HUMAN DEVELOPMENT AND SOCIAL POLICY
Graduate Program Handbook

THE UNIVERSITY OF UTAH
COLLEGE OF SOCIAL AND BEHAVIORAL SCIENCE

Department of Family and Consumer Studies

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CONTACT INFORMATION

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I. INTRODUCTION

Welcome to the Human Development and Social Policy (HDSP) graduate program. Located within the Department of Family and Consumer Studies (FCS) and the College of Social and Behavioral Science (CSBS), the HDSP program admits high-quality students with a passion for developing and disseminating empirical evidence pertaining to the development of individuals, families, and communities, as well as policies and practices to improve social conditions. HDSP provides a unique opportunity to pursue intellectual activities such as research, service, or policy-related experiences, supervised by an interdisciplinary faculty team. The graduate program resides in the capital city of Utah, allowing students easy access to non-profit organizations and policy-related projects.

The Department of Family and Consumer Studies (FCS) at the University of Utah offers masters (MS) and doctorate (Ph.D.) degrees in HDSP. The mission of the HDSP graduate program in the FCS Department is to facilitate healthy human development and well-being by drawing from multidisciplinary research. Humans learn and develop over the life course within families and larger contexts, including communities, schools, workplaces, and other settings. Understanding these developmental processes requires many disciplinary perspectives, including but not limited to economics, sociology, psychology, health sciences, and political science. The HDSP graduate program prepares students to use such multidisciplinary approaches to understand, critically assess, and conduct research that addresses pressing issues affecting the attainment of human potential and optimal physical, psychological, social, and economic well-being.

HDSP graduates have obtained meaningful employment in a variety of professional careers in academia, government, health administration, children's services, statistical data collection, data analysis, financial planning, non-profit organizations (as founder, lobbyist, or administrator), the Child Life Specialist field, and many others. Many of our graduate students have presented papers at conferences and/or published articles with our faculty members. In many cases, student dedication and faculty mentoring helped open the door to a career in the field of a student's choice.

II. PROGRAM APPLICATION AND ADMISSION

1. Application
Students wishing to start the application process, should visit
http://app.applyyourself.com/?id=utahgrad and apply by February 1. Prospective student application files will be considered once all the necessary components are added.

Required of all applicants:
1) A grade of B or higher in an undergraduate social science research methods course (from any department).
2) A grade of B or higher in an undergraduate statistics course (from any department).
3) A bachelor's degree from a fully accredited college or university.
4) An undergraduate GPA of at least 3.0 (for all undergraduate work or for work completed during the last two years of study, whichever is higher).
5) A 500-word essay describing your career goals and interest in the program, including potential faculty who could serve as your advisors.
6) Three letters of recommendation (preferably from faculty members).

International students may be required to submit additional documentation, such as a TOEFL exam to assess English language proficiency. Proof of English Proficiency is waived for some students. See here for rules https://admissions.utah.edu/apply/international/english-proficiency/. International applicants should consult the university's Admissions Office web site at http://admissions.utah.edu/apply/international

Graduate Records Examination (GRE) scores are not required for admission into the HDSP graduate program. Students may submit GRE scores in support of their applications if they choose. If you take the exam, specify the **Department Code #4602** and the **Institution Code #4853** for the University of Utah to help direct the scores to the FCS Department. (Note: GRE paper test scores are usually sent 5 weeks after the testing date and computer-delivered tests are sent 15 days after the testing date.)

2. Admission
The requirements listed above are minimum requirements only and do not guarantee admission to a graduate program. Admission decisions are made by the departmental Graduate Admissions and Policy Committee by considering student qualifications, competitive rank, and the fit with our faculty research programs. The Department aims to notify applicants of their admission status by April 15.

3. Accepting an Offer of Admission
An offer of acceptance is valid only for the semester the applicant is admitted. If an applicant does not attend during his/her admitted term, the applicant must reapply through the online graduate admissions application system and pay the application fee before the application deadline for the semester he/she wishes to begin. The University of Utah is a member of the Council of Graduate Schools and supports their "April 15 Resolution," which outlines the obligations of graduate institutions and prospective graduate students regarding offers and acceptances of financial support. The resolution can be found at https://gradschool.utah.edu/the-april-15-resolution/

III. FUNDING FOR GRADUATE STUDY
Graduate students enter the program with a diversity of funding scenarios, including self-funding, half or full graduate assistantship funding, fellowship funding, and scholarship funding. Most of these funding opportunities are merit-based and very competitive.

1. Types of Graduate Funding
1) Graduate assistantship funding includes graduate teaching assistantship (TA), graduate research assistantship (RA), and graduate assistantship (GA). A TA has either instructional responsibilities as the instructor of record (for advanced graduate students) or works as an assistant to the instructor of record. An RA is typically assigned to a funded research project with faculty supervision. A GA is assigned work related to his/her degree program and not covered in either the TA or RA categories. Graduate assistantship funding typically involves working under faculty supervision for either 10 hours/week (half assistantship) or 20 hours/week (full assistantship) from August 16 to May 15 of an academic year.

2) Graduate scholarship or fellowship funding: Typically, no work for the University is expected with a graduate scholarship or fellowship. Fellowships may be available through internal (University of Utah) or external sources. Most fellowships are for more advanced students in the dissertation stages, or for a specialized population or study area.

2. Tuition Benefits Program (TBP)
1) General information: If the student is offered funding at or above the minimum financial level (see https://gradschool.utah.edu/tbp/tbp-minimum-support-amounts-and-deadline-calendar/ as the minimum stipend changes each year), s/he will receive a waiver to cover up to 100% of tuition costs. This is called the Tuition Benefit Program (TBP). The Graduate School administers the TBP. Details of the TBP program can be found at the Graduate School's website at https://gradschool.utah.edu/tbp/tuition-benefit-program-guidelines/. There are many rules and exceptions that govern the TBP program. Students should study the Graduate School TPB guidelines to ensure they receive the TBP benefits for which they qualify.

2) Work expectations: Graduate students receiving a tuition benefit are expected to fulfill the responsibilities appropriate to their specific work assignment. No student eligible for the TBP is required to work more than 20 hours a week (0.50 FTE). Faculty may expect up to 20 hours of work a week (0.50 FTE) from students receiving a 100% tuition benefit, 15 hours a week (0.375 FTE) from students receiving a 75% tuition benefit, and 10 hours a week (0.25 FTE) from students receiving a 50% tuition benefit. Students working on-campus in job(s) with a combined FTE greater than a 0.74 FTE are ineligible to participate in the TBP.

It is important to remember that positions associated with the TA, RA, or GA classifications require work to be satisfactorily performed as outlined by the faculty supervisor(s). If a student does not meet the expectations or fulfill the duties associated with the "job", s/he may be at risk of being terminated mid-year. Performance as a TA, RA, and GA will be reviewed during an annual evaluation process.

If you have not worked for the University previously, you must schedule a meeting with the Administrative Manager at least two weeks before your start date. All questions regarding pay and Tuition Benefits should be directed to the Administrative Manager.

3) Your Paycheck: If you are receiving funding from the University, you will get a paycheck twice a month, on the 7 and the 22 of each month. You must sign up for direct deposit—fill out the form electronically in CIS (Campus Information Services) under the employee tab, and then under "My Human Resources/ Payroll." It's a good idea to go over your first paycheck carefully, as sometimes mistakes are made (e.g., you might not be getting paid the correct amount). You can also check your paycheck by going into CIS (Campus Information Services) from the University's main website and under the Employee tab, your Human Resources/Payroll/View Payroll. These check stubs can also be printed.

4) Subsidized Health Insurance
Subsidized insurance is available to TAs and RAs who are receiving a full 100% tuition benefit (https://gradschool.utah.edu/tbp/insurance-information/). The insurance is the same student health insurance policy offered to all U of U students. Coverage for dependents is not subsidized. Qualifying students are billed for 20% of the premium through Income Accounting. The Graduate School pays the remaining 80% at the start of the semester. If you would like to receive subsidized insurance, please let the Administrative Manager know during the first week of the semester. You will then want to confirm that the Health Insurance box is checked on the Graduate Tuition Benefit Report that you will be asked to sign with an electronic signature during the second or third week of the semester. If you fail to confirm that the box is signed, you will not be able to receive health insurance until the next semester.

3. Funding Sources

1) Department graduate assistantships. The FCS department offers a limited number of graduate assistantships. Graduate assistantships are either half- (10 hours/week) or full-time (20 hours/week) and are awarded on a year-by-year basis. Students in our master's program are limited to two years of graduate assistantship support. Students in our doctorial program who entered with a bachelor's degree are limited to five years of support. Students in our doctorial program who entered with a master's degree are limited to three years of support.

