



**Health and Kinesiology
Graduate Student Handbook
2021-2022**

**Lambert Fieldhouse
800 West Stadium Avenue
West Lafayette, IN 47907
Main Office: 765-494-3170
FAX: 765-496-1239**

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WELCOME

Welcome to Purdue University and the Department of Health and Kinesiology. Our mission is to excel in discovery, learning, and engagement activities within the sciences of health, exercise, human movement and physical activity, and sports behavior and performance across the lifespan. We are excited that you have joined our program and look forward to working with you to fulfill your career aspirations. It is an exciting step in the development of your professional career.

The Department of Health and Kinesiology is housed in the College of Health and Human Sciences. An underlying theme running through all the units of the College is translational research to help the human condition. Implied in that theme is the idea that research can be applied to the population to help individuals and groups. Through the programs we offer, the engagement opportunities we provide, and the discovery challenges placed before our students, we strive to advance that theme. Our faculty is highly regarded and will mentor you toward your scholarly and professional goals.

Again, welcome. We are happy that you chose Purdue and expect that you will have a great experience while you are here.

Tim Gavin, PhD
 Professor and Department Head

We are pleased that you have decided to pursue your graduate studies with us. You have been admitted to our program because of your strong academic record and your interest in enhancing science and practice related to human well-being. We believe that you will both gain from your participation in our program and make important contributions to our scholarly community. Congratulations, and we wish you well as you strive to achieve your goals.

We are strongly committed to providing a cohesive, supportive department environment. We strive for regular communication among our community members, to put aside artificial boundaries between specializations, and to encourage novel ideas and viewpoints. And, we expect excellence of one another. We hope you find that this environment enhances your intellectual and personal development.

This handbook is designed to orient you to important aspects of the graduate student experience in HK. If you don't find the answer to your questions here, don't hesitate to contact us. We have a vested interest in your success and are glad to help. Welcome to our community and Go Boilers!

David B. Klenosky, PhD
Associate Professor and Director of Graduate Studies

HK GRADUATE FACULTY

Satyajit Ambike, PhD, Biomechanics
Steve Amireault, PhD, Exercise Psychology
Bonnie T. Blankenship, PhD, Pedagogy
Chad Carroll, PhD, Exercise Physiology
Laura Claxton, PhD, Motor Development
Timothy P. Gavin, PhD, Exercise Physiology
Jeffrey Haddad, PhD, Motor Development
Daniel Hirai, PhD, Exercise Physiology
Shih-Chun (Alvin) Kao, PhD, Exercise Psychology
David B. Klenosky, PhD, Recreation and Sports Management
Scott Lawrance, PhD, Athletic Training Education Administration
Jennifer Popp, PhD, Athletic Training Education Administration
Shirley Rietdyk, PhD, Biomechanics
Bruno Roseguini, PhD, Exercise Physiology
Alice Wilcoxson, PhD, Athletic Training Education Administration
Howard N. Zelaznik, PhD, Motor Control

HK ADMINISTRATIVE TEAM

Christy Daugherty, Graduate Program Coordinator
Ann Hazelgrove, Departmental Secretary
Genia Hunley, HK Business Manager
Jon Laswell, Facilities Manager
Michelle Scott, Administrative Assistant
Marsha Slopsema, HK Business Office Clerk

ACADEMIC PROGRAM

PURDUE UNIVERSITY 2021-2022 CALENDAR

FALL 2021

August 23	Classes begin
September 6	Labor Day (no classes)
October 11-12	October Break (no classes)
November 24-27	Thanksgiving Vacation (no classes)
December 13	Finals week begins
December 18	Fall Semester ends
December 19	Commencement

SPRING 2022

January 10	Classes begin
January 17	Martin Luther King Jr. Holiday (no classes)
March 14-19	Spring Break (no classes)
May 2	Finals week begins
May 7	Spring Semester ends
May 13-15	Commencement

SUMMER 2022

May 16	First 6-week module begins; 4-week module begins
May 30	Memorial Day (no classes)
June 13	Second 8-week module begins
June 13	Second 4-week module begins
July 4	Independence Day observed (no classes)
July 11	Third 4-week module begins
August 5	Summer Semester ends
August 6	Commencement

