

**4****CHAPTER****RESIDENT PROGRAM ENROLLMENT**

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### **Temporary Advisor and Graduate Advisor**

When admitted into DHM graduate program, each student is assigned to a temporary advisor. The temporary advisor provides assistance with the selection of courses and study plans until the thesis/dissertation graduate advisor is decided.

Students should define personal research/design interests and possible thesis or dissertation topics during the first or second semesters of enrollment. Then, using the faculty section of this handbook (See Chapter 2), the student should visit with faculty to identify a person whose expertise and research or design interests parallel his/her own, and subsequently ask that faculty member if he/she is willing to serve as the student's graduate advisor and in the role of committee chairperson. The graduate advisor may or may not be the student's initial temporary advisor but **MUST** come from the student's specific area of emphasis: Apparel Design and Production, Interior Design or Merchandising. Graduate advisors for both master's and doctoral students must be members of the OSU Graduate Faculty. Students are encouraged to meet early and often with Design, Housing, and Merchandising faculty members during their studies at Oklahoma State University to begin understanding faculty research agendas and the student's potential role in these agendas to support personal development as a scholar. In addition, students are encouraged to become active scholars during the first semester and attend many, if not all departmental events and appropriate meetings to increase understanding of the process for developing a program of research and teaching. Active scholarship is demonstrated by publications and presentations. Determining your research interests early and sticking to your program will help you complete your graduate studies on a timely basis. Students will develop both qualitative and quantitative research methods and appropriate statistical skills throughout their program. Learning early about the research methods employed by various faculty members will help inform your choice of the graduate advisor who will oversee your contribution to innovative and independent scholarship.

The graduate advisor thereafter assists the student in:

- Completing a formal list of courses on the Plan of Study form that supports both the research/design intentions and the student's career goals,
- Identifying potential thesis/dissertation advisory committee members,
- Developing a thesis/dissertation proposal,
- Conducting the research or design work,
- Preparing the written portion of the thesis or dissertation, and
- Planning for the defense of the research or design project to the committee.

In the case of doctoral students, the graduate advisor also supervises the administration and grading of the qualifying exam.

### **Forming the Graduate Advisory committee**

Before completing the second semester of graduate coursework (i.e., before preliminary enrollment for the third semester), a Master's student should have selected his/her graduate advisor. Before completing the third semester of graduate coursework, a PhD student should have selected his/her graduate advisor. A faculty member's willingness to serve as a graduate advisor must be verified on the DHM Graduate Advisor and Committee Membership form (See Appendix A-1). This form must be signed by the graduate advisor, to indicate that person's acceptance of the graduate advisor role. Thereafter, the form also must be signed by the student's former temporary advisor, to verify the temporary advisor's awareness that advising responsibilities are being moved to the graduate advisor. Once a thesis/dissertation advisory committee has been selected, members of that committee also must sign the Graduate Advisor and Committee Membership form, to signify their willingness to serve (Appendix A-1). If at a future date, there is a change in graduate advisor or membership of the thesis/dissertation committee, these actions must be recorded on the Graduate Advisor and Committee Membership form by obtaining signatures of the new and former faculty member, and providing a reason for the change. The Graduate Advisor and Committee Membership form will be retained in the DHM office within the student's file. This form will be copied to student, graduate advisor and the DHM office. Roles and responsibilities of the graduate advisory committee can be found at

[https://gradcollege.okstate.edu/sites/default/files/Doctoral\\_Committee\\_Roles\\_0.pdf](https://gradcollege.okstate.edu/sites/default/files/Doctoral_Committee_Roles_0.pdf)

### **Prerequisite Courses Required for Students without Adequate Academic Background**

If a doctoral student's Master's degree did not require a thesis, the student will be required to enroll in up to 6 credits of DHM 5010 and complete a thesis equivalent before beginning doctoral research. These credits will not be counted toward completion of the doctoral degree.

Students who enter the DHM graduate program without adequate academic experience in a chosen emphasis area will be required to complete undergraduate coursework as a part of their graduate program, in addition to required graduate courses. The number of required undergraduate courses depends upon the student's prior coursework and experience, and may consist of up to 28 credits. Undergraduate prerequisite courses are not counted toward completion of the graduate degree. The graduate coordinator will consult

with the emphasis area graduate faculty to review the student's transcript and define the required undergraduate coursework. For these identified courses, students will be required to provide either evidence of credit earned (either from OSU or from another institution) and demonstrated on a transcript, or proof of competency (through a proficiency exam for Apparel Design and Production or a portfolio for Interior Design).

Potential undergraduate courses are listed below.

**Master's degree emphasis in Apparel Design and Production:**

- i) DHM 1003 Design Theory and Processes for Design and Merchandising
- ii) DHM 1103 Basic Apparel Assembly (Fall Only)
- iii) DHM 1993 Communication and Presentation Techniques for Apparel and Interior Design (Spring Only)
- iv) DHM 2203 Intermediate Apparel Assembly (Spring Only)
- v) DHM 2444 Draping (Fall Only)
- vi) DHM 2573 Textiles (Fall and Spring)
- vii) DHM 3013 Flat Pattern Design (Spring Only)
- viii) DHM 4153 Mass Production of Apparel and Related Products (Spring Only)
- ix) DHM 3213 Heritage of Dress (Fall Only)

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28 credit hours

Also:

ENGL ---- remedial English writing course(s) if GRE or GMAT Analytical Writing score was below 3.0

**Master's degree emphasis in Interior Design:**

- i) DHM 2263 Interior Design Studio II: Small Scale Commercial (Spring Only)
- ii) DHM 2073 Computer-Aided Design for Interiors (Fall Only)
- iii) DHM 3233 Heritage of Interiors I (Fall only) OR  
DHM 4323\* Heritage of Interiors II (Spring only)
- iv) DHM 3303 Materials and Finishes for Interior Design (Fall Only)
- vii) DHM 3453 Interior Design Studio IV: Environmental Design (Spring Only)
- viii) DHM 4264 Interior Design Studio V: Large Scale Commercial (Fall Only)

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19 hrs

Also:

ENGL ---- remedial English writing course(s) if GRE or GMAT Analytical Writing score was below 3.0

**Master's degree emphasis in Merchandising**

- i) DHM 2573 Textiles (Fall and Spring)
- ii) DHM 3213 (Fall Only)
- iii) DHM 2913 (Fall Only)
- iv) DHM 3433 Retailing in Apparel, Interiors and Related products (Fall Only)

- v) DHM 3553 Profitable Merchandising Analysis (Spring Only)
- vi) MGMT 3013 Fundamentals of Management
- vii) MKTG 3213 Marketing
- viii) ACCT 2103 Financial Accounting

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24 hrs

Also:

ENGL ---- remedial English writing course(s) if GRE or GMAT Analytical Writing score was below 3.0

## Master of Science Requirements

### Enrollment

New students should consult with their temporary advisor about required courses, course sequencing and other information needed to make correct course choices. The temporary advisor should give approval for course selections prior to enrollment, and first semester students must obtain their advisor's clearance through the student information system prior to attempting to enroll. Students may then enroll using the SIS web system: (<http://prodosu.okstate.edu>).

