

HUMAN DEVELOPMENT AND FAMILY STUDIES

Graduate Program Manual

2022-2023

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I. OVERVIEW OF GRADUATE PROGRAM AND PROGRAM AREAS

The graduate program in HDFS prepares scholars to define problems and conduct rigorous original research that informs policies and practices aimed at supporting the well-being of individuals and families. A central focus of the program is multiple sources of diversity among individuals and social contexts. The doctoral program emphasizes integration and critical evaluation of research relevant to the development of individuals and families as well as interventions aimed at supporting the well-being of individuals and families. Specifically, students demonstrate that they are sophisticated in the use of:

- Theories of individual and family development
- Multiple research strategies to answer specific research questions
- Theory and research to plan and evaluate interventions (policies and programs) designed to enhance individual and family well-being

Both the Master of Science and Doctor of Philosophy degrees are offered. Because the graduate program is designed to prepare research scientists, students are admitted to the doctoral degree program only. Students may, but are not required to, receive a Master's degree in the process of completing doctoral program requirements. Students who wish to obtain a Master's degree prior to obtaining their Ph.D. may do so by completing the appropriate Plan of Study for the Master's degree.

The graduate program is administered by the Department's Graduate Committee, composed of faculty representatives and a graduate student appointed by the Graduate Student Association. The graduate student representative participates in all deliberations, except for those related to confidential student matters and to the preliminary examination.

A. Plan of Study Checklists

1. Ph.D. – 90 Credits

CORE – 19 credit hours

- HDFS 601 (Adv Child Dev)
- HDFS 602 (Adv Family Studies)
- HDFS 629 (Intervention)
- HDFS 613 (Quantitative Methods I)
- HDFS 617 (Quantitative Methods II)
- PSY 688 (Res Methods)

ADVANCED CREDITS – 9 credit hours: Three advanced (600-level) graduate courses in HDFS or 500-level (in HDFS) with Petition approved by the Graduate Committee (not to include teaching or research credits).

- HDFS _____
- HDFS _____
- HDFS _____

Six (6) Advanced Statistics/Research Methods credits. Appropriate courses include 500-level courses in the Department of Statistics and 600-level courses in HDFS or other departments. At least one of the two required Advanced Statistics/Research Methods courses must be quantitative.

- Advanced Statistics/Research Methods
- Advanced Statistics/Research Methods

RESEARCH SEMINAR/COLLOQUIUM - (HDFS 697): 8 semesters are required

RESEARCH 690s - 6 credits distributed across two faculty

- HDFS 690 (3 credits)
- HDFS 690 (3 credits)

***Note:** Students are expected to participate in the research project for an average of 3 hours per week (over a 15 week semester) for each credit of HDFS 690. Thus, 45 hours of participation are required for each credit that is earned.

ELECTIVES – 27 credit hours (includes three required HDFS electives for a total of 9 credit hours, and **only 3 credit hours of research HDFS 690 can be used as an elective**)

- HDFS _____
- HDFS _____
- HDFS _____
- 18 credit hours in or out of HDFS

DISSERTATION

- 15 credit hours (these hours need to be fulfilled but are not on the Plan of Study)

Students who wish to receive a Master's degree prior to obtaining their Ph.D. may do so by notifying the graduate coordinator by the end of their first year of graduate study. Students will complete the appropriate Plan of Study (below) for the Master's degree. This coursework is applicable to doctoral program requirements.

2. M.S. – 31 Credits

COURSE WORK – 26 credit hours

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

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

___ HDFS 613 (Stat App Dev Res)
 ___ HDFS (Regression) Statistics Part II
 ___ PSY 688 (Research Methods)
 ___ Advanced Statistics/Research Methods or HDFS Course
 (Total credits 13)

THESIS – 5 credit hours. Do not put these hours on the Plan of Study – but they need to be fulfilled.

***NOTE:** Only the courses listed above should be included on the Master's Plan of Study.

B. Statistics and Research Methods Requirements

The three (3) required Statistics/Research Methods courses must be completed with a grade of 'B-' or better in each course. Students who receive a grade less than 'B-' must retake the course. Doctoral students also complete a minimum of six (6) Advanced Statistics/Research Methods courses. Appropriate courses include 500-level courses in the Department of Statistics and 600-level courses in HDFS or other departments. At least one of the two required Advanced Statistics/Research Methods courses must be quantitative.

C. Data Collection

HDFS graduate students should have experience in data collection through 690 credits, a research assistantship that involves data collection, or their thesis or dissertation. This experience is documented via the annual review.

D. Graduate Minors, Certificate Programs, and Dual Title Ph.D.

Students are encouraged to explore opportunities for graduate minors and other available programs aligned with their interests and career goals.

II. ADVISING

A. Advisor/Major Professor

Each student is assigned a temporary HDFS advisor upon admission to the graduate program. During their first year, students select a permanent advisor (major professor); this may be the temporary advisor or another faculty member. A student's permanent advisor assists with course selection, serves as the chair of the student's Plan of Study committee, and assists in the student's research.

B. Graduate Coordinator

The HDFS graduate coordinator can provide advice to students regarding departmental and Graduate School policies, procedures, and paperwork.

C. Graduate Student Association

The Graduate Student Association (GSA) is the major organization for graduate students in the department. It meets regularly during the academic year. A member of the GSA represents graduate students on the Department's Graduate Committee. The GSA also provides a) mentoring designed to facilitate new graduate students' adjustment to the department and university; b) an opportunity to socialize with other graduate students within the department, and c) a forum for students and faculty to discuss broader goals of the Department. The GSA also advocates for students and represents students' efforts to uphold their rights as defined in Academic Regulations and Student Conduct.

(<https://catalog.purdue.edu/content.php?catoid=15&navoid=19004>).

