

Andrew Zircher

From: Anita Parker
Sent: Monday, January 30, 2012 8:02 AM
To: herness.1@gradsch.ohio-state.edu
Cc: Andrew Zircher; Anita Parker
Subject: HDFS grad proposal documents (revised)
Attachments: HDFS PHD updated 2012 01 28.pdf; HDFS MS updated 2012 01 28.pdf

Good morning, Scott.

Thank you for your clarifying questions. I had a chance to discuss these issues with the grad committee. Please find a revised copy of each of the documents (attached). Below, you will see a brief response (in caps) to your original questions.

Please let me know if you have additional questions.

FYI: I am in lecture this morning, so I'll be unavailable until the early afternoon.

Q: Will all students receive a MS on the way to the PhD or only those not progressing on to the PhD?

OUR INTENT IS THAT ALL STUDENTS WILL HAVE THE OPPORTUNITY – IF THEY CHOOSE – TO RECEIVE AN MS ON THE WAY TO THE PHD. ALL STUDENTS COMPLETE A QUALIFYING EXAM, AND SUCCESSFUL COMPLETION OF THAT EXAM CAN RESULT IN THE AWARDING OF A MASTERS DEGREE, IF THE STUDENT HAS ALSO COMPLETED THE COURSE REQUIREMENTS (as outlined). IF A STUDENT IS PLANNING TO STOP AT THE MS DEGREE, THEN THAT STUDENT SHOULD DISCUSS THAT DECISION WITH THEIR ADVISOR WELL IN ADVANCE (min of 4 weeks) OF THE QUALIFYING EXAM SO THAT THE FORMAT OF THE EXAM CAN BE SHAPED ACCORDINGLY. STUDENTS PLANNING TO CONTINUE IN THE PROGRAM WOULD COMPLETE A THESIS FOR THEIR QUALIFYING EXAM, WHICH WILL BE USED TO COUNT AS THEIR MASTERS EXAM IF THE STUDENTS WOULD LIKE TO RECEIVE THE MS DEGREE.

Q: I assume that the decision as to whether a student progresses to the PhD or leaves with a MS rests with the Qualifying Exam. When does this exam occur in the curriculum? How many hours would a student have completed at this time (all 45 hours of the core? A mixture of core and electives?)?

THE QUALIFYING EXAM WOULD TAKE PLACE IN THE STUDENT'S SECOND YEAR IN THE PROGRAM. AT THE TIME OF THIS EXAM, IN ORDER TO BE AWARDED AN MS, THE STUDENT WOULD NEED TO HAVE COMPLETED ALL CORE COURSES WITH THE EXCEPTION OF THE DISSERTATION HOURS (HDFS 8999), BUT ONLY 6 SEMESTER HOURS OF METHODS/STATISTICS COURSES. THIS MEANS THE STUDENT WOULD HAVE TO HAVE AT LEAST COMPLETED 30 SEMESTER HOURS.

Q: The role of the GSC is better explained in the proposal. What we were most interested in was the role the GSC had in student advising. I do see that the GSC participates in annual reviews of the students. Who decides if a student will not progress to the PhD? Is it just the Qualifying Exam committee or does it also involve the GSC?

THE DECISION REGARDING WHETHER OR NOT A STUDENT WILL PROGRESS TO THE PHD WILL BE MADE BETWEEN THE STUDENT AND ADVISOR, WITH INPUT FROM THE QUALIFYING EXAM COMMITTEE AND THE GRADUATE STUDIES COMMITTEE VIA ANNUAL REVIEWS OF STUDENTS. FOR INSTANCE, THE GRADUATE STUDIES COMMITTEE MAY NOTE THAT AFTER A STUDENT'S FIRST YEAR S/HE IS NOT MAKING ADEQUATE PROGRESS. THIS INFORMATION WOULD BE SHARED WITH THE STUDENT AND ADVISOR, AND THEY WOULD HAVE TO MAKE A PLAN TO IMPROVE STUDENT PROGRESS. THIS INFORMATION MAY HELP INFORM THE STUDENT AND ADVISOR'S DISCUSSION OF WHETHER OR NOT THE STUDENT SHOULD PROGRESS ON TO THE PHD. BUT ULTIMATELY, THE GRADUATE STUDIES COMMITTEE PLAYS A LIMITED ROLE IN STUDENT ADVISING, AND THE DECISION REGARDING PROGRESS TOWARDS THE PHD RESTS WITH THE STUDENT AND ADVISOR.

