GRADUATE PROGRAM HANDBOOK

Adopted by the RCSC Graduate Committee on July 14, 2010.
Adopted by the FSHD Graduate Committee on March 6, 2011.
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PROGRAM INTRODUCTION

The doctoral program in the John and Doris Norton School of Family and Consumer Sciences (Norton School) trains social and behavioral scientists for research, teaching, and other professional careers in academic, government, and the private sector. Students can choose to specialize in one of two areas of emphasis, namely Family Studies and Human Development (FSHD) or Retailing and Consumer Sciences (RCSC), offered by the respective divisions.

In order to fulfill the requirements for a Ph.D. in Family and Consumer Sciences (FCS), students must have a Master’s degree. FSHD additionally requires that this Master’s degree include an empirical Master’s thesis. Students admitted into the doctoral program without having previously completed these Master’s requirements must, therefore, complete a M.S. degree in FCS as they make progress towards a Ph.D. degree in FCS.

FSHD EMPHASIS
The interdisciplinary field of Family Studies and Human Development focuses on interpersonal processes and outcomes that influence and are influenced by human development within the family context. Relevant methods, concepts, and theory draw from the fields of FSHD and from psychology, sociology, anthropology, economics, biology, health, and education. Research, teaching and outreach within the FSHD Division are focused in six core areas:

- Adolescent Health and Development
- Applied Developmental Science
- Diverse Contexts for Development and Relationships
- Family, Interpersonal Relationships, and Well-being
- Methodology and Data Analysis
- Social and Psychobiological Development in Childhood

RCSC EMPHASIS
The interdisciplinary field of Retailing and Consumer Sciences focuses on the procurement, distribution, marketing and sale of products and services to consumers with an emphasis on the final link between the retailer and their customers. As such, students are exposed to methods, concepts, and theory from marketing, management, psychology, and economics. Research, teaching, and outreach within the RCSC Division are focused in two areas:
1. Retail Management
2. Consumer Behavior

DIRECTOR OF GRADUATE STUDIES
The Director of Graduate Studies conducts new student orientations, coordinates program requests or requirements with the Graduate College, and assigns graduate funding (e.g., research and teaching assistantships, fellowships and scholarships, research and travel funds) in consultation with the Graduate Committee and Division Chair in each division (FSHD & RCSC), as well as the Norton School Director. This position is currently held by:
GRADUATE COORDINATOR
The Graduate Coordinator provides administrative support to both Directors of Graduate Studies and serves as the liaison between the students and the Graduate College. This position is currently held by:

Karen Weaver
Admin Associate
MCPRK 203
520-621-3346
karenw@email.arizona.edu

GRADUATE COMMITTEE
The Graduate Committee in each division (FSHD & RCSC) manages the recruitment, admission, and assessment of graduate students. It also has responsibility for the overall evaluation of each division’s graduate program. The Director of Graduate Studies in each division chairs its Graduate Committee.

ORIENTATION & ADVISING
Graduate student orientation, led by the FSHD and RCSC Directors of Graduate Studies, is held the week before fall classes begin. All new students are expected to attend this orientation. The one-unit professional-development seminar, FSHD 696z, is designed to introduce all new students to the FCS faculty during the fall semester. Faculty members from both the FSHD and RCSC Divisions make presentations to introduce new students to their major areas of scholarship. All new students are expected to register for this seminar during their first fall semester.

The responsibility for graduate student advising rests with the student’s temporary or major advisor, the Director of Graduate Studies, and the Graduate Committee. Prior to enrollment and until a major advisor (also known as major professor) is appointed, the Graduate Committee assigns to each incoming student a temporary, first-year faculty advisor. The major advisor is responsible for helping a student finalize his/her program of study, supervising the student’s Master’s thesis and/or Doctoral dissertation, coordinating the comprehensive exam process for the student, coordinating the dissertation proposal meeting and final defense, and reporting the results of such examinations to the Graduate Committee within 48 hours. It is recommended that a student select a major advisor based upon his/her research and academic interests. In selecting a major advisor, a student should seek multiple contacts with graduate faculty and thoroughly review faculty research publications. A student should select their major advisor no later than the end of the second semester. Prior to selecting a major professor, all graduate students are encouraged to discuss this issue with their temporary advisor.
FCS graduate faculty members may also initiate this process if they identify a particular student who might share an interest in their research topics. When contacted by a faculty member, students are encouraged to carefully consider the faculty member’s area of expertise. However, please be aware that students are not obligated to accept any offer. In addition, there may be certain classes that faculty may want their advisees to take prior to accepting them as advisees.

**PROGRAM OVERVIEW**

The doctoral program includes basic and applied courses, which provide broad exposure to relevant theories and research methods with in-depth specialization in a major (FSHD or RCSC) emphasis area, and encourages ongoing student involvement in research, including but not limited to the thesis and dissertation.

In addition to major coursework, a student is required to choose a minor outside of the major to enhance the student's ability to solve problems from an interdisciplinary perspective. Other elements of the doctoral program are the research mentorship program, research methods and statistics courses, and the doctoral dissertation. Through the doctoral program, a student will acquire a firm foundation in theory and research methodologies relevant to their emphasis area and will also become competent in advanced statistical techniques necessary for conducting research.

A primary expectation for all entering graduate students (including international students) is that their written communication skills in the English language are at an appropriate level for the program being undertaken. Therefore, students should possess appropriate knowledge of and proficiency in academic, formal writing, e.g., mastery of English grammar and punctuation, ability to organize ideas, logical presentation of ideas. Students wishing to hone skills in writing may avail themselves of a variety of graduate writing tutorials, institutes, and workshops offered by the Graduate College (see http://grad.arizona.edu/Current_Students/). In addition, the Center for English as a Second Language (CESL) offers an academic writing/speaking course, ENGL 407, for nonnative speakers/writers. Students may also be requested to enroll in specific courses by the Graduate Committee if deficiencies are identified in their writing skills.

**TRANSFER COURSE APPROVAL**

Graduate coursework completed at other institutions may be transferred to apply toward FCS degree requirements, but will not be included in the calculation of the University of Arizona G.P.A. Transferred units are subject to the following restrictions:

- The credits must be approved by the major department and the Graduate College.
- The minimum grade for transferred credits must be an A or B or equivalent at awarding institution.
- Transferred units may not count toward more than one graduate degree.
- A student may not use more than 30 credits from an earned master’s degree from another university toward a University of Arizona doctorate.
- A student may not apply more than 6 credits from another university toward the requirements for the M.S. degree.
- There is no limit to the number of credits from other UA degree programs that may be applied toward the M.S. or Ph.D. degree.
• If a student counts credits from a UA M.S. or M.A. towards a UA Ph.D., then additional transfer credit may be limited to ensure that some UA coursework is taken while in the doctoral program.
• Credit for correspondence courses or extension work obtained at other institutions will not be accepted for graduate credit.

Required FCS graduate courses in the areas of theory, research methods and statistics, as well as professional development, cannot be waived without approval from the Graduate Committee. With approval from the Graduate Committee, these courses may be substituted by other graduate-level courses taken outside of FCS, for which the student received a grade of a B or higher. When seeking approval for credit for a required course, the procedure is as follows:
   1. Within the first year of graduate study, the student must provide a course syllabus for the proposed substitution course to the Graduate Committee.
   2. The Graduate Committee, with the instructor of the corresponding FCS course, will review the syllabus to assure that it meets the FCS course goals and objectives.
   3. The Graduate Committee will make a final determination on the recommendation.

The Graduate College encourages students to request evaluation of prospective transfer coursework before the end of the first year of graduate study. Requests are made using the Evaluation of Transfer Credit form available on the Graduate College web site at http://grad.arizona.edu/academics/degree-certification/forms. The Graduate Degree Certification office will evaluate the courses and inform the student of which courses are eligible for transfer and their unit worth. The transfer award is then made when the Graduate College approves the student’s Plan of Study listing eligible transfer coursework.