Faculty and students are required to develop and submit an *Agreement on Deliverables for Research Credit* for each registration of HDFS 59000/69000/69800/69900. See the University Catalog Description Section VI. A for full details.

(<https://catalog.purdue.edu/content.php?catoid=15&navoid=18626&hl=%22VI.+General+Academic+Requirements+%26amp%3Bamp%3B+Grade+Appeals%22&returnto=search>)

III. CONDITIONS OF ADMISSION AND ORAL ENGLISH PROFICIENCY

A. Requirements

Students admitted to the graduate program are required to have completed undergraduate *Statistics* and *Research Methods* courses. Students who do not meet this prerequisite may have specific additional requirements that must be met in the first year.

B. Oral Proficiency Program (OEPT)

International students who wish to qualify for a teaching assistantship with direct contact with undergraduate students must first pass the Oral English Proficiency Test (OEPT), administered by the Oral English Proficiency Program (OEPT). Arrangements for taking this test should be made with the graduate coordinator.

C. Transfers

Students wishing to transfer to HDFS from another graduate program at Purdue need to apply and be admitted through the standard admissions process. This involves completing a statement of purpose,

providing a transcript of work at Purdue and, where appropriate, the undergraduate institution, test scores (GRE, TOEFL) and letters of reference. These application materials are reviewed by the faculty - faculty collectively makes a decision about admission at the same time as other admissions decisions are made. This procedure is permitted by the Graduate School (i.e., form GS-17, *Request for Transfer of Departments*: "Some departments may require letters of recommendation, transcripts, or additional materials before approving a transfer.") In addition, as with any other student, a student who transfers to HDFS must meet program requirements for coursework and pass the preliminary examination (again form GS-17: "Any plan of study, advisory committee, or examination related to study for a degree in the current graduate program has no validity with regard to study for a degree in the proposed graduate program"). We encourage students who are interested in transferring to talk with a faculty member (ideally, the person with whom they would like to work) prior to initiating the transfer process.

IV. GRADUATE PROGRAM REQUIREMENTS

A. Doctoral Program Core Competencies

Doctoral students in HDFS are expected to develop basic competencies through work in core courses and supervised research experiences. Students develop additional competencies through coursework, supervised and independent research. The core competencies, described below, reflect current research in developmental and family sciences and intervention and prevention science. The Graduate Committee reviews these competencies regularly to ensure that they reflect up-to-date scholarship in developmental and family science.

1. Theory – Students are expected to understand and apply:

- a. basic tenets of influential developmental and family studies theories and emerging theoretical and conceptual frameworks (e.g., behavioral genetics and developmental neuroscience)
- b. theoretical and conceptual frameworks utilized in empirical developmental and family studies research
- c. processes and mechanisms that promote development and change
- d. the use of scientific methods to inform and advance theory

2. Research Methods - Students are expected to understand and apply:

- a. Univariate and multivariate data analytic techniques, including: correlation and regression (e.g., hierarchical multiple regression and logistic regression), factor analysis (e.g., exploratory, confirmatory) and ANOVA (e.g., repeated measures, MANOVA)
- b. Up-to-date approaches for analyzing mediation, moderation and interdependence and for interpreting results of these analyses.
- c. Specific analytic techniques for answering specific types of research questions and for drawing appropriate inferences from results.
- d. Explain the strengths and limitations of measurement (e.g., reliability, validity) and research designs (e.g., correlational, experimental, quasi-experimental; cross-sectional vs. longitudinal), quantitative methods and related analysis strategies to the study of human development and family studies.

3. Intervention - Students are expected to understand and apply:

- a. research designs for assessing intervention effectiveness (e.g., appropriate application of quasi-experimental, experimental (RCT) and non-experimental research)
- b. critical elements in intervention research (including issues such as fidelity, attrition, dosage and local adaptations)

- c. ethical and responsible conduct of intervention research (including attention to research with vulnerable populations)
- d. empirical and theoretical foundations of interventions (either existing or newly designed), including hypothesized mechanisms of change, and appropriate research for assessing effectiveness of a specific intervention

B. The First Two Years

The first two years of graduate study consist, in large part, of required coursework and research opportunities. The typical sequence of required courses includes:

- **1st Year**
 Fall: HDFS 601, HDFS 613, HDFS 697
 Spring: HDFS 602, HDFS 590, HDFS 697, Intervention (optional)
- **2nd Year**
 Fall: PSY 681 (or PSY 688), HDFS 697, Thesis
 Spring: Intervention (if not taken previously), HDFS 697, Thesis
- Students should consult with advisors regarding additional coursework including HDFS 690 research credits
- Students who have completed graduate coursework at another institution may petition the Graduate Committee to substitute this coursework for required courses. Petitions must include syllabus of the course taken and identify the course to be substituted. Students should initiate this process before the end of the first semester. Substituting core courses is rarely accepted.

C. Master's Thesis/Independent Research

All HDFS students who have not previously completed an empirical Master's thesis are required to complete an independent research project during the first two years of the graduate program. This is the Master's thesis for students who wish to receive the Master's degree (see Section 1). This project is designed to develop and demonstrate the student's research competencies. This project requires students to develop a research question based on past research or theory and to answer the question using appropriate analyses. The project may include an analysis of original data (collected by the student) or secondary analysis of an existing dataset. Students work closely with their advisor/major professor in the development, design and implementation of the research proposal. Students who wish to receive a Master's thesis receive credit for their work by registering for HDFS 698-thesis research. Students completing an independent research project, but not a Master's thesis, receive credit for their work by registering for HDFS 690-independent study. The process for completing this research project, Master's thesis and the dissertation are described in section 5 (independent research project, thesis, and dissertation).

D. The Third Year (and Beyond)

Beginning with the third year in the graduate program, students' focus turns to the development of research competencies. The Department requires that students complete two additional courses in statistics and/or research methods (500 or 600 level course); one of these courses must be focused on quantitative analysis while the other may focus on either quantitative or qualitative analyses.

