

Department of Family Studies
Graduate Student Handbook
Master's Degree in Family Studies

2010-2011



School of Human Environmental Sciences
College of Agriculture
University of Kentucky

**MASTER’S DEGREE STUDENT HANDBOOK
2010-2011**

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I. PHILOSOPHY OF THE PROGRAM

The Department of Family Studies offers the Master of Science in Family Studies degree. Family Studies uses an integrative approach to learning about and improving individual, family, and community well being through the generation and application of knowledge about human development, family systems, and family financial status. Students can tailor their programs to prepare for employment in their chosen field, or to establish a foundation for the Family Studies Ph.D. program or for doctoral work at another institution.

II. GRADUATE PROGRAMS IN FAMILY STUDIES

The Department of Family Studies offers the Master of Science in Family Studies. Students are admitted one time a year. The deadline date for application for the following fall semester is January 15. Admissions are for Fall Semester enrollment only. This applies to the Master of Science in Family Studies including the Marriage and Family Therapy option.

Students pursuing the Family Studies Master's Degree Program take core courses totaling 15 hours: FAM 601, FAM 652, FAM 654, FAM 668, and FAM 690. The student under the guidance of their Program Advisory Committee chooses additional hours up to a minimum of 30 credits. The student's program can include the option of a prescribed program of study in Marriage and Family Therapy that includes a one-year practicum experience. See Appendix A for the complete curriculum requirements.

III. GENERAL INFORMATION

A. General Regulations

It is the student's responsibility to be informed concerning all regulations and procedures required by the program of study being pursued. Therefore, the student should become familiar with *The Graduate School Bulletin* (especially see, "Student Responsibility") and this Department of Family Studies Graduate Student Handbook. Ignorance of departmental or university regulations and procedures is not a valid excuse.

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 B, should be used to request permission to take more than these loads).

C. Temporary Advisor

The Director of Graduate Studies or designee will advise all new students for the first semester. Students then choose a Major Advisor and committee as outlined below.

D. Advisory Committee

Each graduate student should select a faculty member to serve as her/his Major Advisor (Advisory Committee Chair) **upon completing nine hours or two semesters of work**. At least two other UK faculty members must be selected for the student's full Advisory Committee upon consultation with the Major Advisor. The Advisory Committee assists the student in determining the student's program of study. Changes in the plan of study may occur, but the committee must approve the changes. The plan of study must be filed with the Director of Graduate Studies. The form entitled "Proposed Plan of Work" (see Appendix B) must be used for this purpose.

Each Advisory Committee shall consist of a Major Advisor who is a full or associate member of the graduate faculty and two other faculty members. One member of the Advisory Committee must be a

full member of the UK Graduate Faculty, and two of the three must be Family Studies faculty member. Graduate students initiate the formation of their committee by asking faculty to serve. After consultation with their Advisory Committee Chair, students are encouraged to contact potential Advisory Committee members to discuss interests and career goals. The process of advising seems to work best when students choose Advisory Committee members who have similar academic interests and the skills and experience necessary to assist the student in realizing their highest potential academic and career goals.

The Director of Graduate Studies must be notified in writing of the makeup of student's Advisory Committee. The form entitled "Advisory Committee" (see Appendix B) should be used. Any subsequent changes in committee membership also must be submitted in writing to the Director of Graduate Studies (DGS). Consultation with the Advisory Committee Chair and all other members of the Advisory Committee is required prior to submitting any change to the DGS.

The Advisory Committee membership cannot be changed after the beginning of the student's last semester unless a member of the committee is unavailable that semester. In such an instance, the Director of Graduate Studies must approve the substitution.

E. Transfer Credit

Students who desire to transfer graduate work completed under post-baccalaureate status at the University of Kentucky or credits received from another institution must initiate such a transfer by completing the "Transfer of Credit" form (see Appendix B). The recommended time to take such action is the first semester after being admitted to the program or the first semester after returning to UK after taking course(s) elsewhere. Total transfer credit is limited to nine (9) semester hours. Request for transfer of credit must be submitted in duplicate to the Director of Graduate Studies who then submits the request to the Graduate School. A student who fails to initiate a timely request for the transfer (at least one semester prior to graduation) may not be able to graduate in the semester desired.