The Graduate Committee recommends that students who enter the program with a Master’s degree from another institution, with the intent of transferring coursework to apply toward their FCS degree (FSHD or RCSC emphasis) requirements, initiate the course transfer process as early as possible, including at the time of their application to the program or shortly after their acceptance into the program.

**MINIMUM CREDIT LOADS**

Information pertaining to university policies regarding minimum credit loads for graduate students may be found at http://grad.arizona.edu. Teaching and research assistants supported by the College of Agriculture and Life Sciences are required to enroll in 10 credits per semester.

During the fall and spring semesters, full-time status consists of enrollment for 9 units of graduate credit. If the student holds a teaching or research assistantship, full-time status is 6 units of graduate credit. If the student is working on a thesis or dissertation, full-time status is 3 units of 900-level enrollment only. The full-time status enrollment minimums apply to students wishing to defer federal loan repayments, students on J1 and F1 visa status and/or students receiving University funding.

Notwithstanding these enrollment requirements, many graduate students will be awarded fellowships, scholarships, research or teaching assistantships from the Norton School during their graduate education. Students who accept fellowships, scholarships, or assistantships are required to be enrolled in 10 credit hour units of graduate course study during the corresponding semester(s) of their awards.
For students not supported through the Norton School, the UA Graduate College requires a minimum of 3 units for each fall and spring semester for those students who have not completed the following requirements: all course requirements, written and oral comprehensive examinations, and 18 dissertation units. Graduate College policy states that students using University facilities or resources during summer (including faculty or staff time—excluding taking exams) are required to enroll in 1 unit of graduate registration in either (not both) summer sessions. After those requirements are met, Ph.D. students must register for a minimum of 1 unit each semester until final copies of the dissertation are submitted to the Graduate Degree Certification Office. The Graduate College requires that all graduate students be subject to the Continuous Enrollment Policy unless excused by an official leave of absence. Note: while these enrollment requirements apply to all students without regard to nationality, international students may face a higher minimum requirement for their visas or other requirements of the international students’ office.

**HUMAN SUBJECTS TRAINING CERTIFICATION AND IRB APPROVAL**

During their first semester of enrollment in the graduate program, all students are expected to complete University of Arizona-approved training on research with human subjects, and submit a certificate of completion to the Graduate Coordinator for their permanent files. Information on the UA Human Subjects Protection Program is available at http://orcr.vpr.arizona.edu/irb.

All research on human subjects, regardless of degree (M.S. or Ph.D.), whether funded or not, and regardless of the source of funding, must fully comply with Federal human subjects rules, regulations and requirements. Students who plan to conduct research involving human subjects must complete a “Project Review Form” (PRF, available online through the UA Human Subjects Protection Program). The PRF must first be reviewed and signed by the Division Human Subjects Committee Chair (who can advise the student on the appropriate and required steps to follow) and then forwarded to the University Human Subjects Institutional Review Board (IRB). The IRB makes the final determination as to whether the project safeguards the privacy, confidentiality, and basic rights of human individuals involved in the project. The IRB may require changes before final approval is granted. All key personnel on projects involving human subjects must also complete an online test before final approval is granted for the project. Note that major advisor signatures are required on human subjects approval forms.

Copies of these important documents—the approved PRF and IRB documents—must be given to the FCS Graduate Coordinator immediately upon approval so that they may be included in the student’s file. For master’s thesis or doctoral dissertation research, a copy of the IRB approval letter or document must also be submitted to the Graduate College Degree Certification office.

In the case of graduate students working on theses/dissertations that could be wholly covered by an existing approved protocol, such students may now simply be listed on or added to the IRB form along with a clarification of their research role. This is typically the case where a graduate student develops a dissertation/thesis as part of a faculty member’s broader research project. Such students will no longer be required to submit essentially duplicate IRB forms as the PI so long as the approved protocol completely covers the student’s research. If the student’s research protocol differs from that of the PI (e.g., additional or altered procedures or survey questions), or the student is carrying out an independent research project involving human subjects, then the student must gain approval as before.
Responsibility for ethical research behavior and for compliance with regulations belongs to the student researcher and the research advisor. The Graduate College has revised the forms for Doctoral and Master’s Plan of Study and for Committee Appointment. They now ask both student and advisor to simply sign and attest that the research was or will be conducted in compliance with standards for the Responsible Conduct of Research, available on the new ORCR site: http://orcr.vpr.arizona.edu/. Examples of the new forms are at http://grad.arizona.edu/academics/degree-certification/forms.

**ANNUAL PERFORMANCE EVALUATION**

The FSHD and RCSC Graduate Committees evaluate graduate students at the end of each academic year. This process is designed to promote the academic and professional development of graduate students, and to ensure broad faculty input into the advising and progress of graduate students in the Division. It may also be used to inform teaching and research assignments or other funding decisions for the following year. The Committee will assess each student’s academic, assistantship, and research performance using the criteria specified in the Annual Performance Evaluations.

Students complete a Student Annual Review Form (See FCS SARF, Appendix A), which identifies their stage in the graduate program, their accomplishments for the prior year, and their goals for the coming year. This form is completed and turned in to the Graduate Committee along with an updated curriculum vita. Faculty who serves in any advising role to graduate students (as a member of any student committee, or as a supervisor for a teaching or research assistantship) will complete a structured evaluation for each student (See FCS SARF-Evaluation, Appendix B). Based on these materials, as well as input from the full faculty, the Graduate Committee provides written feedback for the student in consultation with his or her major advisor.

The faculty may note minor concerns about a student’s progress in one or more areas, or in overall performance. Reasons for concerns will be identified in the written feedback, along with recommendations for improvement. Students who have not made appropriate progress toward their degree or who have not demonstrated academic competency and/or professionalism will be notified by the Committee and may be subject to disqualification from the program. If a student receives an "overall development" rating lower than a 2 on their SARF-Evaluation (annual student review conducted in May), the Graduate Committee will specify in writing remedial steps that the student must take by a specified date. If the student fails to meet the expectations by said date, there will be a vote by the faculty on whether to terminate the student from the graduate program. Termination must be approved by a majority of voting-eligible, tenure-track and continuing faculty. (Note: When deciding on what remedial steps the student must take, the Graduate Committee will get specific input from the student’s major advisor. And, in taking the vote, the faculty will be able to take into consideration extenuating circumstances.) Student appeals to termination should be directed to the Graduate College. A student who is removed from the graduate program is converted to non-degree seeking graduate status.

**SATISFACTORY ACADEMIC PROGRESS**

A distinction should be made between expectations for coursework, assistantship assignments, and research experience. Satisfactory Academic Progress is defined as:

- **Coursework** -- Cumulative grade point average (GPA) of 3.00 or higher with course grades of A or B (in graded courses) and S or P (in ungraded courses).
- **Assistantship Assignment** -- High quality, dependable work and professionalism.
• Master’s Thesis/Doctoral Dissertation -- Maintaining satisfactory progress toward completion of degree through the development of sound topic, demonstration of substantive knowledge and methodological and statistical competence.

Students are encouraged to complete the FCS graduate program within five years based on full-time status. Students who are progressing toward completion of their degree within the recommended time frame will be granted priority in awarding graduate assistantships and other financial support. Students not making satisfactory academic progress may be asked to leave the graduate program and/or relinquish assistantship funding. Please refer to Annual Evaluation section above for specifics of this procedure.

PROGRAM REQUIREMENTS

DEGREE REQUIREMENTS

FCS requirements for the Ph.D. degree include the completion of:
• A Master’s degree (FSHD & RCSC) with an empirical master’s thesis (FSHD only).
• A pre-candidacy meeting during which faculty considers the student’s suitability for continuation in the Ph.D. program.
• Written and oral comprehensive examinations covering the major and minor emphasis areas of study.
• A dissertation.