2) Department and College scholarships and fellowships. Students who wish to have funding for their graduate work without the obligation to work for faculty can apply for competitive scholarships and fellowships. These opportunities are subject to change year to year. Scholarships are typically small in amount compared to assistantships and carry no work requirement. For a list of current College and Department scholarships, please go to https://csbs.utah.edu/students/scholarships/database_graduate.php.

3) University-sponsored fellowships and assistantships. In addition to department and college funding, there are several university-sponsored fellowships and assistantships. Please visit https://gradschool.utah.edu/tbp/graduate-fellowship-opportunities/ for details. Eligible students are strongly encouraged to apply. Some of these opportunities require coordination at the department level. Please discuss these opportunities with the Director of Graduate Studies.

4) External funding. External scholarship and fellowship opportunities are also available to graduate students, such as the National Science Foundation Graduate Research Fellowship Program and the Fulbright U.S. Student Program. More details can be found at the Graduate School's external opportunity website at https://gradschool.utah.edu/tbp/external-opportunities/.

4. Funding for Research and Conference Travel

The FCS department recognizes that graduate students' professional development may necessitate participation in professional associations for the purposes of disseminating their research, networking, and job searching. Additionally, the department recognizes that students may need support in conducting primary research or accessing restricted secondary data. The department therefore offers the following research and travel support to graduate students:

Travel: The University of Utah Graduate School offers a one-time graduate student travel assistance award (GSTAA) up to $500 for students traveling to present their academic work at conferences. See here for information https://gradschool.utah.edu/funding/travel-assistance/travel-assistance-award.php. The FCS Department will provide matching funds for conference travel if the student receives the GSTAA. Students who have previously received the GSTAA are eligible to receive research-related travel support from the College of Social and Behavioral Sciences. Students are eligible for two (2) awards up to $500 each from the college during their time as graduate students in CSBS-related program. The FCS department will provide matching funds for conference travel if a student receives the CSBS graduate travel award. See here for rules and eligibility https://csbs.utah.edu/students/grad-travel.php

Conference travel funds can be used for reimbursement for airfare/mileage/ground transportation, lodging, and conference registration. Students are required to submit evidence of their participation in the conference to the department administrator prior to travel.

Research: HDSP students conducting research for their projects/theses/dissertations may apply for one-time departmental funding to support their research efforts. Research funds include up to $1,000 for Ph.D. students' dissertation research and up to $500 for Master's students' thesis/project research. Students will submit a short email proposal to their committee chairs that includes a description of the research project, a proposed research budget (i.e., how much money is requested and how it will be applied), and a budget justification (i.e., why funding is needed). The committee chair will add a letter of support and send the request to the director of graduate studies and the department administrator who will assess. The department will fund up to three requests per semester as long as the budget allows such funding. There is no application deadline for research funding. Funding will be awarded on first come, first serve basis.

IV. HDSP Master's Degree

1. HDSP MS Program Course Requirements

Required core courses (14 hours):
FCS 6901 and FCS 6902 Proseminar I and II (2)
Graduate Multivariate Statistics (3): Choose one from: FCS 6110, SOC6120, PSY6500, PSY6250, PUBPL6290
Graduate Research Methods (3): Choose one from: FCS 6100, SOC6110, PSY6210
FCS 6563 Program and Policy Evaluation (3)
FCS 6800 Optimal Human Development and Social Policy (3)

Allied courses (12 hours for the thesis option and 15 hours for the project option):
FCS 5170 Creativity & Cognition
FCS 5230 Adolescent Development
FCS 5240 Mid/Later Life Adult Development and Family Relations
FCS 5250 Theories of Human Development
FCS 5280 Marriage, Divorce, Remarriage
FCS 5282 Conflict and Mediation
FCS 5310 Foundations of Child Life
FCS 5311 Childhood Healthcare I (must have completed prerequisites (pre-reqs))
FCS 5312 Childhood Healthcare II (must have completed pre-reqs)
FCS 5370 Family Violence
FCS 5380 Family Problems
FCS 5390 Gender & Minorities Across Lifespan
FCS 5430 Families, Consumers & Health
FCS 5510 Investment & Life Insurance Planning for Families (must have completed pre-reqs)
FCS 5520 Retirement & Benefits Planning for Families (must have completed pre-reqs)
FCS 5530 Income Tax Planning for Families (must have completed pre-reqs)
FCS 5540 Estate Planning for Families (must have completed pre-reqs)
FCS 5550 Family Financial Planning Capstone (must have completed pre-reqs)
FCS 6730 Community Development & Environmental Change
FCS 6940 Lifespan Attachment Theory
FCS 6450 Nonprofit Community Organizations
FCS 6730 Community Development & Environmental Change
FCS 6343 Family Policy and Advocacy
FCS 6120 Demographic Methods (must have completed statistics through multiple regression)
FCS 6200 Families and Social Policy (3)

FCS 6300 Housing and Community Development FCS 6560 Survey Research Methods FCS 6630 Healthy Communities (3) FCS 6700 Analyzing Community Growth: An Evidence-based Approach (3)	
Thesis (7-10 hours): FCS 6970 Thesis Research: Masters	Project (7-10 hours): FCS 6960 Project Hours
Minimum Total for MS thesis option: 33	Minimum Total for MS Project option: 36

2. Master's Supervisory Committee
The Supervisory Committee is responsible for approving the student's academic program, approving the project or thesis topic, reading and approving the project or thesis, and administering and judging the final oral examination. The chair of the Supervisory Committee directs the student's research and writing of the project or thesis.

Unless otherwise approved by the dean of The Graduate School, a Supervisory Committee consisting of three faculty members is appointed no later than the second semester of graduate work. The committee chair and the majority of the committee must be tenure-line faculty in the FCS department. Career-line, adjunct, visiting and emeritus faculty are eligible to serve as Supervisory Committee members but not as the chair. The student must secure permission from each prospective member. If it is desired to have a Supervisory Committee member from outside of the University of Utah, the outside member may require a petition to the Graduate School, along with a curriculum vitae (CV).

3. Residency Enrollment Requirement
At least 24 credit hours must be in resident study at the University of Utah. Please note that this does not refer to or fulfill State Residency Requirements.

4. Program of Study
All course work counted toward the degree must be approved by the student's Supervisory Committee. One semester prior to graduation, a complete program of study should be entered into the Graduate Records Tracking System by the department graduate coordinator and then approved by the student's Supervisory Committee and the Director of Graduate Studies.

5. Master's Project or Thesis
Students have an option to choose a capstone project or Master's thesis to fulfill the requirement of supervised research, policy evaluation or service assignment. Project or thesis research are to be closely supervised by a three-person Supervisory Committee chosen by the student to provide guidance and expertise related to the substantive topic and methodological needs of the proposed project or thesis. Below is a description of each type:

1) Master's project – Master's project includes an informal proposal to the committee and a public defense of the completed work. Projects can involve an analysis of the literature on a specific topic, policy timeline & analysis, an internship culminating in a project, designing a program, developing

curriculum materials, a community-based project, or a paper in addition to completion of a graduate certificate.

a. Master's project proposal defense
The Supervisory Committee chair decides on the format of the informal proposal defense. Section V.2 of this Handbook describes policies on the evaluation of the project proposal defense. Once the student successfully passes the project proposal defense and obtains IRB approval (if necessary), he/she may commence the project research.

b. Final oral defense of Master's project
Once the student has completed the project research and has drafted a project paper that is acceptable to the Supervisory Committee as a culmination of their ongoing advice, guidance, and supervision, an oral defense will be scheduled.

During the defense itself, the student will deliver a formal presentation of the project. The presentation is typically about 20-30 minutes. Following the formal presentation, the audience, including the full Supervisory Committee, will ask the student questions about the project research s/he conducted. After the Q&A is over, the Supervisory Committee will ask the public audience to leave. The Supervisory Committee may then ask additional questions of the candidate. The candidate then leaves and the Supervisory Committee remains to discuss the project defense and decide whether the student should receive a pass, conditional pass, or fail on the final oral defense. Section V.2 of this Handbook describes policies on the evaluation of the project defense.

If a student receives a PASS at the defense, a record will be entered into the Graduate Record Tracking System by the FCS graduate advisor for approval by the Supervisory Committee members and the Graduate Study Director.