FACULTY ADVISORS

Your faculty advisor has been assigned, as specified in your admission letter. Arrange to meet with them prior to the start of classes. We have assigned your faculty advisor based on a number of considerations: 1) your advisor is someone who studies actively in your chosen area of scholarship, 2) your advisor is someone we believe you can work well with, and 3) your advisor has agreed to work with you in this capacity. If you have any questions regarding the advising process, ask your advisor or contact the Graduate Studies Office.

CHANGING FACULTY ADVISORS

For an academically justifiable reason you may elect to change to another faculty advisor during the course of your studies. In such a case, we ask you to follow one of the following two procedures:

1. If you are intending to change advisors within your current area of study (e.g., MS in Sport and Exercise Psychology), you need only first confer with your present advisor to explain your intentions; and second, you need to receive agreement from your new advisor. Please use the proper form for this change from the HK Graduate Studies Office. Old and new advisors will need to sign the form.
2. If, on the other hand, you are attempting to change your area of study (and, accordingly, your major advisor), the procedure is more complicated. In brief, this change requires a full committee decision. For example, if you are proposing to change your area of study for the MS degree from Recreation & Sport Management to Exercise Physiology, you will in effect be reapplying for admission to the proposed area, including submitting a new goal statement and your reasons for changing areas of study. The form for processing this type of request is also available in the Graduate Studies Office.

REGISTRATION

Instructions for registration for courses are available on “myPurdue.” Consult with your advisor before registering for each semester’s courses. You will be able to self-register for many courses, but courses that require an instructor or department’s approval will require an override. Override requests should be submitted through MyPurdue. Instructional videos created by the Registrar’s office can be found here: <https://youtu.be/Gkt5jDzFRXw>.

To be considered a full-time graduate student, by the Office of the Registrar, graduate students must be enrolled in 8 or more credit hours in the fall and spring semesters, and 6 or more credit hours in the summer session. International students who hold a graduate staff appointment (quarter- or half-time) are considered full-time for *student visa purposes* if they enroll in six or more credit or research hours during the fall and spring semesters and three or more credit or research hours during the summer semester.

Students must register for at least one credit during the semester in which they graduate. Students must register for research credit if they are writing, conducting research or using university facilities for a thesis or dissertation. **Please pay close attention to registration deadlines. There is a \$200 late fee for registrations initiated after the deadline!**

Exam-/Degree-only registration

This is a specially priced registration (about \$205) for students who have all course work on the plan of study complete and need only to defend or deposit a thesis or present a final project. The deadline is about one month earlier than the regular exam/deposit deadline. *Students who miss the Exam/Degree Only deadline will be registered for one research credit hour and will be required to pay the difference in fees.* Non-thesis students can only register for Exam/Degree

Only one time. This registration must be approved and entered by the Graduate School and requires approval from your faculty advisor.

DEGREE OPTIONS

Our department is authorized to offer the Master of Science and Doctor of Philosophy degrees. In all cases your official and final transcript will refer to your field of study as Health and Kinesiology. In other words, your awarded degree will reflect the name of our entire department, not your area of special interest (such as athletic training education administration, exercise physiology, and so on). Your specific scholarly interests, however, will be reflected in your individualized course selections. This collection of courses constitutes your Plan of Study and documents your specialization in a certain field of expertise.

THESIS/NON-THESIS OPTION FOR MS DEGREES

MS degree students may pursue either a thesis option or a non-thesis option. The thesis option requires 24 hours of course work and the completion of a thesis. Most students accepted to our graduate program are expected to pursue this option. The non-thesis option caters to those students with a professional practice orientation. The program requires 30 hours of course work and the completion of a 600 project. In addition to the written product (the thesis or the 600 project), all MS students will present their research orally before their committee members, and other interested faculty, staff, and students. Your advisor will be able to explain the basic differences between the thesis and the 600 project.