### Enrollment Requirements

To be considered enrolled full time, a graduate student must be enrolled in at least nine credit hours in either fall or spring semesters and at least four hours during the summer sessions. Full-time enrollment for Graduate Teaching/Research Assistants/Associates (GTAs/GRAs) with a 0.50 FTE appointment is six credit hours in either fall or spring semester and at least two hours during a summer session. However, enrollment in nine credit hours is encouraged in order to complete the degree in a timely manner.

Students are required to be enrolled in at least two credit hours in each semester in which they are using physical or faculty resources of the University. (Students holding graduate assistantships should note that additional requirements apply; see below.) Regardless of the number of hours taken, a student may not enroll in more than 12 credit hours in the fall or spring semester without permission of the dean of the Graduate College. During the summer session, a student may not enroll in more than nine credit hours taken in any session during the eight-week summer period. No more than three credit hours can be taken during the first summer session (intersession). Summer intersession is defined as any course that begins after the end of the spring semester and ends prior to the beginning of the eight-week summer session. For any short course session less than eight weeks in length, enrollment shall not exceed one credit hour for each week.

International students on F-1 or J-1 visas must maintain full-time status (as defined below) during the first semester of enrollment, and during each fall and spring semester thereafter.

Each degree-seeking graduate student must be enrolled in at least two credit hours eligible for graduate credit during their graduating semester (defined as the semester in which they satisfactorily complete all degree requirements). However, a student would not need to be enrolled during their graduating semester if they meet the following conditions: 1) has been assigned an “Incomplete” (grade of I) in a non-research or creative component course; 2) the course is required for graduation; and, 3) the course in which the incomplete was received is the only graduation requirement left to fulfill. Students must enroll in research, thesis, or dissertation hours, as appropriate, during each semester in which they are involved in research leading to a thesis or dissertation, irrespective of the number of credit hours of such courses either required or permitted for the degree.

Master’s Enrollment Requirements. Students must satisfactorily complete no fewer than six graduate credit hours during the calendar (academic) year which includes the graduating semester. As an example, a student wishing to graduate in a fall semester must be enrolled in a total of at least six credit hours for that fall semester plus the preceding spring semester and summer session. Doctoral students meet this requirement by virtue of the Doctoral Candidacy Enrollment Requirements noted below.

Doctoral Candidacy Enrollment Requirements. Doctoral students who have completed the requirements for admission to doctoral candidacy and had their “Admission to Doctoral Candidacy” form approved by the Graduate College may enroll for a minimum of at least two credit hours during any term and be considered full-time. This post-candidacy reduced enrollment option includes GTAs, GRAs and international students. A student is normally expected to enroll primarily in research hours or in program-approved courses after being admitted to doctoral candidacy. Continuous enrollment post-candidacy is required of all students. Enrollment of a minimum of at least two credit hours per semester is required for every semester of a student’s candidacy (summer session excluded) until graduation. It is ultimately the **responsibility of each student** to ensure that they meet this enrollment requirement.

Enrollment and Financial Assistance. For the purpose of receiving monetary assistance through the Office of Scholarships and Financial Aid, the amount of the award is related to the total number of enrolled credit hours that apply toward the degree (for graduate students, such courses must be offered for graduate credit), including 4000\* (G sections only), 5000 and 6000 level courses. OSU Master’s, Specialist, Doctoral and Graduate Certificate degree programs are aid-eligible programs, depending on a person’s personal circumstances. In general, a graduate student must be enrolled in four credit hours eligible for graduate credit each fall and spring semester, and two credit hours eligible for graduate credit in the summer term, to be eligible for federal financial aid. Some students may be required to enroll in more hours in the fall or spring or summer to receive the full amount of federal financial aid. Students should verify with their financial aid adviser in the OSU Office of Scholarship and Financial Aid, the number of credit hours

required. Certifiable enrollment status, based upon a combination of enrollment and employment, only assists with the deferral of loan repayments, never qualification for aid, which is based solely on enrollment.

### **Time Limits**

Students are expected to complete the requirements for a master's, within seven years from first enrollment after admission to the program. Students are expected to complete the requirements for a doctoral degree within nine years from first enrollment after admission to the program. After that time a student must submit a written petition to the Graduate College requesting an extension of time to degree completion. Credit for all courses on a graduate Plan of Study must have been awarded within ten years of completion of all degree requirements. Any exception to these time limits must be approved by the dean of the Graduate College.

The Department of Design, Housing and Merchandising offers two master's degree plans:

- 30 hours of research thesis (available in apparel design, interior design and merchandising), and
- 30 hours of design thesis (available only in interior design and apparel design)

The following charts list courses required for each degree plan.

**MASTER OF SCIENCE – APPAREL DESIGN AND PRODUCTION****Research Thesis Option: 30 hours**

<u>DHM CORE</u>		<u>6 CREDITS</u>
DHM 5001	Orientation to Grad Study in DHM	1
DHM 5013	Research Developments in DHM	3
DHM 5112	Research Planning & Proposal Writing	2

<u>ALSO REQUIRED (NON-CORE):</u>		<u>12 CREDITS</u>
DHM 5003	Theoretical Perspectives for DHM	3
STAT 5013	Statistics	3
DHM 5000	Thesis	6

ELECTIVES: 12 CREDITS 12

Select from any of the following, 9 credits of which must be in DHM:

DHM 4573*	Sustainable Design
DHM 5113	Theories of Creative Process in Design/Merch
DHM 5213	Product Design, Promotion
DHM 5233	Design Evaluation
DHM 5303	Consumer Behavior
DHM 5343	Constructed Environment/Hum Behavior
DHM 5363	Color Theories
DHM 5440	Internship
DHM 5533	Theory and Design of Functional Apparel
DHM 6363	Anthropometrics in Product Design
DHM 6463	Project Management

Or appropriate related course from outside of DHM, such as gerontology, physiology, biomechanics, psychology, business, etc.

**Design Thesis Option: 30 hours**

<u>DHM CORE</u>		<u>6 CREDITS</u>
DHM 5001	Orientation to Grad Study in DHM	1
DHM 5013	Research Developments in DHM	3
DHM 5112	Research Planning & Proposal Writing	2

<u>ALSO REQUIRED (NON-CORE):</u>		<u>15 CREDITS</u>
DHM 5003	Theoretical Perspectives for DHM	3
DHM 5000	Design Thesis	6
DHM 5113	Theories of Creative Proc in Design/Merch	3
DHM 5233	Design Evaluation	3

ELECTIVES: 9 CREDITS 9

Select from any of the following, 6 credits of which must be in DHM:

DHM 4573*	Sustainable Design
DHM 5213	Product Design, Promotion
DHM 5303	Consumer Behavior
DHM 5343	Constructed Environment/Hum Behavior
DHM 5363	Color Theories
DHM 5440	Internship
DHM 5533	Theory and Design of Functional Apparel
DHM 6363	Anthropometrics in Product Design
DHM 6463	Project Management
STAT 5013	Statistics

Or appropriate related course from outside of DHM, such as gerontology, physiology, biomechanics, psychology, business, etc.