2) Master's thesis. Master's thesis includes a public proposal defense and a public oral defense of the completed work. A Master's thesis is an original piece of research that provides evidence of a student's ability to conduct an independent investigation. The written form of a Master's thesis is a single essay that is equivalent to a single paper/analysis that would appear in a published journal article.

a. Master's thesis proposal defense
The thesis proposal includes a literature review, a research plan, and oral defense of the proposed thesis research. In addition, research that involves human subjects must obtain approval from the IRB. Section V.2 of this Handbook describes policies on the evaluation of the thesis proposal defense. Once the student successfully passes the thesis proposal defense and obtains IRB approval (if necessary), he/she may commence the thesis research.

b. Final oral defense of Master's thesis
Once the student has completed the thesis research and has drafted a thesis document that is acceptable to the Supervisory Committee as a culmination of their ongoing advice, guidance, and supervision, an oral defense will be scheduled.

During the defense itself, the student will deliver a formal presentation of the thesis project. The presentation is typically about 30-45 minutes and will succinctly detail the research questions, methodology, and results of the thesis project. Following the formal presentation, the audience, including the full Supervisory Committee, will ask the student questions about the research s/he conducted as part of the thesis project. After the Q&A is over, the Supervisory Committee will ask the

public audience to leave. The Supervisory Committee may then ask additional questions of the candidate. The candidate then leaves and the Supervisory Committee remains to discuss the thesis and decide whether the student should receive a pass, conditional pass, or fail on the oral defense. Section V.2 of this Handbook describes policies on the evaluation of the final thesis defense.

Once a student receives a PASS at the defense, a record will be entered into the Graduate Record Tracking System by the FCS graduate advisor for approval by the Supervisory Committee members and the Graduate Study Director. Once approved, the student will then submit their manuscript to the Thesis Office for final approval and formatting.

c. Working with the Thesis Office
All students are required to adhere to the Graduate School's specific style guidelines set out in the Handbook of Theses and Dissertations (see link below). Students are responsible for consulting the Graduate School Handbook for specific formatting guidelines, and rules about the use of illustrations or copyrighted materials, and other aspects of thesis or dissertation preparation. This Handbook also contains information on The Graduate School's policies and procedures for preparing a thesis or Dissertation, having it reviewed by the Thesis Editor, and uploading it as a PDF for electronic publication, which is the final requirement for graduation.
Handbook http://documents.gradschool.utah.edu/thesis-handbook.
Templates https://gradschool.utah.edu/thesis/thesis-templates/
Forms https://gradschool.utah.edu/thesis/forms/
Important deadlines http://gradschool.utah.edu/thesis/calendar/

d. Advanced notice required for thesis proposal defense and project/thesis final oral defense
Scheduling of the proposal defense or the final oral defense requires the approval of the Chair of the Supervisory Committee. The student must provide a copy of the proposal or the thesis to the members of the Supervisory Committee **at least 14 calendar days** before the defense is scheduled. It is the student's responsibility to reserve a room for the defense with the FCS front office. **At least seven calendar days** before the defense, the student should email the Graduate Director with information about the time and location of the defense, together with an abstract. The Graduate Director will send out a public notice to all FCS faculty members and graduate students.

6. Graduation
All graduate students must apply in advance for graduation to receive a degree from the University of Utah. Related university regulations and deadlines can be found at https://registrar.utah.edu/handbook/graduategraduation.php. Specific guidelines for Master's candidates can be found at https://gradschool.utah.edu/current-students/graduation-overview-for-masters-candidates/

7. Suggested Master's Degree Timeline
The suggested timeline assumes full-time enrollment with the goal of graduating in two years with a Master's degree. Part-time students' schedule should be adjusted accordingly. Students with assistantships or fellowships that qualify them for the Tuition Benefit Program (TPB) need to enroll a minimum of 9 credit hours per semester. Students with scholarship funding should enroll at least 6 credit hours.

Academic Year 1:

August	*New graduate students' orientation and registration for courses. *If funded by TA/RA/fellowship and eligible for TBP, meet with administrative staff to arrange for tuition benefits. *Meet with the academic advisor to enroll in courses.
Fall semester	*9-12 credit hours, including FCS 6901. *Interview faculty members for potential Supervisory Committee chair. *December -January: Communicate with the graduate director about second-year funding needs and apply for second-year funding such as University Teaching Assistantship (UTA), department scholarships, and department TA/RA.
Spring semester	*9-12 credit hours, including FCS 6902. *Form faculty Supervisory Committee by the end of the semester. Submit committee information to the Graduate Tracking System for approval by committee members, graduate director, and graduate school.

Academic Year 2:

Fall semester	*9-12 credit hours, including thesis or project hours. *Work on your thesis or project under the guidance of your Supervisory Committee. *Have your Program of Study approved and defend your thesis proposal by the end of the semester at the latest, but earlier is encouraged. *Submit graduation application by Graduate School deadline. The deadline varies depending on the semester you wish to graduate, so please check the Graduate School website for exact dates.
Spring semester	*9-12 hours including thesis or project hours. *Work on your thesis or project under the guidance of your Supervisory Committee. *Defend your thesis or project by the end of the semester. *Address any recommendations from your committee before submission to Graduate School Thesis Editor. The submitted version must be clean, with no errors. A thesis is due by February for format approval and March for content approval if you want spring graduation. The thesis editor does not provide grammar assistance. However, the Marriott Library Writing Center can provide this type of guidance. Submit to Graduate Thesis Editor by the deadline, revise according to recommendations and resubmit (deadlines are early November, February, and June). *Disseminate your results by publishing with your Supervisory Committee chair in a suitable outlet.

IV. HDSP Ph.D. Degree

1. HDSP Ph.D. Program Course Requirements

FCS required courses group #1 (14 hours): FCS 6901 and FCS 6902 Proseminar I and II (2) Graduate Multivariate Statistics (3): Choose one from: FCS 6110, SOC6120, PSY6500, PSY6250, PUBPL6290 Graduate Research Methods (3): Choose one from: FCS 6100, SOC6110, PSY6210 FCS 6800 Optimal Human Development and Social Policy (3) FCS 6563 Program and Policy Evaluation (3)

Choose two specialization areas with a minimum of 9 hours per area. The first area should provide disciplinary depth in one CSBS department outside of FCS. The second area can be courses from an additional department or custom built around a theme with committee approval (18 hours):

Example: Economics Department ECON 6610 Micro Economics ECON 6620 Macro Economics ECON 6300 Public Finance: Public Expenditures and Cost-Benefit Analysis	Example: Sociology Department SOC 6050 Sociological Theory SOC 7072 Population Principles SOC 7071 Population Techniques
Example: Political Science Department POLS 6003 Approaches to the Study of Politics POLS 6281 American Political Institutions POLS 6283 American Policy Processes PADMN 6320 Public Policy Theories and Applications PADMN 6323 Policy Analysis	Example: Psychology Department PSY 6620 Cognitive Development PSY 6260 Social Development across the Lifespan PSY 7220 Seminar in Developmental Theories PSY 7230 Seminar in Developmental Methods PSY 7240 Relationships & Health over the Lifespan
Example: Geospatial Geography Theme GEOG 6150 Spatial Data Design for GIS GEOG 6160 Spatial Modeling with GIS CMP 6470 Case Studies in Urban Design and Development FPMD 6700 Environmental Public Health	Example: Health Theme COMM 6115 Health Communication PSY 6465 Biosocial Mechanisms of Stress, Development, and Health ECON 6190 Health Economics SOC 6720 Medical Sociology PADMN 6321 Health Policy

Additional Elective Courses (9 hours, including at least one FCS course): Committee approval. Can be FCS courses or additional courses from specialization areas. Example FCS courses: FCS 6200 Families and Social Policy FCS 6343 Family Policy and Advocacy FCS 6450 Nonprofit Community Organizations FCS 6630 Healthy Communities FCS 6700 Analyzing Community Growth: An Evidence-based Approach FCS 6730 Community Development & Environmental Change

Advanced Statistics and Methods (6 hours, including at least one FCS course): ECON 6630 Applied Econometrics FCS 6120 Demographic Methods FCS 6560 Survey Research Methods GEOG 6000 Advanced Geographical Data Analysis PHS 7020 Analysis of Secondary Data POLS 6002 Advanced Quantitative Analysis POLS 6004 Qualitative-Interpretive Research Methods SOC 6130 Statistics II	
FCS Required Courses Group #2: Qualifying Exam and Dissertation Proposal Development (min. 6 hours): FCS 7901 HDSP – Qualifying Exam Preparation (1-9) FCS 7902 HDSP – Dissertation Proposal Development (1-9)	
Research and Dissertation (minimum 14 hours for dissertation research): FCS 7970 Thesis Research: PhD	
Minimum Total for PhD	67

2. Doctoral Supervisory Committee
The Supervisory Committee is responsible for approving the student's academic program, reading, judging, and approving the qualifying examination, approving the dissertation subject, reading and approving the Dissertation, and administering and judging the final oral examination (dissertation defense). The chair of the Supervisory Committee directs the student's research and writing of the Dissertation.