E. Preliminary Examination

The Graduate School recommends that doctoral students take preliminary examinations no later than the end of their third year (6th semester). This is the expectation of students in HDFS, with assistantship support contingent on initiating the preliminary examination by the end of the 6th semester of enrollment.

In order to be eligible to take the exam, students must be enrolled in the University and in good standing (i.e., have a 3.0 overall GPA and no unresolved F's and/or I's in core courses on transcripts). Students are not required to have completed the Master's thesis before taking prelims. Each student taking the prelim must have an approved Ph.D. Plan of Study (by the appropriate deadline). Students must submit a *Form 8: Request for Appointment of Examining Committee* electronically prior to taking the exam. Requests for special arrangements (e.g., because a student has a disability) should be communicated to the Chair of the preliminary exam committee. *The HDFS Preliminary Examination Handbook*, available in the HDFS graduate coordinator's office, provides additional information.

F. Required Committees

The work of each graduate student is supported and guided by various faculty committees. Selection of committee members is the responsibility of the major advisor with the student. Selection should be based on the ability of a faculty member to serve as a helpful scholarly resource, and typically occurs after the student has become acquainted with the faculty member and their work. Obtaining a faculty member's signature (electronic or otherwise) on a Plan of Study amounts to a "contract for service" with these faculty. Students are advised to form their Plan of Study committee during their first year.

1. Master's students have two committees:

- a. Plan of Study or Advisory Committee (3 faculty members)
- b. Thesis Examination Committee

All three committee members may be from within the Department. Typically, a Master's student's Plan of Study (or Advisory) Committee is the same as the Thesis Examination Committee. Members of the committee need not be faculty with whom the candidate has taken coursework.

2. Doctoral students have three committees:

- a. Plan of Study or Advisory Committee (3 faculty members)
- b. Core Preliminary Examination Committee
- c. Dissertation or Final Examination Committee (4 faculty members)

A minimum of three faculty members serve on the Plan of Study Committee, while at least four faculty (including one member from outside HDFS) serve on the Dissertation Committee. A student's Dissertation Committee may include the same faculty as the student's Plan of Study Committee, but this is not required. Outside members of the dissertation committee bring a unique perspective to the student's research and may be from departments in other disciplines at Purdue University or other universities. The preliminary examination committee includes the Major Advisor for each student who serves as the Chair of the preliminary exam committee and at least 2 additional faculty members. *The HDFS Preliminary Examination Handbook*, available in the HDFS graduate coordinator's office, provides additional information.

G. Requirements for Committee Members

Fifty-one percent of the members of the student's Advisory and Dissertation Committees must have regular (as opposed to special) certification. All Purdue HDFS graduate faculty have regular certification. See Appendix M of policy manual for more information about faculty certification.

1. **HDFS Clinical Faculty** who hold a full-time appointment at Purdue University, hold a Ph.D. from an accredited institution, and have expertise in a student's area of research may serve as a member of a student's committee.
2. **HDFS Emeritus Faculty** who are actively engaged in research or mentoring graduate students may serve on graduate committees.
3. **Committee Members from Outside the University** must document that they are active scholars and thus qualified for committee membership. Their membership is approved by the Graduate School. Because Special certification must be granted prior to service on a committee, students should initiate this process as early as possible, at least one month prior to Dissertation Defense. The graduate coordinator can provide information about the procedure.
4. **Previous HDFS Faculty Members** may serve as departmental representatives on committees - but not outside - representatives on committees for a period of 3 years after leaving the department. After 3 years, such faculty may serve on a student's committee as an outside member. Advisors who leave Purdue can no longer serve as chair but may serve as co-chair of the Ph.D. for up to two years, as long as the other co-chair is a current HDFS faculty member. The graduate coordinator can provide information about the procedure.

Committee	Members	Responsibilities
MS/PhD Plan of Study	3	Approves Plan of Study
Thesis Committee/MS Final Examination	3	Supervises and evaluates the Thesis
Preliminary Examination	3	Administers and grades PhD Preliminary Exam
Dissertation Committee/PhD Final Examination	4	Supervises and evaluates the Dissertation

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

Ph.D. Timeline

✓	Action	Time
	Selection of Major Advisor	During 1st year
	Plan of Study filed & approved	No later than the end of 2nd semester, before Preliminary Exam taken; approved by the Graduate School
	Core courses satisfied	During first 2 years
	Sign up for the Preliminary Exam by submitting a <i>Form 8</i> electronically thru the Plan of Study system (Graduate Coordinator can help with this)	Submitted the semester prior to taking prelims by the appropriate deadline
	Initiate Preliminary Examination	By the end of 6 th semester and at least 2 semesters before the expected date of the Final Exam/Dissertation Defense
	Master's thesis/empirical project completed	In the 3 rd year
	Dissertation Proposal and <i>Application for Use of Human Research Subjects</i> presented and approved	
	File <i>Certification of Original Work</i> form before distributing Proposal to committee (paper form; get from grad coordinator)	
	File signed <i>Proposal Acceptance</i> form with grad coordinator	After successful Proposal defense
	Request special certification if outside department committee member is not a Purdue faculty member	Before scheduling Proposal Meeting
	Declare candidacy	Semester you plan to graduate. Check Graduate School calendar for deadlines.
	Request Final Examination (<i>GS Form 8: Request for Appointment of Examining Committee</i>) and submit electronically. Submit <i>GS Form 9: Thesis/Dissertation Acceptance</i> once the <i>Form 8</i> has been approved.	At least 3 weeks prior to exam (A Summer defense is at the discretion of individual faculty members)
	Distribute Dissertation to committee members	No later than 2 weeks prior to the Final Exam
	Oral Presentation and Defense	Check Graduate School calendar for deadlines.
	<i>Report of PhD Final Examination (GS Form 11)</i> electronically signed by exam committee members and automatically processed	Immediately after Final Exam
	<i>Thesis/Dissertation Acceptance (GS Form 9)</i> electronically signed by Committee Members	Members sign immediately after Final Exam. Chair of Committee signs after changes have been made to the Thesis/Dissertation.
	Dissertation reviewed and <i>GS Form 9: Thesis/Dissertation Acceptance</i> electronically signed by the Chair of the Graduate Program	After changes have been made and all Committee Members have signed the form
	<i>Graduate School Exit Questionnaire & Survey of Earned Doctorates</i> completed electronically thru myPurdue	Certificates of Completion will automatically be sent to the Thesis/Dissertation Office. Be sure to save a copy of the certificate for your personal records.
	Submit Dissertation - deposit electronically and attend Final Deposit appointment with the Thesis/Dissertation Office	Check Graduate School deadlines.
	Deposit receipt submitted to Graduate School Records Office	Before 5:00 on the Dissertation deposit day
	Diploma and all other fees paid	Before the end of the last semester