Anita Parker

The Ohio State University
Department of Human Development and Family Science
135 Campbell Hall
1787 Neil Avenue
Columbus, OH 43210
FX: 614-292-4365
aparker@ehe.osu.edu

Anita Parker provided a summary of how the Department of Human Development and Family Science addressed comments from GSCC-

FYI: Here is how we addressed the issues raised previously re: MS/PhD:

1. (masters thesis/doctoral/exam questions) We don't require a master's thesis but a qualifying exam - which students can submit as a thesis to receive MS degree - and the "thesis hours" prepare students for either eventuality... so they are in our requirements
2. (need more description about the program) we have included a more robust description
3. (how is program overseen by graduate studies committee) We addressed this in approximately one page and since I wasn't sure where it "fit" in our proposals, I created a separate section for it in both the MS and PHD
4. (4000 level courses still listed in grad electives and stats400 still listed as option). This was an oversight and has been corrected.
5. (Deactivation of MS issue) taken advice, we are not deactivating MS and have changed the language of proposal to reflect that. We are not encouraging enrollment in a terminal MS, however.

Andrew Zircher

From: Andrew Zircher
Sent: Tuesday, December 13, 2011 2:46 PM
To: Julianne Serovich
Cc: Eugene Folden; Anita Parker; Kathryn Stafford; Jackie Blount (jblount@ehe.osu.edu); Elliot Slotnick (slotnick.1@gradsch.ohio-state.edu); herness.1@osu.edu
Subject: GSCC Feedback- PhD and MS

Dear Dr. Serovich,

This is a lengthy email, so here is a summary of what is included below.

- **CAA timeline for approval**
- **Notes from yesterday's Graduate School Curriculum Committee meeting including comments for:**
 - **PhD Human Development & Family Science**
 - **MS Human Ecology, Human Development & Family Science**

CAA timeline of approval

The Graduate School Curriculum Committee (GSCC) completed an enormous amount of semester conversion work yesterday on behalf of EHE. Dr. Slotnick and GSCC provisionally approved the PhD in Human Development and Family Science and the MS in Human Ecology proposals. We have a few important pieces of work to take care of before these are forwarded to CAA (see below). Randy Smith and Elliot Slotnick planned to have all EHE graduate proposals considered at the same CAA meeting, which will either be January 4 or 18.

Notes from yesterday's GSCC meeting

Below are my notes from yesterday's GSCC meeting. Elliot Slotnick also took notes, so he may follow-up, too.

PhD Human Development & Family Science

Here is a link to the materials the GSCC had for the PhD in HDFS- <http://people.ehe.ohio-state.edu/curriculum/files/2011/11/HDFS-PhD-proposal-11-1-11.pdf>

- The PhD program is designed for students to enter with an undergrad degree and go straight through. The required courses include hours for thesis and dissertation. Do students in this program complete essentially a master's thesis and a doctoral dissertation? Is a thesis required?
- The committee commented that the proposal contains very little descriptive information of what the program is about
- Please add information on how the program is overseen by the Graduate Studies Committee in the unit
- 4000 level courses are listed in the electives, and STAT 404 is listed as a possible methods course- these must be eliminated from the proposal

MS Human Ecology, Human Development & Family Science

Here is a link to the materials the GSCC had for the MS in HDFS - <http://people.ehe.ohio-state.edu/curriculum/files/2011/11/HDFS-MS-11-1-11.pdf>

The GSCC understands that the intent of the department is to admit undergraduates to the PhD and not formally have a terminal master's program. Dr. Slotnick mentioned that several other units have this setup. GSCC assumes that HDFS wants to have the authority to grant a MS degree for the cases where students are not able to complete the PhD, but

are past candidacy or past a general exam. Last year, we researched whether HDFS would need to have its own MS for this. At that time, Dr. Slotnick indicated that we could use the general MS. But, the general MS he was referring to was the MS in Human Ecology. Since all EHE units are going away from the MS in Human Ecology (Consumer Sciences proposed a MS in Consumer Sciences and Human Nutrition proposed a MS in Human Nutrition), if HDFS deactivated its MS in Human Ecology the department would have no authority to grant master's degrees. HDFS had submitted a proposal to convert the MS for existing students and deactivate it once current students have graduated. The GSCC suggested that HDFS adjust the current proposal, removing reference to deactivation so that the department will be able to grant master's degrees.

If there are any questions, please let me know.