**MASTER OF SCIENCE – INTERIOR DESIGN****Research Thesis Option: 30 hours**

<u>DHM CORE</u>		<u>6 CREDITS</u>
DHM 5001	Orientation to Grad Study in DHM	1
DHM 5013	Research Developments in DHM	3
DHM 5112	Research Planning & Proposal Writing	2

<u>ALSO REQUIRED (NON-CORE):</u>		<u>21 CREDITS</u>
DHM 5000	Thesis (6 hours)	6
DHM 5003	Theoretical Perspectives for DHM	3
DHM 5113	Theories of Creative Process in DHM	3
DHM 5343	Constructed Envir.& Human Behavior	3
DHM 5353	Graduate Interior Design Studio	3
STAT 5013	Statistics	3

<u>ELECTIVES:</u>	<u>3 CREDITS</u>	<u>3</u>
Select from any of the following:		

DHM 4573*	Sustainable Design
DHM 4373*	Advanced CAD
DHM 5213	Product Design, Promotion
DHM 5233	Design Evaluation
DHM 5363	Color Theories
DHM 5440	Career Internship
DHM 6363	Anthropometrics in Product Design
DHM 6463	Project Management

Or appropriate related course from outside of DHM (note: inter-disciplinary courses such as gerontology, hospitality, merchandising, etc. are encouraged.)

**Design Thesis Option: 30 hours**

<u>DHM CORE</u>		<u>6 CREDITS</u>
DHM 5001	Orientation to Grad Study in DHM	1
DHM 5013	Research Developments in DHM	3
DHM 5112	Research Planning & Proposal Writing	2

<u>ALSO REQUIRED (NON-CORE):</u>		<u>21 CREDITS</u>
DHM 5003	Theoretical Perspectives for DHM	3
DHM 5000	Design Thesis	6
DHM 5113	Theories of Creative Process in DHM	3
DHM 5233	Design Evaluation	3
DHM 5343	Constructed Envir.& Human Behavior	3
DHM 5353	Graduate Interior Design Studio	3

<u>ELECTIVES:</u>	<u>3 CREDITS</u>	<u>3</u>
Select from any of the following:		

DHM 4573*	Sustainable Design
DHM 5213	Product Design, Promotion
DHM 5363	Color Theories
DHM 5440	Career Internship
DHM 6363	Anthropometrics in Product Design
DHM 6463	Project Management
STAT 5013	Statistics

Or appropriate related courses from outside of DHM (note: inter-disciplinary courses such as gerontology, hospitality, merchandising, etc. are encouraged.)

**MASTER OF SCIENCE – MERCHANDISING****Thesis Option: 30 hours**

<u>DHM CORE</u>		<u>6 CREDITS</u>
DHM 5001	Orientation to Grad Study in DHM	1
DHM 5013	Research Developments in DHM	3
DHM 5112	Research Planning & Proposal Writing	2

<u>ALSO REQUIRED (NON-CORE):</u>		<u>12 CREDITS</u>
DHM 5003	Theoretical Perspectives for DHM	3
STAT 5013	Statistics	3
DHM 5000	Thesis	6

ELECTIVES: \_\_\_\_\_ 12 CREDITS \_\_\_\_\_ 12

Select from any of the following, 9 credits of which must be in DHM:

DHM 4573*	Sustainable Design for Apparel and Interiors.
DHM 5113	Theories of Creative Process in Design and Merchandising
DHM 5213	Product Design, Production and Promotional Strategies
DHM 5303	Consumer Behavior
DHM 5343	Constructed Environment and Human Behavior
DHM 5363	Color Theories
DHM 5440	Internship
DHM 5653	Merchandising Trends, Practices and Theories
DHM 5663	International Merchandising Management
DHM 6383	DHM in Higher Education
DHM 6403	Merchandising Theory, Application and Strategy
DHM 6463	Project Management

Or appropriate related courses from outside of DHM, such as gerontology, hospitality, business, etc.

The design or research thesis requires a minimum of 30 credit hours, including no fewer than six credit hours of DHM 5000 (thesis research). More than six credit hours of DHM 5000 often are necessary to complete the thesis, but only six credit hours may be counted toward the total credit hours required for the degree. It is strongly recommended to split six credit hours of DHM 5000 into two semesters with a combination of three and three credit hours or two and four credits. Master's students must earn a minimum of 21 credit hours at the 5000 level or above. Some undergraduate courses at the 4000 level may be taken for graduate credit if those courses are marked with an asterisk within the OSU Catalog. A maximum of nine credit hours may be transferred from another accredited institution, or taken under Special Student status at OSU, with approval from the student's graduate advisor and advisory committee. Graduate credits which have been used to obtain one Master's degree cannot be counted toward a second Master's degree. All Master's students must complete a minimum of 24 graduate credit hours in DHM courses.

Enrollment in the number of thesis (DHM 5000) credit hours each semester should reflect the anticipated work to be completed. **In general, each credit hour of enrollment entitles the student to meet 30 minutes per week with the graduate advisor, as needed, and represents no fewer than three hours of concentrated independent work per week.** Since some DHM faculty members are not employed during the summer, any student who desires to enroll in DHM 5000 during the summer must ask his/her graduate advisor if s/he is willing to work with the student during that time period.

### **Recommended Courses per Semester for DHM Master's Students**

Master's students should enroll in required core courses according to the following charts. Note that only required courses are listed. Additional courses are needed to fulfill all M.S. credit requirements.

#### **Apparel Design & Production**

##### Core and Required Courses for Students Entering the Program in Fall of Odd Years

<b>1<sup>st</sup> Yr</b>	<b>Plan</b>	<b>Odd Fall</b>	<b>Even Spring</b>
	Research Thesis	DHM 5001 Orientation to DHM DHM 5003 Theoretical perspectives for DHM	STAT 5013 Statistics for experimenters I DHM 5013 Research development in DHM
	Design Thesis	DHM 5001 Orientation to DHM DHM 5003 Theoretical perspectives for DHM	DHM 5013 Research development in DHM DHM 5113 Theories of creative process in DHM
<b>2<sup>nd</sup> Yr</b>	<b>Plan</b>	<b>Even Fall</b>	<b>Odd Spring</b>
	Research	DHM 5112 Proposal writing	DHM 5000 Master's thesis

	Thesis	DHM 5000 Master's thesis	
	Design Thesis	DHM 5112 Proposal writing DHM 5233 Design Evaluation DHM 5000 Master's thesis	DHM 5000 Master's thesis

Core and Required Courses for Students Entering the Program in Fall of Even Years

<b>1<sup>st</sup> Yr</b>	<b>Plan</b>	<b>Even Fall</b>	<b>Odd Spring</b>
	Research Thesis	DHM 5001 Orientation to DHM DHM 5003 Theoretical perspectives for DHM	STAT 5013 Statistics for experimenters I DHM 5013 Research development in DHM
	Design Thesis	DHM 5001 Orientation to DHM DHM 5003 Theoretical perspectives for DHM DHM 5233 Design Evaluation	DHM 5013 Research development in DHM
<b>2<sup>nd</sup> Yr</b>	<b>Plan</b>	<b>Odd Fall</b>	<b>Even Spring</b>
	Research Thesis	DHM 5112 Proposal writing DHM 5000 Master's thesis	DHM 5000 Master's thesis
	Design Thesis	DHM 5112 Proposal writing DHM 5000 Master's thesis	DHM 5113 Theories of creative process in DHM DHM 5000 Master's thesis

Note: i) Only core and other required courses are listed in the above tables.