Before leaving campus:

____ Turn in keys to Building Deputy

____ Complete and return **new address** form to Graduate Coordinator

V. INDEPENDENT RESEARCH PROJECT, THESIS AND DISSERTATION

Students have numerous opportunities to complete independent research during the graduate program, including an independent research project or Master's Thesis in the first two years and a Doctoral Dissertation.

A. Registration Requirements for Thesis and Dissertation

The Graduate School expects students to be registered for HDFS 698 (Master's) or HDFS 699 (Dissertation) when working on the Thesis or Dissertation, regardless of other activities or location. The Graduate School requires students to be registered to defend a Thesis or Dissertation. If students are not registered, they should assume they will be required to register retroactively (and pay a higher fee) in order to defend.

B. Guidelines for Independent Research Project, Thesis and Dissertations

Students should work with their major professor to formulate a research proposal and *Application to Use Human Research Subjects*. The Human Subjects application must be presented and approved by the student's committee along with the research proposal (www.irb.purdue.edu). The proposal is defended by the student, approved by the committee, and approved by Purdue's Institutional Review Board (IRB) prior to recruitment of study participants or data collection. It is the responsibility of the student to secure signatures from committee members on the *Proposal Acceptance* form and to return the form to the graduate coordinator.

C. Use of Human Research Subjects

All students receive training related to the use of human subjects in research.

This includes:

1. Independent completion of the appropriate CITI training module, available through the Institutional Review Board at Purdue (www.irb.purdue.edu), and
- 2.. Regular training in research ethics as part of the Department's Colloquia.
Students must complete the appropriate CITI training and pass the required tests prior to being involved in research with human subjects.

D. Scheduling Thesis/Dissertation Proposal and Final Defenses

1. Students MUST notify the graduate coordinator when the proposal and final defenses are scheduled with their exam committee and with the administrative assistant- ***no less than three weeks prior with final exam information: date, time, location, title, committee members.*** This information is crucial to submitting paperwork in a timely manner.

NOTE: If your outside the department committee member is not a Purdue faculty member, a special certification must be done before scheduling your final defense (see page 9).

2. The graduate student or graduate coordinator submits an electronic Graduate School *Form 8: Request for Appointment of Examining Committee* at least three weeks prior to the final exam. **This request must be received by the Graduate School at least two weeks prior to the requested final exam date** (a Graduate School requirement). A *Form 8* is not used for the proposal; an HDFS

departmental paper form (*Proposal Acceptance*) is used for proposals and these forms are located in the graduate coordinator's office.

3. For Thesis/Dissertation Final Defenses: The electronic *GS Form 9: Thesis/Dissertation Acceptance* should appear in your myPurdue account once the *GS Form 8* is approved. Complete the *GS Form 9* and electronically "submit" it.
4. Prior to submitting the proposal or final document to the committee, the major professor must certify that it reflects the student's original work (*Certification of Original Work*). The advisor completes the *iThenticate* check and meets with the student to discuss the results. The student will revise the document as needed, prior to providing it to committee members. After the advisor determines that the proposal represents original work, the certification form is signed and returned to the graduate coordinator. This form is filed in the graduate coordinator's office.
5. Defend the proposal/thesis/dissertation and have the appropriate forms signed by your committee members and the Head of the Graduate Program.
6. For Thesis/Dissertation Final Defenses: The Thesis and Dissertation office provides templates to use to format the thesis and also provides formatting consultations to ensure students are on the right track to deposit their thesis. Visit the deposit requirements page to review the steps to successfully deposit the thesis with the Graduate School
<https://www.purdue.edu/gradschool/research/thesis/requirements.html>

The Thesis Office provides workshops each semester to educate students on the deposit process and format requirements. These workshops are highly recommended for students who are within a year of graduation and can be found here: <https://www.purdue.edu/gradschool/research/thesis/events.html>

E. Summer Thesis/Dissertation Defenses

Students may schedule proposal and final defenses during the summer. However, because most faculty have academic year appointments, their participation in summer defenses may be difficult to schedule. Students should strive to complete proposals and final defenses during the academic year and not count on being able to schedule summer meetings.

F. Graduate School Forms for Master's and Dissertation Defenses

1. The graduate student or graduate coordinator submits an electronic Graduate School *Form 8: Request for Appointment of Examining Committee* at least three weeks prior to the final exam.
2. The graduate student will need to initiate the electronic (on-line) *GS Form 9: Thesis/Dissertation Acceptance* after the *Form 8* is approved.
3. In addition to the *GS Form 9*, Master's candidates will need to complete the Graduate School Exit Questionnaire and Doctoral candidates will need to complete the Graduate School Exit Questionnaire and the Survey of Earned Doctorates.
4. The Graduate School *Form 7: Report of Master's Examining Committee* and the Graduate School *Form 11: Report of the Final Examination* (for PhD students) will be generated automatically (and electronically) and distributed automatically for electronic signatures.

