

Department of Family Studies

Graduate Student Handbook
Ph.D. in Family Studies

2010-2011



School of Human Environmental Sciences
College of Agriculture
University of Kentucky

**Ph.D. STUDENT HANDBOOK
2010-2011**

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I. PHILOSOPHY OF THE PROGRAM

The Family Studies Ph.D. program is designed to prepare and train students with high level research skills together with experience applying those skills to important questions regarding family functioning, family well being, and prevention and intervention both within the family and in community and societal contexts.

II. GENERAL INFORMATION

A. General Regulations

It is the student's responsibility to be informed concerning all regulations and procedures required by the program. Students should become familiar with *The Graduate School Bulletin* (especially see "Student Responsibilities") as well as the policies in this *Handbook*.

B. Academic Load

For the fall and spring semesters, a normal graduate load is 9 hours per semester; for students holding assistantships a normal load is 6-9 hours. The maximum load is 4 hours for the First Summer Session (4-weeks) and 8 hours for the Second Summer Session (8-weeks) or 12 hours for a combination of both terms. The "Credit Overload Form", (See Appendix) should be used to request permission to enroll for more than these loads.

C. Temporary Advisor

The Director of Graduate Studies (DGS) will advise all new students. Students then choose an Advisory Committee as outlined below.

D. Transfer Credit

The doctoral degree is competency based as judged by the student's committee. Transfer of courses is not permitted at the doctoral level. However, prior coursework will be assessed for competency attainment when designing a student's program of study.

E. Termination Policy

The Graduate Faculty will regularly evaluate the academic performance of graduate students in the Department.

1. Warnings. The Director of Graduate Studies will send a student a warning of unsatisfactory progress if:

- a. a student's grade point average for work taken the previous semester was below a 3.0 or
- b. a student has 6 or more credit hours of incomplete work, or
- c. a student has 4 or more credit hours of C grades.

2. Termination. The Graduate Faculty may terminate a student for:

- a. a grade point average below 3.0 in each of two semesters or
- b. 6 credit hours of "I" grades that have not been removed after one year, or
- c. more than 6 credit hours of "I" grades accumulated at any time during the graduate program, or
- d. 7 or more credit hours of grades below a "B" (even if the cumulative GPA is over 3.00).
- e. absence from the program for more than one semester (i.e., not taking at least one course per semester) without permission. Students with written permission of their advisor and the Director of Graduate Studies may be absent from the program for two consecutive semesters before being terminated from the program. Students terminated for absence may apply for readmission.
- f. failure to demonstrate satisfactory competence on a second attempt of the Qualifying Examination. If a student fails on the first attempt at a Qualifying Examination, s/he may retake the required examination any time after four months but no more than one year beyond the date of failure.
- f. failure to demonstrate satisfactory competence on a second attempt of the Final Examination. If a student fails on the first attempt at a Final Examination, s/he may retake the required examination any time after one month beyond the date of failure.

A student who is terminated will receive a written notice of the decision stating the grounds and be afforded an opportunity to meet with the Graduate Faculty. After the meeting with the student, the Graduate Faculty may reconsider the question of termination.

F. Program Procedures

Department of Family Studies Ph.D. Program procedures follow the “General Requirements for All Doctoral Degrees” found in the UK *Graduate Bulletin*. Procedures for the Family Studies Ph.D. are below.

Program Advisory Committee.

Working with the DGS, it is the student’s responsibility to form a Program Advisory Committee to be chaired by a major professor chosen by the student. Membership on the Program Advisory Committee must be transmitted to the Graduate School in a timely manner once formed (<http://www.gradschool.uky.edu/DoctoralAdvisoryCommittee.pdf>). The purpose of this committee will be to develop a program of course work for each student. Students will be supervised primarily by their major professor who is expected to provide guidance as needed by a student and to work directly with a student in developing a program of study. Although all committee members are normally available for consultation with the student, the major professor provides continuity of counsel throughout the program of study.

The Program Advisory Committee must approve a student’s program of study and the student must file the program with the DGS and the Graduate School during the Spring semester of their 1st year. The Advisory Committee must approve changes in the program of courses—deviations from stated curriculum requirements require Graduate Faculty approval. The DGS should be consulted regarding changes in committee membership. The DGS and Advisory Committee will periodically review each student’s academic progress.