Additional Graduate College requirements for the Ph.D. degree include:
• At least 36 units (not including dissertation) in the major area and 9 units in the minor area, including any eligible transfer courses approved by the major or minor department. At least half of these credit units must be in courses for which ABC grades are given, with a minimum of 12 units of regular grades taken at The University of Arizona (note that this refers to 50% of the total units listed on the Doctoral Plan of Study). Students may take any courses they wish beyond those on the Plan of Study without regard to grading format.
• 18 units of earned dissertation credit.
• Required units must be at the 500-level or above at The University of Arizona, with the following exception: The Graduate College will allow up to 6 units of 400-level work toward the Ph.D., but only if those units were not used toward undergraduate degree requirements.
• A minimum of 30 units must be taken at the University of Arizona (the total includes the 18 required dissertation units); a minimum of 12 units of regularly graded coursework must be taken at the University of Arizona.

COURSE REQUIREMENTS

All courses are 3-unit courses unless otherwise indicated.

FSHD M.S. Degree
Theory (2 courses, each required)
  FSHD 546 – Foundations of Family and Interpersonal Theory
  FSHD 567 – Theories of Human Development
Research Methods and Statistics (5 courses)
FSHD 507a – Research Methods in Family Studies and Human Development I
FSHD 507b – Research Methods in Family Studies and Human Development II
FSHD 537a – Introduction to Statistical Analysis of Family Studies and Human Development
FSHD 537L – Introductory Statistics Laboratory (1 unit)¹
FSHD 537b – Intermediate Statistical Analysis in Family Studies and Human Development

Topics in Core Areas of Family Studies and Human Development (2 courses)
FSHD 601-605 or 607 seminar courses
Research (with major professor, required)
Six thesis units (FSHD 910)

FSHD Ph.D. Degree
Theory (3 courses, each required)
FSHD 546 – Foundations of Family and Interpersonal Theory
FSHD 567 – Theories of Human Development
FSHD 573 – Applications of Human Development, Interpersonal, and Family Theory (this course should be taken sometime after the first year of coursework)

Research Methods and Statistics (6 courses)
FSHD 507a – Research Methods in Family Studies and Human Development I
FSHD 507b – Research Methods in Family Studies and Human Development II
FSHD 537a – Introduction to Statistical Analysis in Family Studies and Human Development
FSHD 537L – Introductory Statistics Laboratory (1 unit)¹
FSHD 537b – Intermediate Statistical Analysis in Family Studies and Human Development
One additional approved research methods course (e.g., advanced multivariate statistics; qualitative research methods; mixed methods)²

Topics in Core Areas of Family Studies and Human Development (2 courses)³
Minimum of two 3-unit courses with course code of FSHD 601-605 or 607 in the student’s substantive area of focus

Minor (3-4 courses, required)
Typical emphasis areas include COMM, PSY, ED P, SOC, and ANTHRO. Students may also opt for a FCS Thematic Minor.

Professional Development Seminar (2 courses)
FSHD 696z (in the first year; 1 unit)
FSHD 696z (in the second or third year; 2 units)

Independent Study for Comprehensive Examination (1 course)
FSHD 799a (3-8 units)
Students must enroll in this independent study class with their major professor in relation to completing the written portion of their major Comprehensive Examination. To receive a passing grade, enrollees must

¹ FSHD 537L may be waived only with instructor permission.
² Students who pursue an FCS Thematic Minor in Statistics (our “in-house” Statistics Minor) are permitted to apply their 5th stats/methods course taken in fulfillment of the major degree (the “one additional approved methods/statistics course”) toward fulfillment of their minor requirements as well.
³ Students who complete FSHD 601-607 courses in the context of an FCS Thematic Minor are permitted to apply those classes toward the fulfillment of the Topics in Core Areas of FSHD requirement as well.
complete the written portion of their major Comprehensive Exam before the grade is due. As is true for all Independent Study work, this requirement will be written into an Independent Study Proposal Form that is used to describe the student’s plans and goals for their independent work over the semester. If there are extenuating circumstances and the student does not complete the written portion of the major Comprehensive Exam before grades are due, a student can take an Incomplete (I) for the course, given the approval of their major advisor. Students are advised to conduct background work, such as initial conversations with major committee members and preparation of a reading list, before taking this class. This may include a preceding Independent Study course (i.e., FSHD 699).

Research (with major professor, required)
Eighteen dissertation units (FSHD 920)

**RCSC M.S. Degree**

Foundation Core (3 courses, each required)
- RCSC 634 – Current Research Issues in Retail Management
- MKTG 696d/696g – Consumer Behavior
- RCSC 696f – Research Process and Academic Writing

Theory (2 courses from below list, each required)
- RCSC 607 – Topics in Retailing and Consumer Sciences
- RCSC 696a – Theoretical Perspectives in Global Consumption and Retailing
- RCSC 696b – Theory and Research in Non-store and Multichannel Retailing
- RCSC 696c – Theory and Research in Services Retailing
- RCSC 696e – Qualitative Data Analysis: Theory, Method and Applications
- RCSC 696g – Inter-organizational Issues

Research Methods and Statistics (4 courses, each required)
- FSHD 507a – Research Methods in Family Studies and Human Development I
- FSHD 537a – Introduction to Statistical Analysis of Family Studies and Human
- FSHD 537L – Introductory Statistics Laboratory (1 unit)\(^4\)
  One additional approved statistics course from FSHD, ED P, SOC, PSY, or MGMT

Research (with major professor, required)
Six thesis units (RCSC 910)

**RCSC Ph.D. Degree**

Foundation Core (3 courses, each required)
- RCSC 634 – Current Research Issues in Retail Management
- MKTG 696d/696g – Consumer Behavior\(^5\)
- RCSC 696f – Research Process and Academic Writing

Theory (3 courses from below list, each required)
- RCSC 607 – Topics in Retailing and Consumer Sciences
- RCSC 696a – Theoretical Perspectives in Global Consumption and Retailing
- RCSC 696b – Theory and Research in Non-store and Multichannel Retailing

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\(^4\) FSHD 537L may be waived only with instructor permission.

\(^5\) Students who pursue a minor in Marketing may not apply this core course towards fulfillment of their minor course requirements.
Students who pursue an FCS Thematic Minor in Statistics (our “in-house” Statistics Minor) are permitted to apply their 5th stats/methods course taken in fulfillment of the major degree (the “one additional approved methods/statistics course”) toward fulfillment of their minor requirements as well. In addition, students who complete FSHD 601-607 courses in the context of an FCS Thematic Minor are permitted to apply those classes toward the fulfillment of the Topics in Core Areas of FSHD requirement as well.

6 FSHD 537L may be waived only with instructor permission.
7 Students who pursue an FCS Thematic Minor in Statistics (our “in-house” Statistics Minor) are permitted to apply their 5th stats/methods course taken in fulfillment of the major degree (the “one additional approved methods/statistics course”) toward fulfillment of their minor requirements as well. In addition, students who complete FSHD 601-607 courses in the context of an FCS Thematic Minor are permitted to apply those classes toward the fulfillment of the Topics in Core Areas of FSHD requirement as well.
coursework they completed to fulfill their thematic minor. These examples are offered as illustrations only:

**FSHD**
- Intervention Programs and Evaluation (1 FSHD course, 2 FSHD independent studies, 1 CPH course)
- Children and Chronic Illness (1 FSHD independent study, 1 COMM course, 2 transfer courses from prior graduate study in child dev/pediatric psych)
- Statistics/Research Methods (3 FSHD courses, 1 Ed Psy course)

**RCSC**
- We do not yet have examples of RCSC thematic minors, but such an option is possible for an RCSC student.

**Multidisciplinary Minor:**
The UA now offers a Multidisciplinary Minor for students who want to create a minor from courses outside of their unit ([http://grad.arizona.edu/gccouncil/system/files/new%20minor.doc](http://grad.arizona.edu/gccouncil/system/files/new%20minor.doc)). The Multidisciplinary Minor is an appropriate option when students want to construct an interdisciplinary minor that is not a subarea of their major. The student’s committee approves the selection of the courses that constitute the Multidisciplinary Minor, and at least one of the instructors from the minor coursework serves on the comprehensive exam committee.