5. The student prepares a final copy of the thesis that incorporates all editorial changes and modifications required by the members of the student's examining committee. The members of the committee need to electronically sign the *GS Form 9: Thesis/Dissertation Acceptance*. The completed electronic form is then automatically submitted to the Graduate School.

G. Master's and Doctoral Degree Proposal and Final Examination Guidelines

The Chair of the Committee is in charge of the Final Examination. S/he should discuss the process with the student before the Final Examination itself. The Department provides these guidelines:

1. The room scheduled for the oral examination should be at least "seminar-size".
2. The committee meets alone at the beginning of the Final Examination to discuss their evaluation of the thesis/dissertation; some committees choose to omit this phase.
3. The committee invites the student and other attendees, if any, into the meeting room.
4. The student is given uninterrupted time (generally 15-20 minutes) to introduce/summarize the thesis/dissertation, followed by questions from the committee.
5. The student and guests are then dismissed, while the committee discusses the outcome of the defense.
6. The student returns alone to meet with the committee.
7. It is recommended that the final examination last no longer than two hours.
8. Non-committee members are expected to attend the final examination from the time they are invited in to the time they are asked to leave. It is disruptive when people come late or leave early.
9. **Important:** most faculty at Purdue University have academic-year-only appointments (i.e., mid-August through mid-May). Students should assume that faculty time for final defenses is limited in the summer.

H. Thesis Format Checking

Checking thesis and dissertation formatting is the responsibility of the student's major professor. All matters of manuscript style not covered by the university format requirements follow the formats described in the most current edition of the *Publication Manual of the American Psychological Association*.

VI. FINAL SEMESTER REGISTRATION FOR MASTER'S AND DOCTORAL STUDENTS

A. Registering for Candidacy

Students must indicate on their registration form and inform the graduate coordinator that s/he will be a candidate the semester they plan to graduate. The student must register for:

- Minimum of 1 credit hour of research – HDFS 698/699, **AND**
- CANDIDATE 991, **-OR-**
- “Exam Only” or “Degree Only” (mid-semester deadlines; requires a Registration Form 23 sent to the Graduate School for approval and registration)

An additional fee will be assessed for registering as a graduation candidate more than two consecutive semesters. This applies to all three types: candidate, degree only, and exam only.

B. Late Graduation Fee

This fee applies when: the Plan of Study does not occur until session of graduation; the student is added to the candidate list after the deadline; late deposit; updating thesis/dissertation after deposit; and listing on candidacy roster 3 or more consecutive sessions. There is an official appeal process if the student wishes to submit an *Appeal Initiation* form (GS Form 38) for a late graduation deadline fee.

C. Registering for “Exam Only” or “Degree Only”

Students must have completed the Graduate School’s registration requirement (90 credit hours for doctoral degree) and finished all degree requirements except for the final examination and depositing the thesis. These requirements must be completed prior to the first day of the academic session. Students must have been registered for at least one credit hour of research, with a grade of “S”, the previous spring or fall semester. The previous semester does not include the summer session unless a student held a graduate staff appointment during the preceding summer session. Students who held a summer appointment will be held to a minimum summer registration; students who did not hold a summer appointment will be held to a minimum registration for the preceding spring semester. If the student fails to meet the mid-semester deadline for either “Exam Only” or “Degree Only”, their registration will be converted automatically to one (1) credit hour of research and the student will be billed by the Bursar’s Office for the difference in tuition/fees between “Exam/Degree Only” and one (1) credit hour; *the student will also pay the late registration fee*. See the graduate coordinator for further information.

VII. PROGRESS IN THE GRADUATE PROGRAM

A. Plan of Study

The Plan of Study provides an overview of the student’s plan for meeting the degree requirements (MS, PhD). The Plan of Study (POS) should be developed in consultation with the advisor and completed as soon as possible (**by the end of the first year**).

1. The POS is submitted electronically and is accessed through myPurdue. The POS includes courses as outlined in the HDFS Plan of Study Checklists (also see Graduate Program Requirements). Students will indicate courses as primary and related on the POS. Courses used for a Purdue Master’s degree are not included on the doctoral Plan of Study but count toward the 90 credits required for the doctoral degree.
2. **Students must first submit a plan of study as a DRAFT before submitting the plan as a FINAL.** Use the draft as a basis to discuss academic and research goals with advisory committee members. Students submit the Plan of Study electronically. When the POS is submitted as a final, it will be electronically routed, reviewed and, if approved, signed by the graduate coordinator (POS Coordinator), the student’s advisory committee, the Chair of the Graduate Program, and the

Graduate School. Students can check the status of the plan by returning to the Plan of Study generator and click on the Display Submitted Plan of Study link.

B. Students Who Have a Non-Purdue Master's Degree

1. Students can use credits received in a previous graduate program toward the Ph.D. in HDFS at Purdue, but cannot receive a Purdue Master's degree in HDFS. Coursework from a previous master's degree cannot be used to substitute for Purdue courses on a master's plan of study **and** coursework from only one master's program can be counted toward a doctoral plan of study.
2. To use credits from a previous Master's degree toward doctoral work at Purdue, students should include the number of credits being used in the comments section. For HDFS, there is a maximum of 18 allowable elective credits toward the PhD degree.

C. Five-Year Rule

Course credits earned by a student whose graduate study and/or professional involvement have been inactive for five years or more cannot be used on a Plan of Study for an advanced degree. A Plan of Study approved prior to such a period of inactivity is invalid. A preliminary examination passed prior to such a period of inactivity is also invalid. If sufficient justification is provided, the Dean of the Graduate School may waive this rule. (See graduate coordinator for assistance.) To request the Graduate School's approval to include courses which are five years or older, an official detailed memo request signed by major professor and department head should be submitted to the Graduate School for review along with the student's cv/resume.