Andy Zircher, MA
Academic Planning Specialist, Curriculum Coordinator
Education and Human Ecology
The Ohio State University
172 Arps Hall
1945 North High Street
Columbus, Ohio 43210
Phone: 614-292-8225
Fax: 614-292-2777
<http://people.ehe.ohio-state.edu/curriculum/>

Status: PENDING

PROGRAM REQUEST
Human Development and Family Science

Last Updated: Zircher, Andrew Paul
01/13/2012

Fiscal Unit/Academic Org	Human Development & Family Sci - D1251
Administering College/Academic Group	Education & Human Ecology
Co-administering College/Academic Group	
Semester Conversion Designation	Converted with minimal changes to program goals and/or curricular requirements (e.g., sub-plan/specialization name changes, changes in electives and/or prerequisites, minimal changes in overall structure of program, minimal or no changes in program goals or content)
Current Program/Plan Name	Human Development and Family Science
Proposed Program/Plan Name	Human Development and Family Science
Program/Plan Code Abbreviation	HDFS-MS
Current Degree Title	Master of Science

Credit Hour Explanation

Program credit hour requirements		A) Number of credit hours in current program (Quarter credit hours)	B) Calculated result for 2/3rds of current (Semester credit hours)	C) Number of credit hours required for proposed program (Semester credit hours)	D) Change in credit hours
Total minimum credit hours required for completion of program		45	30.0	30	0.0
Required credit hours offered by the unit	Minimum	36	24.0	24	0.0
	Maximum	41	27.3	27	0.3
Required credit hours offered outside of the unit	Minimum	9	6.0	6	0.0
	Maximum	9	6.0	6	0.0
Required prerequisite credit hours not included above	Minimum	0	0.0	0	0.0
	Maximum	0	0.0	0	0.0

Program Learning Goals

Note: these are required for all undergraduate degree programs and majors now, and will be required for all graduate and professional degree programs in 2012. Nonetheless, all programs are encouraged to complete these now.

Program Learning Goals •

Assessment

Assessment plan includes student learning goals, how those goals are evaluated, and how the information collected is used to improve student learning. An assessment plan is required for undergraduate majors and degrees. Graduate and professional degree programs are encouraged to complete this now, but will not be required to do so until 2012.

Is this a degree program (undergraduate, graduate, or professional) or major proposal? Yes

Does the degree program or major have an assessment plan on file with the university Office of Academic Affairs? Yes

Summarize how the program's current quarter-based assessment practices will be modified, if necessary, to fit the semester calendar.

No changes we will be made in our assessment practices at the graduate level. We assess based on the progress of individual students through end-of-year reporting, etc.

Program Specializations/Sub-Plans

If you do not specify a program specialization/sub-plan it will be assumed you are submitting this program for all program specializations/sub-plans.

Program Specialization/Sub-Plan Name Plan A (Existing)

Status: PENDING

PROGRAM REQUEST
Human Development and Family Science

Last Updated: Zircher,Andrew Paul
01/13/2012

Program Specialization/Sub-Plan Goals

- The program of study for the Plan A option is designed to build research understanding that culminates in a Master's thesis. This plan places greater emphasis on the development and demonstration of research skills.

Program Specialization/Sub-Plan Name

Plan B (Existing)

Program Specialization/Sub-Plan Goals

- The General program of study for the Plan B option is designed to build a systematic approach to a problem that culminates in an independent study project. The Plan B option places emphasis on course work.

Pre-Major

Does this Program have a Pre-Major? No

Attachments

- HDFS Chair Cover Letter 2012 01 09.pdf: Chair Cover Letter
(Other Supporting Documentation. Owner: Parker,Anita June)
- HDFS MS updated 2012 01 09.pdf: Proposal, Rationale, Advising, Etc
(Other Supporting Documentation. Owner: Parker,Anita June)
- Updated EHE Dean's Approval - Semester Conv - Human Development and Family Science - 101011.docx: College Letter
(Letter from the College to OAA. Owner: Zircher,Andrew Paul)

Comments

- 1/12/12 (ajp) attachments replaced with updated versions (revised by parker, folden & serovich) (10/21/2011) attachments were replaced with edited versions (aparker, efolden) and credit hour explanation math errors were fixed.

(7/29/2011 ajp) Course changed to CONVERTED (from deactivated) as it will be open to those already enrolled and deactivate Dec1, 2014.

NOTE: Students will not be permitted to begin that course of study after December 1, 2011. Any student who enrolls in the Masters program prior to that date must complete all required work by December 1, 2014. *(by Parker,Anita June on 01/13/2012 08:25 AM)*
- Revision Requested per Andrew Zircher. *(by Soave,Melissa A on 01/05/2012 11:37 AM)*
- aZ *(by Zircher,Andrew Paul on 11/01/2011 12:14 PM)*