There are other courses to fulfill credit requirements.

ii) STAT 5013 course is offered every semester including summer.

DHM encourages students to take STAT 5013 in their 1<sup>st</sup> or 2<sup>nd</sup> semester.

iii) If student's GRE writing score is below 3.0 one English remedial course is required, but this remedial course is not counted toward a Master's degree.

**Recommended Courses per Semester for DHM Master's Students**  
**Interior Design**

Core and Required Courses for Students Entering the Program in Fall of Odd Years

<b>1<sup>st</sup> Yr</b>	<b>Plan</b>	<b>Odd Fall</b>	<b>Even Spring</b>
	Research Thesis	DHM 5001 Orientation to DHM DHM 5003 Theoretical perspectives for DHM DHM 5353 Graduate ID Studio	STAT 5013 Statistics for experimenters I DHM 5013 Research development in DHM
	Design Thesis	DHM 5001 Orientation to DHM DHM 5003 Theoretical perspectives for DHM DHM 5353 Graduate ID Studio	DHM 5013 Research development in DHM DHM 5113 Theories of creative process in DHM
<b>2<sup>nd</sup> Yr</b>	<b>Plan</b>	<b>Even Fall</b>	<b>Odd Spring</b>
	Research Thesis	DHM 5112 Proposal writing DHM 5000 Master's thesis	DHM 5343 Constructed environment DHM 5000 Master's thesis
	Design Thesis	DHM 5112 Proposal writing DHM 5000 Master's thesis DHM 5233 Design Evaluation	DHM 5343 Constructed environment DHM 5000 Master's thesis

Core and Required Courses for Students Entering the Program in Fall of Even Years

<b>1<sup>st</sup> Yr</b>	<b>Plan</b>	<b>Even Fall</b>	<b>Odd Spring</b>
	Research Thesis	DHM 5001 Orientation to DHM DHM 5003 Theoretical perspectives for DHM	DHM 5013 Research development in DHM DHM 5343 Constructed environment STAT 5013 Statistics for experimenters I
	Design Thesis	DHM 5001 Orientation to DHM DHM 5233 Design Evaluation DHM 5003 Theoretical perspectives for DHM	DHM 5013 Research development in DHM DHM 5343 Constructed environment
<b>2<sup>nd</sup> Yr</b>	<b>Plan</b>	<b>Odd Fall</b>	<b>Even Spring</b>
	Research Thesis	DHM 5112 Proposal writing DHM 5353 Graduate interior design studio DHM 5000 Master's thesis	DHM 5000 Master's thesis
	Design Thesis	DHM 5112 Proposal writing DHM 5353 Graduate interior design studio DHM 5000 Master's thesis	DHM 5113 Theories of creative process in DHM DHM 5000 Master's thesis

Note: i) Only core and other required courses are listed in the above tables.  
 There are other courses to fulfill credit requirements.

- ii) STAT 5013 course is offered every semester including summer.  
DHM encourages students to take STAT 5013 in their 1<sup>st</sup> or 2<sup>nd</sup> semester.
- iii) If student's GRE writing score is below 3.0, one English remedial course is required, but this remedial course is not counted toward a Master's degree.

## Recommended Courses per Semester for DHM Master's Students

### Merchandising

#### Core and Required Courses for Students Entering the Program in Fall of Odd Years

<b>1<sup>st</sup> Yr</b>	<b>Plan</b>	<b>Odd Fall</b>	<b>Even Spring</b>
	Research Thesis	DHM 5001 Orientation to DHM DHM 5003 Theoretical perspectives for DHM	STAT 5013 Statistics for experimenters I DHM 5013 Research development in DHM
<b>2<sup>nd</sup> Yr</b>	<b>Plan</b>	<b>Even Fall</b>	<b>Odd Spring</b>
	Design Thesis	DHM 5112 Proposal writing DHM 5000 Master's thesis	DHM 5000 Master's thesis

#### Core and Required Courses for Students Entering the Program in Fall of Even Years

<b>1<sup>st</sup> Yr</b>	<b>Plan</b>	<b>Even Fall</b>	<b>Odd Spring</b>
	Research Thesis	DHM 5001 Orientation to DHM DHM 5003 Theoretical perspectives for DHM	DHM 5013 Research development in DHM STAT 5013 Statistics for experimenters I
<b>2<sup>nd</sup> Yr</b>	<b>Plan</b>	<b>Odd Fall</b>	<b>Even Spring</b>
	Research Thesis	DHM 5112 Proposal writing DHM 5000 Master's thesis	DHM 5000 Master's thesis

Note: i) Only core and other required courses are listed in the above tables.

There are other courses to fulfill credit requirements.

ii) STAT 5013 course is offered every semester including summer.

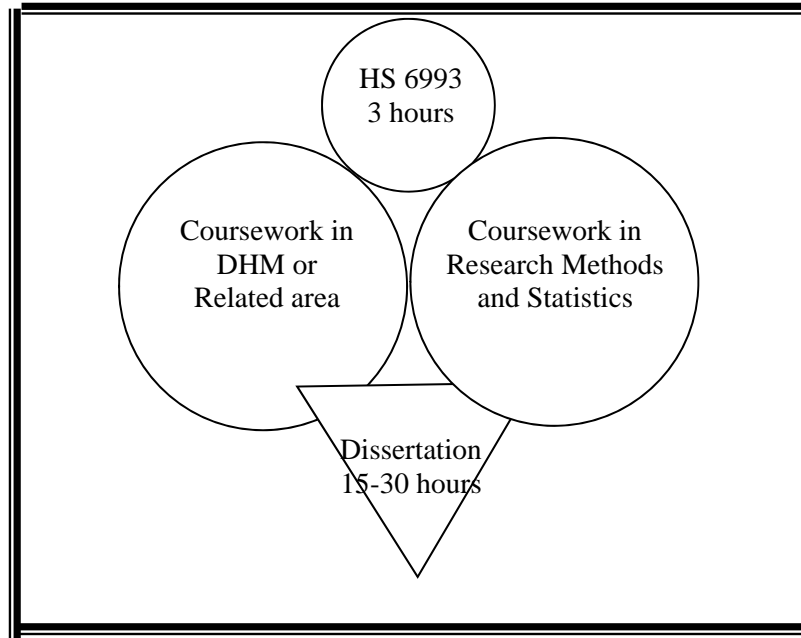
DHM encourages students to take STAT 5013 in their 1<sup>st</sup> or 2<sup>nd</sup> semester.

iii) If student's GRE writing score is below 3.0, one English remedial course is required, but this remedial course is not counted toward a Master's degree.

