



Agricultural Sciences  
Education and Communication

**Agricultural Sciences  
Education and  
Communication  
Graduate Program**

*Policies and Procedures*

*UPDATED OCTOBER 2023*

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## **PURPOSE**

The purpose of the ASEC Graduate Program is to develop professionals with graduate-level knowledge and skills who will positively influence how people learn and make decisions.

Graduate students play vital roles in carrying out research, teaching, and Extension/engagement functions in the department of Agricultural Sciences Education and Communication. The purpose of this document is to state explicate expectations regarding professional behaviors and departmental culture. Graduate students will mature through work and socialization experiences in the field. Faculty, staff, colleagues, and stakeholders form an impression of a person's professionalism through their behaviors, and professional interactions.

## **CAREER PREPARATION**

The Graduate Program in Agricultural Sciences Education and Communication Graduate Program prepares professionals for a variety of careers such as:

- Community Youth Educator
- Informal Educator for Public Gardens, Zoos, Museums & Arboretums
- Communication Specialist
- Agricultural or Science Journalist
- Marketing Specialist
- Public Relations Specialist
- Curriculum Specialist & Educational Administrator
- Community College Instructor
- Extension Educator
- Public Policy Staff, Lobbyist & Government Specialist (e.g., Department of Agriculture)
- Education Specialist for Business, Industry & Government (e.g., Department of Education, Workforce Development)
- Non-Government Organization Director
- Workforce Development Director, Industry Supervisor & Entrepreneurs in Agricultural Business
- Project Evaluator
- Higher Education & Universities, including Faculty, Outreach Specialists, Student Affairs, Agricultural Development, Project Managers, Administration, Administrative Assistants

## **PROFESSIONAL EXPECTATIONS OF GRADUATE STUDENTS**

Welcome to ASEC and your role as a graduate student in this department. Being a member of the graduate program puts you in a very different position than being an undergraduate. You have moved into a position where you will have a greater responsibility to determine your unique path, develop your career, work more closely with individual faculty and staff, and have opportunities to provide input and feedback on specific projects.

## Funding Sources

There will be variations in assignments, requirements, and expectations of ASEC graduate students based on differences in funding sources, job assignments, and major professors. The three most common are:

1. *Self-funded student.* Student is paying their own way while enrolled as a graduate student.
2. *Fellowship-funded student.* Fellowships come from a wide variety of areas, and are funded very specifically after an application process.
  - a. Fellowships, such as Ross and Andrews, are administered as assistantships, and the student must fulfill all expectations of this assistantship for the duration of the fellowship. Graduate students receiving this funding are called “fellows.” Fellows are not considered graduate staff of the University. Payment is provided in the form of a stipend provided to support the fellow. Stipends are not considered compensation for services. Depending on the fellowship, it may be funded for the entire graduate program, or for a finite period, at which time the student then goes onto an assistantship, and the expectations are the same as for any student on an assistantship.
3. *Graduate Assistantship.* Assistantships are common among on-campus graduate students. Graduate assistants are considered graduate staff of Purdue University and receive a salary that is considered payment for services. Students on Graduate Assistantships must follow Purdue University policies and procedures as defined for academic and fiscal year appointments in the Graduate Staff Employment Manual: (<https://www.purdue.edu/gradschool/documents/gpo/graduate-student-employment-manual.pdf>). Graduate students are on the staff employment calendar and, must have permission from their advisor for vacation, and must request vacation days through the appropriate system. See the Appendix (page 23) for a link to the vacation request page.
  - a. Academic year appointments - The employment period for academic-year faculty and staff begins seven calendar-days prior to the first day of classes for the Fall Semester and ends on commencement day or the final date for submitting grade reports for the Spring Semester, whichever comes later. Graduate students employed on an academic year basis are on unpaid vacation leave during the periods of the academic year when classes are not in session. The seven-calendar-day period prior to the first day of classes each semester and the periods between the end of classes and the final date for submitting grade reports are not considered vacation. Official University holidays falling within the vacation periods are treated as vacation except when classes are in session (see Terms and Conditions Employment for Graduate Student Staff <https://www.purdue.edu/policies/human-resources/vif11.html>).
  - b. Fiscal year appointments (typically Aug 15-July 31) - Graduate students employed on a fiscal-year basis may be granted a maximum of 22 work days of vacation at the same rate of pay they normally receive (i.e., those employed full time, 22 days at full pay; those employed one-half time, 22 days at one-half pay). Vacation allowance is accrued from the date of employment but may not be taken before the completion of three months' employment. Appropriate leaves must be completed through Success Factors – Via <https://one.purdue.edu/>, approved and on file prior to taking vacation

leave. Vacation credits accrued in excess of 22 work days are forfeited  
[https://www.purdue.edu/faculty\\_staff\\_handbook/benefits/leaves.php](https://www.purdue.edu/faculty_staff_handbook/benefits/leaves.php)

### **Expectations:**

Faculty, staff and graduate students are expected to share core values and uphold a measure of professionalism that will serve to enhance the department's climate to achieve its vision and fulfill its mission.

**Commitment:** Graduate students are expected to work 20 hours per week for a 50% assistantship, or pro-rated according to the appointment (25% = 10 hours/week).

A weekly schedule should be determined with the faculty advisor. Weekly duties will depend upon appointment and advisor needs but may include managing projects, communicating with team members, writing, conducting literature searches, collecting data, and organizing and reporting information.

Appointments and responsibilities can vary among graduate students and the number of hours in the office may vary. During any given week, graduate students will be assigned space to work on their classes, research, teaching, and engagement that must occur elsewhere. The location(s) of work must be discussed and approved by the faculty advisor. Graduate students will be assigned space to work on their classes, research, and projects. Some assignments will require research, teaching, and engagement that must occur elsewhere. The location(s) of work must be discussed and approved by the faculty member.

- The hours worked by a graduate student should be to carry out the activities and deliverables of the funding source. For example, graduate students who volunteer service for the department, the college, other professional or youth organizations should not count these hours toward their assistantship, unless they directly support the purpose of the assistantship and were approved in advance, and in writing, by their advisor.
- Graduate students who plan to attend professional conferences or meetings that involve overnight travel must complete the "*Request for Travel Arrangements Form*" and "*Graduate Student Expense Request.*" (Form found on Shared drive S:\Shared\ASEC Grad Student Resources\Travel) Graduate students should expect to pay at least part of their travel expenses, and are encouraged to write travel grants to assist in covering travel costs. Travel to conferences is a privilege based on performance in the assistantship. The advisor, at their discretion, may choose to provide partial funding contingent on advisor's funding, or may provide no funding at all. Advisors may choose to not fund student travel for any reason; including but not limited to, unsatisfactory performance of assistantship or research responsibilities, lack of availability of funds, failure of student to provide a good faith effort to obtain travel grants, or suitability of conference.
- Unexpected circumstances that arise due to illness, accidents, and personal needs may require a graduate student to adjust his or her schedule. To encourage courtesy and respect, a 24-hour written, phone or electronic message is expected, whenever possible, in the event that a graduate assistant is unable to attend a scheduled meeting.