Status: PENDING

PROGRAM REQUEST
Human Development and Family Science

Last Updated: Zircher,Andrew Paul
01/13/2012

Workflow Information

Status	User(s)	Date/Time	Step
Submitted	Parker,Anita June	10/05/2010 03:32 PM	Submitted for Approval
Approved	Serovich,Julianne Maria	10/05/2010 03:33 PM	Unit Approval
Revision Requested	Zircher,Andrew Paul	07/18/2011 10:36 AM	College Approval
Submitted	Parker,Anita June	07/29/2011 03:06 PM	Submitted for Approval
Approved	Serovich,Julianne Maria	07/29/2011 04:42 PM	Unit Approval
Revision Requested	Zircher,Andrew Paul	10/06/2011 02:52 PM	College Approval
Submitted	Parker,Anita June	10/21/2011 09:07 AM	Submitted for Approval
Approved	Serovich,Julianne Maria	10/21/2011 09:16 AM	Unit Approval
Revision Requested	Zircher,Andrew Paul	11/01/2011 12:13 PM	College Approval
Submitted	Zircher,Andrew Paul	11/01/2011 12:14 PM	Submitted for Approval
Approved	Zircher,Andrew Paul	11/01/2011 12:15 PM	Unit Approval
Approved	Zircher,Andrew Paul	11/01/2011 12:15 PM	College Approval
Approved	Myers,Dena Elizabeth	11/04/2011 10:39 AM	GradSchool Approval
Revision Requested	Soave,Melissa A	01/05/2012 11:37 AM	CAA Approval
Submitted	Parker,Anita June	01/13/2012 08:25 AM	Submitted for Approval
Pending Approval	Serovich,Julianne Maria Zircher,Andrew Paul	01/13/2012 08:25 AM	Unit Approval



Office of Academic Affairs
172 Arps Hall, 1945 N. High Street
614 688-4571

Date: October 10, 2011

To: Randy Smith, Vice Provost for Academic Programs
Elliot Slotnick, Associate Dean, Graduate School

From: Jackie Blount, Associate Dean, EHE Academic Affairs

RE: Updated Semester Conversion Package for Department of Human Development and Family Science

I am pleased to present updated semester conversion materials for the Department of Human Development and Family Science. In what follows, I will outline unique college and department contexts that have shaped this package. I will include tables summarizing constituent programs/courses and describe any other pertinent considerations.

College Contexts

The College of Education and Human Ecology was formed in 2006 by merging two colleges (Human Ecology and Education). Curriculum across the new college, however, has remained relatively unchanged. Given this situation, we view the semester conversion process as a fresh opportunity to deepen the merger by building curricular collaborations among our units. We also wish to rethink our pre-existing programs and find ways to make them stronger, more coherent, and streamlined.

To these ends, we have asked faculty in our units to purge their curricula of little-used or less-than-relevant courses. We have challenged faculty to reach across unit lines to forge curricular collaborations by creating new degrees, interdisciplinary specializations, or co-taught courses. We are re-instituting a number of undergraduate teacher preparation programs (B.S.Ed.), each of which draws from courses in units around our college as well as across the university. We have encouraged five of our six units to address findings of the [2008 OSU Doctoral Program Assessment and Plan](#) by strengthening their Ph.D. programs and making them more coherent. They have responded by: 1) defining their Ph.D. programs in alignment with their units -- rather than with their pre-merger college (i.e., Ph.D. in Consumer Science rather than Ph.D. in Human Ecology); and 2) creating true cores for their Ph.D. programs if they did not previously exist. Additionally, an Ed.D. degree in Educational Leadership is being proposed to address the need of school administrators to pursue advanced degrees geared for practitioners. With approval of the Ed.D. and also with recent B.O.R. approval of our other practitioner-oriented programs, an Ed.S. (Education Specialist) program in School Psychology and another in Teaching and Learning, fewer graduate students in the college will pursue Ph.D.s by default than in the past.

We believe that, taken together, these changes will greatly strengthen our programs and clarify our new college identity.

Departmental Notes

The Department of Human Development and Family Science has proposed several changes to existing programs. At the graduate level, they are converting their MS, but intend to cease admitting students to the program. In addition, the Department has designed the Phd program to admit students who have Bachelor's degrees or Master's degrees, and requirements are adjusted based on students' current level.

At the undergraduate level, the department has proposed a Bachelor of Science in Human Development and Family Science, a new degree name moving from the old Bachelor of Science in Human Ecology, a vestige of the old College of Education and Human Ecology. Proposed specializations within the Human Development and Family Science major include Family Studies (converting), Early Childhood Development (to be deactivated after current students have graduated), and Middle Childhood Development (to be deactivated after current students have graduated.)