Curriculum Requirements.

Family Studies Doctoral Curriculum Requirements—Effective Fall, 2006							
Areas				Courses			
Foundational (Required if not in master's)				Required unless approved from master's degree			
				FAM 652	Readings in Family Theory and Research		
				FAM 601	Systemic Family Development		
				FAM 603	Family Economics and Management		
				FAM 654	Lifespan Human Development & Behavior		
				FAM 655	Theory & Dynamics of Human Development		
				FAM 690	Family/Development Research Methods		
Family Science —listed required (Minimum 12 cr.)				FAM 752	Seminar in Family Theory Construction (3 cr.)		
				FAM 763	Seminar in Primary Prevention (3 cr.)		
				FAM 785/	Advanced Problems--Instruction (2 cr.)		

			FAM 786					
			FAM 785/ FAM 786	Advanced Problems--Research (2 cr.)				
			FAM 775	Professional Development Seminar I 1st Fall Semester (1 cr.)				
			FAM 775	Professional Development Seminar II 2nd Fall Semester (1 cr.)				
Research —listed required (Minimum 16 cr.)								
			STA 570	Basic Statistics (4 cr.)				
			STA 671	Regression & Correlation (2 cr.)				
			STA 672	Design and Analysis of Experiments (2 cr.)				
			STA 673	Analysis of Categorical Data (2 cr.)				
			NUR 791	Qualitative Methods in Nursing or other approved course (3 cr.)				
			FAM 790	Advanced Methods in Family Science (3 cr.)				
		Suggested	CJT 765	Structural Equation Modeling (3 cr.)				
		Suggested	EDP 778	Seminar in Educational. Psychology- Res. Analysis				
		Suggested	EDP 707	Multivariate Analysis in Educational Research				
Area of Specialization (Minimum 15 cr.)								
			FAM classes &/or Others at UK					
Dissertation Research			FAM 767	Dissertation Residency Credit— (2 cr. per semester continued enrollment until graduation)				

Qualifying/Comprehensive Examination.

The purpose of the qualifying/ comprehensive examination is to demonstrate knowledge of theories and research methods integrated across the core and area of specialization. All Ph.D. students are required to complete a qualifying examination comprised of written and oral components. Consistent with the Graduate School rules, qualifying examinations (written and oral) can cover any material deemed appropriate by the student's Program Advisory Committee.

- All required courses must have been completed before the qualifying examination may be taken.
- All "I" and "S" grades must have been removed

Qualifying/Comprehensive Exam Procedures

A qualifying/comprehensive exam for doctoral students will consist of a written and oral component. The DGS will make arrangements for and administer the written exam.

The written component will:

- Be a common exam is constructed by the Departmental Ph.D. Examination Committee composed of graduate faculty.
- Be taken on the same day and time by all students taking the comprehensive exam in a given semester. The students will provide electronic copies of the completed exams to the DGS.
- Be administered twice a year during third week of spring and fall semesters.
- Include questions on core areas with one day (8 hours) including time to organize thoughts and review and revise written response available for each focusing on:
 - Research methods
 - Advanced methods--Model building and statistical testing
 - Reading/Literature in Human Development, Family Economics, etc.
- Theory and Methods will be completed in a closed book format, but students will be permitted one piece of paper with notes (front and back permitted); the notes must be the same for each day. The exam proctor will collect the notes on the first day and redistribute on the second. Theory will be administered on Monday and Methods will be administered on Wednesday.
- The integration portion of the exam will be administered with a take-home format. Students will be emailed the question on Monday at 8:00 am of the second week and will be instructed to email their response by 5:00 pm on Friday of the same week.
- Each portion of the exam will be graded independently.
- Grading procedures for Part III of the exam are different than procedures for Parts I and II. Parts I and II are pass/fail. For Part III, students who do not demonstrate minimum competence on that portion of the exam may be asked to complete a revision. Students will be provided results and feedback on a Friday and be required to submit their revision within ten days. This option is only available for Part III of the exam.

The oral component (orals) will be taken when the student passes all parts of the “writtens”. The students Program Advisory Committee conducts the oral exam. The date and time of the oral exam must be scheduled with the DGS at least 17 days in advance

so that the proper documentation can be submitted to the Graduate School within 14 days of the oral exam (<http://www.gradschool.uky.edu/RecommQualExam.pdf>).