It is important to establish a collegial relationship and maintain open communications with your faculty advisor about specific requirements regarding your assistantship, coursework, research, and thesis/dissertation. The graduate program experience should be positive, challenging, and engaging for graduate students as they make the

transition to advanced professionals in Agricultural Sciences Education and Communication. Although these guidelines highlight only a few broad expectations, the ASEC graduate program strives to be an ideal environment to study and develop professionally. This will be possible when everyone respects each other and is accountable to high standards of professional conduct.

## **SPECIALIZATIONS IN ASEC**

Graduate programs in ASEC are categorized with one specialization which will appear on your transcript, and two areas of concentration, namely education or communication. Graduate students may choose a specialization in Agricultural and Extension Education, if they want it listed on their transcript. This specialization can incorporate either of the two areas of concentration, or be developed independently of the areas of concentration.

### **Agricultural and Extension Education**

Agricultural and Extension Education focuses on the study of formal and non-formal education systems that generate and disseminate knowledge. People-oriented studies are combined with work in selected technical and scientific areas to prepare individuals for successful careers while building awareness of and leadership for the world's food, fiber, and natural resources system. Clientele of the graduate program in Agricultural and Extension Education include: (1) Persons preparing for employment and advancement in the Cooperative Extension Service in county, district, or state positions; (2) persons who are now or preparing to be teachers, supervisors, or administrators in agricultural education; (3) persons preparing to be teacher educators or college teachers in agricultural education; and (4) persons preparing for training, marketing, and management positions in agribusiness corporations.

ASEC also has two concentration areas, that are not approved for listing on the transcript. These concentrations may help the student build competencies for a targeted career market.

### **Agricultural and Science Communication Concentrations**

The Agricultural and Science Communication concentration will enable graduate students to develop focused and in-depth expertise in mass communication research and scholarship relative to a specific area of agriculture, science or the environment. Research emphases may be developed in such areas as risk or science communication, issues management, agricultural journalism, agricultural communication education, or a related area. Completion of the Agricultural and Science Communication concentration at the master's level would demonstrate the candidate's ability to apply social science research principles and communication techniques in the professional communication workplace. Completion of the Agricultural and Science Communication concentration at the doctoral level would signal the candidate's ability to interpret, use and conduct social science research to advance communication of food, agricultural or environmental issues to various target audiences.

### **STEM Learning Systems**

The STEM Learning Systems concentration will enable graduate students to develop focused and in-depth expertise in science, technology, engineering and mathematics (STEM) learning and career development research in the agricultural and life sciences. Students will develop focused knowledge and skills regarding teaching and learning in the context of life science education (i.e., animal, plant, food and natural resource sciences).

Competency would be demonstrated through coursework, research, and professional experiences. Completion of the STEM Learning Systems concentration at the master's level would demonstrate the candidate's ability to apply educational research principles and educational strategies of the life sciences in the professional workplace. Completion of the STEM Learning Systems concentration at the doctoral level would demonstrate the candidate's ability to interpret, use and conduct educational research to advance life science education to various target audiences.

## **GRADUATE STUDENT REPRESENTATIVE**

A full-time student (full-time study is based on the number of credit hours carried in a given session) enrolled as a master's or doctoral student can serve as the graduate student representative (Grad Rep) in graduate program meetings regarding discussions about non-confidential agenda items. The graduate program will have one PhD graduate student representative, and one MS graduate student representative. The graduate student representatives must be in good academic standing in the department, and their application for being on the ballot must be accompanied by a letter of support from their advisor. The purpose for having graduate student representatives is to ensure they participate in the discussion of issues that may directly affect their graduate program.

The individual(s) selected to serve in this capacity must strive to represent the majority interests of the entire ASEC graduate student body. The graduate student will not be present during any discussions regarding admissions of specific applicants or discussions regarding graduate students that are confidential and protected by FERPA policies. The graduate student representatives must have completed at least one semester before being eligible to serve as the graduate student representative. The graduate student representatives shall be elected by full-time graduate students enrolled in the ASEC graduate program. The election shall occur prior to the end of the spring semester, and the name of the graduate student representatives shall be reported to the graduate program chair. The term shall begin on July 1st. The graduate student representative(s) shall serve a one-year term, but can serve a consecutive term if re-elected by his/her peers. If the representative is unable to fulfill their term, the co-Graduate representative will be move into the representative role. The graduate students will then elect a new co-Graduate representative.

The duties of the graduate student representative include: (1) Attend department graduate committee meetings; (2) provide monthly updates for graduate students and faculty; (3) encourage and practice open informal dialogue with graduate students; (4) provide input and feedback to the graduate committee; (5) assist with keeping the graduate student information current on the department's website; assist the department with recruitment of graduate students, such as attending recruitment fairs, professional conferences, and making follow-up contacts with prospective students; (7) assist with hosting prospective graduate students visits; (8) organize at least one faculty/graduate student social activity each year; and (9) represent the department at on-campus graduate education and other pertinent activities as recommended by the graduate chair and department head.

## **ASEC DEGREE OPTIONS**

### **Doctoral Degree in Agricultural Sciences Education and Communication**

Students earning a doctoral degree in the Agricultural Sciences Education and Communication Graduate Program will develop a comprehensive foundational grounding in the historical, philosophical, and theoretical tenets of the field.

ASEC doctoral students typically have professional career experiences in education, communication, industry, or non-profit organizations. Through structured course work, independent study, thoughtful mentoring and original research, they develop expertise in designing and evaluating educational and communication strategies for youth and adults. Students are encouraged to develop in-depth expertise in specialty of choice such as technology applications in youth education, risk communication, Science, Technology, Engineering and Mathematics (STEM) education, science communication, or engagement of underserved populations. Doctoral students showcase their scholarship and contribute to the literature through a dissertation that focuses on education or communication in the context of agriculture, youth, families, or communities. Doctoral programs require 90 graduate credits beyond the baccalaureate degree. Completion of the doctoral degree typically requires 4 years beyond the master's degree; however, this time may vary depending on specific projects, and unforeseen events. Students should establish a timeline with their advisors early in their doctoral program.

### **Master's Thesis Degree or Master's Non-Thesis Degree in Agricultural Sciences Education and Communication**

Students earning a master's degree in Agricultural Sciences Education and Communication Graduate Program will gain a firm foundation in theory, critically analyze outcomes of education and communication processes, and learn about strategies used to influence how people learn and make decisions. The ASEC master's degree strikes a balance between theory and practice--students sharpen professional skills while exploring the disciplines of educational psychology, communication, and sociology in the context of agricultural and life sciences. Students funded by assistantships or fellowships are expected to complete a thesis. Most students complete a masters' degree in 2.5 years.