Summary Tables

Program	Extent of Change	Notes	Approval by EHE Curr. Committee	Approval by EHE College Council
Ph.D. in Human Development and Family Science	New	Name changed to align with unit name. Changed to straight-through degree program (masters and doctoral degrees). Greater focus in coursework.	Nov. 19, '10	Dec. 3, '10
M.S. in Human Development and Family Science	New	Name changed to align with unit name. No students will be admitted to the M.S. program. Available to students in Ph.D. program after completion of candidacy exams.	Oct. 3, '11	Oct. 7, '11
B.S. in Human Development and Family Science	New	Name changed to align with unit name. Three specializations in short term for semesters, two converting with future deactivation dates, and one converting and continuing.	Oct 3 3, '11- Re-approved after addition of deactivating specializations	Oct. 7, '11
Minor in Human Development and Family Science	Converted	Straight conversion.	Nov. 19, '10	Dec. 3, '10

Courses	Number	Extent of Change	Approval by EHE Curr. Committee	Approval by EHE College Council
New graduate courses	3	New	Nov. 19, '10	Dec. 3, '10
New undergraduate courses	12	New	Nov. 19, '10	Dec. 3, '10
Total new Courses	15			
Re-envisioned graduate courses	8	Re-envisioned	Nov. 19, '10	Dec. 3, '10
Re-envisioned undergraduate courses	19	Re-envisioned	Nov. 19, '10	Dec. 3, '10
Total re-envisioned courses	27			
Graduate courses	18	Converted	Nov. 19, '10	Dec. 3, '10
Undergraduate courses	16	Converted	Nov. 19, '10	Dec. 3, '10
Total converted courses	34			
Total number of all courses	76			

College Approval

I have carefully reviewed all semester conversion materials for the Department of Human Development and Family Science, having done so conjointly with the EHE Curriculum Committee. I also have discussed these materials with Dean Achterberg.



135 Campbell Hall
1787 Neil Avenue
Columbus, OH 43210-1295

Phone (614) 292-7705
Fax (614) 292-4365
<http://www.hec.ohio-state.edu/hdfs/>

January 9, 2012

Dear Curriculum Review Committee,

The Department of Human Development and Family Science in the College of Education and Human Ecology is presenting a total of four programs for semester conversion in 2012. Of the four, two are undergraduate programs including: a BS in HDFS with a Family Studies Specialization (previously termed a program option), and a minor in Human Development and Family Science. The remaining two programs are graduate programs including: a MS and Ph.D. in Human Development and Family Science.

Current Programs/Options

Proposed Programs/Specializations

Undergraduate Majors:

Undergraduate Majors:

BS in Human Ecology, HDFS Major	BS in Human Development and Family Science
Family Studies Program Option	Family Studies Specialization
Early Childhood Development and Education Program Option	<i>ECDE to be deactivated</i>
Middle Childhood Development and Education Program Option	<i>MCDE to be deactivated</i>

Undergraduate Minor:

Undergraduate Minor:

Human Development and Family Science Minor	Human Development and Family Science Minor
--	--

Graduate Programs:

Graduate Programs:

MS in Human Ecology	MS in Human Development and Family Science
Ph.D. in Human Ecology	Ph.D. in Human Development and Family Science

The faculty in the Department of Human Development and Family Science participated in the review and approval of each curriculum. Members of the Undergraduate Studies committee took leadership of the undergraduate curriculum and members of the Graduate Studies committee took leadership of the graduate curriculum. Information and feedback was also generated by faculty led interest groups (e.g., family science, child development). Members of these committees reviewed our current curriculum, looked at program offered by our benchmark institutions (e.g., Penn State, University of Arizona) and discussed nationwide trends in programs of study among Human Development and Family Science departments. These processes generated the proposed changes. Faculty voted unanimously to move each program forward.

The Family Studies program option underwent revisions in 2008 which made it a stronger program. Consequently, it was converted with minimal changes in program goals and/or curricular requirements. Changes included the addition of new courses to cover gaps in the curriculum and to meet the needs of a re-envisioned BS. Redundant coursework was eliminated and several courses were modified based on faculty review of curricular maps, complementary coursework from other units, and/or changes in time based on the quarter to semester conversion.

The programs options known as Early Childhood Development (ECDE) and Middle Childhood Development (MCDE) under the quarter system will be deactivated as we transition to the semester system. After significant deliberation, HDFS faculty decided that these two program options did not reflect current department research and goals and should be deactivated under the semester system.

For the graduate programs, the most significant change is an increased emphasis on the Ph.D. program. As we transition to the semester system, all students will follow the Ph.D. program plan. The main changes within the Ph.D. program include increased proseminar/professional development seminar credit requirements and more requirements for course credits taken within the unit.

As for the fiscal implications of these changes, the outcome is less clear. The unit does not have fiscal support to conduct these types of analyses. As unit leader, I can state a couple of things very clearly. First, HDFS faculty worked hard over the past few years to increase our course visibility on campus and promote our Family Studies program option. As a result, going forward, our Family Studies Specialization is now an official Pre-Med choice and our enrollment has increased. We hope this will result in increasing the academic profile of our undergraduates in this area. Second, our General Education Credit courses have never been more desirable. We anticipate that these trends will continue such that there will be no fiscal impact on the college as we transition faculty resources from the current courses they teach to our new offerings.