The doctoral Supervisory Committee consists of five faculty members. The committee chair and the majority of the committee must be tenure-line faculty in the FCS department. One member of the committee must be appointed from outside the FCS department. The outside member is normally from another University of Utah department. However, the dean of The Graduate School may approve requests to appoint a committee member from another university where appropriate justification and supporting documentation is provided. Unless otherwise approved by the dean of The Graduate School, a Supervisory Committee is appointed no later than the second semester of graduate work.

3. Residency Enrollment Requirement
At least one year (i.e., two consecutive semesters) of the doctoral program must be spent in full-time academic work at the University of Utah. When a student proceeds directly from a master's degree to a Ph.D. degree with no break in the program of study (except for authorized leaves of absence), the residency requirement may be fulfilled at any time during the course of study. A full load is nine credit hours. Three hours of Thesis Research: Ph.D. (course number 7970) is also considered a full load after the residency requirement is fulfilled. Please note that this does not refer to or fulfill State Residency Requirements.

4. Program of Study
All course work counted toward the degree must be approved by the student's Supervisory Committee. One semester prior to graduation, a complete program of study should be entered into the Graduate

Records Tracking System by the department graduate coordinator and then approved by the student's Supervisory Committee and the Director of Graduate Studies.

5. Qualifying Exam

The Qualifying Exam (QE) represents an important milestone in the doctoral program as its successful completion marks the student's transition into candidacy for the Ph.D. degree. The purpose of the QE is for the student to demonstrate independence in producing one of three scholarly products (described below), under the supervision of the Supervisory Committee Chair. The Supervisory Committee must approve of the QE for progression in the program to Ph.D. candidacy.

1) Description

The QE requires completion of one of the following scholarly products: 1) an empirical paper of publication quality; 2) a grant or fellowship proposal that is of sufficient quality to submit for funding; or 3) an analytic literature review of publication quality. Successful completion of the QE requires a research product of sufficiently high quality that it could be submitted for publication in a peer-reviewed journal or to a funding agency. It is noted, however, that although the department strongly encourages students to submit their scholarly product for publication, submission of the product is not a requirement of the QE.

The selection of the research topic and scholarly product for the QE should be made in close consultation with the Supervisory Committee and should align with the student's professional goals. Prior thesis research (e.g., from an earlier Master's program) cannot be counted for the QE. It is expected that students will consult with the Committee Chair and the Chair will offer feedback while writing the QE, but the student is solely responsible for writing the QE.

It is recommended that the QE, especially the grant proposal and analytic literature review options, be related to the dissertation topic that the student intends to investigate. Students will submit a short proposal (1-2 pages) for their QE project to their Supervisory Committee. The proposal should provide a description of the topic, a motivation for the project, and a research methodology and/or approach for identifying relevant literature. The Supervisory Committee will provide feedback on the proposal within three weeks of submission. Students are expected to revise the proposal in response to committee members feedback and concerns until the committee approves of the proposal. Upon approval, the student is required to have the Supervisory Committee sign the QE proposal approval form.

Students that pursue the *empirical paper option* will write a research report of article length that follows journal article format. The paper should follow the style guidelines of the target journal. The report must include an empirical analysis of data. Data can be from either primary or secondary sources.

The *grant or fellowship proposal option* is designed to align with the application requirements for the National Institutes of Health F31 Ruth L. Kirschstein Predoctoral Individual National Research Service Award or the National Science Foundation Graduate Research Fellowship Program, but grants for other public research agencies or private foundations can satisfy the requirement if applications are of similar length.

The *analytic literature review option* is designed to align with critical and narrative literature reviews such as those found in the Annual Review Series of Journals (https://www.annualreviews.org/). Students will compile a list of readings for the literature review in consultation with the Supervisory Committee as

part of their QE proposal. Committee members should not sign off on the QE proposal until the reading list is finalized and approved by the committee.

Students will write an article-length analytic review that critically evaluates the state of the literature related to the students' proposed dissertation topic. Students will review the state of the literature in the chosen field(s), identify weaknesses in past research or gaps in knowledge, and indicate areas where future research is needed. The literature review should synthesize research in the field and not consist simply of an annotated bibliography of the readings. Students should organize the review topically and evaluate the literature with respect to the quality, depth, and breadth of research in the field.

2) Evaluation Criteria of Scholarly Product
The Supervisory Committee evaluates the student's QE and determines if the student receives a pass, conditional pass, or fail for the QE. Section V.2 of this Handbook describes policies on the evaluation of the QE. The scholarly product for the QE is evaluated along the following dimensions:

Empirical paper QEs:
  1) Synthesis of literature and logic of research question
  2) Appropriateness of methodology to answer research question
  3) Interpretation of results
  4) Quality of writing
  5) Potential contribution to field

Grant proposal QEs:
  1) Organization/conforms to funding agency guidelines
  2) Synthesis of literature and logic of research question
  3) Appropriateness of methodology to answer research question
  4) Quality of writing
  5) Potential contribution of project to field

Analytic literature review QEs:
  1) Organization
  2) Mastery/knowledge of the literature in field
  3) Synthesis of literature
  4) Critique of literature/identification of knowledge gaps
  5) Quality of writing

3) Oral Examination
Upon completion of the QE scholarly product, the student will need to schedule a Supervisory Committee meeting for an oral defense of the scholarly product. The scholarly product needs to be submitted to the Supervisory Committee at least four weeks prior to the oral examination. The Supervisory Committee should provide written feedback on the scholarly product to the student in preparation of the oral examination no later than two weeks before the scheduled exam date. The oral examination is the opportunity for the student to respond to the committee's feedback and defend the quality of the scholarly product to the Supervisory Committee before the committee renders a QE grade. The student receives a single grade for both the written and oral exams.

During the oral examination, the student will deliver a formal presentation of the scholarly product. The presentation is typically about 20-30 minutes. The presentation is closed to the student and the

committee. Following the formal presentation, the Supervisory Committee will ask the student questions about the scholarly product. The candidate then leaves and the Supervisory Committee remains to discuss the students defense of the scholarly product and to decide whether the student should receive a grade of pass, conditional pass, or fail on the qualifying exam.

4) Timeline for Completion of Qualifying Exam
Students should aim to submit the QE proposal to their Supervisory Committee by the beginning of Fall semester of the 3rd year. Once the QE proposal is approved by the student's Supervisory Committee and the committee has signed the approval form, an oral examination of the scholarly product must be conducted within six months. Students will receive a grade of "fail" if they have not conducted an oral defense of their scholarly product within six months of approval of the QE proposal.

Students who pass the QE will move immediately to candidacy/ABD status, upon completion of the proper papework.

Students who pass conditionally will have two months to revise the scholarly product and resubmit to their Supervisory Committee for approval. The Supervisory Committee will provide the student with a written list of issues to address. Upon resubmission and approval of the QE, the student will move to candidacy/ABD status.

Students who fail their first attempt will have six months to revise and resubmit their scholarly product to their Supervisory Committee. Students who fail their second attempt will be dismissed from the program. Students who fail their first attempt, but do not resubmit their scholarly product within six months of the oral examination will receive a grade of "fail" on their second attempt and will be dismissed from the program.

Upon approval of the Committee Chair, the timeline for completion of the QE can be extended at any point if the student can demonstrate extenuating circumstances.

5) Candidacy/ABD status
Once a student has received a passing grade on the Qualifying Exam, the student is called a Doctoral Candidate or ABD. This stands for "All But Dissertation." Be warned, entering this final phase of a program is where many doctoral students (no matter what discipline) stall and stay far longer than they should. Keep in contact with the Supervisory Committee and ensure that steady progress is made in completing the approved research plan.

6. Dissertation
A dissertation is the final requirement of a doctoral degree (Ph.D.). A dissertation is an original piece of research that provides evidence of a student's ability to conduct an independent investigation. A dissertation should make a unique contribution to a specialized field of knowledge in Human Development and Social Policy. The Dissertation includes two stages: 1) written dissertation research proposal and oral defense of the dissertation proposal; and (2) written Dissertation and oral defense of the Dissertation.

1) Dissertation proposal
a. Description
The dissertation research proposal outlines a detailed plan for the dissertation project, as well as a clear description of how the project is framed within and contributes to the literature associated with that topic. The first part of the document includes an extended analytic literature review. The second part of the document will include a clear statement of the research question(s), a description of the methodology including a description of the data or data collection plan as well as how the data will be analyzed, and a proposed timeline for a dissertation project.

b. Oral proposal defense
Scheduling of the oral defense should not occur until the written research proposal is sufficiently developed. Once the chair has indicated that the student is ready (i.e., when the written research proposal has been reviewed and revised according to initial feedback from some or all of the Supervisory Committee), s/he should contact the entire 5-person committee to find a date and location that is agreeable for all committee members. The full written research proposal must be submitted to all members of the committee at least **14 days in advance** of the date of the oral defense.