## Doctor of Philosophy Requirements

The College of Human Sciences offers a Ph.D. in human sciences with a specialization in DHM. The doctoral program requires completion of a minimum of 60 graduate credit hours beyond the master's degree, which includes a minimum 15 and a maximum of 30 credits hours of dissertation research. The doctoral program requires students to have or obtain experiences in **1) knowledge sharing, 2) generating knowledge, 3) community engagement** and **4) resource generation** through their graduate coursework in DHM and related areas as well as their research methods and statistics coursework culminating with their dissertation as shown in Figure 1

**FIGURE 1. CURRENT 60 HOUR DOCTORAL PROGRAM**



The courses selected for the doctoral student's Plan of Study (POS) must be approved by the student's dissertation advisory committee, and support the student's dissertation research and career goals. More specifically, in DHM the doctoral student program must include:

- Graduate courses in the area of specialization (DHM plus support courses)
- Graduate courses in support of research (generating knowledge and resource generation) and possibly courses related to sharing knowledge and community engagement, including:
  - DHM 5003: Theoretical Perspectives for Design, Housing & Merchandising
  - DHM 5112: Research Planning and Proposal Writing
  - DHM 6133: Advanced Research Methods in DHM
  - Intermediate and advanced statistics (STAT or REMS prefixed courses recommended)
- HS 6993



- DHM 6000: 15-30 credit hours of doctoral research
- DHM 5010: up to 6 credit hours of thesis equivalency if the Master's degree did not include this activity (not to count toward the minimum required 60 credit hours beyond the master's degree)

If a thesis was not completed as part of the student's prior master's degree, the student must enroll in DHM 5010 and complete a thesis equivalent, prior to beginning work on a dissertation. The student should select a thesis equivalency advisor with research interests congruent with those of the student, and enroll in the section of 5010 associated with that instructor. In addition, the student should select two additional DHM graduate faculty to serve in an advisory and evaluation role. This committee of three members will determine the ultimate acceptability of the thesis equivalency project, and clear the student for dissertation research. This clearance is noted on the Thesis Equivalency Evaluation form (see Appendix A-2) and filed in the student's departmental file. If the thesis advisory committee deems the resulting research document to be unacceptable, the student may revise the thesis equivalent and seek approval one additional time, if that resubmission occurs within one year from the initial denial. Credit hours earned for the thesis equivalent do not count on the doctoral degree Plan of Study.

If the student's GRE or GMAT Analytical Writing score is below 3.5, and there is no evidence of remedial English writing coursework taken after completion of the GRE or GMAT as part of the master's degree program, completion of remedial English course(s) will be required. Remedial English courses will not count toward the 60 credit hour doctoral degree.

At least 30 of degree-completion credit hours must be completed at OSU, and at least 75 percent of the courses in the doctoral Plan of Study must be taken at the 5000 or 6000 level. No more than 25 percent of the courses included upon a doctoral Plan of Study may be at the 4000 level, and only if those courses are marked with an asterisk within the OSU Catalog designating the availability of graduate credit. Graduate credit hours used to obtain a Master's degree, obtain a previously earned doctoral degree, or courses taken to fulfill undergraduate prerequisite requirements cannot be counted toward the 60 credit hours required for the doctoral degree.

The number of dissertation credit hours (DHM 6000) and/or thesis equivalent credit hours (DHM 5010) taken each semester should reflect the anticipated work to be completed and the number of contact hours desired with the advisor. **In general, each credit hour of DHM 6000 (or 5010) represents an opportunity to meet 30 minutes per week with the advisor, if needed, and no fewer than three hours of concentrated independent work per week.** During any semester in which a student desires assistance from the advisor, in relation to completing dissertation or thesis equivalent requirements, he/she should

enroll in an appropriate number of DHM 6000 (or 5010) credit hours.

A doctoral student must complete all degree requirements within nine years of initial enrollment in the program. If degree requirements are not met within four years of passing the qualifying exam, a second qualifying examination must be taken and passed. At least 10 hours of dissertation credits must be earned after admission to candidacy, which occurs when Stage 3 of the qualifying exam is successfully completed. No courses used to complete degree requirements may be more than 10 years old at the time of graduation. An online Diploma Application form must be submitted to the Registrar's office when enrolling for the semester in which the degree will be conferred.

### **The Plan of Study**

Before completing the second semester, and in consultation with the student's advisor, a **Master's** student must complete their online Plan of Study to be followed throughout the degree program. **Doctoral** students must complete this online Plan of Study before completing the third semester. The Plan of Study is a list of courses that includes required courses as well as other courses that support the individualized research or design interests and/or career goals of the student. The Plan of Study is submitted online through the OSU Grad College <https://app.it.okstate.edu/pos/> and a Plan of Study advising checklist is also available from the OSU Graduate College's website. For doctoral students, the major subject on Plan of Study form should be **Human Sciences** and the option or specialization should be **Design, Housing and Merchandising**. Students who have not filed a Plan of Study with the Graduate College by the respective deadlines will not be allowed further enrollment until their Plan of Study is **completed and approved** by the committee. Final approval of the Plan of Study rests with the thesis/dissertation committee, the department graduate coordinator, and the Graduate College. The advisor or advisory committee members may choose to add courses to the Plan of Study at any time, if the student's academic or research plans or performance suggests additional course needs.

The Plan of Study is reviewed and approved online by the student's graduate advisor and members of his/her thesis/dissertation advisory committee, and is submitted for approval to the department graduate coordinator and finally the Graduate College. The Plan of Study will not be approved without verification of completion of the Responsible Conduct of Research (RCR) training. At any time during a student's program, amendment of the Plan of Study can be requested by either the student's thesis/dissertation advisory committee or the student to support the student's research/design and educational activities, or to rectify academic, knowledge and/or language deficiencies. The student logs in and revises their approved plan. The system will load the complete plan that has been approved and allow you to make changes for

resubmission. Closely follow the procedure for submitting the Plan of Study exactly, as before. The following section describes the common mistakes graduate students make when preparing the Plan of Study.