If you have a documented disability that requires academic accommodations for the comprehensive written exam, please see the Director of Graduate Studies as soon as possible to discuss your needs. In order to receive accommodations for the doctoral comprehensive exams, you must provide the Director of Graduate Studies with a Letter of Accommodation from the Disability Resource Center, Room 2, Alumni Gym, 257-2754, jkarnes@email.uky.edu, for coordination of campus disability services available to students with disabilities.

Upon passing the qualifying examination, the student officially becomes a candidate for the Ph.D. degree and proceeds to the dissertation stage of the program.

If a student fails the qualifying examination on the first attempt, the student's Doctoral Advisory Committee will require the student to complete additional work to prepare for taking the examination again (e.g., additional courses or directed readings). Upon completion of these additional requirements, the student may request and be granted a second qualifying examination.

Scheduling requirements for the second examination are the same as scheduling requirements for the first examination. The student will not be permitted to take a second examination before 4 months have passed since the first examination but must retake the examination before 12 months have elapsed. Students are permitted two opportunities to pass the qualifying examination. If the student fails both attempts, the student will be dismissed from the program.

Pre Qualifying Time Limit

Students must take the qualifying examination within five years of entry into the program. Extensions up to an additional three years may be requested. Extensions up to 12 months may be approved by the Dean of the Graduate School upon receipt of a request from the Director of Graduate Studies. Requests for extensions longer than twelve months must be considered by Graduate Council and will require the positive recommendation of the Director of Graduate Studies, the chair of the student's doctoral advisory committee, and a majority vote of Graduate Faculty in the program. If the qualifying examination has not been passed at the end of five years, or at the end of all approved time extensions the student will be dismissed from the program.

Post Qualifying Residency Credit

Students are required to enroll in FAM-767; Dissertation Residency Credit for two credit hours every semester after completing the qualifying examination. They will be charged at the in-state tuition rate plus mandatory fees. Students will remain continuously enrolled in this course every fall and spring semester until they have completed and defended the dissertation. This will constitute full-time enrollment, as registered in student information systems. Students needing continuing enrollment beyond the semester of the final examination will enroll in FAM-749 for 0 credit hr.

Students will be required to complete at least two semesters of FAM-767 before they can graduate. If registered for FAM-767, residency credit will be applied for a qualifying examination taken at any time during the first semester of enrollment. However, the request to schedule the qualifying examination must be submitted and approved within the first six weeks of the semester. For students whose programs of study or certification standards require an extended practicum or field experience, enrollment in FAM-767 can be waived for up to one year by the Dean of the Graduate School, on the recommendation of the Director of Graduate Studies. If it is waived, the student will be enrolled by the Director of Graduate Studies in FAM-749 (0 hr).

Assessment of “Good Progress” For All Doctoral Students.

Each doctoral student's good progress toward the degree will be reviewed (at least) annually by the doctoral advisory committee and the DGS. The consequences of lack of good progress are also included earlier in the handbook. Results will be reported to the Graduate Faculty in the program. Each student will be informed in writing of the results of that meeting by the Director of Graduate Studies.

Doctoral Dissertation Advisory Committee.

Upon successful completion of their comprehensive oral exam, a Ph.D. candidate must select a Dissertation Advisory Committee. To do so they must first identify a Dissertation Major Professor within 30 days of passing the exam. To operationalize this designation, the Major Professor and student must submit to the Director of Graduate Studies a memorandum of understanding focusing on four areas within 60 days of passing the exam.

1. The research topic/question to be addressed in the dissertation.
2. The format of the dissertation in terms of the traditional five chapter format or the parameters of an alternative format.

3. Rules of authorship for publications and presentations that will emanate from the standard dissertation or articles submitted as an alternative dissertation. If the former, the rules should include the Major Professor's right to publish off the dissertation as first author after one year should the student fail to initiate such manuscript. If the latter, the rules should include the Major Professor's right to first authorship should the student fail to submit revisions as needed to meet journal guidelines.
4. A list of potential research methodologies that will be used in the dissertation. Included should be issues such as quantitative versus mixed method versus qualitative design, use of existing data set(s) or collection of new data.