Students are required to discuss the written research proposal during a public oral defense. During this defense, the Supervisory Committee will ask questions about the literature review to ensure the student knows the relevant literature deeply and broadly; others in attendance may also ask questions. The Supervisory Committee will also ask the student to justify the proposed research design and offer critique and suggestions on how to improve the research design. At the end of this defense, the student and Supervisory Committee should agree on the scope and direction of the Dissertation. Section V.2 of this Handbook describes policies on the evaluation of the dissertation proposal.

Passing the dissertation proposal (written proposal and oral defense) produces a type of 'contract' between the doctoral candidate and the Supervisory Committee. It is an agreement about what the Dissertation will be, including the specific research questions to be answered, the theoretical frameworks to be employed, the methods and data to be used, and how the completed project will contribute to the existing literature. The student agrees to execute this plan, while the committee agrees to be satisfied when the student does so. The student's Supervisory Committee chair will summarize in an email any substantial changes the committee agrees to after the oral proposal defense.

2) Dissertation
a. Description
To complete this final requirement, students will prepare a written manuscript (i.e., the Dissertation) and pass an oral examination (i.e., the final defense). The Dissertation and final defense will vary based on the type of research conducted. As a general rule, dissertation projects in HDSP will include empirical analysis. "Empirical analysis" does not mean quantitative analysis. It is defined as a project that specifies a research question(s), situates it within a larger body of literature, uses a research methodology to collect and/or analyze the data, and reports and discusses findings. A dissertation project in HDSP may adopt quantitative, qualitative, historical, or mixed-method data and analytic strategies.

Before beginning dissertation research, students are expected to have completed their dissertation proposal, which include an extended literature review, detailed research plan or proposal, and oral defense of the proposed dissertation project. In addition, projects that involve human subjects must obtain written approval from the IRB. Once the student successfully passes the dissertation proposal

requirements and obtains IRB approval (if necessary), he/she may commence the dissertation research. The thesis editor will ask to see documentation of IRB approval.

Dissertation research is to be closely supervised by a five-person Supervisory Committee chosen by the student to provide guidance and expertise related to the substantive topic and methodological needs of the proposed research.

b. Format and working with the Thesis Office
Two forms of dissertation projects are acceptable.
a) Three related essays. Students can choose to write three related essays as their Dissertation. Each essay should be equivalent to a single paper/analysis that would appear in a published journal article.
b) A single in-depth monograph. This is typically longer and more in-depth than a single paper/analysis that would appear in a published journal article. Examples of dissertations completed by previous students can be viewed in the department archives, the Marriott Library, or through ProQuest dissertation database. The format, structure, and length of a dissertation will vary depending on the type of research and project that is being conducted. Students should work closely with their Supervisory Committee to outline the unique expectations and format for their dissertation project.

Despite variability across projects, all students are required to adhere to the specific style guidelines set out in the Handbook of Theses and Dissertations available from the Graduate School. Students are responsible for consulting the Graduate School Handbook for specific formatting guidelines, and rules about the use of illustrations or copyrighted materials, and other aspects of the dissertation preparation. This Handbook also contains information on The Graduate School's policies and procedures for preparing a thesis or Dissertation, having it reviewed by the Thesis Editor, and uploading it as a PDF for electronic publication, which is the final requirement for graduation.
Handbook http://documents.gradschool.utah.edu/thesis-handbook.
Templates https://gradschool.utah.edu/thesis/thesis-templates/
Forms https://gradschool.utah.edu/thesis/forms/
Important deadlines http://gradschool.utah.edu/thesis/calendar/

c. Enrollment
Students must take at least 14 credit hours of FCS 7970 Thesis Research when completing the dissertation project. Students must be enrolled in at least 1 credit hour of FCS 7970 during the semester in which they defend the Dissertation.

Separate sections of FCS 7970 will be created, upon student request, with the primary faculty advisor (Chair of Supervisory Committee) listed as the instructor. Students will receive a "T" grade during semesters in which they are working on the Dissertation, showing that they are making progress on the requirements, though not yet complete. The "T" grade will be changed at the end of the semester when the student successfully defends the Dissertation (Pass).

d. Timing of final oral defense
Once the student has completed the dissertation research and has drafted a complete dissertation document (to be done under the ongoing advice, guidance, and supervision of the Supervisory Committee), an oral defense will be scheduled.

Scheduling of the defense requires the approval of the chair of the Supervisory Committee. That is, a student cannot schedule a defense if s/he has not received permission from the Chair. In the rare

circumstance when a student would like to contest his/her chair's decision about scheduling or not scheduling a defense date, the procedures outlined in 6-400 Section IV.B of University policy should be consulted.

The defense should be scheduled early enough for the student to finish all requirements (including the defense meeting and receiving final approval of the thesis document), no later than 7 weeks prior to the closing date of the semester in which the student wants to graduate, or 8 weeks for manuscripts in excess of 200 pages.

Once an oral defense is scheduled, the FCS Department will formally announce the event. The oral defense is public, meaning that other faculty, students, and guests are welcome to attend the meeting. The student must provide a copy of the Dissertation to the members of the Supervisory Committee **at least 14 days** before the final oral defense is scheduled. Students must also submit an electronic copy of the complete Dissertation to the main FCS Department office for purposes of public review.

During the defense itself, the student will deliver a formal presentation of the dissertation project. The presentation is typically about 60 minutes and will succinctly detail the research questions, methodology, and results of the dissertation project. (Students are encouraged to consult with their Chair about specific expectations and guidelines regarding the defense meeting.) Following the formal presentation, the audience, including the full Supervisory Committee, will ask the student questions about the research s/he conducted as part of the dissertation project. After the Q&A is over, the Supervisory Committee will ask the public audience to leave. The Supervisory Committee may then ask additional questions of the candidate. The candidate then leaves, and the Supervisory Committee remains to discuss the Dissertation and confer about the completion of the dissertation requirements. The committee will agree on a list of revisions that need to be made before the Dissertation is considered finished.

d. Evaluation of the Dissertation
Before the defense meeting is over, the Supervisory Committee will decide whether the student should receive a pass, conditional pass, or fail on the oral defense. Section V.2 of this Handbook describes policies on the evaluation of the final dissertation defense.

If a student receives a PASS at the defense, congratulations! A major milestone has been met! However, this does not mean that the student has finished the Dissertation and all degree requirements. Several additional layers of approval must happen before the Dissertation is complete:

The Supervisory Committee must sign (in ink) the "Supervisory Committee Approval" form. By majority vote, the members of the Supervisory Committee certify that the dissertation project (including the written thesis and the oral defense) is satisfactory for the degree.

The chair of the Supervisory Committee and the chair of the FCS Department must sign the "Final Reading Approval" form. This form is not signed until the student has satisfactorily completed all required revisions that were outlined and agreed-upon by the Supervisory Committee during the defense.

Once these two approvals are granted, the student will then submit their manuscript to the Thesis Office for final approval and formatting. This final step should not be taken lightly. It has been said that it can

be as hard to pass the Thesis Office formatting requirements as it is to complete the dissertation research.

7. Graduation and Diploma
All graduate students must apply in advance for graduation to receive a degree from the University of Utah. Related university regulations and deadlines can be found at https://registrar.utah.edu/handbook/graduategraduation.php. Specific guidelines for doctoral candidates can be found at https://gradschool.utah.edu/current-students/graduation-overview-for-doctoral-candidates/

Note that the diploma will be dated the semester in which all approvals were completed and the Dissertation released from the thesis editor. If necessary, the student may obtain a "Statement of Completion" from the Office of the Registrar while they wait for their diploma to be issued.

8. Suggested Ph.D. Degree Timeline
The suggested timeline assumes full-time enrollment with the goal of graduating in four or five years for a Ph.D. degree. Schedules for part-time students and students with prior graduate work should be adjusted accordingly. Students with assistantship and fellowship funding that qualify them for TBP need to enroll a minimum of 9 credit hours per semester. Students with scholarship funding should enroll at least 6 credit hours per semester.

Academic Year 1:

August	*New graduate students' orientation and registration for courses. *If TA/RA/fellowship funding with TBP, meet with administrative staff to arrange for tuition benefits. *Meet with the academic advisor to enroll in courses.
Fall semester	*9-12 credit hours, including FCS 6901. *Interview faculty members for potential Supervisory Committee chair. *December -January: Communicate with the graduate director about second-year funding needs and apply for second-year funding such as University Teaching Assistantship (UTA), department scholarships, and department TA/RA.
Spring semester	*9-12 credit hours, including FCS 6902. *Form faculty Supervisory Committee by the end of the semester. *Submit committee information to the Graduate Tracking System for committee member, graduate director, and graduate school approval. *Work with your Supervisory committee to identify two specialization areas and dissertation topic.