D. Minimum Registration Hours

The total number of hours of academic credit used to satisfy degree requirements consists of all course credit hours with a grade of 'C-' or better (core courses require a grade of 'B-' or better) that appear on the Plan of Study and research (HDFS 699 and/or 698) credit hours with grades of S that appear on the Purdue transcript. In fulfilling degree requirements, a maximum of 18 credit hours will be allowed from any one semester; 9 credits from a summer session. For students earning a Master's degree, at least one-half of the total credit hours used to satisfy degree requirements must be earned while registered at Purdue University. More than 50 percent of the Purdue credits must be earned through the campus where the degree is conferred.

(<https://catalog.purdue.edu/content.php?catoid=15&navoid=18626&hl=%22VI.+General+Academic+Requirements+%26amp%3Bamp%3B+Grade+Appeals%22&returnto=search>)

Note:

- It is possible to have both a Master's and a Doctoral Plan of Study at the same time. An approved Master's Plan of Study is required in order to graduate with a MS degree; an approved Doctoral Plan of Study is required **before** taking prelims.
- Include on the Master's Plan of Study **only** the coursework required for the Master's degree (p.3). Do not include other courses that you take before completing your MS degree and that you wish to count toward doctoral degree requirements.

E. Petitions

Students may petition to substitute required coursework, to change advisors, and to request leaves of absence. (See page 18 for *Petition* form). All petitions must clearly explain what is being requested and

why. They must be approved and signed by the major professor and, when appropriate, include the *Course Substitution Request* form (the graduate coordinator can help with this request form). Give the *Petition* and any supporting documents to the graduate coordinator for consideration at the next regularly scheduled Graduate Committee meeting (these need to be given to the graduate coordinator at least one week before the scheduled Graduate Committee meeting in order to be included on the agenda). The Graduate Committee does not meet in the summer; all petitions (including requests for an extension to complete degree) must be submitted prior to the final meeting of the Graduate Committee in the spring.

1. Time Limits for Submitting Petitions

Petitions based on work completed prior to coming to Purdue must be submitted to the Graduate Committee during the first year of residence at Purdue. **Petitions for substitutions based on work to be completed at Purdue must be submitted before the work has begun.**

2. Substitute a Core or Advanced Course

If you have taken a graduate course at another university which is similar to a required course, you may petition to substitute the course. The student gives a copy of the course syllabus along with the *Petition* and *Course Substitution Request* forms to the Graduate Coordinator.

3. Courses Taken on the Quarter System

These courses do not transfer with the same number of semester credits (e.g., a 3 credit quarter course is equivalent to 2 semester credits.) Students should indicate on the *Petition* how a course taken on a quarter system might substitute for a semester course at Purdue.

4. Changing Advisors

Typically, students petition to change advisors when either their advisor leaves the University or when their focus of interest more closely matches that of another faculty member. Students should provide a clear rationale for the change, and consult with both past and future advisors before submitting the *Petition*. A change from temporary advisor to permanent advisor involving the same student and faculty member does not require a petition.

Petition to HDFS Graduate Committee

Student's Name: _____

Advisor's Name: _____

Proposed Advisor: _____

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

Change of Advisor Other (explain below)

Course Substitution:
(Note if course to be substituted was taken on quarter system.)

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

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

Student's Signature	Date	Current Advisor's Signature	Date
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Approved , Chair of Graduate Program	Date	Proposed Advisor	Date
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Denied , Chair of Graduate Program	Date
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F. Annual Review of Each Student's Progress

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

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

The annual progress review procedures begin at the start of the academic year with each continuing student completing a report of their progress toward degree completion since the previous review (prior academic year and summer). The report is provided on a form issued by the Department and also includes evaluations of teaching and/or research, an updated vita and a Plan of Study document which clearly indicates which courses have been taken. The report is prepared in consultation with the student's advisor. The completed report is reviewed by at least two graduate faculty members in HDFS, and subsequently is discussed by all graduate faculty in a fall meeting devoted to the annual review.

The results of the review are communicated to each student in a letter prepared by the student's advisor and signed by advisor and Chair(s) of the HDFS Graduate Committee. The letter is a part of the student's file in the Department. The letter describes the graduate faculty's view of notable accomplishments and progress recommendations, as indicated above. Students who are not making adequate progress on key indicators (listed below) will be required to complete a mid-year review. In such cases, their annual evaluation letter includes specific recommended actions and expectations for achieving satisfactory progress, typically with deadlines for completion.

Students who are making *satisfactory* progress typically are recommended for Department assistantship support for the subsequent year within the Department's existing guidance on length of funding (see page 23 of this manual). Students for whom there are progress concerns are recommended for funding based on satisfactory completion of recommended actions at the mid-year review. Students who are judged to be making *unsatisfactory* progress are not recommended for Department assistantship support and may be dismissed from the program.

It is the responsibility of the HDFS Graduate Committee to make a recommendation to the HDFS Department Head regarding whether a student who receives an *unsatisfactory* progress rating should be allowed to continue in the HDFS graduate program. A student who receives an *unsatisfactory* rating has one week to inform the HDFS Graduate Program Chair in writing that he/she wishes to withdraw from the program, in which case the HDFS Graduate Committee does not consider the possibility of terminating the student from the program. The one-week period begins at the point the letter reporting results of the

annual progress review is issued. In the absence of written notification of a student's intent to withdraw from the program, the HDFS Graduate Committee will move forward with consideration of possible termination and make a recommendation to the HDFS Department Head. The student may submit a written statement to the Chair of the Graduate Committee in response to the unsatisfactory rating within one week following receipt of the annual evaluation letter. The statement will be reviewed by the Graduate Committee. If the student's major professor is a member of the HDFS Graduate Committee, the major professor is removed from the Graduate Committee for this specific action and is replaced by a HDFS faculty member appointed by the HDFS Department Head.