The faculty have submitted rationale statements for programmatic changes or additions and supplied transition statements when applicable. Students who begin degrees under the quarter system – and transition to the semester system before graduation – will be able to complete their degree without delay or disruption. I recommend approval of the proposed degrees.

Please do not hesitate to contact me with your questions.

Sincerely,

Dr. Julianne Serovich
Professor and Chair
Department of Human Development and Family Science

MS – Human Development and Family Science

Contents

Rationale Statement	2
Transition Policy	3
List of Courses (Graduate and Undergrad/Grad)	4
Quarter (Current) Advising Sheets	5
Semester Documentation	7
Transitional Semester Advising Information: Masters	7
Graduate Studies Committee	8
Membership	8
Meeting	8
Responsibilities	8

Rationale Statement

The purpose of the HDFS graduate program is to nurture independent scholars who approach the study of development and behavior of human beings within social contexts from multiple disciplinary perspectives. The training of HDFS graduate students thus encompasses many approaches and paradigms, but is integrated through instruction in systems and bioecological perspectives, which emphasize that individuals are embedded in social contexts and cannot be fully understood out of context, and that human development and adaptation influence and are influenced by multiple interconnected sets of factors (e.g., genes, family relationships, school, community, society). Graduates of the HDFS program not only receive training in these general content areas, but also intensive training in research methods and statistics, and in areas specifically connected to their individual research interests under the direction of their advisors and other HDFS faculty. Students in the Couples and Family Therapy program also receive training in clinical work with couples and families, and in specific approaches to evaluating the effectiveness of interventions through research. Graduate students also receive training and experience in teaching and mentoring. As such, graduates are well prepared to enter careers focused on research and teaching – whether in academic or other settings. The last significant program revision of the HDFS graduate programs occurred in May 2008. The Ph.D. program has been converted with minimal changes to program goals and/or curricular requirements.

Transition Policy

We expect the transition to semester will not create undue difficulties for students in making progress towards graduation. We will offer several sections of most courses in order to accommodate students' needs. Where difficulties arise, we will create a mechanism whereby students will be able to substitute appropriate and relatively similar classes for required ones.

All students who begin their graduate work under the semester system will follow the Ph.D. program plan with an opportunity – if they choose – to receive a Masters degree following a qualifying exam and completion of course requirements outlined below. The qualifying exam takes place in the student's second year of the program. At the time of the exam, in order to be awarded an MS, a student must have successfully completed a minimum of 30 semester hours which include all core graduate courses with the following exceptions: A student need not complete dissertation hours (HDFS 8999), and is only required to complete six semester hours of methods/statistics courses. A student should notify his/her advisor a minimum of four weeks in advance of undertaking the qualifying exam that s/he is not electing to continue in the program so that necessary changes to the exam format can be made and the Graduate School can be notified. A student choosing to continue in the program will complete a thesis as a qualifying exam, which serves as the Masters exam for the purpose of receiving the MS degree. All students must meet all deadlines published by the Graduate School in order to graduate in a timely manner with the Masters Degree.

Students who begin their graduate work under the quarter system – and transition to the semester system before graduation – will not experience a delay or disruption in their progress toward their MS degree if they:

- complete MS degree requirements within three years;
- meet the standards for progress defined by their academic unit and continue to complete appropriate course loads successfully; and
- actively develop and follow academic plans in consultation with their academic advisors

Understanding that some classes will no longer be available under the semester system, we will provide alternatives (in the form of independent studies) to accommodate students who have entered our graduate program under the quarter system and complete their degree requirements under the semester system. Please see the *transitional* advising sheet included in this document. The following policies may be used by advisors in consultation with Graduate Studies Committee and Department Chair when working with students to assure their progress toward degree:

A. Waive pre-requisites for semester courses when necessary and appropriate

B. Advisors will have a "suggested list" of appropriate substitution courses for those students who have taken parts of courses that have been combined for the semester conversion. Advising for these will need to be on an individual basis since students' programs are so varied.

C. For special circumstances, Individual Studies or Group Studies options may be used to allow students to take ½ of courses where 2 courses have been combined.

D. For courses that have minimal changes and have gone from 5 quarter hours to 3 semester hours an automatic transfer of credits will be used.

Our program's assessment practice will not require modification when we convert to semesters. As has been our practice, we will evaluate students' performance at the end of the academic year. If a substantial number of students fall below expected achievement, we will evaluate our practices and make changes as necessary.