Academic Year 2:

Fall semester	*Work with the Supervisory Committee chair to finalize two specialization areas. *Take courses in specialization areas as soon as possible.
Spring semester	*Take additional courses to fulfill requirement. *Work with the Supervisory Committee chair to finalize dissertation topic and start preparing for the Qualifying Exam.

Academic Year 3:

Fall semester	*Additional course work to fulfill requirement. *Have your Program of Study approved by the end of Spring semester.
Spring semester	*Work on your Qualifying Exam. *Successfully pass your Qualifying Exam by the end of the Spring semester.

Academic Year 4/5

Fall semester	*Upon passing the Qualify Exam, register for Dissertation hours. Work on your dissertation proposal under the guidance of your Supervisory Committee.
Spring semester	*When ready, schedule the Dissertation proposal defense. *Defend your Dissertation proposal. Address any recommendations from your committee to revise your proposal. *Work on your Dissertation. *When ready, schedule the final oral defense of your Dissertation. Also, prepare a job market paper in this process that is based on your Dissertation. *Defend your Dissertation. Address any recommendations from your committee before submission to Graduate School Thesis Editor—The submitted version must be clean, with no errors. They do not provide grammar assistance. However, the writing center can provide this type of guidance. Submit to Graduate Thesis Editor by the deadline, revise according to recommendations and resubmit (DEADLINES ARE early November, February, and June). *Submit graduation applications by Graduate School deadline. The deadline varies depending on the semester you wish to graduate, so please check the Graduate School website for exact dates. *Disseminate your results by publishing with your Supervisory Committee chair in suitable outlets.

V. GRADUATE SCHOOL AND DEPARTMENTAL POLICIES AND REGULATIONS

Below is a summary list of Graduate School and department regulations. For more details on Graduate School regulations, please visit the University of Utah Graduate School's website at www.gradschool.utah.edu. Whenever there is a conflict between department and Graduate School's regulations, the Graduate School's regulations take precedence, unless it is specified in the Graduate School's regulations that the departments set policies.

1. Transfer hours
Transfer hours are limited to 6 semester hours, subject to the approval of the Graduate School. Courses must be graduate level (5000 or 6000 levels), must have direct relevance to the program of study, and must have a grade of "B" or better. Courses with "P" or "CR" (pass/credit) grades are not eligible for transfer. For consideration, students must provide a copy of the course description from the official catalog of the institution from which the course was taken, a syllabus, and an official transcript for review by the Graduate Director and/or the Chair of your Supervisory Committee.

Non-matriculated coursework No more than 9 credit hours of non-matriculated course work at the University of Utah (courses taken after you have earned your bachelor's degree but before acceptance into the graduate program) can be counted toward a graduate degree. These courses must be appropriate to the program of study and will need to be approved by the Graduate Director and the Chair of your Supervisory Committee.

Total credit hour registration limitations Graduate degree candidates are not permitted to register for more than 16 credit hours in any semester.

Undergraduate Petition for Graduate Credit University of Utah students may be allowed to select certain graduate-level courses taken while enrolled as an undergraduate student for graduate credit. Such graduate credit is limited to 6 semester hours or two courses. Courses and credit used to earn the undergraduate degree may not be counted toward a graduate degree. The petition form is found online at http://www.gradschool.utah.edu/students/forms.php - to be considered, students must have earned a grade of B or better in the specified courses and the courses must have been completed no more than three years prior to the petition.

2. Departmental Grade Policies
Students need to obtain a grade of B or higher in core classes. In addition, a B average for all classes is required. If a student fails to receive at least a B in core classes or fail to maintain a B average for all classes in any semester, the student is automatically terminated from the program unless a petition is filed within 40 working days from the posting of grades. The petition will be evaluated by the Graduate Policy and Admissions Committee. The student will be notified of the decision within 15 working days after the receipt of the petition. A grade below a C- is not accepted toward a graduate degree.

3. Credit/No-Credit Grading
Graduate students are granted the option - subject to approval by the HDSP Graduate Director and review by the dean of The Graduate School - to enroll in some courses in which they will be graded on a credit/no-credit (CR/NC) rather than on a letter-grade basis. Graduate students are cautioned that it is important they receive letter grades in order to build a graduate GPA. This is especially important if students apply for fellowships or traineeships on a competitive basis or later transfer to another institution.

4. Evaluation of Proposal Defense, Qualifying Exam Defense, and Final Defense
This policy applies to Master's thesis/project proposal defense, Master's final thesis/project defense, Ph.D. Qualifying Exam defense, Ph.D. dissertation proposal defense, and Ph.D. final dissertation defense. For this section only, all these products are referred to as PROJECTs. Regardless of whether the defense is public or Supervisory Committee only, the Supervisory Committee makes the decision by a majority vote. In the case of a tie, the Supervisory Committee chair determines the grade. All defenses are evaluated using the following grades:

1) Pass. The student has satisfactorily passed the PROJECT defense. The Committee likely will provide specific suggestions to the student on further improvements, but the suggested changes are generally minor, as equivalent to a minor revision in a journal submission process. The chair works with the student to ensure these minor revisions are made. No further Committee action is needed.

2) Conditional pass. The Committee believes that either the PROJECT or the student's ability to defend/articulate the PROJECT has potential, but is not yet satisfactory. In this case, the Committee will request that the student revise the PROJECT, as well as potentially reschedule another oral defense at a later date. The Committee will provide specific suggestions to the student on how to proceed and how to remedy the noted deficiencies. Revisions should typically be completed and submitted within 30 days of the original defense. Typically, the chair will make a final determination about whether the revisions are sufficient to merit passing grade, though the chair may choose to consult other committee members for further review. Once the committee (or chair) provides final approval, the student is considered to have passed the defense.

3) Fail. The PROJECT is deficient in quality, and the student shows little to no potential for success. A student who receives a "Fail" will get one more chance to repeat the PROJECT defense upon approval by the Supervisory Committee. If the student receives a second "Fail", the student is dismissed from the program.

5. Minimum continuous registration
All graduate students must maintain a minimum continuous registration of at least three (3) graduate credit hours for Fall and Spring semesters, unless granted an official leave of absence, from the time of admission to the time of the oral defense of thesis, project or Dissertation. Summers are not included in this regulation unless you applied for and were admitted to the graduate program during the Summer semester or you are defending your thesis or project during Summer semester. Master's or doctoral degree students maintaining minimum continuous registration have library privileges, health insurance options, and access to athletic facilities.

6. Leave of Absence
If a student cannot maintain continuous registration during Fall and Spring semesters, the student MUST request a formal Leave of Absence. This request should be made prior to the start of the semester in which the student plans to take a Leave of Absence. The form is available online at http://www.gradschool.utah.edu/students/forms.php . Students may request up to one year off at a time. Students must register for at least three (3) graduate credit hours during the semester they indicate as their returning semester. Retroactive leaves of absence are not granted.

7. Waiving Course Requirements
Students may find a class that better suits their academic and professional needs than the required classes. We permit petitions to consider a substitute for a required class, to be granted or declined by

the Graduate Director. The student typically presents the Graduate Director with a copy of the syllabus for the proposed alternative class. If the alternative is approved, the changes will be noted in the Graduate Tracking System.

If a class has not received a final grade, incompletes and T Grades are required for all classes in order to progress toward graduation. T grades are assigned to thesis or project credits until the thesis or project has been successfully defended and then they switch to a different letter grade. The graduate school will not clear a student for graduation until all incompletes or T grades are transferred to letter grades. Students with T grades on their transcripts are encouraged to remind their Supervisory Committee to change grades for timely graduation.

8. Time limit
Graduate students are encouraged to plan their progress and stick to these goals. According to the Graduate School, all work toward the master's degree must be completed within four consecutive calendar years, and for the Ph.D. the department requires completion within eight years. If the time limit is approaching, the Graduate Director must meet with the student and, if justified, submit a letter of justification to the Dean of the Graduate School explaining the delay. The Dean of the Graduate School will then act on the request. Exceptions are approved only under extenuating circumstances.

9. Graduate Program De-matriculation and Orderly Dismissal Policy
The FCS Department strives to provide due process to students who struggle to meet the minimum requirements. Expectations of students include the following:

1) Enroll continuously in fall and spring semesters until project, thesis, or Dissertation is successfully defended (exception when a leave of absence is formally sought and approved).