### **Master's Non-Thesis Degree in Agricultural Sciences Education and Communication**

The Master's Degree Non-Thesis option is designed to enhance the careers of those interested in the educational professions of agriculture and natural resources. Although they will not be required to write a thesis, they will be required to do an extended project. Regardless if one is seeking employment in public school teaching, community college instruction, Extension, communication specialties, or training and development in agribusiness. Students gain valuable knowledge and experience in designing, implementing, and evaluating educational programs. In addition, graduates of the program command tremendous depth of the teaching and learning process. Many education students in this option combine the requirements for graduate education and teacher certification. Students choosing this option are required to present a project reflecting their specific field of study at the completion of this degree. The student in consultation with his/her advisor and committee determine what the project will be.



### **Nondegree Studies (Post-Baccalaureate)**

Holders of a baccalaureate degree, or its equivalent who wish to undertake graduate coursework without admission to a degree program, must be admitted as nondegree students. While there is no limit to the number of course credit hours that an individual may accumulate while registered in this classification, only 12 credit hours earned in nondegree status that can be used on a plan of study.

### **Student Performance Expectations**

The student's progress should be reviewed each academic year in coordination with the student's advisor on a department approved evaluation form. A graduate student is expected to maintain a graduation index representing a B average (3.0/4.0 GPA) or better. The student is also expected to earn S grades for research credits registration. Two consecutive sessions of U grades for research registration mandate that the department student's advising committee chair take formal action and inform the student, in writing, and notify the Graduate School with regard to discontinuation or condition of the student's graduate study. The student's progress also may be reviewed by the Graduate School. Should the student fail to perform in either coursework or research on a level acceptable to the advisory committee, the departmental graduate committee, or the dean of the Graduate School, he or she may be asked to discontinue graduate study at Purdue.

### **DEGREE AND REGISTRATION REQUIREMENTS**

A significant component of that degree to be directed by Purdue graduate faculty in order for a degree to be granted by the Purdue University Graduate School. Therefore, the following registration requirements exist. Registration is defined as formal enrollment in courses offered by Purdue University, including courses offered via distance learning technologies. Courses include all Purdue University graduate courses approved by the student's graduate committee, including formal coursework and research credits.

In fulfilling degree requirements, a maximum of 19 credit hours will be allowed from any one semester (13 credit hours for the summer session) on the student's plan of study. A student must take 51% of their courses from Purdue University.

The total number of hours of academic credit used to satisfy degree requirements consists of all graduate course credit hours with a grade of C or better (B or better for 300 or 400 level courses) that appear on the plan of study and research credit hours with grades of "S" that appear on the Purdue transcript. Not more than six 300 or 400 level course credit hours, with a grade of B or better, may appear on a plan of study. Neither 100 or 200-level course may appear on a plan of study. The student's committee does not have to allow undergraduate credits on a Plan of Study. Students may take undergraduate courses as 'leveling courses', to offset deficiencies as determined by the advisor. For example, if students want to complete their MS in Ag Comm, but have limited Communication courses, they may be required to take an undergraduate course to acquire important foundational background. These courses will not count on their Plan of Study (POS). Students may complete courses with a grade option of pass/no pass; however, these courses are listed separate on the POS and do not count to fulfill

degree requirements.

If a student does not register for three consecutive sessions, their academic file will go to inactive status. Students wishing to reactivate their graduate studies will be required to reapply to the program.

### **Master's Degree**

- a) At least one-half of the total credit hours used to satisfy degree requirements must be earned while registered at Purdue University.
- b) More than 50 percent of the Purdue credits must be earned through the campus where the degree is conferred.
- c) At least 30 total credit hours are required for a nonthesis master's degree and 33 hours for thesis master's degree.

### **Doctor of Philosophy Degree**

- a) At least one-third of the total credit hours used to satisfy degree requirements must be earned while registered for doctoral study at Purdue University.
- b) At least 90 total credit hours, at least 12 of which must be research credits are required.
- c) A master's degree or professional doctoral degree from any accredited institution may be considered to contribute up to 30 credit hours toward satisfying this requirement at the discretion of the student's advising committee.

### **Requirements for Students on Assistantships**

- a) To be eligible to hold a graduate staff appointment during any session, an individual must be enrolled as a graduate student in a degree or teacher license program and be registered for at least three credit hours of graduate-level course and/or research work during the entire appointment period.
- b) Graduate staff on appointment during the summer or on a fiscal year (12-month) appointment are obligated to register for a minimum of three graduate hours during at least one of the summer modules.
- c) A total of 19 credits can be applied to a student's graduate degree on a POS (Plan of Study) each semester and only 13 credits for the summer sessions.

### **Dual Degree Status**

- a) For students wishing to pursue a master's degree in one department and a PhD in another department simultaneously:
  - i. A **Form GS-18** and admitted application must be submitted to both departments prior to the submission of the Plan of Study.
- b) Also available is the combined bachelors/master's approach.
  - i. Students must be classified either as an undergraduate or graduate, but enrolled at both levels.
  - ii. The undergraduate student works with their major professor to request a change to classification as a graduate student at which time the student becomes eligible for an assistantship.

### **REGISTRATION PROCEDURES** *(Required each semester and summer session)*

***Any student (whether on assistantship appointment or not) must be registered for research credits during each semester or***

**summersessionwhen doing research utilizing faculty direction or consultation and/or requiring the use of university facilities. Research includes literature reviews and thesis writing. A written contact between the student and the advisor is required. This form may be obtained from the Graduate Program Coordinator. Once this form has been completed by the student and the student's advisor, the form should be returned to the Graduate Program Coordinator.**

**Registration is the responsibility of the student.** With the advice of the major professor, each graduate student registers for course through myPurdue. Early registration is recommended. Late registration will result in additional fees. Graduate students on assistantships are required a minimum of 3 credit hours each semester and during summer session, per Graduate School rules, unless otherwise indicated in the message section of financial aid awards (8 credit hours each semester as a graduate or professional student).

All doctoral and thesis option master's students must be registered for at least one hour of research in the session of graduation. Non-thesis option master's student must be registered for coursework in the academic session of graduation.

**Examination Only Registration** – A student who has completed the Graduate School's registration requirements (30 hours for a master's degree [33 hours for thesis MS]; 90 hours for a Ph.D. degree) and who has finished all degree requirements except for the final examination and depositing the thesis prior to the first day of the academic session of graduation may request registration for "Examination Only" at a reduced fee. Thesis option students must also have been registered for at least one hour of research, with a grade of "S", in the previous spring or fall semester. Students who register for "Examination only" must submit a positive *Report of the Final Examination and Thesis Receipt* by the eighth week of the semester or the privileged registration will be revised to a normal registration.