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

Key Indicators of Satisfactory Progress

Indicators #5, #6, and #7 are not applicable to first-year students.

1. Tangible evidence of progress toward (a) establishing an approved Plan of Study, and (b) establishing an advisory committee (i.e., signed Plan of Study for second year and beyond). (Some evidence of progress with these indicators is expected of first-year students.)
2. Adequate progress in coursework, including passing core courses with a grade of at least a 'B-'.
3. Satisfactory progress in thesis/dissertation research (two consecutive unsatisfactory "U" grades require a departmental review and assessment that may result in student dismissal from the graduate program).
4. Completion of coursework on a timeline consistent with Plan of Study, including graduation within 5 years of entry to doctoral program.
5. Involvement in at least one research project. Assume leadership role in a research project as appropriate.
6. Initiation of Preliminary exam no later than the end of the 6th semester at Purdue.
7. Appropriate progress on master's thesis (or independent research project if applicable). Defense of the proposal is to occur by the end of the 2nd year. Defense of the completed thesis is to occur in the 3rd year (the thesis defense should be scheduled prior to submitting the annual review form in the 3rd year, although the actual defense may occur after the annual review).
8. Appropriate progress in identifying a dissertation topic; timely proposal approval, data collection, data analysis, completion / defense.
9. Presentations at professional meetings, including presentations as first author.
10. Development of publication(s) submitted to scholarly outlets, including publications as first author.

11. Clearly identifiable special skills beyond basic requirements, such as writing, curriculum development, statistics, teaching, engagement and translation activities, etc.
12. Satisfactory performance in assistantships (at least 3 on the rating criteria), based on supervisor report (and course evaluations if applicable).
13. Membership in at least one professional organization, including conference attendance. Involvement beyond membership as appropriate (e.g., review of proposals, officer of student affiliate, board membership).
14. Contribution to departmental activities (e.g., assistance with new or prospective students, membership on departmental committees) and to a diverse, equitable, and inclusive environment within HDFFS.
15. Professional conduct in meetings with advisor and other faculty and staff, communication with other students, attention to timeliness in completion of paperwork, and other aspects of graduate student life.
16. Timely completion and submission of accurate and carefully edited materials for the annual review.

G. Requirements for Remaining in Good Standing

A graduate student is expected to maintain a cumulative index of 3.0. Indexes below this level are marked “less than good standing” on grade reports. Students who fail to maintain a cumulative index of 3.0 may be dismissed from the graduate program.

H. Continuous Enrollments

Doctoral students who will be away from campus should contact the Graduate Coordinator for information about requesting “Leave of Absence,” “Research in Absentia,” or “Change of Duty Station” status. The maximum continuous leave of absence allowed by the Graduate School is two semesters. Leave of Absence time does not count towards time in program for funding priority.

Students who do not enroll for one or two semesters do not have to re-apply to the graduate program. If a student does not register for three or more consecutive semesters - including summer session - s/he must apply to re-enter the Graduate School. For example, if a graduate student finishes the fall semester, they would have eligibility to register for following spring, summer, and fall. If not registered for at least one of those terms, they would have to reapply.

I. Students with Disabilities

Students who have a documented disability, or who think they may have a disability, should contact the Disability Resource Center (<https://www.purdue.edu/drc/>) as soon as possible to find out about available services.

VIII. CODE OF HONOR AND ACADEMIC INTEGRITY

A. Purdue University Code of Honor

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The purpose of the Purdue University academic community is to search for truth and to endeavor to communicate with each other. Self-discipline and a sense of social obligation within each individual are necessary for the fulfillment of these goals. It is the responsibility of all Purdue students to live by this code, not out of fear of the consequences of its violation, but out of personal self-respect. As human beings we are obliged to conduct ourselves with high integrity. As members of the civil community we have to conduct ourselves as responsible citizens in accordance with the rules and regulations governing all residents of the state of Indiana and of the local community. As members of the Purdue University community, we have the responsibility to observe all University regulations.

<https://catalog.purdue.edu/content.php?catoid=15&navoid=19004&hl=%22Academic+Regulations+%26amp%3B+Student+Conduct%22&returnto=search>

B. Academic Integrity

Purdue University is committed to cultivating academic integrity and expects students to exhibit the highest standards of honor in their scholastic endeavors. Academic integrity is essential to the success of Purdue University's mission. As members of the academic community, our foremost interest is toward achieving noble educational goals and our foremost responsibility is to ensure that academic honesty prevails. If there is a question regarding a student's academic integrity, the faculty member will meet with the Chair of the Graduate Program and the Department Head. A violation of academic integrity may lead to a referral to the Dean of Students with a recommendation of expulsion.

C. Integrity in Research

Purdue's Graduate School Policies and Procedures Manual offers guidance regarding integrity in research, <https://catalog.purdue.edu/content.php?catoid=15&navoid=18646&hl=%22General+Academic+Requirements+%26amp%3B+Grade+Appeals%22&returnto=search>

IX. ASSISTANTSHIPS AND FINANCIAL SUPPORT

A. Department Graduate Assistantships

The Department of Human Development and Family Studies offers graduate assistantships to as many students as possible. The number of assistantships depends on the availability of funds from federal, state, university, and private sources, and varies from year to year. Most students receive some departmental funding each year for up to 5 years.

1. Quarter-time and Half-time

Quarter-time (10 hours/week) and half-time (20 hours/week) assistantships provide a monthly stipend plus tuition remission. Half-time assistantships also provide student health insurance. Graduate students with assistantships are required to pay a university fee that covers the student activity fee and fitness and wellness fee. Assistantships begin seven calendar days before the start of classes each semester. Students with assistantships are expected to enroll in at least 8 credit hours in fall and spring semesters and 3 credit hours in the summer if holding a summer assistantship.