**DEGREE TIMELINES**
As of Spring 2009, the following is a list of the official forms that must be filed with the Graduate College in progress toward completion of the Ph.D. (Forms subject to change; check Graduate College web site at http://grad.arizona.edu/academics/degree-certification/steps for current information.) Most required Graduate College forms are available through My Grad Coll ([https://grad.arizona.edu/gc/](https://grad.arizona.edu/gc/)) with log in using the Net ID:

1. Master’s Plan of Study (if applicable)
2. Change of Degree (if applicable)
3. Evaluation of Transfer Credit (if applicable)
4. Master’s Completion of Degree Requirements (if applicable)
5. Doctoral Plan of Study
6. Results of Oral Comprehensive Exam for Doctoral Candidacy
7. Committee Appointment (following the oral comprehensive examination)
8. Announcement of Final Oral Examination (to schedule the dissertation defense)
9. Forms required to complete dissertation submission (dissertation approval pages, Distribution Rights)

**Recommended timeline for student pursuing both a M.S. and Ph.D. in FCS:**

**Year 1:**
- Identify research areas of interest
- File Master’s Plan of Study and Change of Degree forms to add M.S. degree (fall semester)
- Form thesis committee; begin work on thesis proposal

**Year 2:**
- Propose thesis (fall semester); begin data collection

**Year 3:**
- Defend completed thesis (fall semester)
➢ File *Master’s Completion of Degree Requirements* form (fall semester)
➢ Complete pre-candidacy meeting (fall semester)
➢ File *Evaluation of Transfer Credit* form with the Graduate College, if applicable
➢ Identify an area of interest for minor (spring semester)
➢ File *Doctoral Plan of Study* form (spring semester). Details can be obtained from the Graduate College (http://grad.arizona.edu/academics/degree-certification/dpos). Note that dissertation hours should not be listed on the plan of study. Transfer courses listed on the Plan of Study are assumed to count toward the major unless they are noted as counting toward the minor.
➢ Identify comprehensive examination committee, format, and content (spring semester)

**Year 4:**
➢ Pass written and oral comprehensive examination (fall semester)
➢ File *Results of Oral Comprehensive Exam for Doctoral Candidacy* form (partially completed prior to oral examination)
➢ File *Committee Appointment* form (spring semester)
➢ Propose dissertation (spring semester)

**Year 5:**
➢ Complete dissertation
➢ File *Announcement of Final Oral Examination* form with Graduate College (by one week before dissertation defense)
➢ Pass final defense and submit dissertation to Graduate College by deadline for graduation term (see http://grad.arizona.edu/academics/degree-certification/deadlines-for-graduation).

**Recommended timeline for student pursuing only a Ph.D. in FCS:**

**Year 1:**
➢ Identify research areas of interest
➢ File *Evaluation of Transfer Credit* form with the Graduate College, if applicable
➢ Identify an area of interest for minor (spring semester)

**Year 2:**
➢ FSHD only: Complete pre-candidacy meeting (fall semester)
➢ Identify comprehensive examination committee, format, and content (spring semester)
➢ File *Doctoral Plan of Study* form. Details can be obtained from the Graduate College (http://grad.arizona.edu/academics/degree-certification/dpos). Note that dissertation hours should not be listed on the plan of study. Transfer courses listed on the Plan of Study are assumed to count toward the major unless they are noted as counting toward the minor.

**Year 3:**
➢ Pass written and oral comprehensive examination (fall semester)
➢ File *Results of Oral Comprehensive Exam for Doctoral Candidacy* form (partially completed prior to oral examination)
➢ File *Committee Appointment* form (spring semester)
➢ Propose dissertation (spring semester)

**Year 4:**
➢ Complete dissertation
➢ File *Announcement of Final Oral Examination* form with Graduate College (by one week before dissertation defense)
➢ Pass final defense and submit dissertation to Graduate College by deadline for graduation term (see http://grad.arizona.edu/academics/degree-certification/deadlines-for-graduation).

TIME LIMITS ON COMPLETION
For the M.S. degree, time-to-degree begins with the earliest course to be applied toward the degree, including credits transferred from other institutions. It is expected that all requirements for the M.S. degree will be completed within three years of admission to the graduate program. All requirements for the Ph.D. must be completed within 5 years of passing the Comprehensive examination. Students who take longer than 5 years from the completion of the oral comprehensive exams must repeat the both sections of the comprehensive exam. In the case of transfer coursework, note that the Graduate College allows 6 years from the date of the earliest coursework to be used toward the degree (that is, coursework listed on the Plan of Study).

A student who will be unable to complete the degree (M.S. or Ph.D.) within the allowed time can request an extension of time from the Graduate College by way of a Graduate Petition. Petitions for additional time may be granted by the Graduate College, but only under exceptional circumstances "above and beyond the student’s control”, and permission may be denied.

COMMITTEE FORMATION
During the course of graduate study, the student works with three or four sequentially constituted committees:

1. The Master’s Thesis Committee, selected by the student in consultation with the major advisor, guides and evaluates the student’s work through completion of the M.S. degree, if applicable.
2. The Pre-Candidacy Committee, appointed by the Division Chair, determines if the student should proceed to the comprehensive examination.
3. The Comprehensive Examination Committee, selected by the student in consultation with the major advisor, reviews the student’s goals and plan of study and conducts the examination that establishes candidacy for the Ph.D. degree.
4. The Dissertation Committee, selected by the student in consultation with the faculty advisor, oversees the Ph.D. dissertation project and conducts the final oral defense.

Committee members are expected to work closely with the student and major advisor to ensure that the student follows a meaningful program that is completed within a reasonable time limit. All committee members are expected to return any related materials given to them for review within a reasonable time.

As a corollary, students should allow adequate time for committee members to review such materials, usually at least one week. A student may request a change in his or her committee. The student should work in consultation with his/her major advisor and then notify the Director of Graduate Studies and the Graduate College. Policies of minor departments may vary; therefore, check for specifics through the minor department.

Committee Composition
Master's Thesis Committee:
• The Master’s Thesis committee consists of the student's major advisor (chair or co-chair) and two other faculty members.
• The major advisor for a Master’s Thesis committee must have a formal FCS appointment in FSHD or RCSC. Faculty with a courtesy or adjunct appointment in FCS may serve as a co-chair, but not as the sole chair, of Master’s Thesis committees.
• At least two members must be tenured, tenure-track, or approved as tenure equivalent
• The chair or co-chair and at least one other committee member must hold appointments in the student’s division (FSHD or RCSC).

Pre-candidacy Committee:
The purpose of the pre-candidacy meeting is to determine whether a student should proceed with preparation for the Comprehensive Examination. Through this meeting the faculty reviews and evaluates all students shortly after the completion of the requirements for the master’s degree.

The student is required to have a pre-candidacy meeting within three academic calendar months of the completion of the requirements for the master’s degree. Within one month of completing the master’s degree requirements, the student should submit a letter to the Division Chair requesting the formation of a Pre-Candidacy Committee; the student should propose two faculty members to serve on the committee. The Division Chair will appoint a committee, including at least one member of the master’s committee, as well as faculty who did not serve on the student’s master’s committee, and designate a committee chair. The student should provide the committee with an updated curriculum vita, a list of completed coursework (with grades), a statement of professional goals, and access to the master’s thesis. The committee meets with the student and makes a written recommendation to the faculty at the next regularly scheduled faculty meeting.

For FSHD students who, in their first year, meet the FSHD master’s thesis requirement by approval from the FSHD Graduate Committee for an empirical master’s thesis from another program or institution, the pre-candidacy meeting should be held no later than April 15 of the spring semester in order for the student to be presented for pre-candidacy at or before the final faculty meeting of the academic year.

Comprehensive Examination Committee:
Once the faculty votes to accept the student to pre-candidacy status, the student may form a comprehensive examination committee. The Graduate College’s stated policy for the doctoral comprehensive examination committee is as follows:
• The examining committee must consist of a minimum of four members.
• The major advisor and two additional members must be tenured, or tenure track (or approved by the Graduate College as tenure equivalent).
• The fourth member may be tenured or tenure-track, or a special approved member. Special members must be pre-approved by the Dean of the Graduate College. Any of the following could serve as approved “special members”: retired or emeritus faculty, adjunct or continuing faculty, or members from outside UA. Requests for special member approval are made by the School rather than by the student.
• Any members beyond the fourth can also be tenured or tenure-track, or special approved members.