F. Students Absent from Program During Course of Study

A student who is absent from the program (i.e., not taking at least one course per semester) for more than one semester (summer school is not counted) will be considered dropped from the Family Studies graduate program. The student must apply for readmission to the Graduate School and to the Department of Family Studies.

If a student knows that an extended absence is required (two consecutive semesters excluding summer school) and wishes to remain in the program written approval from the Major Advisor and the Director of Graduate Studies in advance of the absence is required. Where such permission has been granted, the student will be automatically readmitted provided absence does not extend beyond two consecutive semesters (excluding summer session). Any student who is absent with subsequent permission more than the two consecutive semesters permitted (e.g., a third semester) will be dropped from the program and must reapply to resume work. Upon readmission, such students must follow the program rules in place at the time of the readmission.

G. Termination Policy

The Graduate Faculty or a designated body 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 of work, 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 hours of grades below a B (even if the cumulative GPA is over 3.00)
 - e. absences from the program (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 to the program.
 - f. failure to demonstrate satisfactory competence on a second attempt of the final examination. If a student fails a first attempt at the final examination, the examination may be retaken but after the passing of one month beyond the initial examination date.

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.

H. **Application for Degree**

All students must file an application for receipt of their degree no later than 30 days after the beginning of the semester in which they will complete their degree. Faculty members are not available during the summer to finalize graduation requirements since most are on 9-month contracts and not employed during the summer months. The required application forms are obtained by the student from The Graduate School or on-line at <http://www.rgs.uky.edu/gs/GSDegreeCard.pdf>. The Director of Graduate Studies must sign these forms before they are submitted to the Graduate School. Allow enough time to obtain the signature of the Director of Graduate Studies and return the form by the deadline. The student is responsible for consulting the latest edition of The Graduate School Bulletin for changes in requirements and procedures and to make sure all deadlines are met.

I. **Scholarly Project Requirements**

Candidates for the Master's Degree in Family Studies are required to complete a Thesis (Plan A) or a Scholarly Project (Plan B). The following steps are required:

1. Plan A students – must have a thesis proposal approved by their Advisory Committee in accordance with departmental thesis procedures no later than mid-term during the first semester that the student enrolls in FAM 768 (Residence Credit). Failure to have a proposal approved by this deadline will require that the student drop FAM 768 that semester. (It is recommended that a thesis prospectus be submitted by the time the student has completed 21 hours)

OR

Plan B students – submit a proposal for a Scholarly Project to the student's Major Advisor prior to registering for additional graduate credit beyond eighteen semester hours. The

proposal will be developed by the student in consultation with the Major Advisor and must be approved by the other members of the student's Advisory Committee.

2. Complete the Thesis or Scholarly Project and submit it for Advisory Committee review at least five weeks prior to the projected date for the final examination. The specific nature of the Thesis or Scholarly Project will be the responsibility of the student and the Advisory Committee. A Scholarly Project may be a journal publication, CES publication, a policy paper, a literature review, or another appropriate piece of work. Where appropriate, a student may receive up to three credit hours of FAM 785 or 786 for the Scholarly Project under the supervision of the Major Advisor.
3. After approval by the majority of the Advisory Committee to defend the Thesis or Scholarly Project, the student may schedule a final examination with the Graduate School via the Director of Graduate Studies at least two weeks prior to the projected date of such final examination (See Section VI)
4. The student's final examination focuses on the Thesis or Scholarly Project and, if desired by the Advisory Committee, a review of the integrative aspects of the student's graduate program. This examination will constitute the student's final examination as required by the Graduate School and must occur on or before the last day to sit for a graduate final examination as specified in the University calendar for the semester that the student wishes to graduate. Thesis students are encouraged to schedule their final examination at least one week prior to the last day to sit for a final examination to allow time to make necessary changes in the Thesis or Scholarly Project manuscript that result from the final examination.

J. Scheduling of Master's Final Examinations

The Graduate School specifies that the Final Examination must be taken at least eight days before the end of semester class work. Students should consult the University Calendar for the specific date for each semester. Final examinations will not be given during the summer period from May 15 through August 15. Faculty members have nine-month appointments and therefore cannot be required to be in attendance during this period.