2) Attend to program deadlines such as graduation applications, approval of the program of study, submission of thesis materials to the Graduate School thesis editor, and scheduling of proposal and defense dates.

3) Select and gain the approval of a Supervisory Committee with FCS and other university faculty members, as well as those outside the university (petitioned and approved by the Dean of the Graduate School) by Fall of year 2 for full-time graduate students. Changes in the composition of the Supervisory Committee should be documented in writing by the student or committee member, with copies submitted to the HDSP Advisor and Graduate Director for change and approvals on the Graduate Tracking System online. Students are encouraged to track the progress of changes submitted.

4) Work successfully with your Supervisory Committee, allowing for adequate time devoted to faculty feedback and revision during the time permitted for the degree.

5) Complete a committee-approved Program of Study that complies with the requirements of HDSP programs. Modifications or exceptions may be made with approved petitions. The Program must be entered prior to the semester of graduation, ideally after registration of the final courses.

6) Achieve satisfactory progress toward a degree, including coursework, advances in research, policy analysis, or other projects as recommended by the committee advisor. Advisors who are dissatisfied should make every effort to communicate with the student, early and in writing. Students should be given a reasonable time to correct deficiencies based upon the dates listed in the written

communication. Further written notice should be provided to the student if s/he complies or lacks compliance with the written requests for improvement.

Students who wish to leave a paid GA/TA/RA must coordinate with the Administrative Assistant and provide written notice to the funding department or professor 30 days ahead of termination. All related research and teaching materials must be returned to the professor/researcher. Ending a paid arrangement does not require the student to withdraw from the program. S/he would revert to self-pay tuition, with no stipend. There may be funds owed in the transfer from paid to unpaid.

Maintain safe and appropriate behaviors toward faculty, staff, and other students, which includes respect for diversity of racial/ethnic/religious backgrounds, different abilities, and sexual orientation. Gross ethical or legal misconduct by a student is grounds for dismissal.

Comply with the University of Utah Graduate School's rules and regulations www.gradschool.utah.edu Complete coursework and a research project (thesis, master's project or Dissertation) within the specified time limits (4 years for Master's and 8 for Ph.D.). If necessary, time extensions may be petitioned to the Graduate School for a student in good standing.

If the student does not comply with one or more of these requirements, it may be necessary to move forward with an official orderly dismissal process. The steps of this process are as follows:

The FCS Graduate Policy and Admissions Committee (GPAC) will convene a meeting to review the case to determine if it requires formal action.

The GPAC may enlist the committee chair or other members for assistance with the determination of potential dismissal.

The student will be notified in writing regarding the grievance and intentions of the process.
The student will be given a date by which they must respond in writing, two weeks from the date of notification.

If desired, the student will be invited to appear in person before the GPAC to make a verbal plea. This meeting may be audio and/or video recorded.

A petition for reconsideration must include a realistic outline of the steps required to remedy the situation (i.e., retaking a course for a better grade, petitioning for time extension).

The FCS GPAC may solicit feedback from the faculty at large regarding the student's case.

Once materials are collected from these required steps, the GPAC will meet to determine the outcome.

The student will be notified of the GPAC's decision, including contact information on two occasions. If there is no response, the GPAC will proceed with automatic dismissal and a letter will be sent to the student at the last known address.

If the decision is to retain the student, the faculty decides upon the required steps and deadline to fulfill the obligations related to obtaining a degree. The student will have the right to agree to the stipulations and proceed according to the schedule specified.

VI. Optional Certificates and Tracks

1. Demography Certificate Program (DCP)
Demographers study the size, structure, and distribution of populations, and spatial and/or temporal changes in them - primarily marriage, fertility, migration, morbidity and mortality. Demographic statistical analysis can be applied to entire societies or to groups defined by criteria such as nationality, religion, and ethnicity. Central aspects of society: housing, education, health care, and business are included in this field of study. The Demography Certificate consists of five courses for a total of 15 semester hours. The DCP provides students with a cohesive curriculum and training that is fundamental to the primary field of study, such as geography, sociology, anthropology, epidemiology, business, biology, family studies, public health, public policy, urban planning, and history. Many HDSP students obtain a demography certificate on their way to earning the masters or doctoral degree.

2. Gerontology Interdisciplinary Certificate Program (GICP)
This program is designed for persons who want to work in the field of aging, those already active in the field and those who simply want to personally benefit from knowing more about the aging process and the implications of living in an aging society. The interdisciplinary curriculum provides an overall view of the aging process and older adults. It examines specific changes common to older individuals as well as the broader psychological and social issues they face. A total of 15 credit hours are required to complete the graduate GICP. Coursework can be completed in as little as two semesters. All certificate requirements must be completed within three years. All Gerontology courses and electives that are counted toward the certificate must be completed with a satisfactory letter grade. For more information http://nursing.utah.edu/gerontology/certificates/grad-courses.php

3. Disability Studies Graduate Certificate Program (DSGCP)
The program educates students on how disability is defined and represented in society. The DSGCP prepares students from various disciplines to create change in their work and social lives by: 1) Studying the perspective of the individual with disability in a social and cultural context, 2) Enhancing students' knowledge of public policies that affect people with disabilities, 3) Exposing students to real-world circumstances and concerns through service learning/community-engaged learning.
With a solid foundation from an interdisciplinary core course in Disability Studies and a community engaged learning experience, students will be able to select from a range of other courses related to disability studies in humanities, health, education, nursing, public policy, engineering, social work, law, business, and other disciplines. Students graduating with the certificate will be able to apply their knowledge and skills in multiple roles, including, but not limited to, manager, co-worker, teacher, lawyer, business owner, service provider, community member, and neighbor. Fifteen (15) credit hours are required to complete the Disability Studies Graduate Certificate DSGC. Students seeking to earn a graduate DSGC must complete the following courses: 1. Interdisciplinary Course in Disability Studies (3 credits), 2. Disability Studies Forum (1 cr), 3. Supplemental Coursework (5-9 cr). An example of HDSP students who would be a good match includes those interested in research on social implications of Alzheimer's disease or for those located on the autism spectrum.

4. Child Life Specialist Track (CLS)
A popular attraction of our HDSP master's program is the Child Life Specialist (CLS) track. Our program helps students take the coursework required for their candidacy as a CLS Intern. While we do not guarantee an internship, there are several instances where our students have obtained and successfully completed an internship. The Certified Child Life Specialist (CCLS) credential is the exclusive certification issued by the Child Life Council. The requirements for becoming certified are based on academic and

clinical experiences and successful completion of the Child Life Professional Certification Examination.
For further information see: www.childlife.org/Certification/

The FCS department at the University of Utah does NOT provide certification. The FCS department at the University of Utah provides the courses that are pre-requisites to a Child Life Internship (clinical experience). Those with interest in the CLS track who wish to obtain an internship may compete for those few in the local area, or submit an application to a remote program in another state.

5. Child and Family Development Center (**CFDC) Research Opportunities**
FCS has a unique resource associated with the newly remodeled Child and Family Development Center (CFDC), also known as the "lab school" located on the lower level of our building. Students are encouraged to consider this space for research leading to a thesis, project, or Dissertation. Rooms with 2-way mirrors allow for observation of children enrolled in the program. In a collaborative effort with the Family & Consumer Studies Department, the Child and Family Development Center is a NAEYC accredited Montessori based learning child care center, located on President's Circle in the Alfred Emery Building on the University of Utah campus. Since 1930, we have provided excellent care to children, quality learning experiences for families, and hands-on training for our university students as they participate in our Lab School. Divided into three classrooms (Infant or the "Nido" room, Toddler ("Piccolo" room) and Early Childhood ("Bambini" room), the CFDC is open to children of university faculty and staff, as well as the community and serves infants through six-year-olds. The design of the CFDC program and the physical structure of the classrooms facilitate parent, student, and teacher education. It also provides interdepartmental research opportunities for faculty and students interested in studying young children and families.

VII. ANNUAL STUDENT PROGRESS EVALUATION

At the end of each academic year, graduate students will submit a one-to-two-page self-evaluation and meet with their supervisory chair to discuss the success and challenges of the academic year. The student document will outline their coursework, grades, plans for future classes, research progress, departmental service, notable accomplishments, and future academic and career plans, if applicable. When appropriate, future co-authored publications will be outlined and detailed.

At the April faculty meeting of each year, the faculty as a whole will discuss graduate students' performance. The purpose of this discussion is to provide faculty with information and to solicit faculty input regarding how to best help our graduate students succeed in our program. The Chair of the Supervisory Committee will provide a written summary of the relevant faculty discussion concerning the student's progress and status in the program (i.e., acceptable, unacceptable). These annual evaluations provide an important opportunity to identify students to be nominated for awards and to identify students in need of remediation or early intervention.