The FCS faculty further clarifies this policy for graduate students to state that:
• The major advisor for doctoral student committees must have a formal FCS appointment in FSHD or RCSC. Faculty with a courtesy or adjunct appointment in FCS may serve as a co-chair, but not as the sole chair, of doctoral student committees.

• All three major committee members must have a FCS faculty appointment. Two of these three members must have a formal FCS faculty appointment, while the other member may have a courtesy appointment in FCS.

• There must be at least three committee members from the major and at least one committee member representing the student’s minor.

Dissertation Committee:
The Graduate College’s stated policy for the doctoral Dissertation Committee is as follows:

• The Graduate College requires a minimum of three members, all of who must be University of Arizona tenured, tenure-track, or approved as tenure equivalent. If a committee has only three Members, all must approve the dissertation. If the committee includes four or five members, there may be one dissenting vote.

• The fourth member may be tenured or tenure-track, or a special approved member. Special members must be pre-approved by the Dean of the Graduate College. Any members beyond the fourth can also be tenured or tenure-track, or special approved members. Any of the following could serve as approved “special members”: retired or emeritus faculty, adjunct or continuing faculty, or members from outside UA. Requests for special member approval are made by the School rather than by the student.

The FCS faculty further clarifies this policy for graduate students to state that:

• The major advisor for doctoral student committees must have a formal FCS appointment in the FSHD or RCSC divisions. Faculty with a courtesy appointment in FCS may serve as a co-chair, but not as the sole chair, of a dissertation committee. “Special members” may also serve as co-chairs with approval from the Graduate College (request made by e-mail from the School).

• In addition to the major advisor, one additional committee member must have either a formal faculty appointment or have a courtesy appointment in FCS.

MASTER’S THESES, DOCTORAL EXAMS, AND DISSERTATIONS

MASTER’S THESES

Early in the process of preparing for one’s Master’s Thesis, students need to submit a written Master’s Thesis proposal to their major advisor and Master’s Thesis committee members. Although the details of the Master’s Thesis proposal are determined in consultation with the major advisor and committee members, the proposal should include a brief review of relevant literature, clear statement of research question or hypotheses, proposed research methods, and a plan of analysis. After submitting the written proposal, it is the student’s responsibility to schedule a proposal meeting with their committee members, to receive feedback on the proposal and approval to proceed. The Master’s Thesis committee may ask for revisions of the proposal.
A thesis is a formal document that adheres to guidelines set forth in the Graduate College Manual for Theses and Dissertations (available online). At minimum it should include a statement of the research question, a review of relevant theoretical and empirical literature, a statement of the methods of study and plans of analysis, a presentation of results, and a discussion and conclusion that summarizes the results of the study and its implications for the field. It is expected that Master’s Theses meet the standards of publishable peer-reviewed journal articles.

An oral defense is required upon completion of the final draft of the thesis. The defense of the Master’s Thesis is closed to the public; however, a final presentation of the thesis may be scheduled to immediately precede the thesis defense, and may be open to the public.

**PH.D. COMPREHENSIVE EXAMINATIONS**

Students must take written and oral examinations covering both major and minor areas of study. The Comprehensive Examination includes written examinations in the major and minor areas of study, and an oral examination. Although there are no formal coursework requirements prior to taking the Comprehensive Examination, students would normally be expected to have completed most of their required coursework before advancing to this stage. Passing the Comprehensive Examination establishes candidacy for the Ph.D. degree (assuming all required coursework on the Plan of Study has been completed).

It is expected that the full major Comprehensive Examination Committee will meet at least once prior to the written major Comprehensive Examination. Based on the Committee’s understanding of the student’s professional goals, plan of study, and progress to date, the major Committee:

1. Agrees on the format of that written major examination (sit-down, take-home, critical review paper, etc.).
2. Coordinates selection of questions, topics, or tasks. If the student chooses to complete Comprehensive Examination questions (sit-down or take-home format), the usual procedure is for the committee to create those questions collaboratively, often with the major professor creating a first draft based on verbal discussions with the student and committee members, then getting feedback from the committee members on the content and clarity of the questions.
3. Arranges for administration of the examination; and
4. Evaluates the written product to determine whether the student will proceed to the oral examination, retake all or part of the written examination, or fail the examination.

**The Written Portion of the Comprehensive Examination**

The student and major advisor, in consultation with the Committee, decide the format and details of the examination. There are three common formats for the written portion of the major examination (sit-down, take-home, or critical review paper). For the take-home format, the student typically receives all questions at 9 a.m. on Monday morning. The student then has five days to answer all questions and submit them by 5 p.m. that following Friday. For the sit-down format, the student typically has two 4-hour sessions to complete all questions. The student would normally take the exam in a classroom without notes or other materials. For the critical review paper, the student writes a comprehensive literature review paper. These guidelines are offered for illustrative purposes to represent typical practices; the student and Committee can deviate from these practices as they decide is appropriate.
The sit-down or take-home major comprehensive examination is intended to test the student’s comprehensive knowledge of the major subject area of study, both in breadth across the general field of study and in depth within the areas of specialization. The sit-down or take-home examination includes questions that tap the student’s comprehension of important emphasis theories, research methods and statistics, and substantive areas of specialization declared by the student. In the critical review paper format, the student writes a paper that specifically examines that student’s substantive interest areas.

In addition to the written major exam, there is also a written minor exam or comparable requirements. The department granting the minor determines details of the written minor comprehensive exam. For students pursuing the FCS Thematic Minor, please see details below. Members of the Committee representing the major are responsible for grading the major portion of the examination and voting to determine whether the written major examination grade is *pass, pass with minor revisions* (with the Committee providing instructions for revisions, and the advisor determining whether these revisions are successful), or *fail*. If the major examination grade is fail (defined as more than one negative or abstaining vote), there are two options: fail with the option to rewrite all or part of the written examination, or fail with no option to retake the examination (resulting in termination from the Ph.D. program). The Committee Chair must inform the student of the examination outcome in writing.

In the case of a grade of fail with option to rewrite, only one rewrite will be allowed; the major Committee will determine a time limit on the rewrite, and the Committee Chair is required to present the student with formal written feedback summarizing deficiencies of the written examination. After the rewrite, a vote will be taken by the committee to determine whether the student has passed the written major examination; there can be no more than one negative or abstaining vote.

Grading of the minor written examination and policies for the department granting the minor determines rewrites. For students pursuing the FCS Thematic Minor, the same rules apply to evaluation of the minor and major written examinations (except that there can be no negative or abstaining votes in evaluation of the written minor exam).

**The Oral Portion of the Comprehensive Examination**

After the student passes the written examinations in the major and minor areas, the Committee conducts a comprehensive oral examination. Prior to the oral examination, the student will be responsible for logging into the online Graduate College site (https://grad.arizona.edu/gc/) and filling out the Results of Oral Comprehensive Exam for Doctoral Candidacy form. S/He will also take the form to their Director of Graduate Studies to have the Results of Written Examination section completed. Finally, the student will then take the form to the exam where the committee will record the result of the oral exam and provide the requested signatures. A representative of the committee will bring the form to the Graduate College at Admin 316 within 24 business hours of the exam. Note that it is the responsibility of the student to ensure that the committee administering the comprehensive exams is valid under Graduate College policy (http://grad.arizona.edu/academics/program-requirements/doctor-of-philosophy/comprehensive-examination). Students can check with Mike Renning in Graduate Degree Certification (621-9227; mrenning@grad.arizona.edu) if there is any question about the planned committee’s validity.
It is the obligation of the Committee to ensure that the student displays a broad knowledge of the chosen field of study, and sufficient depth of understanding in areas of specialization; the student must demonstrate the level of knowledge expected of a junior academic colleague. The examination is conducted in closed session; it is not open to the public. All examiners must be present for the full length of the examination. The oral comprehensive examination must be at least one hour in duration, and may not exceed three hours. For the student to pass the oral comprehensive examination, there can be no more than one negative or abstaining vote.