A Final Examination Recommendation Form must be submitted no later than two weeks before the scheduled date of the examination (see <http://www.rgs.uky.edu/gs/FinalExamRecomm.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.**

Final Examination for Plan A – Thesis:

The final examination for Plan A students will consist primarily of the defense of the thesis, although, topics covered during a student's coursework may also be examined. The student's Advisory Committee will administer the final examination. This examination must be conducted at least eight days before the end of semester class work.

Please note that, if on the basis of the final examination, revisions to the thesis are stipulated by the Committee, time will be needed to make the changes before graduation. An Advisory Committee is under no obligation to review and approve changes without adequate time. It is highly recommended that the final examination be scheduled earlier in the semester so ample time for revisions is available.

If the student does not demonstrate satisfactory competency on the first defense of the thesis, the Major Advisor can schedule a second defense no less than one month later. (Note that this may prevent a student from graduating in the desired semester.) If a student does not exhibit satisfactory competency on the second defense, the Director of Graduate Studies and the Graduate Faculty will review the student's status.

The Director of Graduate Studies and the Major Advisor must be given a bound copy of the student's thesis, including the thesis abstract. It is strongly urged that the other members of the Advisory Committee be given copies of the thesis (not necessarily bound) as well.

Final Examination for Plan B – Non-Thesis

The final examination for the Plan B scholarly project must be scheduled for a date no later than eight days before the end of semester classwork (as indicated in the University Bulletin) for the semester in which the degree is to be awarded. Since the final examination must be scheduled with The Graduate School two weeks prior to the date it is given, students must arrange a date with their Major Advisor **at least thirty days** before the end of the semester. Keep in mind that the Advisory Committee administers this examination; therefore enough time must be allowed for faculty to arrange their schedules. (See Appendix B).

If the student does not demonstrate satisfactory competency on the first oral examination, the Major Advisor can schedule a second defense no less than one month later. (Note that this may prevent a student from graduating in the desired semester.) If a student does not exhibit satisfactory competency on the second defense, the Director of Graduate Studies and the Graduate Faculty will review the student's status.

K. Master's/Specialist Degree Time Limit

Students enrolled in master's/specialist programs have *six years* to complete all requirements for the degree, but will still have the opportunity to request extensions up to an additional four years for a total of 10 years.

L. Grades and Grade Point Average

An overall average of B (3.0) on all graduate work in the program must be attained before a Master's degree may be awarded. D grades are not awarded to graduate students. Also, graduate courses may not be taken Pass/Fail.

Students who have earned an average of less than 3.0 on 12 or more semester hours will be placed on scholastic probation and are subject to dismissal from the program. See the section titles Termination Policy for additional information.

M. Graduation Ceremonies

The School of Human Environmental Sciences participates in graduation ceremonies at the end of the spring semester only. In order 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.

IV. FINANCIAL SUPPORT

The Department offers both half and full-time graduate teaching assistantships. These usually include half or full-time tuition scholarships. Faculty who have received internal or external funding often offer research assistantships. Students interested in financial aid should apply directly to the Department. Additionally, the School of Human Environmental Sciences awards scholarships each year. Application forms are available from the Office of Student Services School of Human Environmental Sciences, Erikson Hall.

Other types of financial assistance are available from the University. Please see The Graduate School Bulletin for additional information on financial support.

V. **CHANGING PROGRAMS WITHIN THE DEPARTMENT**

If a student has been accepted into a specific program option within the Department and later wishes to change from that option to another, s/he must formally apply to the desired program according to the deadline dates for application to Family Studies Graduate Program of study.

VI. **DEADLINES**

The following is a list of deadlines:

Selecting Major Advisor/Chair and an Advisory Committee

To be selected before completion of the second semester.

Filing a Plan of Study

To be selected before completion of the second semester.

Application for Degree

Submitted to the Graduate School within 30 days of the beginning of the semester of intended graduation.

Request for Final Examination

Scheduled with Major Advisor at least 30 days prior to the date of the final examination.