**Degree Only Registration** – A student who has completed the Graduate School's registration requirement (30 hours for a master's degree and 90 hours for a Ph.D. degree) and who has finished all degree requirements except depositing the thesis and for whom a positive *Report of the Final Examination* has been received in the Graduate School prior to the first day of the academic session of graduation by who has not been awarded the degree may request registration for "Degree Only" at a reduced fee.

**Research in Absentia** – A doctoral student who has completed the preliminary examination, all course work on the Plan of Study, and made significant progress on his or her thesis research topic, and has established, in coordination with their major professor, a plan for accomplishing research at the absentia location, and wishes to leave the University to continue doctoral candidacy should request to register for research in absentia with the [GS Form 12](#) at least one month prior to semester research in absentia begins.

The student must be registered for every fall and spring semester until the degree has been granted, until the absentia privilege is rescinded, or until the student withdraws from the university. However, students registered in absentia (during fall and spring sessions) should register in absentia for summer sessions in which they are engaged in degree work or plan to graduate. The student doing research in absentia is to be supervised or guided by the major professor and must maintain frequent contact so that the major professor can monitor the student's progress. If

the candidate's thesis research requires on-site supervision at the absentia location, the GS Form 12 must be accompanied by a statement specifying who will provide the supervision and his or her qualifications. [Rules for Research in Absentia \(F.\)](#)

## **Graduate Advisory Committee**

The Graduate Advisory Committee is a central element in students' graduate education. In general, the role of the graduate advisory committee is to serve in a supportive and mentoring capacity throughout the student's graduate program, suggesting and offering course work and experiences to help the graduate student achieve their educational and professional goals.

## **Major Professor**

A temporary advisor is assigned by the Graduate Program Chair following the student's admission to the program. Every effort will be made to assign a student to a person who would become their major professor. The major professor/student relationship must be a mutually acceptable one so changes can be made. This decision is made in consultation of the student, their current advisor, and a prospective advisor(s). A formal letter must be submitted to the Graduate Program Coordinator and signed by the current advisor, new advisor, and student when a new advisor agrees to supervise the student's graduate program, research, and chair of the advisory committee.

## **Advisory Committee**

The student, in consultation with the major professor, are responsible for the selection of an advisory committee and, if desired, a co-advisor. The final decision on committee makeup is determined by the student. The duties of the committee are to assist the student in the preparation of the plan of study and to offer advice during the period of graduate work, including research and thesis/dissertation preparation when these are required components of the student's degree program.

### **1. Master of Science Degree**

The master's committee consists of the major professor and at least two persons holding a PhD. One of the three PhD's may be a non-faculty PhD. There must be at least one ASEC faculty members on the committee and an ASEC faculty must serve as the chair or the co-chair. A non-faculty PhD person may serve as a co-chair with an ASEC faculty member and hold the proper certification with the Graduate School. At the student's request, there may be a fourth person on the committee who holds at least a M.S. degree. At least 51% of the committee members must have regular graduate faculty certification.

### **2. Ph.D.**

The PhD committee consists of the major professor and at least three persons holding a PhD. One of the three PhD's may be a non-faculty PhD and have the proper certification through the Graduate School. There must be at least two ASEC faculty members on the committee and an ASEC faculty member must serve as the chair or the co-chair. A PhD faculty member from another department may serve as the co-chair with an ASEC faculty member. At least 51% of the committee members must have regular graduate faculty certification. All members must hold a Ph.D. in order to serve on a Ph.D. committee.

Committee members (doctoral and master's) from outside the University must document that they are active scholars and thus qualified for committee membership. A copy of their vita plus a "Request for Special Certification" form must be submitted to, and accepted by, the Graduate School. Special certification must be granted prior to service on a committee. Therefore, the student must provide the Graduate Program Coordinator with:

- a copy of their person's vita as early as possible (as an email attachment)
- a statement indicating why the person should serve on their committee and what unique contribution this person can bring to the committee
- contact information (address, phone, fax, email) for this person
- students need to be aware that 51% of their advisory committee and thesis/dissertation committee must have regular (as opposed to special) certification. All Purdue ASEC graduate faculty have regular certification status.

Members of the advisory committee should represent the student's major and related areas of specialization. The request to the Dean of the Graduate School for appointment of the advisory committee is made online at the same time as the request for approval of the student's plan of study. The Dean of the Graduate School may appoint additional members if it seems advisable.

### **Annual Progress Reports and Advisory Committee Meetings**

The department recommends that graduate students meet with their advisory committee at least once each year. The format of the annual committee meeting shall be determined by the student in consultation with the major professor. However, it is recommended that the student give an oral presentation that includes an introduction of their thesis and/or problem, a progress report, and their future plans. Time for discussion and committee input should be scheduled. **Students should bring a copy of the ASEC Form 1** (available from the Graduate Resource File) to this meeting. At the conclusion of the meeting, a signed copy of the form with the advisory committee's comments and recommended date for the next meeting should be returned to the Graduate Program Coordinator to be included in the student's file. Copies of this form will be subsequently distributed to the student and major professor. The doctoral student's preliminary examination may substitute for an annual advisory committee meeting.

### **Changes in Graduate Advisory Committee Membership**

In the event that a student with an approved plan of study perceives the need to change the composition of his or her graduate advisory committee, the first step in the process is to meet with the faculty advisor to discuss reasons for the requested change and to seek a solution. Sometimes the focus of a student's research has changed and another advisor may be more appropriate. Or, a faculty member may not have continuing assistantship funding and another faculty member has funding but wishes to also advise the student. Occasionally there are conflicts between people. Every attempt should be made to resolve any conflicts, if necessary. This decision is made in consultation of the student, their current advisor, and a prospective advisor(s). In preparation for these meetings, the student should prepare a written rationale and justification for any proposed changes in committee membership. The purpose of the written statement is to articulate and ensure clarity of the issues.

Discussions about possible changes in graduate advisory committee membership must demonstrate professional courtesy and respect to all parties involved. All proceedings should be held in confidence and follow the policies established by the Graduate School and the Department of Agricultural Sciences Education and Communication Graduate Program to ensure prompt and fair resolution of concerns and/or differences. In the event that a change in committee membership is required the student's written rationale for the change will become a part of his or her file and will be included in the documentation to the Graduate School to effect the change. A formal letter must be submitted to the Graduate secretary and signed by the current advisor, new advisor, and student when a new advisor agrees to supervise the student's graduate program, research, and chair of the advisory committee. The request for a change must be accompanied by a rationale and be signed by the student and each committee member whose status is affected by the request. The request must be approved by the major professor, the director of the graduate program, and the Dean of Graduate School.

