Rate of Progress

Progress Toward a Graduate Degree
A graduate degree represents current knowledge of the field as of the date the degree is granted. Limitations have therefore been set regarding the number of years to finish the degree.

Master's Degree
Students working towards the Master's Degree have 5 years in which to complete all degree requirements. Master's students will only receive priority on eligibility to receive departmental funding for 5 semesters. Beginning in the 6th semester, students who wish to receive funding may need to secure their own. The "clock" starts the semester the first course is taken.

Extensions for one additional year to complete the degree may be granted with submission of a detailed plan for completion, including a time table. Students must be making progress toward completion when they apply for the extension. A maximum of two extensions may be granted.

Students who choose to complete an internship rather than a thesis will be expected to complete the following 16-week schedule:

3 hours of credit; 120 hours total
6 hours of credit; 240 hours total

PhD. Degree
Doctoral students have 6 years in which to complete degree requirements. The "clock" starts the semester the first class beyond the Master's Degree is taken. Doctoral students will only receive priority on eligibility for departmental funding for 10 semesters. Beginning in the 11th semester, students who wish to receive funding may need to secure their own. The comprehensive exam must be completed no later than by the end of the fourth year of study. Students have only 3 years after passing the comprehensive examination to complete the doctoral degree.

On petition of the candidate, the HDFS Graduate Faculty may grant an extension of 1 year. The student may petition for not more than two 1-year extensions. Therefore, a doctoral student may have no more than 5 years including two 1-year extensions, after passing the comprehensive exam to complete the doctoral degree. On petition of the candidate and the candidate's department, the Graduate School may grant an extension of this time limit. Departments specifically reserve the right to re-certify currency in the discipline.

Prior to consideration by the Graduate School, all requests for extensions should be endorsed by the departmental director of graduate studies and accompanied by a description
of the process whereby currency in the discipline was recertified if the latter is part of the departmental requirement.

**Satisfactory Progress**

The student is considered to be making satisfactory progress when:

1. By the end of the first year, the M1 form has been filed (MA/MS); or the D1 (committee form) and D2 (program of studies form) forms have been filed (PhD).
2. A grade of B or above in Departmental courses taken for graduate credit and an overall GPA of 3.0 or better is maintained for Masters students or 3.5 or better for PhD students.
3. Continuous enrollment is maintained, annual reviews are completed via the Graduate Student Progress System (GSPS), and the student is actively engaged in course work or research.
4. For PhD students, all comprehensive exam deadlines are maintained. A detailed description of the comprehensive exam timeline begins on page 15 of this handbook.

An Incomplete grade in any course will result in probationary status if the Incomplete has not been resolved by the end of the following semester. The student will be notified in writing that he or she is on probation. If the student has not resolved the incomplete grade by the end of the third semester, the student may be dismissed. Dismissal may also result from maintaining a GPA below the above requirements for more than two consecutive semesters.

Each Fall semester, and during the term a student graduates, all graduate students must submit self evaluations and update their progress using the electronic Graduate Student Progress System. Advisors and the Director of Graduate Studies will review graduate students each year using the approved evaluation program. These data are used in assessing program quality. Any student who fails to complete the annual review will be considered in poor standing.

The online form includes the indicators listed below:
1. Review of progress toward degree completion using program of study as a guide.
2. Areas in which student is meeting or exceeding expectations.
3. Areas in which student needs improvement.
4. Number of presentations (single or co-authored) at:
   a. Local conferences
   b. Regional conferences
   c. National conferences
5. Number of publications (single or co-authored)
6. Notification of any grant/fellowship applications submitted.
7. Notification of any grant/fellowship applications funded.
8. Involvement in any partnerships programs of research, outreach, or appropriate professional activity with non-university organizations.
10. Notification of any research awards.
11. Notification of any other awards (specify).
15. Update on job search; notification of job placement.

Our faculty reviews the graduate program at the end of each Fall and Spring semester. As part of this review, the progress of each student is noted. Students not making adequate progress receive letters advising them of the faculty's concern. Assistantships to continuing students are awarded on the basis of satisfactory progress in their degree programs, satisfactory performance of their GA position, and availability of funding. Unsatisfactory progress for two consecutive semesters leads to termination from the graduate program.

The Graduate Catalog and the M-Book contain additional criteria and should be reviewed by the graduate student.

**Policy on Dismissal of Graduate Students**
1. When there is a question as to whether satisfactory progress is being made, the director of graduate studies in the department and/or faculty advisor will write to the student and recommend a face-to-face meeting between the student and the faculty advisor. If there is disagreement, the faculty advisor should ask the student to submit a separate letter to the director of graduate studies. Copies of both letters should be made available to the student, student's advisor, and maintained in the office of the Director of Graduate Studies in the student’s file.

2. If difficulties persist and the faculty advisor and director of graduate studies agree that probation is appropriate, the student should be notified, in writing, of the probationary period. The probation letter should state explicitly that the student is on departmental probation and state precisely what must be accomplished and by what date in order to enable the student to return to good standing in the department and be removed from probation. Copies of this letter will be kept in the office of the Director of Graduate Studies in the student’s file, and sent to the Graduate School.

3. If the student does not comply with the conditions of probation, a letter should be sent to the student with notification of dismissal from the department. Copies of this letter will be kept in the office of the Director of Graduate Studies in the student’s file, and sent to the Graduate School.

4. A student may appeal a dismissal to the Graduate Faculty Senate's Committee on Graduate Student Appeals. This committee may consider issues of due process only. The
student shall provide written notification to the Associate Graduate Dean of his/her intent to appeal with ten (10) working days in which to submit a written appeal. The Associate Graduate Dean will forward the written appeal to the chair of the Committee on Graduate Student Appeals. Within ninety (90) days of the date an appeal reaches the office of the Associate Graduate Dean, the Committee on Graduate Student Appeals will complete its review of the appeal. The decision of the committee is binding.

Graduation Ceremonies

Graduate students will not be allowed to "walk through" graduation unless they have completed all the degree requirements and the dissertation, thesis, project, or internship has been defended. There will be no exceptions to this rule. If possible, the Graduate School will be notified in time to remove the student's name from the list of graduates. The Graduate School will consider only those students who have submitted all of their paperwork (M forms for MA/MS students; D forms for PhD students) to the Graduate School as official graduates.

Publishing

Faculty invest a great deal of time and effort in the development of a thesis/dissertation. Furthermore, the program benefits from the publication of research. To stimulate more publication activity, the faculty encourages students to publish their research. Articles should be co-authored with the advisor.