

Department of Family Studies
Graduate Student Handbook
Ph.D. in Family Studies
2005-2006



School of Human Environmental Sciences
College of Agriculture
University of Kentucky

Ph.D. STUDENT HANDBOOK
2005-2006

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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 9 hours for the 8-week summer term, 4 hours for the 4-week intersession, 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.

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 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.

Advisory Committee.

Working with the DGS, it is the student’s responsibility to form an Advisory Committee to be chaired by a major professor chosen by the

student. 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 Advisory Committee must approve a student's program of study and the student must file the program with the DGS. 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					
Areas			Courses		
Foundational			Required unless approved from master's degree		
(Required if not in master's)			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			FAM 752	Seminar in Family Theory Construction (3 cr.)	
(Minimum 12 cr.)			FAM 763	Seminar in Primary Prevention (3 cr.)	
			FAM 785/ FAM 786	Advanced Problems--Instruction (2 cr.)	
			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					
(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.)	
	Suggested		CJT 765	Structural Equation Modeling (3 cr.)	
			FAM 790	Advanced Methods in Family Science (3 cr.)	
Area of Specialization					
(Minimum 15 cr.)			FAM classes &/or Others at UK		
Dissertation Research			FAM 767	Dissertation Residency Credit—effective Fall 2005 (2 cr. per semester until graduate)	
			FAM 769	18 hours plus continued enrollment for zero (0) hours	
			FAM 749		

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 Advisory Committee.

The student will notify the Director of Graduate Studies of the proposed time table for the written and oral examinations once the Doctoral Advisory Committee has approved the timetable.

- All required courses must have been completed before the qualifying examination may be taken.
- All "I" and "S" grades must have been removed
- Before the student may schedule the qualifying examination, the student must obtain the permission of the Advisory Committee and notify the DGS.
- The qualifying examination cannot be held until approval from the Graduate School has been received by the DGS.

Qualifying/Comprehensive Exam Procedures

Comprehensive written exam for doctoral students will:

- Be administered twice a year during third week of spring and fall semesters.
 - Core exams will be one day (8 hours) available** for each:
 - Research methods
 - Advanced methods--Model building and statistical testing
 - Reading/Literature in Human Development, Family Economics, etc.
- ** Includes time to organize thoughts and review and revise written response.
- Specialization exam will be one day (8 hours) available:
 - Research design and application in specialization.

- Students will take each part of the exams on the same days and times, provide electronic copies of the completed exams to the DGS, who is charged with making arrangements for and administering the exam(s).
- Be closed book
- Common exam is composed by Examination Committee composed of faculty teaching core and foundation courses during most recent three years.
- Specialization exam is composed by members of the student's advisory committee.
- Exams are graded by composing committees.
- When the student passes all parts of the "writtens" they advance to the "oral" exam.
- The oral portion of the examination must be held within 30 days from the date the written portion of the examination is completed.

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@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 first enrolled in a doctoral program in the fall 2005 semester will now be required to 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

Currently, students are required to register for two consecutive full-time (9 hr) or three consecutive part-time (6 hr or more) semesters of FAM-769; Doctoral Residency Credit upon successful completion of the qualifying examination. If more time is required to complete the dissertation, students then enroll in FAM-769 (or FAM-749) for 0 credit hr.

Students first enrolled in a doctoral program in the fall 2005 semester will now be required to enroll in a new two credit hr course after completing the qualifying examination, FAM-767; Dissertation Residency Credit. 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 SIS or later student information systems. Students needing continuing enrollment beyond the semester of the final examination will enroll in FAM-749 for 0 credit hr.

As with FAM-769, students will be required to complete two semesters of FAM-767 before they can graduate. Under the current system, the qualifying examination must be taken within the first six weeks of the semester for it to count toward the residency requirement. 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).

Any currently enrolled student that passes the qualifying examination before the end of the summer 2005 term will graduate under the old post-qualifying residency rules. According to University rules, *any student who was first enrolled in a doctoral program before the beginning of the fall 2005 semester*, but who has not yet taken the qualifying examination, may opt to follow either the old or new post-qualifying residency rules. Doctoral students who opt for the old FAM-769 rule must have maintained continuous enrollment in their program. Students who are readmitted to a program after stopping out will be subject to the new rules, if they have not yet taken the qualifying examination.