In very rare instances in which an advisory committee member does not approve a student's request for a change in the advisory committee, the student may ask (in writing) for review and assistance from the Dean of the Graduate School who will forward it to his/her designee. This action by the student should be utilized after he/she has made at least three contacts (in writing) to the advisory committee member over a period of at least one month to secure approval. The Dean of the Graduate School's designee will convene a committee of three faculty members/administrators, normally including the graduate student's college associate dean, department head, and departmental graduate committee chair, to consider the situation. A majority vote of this committee is required to ask the Dean of the Graduate School's designee to remove an advisory committee member from that role. The Dean of the Graduate School's designee is a non-voting facilitator and serves as a liaison between the Graduate School, the college/department, and the student. If the student believes that either composition of the committee did not allow him/her to have a fair review or the process was not properly followed, he/she may appeal directly to the Dean of the Graduate School within 10 days of the issuance of the committee's decision.

#### **GUIDELINES FOR CONFLICT RESOLUTION\***

Misunderstandings or conflicts can arise between a student and their major advisor during the course of a graduate program. This is not uncommon, although most of these conflicts are short lived and resolve themselves through open communications. The Department of Agricultural Sciences, Education and Communication Graduate Program has established the following guidelines for those students experiencing longer, more serious situations.

First and foremost, all students having problems should address these issues first with their **major advisor**. Students are strongly encouraged to resolve these matters immediately and not allow the situation to degenerate. Unresolved problems may become personal and lead to irreparable relationships.

Graduate students are encouraged to meet with the **Chair of the Graduate Program** if the situation does not improve. The Chair of the Graduate Program will advise each student confidentially as to the appropriate actions to pursue depending on the nature of the problem.

If the Chair of the Graduate Program fails to address the issue or the situation further delays, students are encouraged to arrange a meeting with the Department Head for further consultation.

Finally, in the event that various departmental resources are exhausted, students are directed to the Graduate School Ombudsman and the Graduate School's Office of Graduate Assistance and Conflict Resolution (OGA) <http://www.purdue.edu/gradschool/student/oga/index.html>.

\*For Purdue University's Anti-harassment policy, refer to Executive Memorandum III.C.1 (<http://www.purdue.edu/policies/ethics/iic1.html>)

## **Plan of Study**

### **Filing the Plan of Study**

Each graduate student admitted to a degree program must file a Plan of Study (POS). A POS is an academic contract between a student and the faculty members of the advisory committee. The POS includes a primary area and a specialization (related area) that are chosen on the basis of the student's interests and needs. It is to include the specific courses the student is expected to complete and other requirements of the degree. A tentative plan of study should be drawn up in advance of registration for the first session of graduate work, and the official plan of study should be submitted electronically as soon as possible (by the end of the fourth session/semester for doctoral students and by the end of the second session/semester for master's students). An official transcript, showing the completion of the undergraduate degree, must be on file in the Graduate School, and the English composition proficiency requirement must be satisfied before a POS can be approved. Only classes and credit hours listed on the POS count toward the student's graduate degree. All departmental and Graduate School policies related to the filing of a POS must be adhered to explicitly.

**Note:** The University charges a "Late Graduation Deadline Fee," for those who do not have an approved POS by the deadline of the semester they plan to graduate.

The POS should be completed electronically. Access to the electronic POS Generator (POSG) is via myPurdue. New students should establish a POS draft by registering for the ASEC 64400 Graduate Seminar by the first day of the Fall semester to be included in the Purdue Graduate School census of Graduate Programs.

### **Developing the Plan of Study**

The POS should involve courses leading to and including those at the highest level offered in the student's field of specialization. The following serves as a guideline in composing a plan of study: candidates for the non-thesis MS degree should complete 30 hours of graduate level courses within their field of study. Candidates for the thesis MS degree should complete 33 hours of graduate level courses which includes the thesis research hours. Candidates for the PhD degree should complete the core requirements and complete additional courses at the highest level offered in the student's field of specialization. The student's undergraduate record should be considered in preparing the POS. Deficiencies should be corrected by the student taking undergraduate courses necessary for well-rounded scholastic development. Only grades of A, B, and C are acceptable on a plan of study

except for courses transferred from another university or taken in undergraduate status which need to be grades of A and B. Courses taken for pass/not pass or satisfactory/unsatisfactory are unacceptable in fulfilling degree requirements. A POS instructional guide is included at the end of the appendix.

### **Changes to the Plan of Study**

Changes to the POS must be completed electronically through the myPurdue website. Each change requested must be accompanied by a brief rationale in the space provided. A request for changes to a POS must be signed by the student and approved by the major professor and the Head of the Graduate Program.

### **Seminar Requirement**

All graduate students in ASEC must have one credit of ASEC 64400, Graduate Seminar, on their Plan of Study.

### **Responsible Conduct of Research (RCR) Training**

RCR requirements are met through participation in ASEC 64400 and successful certification of the RCR training developed by the Collaborative Institutional Training Initiative (CITI). The Graduate Program Coordinator will include this note to the student's POS draft upon completion of the ASEC 64400 course.

### **Grades and Index Requirements**

A graduate student is expected to maintain a graduate cumulative index representing a B average (3.0) or better. If the cumulative grade point average of any ASEC graduate student falls below 3.0 during any semester, the student automatically will go on departmental probation. Should this occur, the student will be given one semester to raise the cumulative index to 3.0 or above; if this is not successfully achieved, the student will be terminated except under extraordinary circumstances such as events related to major illness.

Any grade changes made after the initial GPA calculations will result in a recalculation of GPAs and academic standing or drop status. However, any graduate student appropriately dropped from the university must reapply. A graduate student who is academically dropped from the University for the first time is not eligible to enroll for at least one fall or spring semester. A graduate student who is academically dropped for the second time is not eligible to enroll for at least one year. For more information, see:

[https://www.purdue.edu/studentregulations/regulations\\_procedures/scholdeficiency.html](https://www.purdue.edu/studentregulations/regulations_procedures/scholdeficiency.html).

If a student receives an "unsatisfactory" grade for directed research (ASEC 698/699), it will not count toward satisfying the residency requirement. A graduate student also is expected to earn S grades for research registration. Should the student fail to perform in either coursework or research on a level acceptable to the advisory committee, the departmental graduate committee, or the dean of the Graduate School, he or she may be asked to discontinue graduate study at Purdue. Major Professors reserve the right to discontinue student funding if they believe that the student's progress toward their degree is unsatisfactory.

**Repeated Grade:** If a Purdue course, classified as non-repeatable, taken as a graduate student is repeated for a



grade, the Registrar's Office will delete the first grade from a student's graduation index if that specific course was originally taken while the student was enrolled as a graduate student and is subsequently repeated for credit and a grade. Neither excess undergraduate Purdue courses nor courses transferred from another institution figure in the graduate cumulative index.

**Grade Corrections:** Any correction of an erroneous grade or an incomplete grade should be corrected by the instructor via the myPurdue portal within 30 days after the start of the regular semester (not including summer session) following the session in which the erroneous grade was reported. A correction reported after this time can only be accepted if it is the result of a formal grade appeal or if accompanied by the instructor's explanation for the delay in reporting the error which has been approved by the department head.

