protection Program guidelines.

DISSERTATION FORMAT AND DISSERTATION DEFENSE MEETING

Your final dissertation should include the following sections following [TTU Graduate School Formatting Manual and guidelines](#):

1. Introduction (e.g., statement of the problem, significance of the study, definition of terms, organization of the thesis)
2. Extended literature review (e.g., theoretical assumptions, recent and relevant scholarship to support the study)
3. Research questions or hypotheses
4. Methods (e.g., target population, recruitment procedures, data collection procedures, description of measuring instruments)
5. Proposed plan of analyses
6. Results (e.g., quantitative or qualitative analyses results; tables, figures)

7. Discussion
8. Conclusions
9. References
10. Appendixes (optional)

A completed dissertation (with all the above-mentioned parts, including those required by the Graduate School) must be completed prior to your dissertation defense. When your faculty advisor has approved your complete dissertation, you may schedule your defense with your committee. You need to plan your meeting such that faculty on your committee have at least 2 weeks to review your dissertation prior to your meeting. Please keep this timeline in mind as you prepare your dissertation.

NOTICE OF DEFENSE MEETING

Students need to fill out the Defense Notification form at least 4-6 weeks prior to your proposal meeting and submit it to the Assistant Graduate Program Director and Graduate Coordinator via email along with information of the date, time, and location of your thesis defense. This information will be shared with all graduate students and faculty and all are welcome to attend the public defense. Advisors are responsible for notifying department members of the date and time for the public defense.

Following your presentation, audience members not on your committee (e.g., other graduate students, friends, family members and other faculty members) and your committee are invited by your faculty advisor to ask questions. Once that is complete, the faculty advisor will thank and excuse audience members.

It is the responsibility of the student and the Advisor to select a [Graduate School Dean's Representative](#) to be present at the dissertation defense. The Dean's Representative must be a graduate faculty member of an outside department at Texas Tech, a HDFS faculty member cannot serve as a Dean's Representative for a dissertation defense. The representative will need to be sent the dissertation at least one week in advance of the defense and must be present for the dissertation defense meeting. If there is trouble securing a Dean's Representative, the Advisor can utilize the College's Dean's Representative Committee.

PROCEDURE FOR DISSERTATION DEFENSE

Your faculty advisor will introduce you and you will provide a PowerPoint presentation that is approximately 30 minutes in length to provide an overview of your work. The PowerPoint should be reviewed and approved by your faculty advisor in advance of the dissertation defense.

Audience members and committee members will then be able to ask questions. Once the public portion of your defense is completed and audience members are excused, your committee will ask additional questions about your dissertation. Once the questioning is complete, you will then be excused from the room while the committee decides whether or not your defense was successful and they will complete the [Dissertation Defense Checklist](#). Following your defense, your advisor will notify the Graduate Program Coordinator of the results and the Coordinator will then begin the

Graduate School thesis/dissertation forms through Dynamic Forms. The committee will need to complete both an Oral Defense Approval Form and a Final Document Approval form in addition to the internal defense checklist form. It is of the utmost importance that faculty monitor their email and sign these forms in a timely manner.

PREPARING FOR GRADUATION

After completing the dissertation defense, students are responsible for addressing all feedback provided by the committee under their advisor's guidance, finalize the dissertation according to the Graduate School guidelines and submit it before the required deadline. Students are responsible for making sure they have completed all necessary forms, including the Intention to Graduate and Defense Notification forms, and submit their final dissertation to the Graduate School by the university deadline. Please review the following website for deadlines and forms required for graduation:

<http://www.depts.ttu.edu/gradschool/>

APPENDIX

Graduate School Forms:

<https://www.depts.ttu.edu/gradschool/academic/FormsResources.php>

HDFS Departmental Forms: <http://www.depts.ttu.edu/hs/hdfs/graduate/manuals.php>