In keeping with these four items the Major Professor will guide the student in the selection of the remaining Dissertation Advisory Committee membership that reflects Ph.D. Dissertation Committee composition rules established by the Graduate School.

Once named and submitted to the Graduate School, changes in Dissertation Committee membership must be discussed among the Committee Chair, the committee member involved, the student and the Director of Graduate Studies before being submitted for approval by the Director of Graduate Studies. If the Director of Graduate Studies is the Committee Chair or is the committee member involved, the Department Chair will take the DGS role in these discussions.

A student's further progress of development of a defended research proposal through to a finished dissertation will be monitored through the annual review of progress that has been established for Ph.D. students.

A Major Advisor and Dissertation Advisory Committee of the student's choosing will guide each student's dissertation research. This committee may or may not consist of the same members as the student's Program Advisory Committee. Membership on the Dissertation Advisory Committee must be transmitted to the Graduate School in a timely manner once formed

(<http://www.gradschool.uky.edu//DoctoralAdvisoryCommittee.pdf>). Any changes in committee membership must be communicated to the Director of Graduate Studies and to the Graduate School. One committee member will serve as the Dissertation Director/Major Professor.

Dissertation Proposal.

Procedures for undertaking and writing the dissertation are outlined in the Graduate School's *Manual for Theses and Dissertations*, which is available in printed form or from the Graduate School web site.

The proposal is reviewed and then discussed with the student's Doctoral Dissertation Advisory Committee. The proposal must be submitted two weeks prior to the committee discussion. The proposal should include a review of the relevant literature and a statement of the research problem, its theoretical importance, and the proposed research design, methods, and procedures.

Following the proposal oral examination, the Doctoral Dissertation Advisory Committee signifies approval of the proposal by signing the cover sheet of the proposal, which lists the student's name and the title of the proposed dissertation. If the proposal is approved, the Doctoral Dissertation Advisory Committee Chair transmits this signed cover sheet to be filed with the Director of Graduate Studies.

Dissertation.

The doctoral candidate must present a dissertation which represents the culmination of a major research project. The dissertation must be a well reasoned, original contribution to knowledge in the field of study and should provide evidence of high scholarly achievement. The student's Dissertation Director will provide the primary guidance in planning and preparation of the dissertation; however, other members of the Doctoral Dissertation Advisory Committee should be consulted as well.

Students are expected to know and follow the administrative procedures and forms associated with all elements of dissertation completion, degree application, final defense, and graduation as specified by the Graduate School in the *Graduate School Bulletin*.

The content and general organization of the dissertation is left to the discretion of each student, with the approval of the Dissertation Advisory Committee. The format of the dissertation should follow guidelines established by the Graduate School as described in the web document governing theses and dissertations. Referencing format (style) should follow American Psychological Association standards unless otherwise approved by the student's Dissertation Advisory Committee.

Doctoral Dissertation Oral Examination (Defense).

This examination shall be conducted in full accordance with Graduate Guidelines. At least two months prior to the planned Oral Defense the DGS must be notified of the intent to defend the dissertation (<http://www.gradschool.uky.edu/NotificationFinalDocExam.pdf>) and the DGS must notify the Graduate School of this intent within 8 weeks of the planned exam.

The precise date, time and location of the oral defense must be scheduled with the DGS at least 17 days in advance so that the proper documentation can be submitted to the Graduate School within 14 days of the exam. (<http://www.gradschool.uky.edu/RequestFinalDocExam.pdf>).

Procedures for the doctoral defense and shall include the following three elements:

- Candidates will present a 30-40 minute public seminar on their dissertation work.
- Following this presentation, the candidate and the Doctoral Dissertation Advisory Committee shall meet for the purpose of examination of the content and contribution of the dissertation document. At the beginning of this segment of the examination, the candidate and any guests will be asked to briefly step out of the room so that the committee may discuss any concerns with regard to the dissertation and deliberate on appropriate questions to ask the candidate.
- At the conclusion of questioning and discussion of the dissertation, the candidate and any guests will be asked to leave the room and the Doctoral Dissertation Advisory Committee, together with the external examiner, will deliberate with respect to the success of the defense and the nature of needed changes, if any, in the final document. At the conclusion of these deliberations the candidate will be invited to return and will be informed of the outcome of the examination.