### COMMON PLAN OF STUDY PROBLEMS

- Not submitting a Plan of Study before the due date, placing a hold on the student's future enrollment:
- Master's Plan of Study must be received in the Graduate College prior to the start of the pre-enrollment period during the students second semester.
- Doctoral Plan of Study must be received in the Graduate College prior to the start of the pre-enrollment period during the students third semester.
- Course prefix and/or number submitted on the plan does not correspond with the transcript (of vital importance at Graduation time when the Registrar performs degree checks on students)
- Listing a faculty member who is not a member of the Graduate Faculty; please use Graduate Faculty database to check status of all faculty members before completing the plan. This can be found at [http://graduatefaculty.okstate.edu/public/search\\_dept.aspx](http://graduatefaculty.okstate.edu/public/search_dept.aspx)
- Using the Plan of Study to change committee members; use only the Committee Change Request form available at the website or as a handout at the reception area of the Graduate College.
- Not completing all sections of the plan (especially the University Research Compliance section – all students must check the box regardless of the option they are pursuing)
- Not obtaining all signatures before submitting plan to the Graduate College for approval (must have student, all committee members, and department head/graduate coordinator approval)
- Adding additional research hours to a revised plan (5000 for master's, 6000 for doctoral) just because student needs to enroll in additional hours to maintain student status; list only the minimum credit hours needed to earn degree
- Submitting a Plan of Study with Graduation Clearance form if the plan has NOT changed (please submit only a revised plan, if needed)

### **The Doctoral Qualifying Exam**

The DHM doctoral qualifying exam is conducted in the following four stages.

#### Stage 1: Directed take-home exam

This exam occurs after completing 12 hours but before completing 18 hours of graduate courses toward

the doctoral degree. The intent of Stage 1 of the qualifying exam is to measure the student's writing, analysis and synthesis capabilities in conjunction with assessment of student learning outcomes. Analysis is an ability to identify and understand the relationships of component ideas. Synthesis is the ability to use one's knowledge, comprehension and analysis of a subject to create new thoughts and ideas. The take-home exam is based on articles (three are recommended) selected by the graduate advisor and the two DHM faculty members on the student's graduate advisory committee. The Stage 1 advisory committee will submit questions that give direction to the student's thoughts and writing.

Four weeks will be allowed for this exam. The take-home exam will be evaluated using three evaluation rubrics: writing, analysis and synthesis. (See Appendices A-3-A5 for copies of these rubrics.) The Stage 1 advisory committee will independently review and score the exam. The scores from the DHM advisory committee members are then averaged for a final score in each of the three areas. If any evaluation score includes a two point difference among committee members, the committee will meet and discuss the student's work. The committee will provide a final score in each rubric category which will serve as the final student score in each category. The scoring system is as follows:

75%-100%      Pass (Students are eligible for Stage 2.)

65%-74%      Borderline (Students can have 10 business days to revise.) Only one revision is allowed, and the same scoring process is used on the revised manuscript. If committee determines that the student's work is not a clear pass the student is deemed to have failed stage 1 and no further opportunity will be given. The student will not continue in the program.

Below 64%      Fail (No further opportunity will be given.)

### Stage 2: Production of a submittable full-length manuscript

Stage 2 of the doctoral qualifying exam results in production of a publishable peer-reviewed full-length manuscript, targeted to an identified academic (refereed) journal. Publishing one's Master's thesis or equivalent work will not be counted as a submittable manuscript for stage two. Manuscript format/style should follow requirements of the identified journal. Author guidelines of the targeted journal are to be attached to the full-length manuscript. The intent of Stage 2 of the qualifying exam is for the doctoral student to produce substantial independent work evidencing critical thinking with a focus on writing, analysis, and synthesis. This work must be original and completed by the student. In exceptional circumstances, a student may identify a brief assignment completed in a graduate course which stimulated ideas regarding an expanded project. When approved by the graduate advisory committee, the student may

be allowed to produce a substantially different or expanded manuscript based upon a previous assignment from a course. The student must submit the original assignment with instructor's original grade and feedback on the original document so that the committee may validate that the Stage 2 manuscript qualifies as being substantially different or expanded from the original assignment.

To begin the Stage 2 process, the doctoral student and advisory committee chair sign a "Declaration Form" (See Appendix A-6). Once this declaration form has been signed by the student and the advisory committee chair, Stage 2 begins and shall not exceed three months from the date of signing. If extraordinary circumstances necessitate an extension beyond the three months deadline, evidence of substantial progress must be provided to the committee before any extension will be granted.

The doctoral student's graduate advisor and DHM graduate faculty members will review the student's manuscript based on three rubrics (writing, analysis and synthesis) and the author guidelines from the targeted journal provided by student. (See Appendices A-3-A-5) for copies of these evaluation rubrics.) The DHM graduate advisory committee members independently review and score the exam. The scores from the three members are then averaged for a final score in each of the three areas. . If any evaluation score includes a two point difference among committee members, the committee will meet and discuss the student's work. The committee will provide a final score in each rubric category which will serve as the final student score in each category. Results will be given by the advisory committee chair to the student within 15 business days of receiving the manuscript. Feedback is given to the student, using the writing, analysis, and synthesis rubrics only, informing the student which areas he/she received low rating(s), in order to advise improvement is needed.

The scoring system is as follows:

75%-100%	Pass (Students are eligible for Stage 3.)
65%-74%	Borderline (Students can have 10 business days to revise.)
Below 64%	Fail (Students can re-take the Stage 2 exam with new topic.)

When the manuscript is scored borderline, the student has 10 business days to submit a revised manuscript (See Table 1). Only one revision is allowed, and the same scoring process is used on the revised manuscript. If the advisory committee determines that the student failed Stage 2, the student has one opportunity to re-take (i.e., second attempt) the Stage 2 exam.

**Table 1.** Stage 2 of the doctoral qualifying exam

First attempt		Second attempt		
Pass				Students are eligible for Stage 3.
Borderline	Students can have 10 business days to <b>revise</b> .	Pass		Students are eligible for Stage 3.
		Borderline	Students can <b>retake</b> Stage 2 exam with new topic.	Pass Students are eligible for Stage 3.
		Fail		Borderline Fail No further opportunity will be given.
Fail			Students can <b>retake</b> Stage 2 exam with new topic.	Pass Students are eligible for Stage 3.
			Borderline	No further opportunity will be given.
			Fail	

Revision of the first attempt:

The scoring system is as follows:

75%-100% Pass (Students are eligible for Stage 3.)

65%-74% Borderline (Students can re-take the Stage 2 exam with new topic.)

Below 64% Fail (Students can re-take the Stage 2 exam with new topic.)

Second attempt with new topic:

The scoring system is as follows:

75%-100% Pass (Students are eligible for Stage 3.)

65%-74% Borderline (No further opportunity will be given.)

Below 64% Fail (No further opportunity will be given.)

The second attempt (i.e., new topic and new manuscript) must be completed within four years of the initial Ph.D. matriculation date of Oklahoma State University.

Stage 3: A written proposal and oral defense

When the graduate advisor and student feel the written proposal, including the introduction, the literature review, and the methodology planned for data collection and analysis is complete and ready for presenting, the student will invite all departmental faculty and college faculty to the presentation. Two hours should be allowed, the public presentation must be limited to 30 minutes. Only advisory committee members remain following the presentation to ask the candidate questions and to offer written comments on modifications to the proposal. The advisory committee members must bring **written** comments on the proposal to share with the committee chair and the student. Following questioning the student will leave the room and the advisory committee will have a private discussion on the quality of the student's proposal work. If the student passes their proposal meeting the committee chair will have the paperwork for all advisory committee members to sign, and the student will submit the required forms to the Graduate College.