### **Candidate for Graduation**

Students are expected to register themselves for candidacy. If CAND 99100 does not appear in the student's schedule by the appropriate date of the semester in which they are to graduate, a late fee of \$200 will be assessed by the Graduate School. If a student finds they will not be graduating in the semester in which they are registered for candidacy, they must inform the Graduate Program Coordinator as soon as possible.

### **Registration in the Session of Graduation**

All students must be registered in the session of graduation. Registration options for candidates for graduation include the following:

- CAND 99100 - the student must register for course or research credit(s). CAND 99100 is not a registration and therefore requires the student register for research credits. Thesis-option master's and doctoral students must register for research in proportion to their efforts during each session when doing research utilizing faculty direction or consultation and/or requiring the use of University facilities (see [Section V.C.5](#)). Thesis-option master's and doctoral students must, therefore, be registered for at least one credit of research in the session in which they defend and/or the thesis or dissertation unless they are approved for CAND 99200 or 99300 registration.
- CAND 99200 - degree only is a stand-alone registration. Students should not register for any additional credits with this registration. This is a onetime registration.
- CAND 99300 - examination only is a stand-alone registration. Students should not register for any additional credits with this registration. This is a onetime registration

Students who register for candidacy more than two semesters will be assessed a \$200 fee by the Graduate School.

Students with outstanding incomplete grades for courses listed on the plan of study will not be eligible to graduate. Students must complete the course requirements and register for a future session to receive the degree

### **General Guidelines for Committees**

#### **Master's Degree**

1. Committee certification for a master's degree requires that all members of a three-person committee concur that the student has satisfactorily completed the examination (with the exception of departments with an approved one-member flexibility option). Although only three committee members are required, if the committee has four or more

members, a single member may withhold his or her signature of approval. The final examination committee may or may not be identical to the advisory committee.

2. The exact degree title must be designated on the *Report of Master's Examining Committee* ([Electronic G.S. Form 8 available on My Purdue](#)), and each member must make a recommendation regarding study toward the PhD degree. Committee certification for a master's degree requires that at least three members of the committee concur that the student has satisfactorily completed the examination.

### **Master's Degree Non-thesis Project**

Non-thesis Master's students will be required to complete an end of program project. This project may include a portfolio, a research project, a journal article, or other materials as agreed upon by the student in consultation with their committee. This project will be presented and discussed as a portion of the final examination.

### **Preliminary and Final PhD Examinations**

Students must have an approved Plan of Study before scheduling the preliminary exam. The examination should be scheduled as soon as possible and must be completed with at least two sessions of registration (including summer session) before the date of the doctoral final examination. The **final** examination must be passed within five years after the preliminary examination. The degree must be completed within **five** years after the final examination.

### **Doctoral Preliminary Examinations**

Doctoral students in the Department of Agricultural Sciences Education and Communication Graduate Program will successfully complete a doctoral preliminary examination as they near completion of or following completion of required course work (See ASEC Suggested Graduate Program Timeline). The examination, which includes both written and oral components, validates the student's competence to conduct original research and signals his or her formal admission to candidacy. The purpose of the preliminary examination is to verify that the student meets the following outcomes:

- Demonstrate broad knowledge of research methods and the ability to apply them to a specific problem;
- Demonstrate broad knowledge of relevant theory and how it applies to a specific research problem;
- Demonstrate ability to articulate context and knowledge of their field; and
- Demonstrate knowledge and ability to analyze data effectively and accurately.

The length of the preliminary examination shall be determined by the student's advisory committee. The oral examination should not exceed two hours in duration. All other preliminary examination details are the purview of the student's graduate advisory committee chair or co-chairs in consultation with other committee members.

The Purdue University Graduate School allows considerable discretion to individual programs in administering preliminary examinations. Examination formats used in the Department of Agricultural Sciences Education and Communication Graduate Program therefore may vary depending on the student's academic focus and expectations of the student's graduate advisory committee. It is the student's responsibility to seek advance information about preliminary examination details and conventions from his or her committee. Once PhD students

successfully pass the preliminary exam, they will receive an increase of \$1,000 in their stipend.

### **3-Study Dissertation Requirements**

Doctoral candidates may choose the option of writing a multiple article dissertation following discussion with their dissertation chair and approval of their dissertation committee. The multiple article format differs from a traditional dissertation with its own set of formatting and content requirements, along with several other considerations, as outlined below. Students must have completed their preliminary exam prior to the 3-Study Dissertation.

The appropriateness of a multiple article dissertation will depend on the program of study research topic and questions, career trajectory, amount of time needed, and other factors. It is not easier than a traditional dissertation. Both formats have their own sets of advantages and disadvantages. Doctoral students should carefully consider and discuss these issues with their chair early in their program, and no later than before submission of the dissertation proposal.

A multiple article dissertation has the following features:

- Individual chapters that contain separate, stand-alone articles (typically 3 articles) based on original research.
- Each chapter has its own separate list of references.
- Articles are closely related in topic with coherence across the articles.
- Articles are of publishable quality and are formatted to meet the specifications of a target academic journal.

### **Examining Committee**

The [Request for Appointment of Examining Committee \(G.S. Form 8\)](#), must be submitted electronically via myPurdue for all students at the West Lafayette campus. Regional campus practices may vary. All Form 8 requests must be signed by the advisory committee chair and be received by the Graduate School at least two weeks prior to the proposed examination date, to allow the Graduate School time to process the [Request for Appointment of Examining Committee \(G.S. Form 8\)](#). In some cases, this two-week period may be needed to give the Dean of the Graduate School adequate time to appoint and arrange for additional members, if he or she wishes (Departmental deadlines may be earlier). *Final examinations must be held before the last week of classes.*

At the conclusion of an examination, the examining committee chair should electronically sign the appropriate examination report form (automatically generated). This report should be completed and signed without delay for prompt submission to the Graduate School. In the case of a final examination, the report must be received by the Graduate School before the last week of classes of the academic session in which graduation is expected. After a satisfactory examination involving a thesis defense, committee members who approve the thesis must sign the *Thesis Acceptance* (G.S. Form 9).

### **Report of the Final Examination for the Master's Degree**

The exact degree title must be designated on the *Report of Master's Examining Committee* (G.S. Form 7). Committee certification for a master's degree requires that all members of a three-person committee concur

that the student has satisfactorily completed the examination (with the exception of departments with an approved one-member flexibility option). Although only three committee members are required, if the committee has four or more members, a single member may withhold his or her signature of approval.

If the examination is unsatisfactory, a candidate must wait at least until the following session to repeat the final examination. A new electronic *Request for Appointment of Examining Committee* (G.S. Form 8) must be submitted.