2. Assistantship Appointment Final Decisions

The HDFS faculty recognizes that the Department Head makes the final decisions about assistantship appointments, taking into consideration student and faculty requests. The

Department supports as many students as possible within university guidelines.

- 3. Priority for Assistantships** is given to students who:
- remain in good standing in the Department and according to the Graduate School guidelines
 - are making timely progress toward degree completion
 - are in the first five years of enrollment in a doctoral program in HDFs (4 years for students entering with a Master's degree)
 - where appropriate, have initiated the prelim exam by the end of 6th semester

4. Guidelines

- One half-time should be the maximum level of departmental support until all students have received funding. An exception is that consideration should be given to providing teaching experience for students who have not had that opportunity.
- financial need should not be a criterion for funding
- No student should teach two different courses independently in one semester.
- Funding commitments should be made during the time admitted students make decisions about pursuing graduate studies.
- Students must initiate the preliminary examination by the end of the **3rd year (6th semester)** in order to maintain priority standing for further departmental support.

5. Specific Assistantship Appointments

Decisions are made by the Department Head in consultation with faculty and students based on the following - not listed in order of importance:

- student preferences
- supervisor preferences regarding appointments to the position
- the student's priority rating given by faculty
- performance in past or present HDFs assistantships
- history of assistantship support from HDFs

6. Principal Investigators

Projects supported by competitive external and intramural grant funds have discretion over the appointment of graduate assistants assigned to grant projects, within the context of established guidelines, including approval of the Department Head. Most assistantship positions require specific skills and backgrounds, and typically are structured to contribute in important ways to a student's knowledge and/or skill level in a particular field. Thus, the substantive match between a particular position and a student's background should be a critical element in the Department Head's decisions about assistantship appointments.

7. Additional Considerations

Student preferences for assistantships generally are not shared, but also are not considered strictly confidential. A student who does not wish to work with a specific supervisor or project based on a problematic situation should communicate this information to the Department Head

8. Oral English Proficiency Test

International students must pass the *Oral English Proficiency Test* prior to teaching independently.

9. Evaluation of Assistantship Performance

The assistantship supervisor evaluates each student's assistantship performance at the end of the fall and spring semesters. These evaluations are shared with the student. They are kept on file by

the graduate coordinator and are used as part of the annual review.

B. Fellowships and Financial Aid

1. Competitive Fellowships

A few fellowships are available to doctoral students with advanced standing. Additionally, Summer Research Grants are sometimes available to support research efforts of graduate students who have held teaching assistantships.

2. College Level Competitions

Selected fellowships may be available. These competitions may be different from year to year.

3. Fellowship, Traineeships and Financial Aid

Information describing fellowships, traineeships, teaching and research assistantships is included in "Funding Info for students" located on the Graduate School's web page (www.purdue.edu/gradschool). All students are also encouraged to seek national fellowships, such as those administered by the National Institute of Health, the National Science Foundation and the Social Science Research Council.

Applicants should contact the Division of Financial Aid regarding the deadline for filing Federal Financial Aid applications. Information regarding loans and college work-study can be obtained from the: Division of Financial Aid, Schleman Hall of Student Services, Room 305, 475 Stadium Mall Drive, West Lafayette, IN 47907-2050, or by calling (765) 494-5056 or emailing questions (24-48 Hour turnaround time) at facontact@purdue.edu

X. NEW STUDENT CHECKLIST

Departmental Go-To List

- ✓ HDFS Business Office - hdfsbo@groups.purdue.edu
- ✓ Advisor – if a meeting has not been scheduled during HDFS Orientation Week, go to advisor's office, introduce yourself, and ask for an appointment to discuss any additional courses you will need to register for.
- ✓ Building Deputy, introduce yourself, ask for building/office keys. If you wish to have a copy account number for photocopier, you will be directed to the appropriate support staff.
- ✓ Graduate Coordinator - introduce yourself.

University-wide Checklist

- ✓ Pay your fees – even if you have an assistantship you must pay a few fees every semester.
- ✓ Get your *Purdue University Identification Card*. This can only be done after you have paid your fees. Visit the following URL for more information: <https://www.purdue.edu/business/card/>
- ✓ Attend one of the *Payroll Sign-Up Sessions* during Orientation Week.

- ✓ Buy your books. Graduate staff receives a discount at both Follett's and University Bookstore.

International Students:

- ✓ Attend one of the *Pre-Orientation Check-In Sessions*. Bring all documents and ask about recent immigration laws/documents in order to ensure your maintenance of legal status.

Note: Take **all** of your documents **every time** you go to the International Students and Scholars Office

- ✓ Attend one of the *Payroll Sign-Up Sessions* (Stewart Center, Room 218) during Orientation Week. You will need to have your *Purdue University Offer Letter, Passport, I-94 Card, Approved Work Authorization (I-20 or DS-2019), Social Security Card* (if you have one), *SEVIS Compliance form* (for transfers only) and bank account information for direct deposit.

If you are planning to leave the country at any time (e.g., holidays), you must obtain a travel endorsement from the International Students and Scholars Office (Schleman Hall, room 136) at least two weeks prior to your trip.

Helpful Resources

- The Graduate School - <https://www.purdue.edu/gradschool>
- Purdue Graduate Student Government (PGSG) - <https://www.purduegradstudents.com>
- Publications for Faculty, Staff, and Students - <https://www.purdue.edu/gradschool/faculty/publications.html>
- University Parking Services - <https://www.purdue.edu/parking>
- PUSH (Purdue University Student Health) - <https://www.purdue.edu/push>
- International Students and Scholars (ISS) - <https://www.purdue.edu/IPPU/ISS>
- Recreational Sports (Co-rec) - <https://www.purdue.edu/recsports>