Passage of Stage 3 moves the student into **doctoral candidacy status**, after which enrollment in ten hours of dissertation credits prior to graduation is required. The student will work with their graduate advisor to complete the research and may ask advisory committee members to read and give constructive help for the student to use to complete the dissertation.

#### Stage 4: A written dissertation and oral defense

When the dissertation is complete, the student will, in concert with each committee member, select a day and time for the two hour defense meeting. The complete dissertation will be provided to each graduate advisory committee member either electronically or in hard copy form, as the committee members prefer, no fewer than ten working days prior to the scheduled defense date. The defense should be publicized to the college faculty by the student. The public presentation must be limited to 30 minutes.

The graduate advisory committee members must bring **written** comments on the dissertation to share with the committee chair and the student. Following questioning, the student will leave the room and the advisory committee will have a private discussion on the quality of the student's dissertation work. If the student passes their dissertation defense the committee chair will have the paperwork for all graduate advisory committee members to sign, will gather the signatures and the student will submit the needed forms to the Graduate College.

#### **Time Limits for Dissertation Completion**

DHM requires doctoral students to complete the dissertation and all other degree requirements within four years of passing the Stage 3 qualifying exam.

## **Annual Review of Doctoral Students**

In compliance with the Human Sciences college policy, all DHM doctoral students are required to submit (online) a report of their annual progress (from May 1 of the preceding year through April of the current year). A copy of the annual report is given to the student's graduate advisor and one copy is submitted to the DHM office, for inclusion in the student's file. The student's graduate advisor then provides written formative feedback to the student. Information concerning the materials and deadlines related to this review process are sent to doctoral students by the college Associate Dean for Research and Graduate Studies.

### **Ownership of Data**

Oklahoma State University owns all research data collected by faculty, staff, and students using university and any other funds provided and administered by the university. The university delegates to the Principal Investigator (PI) the authority and responsibility to control data, and guarantees to co-investigators a right to access to data.

### **Guidelines for Authorship of Student Research Papers**

The following four categories are recognized criteria for authorship of scholarly publications:

- substantial participation in conception and design of the study, or in analysis and interpretation of data
- substantial participation in the drafting of the manuscript or in the substantive editing of the manuscript
- final approval of the version of the manuscript to be published
- the ability to explain and defend the study in public or scholarly writings.

**Required Trainings** Graduate students at Oklahoma State University are required to complete several on-line trainings. All DHM graduate students must complete online training for the Responsible Conduct of Research (RCR) and Human Subjects Research Training.

In addition Teaching Assistants and Associates working in labs with chemicals must complete Hazardous Communication Training online at <http://ehs.okstate.edu/modules/index.htm>. Teaching Assistants and Associates must also complete the FERPA online tutorial (Family Education Rights and Privacy Act) before they can assist with grading. Access to the tutorial is at <https://registrar.okstate.edu/FERPA-Tutorial>.

All Oklahoma State University Students must complete Title VII and Title IX (Gender Discrimination and Harassment). If training is not done within the first semester of enrollment, a hold on



student enrollment for subsequent semesters will prevent the student from enrolling in courses. Access the training at <https://v9.alcoholedu.com/login/default.aspx?id=okstatestill>.

### **The Career Internship (DHM 5440)**

Internships are a three-way partnership between the university, the student, and the host organization. An internship combines practical work experience with a structured learning experience. The work should be substantive and support the student's academic and career goals. The internship includes supervised activity that promotes critical thinking, observation, and reflection in order to foster the student's intellectual, personal, and professional growth.

#### **Internship Policies and Procedures.**

- ◆ The graduate internship is not required of all graduate students. It is designed for students who do not have previous professional experience related to their graduate specialization. In general, students with previous work experience in their field of study should earn graduate credits by completing other courses, not by completing an internship.
- ◆ In general, a student is not allowed to complete an internship at a site where they are currently or have been previously employed.
- ◆ The graduate internship course (DHM 5440) is only offered during the summer session. Graduate internships are not completed during other semesters.
- ◆ The student must complete an Internship Learning Contract (see Appendix A-7) based upon guidance from his/her thesis/dissertation committee, specifying pre-determined criteria, learning objectives, duration, credit hours to be earned, and host site. The student's thesis/dissertation committee members must approve and sign the contract before the graduate student registers for DHM 5440.
- ◆ Without submission of an approved Internship Learning Contract during the spring semester prior to the internship, the student will not receive credit for the internship.
- ◆ The graduate advisor must approve the internship site during the spring semester prior to the summer internship, before the graduate student registers for DHM 5440.
- ◆ A graduate internship is done in 3 credit-hour increments (240 work hours). A student may complete a maximum of two three-credit hour internships, when the student's thesis/dissertation advisory committee indicates a need for extended professional experience within the student's Plan of Study.

- ◆ The internship should be directly related to the specialization of the student's graduate Plan of Study.
- ◆ The graduate internship may be paid or unpaid, depending upon the student's agreement with the internship employer/host.
- ◆ Graduate students who desire/need assistance in seeking an internship or who want to enhance their job-searching skills, should enroll in DHM 3991 (merchandising or apparel- design students) or DHM 3881 (interior design students) during the spring semester prior to the summer graduate internship. One-on-one tutoring by faculty members in relation to researching internships, developing resumes, interviewing, and other job-searching activities is not offered.
- ◆ The overall goal of the internship program is that the student completes a well-rounded professional experience during which time he/she is involved in professional-level functions at the internship site. It is the student's responsibility, during the interview process, to communicate the requirements of the internship course to prospective internship employers.
- ◆ A Memo of Agreement must be completed and signed by the intern and the intern's employer/host prior to the internship experience (see Appendix A-8). The Memo of Agreement outlines the responsibilities of the student and the internship employer/host during the internship period.
- ◆ During the summer internship, the student is required to submit evidence of hours worked (as verified by employer/host) and all required assignments to the student's advisor by designated due dates.
- ◆ Hours worked at times other than the summer are not counted toward earning graduate internship credit.

### **Examples of Past Internships**

- ◆ apparel design and production student with an apparel production firm, with an internship focusing on product testing and quality assurance.
- ◆ apparel design and production student with a sportswear company, focusing on design and production of apparel.
- ◆ apparel design and production student with a university research center, conducting research related to body scanning technology in relation to fit of apparel.
- ◆ apparel design and production student with an historical pattern company, focusing on historical research and subsequent development of historically accurate apparel patterns.
- ◆ interior design student with a lighting design firm, assisting the designer with lighting projects.
- ◆ interior design student with an entity dealing with historic preservation and restoration of historic properties.
- ◆ merchandising student in a department store, focusing on retail management and merchandising functions.

This listing is not intended to be exhaustive; it simply provides representative examples of appropriate internships.