The financial implications of the two options could be quite significant. At current tuition rates, two full-time semesters of FAM-769 costs approximately \$6319 in-state and \$13,968 out-of-state, including all fees. Two credit hours of FAM-767 at the in-state rate will cost approximately \$835 per semester, meaning that there will be a cost saving with this option if in-state students graduate within four or five years.

Assessment of “Good Progress” For All Doctoral Students.

Beginning in the fall 2005 semester this will required of all programs. This information is included earlier in this Graduate Student Handbook. The consequences of lack of good progress are also be included earlier in the handbook. Each doctoral student's good progress toward the degree will be reviewed (at least) annually by the doctoral advisory committee and the DGS. 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 Advisory Committee.

Each student’s dissertation research will be guided by a major advisor and Doctoral Advisory Committee of the student’s choosing. This committee may or may not consist of the same members as the student’s program committee. Any changes in committee membership must be communicated to the Director of Graduate Studies. One committee member will serve as the Dissertation Director/Major Professor.

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.

Dissertation Proposal.

Assuming successful completion of the oral comprehensive exam, the doctoral student's dissertation proposal is due to be presented to the advisory/dissertation committee 90 days from the date of the completion of the written comprehensive (qualifying) exams. The candidate may request an extension of the initial 90 days by applying to the DGS in writing indicating the reasons for the request and negotiating an appropriate date within the next 90 day period by which the proposal will be completed. Only one extension will be permitted for each candidate. If the proposal is not completed by the date set in the extension, the student will retake the comprehensive exams.

Within 90 days of completing the Ph.D. qualifying/comprehensive written examinations, the student must submit a written proposal for his or her dissertation. The proposal is reviewed and then discussed with the student's Doctoral 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 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 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 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 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 Advisory Committee.

Doctoral Dissertation Oral Examination (Defense).

This examination shall be conducted in full accordance with Graduate Guidelines. 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 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 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 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.

Kentucky Graduate Scholarship (KGS) Eligibility

The Kentucky Graduate Scholarship is a recruitment incentive scholarship which pays the cost of out-of-state tuition to students whose undergraduate GPA is 3.25 or higher. The following changes have been instituted:

- Effective immediately, any student whose grade point average falls below a 3.0 loses the KGS permanently.
- For students enrolling for the first time in spring 2006, KGS awards will be limited to:
 - four semesters in a master's program (the combined summer sessions count as one semester).
 - eight semesters in a doctoral program.
 - ten semesters in a master's followed by a doctoral program.
- Students cannot receive the KGS for a second master's degree.

IV. DEADLINES

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

Selecting an Advisory Committee and Major Advisory/Chair:
To be selected before completion of the second semester.

Filing a Plan of Study with the DGS:
To be filed before completion of the second semester.

Qualifying Examination:
To be held upon completion of the program of study.

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) must be obtained directly from the Graduate School.

Review of Dissertation by Committee:
Majority of Advisory Committee must approve the dissertation before the final exam can be scheduled. Committee should have a minimum of two weeks to review the dissertation.

Schedule Final Examination:
Scheduled with Major Advisor and Committee, after approval of the dissertation by a majority of the Advisory Committee.

Request for Final Examination
Schedule the final exam with the Graduate School 20 days prior to the date of the final examination. (Director of Graduate Studies signature required.)

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

Attached are three forms for submitting information to the Director of Graduate Studies related to a student's Advisory Committee. These forms should be submitted upon completion of the student's second semester.

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

Such forms include:

- * Credit Overload ~ <http://www.rgs.uky.edu/gs/CreditOverload.pdf>
- * Petition for Post Mid-Term Withdrawal from class(es) ~
<http://www.rgs.uky.edu/gs/PetitionPostMidWithdrawal.pdf>
- * Doctoral Advisory Committee Form ~
<http://www.rgs.uky.edu/gs/DoctoralAdvisoryCommittee.pdf>
- * Recommendation for Qualifying Examination ~
<http://www.rgs.uky.edu/gs/RecommQualExamination.pdf>
- * Notification of Intent to Schedule a Final Doctoral Examination ~
<http://www.rgs.uky.edu/gs/ScheduleFinalDocExamination.pdf>
- * Request for Final Doctoral Examination ~
<http://www.rgs.uky.edu/gs/RequestFinalDocExamination.pdf>
- * Dissertation Approval Sheet ~
<http://www.rgs.uky.edu/gs/DissertationApproval.pdf>

NOTE: The Application for Degree Cards (2) that must be filed with the Graduate School early in a student's final semester (with the signature of the Director of Graduate Studies) must be obtained directly from the Graduate School or on the web