If the student fails the oral examination by Committee vote, the Committee may make one of two decisions:
1. The Committee may allow the student to re-take the oral comprehensive examination once after a specified preparation period, or
2. The Committee may elect no repeat examination.

If re-examination is selected, the Committee may not require further coursework for the student. The Committee members for the repeat examination must be the same as those present at the first examination; the Dean of the Graduate College must approve exceptions to this rule prior to the repeat examination. If a student fails the oral examination without the option for a repeat examination, or if the student fails the repeated oral examination, the student is terminated from the Ph.D. program. Requests for appeal of this decision should be directed to the Graduate College.

ADVANCEMENT TO CANDIDACY
When a student passes the comprehensive examinations, s/he is advanced to doctoral candidacy by the Graduate College assuming s/he is qualified. The Graduate College checks for the following qualifications before advancing a student to doctoral candidacy: completion of coursework on the Plan of Study, successful completion of written and oral comprehensive examinations, regular graduate standing (RGS status), and appropriate graduate GPA (3.00 required for graduation). When the student is advanced to doctoral candidacy, the Graduate College assesses the graduate candidacy and (in advance) the dissertation processing and archiving fees, currently totaling $135; these are all one-time charges. Students are notified by e-mail from the Graduate College when they are advanced to candidacy.

COMMITTEE APPOINTMENT FORM
Once a student has been advanced to candidacy, s/he should submit the Committee Appointment form. This form, required by the Graduate College, is available with log in on the Graduate College web site (https://grad.arizona.edu/gc/). The form must be signed by the major area Director of Graduate Studies, the minor area Director of Graduate Studies or Department Head, and the major advisor. The completed form should be submitted to the Graduate College six months prior to the dissertation defense. The Committee Appointment form informs the Graduate College of a student’s expected graduation date, planned Dissertation Committee, dissertation title, and whether or not the dissertation research involves human subjects. A student whose research involves human subjects should attach a copy of the IRB approval letter/document when submitting the Committee Appointment form to the Graduate College. (If approval is pending, the Graduate College can accept evidence of approval later, but it must be submitted prior to scheduling the dissertation defense.)

Any of this information can be updated by e-mail to Graduate Degree Certification if needed. The Committee Appointment form must be approved by the Graduate College before they will schedule the dissertation defense.
(i.e. final oral examination). Note that approval of the Committee Appointment form depends, in part, on the validity of the Dissertation Committee listed under Graduate College policy (http://grad.arizona.edu/academics/program-requirements/doctor-of-philosophy/dissertation-committee). The Graduate College also checks the planned graduation date in light of the time-to-degree policy (http://grad.arizona.edu/academics/program-requirements/doctor-of-philosophy/time-limitation); a student who needs extra time to complete the program will make the request by way of a Graduate Petition.

**STAGES FOR DISSERTATION**
The dissertation demonstrates the ability to conduct original research on a significant topic. It should contribute new knowledge to the discipline of Family and Consumer Sciences and is chosen in consultation with the student’s major advisor. The dissertation proposal and the completed dissertation must be defended before the student’s Dissertation Committee. Additionally, all doctoral students are expected to present their final dissertation results to the public just prior to their oral defense. **Students may not defend their dissertation proposals until written and oral comprehensive examinations have been completed.**

**Dissertation Proposal**
After passing the oral comprehensive examination, students submit a dissertation proposal to the major advisor and Dissertation Committee members; it is expected that the dissertation proposal will be completed within six months of passing the oral comprehensive examination.

The dissertation proposal should contain:
1. A statement of the research question(s) to be investigated;
2. A discussion of the methods and plan of analysis;
3. A review of the previous literature (theoretical, methodological, and substantive area) from which the dissertation problem emerges; and
4. A statement of how the research will contribute to the chosen field of study.

The dissertation proposal should be considered a contract between the candidate for the Ph.D. and the Dissertation Committee. Therefore, it is imperative that the dissertation proposal clearly outlines the goals and objectives of the dissertation project so as to remove ambiguity about the scope and scale of the work that is proposed to meet the dissertation requirement.

Upon approval by the Dissertation Committee, a memorandum should be submitted by the Dissertation Committee chair via email or in writing to the Director of Graduate Studies indicating the completion of the dissertation proposal. At this point the student is officially considered to be “ABD” (all but dissertation).

The format of the dissertation proposal is determined in consultation with the major advisor and members of the Dissertation Committee, and may depend in part on the decision about the format for the dissertation (see below). Suggested formats for the dissertation proposal include (but are not limited to):

- “The first three chapters” dissertation proposal consists of detailed “chapters” for what will eventually be a dissertation in traditional format, including an introduction, comprehensive literature review, and detailed discussion of methodology and plan of analysis. The intent with this format is that the “first half” of the dissertation is literally complete at the time that the dissertation proposal is approved.
- A “grant proposal” dissertation proposal is shorter and follows National Institutes of Health (NIH) or National Science Foundation (NSF) dissertation grant formats (e.g., 15 single-spaced pages, excluding
references, including all of the information outlined above). This format does not presume a fully comprehensive review of all relevant literatures, but should clearly outline the research questions, methods, and plan of analysis that will be used in the dissertation project.

- The “multiple paper option proposal” includes a review of the research literature along with detailed outlines of three (or the determined appropriate number of) related papers, including the introduction, methods, and analytic plan for each paper.

**Dissertation Format**

In consultation with the major advisor and the Dissertation Committee, students may choose between a traditional dissertation format and a multiple manuscripts format for the dissertation. In selecting a dissertation format, major advisors and Dissertation Committee members are encouraged to discuss the relative benefits and limitations of the two formats in the context of the student’s research area and professional goals.

The *traditional dissertation format* customarily includes a conceptual framework for the study; a comprehensive review of related literature; a detailed description of the study methods; a presentation of study findings; and a thorough discussion of the study findings, limitations, and areas for future research.

The requirements for the *multiple manuscript format* will be determined by the Dissertation Committee following the guidelines below:

- The multiple manuscripts dissertation will include at least two, but typically three article manuscripts.
- The manuscripts will include empirical analyses. Committees may choose to allow students to include one non-empirical article (e.g. a conceptual analysis of a literature, etc.).
- The manuscripts should be conceptually related (e.g., in content, theoretical orientation, etc.) and together should define the student’s area of expertise.
- The dissertation will also include an introductory chapter that conceptually frames the manuscripts, as well as a concluding second chapter that synthesizes the articles included in the appendices.
- Students may not use manuscripts that have been used to meet other requirements of the student’s graduate program (e.g., master theses).
- Students may include published as well as unpublished manuscripts, pending approval by the Dissertation Committee. While acknowledging that research is most often a collaborative process, students must be the first author on each manuscript included in the dissertation. Please see the APA 6th Edition Style manual for guidelines concerning manuscript authorship.
- Manuscripts must be written while the student is enrolled in the graduate program.

To be accepted by the Graduate College, the final dissertation document must conform to guidelines specified in the *Manual for Theses and Dissertations*. These requirements can be found online at the Graduate College website at http://grad.arizona.edu/academics/degree-certification/diss-theses/manuals.

Upon approval of the final draft of the completed dissertation by the Dissertation Committee, the student may schedule a final oral examination following Graduate College guidelines. The time and location is scheduled with the Graduate Degree Certification Office at least seven working days in advance using the Announcement of Final Oral Examination form, and announced publicly. Following a public presentation of the dissertation, the final examination is closed to the public.
Dissertation Defense
The final examination is an oral defense of all elements of the dissertation, and it may include any general questions from the committee related to the chosen field of study. By this time, all elements of the program must have been completed, except for the final acceptance of the dissertation document. This means no incomplete grades and unfinished coursework. Be sure that all members of your committee will be available for your scheduled defense. In an emergency (usually the serious illness of a faculty member), a member substitution can be approved for your defense, but this is undesirable. Dissertation defenses should be conducted in the summer only as a last resort, and members of your committee have a right to refuse to be available for summer defenses, or for defenses during sabbatical leaves. (It is possible, by arrangement with the Graduate College, for a committee member to participate in the defense remotely via video or telephone conference.)