G. Graduation

The School of Human Environmental Sciences conducts its graduation ceremony at the end of the spring semester only. To participate in the ceremony, the student must have successfully completed all degree requirements as symbolized by signatures of the student's Advisory Committee members and the Director of Graduate Studies on the final examination card. It is the student's responsibility to notify the

Director of Graduate Studies of her/his intent to attend the graduation ceremony and to obtain the appropriate academic attire through the University Bookstore.

III. FINANCIAL SUPPORT

The Department offers both half-time and full-time assistantships. These positions usually include half-time or full-time tuition scholarships plus a stipend. Individual faculty who have received external funding often offer research assistantships. Students interested in financial aid should submit application directly to the Director of Graduate Studies. Additionally, the School of Human Environmental Sciences awards scholarships each year. Other types of financial assistance are available from the University. Please see the Graduate School website for additional information on financial support.

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IV. DEADLINES

Students are responsible for adhering to the deadlines listed below and to deadlines stipulated by the Graduate School:

Selecting a Major Advisor/Chair and a Program Advisory Committee during the third semester after admission.

Filing a Plan of Study with the DGS by the end of the third semester after admission.

Qualifying Written Examination:

To be held upon completion of the program of study.

Qualifying Oral Examination:

To be held upon satisfactory completion of the Qualifying Written Exam. The date and time of the oral exam must be scheduled with the DGS at least 17 days in advance so that the proper documentation can be submitted to the Graduate School within 14 days of the oral exam (<http://www.GradSchool.uky.edu/RecommQualExam.pdf>).

Dissertation Proposal:

To be filed within 90 days of completion of the written comprehensive examination—see earlier discussion.

Application for Degree:

Must be filed with the Graduate School early in a student's final semester (with the signature of the Director of Graduate Studies). Two copies must be submitted and forms can be obtained directly from the Graduate School web site (<http://www.GradSchool.uky.edu/DegreeCard.pdf>).

Review of Dissertation by Committee:

Majority of Dissertation Advisory Committee must approve the dissertation before filing an intent to defend the dissertation. Committee should have a minimum of two weeks to review the dissertation.

Schedule Final Examination:

Schedule a Final Exam with Major Advisor and Committee, after approval by the Graduate School and its assignment of an Outside Reviewer.

Request for Final Examination

Notify the Graduate School of the Final Exam Date 14 days prior. (<http://www.GradSchool.uky.edu/RequestFinalDocExam.pdf>). **It is the student's responsibility to complete this form and submit it to the Director of Graduate Studies in time for processing by the Graduate School at least two weeks before the date of the examination.**

Complete Final Examination:

Must be taken at least eight (8) days prior to the last day of classes in the semester in which degree is to be awarded—classes must be in session.

Submission of Dissertation to Graduate School:

Within 60 days of successful completion of the final examination.

APPENDIX

Additional forms necessary for various steps through the program can be found at: <http://www.GradSchool.uky.edu/forms.html>:

Such forms include:

- * Credit Overload ~ <http://www.GradSchool.uky.edu/CreditOverload.pdf>
- * Petition for Post Mid-Term Withdrawal from class(es) ~ <http://www.GradSchool.uky.edu/PetitionPostMidWithdraw.pdf>
- * Doctoral Advisory Committee Form ~ <http://www.GradSchool.uky.edu/DoctoralAdvisoryCommittee.pdf>
- * Recommendation for Qualifying Examination ~ <http://www.GradSchool.uky.edu/RecommQualExam.pdf>
- *Dissertation Approval Form <http://www.gradschool.uky.edu/dissertationapproval.pdf>
- * Notification of Intent to Schedule a Final Doctoral Examination ~

<http://www.GradSchool.uky.edu/notificationFinalDocExam.pdf>
* Request for Final Doctoral Examination ~
<http://www.GradSchool.uky.edu/RequestFinalDocExam.pdf>

PROPOSED PLAN OF WORK

Ph.D. in FAMILY STUDIES

Student _____

Date _____

Fall, Year 1	Spring, Year 1	Summer, Year 1
Fall, Year 2	Spring, Year 2	Summer, Year 2
Fall, Year 3	Spring, Year 3	Summer, Year 3

Approved _____

Major Advisor/Date

Accepted _____

Director of Graduate Studies/Date