### **Report of the Doctoral Preliminary Examination**

It is the responsibility of the examining committee to determine whether the student is qualified and ready to undertake or continue research and proceed toward the Ph.D. degree. The committee should report the examination as “satisfactory” or “unsatisfactory” by completing the *Report of Preliminary Examination* (G.S. Form 10) immediately following the examination. Graduate students who pass the doctoral preliminary examination are considered doctoral candidates. At least two academic sessions devoted to research and writing must elapse between the preliminary and final examinations. While All but Dissertation/ABD is used by some departments to describe students who are conducting research and writing their dissertations, that term is neither defined nor formally used by the Graduate School. Any reference to All but Dissertation (ABD) in graduate departmental or program handbooks should be defined by individual departments.

If the report is unsatisfactory, the examining committee may recommend that the student be permitted to request a second examination by submitting a *Request for Appointment of Examining Committee* (**G.S. Form 8**). The student must wait at least until the following session (including summer session) to repeat the examination. Should the preliminary examination be failed twice, the student may not be given a third examination, except upon the recommendation of the examining committee and with special approval of the dean of the Graduate School.

### **Report of the Doctoral Final Examination**

At the completion of the final examination, the committee chair should present the examination committee with a *Report of the Final Examination* (**G.S. Form 11**), which is sent to the department by the Graduate School upon approval of the request for an examining committee. Each member of the examining committee must indicate approval or disapproval and sign the report form. Only members of the approved examining committee may take part in the evaluation. No more than one dissenting vote is acceptable in certifying a candidate to receive the Ph.D. degree.

If the examination is unsatisfactory, a candidate must wait at least until the following session (including summer session) to repeat the final examination. A *Request for Appointment of Examining Committee* (**G.S. Form 8**) must be submitted.

### **Master’s and Doctoral Final Oral Examinations**

Master’s and doctoral students in the Department of Agricultural Sciences Education and Communication Graduate Program will successfully complete a final oral examination as a part of their degree requirements. ASEC graduate final oral examinations generally have two components: the master’s or doctoral presentation and the

closed examination, described below.

### **Master's/Doctoral Presentation**

The master's or doctoral presentation provides an opportunity for students to showcase their knowledge and professional expertise and to share results of their original research before peers, graduate advisory committee members, ASEC faculty and invited guests. The presentation, typically 30 minutes in duration, should follow the format and conventions observed in scholarly organizations represented in the department. There are no departmental expectations regarding food or refreshments. All other presentation details are the purview of the student's graduate advisory committee chair or co-chairs in consultation with other committee members. It is the student's responsibility to seek advance information about presentation details and conventions from his or her committee.

### **Closed Examination**

A closed examination, open only to the student and his or her graduate advisory committee, is typically held directly following the master's or doctoral presentation. The examination affords an opportunity for the graduate advisory committee to ask questions of and interact with the student about his or her research, completed course work, and other professional experiences. While generally considered a method of validating the student's professional competence, the examination provides an additional venue to mentor the candidate and provide valuable educational feedback following the completion of coursework and research. The Department recommends that the examination not exceed three hours in duration. All other final oral examination details are the purview of the student's graduate advisory committee chair or co-chairs in consultation with other committee members. It is the student's responsibility to seek advance information about examination details and conventions from his or her committee.

### **SCHEDULING EXAMINATIONS**

Scheduling of master's and doctoral oral examinations requires several steps on behalf of the student and the graduate advisory committee chair. The student typically initiates the process by proposing a tentative examination date, time and location to the committee. To allow adequate time for both the presentation and closed examination, students should reserve a three-hour time block. The student should submit the completed thesis or dissertation draft to the chair of the graduate advisory committee at least two weeks in advance prior to the scheduled examination date. The student must submit the final draft to the chair of the graduate advisory committee at least two weeks prior to the defense. Final draft means that the advisor has reviewed the draft and made edits that have been corrected by the graduate student before it can be considered for distribution to the committee. It is the responsibility of the committee chair to promptly distribute the draft document to other committee members for preliminary review. Based in part on feedback from committee members and within a week of the scheduled defense; the chair will make the determination either to proceed with the oral examination or to postpone and reschedule the examination so that the student can make recommended revisions to the document prior to the examination. Lack of a reply from committee members within the week period constitutes approval of the document to proceed to the oral examination. Once the final examination date has been approved by the chair, it is his or

her responsibility to communicate this information to the Graduate Coordinator for distribution of the presentation announcement.

## **Thesis & Dissertations**

### **Formatting Requirements**

Questions about format requirements should be directed to the Thesis Format Office. The thesis format is ultimately a decision of the student's committee within the general guidelines of the Graduate School's Thesis Manual and must be completed in APA style.

### **Publishing Protocols**

Students are expected to share results of their original research with the academic community through scholarly publication of their research in a peer-reviewed journal. The sharing of research, through peer-reviewed presentation or publication, constitutes one of the key stages in the research process and fulfills a professional responsibility to the academy and discipline. Students are expected to be actively involved in the writing and preparation of at least one scholarly paper developed from their research prior to graduation. It is also expected that the student be listed as first author of any manuscripts with any co-authorship with the chair or co-chairs to be discussed in advance of the submission of any manuscripts. Inclusion of additional committee members as co-authors is at the discretion of the student and chair or co-chairs. It is strongly recommended that all matters pertaining to scholarly outputs and co-authorship be discussed and resolved early in the research process with special consideration given to each committee member's contributions throughout the research and writing process.

Notification of participation in local, regional and national presentations and publications should be sent to the Graduate Coordinator to be updated in the ASEC database. This information is used in reports to the Graduate School and University about progress of the department and program.

### **Graduate School Exit Questionnaire**

Graduate students **are required** to complete the appropriate exit survey(s) before they graduate. All surveys will become available to complete on the candidate's Plan of Study portal during the semester in which they register as a candidate for graduation.

- **Master's candidates** need to complete the Graduate School Exit Questionnaire before their defense.
- **Doctoral candidates** need to complete the Graduate School Exit Questionnaire and the Survey of Earned Doctorates before their defense.

### **Graduation Completion Checklist**

Students **are required** to complete the ASEC Graduation Completion Checklist form, including all signatures, and turn into the Graduate Program Coordinator within 7 days of thesis deposit. This form must be completed and on

file to graduate from the Department of ASEC.

## **Policy for Transfer Students**

This document describes procedures for current Purdue (WL) graduate students in good academic standing to request an admission transfer to the ASEC Graduate Program. Students should submit all materials to the ASEC Graduate Program Coordinator for consideration by the ASEC Graduate Committee.

## **Inter-Department Transfer**

Current Purdue graduate students may initiate an admission transfer to the ASEC Graduate Program by completing a Graduate School Form 17 (Request for Transfer of Department) and attaching it to the following required materials:

- A personal statement that provides a rationale for the requested transfer.
- Transcripts for all previous college and university course work.
- Documentation of current GRE scores.
- Documentation that a faculty member has indicated interest in serving as advisor.
- Any other materials or documentation<sup>1</sup> requested by the Graduate Committee.