Schedule Final Examination

Scheduled with The Graduate School two (2) weeks prior to the date of the final examination.
(Director of Graduate Studies signature required).

For Thesis Option (Plan A) Students Only:

Submission of Thesis Prospectus

By completion of 21 credit hours.

Submission of Thesis Proposal

Students must have a thesis proposal approved by their Advisory Committee in accordance with departmental thesis procedures no later than mid-term during the first semester that the student enrolls in FAM 768 (Residence Credit).

Completion of Thesis

Before eight (8) years from initial enrollment.

APPENDIX A

Program of Study

MASTER'S OF SCIENCE IN FAMILY STUDIES FAMILY STUDIES PROGRAM

Master of Science in Family Studies

Students may complete the Family Studies Master of Science degree with an emphasis in Family Science. Students pursuing the Family Studies Master's degree take core courses totaling 15 hours: FAM 601, FAM 652, FAM 654, FAM 668, and FAM 690. Within this master's is the option of a prescribed program of study in Marriage and Family Therapy that includes a practicum experience.

The Family Studies Master's requires 30 credit hours. At least two-thirds of the minimum requirements must be in regular courses, and at least three-quarters of the minimum requirements must be in courses numbered at the 600 or 700 levels. Plan A (thesis) requires 30 hours, 6 of which are thesis credit hours, 15 core course hours, and 9 hours of major electives. Plan B (non-thesis) requires 30 credit hours, 15 of which are core courses, 9 hours of major electives and 6 hours of independent study resulting in a scholarly project. The deadline date for application for the following fall semester is January 15.

Students pursuing the Marriage and Family Therapy option within the Family Studies Master's degree, complete a 49-hour (2-year) program of prescribed courses that is accredited by the Commission on Accreditation for Marriage and Family Therapy Education. The program includes course work in the following areas: a) Theoretical Foundations of Marital and Family Therapy; b) Assessment and Treatment in Marital and Family Therapy; c) Human Development and Family Studies; d) Research; e) Ethics and Professional Issues; and f) Supervised Clinical Practice. Students in this program may choose Plan A (thesis) requiring 6 additional thesis credit hours. Students are admitted to the Marriage and Family Therapy program beginning in the fall term only, and take courses through the following summer. The deadline for applying for admission is January 15.

APPENDIX B

Attached are two forms for submitting information to the Director of Graduate Studies related to a student's proposed program of work and the makeup of the student's Advisory Committee. These forms should be submitted to the Director of Graduate Studies upon completion of the student's second semester or nine credits (whichever comes first).

Additional forms necessary for various steps through the program can be found at:

<http://www.GradSchool.uky.edu/gsforms.html>

Specifically 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>
- * Request for Transfer of Credit:
<http://www.GradSchool.uky.edu/RequestTransCredit.pdf>
- * Application for Degree:
<http://www.GradSchool.uky.edu/DegreeCard.pdf>
- * Thesis Approval Form:
<http://www.GradSchool.uky.edu/ThesisApproval.pdf>
- * Final Examination Recommendation:
<http://www.GradSchool.uky.edu/FinalExamRecomm.pdf>

MASTER OF SCIENCE ADVISORY COMMITTEE

DEPARTMENT OF FAMILY STUDIES

Student _____

Student ID# _____ Date _____

Plan A?? _____ Plan B?? _____

ADVISORY COMMITTEE

Faculty Member		Department	
1.		Chair	
2.		Member	
3.		Member	
4.		Member	

Three members are required. All must be at least Associate Members of the Graduate Faculty and at least one must be a Full Member of the Graduate Faculty

MASTER OF SCIENCE
 DEPARTMENT OF FAMILY STUDIES
 THESIS PROPOSAL APPROVAL FORM

(must be submitted to the DGS by mid-term of the first semester during which FAM 768 is taken)

Student _____

Student ID# _____ Date _____

Thesis Title _____

ADVISORY COMMITTEE APPROVAL SIGNATURES

Faculty Member		Department
1.		Chair
2.		Member
3.		Member
4.		Member

PROPOSED PLAN OF WORK

MS in FAMILY STUDIES

Student _____

Date _____

Circle Program Option

MS FAM (non-clinical)

MS FAM MFT

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