IV. GRADUATE STUDENT RESOURCES

1. Student Advisory Committee (SAC)
SAC is an important organization for student participation at the graduate and undergraduate level. Each level can meet together as a group, but official duties require separate participation. For example, faculty personnel decisions have the opportunity for student participation. Voting is conducted, and a

report is submitted with the student recommendations for the promotion, retention, and tenure of FCS faculty members.

2. Health Insurance and Family Leave
The University of Utah offers a health insurance plan for students through United Healthcare Student Resources (https://studenthealth.utah.edu/insurance/student-health-insurance-plan.php). Subsidized insurance in available to TAs and RAs who receive a full 100% tuition benefits under the TBP program (https://gradschool.utah.edu/tbp/insurance-information/).

Family and Medical Leave Act FMLA allows for accommodations for those who welcome a child through childbirth or adoption. Efforts are made to adapt to the workplace and student progress with the additional realities surrounding parenthood. Additional family roles may increase stress or delay progression through the program. Elder care, assisting a parent or grandparent in the final stages of care and disease, can also be challenging. We encourage students to have a dialogue with their committee about the stresses they are facing with regard to caregiving.

3. Reference Librarian
The FCS Department has traditionally had a good relationship with the reference librarian, and the FCS 6901 seminar includes a tour of the library, and a tutorial of Endnote, a bibliographic software, as well as the library research databases.

Thesis/Dissertation Bootcamp is a program at the Marriott Library to assist students who are in the process of writing a thesis or Dissertation. More information can be found at
http://gradschool.utah.edu/thesis/dissertation-writing-boot-camps/

4. Graduate Student Social
The Marriott Library has a Graduate Student Lounge with activities, including a graduate student social—which may include refreshments or lunch. This provides a group of colleagues who can empathize with graduate school responsibilities.

5. Student Safety and Wellness
Your safety is our top priority. In an emergency, dial 911 or seek a nearby emergency phone (throughout campus). Report any crimes or suspicious people to 801-585-COPS; this number will get you to a dispatch officer at the University of Utah Department of Public Safety (DPS; dps.utah.edu). If at any time, you would like to be escorted by a security officer to or from areas on campus, DPS will help — just give a call.

The University of Utah seeks to provide a safe and healthy experience for students, employees, and others who make use of campus facilities. In support for this goal, the University has established confidential resources and support services to assist students who may have been affected by harassment, abusive relationships, or sexual misconduct. A detailed listing of University Resources for campus safety can be found at https://registrar.utah.edu/handbook/campussafety.php.
Your well-being is key to your personal safety. If you are in crisis, call 801-587-3000; help is close.

The university has additional excellent resources to promote emotional and physical wellness, including the Counseling Center (https://counselingcenter.utah.edu), the Wellness Center (https://wellness.utah.edu), and the Women's Resource Center (https://womenscenter.utah.edu).

Counselors and advocates in these centers can help guide you to other resources to address a range of issues, including substance abuse and addiction.

6. University Student Rights and Code of Conduct

Students have both rights and responsibilities with regard to academic and behavioral conduct. Examples of student academic misconduct include but are not limited to the following from the University Code of Conduct: cheating, misrepresenting one's work, inappropriately collaborating, plagiarism, and fabrication or falsification of information, as defined further below. It also includes facilitating academic misconduct by intentionally helping or attempting to help another to commit an act of academic misconduct.

"Cheating" involves the unauthorized possession or use of information, materials, notes, study aids, or other devices in any academic exercise, or unauthorized communication with another person during such an exercise. Common examples of cheating include, but are not limited to, copying from another student's examination, submitting work for an in-class exam that has been prepared in advance, violating rules governing the administration of exams, having another person take an exam, altering one's work after the work has been returned and before resubmitting it, or violating any rules relating to academic conduct of a course or program.

Misrepresenting one's work includes, but is not limited to, representing material prepared by another as one's own work, or submitting the same work in more than one course without prior permission of both faculty members.

"Plagiarism" means the intentional unacknowledged use or incorporation of any other person's work in, or as a basis for, one's own work offered for academic consideration or credit or for public presentation. Plagiarism includes, but is not limited to, representing as one's own, without attribution, any other individual's words, phrasing, ideas, sequence of ideas, information or any other mode or content of expression.

"Fabrication" or "falsification" includes reporting experiments or measurements or statistical analyses never performed; manipulating or altering data or other manifestations of research to achieve a desired result; falsifying or misrepresenting background information, credentials or other academically relevant information; or selective reporting, including the deliberate suppression of conflicting or unwanted data. It does not include honest error or honest differences in interpretations or judgments of data and/or results.

For further information, the full University of Utah code of conduct can be found at http://regulations.utah.edu/academics/6-400.php for reference to the additional rights and responsibilities of students and faculty.

7. Institutional Review Board (IRB)

Most student and faculty research protocols must be submitted to the IRB for the protection of human subjects. Students will also certify their required training and encourage faculty mentors to update their own certifications. Students typically take the online CITI training at https://irb.utah.edu/training/

8. Outside Employment Policy

Successful completion of the master's or Ph.D. degree requires a commitment to the Human Development and Social Policy graduate program. Coursework (34-37 credit hours for masters, 68 for

Ph.D.) and the responsibilities associated with timely progression for the master's project, thesis or Dissertation requires focus and is time-consuming. Those who receive an additional responsibility of a departmental assistantship are expected to provide 10 (part-time) or 20 hours (full-time) of assistance to an assigned professor. This may involve attending required undergraduate classes, assisting students with studying, grading exams and other assignments, providing technological assistance with recording grades onto Canvas, conducting labs or guest lecturing—as well as many other forms of assistance. If the assigned professor has a lull in the needs for assistance (such as between exams), they may assign research, service, or public policy-related tasks or help to clean or organize files. Outside employment is prohibited in the case of a 20-hour assistantship. Students who wish to make an exception to this policy may petition the HDSP Graduate Director and indicate the lack of overlap between responsibilities. Students who have part or full-time employment may prefer to apply for scholarships, which do not require assistance to professors.

9. Supervisory Committee - Advisor/Student Relationship

The creation of a supervisor-advisee relationship requires a number of important matches (topic matter, methodology, and faculty availability). Students connect with professors who are doing similar research and have levels of expertise that are consistent with the topic of interest. At times, the supervising professor will offer advice to the student regarding deadlines and procedures (such as IRB, proposal, or defense information). The extra work of supervising is considered "service," and student mentoring is on a voluntary basis. Benefits to faculty come in the form of joint professional activities, such as research conference presentations and journal/chapter publications or policy analyses. Once a student has graduated, they rely on faculty for letters of recommendation for employment or further post-graduate education in another program. It is advisable to establish good terms with your mentor and Supervisory Committee.

Termination of Advisor/Student Relationship. Occasionally, the project or thesis topic changes or there are other needs for changing advisors. Students should consider the potential consequences of such changes, particularly with regard to timing and professor investment. Changes in the committee in the late stages of the project/thesis should be avoided. Reconfiguring the Supervisory Committee in the final semester of the program can create recognized hardship. The termination of this relationship can be undertaken from either the professor or the student. Other faculty may or may not be interested in becoming the terminating student's supervisor, particularly if the student has had difficulties meeting deadlines or progressing in a timely manner.

10. Faculty Research Specializations

Our faculty utilize a wealth of research methods (quantitative, qualitative ethnography, GIS, Our department has several faculty who specialize a multitude of specialties, such as human development across the life course, family studies, consumer and community studies.

Faculty research specializations include:

Adult Development	Financial Literacy
Applied Research	Family Services
Aging, Aging Services	Health/Health Care
Autism /Disabilities	Household Economics
Child Développent	Immigration
Cohabitation	Infants/ Child Care
Communities	International Policy
Consumer Trends	Marriage / Divorce / Single Parent

Demography   Military Families
Early Childhood Education   Minority Groups
Education   Nature/Leisure
Exercise & Obesity   Poverty, Stratification
Family Violence- IPV, Child & Elder Abuse   Technology
Family Policy   Urban neighborhoods/Housing
Welfare/In-kind Benefits/EITC   Food/Nutrition Policy/Availability
Environment & Behavior   Families & Nature
End of Life Policy/Hospice   Women's Issues
Work & Family   Men's Health

For details of faculty research, please visit https://fcs.utah.edu/people/index.php.

11. Student Forms
Graduate School Funding http://www.gradschool.utah.edu/tbp/graduate-fellowship-opportunities/
Leave of absence: http://www.gradschool.utah.edu/students/forms.php
Diversity Office https://gradschool.utah.edu/diversity/
International Teaching Assistant (ITA) Program & Clearance Process https://gradschool.utah.edu/ita/