Dr. Julianne Serovich

List of Courses (Graduate and Undergrad/Grad)

Semester #	Title		Quarter #
5200	Foundations of Couple and Family Therapy	U/G	650
5340	Intimate Relationships	U/G	670.03
5350	Families With Adolescents	U/G	840.01
5410	Infant-Toddler Development: Current Research and Controversies	U/G	663
5430	Adult Development and Aging	U/G	670.01
5440	Human Sexuality in Context	U/G	370
5797	Study at a Foreign Institute	U/G	697
5798.01	Study Tour: Domestic	U/G	698.01
5798.02	Study Tour: Foreign	U/G	698.02
5890	Special Topics in Family Development	U/G	695.02
5891	Special Topics in Child Development	U/G	695.01
5892	Special Topics in Adolescent Development	U/G	New
5893	Special Topics in Adult Development and Aging	U/G	New
5897	Special Topics in Prevention Science	U/G	New
6780	Research Seminar	G	New
6782	Research Methods	G	760
6890	Proseminar	G	701/.01/.02
6892	Professional Development Seminar	G	New
7189	Field Experience	G	989
7350	Adolescent and Emerging Adulthood	G	New
7765	Advanced Child Development (Social)	G	765
7770	Professional and Ethical Issues	G	770
7780	Research Methods in Couple and Family Therapy	G	881
7999	Thesis Research	G	998
8189	Practicum in Couple and Family Therapy	G	889
8189.01	Practicum in Research	G	851
8189.02	Practicum in Teaching	G	852
8193	Independent Studies for Doctoral Students	G	993
8403	Individuation	G	840.03
8404	Adolescence: Risk in Context	G	840.04
8820	Theoretical Perspectives on the Family	G	764/820
8824	Systems Theory	G	824
8825	Theories of Human Development	G	825
8850	Measurement in Human Development and Family Science	G	850
8860	Seminar in Couple and Family Therapy	G	880
8861	Family in Mid-to-Late Years	G	861
8862	Seminar in Human Development and Family Science	G	862
8870	Family Systems Assessment	G	870
8874	Family Therapy Theory I	G	874
8875	Family Therapy Theory II	G	875
8876	Marital Therapy Theory	G	876
8878	Supervision of Couple and Family Therapy	G	878
8999	Dissertation Research	G	999

Quarter (Current) Advising Sheets

As this degree will not be available for new enrollment under Semesters, there are no semester advising sheets. We have included current advising sheets, noted semester equivalents where applicable, and indicated which courses are being changed substantively or combined.

Quarter Number	Course Title	Quarter Hours	Semester #
MS: Plan A (45 quarter credits)			
HDFS 701.02	Proseminar	1	HDFS 6890
HDFS 760	Research Methods	5	HDFS 6782
HDFS 764*	Advanced Family*	4	HDFS 8820*
HDFS 765	Advanced Child I (Under Semesters, this will be Adolescence and Emerging Adulthood)	4	HDFS 7350
HDFS 862^	Individual Cognitive Development	3	HDFS 8862^
Core Requirements		17	
HDFS Electives	HDFS Credits at the Grad Level beyond the core requirements	10	
HDFS 998	Independent Study (IS at MS level falls under thesis hours)	9	HDFS 7999
Statistics or Methods Courses (see list)	Additional Statistics or Methods Courses(see list)	9	(See list)
Plan A: Additional Requirements		28	
Total		45	

MS: Plan B (50 quarter credits)			
HDFS 701.02	Proseminar	1	HDFS 6890
HDFS 760	Research Methods	5	HDFS 6782
HDFS 764*	Advanced Family*	4	HDFS 8820*
HDFS 765	Advanced Child I (Under Semesters, this will be Adolescence and Emerging Adulthood)	4	HDFS 7350
HDFS 862^	Individual Cognitive Development	3	HDFS 8862^
Core Requirements		17	
HDFS Electives	HDFS Credits at the Grad Level beyond the core requirements	19	
HDFS 998	Independent Study (IS at MS level falls under thesis hours)	5	HDFS 7999
Statistics or Methods Courses (see list)	Additional Statistics or Methods Courses(see list)	9	(See list)
Plan B: Additional Requirements		33	
Total		50	

*Students who have not taken 764 prior to the conversion, will enroll in HDFS 8820 (A combination of HDFS 764&820 titled "Theoretical Perspectives on the Family")

^HDFS 862 will undergo substantial modification during the conversion to become HDFS 8862 (titled "Seminar in Human Development and Family Science"). Those taking HDFS 862 will have 3 quarter credit hours which is equivalent to 2 semester hours. Those taking HDFS 8862 will have 3 semester hours.

Students in transition should work in consultation with their faculty advisor when creating their personal plan of study.

Courses that meet the required Statistics/Methods requirement (offered outside of the unit). These courses are all still listed with their quarter numbers.