A dissertation defense should be a stimulating experience. Prepare a fine lecture (illustrations are encouraged), and feel free invite your friends and family to your public presentation. The public lecture is followed by a closed-door (committee and you only) exam lasting 1-2 hours at the most. When scheduling locations for your defense, be aware that you need to reserve a room. The defense is formally scheduled by submitting the Announcement of Final Oral Examination form to the Graduate College. The Announcement can be accessed on the Graduate College website with log in through My Grad Coll (https://grad.arizona.edu/gc/). It requires signatures from all committee members, as well as the department head or director of graduate studies. The signed Announcement should be submitted to the Graduate College Degree Certification office no later than 7 working days prior to the defense. The Graduate College will place a notice on the University’s master calendar (Lo Que Pasa) inviting the public to attend the presentation portion of the defense.

All members of your Dissertation Committee (a minimum of 3 per Graduate College requirements) participating in the exam must sign this form. Do not ask members of your committee to sign this form if they have not received revised drafts of all chapters of the dissertation. If the Dissertation Committee is composed of only 3 members, all of them must attend and approve (vote to pass) the defense and dissertation. If the committee includes 4 or 5 members, one may be a special member, and all must attend the defense; the student can still pass if one member of the committee abstains or votes to fail the dissertation. Note that regardless of who may have advised the student during preparation of the dissertation, the official Dissertation Committee (as recorded by the Graduate College, as well as with the archived dissertation) comprises those members who attend and administer the final oral examination.

After the exam, your major advisor returns the exam report, called the “Notice of Completion” form, along with a “Grade Change” form, to the Degree Certification Office immediately after the exam. Any additional, final revisions requested by the committee are also recorded on the form. The dissertation advisor need not sign the line on the Notice of Completion form for final approval at this time, although he/she should sign as a committee member, indicating that the examination was passed. If the committee requests dissertation revisions following the defense, they also elect whether the dissertation director(s) alone or the full committee will review the revisions and grant final approval of the dissertation.
Submitting Final Dissertation
The student makes any final corrections to the dissertation document as requested by the committee. The final version of the dissertation is due in the Graduate College well before the end of the graduating semester.

The final step a Ph.D. student takes is to submit the dissertation to the Graduate College for format review and archiving. The submission may be made electronically after the defense, once the Dissertation Committee grants final approval to the dissertation (i.e. after completion of any revisions requested at the defense). The initial dissertation submission must be made in time to meet the Graduate College deadline for the specific graduation term; deadlines are posted at http://grad.arizona.edu/academics/degree-certification/deadlines-for-graduation. If the submission is made after the stated deadline, the student will instead graduate in the following term and will be required to register for that term.

The University has switched over to a system of electronic submission of dissertations. This has resulted in changes in both formatting requirements and Graduate Degree Certification procedures. Details about the submission process are provided to students by the Graduate College when the defense is scheduled and are also available at http://grad.arizona.edu/academics/degree-certification/diss-theses/format-check-process. The Graduate College will determine if the dissertation format is correct for submission to the University of Arizona Library and UMI/ProQuest; they will not provide copy editing, however. If the format is not correct you will have to re-submit your final copies with the changes. While meeting the submission deadline with the initial submission guarantees graduation in that term, delays in completing the submission will result in delay of the degree award, so paying attention to the guidelines is crucial. When all requirements (dissertation formatting, supporting forms for the submission, final grades, etc.) are met, the dissertation is sent to the Library and UMI/ProQuest to be archived. Fees for processing and archiving of the dissertation are charged at the time a student advances to candidacy. The only other fees that may be charged at the time the dissertation is submitted are the copyright fee ($65), which is assessed if the student elects to copyright the dissertation, and the fee for open access publishing (see http://www.etdadmin.com/cgi-bin/main/resources?sitId=63#guides, Guide 3.)

The degree is officially awarded (i.e. added to the student’s official record) once (a) the graduation term has concluded, AND (b) the submission is complete, with formatting approved and supporting documents on file with the Graduate College. A student who completes the submission prior to the end of the term may request a Certificate of Completion of Degree Requirements from the Graduate College Degree Certification office. Note that summer is considered a single graduation term, so summer degrees are awarded following the end of Summer Session II.

FINANCIAL ASSISTANCE

GRADUATE ASSISTANTSHIPS
Assistantships provide part-time employment in teaching and/or research and include a waiver of non-resident tuition. Limited research and teaching positions are available and awarded on a competitive basis. Priority will be given to students who are making satisfactory academic progress towards the completion of their degree within the recommended time period. To be eligible for a FCS graduate assistantship, students must:
1. Be currently admitted to a FCS graduate degree program,
2. Enroll for a minimum of 10 units of graduate credit (audited courses are not included) while classes are in session for Fall and Spring semesters,
3. Maintain a 3.00 cumulative GPA for all UA graduate credit courses, and
4. Receive satisfactory annual evaluations.

All new graduate teaching assistants, who have instructional duties or direct student contact, are required to participate in the Arizona Board of Regents’ mandated two-day orientation. Please contact the Graduate Coordinator for more information on this orientation.

Sole teaching requires an earned Master’s degree. Students who wish to sole or co-teach in an *online* course must have completed a teaching course or workshop that includes specific training in online instruction. Any student who wishes to assume sole teaching responsibility for an *in-person* course must complete either: a) a three-credit teaching course (e.g., A Ed 697c – Teaching College Level Agriculture and Life Sciences), OR b) a minimum of 3 pedagogy workshops (e.g., Creating a Course Syllabus) provided by the University Teaching Center (www.utc.arizona.edu). It is recommended that students complete this requirement within the first two years of the program. Students with extensive previous teaching experience may be exempt from this requirement pending approval by the Division Chair.

**General Policies for FCS Graduate Assistants**
All graduate assistants should treat their work assignment as a professional job and part of their graduate education. Supervisor requests should be honored and carried out in a professional manner. Graduate assistants classified as .25 FTE are expected to work 10 hours per week and as .50 FTE to work 20 hours per week. There may be weeks you will work more or less depending on your assignment, but over the term you should average the appropriate number of hours. It is recommended that you keep a record of your hours and tasks and provide a carbon copy to your supervisor periodically. The copy machines are available for your assistantship use only and require a copy code, which should be obtained from your supervisor. All supplies needed for your assistantship should be obtained from your supervisor.

If you have concerns or complaints about your employment or your supervisor, please submit them in writing to the Division Chair. If a resolution cannot be achieved, this matter will then be forwarded to the Norton School Director.

**Work Guidelines for FCS Graduate Assistants**
Provided in this section is a listing of typical obligations and/or duties associated with both teaching and research assistantships. This listing is provided only as a guide to responsibilities that accompany each type of assistantship and is not meant as a comprehensive listing. Specific responsibilities may differ depending on needs of supervisors.

**Teaching Assistantship Obligations and/or Duties:**
- Meet with faculty supervisor at a prescheduled time at least once per week to get assignments for the next week.
- Contact faculty supervisor periodically during the next week (i.e., 1-2 times) to:
• Clarify questions about the assignment,
• Give a progress report on the assignment, and/or
• Obtain information on changes in the weekly assignment.

➢ Be familiar with the topics covered in class by:
  • Identifying periodic classes to attend related to each of the major class topics in consultation with the faculty supervisor and following the class schedule(s) distributed to students, and
  • Being available to students by maintaining one office hour per week to assist students with problems. Depending on need, you may be asked to hold additional hours prior to exams.

➢ Assist with grading for assignments and exams.
➢ Be available to assist with proctoring exams.
➢ Assist with library work and other types of work in developing class materials and assignments.
➢ Assist with covering classes when faculty member is absent.
➢ During weeks when there is not enough work to fill your work hours with teaching-related responsibilities, you may be asked to help with research responsibilities and administrative tasks related to research. Examples of assignments can include:
  • Library work (i.e., finding articles, doing literature searches, updating table of contents of books),
  • Help with preparations for mail surveys, questionnaire development, and sampling methods.
  • Help with data input, analysis, and summary, and assistance with report writing and editing.