### **Credit Load**

Failure to maintain continuous enrollment requires reapplication and readmission to the program. Students must be enrolled in at least two credit hours during each semester in which they are using university resources, including the semester of graduation.

Full time enrollment minimum credit hours vary from domestic to international students. Minimum credit hours are dependent on visa type, federal loan status and assistantship status. Please check with the OSU Office of International Students & Scholars or with the OSU registrar's office for additional information.

Graduate students holding 0.50 FTE graduate assistantships (i.e., working 20 hours per week) must be enrolled in a minimum of six credit hours during fall and spring semesters of employment and must be enrolled in a minimum of two credit hours during summer employment to be considered full-time students and qualify for tuition waivers. There are upper limits to the number of credits that may be carried each semester by a graduate assistant, in relation to the percentage of employment. Graduate assistants desiring to enroll in more than the allowable credit load must submit a Petition for Excessive Hours form to the Dean of the Graduate College.

International students on F-1 and J-1 nonimmigrant visas are required to be enrolled full time during each fall and spring semester in order to maintain their immigration status, except the final semester. In the final semester, an international student should verify final semester status through completion of the Final Semester Verification form available in the OSU Office of International Students & Scholars. This form requires approval of the advisor, department head and graduate dean, and must be completed before the end of the second week of the final semester; otherwise, the full-time requirement will apply.

### **Grade Point Average (GPA)**

The quality of a student's performance in all classes is indicated by the following letter grades:

- A = Excellent
- B = Good

C = Average  
D = Below Average  
F = Failure  
I = Incomplete

Grades of A, B and C are acceptable for graduate-level work; however, a grade of C is considered reason for concern. Grades of D and F reflect levels of comprehension unacceptable for graduate study. Receipt of either of these grades will prompt consideration of the student's qualifications for graduate work, and at the very least, will necessitate reenrollment in the course for which a D or F was received. After the Plan of Study has been approved, a course on that plan for which a grade below a "B" was received cannot be replaced by another course without approval from the dean of the Graduate College.

If a graduate student's cumulative graduate GPA falls below B (or 3.00), s/he will be placed on Academic Probation by the OSU Graduate College. All courses taken while enrolled as a graduate student (excluding thesis or dissertation research hours) are figured into an ongoing cumulative GPA, including any prerequisite undergraduate coursework. At the point of graduation, a student must have a minimum of 3.00 GPA in all coursework (excluding research hours).

### **"P" and "R" Grades**

Grade of I - Incomplete: This grade is given to a student who satisfactorily completes the majority of course work (i.e., material amounting to more than 50% of the course grade as outlined in the course syllabus) and whose work averaged "D" or better, but who has been unavoidably prevented from completing the remaining work of the course. This grade is considered temporary. An instructor specifies the conditions the student must fulfill in order to complete the course, and also specifies the grade the student would receive based on total course requirements and evaluation of completed work at the time the uncompleted grade is assigned. This temporary grade ("IB," "IC," "ID," or "IF") will be the projected grade if the student receives a zero for the remaining course work, with the "I" representing the incomplete status of the course. Neither a grade of "IA," nor a condition that the student must repeat the course, is permitted.

The "composite incomplete" grade ("IB," "IC," "ID" or "IF") will be recorded and appear on the unofficial transcript until the final grade is assigned. The official academic transcript will reflect an "I" grade for the course until the final grade is assigned.

The maximum time allowed for a student to complete the course is one calendar year after the end of the semester for which the incomplete grade was awarded. The dean of the Graduate College may

recommend to the Office of the Registrar an adjustment of this period in exceptional circumstances, which must be clearly documented with supporting evidence. Instructors have the prerogative to require a shorter period of time to complete the remaining requirements.

It is the responsibility of the student to satisfy the requirements stipulated by the instructor at the time the incomplete grade is assigned; it is the responsibility of the instructor to initiate action to have any new permanent grade entered as soon as possible after the student completes the coursework or, after one year, partially fulfills the remaining requirements.

Upon completion of any or all of the remaining requirements, or at the end of the one-year period (whichever occurs first), the temporary grade on the transcript is changed to reflect the final grade for the course (e.g., "IC" is changed to "B" on the unofficial transcript, and "I" is changed to "B" on the official transcript). Any course in which none of the remaining requirements are fulfilled will, after one year, have the incomplete grade changed to the default grade (e.g., "IC" or "I" is changed to "C"). If the student opts to graduate prior to the end of the one year period, the remaining course requirements must be completed and the final grade assigned by the deadline for course work completion for his or her final graduating semester.

Grade of R - Research: The grade of "SR," indicating satisfactory research progress, or "UR," indicating unsatisfactory research progress will be assigned to thesis (5000) and dissertation (6000) courses at the end of the semester in which the course is taken. These grades are permanent and have no impact on a student's grade point average. Only courses in which a grade of "SR" is earned may be used toward minimum degree requirements.

### **Academic Disciplinary Actions by the Graduate College**

Academic Standing: Minimum Grade Requirements. A grade-point average of "B" (3.00) is required to (1) maintain good standing as a graduate student and (2) meet requirements for a degree. In determining whether a student has met minimum requirements for a degree, grades for courses on the Plan of Study are averaged separately from courses not on the Plan of Study. In order to continue enrollment in the Graduate College, a student is expected to maintain a cumulative graduate GPA of at least 3.00. In order to receive a degree, a student must have a minimum 3.00 GPA in the course work listed on the Plan of Study.

No course with a grade below "C" can be used as part of the minimum number of semester credit hours required for the degree.

Academic Progress: Each semester, the dean of the Graduate College reviews the academic progress of any graduate student who receives a grade of "C" or lower in a class. Departments are notified which of their students have received a "C" or lower and of the dean's academic progress decision. The dean recommends one of four actions based on the student's current semester performance and past academic history.

1. Departmental Notice. The department is notified and is encouraged to review the student's performance to determine if any departmental intervention is needed.

2. Academic Probation. If a student's overall GPA drops below a 3.0, or if the Dean of the Graduate College judges the student's overall academic performance so warrants, the student is subject to being placed on academic probation. Probation will be removed only after the student brings his/her cumulative GPA for courses eligible for graduate credit taken at OSU to 3.0 or greater, or completes all degree requirements, whichever comes first.

3. No Further Enrollment without Departmental Consent (NFEWDC).

a. If the student was admitted on academic probation and did not meet the requirements of this admission, or

b. If the student was on academic probation the previous semester, or

c. If the dean believes the student's overall academic performance warrants departmental intervention, then the student is not permitted to enroll further without the consent of the department. To continue in the program, the student must submit a written petition to the Graduate College requesting reinstatement and outlining a plan to remedy the academic situation. This petition must be accompanied by a letter of support from the department head or graduate coordinator. Failure to submit such a reinstatement petition could result in the canceling of any pre-enrollment for the upcoming semester.

4. No Further Enrollment (NFE). The student has consistently performed below the acceptable standards for graduate students. The student is not permitted to continue graduate study at OSU.