AGR EDUC	789, 795.05, 885, 886, 887, 888, and 995
CLASSICS	800
COMM	660, 661, 663, 671, 672, 673, 760, 763, 789, 790, 801
COMP STD	770.02
EDU P&L	692.60, 693.60, 694.60, 727.60 , 745, 760 , 765, 785, 786, 798, 800, 807, 808, 809, 810, 817, 817.01, 817.02, 817.03, 827, 848, 867, 881, 884.60, 893.60, 967, 971
EDU PAES	767, 865, 871, 873, 874
EDU T&L	842, 921
FM RES M	881
NURSING	902, 902.01, 912
POLIT SC	581, 684, 685, 686, 747, 800, 800.01, 800.02, 803, 805, 846, 853, 866, 867, 874, 875, 879
PSYCH	693.06, 800, 820, 826, 827, 828, 830, 831, 831.01, 831.02, 831.03, 831.04, 831.05, 831.06, 831.07, 831.08, 831.09, 831.10, 849, 861, 872, 876, 876.01, 876.02, 876.03
SOC WORK	770, 771, 901, 901.01, 901.02, 901.03
SOCIOL	549, 648, 649, 651, 652, 653, 671, 672, 694.09, 703, 704, 707, 708, 710, 748, 752, 754, 791, 792, 850, 859
STAT	528, 520, 521, 528, 529, 530, 602, 610, 623, 628, 632, 635, 641, 645, 651, 656, 661, 662, 663, 664, 665, 673, 674, 675, 694, 742, 743, 745, 746, 755, 756, 760, 761, 763, 773, 789, 801, 820, 821, 822, 825, 833, 847, 881, 882, 894
WOM STDS	760

Semester Documentation

Transitional Semester Advising Information: Masters

As we transition to the semester systems, all students entering the program will follow the Ph.D. program plan. Students who began a Masters program of study under the quarter system will continue their studies, working closely with advisors to meet requirements in a timely fashion.

Graduate Studies Committee

According to The Graduate School of The Ohio State University, “The Graduate Studies Committee oversees and administers its graduate degree programs and is the liaison between the Graduate School and the Graduate Faculty members in the graduate program.” (OSU Graduate School Handbook, Section 14) The committee and the chair of the HDFS graduate studies committee perform all required functions as outlined in the Graduate School Handbook at: <http://www.gradsch.osu.edu/14.1-general-responsibilities.html> (Section 14.1).

Membership

Faculty with graduate status are eligible to serve on the Graduate Studies Committee; however, all graduate faculty members are eligible to vote on issues deemed appropriate by the Graduate Studies Committee. In the HDFS Department, the Graduate Studies Committee consists of 4 tenured or tenure-track faculty members. One of the members is the current chair of the committee, another member is the most recent past chair, and a third member is the chair-elect. Members are nominated and elected by faculty. The department chair will designate the committee chairperson from elected members. The chair of the committee shall have category P status. The term of service for the committee chairperson will be three years, whereas membership by others will be a one-year term, which can be renewed for up to a maximum of three years. The department chair will have the capacity to be a signatory for the graduate studies committee chairperson to facilitate operation of the graduate program initiative.

Meeting

The committee meets monthly during the regular academic year and more frequently when needed. When possible, the committee also includes a student member who is an advanced graduate student in the program. The student participates in all functions of the committee except admissions, but is not a voting member.

Responsibilities

The purpose of this committee is to advise the department chair of on matters related to graduate education as stipulated in the Graduate School Handbook and in the Human Development and Family Science Graduate Handbook. The committee ensures adoption of and adherence to policies stipulated in the Human Development and Family Science Graduate Handbook. The committee will also interact with the Office of Academic Affairs to ensure appropriate program oversight, current and correct program information, and to act on all matters related to change of program. The committee is also charged to evaluate and enhance the graduate student experience including mentoring by advisors and enhancement of the diversity of the graduate student population.

The graduate studies committee oversees the program, including the curriculum, admissions, and recruitment. All requests for new courses and changes to existing courses are approved by the committee. Admissions decisions are made by the committee in consultation with the faculty and the chair, as are decisions regarding fellowship nominations. The committee also spearheads the effort to recruit accepted graduate students by organizing campus visits for students (with the assistance of HDFS staff).

The graduate studies committee approves all program and candidacy exam plans for students, and considers petitions by students for substitute courses, etc. In consultation with faculty advisors, the committee also reviews the annual progress reports of students and provides yearly written evaluations of student progress. These annual evaluations include notes about students' progress and suggestions for improvement and are shared with the individual student and their advisor. Together with HDFS staff and the department chair, the committee also maintains student records and monitors student placement after graduation. The committee also works with the HDFS Graduate Student Organization to solicit feedback from students regarding the program and to address student concerns.

The policies and procedures of the graduate program are described in the HDFS graduate program handbook, which is available to all students and faculty on our graduate program website at: <http://hdfsgrad.osu.edu>