Once the ASEC Graduate Committee has reviewed an admitted an Inter-Department Transfer student, only then should the Form 17 be approved and signed by the department.

Prospective transfer students should submit their materials by the regular admission date of April 15<sup>th</sup>, however, in cases where a student wants to transfer to the department “off-cycle”, a letter from the faculty member who is willing to advise the transfer student should be submitted to the Graduate Program Chair. This letter should briefly describe why the student should be considered for a transfer of departments off-cycle.

## **Intra-Department Transfer**

Current ASEC master’s students who hold a master’s degree from an accredited college or university may initiate an admission transfer to the ASEC doctoral program by completing a Graduate School Form 17B (Request for Change of Degree Objective) and attaching it to the following required materials:

- A personal statement that provides a rationale for the requested transfer.
- A letter of support from the student’s major professor.
- Documentation that a faculty member has indicated interest in serving as advisor.
- Any other materials or documentation<sup>1</sup> requested by the Graduate Committee.

Once the ASEC Graduate Committee has reviewed an admitted an Intra-Department Transfer student, only then should the Form 17B be approved and signed by the department.

Each admission application is unique and is considered on its own merits. In some cases, letters of reference, Statement of Purpose, or other documentation may be requested by the Graduate Committee.

**Note:** It is further proposed that Graduate School Forms 17 and 17B require signatures from both the ASEC Graduate Committee Chair and ASEC Department Head (or designees) prior to submission to the Graduate School.

### **Graduation Checklist**

- ✓ The student's schedule must indicate candidacy for graduation. If "CAND" or "CANDIDATE" is not listed on myPurdue after registering for classes, contact or visit the ASEC Office of Graduate Studies in LILLY HALL 4-401, phone (765) 494-8439 and inform the graduate contact of the discrepancy. Thesis option MS and Doctoral students must also register for research credits.
- ✓ All degree requirements must be met. The Graduate School performs an audit about the 8<sup>th</sup> week of the session (4<sup>th</sup> week during the summer session), to make sure courses taken match the plan of study, etc. Contact advisor if there is any question regarding discrepancies/deficiencies on the audit form.
- ✓ A student cannot have any encumbrances on their record (i.e., parking tickets, other money owed to the University).
- ✓ Give current and future addresses to the Registrar, STEW Suite 176, (or myPurdue) and to the ASEC Office of Graduate Studies, Lilly4-401.
- ✓ Reply to the Registrar's mailings promptly.

### **Questions about Thesis Format/Deposit**

1. Contact the Thesis/Dissertation Office.
2. All **West Lafayette**, **Purdue Indianapolis**, and **Northwest** candidates are required to submit the ETAF through their Plan of Study portal. This form should be submitted on the day of Defense or no later than the date of the Final Examination Deadline each semester.
3. Have your advisor run iThenticate on your manuscript/thesis before completing the Electronic deposit of your thesis. Effective September 1, 2014, Purdue's Graduate School requires that all thesis and dissertations be reviewed using the **iThenticate** software and any issues identified by the software addressed prior to the deposit of the final thesis or dissertation with the Graduate School. Satisfaction of this requirement will be certified by both committee chair and degree candidate by certifying the following statement on the Electronic Thesis Acceptance Form (ETAF): *Further, I certify that to the best of my knowledge this document is the original work of the author and all content from other authors appearing in the thesis/dissertation has been properly quoted and attributed. The author's manuscript was diagnostically reviewed by iThenticate on the date indicated as determining factor in the assessment.*

### **Questions about Graduation Processes**

Once registered as candidate, ability to register for walking in Commencement ceremonies will be added to the



myPurdue link. Ordering your cap and gown should be done 5-6 weeks before commencement through myPurdue link.

### **Questions about Graduate School Deadlines for Degree**

1. Remember that privileged registrations of Exam or Degree only must defend/deposit by an earlier deadline or registrations will be adjusted automatically by the Graduate School to one credit of research.
2. Thesis option masters and doctoral students must be enrolled for research credits in the session you expect to graduate.

### **Exiting the Department**

All graduating students are required to complete the following steps by the final day of classes or the final day they are on campus regardless of continuation onto the doctoral program.

1. Schedule an Exit Interview with the ASEC Department Head
2. Completed ASEC Graduation Checklist
3. Completed ASEC Graduate Survey
4. Electronic Abstract, Electronic copy of Thesis/Dissertation
5. Hard copy of Thesis/Dissertation

The ASEC department will follow Graduate School and University guidelines for all issues not specifically addressed in this document.

## Appendix:

### Informational Links

- Graduate School Employment Manual  
<https://www.purdue.edu/gradschool/documents/gpo/graduate-student-employment-manual.pdf>
- Terms and Conditions Employment of Graduate Student Staff  
<https://www.purdue.edu/policies/human-resources/vif11.html>
- Success Factors  
<https://one.purdue.edu/>
- Faculty Staff Handbook  
[https://www.purdue.edu/faculty\\_staff\\_handbook/benefits/leaves.php](https://www.purdue.edu/faculty_staff_handbook/benefits/leaves.php)
- Graduate School Forms  
<https://www.purdue.edu/gradschool/faculty/forms.html>
- Academic Probation  
[https://www.purdue.edu/studentregulations/regulations\\_procedures/scholdeficiency.html](https://www.purdue.edu/studentregulations/regulations_procedures/scholdeficiency.html)
- Graduate School Thesis department  
<https://www.purdue.edu/gradschool/research/thesis/index.html>

**The following Department forms can be found on the department shared drive**  
S:\Shared\ASEC Grad Student Resources

### Advisory Committee Forms

- ASEC G1 Advisory Committee Report
- ASEC G2 Annual Progress Review of Graduate Staff
- ASEC G5 Request to Change Faculty Advisor
- Proposal for Dissertation Research
- Proposal for Thesis Research

### Registration Forms

- ASEC G3 Template for Establishing Agreement for 698/699 Research Credits
- ASEC 590 Contract
- ASEC Course Requirements
- Suggested Foundational Courses
- Plan of Study Instructional Guide
- POS General Checklist
- Form 23 -Student should access this on myPurdue
- Office of the Registrar form 65 Extended Incomplete Request Form
- ASEC 595 County Extension Internship Agreement Contract
- ASEC 595 Business Internship Agreement Contract

### Travel Forms

- Driving Authorization form RM01-D -also available on [www.Purdue.edu/transportation](http://www.Purdue.edu/transportation)
- Form 1- Transportation Vehicle form
- ASEC Request for Travel Arrangement form
- University Appendix N Travel Cardholder Agreement.

## **Graduation Forms**

- ASEC Rubric for Final Examination Defense -Online form now used
- Thesis Deposit Checklist
- ASEC Form 8 Graduate Completion Checklist
- ASEC Graduate Student Survey
- GS Form 38 Late Graduate Deadline Fee Appeal form
- ASEC Thesis Defense Announcement Template
- ASEC Suggested Timeline to Graduation