Research Assistantship Obligations and/or Duties:
➢ Assist with all research-related responsibilities for current research projects (i.e., administrative tasks related to the research, supervising data collectors, development of questionnaires, preparation of mail surveys, contacting data collection sites, etc.).
➢ Assist with library work for current and new projects (i.e., finding articles, updating table of contents of books, conducting literature searches, abstracting articles).
➢ Assist with coding, data input, statistical programming and analysis, and summarizing data.
➢ Assist with report writing and editing.
➢ Assist with identifying grant and other funding opportunities and in the development of research proposals.
➢ Help with developing visual materials and reports for conference presentations.
➢ During weeks when there is not enough work to fill your work hours with research-related responsibilities, you may also be asked to help with teaching responsibilities such as assisting with grading assignments and exams, proctoring exams, developing class-related materials and assignments, etc.
➢ Assist with covering classes when faculty member is absent.

SCHOLARSHIPS
The Graduate Professional Development (GPD) award (formerly Cowden/Bruhn Award) is designed to facilitate graduate training and professional development during students’ graduate study in the Norton School. In addition, students must work with a faculty mentor closely and will be required to enroll in 3 units of FSHD/RCSC 900 (if the professional development is more research skills development) or 3 units of FSHD/RCSC 694 (if the mentorship is more teaching skills development). Students holding a GPD award must have full-time student status and, therefore, must be registered for a minimum of 9 units. Three units of FSHD/RCSC 900 or 694 can be used toward the 9 units.
RESEARCH & TRAVEL FUNDING
Please contact your Director of Graduate Studies for details on any available funding.

GRADUATE COLLEGE FUNDING
A variety of financial resources are available from the Graduate College. Go to their website at http://grad.arizona.edu/financial-resources for more information on eligibility requirements and application procedures.

APPENDICES

APPENDIX A. FCS SARF FORM
APPENDIX B. FCS SARF-EVAL FORM
NAME: | YEAR ENTERED FCS:
---|---

COURSES (INCLUDING GRADES) COMPLETED DURING 2010-2011 ACADEMIC YEAR.
(Please include thesis, dissertation, and supplemental units.)

<table>
<thead>
<tr>
<th>Spring Semester 2010</th>
<th>Summer Sessions 2010</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall Semester 2010</td>
<td>Spring Semester 2011</td>
</tr>
</tbody>
</table>

TOTAL number of units completed to date: _____

Major coursework: _____  Minor coursework: _____


<table>
<thead>
<tr>
<th>PROGRAM PROGRESS TIMELINE:</th>
<th>Month/Year Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>&quot;Master's Plan of Study&quot; and &quot;Change of Degree&quot; form filed with Graduate College</td>
<td></td>
</tr>
<tr>
<td>&quot;Evaluation of Transfer Credit&quot; form filed with Graduate College (if applicable)</td>
<td></td>
</tr>
<tr>
<td>Master’s thesis committee formed</td>
<td></td>
</tr>
<tr>
<td>Master’s thesis proposal meeting held</td>
<td></td>
</tr>
<tr>
<td>Master’s thesis proposal accepted</td>
<td></td>
</tr>
<tr>
<td>Master’s thesis approved</td>
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</tr>
<tr>
<td>&quot;Completion of Degree Requirements&quot; for Masters form filed with Graduate College</td>
<td></td>
</tr>
<tr>
<td>Pre-candidacy passed</td>
<td></td>
</tr>
<tr>
<td>&quot;Doctoral Plan of Study&quot; form filed with Graduate College</td>
<td></td>
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<tr>
<td>Comprehensive examination committee formed</td>
<td></td>
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<tr>
<td>Comprehensive written examinations passed</td>
<td></td>
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<tr>
<td>&quot;Results of Oral Comprehensive Exam for Doctoral Candidacy&quot; form filed with Graduate College - see Grad Handbook for details; (prior to 2009 &quot;Application for Oral Comprehensive Exam for Doctoral Candidacy&quot; form)</td>
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<tr>
<td>Comprehensive oral examination passed</td>
<td></td>
</tr>
<tr>
<td>&quot;Committee Appointment&quot; form filed with Graduate College - see Graduate Handbook for details; (prior to 2009 &quot;Advancement to Candidacy&quot; form)</td>
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<tr>
<td>Dissertation proposal accepted</td>
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</tr>
<tr>
<td>&quot;Announcement of Final Oral Examination&quot; form filed with Graduate College (by one week before oral examination)</td>
<td></td>
</tr>
<tr>
<td>Dissertation defense passed</td>
<td></td>
</tr>
<tr>
<td>Celebration!</td>
<td></td>
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</tbody>
</table>
PLEASE BRIEFLY DESCRIBE:

- GOALS FOR 2011-2012 ACADEMIC YEAR (Please be specific)

- CAREER GOALS

Please (a) include the information requested below by making entries in this form, and (b) prepare an updated copy of your CV.

May 2010 through May 2011:

1. RESEARCH AND TEACHING ASSISTANTSHIPS
   a) Research Assistantships (Please include name of professor, percentage of appointment, whether it is a formal or informal assistantship and responsibilities)
   b) Teaching Assistantships (Please include name of course, semester, and professor you worked with or who supervised your teaching)
   c) Guest Lectures (Please include name of course and topic of lecture)

2. PUBLICATIONS IN PROGRESS, SUBMITTED, ACCEPTED/IN-PRESS, PUBLISHED
   Include refereed journal articles, book chapters, and extension publications.
   In brackets at the end of each entry/citation, please note what the status of each “publication” was in last year’s SARF; for example, at the end of a current “accepted/in-press” publication you might note [last year = submitted].

3. CONFERENCE PRESENTATIONS (Include presentations and submissions)

4. OUTREACH ACTIVITIES

5. PROFESSIONAL DEVELOPMENT
   a) Conferences attended
   b) Professional organizations to which you belong
   c) Citizenship (committee memberships, journal reviewing, etc.; both intramural and extramural)
   d) Honors and awards received
   e) Other relevant activities or accomplishments
   f) Related employment

ANYTHING ELSE YOU WOULD LIKE US TO KNOW (e.g., problems or unanticipated events affecting your activities during the year)
Section 1: Student completes before distributing to faculty member

Name of faculty member: ________________________________

Name of student: ________________________________

Student year in program: ________________________________

Student anticipated graduation (semester & year): ________________________________

Faculty role in May 2010-2011 (check all that apply):
   __ First year advisor
   __ Major advisor
   __ Minor advisor
   ___ Committee member (___ Master’s ___ Comps ___ Dissertation)
   __ RA supervisor
   __ TA supervisor
   ___ Other (specify): ________________________________

Section 2: Faculty Review

Instructions:
For each area, please…

I. Indicate basis of evaluation:
   1 = Information only from submitted materials
   2 = Small amount of contact with student
   3 = Considerable amount of contact with student

II. Rate student using the following metric:
   4 = Excels in area
   3.5
   3 = Progress at appropriate level
   2.5
   2 = Minor concerns
   1.5
   1 = Major concerns

III. Provide concrete descriptions of student progress in each area, specific comments on concerns, and relevant recommendations.
<table>
<thead>
<tr>
<th>Basis of evaluation</th>
<th>Rating</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Coursework / program progress</strong> (e.g., courses, masters / comps / dissertation progress)</td>
<td>1</td>
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<td>2</td>
<td>1.5</td>
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<tr>
<td></td>
<td>7</td>
<td>4.0</td>
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<td><strong>Research Activities</strong> (e.g., research assistantships, conference presentations, publications)</td>
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<td>2</td>
<td>1.5</td>
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<tr>
<td><strong>Professional Development</strong> (e.g., attending workshop or conferences, internal or external service, coursework beyond requirements, other)</td>
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<td>1.0</td>
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<td><strong>Teaching Activities</strong> (e.g., teaching assistantships, sole teaching, guest lectures, attendance of instructional training)</td>
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<tr>
<td><strong>Overall Development</strong> (note: based on student’s career goals – not necessarily average of 4 areas)</td>
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