PLAN OF STUDY

The Plan of Study (POS) is a carefully considered selection of courses that you and your advisor have proposed for satisfying the scholarly expectation within your area of interest. The Plan of Study is to be filed online through your myPurdue account. The Plan of Study should make academic sense. Once it is drafted, you should share your intended plan with those faculty members you would like to invite to be on your advisory committee. They will provide feedback on the plan and ultimately will approve it by providing their signatures.

Requirements and Guidelines for Master's Degree Students

Master's degree students must file their POS prior to the semester in which they intended to graduate. See the Graduate School website for the deadline for filing your plan. After you, your advisor and your committee have approved the courses for your plan, you will submit it as a draft. This initial draft POS is electronically transmitted to each of your committee members and the HK Graduate Program Coordinator. Any one of those persons may submit feedback; suggest changes or corrections to guide you in filing a plan that will be approved by the Graduate School. Once you and your committee members are satisfied with your plan, you can submit it for approval. Your plan will then be electronically transmitted to the HK Graduate Program Coordinator, each committee member, the Director of Graduate Studies, and finally to the Graduate School for signatures and final approval. Once the Graduate School has approved your Plan of Study, you should check it every semester to monitor your academic degree progress.

Please make sure that ALL course titles on your Plan of Study EXACTLY match those on your

transcript (e.g., you cannot have “and” on one and “&” on the other). In addition, make sure that generic “Independent Study” titles for HK 590 and HK 600 courses have been changed to specific titles that correspond with the activity conducted.

The following are some guidelines to help you when creating your plan:

- **MS thesis option students** must include a minimum of 24 credits of regular coursework plus a minimum of 6 credits of thesis research (HK 698). Research credits do not appear on the Plan of Study.
- **MS non-thesis option students** must include a total of 30 credit hours of coursework, plus a minimum of 3 credits of HK 600 (independent study).
- **All MS students** must have at least 9 credits of research tools courses.
- No more than 12 hours of credit taken while in non-degree status may be listed.
- No more than 6 hours of credit from 300 and/or 400 level courses may be listed and a grade of B- or better is required for these classes.
- Transfer credits from other universities may be used only if a grade of B- or better was achieved. Transcripts for all transfer courses must be on file in the Graduate School. At least one-half of the total credits on your plan must be earned while registered at Purdue University.
- Courses that receive a grade of P, S, or no grade may not appear on the Plan of Study. The title of the course must be exactly the same as it is listed on your transcript. If you list HK 600 as Independent Study, but register for the course with a different title later, you must change it before graduation.
- Your plan should include more Primary Courses than Related Courses. Related Courses are the tools you use in your research, such as Statistics or Research Methods.
- The **“B or better”** column is for courses that have that requirement. All transfer courses must have a grade of B- or better and as noted above, any 300 or 400 level classes you list on your plan of study must have a grade of B- or better. If you have no transfer courses or 300/400 level courses to include on your plan of study, then leave the “B or better” column blank.
- Be sure to complete the Area of Specialization. It should be your program of study (e.g., Exercise Physiology, Recreation & Sport Management).
- The research area should reflect the subject of your thesis or project.
- Your advisory committee must consist of a minimum of 3 members, with 2 of the members having regular Graduate Faculty Certification. When you list your advisory committee members, you must also list their area of study. Only HK Faculty and faculty with an HK Graduate Faculty Courtesy Appointment may serve as the Chair or Co-chair of your advisory committee. Your major advisor should be listed as your Chair or Co-chair. You may have one Chair or two Co-chairs.

Requirements and Guidelines for PhD Students

After you, your advisor, and your committee have approved the courses for your plan, you will submit the proposed plan electronically as a draft. This initial draft POS is electronically transmitted to each of your committee members and to the HK Graduate Program Coordinator. Any one of those persons may submit feedback, changes, or corrections to guide you in submitting a Plan of Study that can be approved.

For PhD students, the HK Department requires you to submit your final doctoral Plan of Study in your second or third semester of study. The Director of Graduate Studies schedules a special Graduate Faculty meeting for this purpose. You will prepare a written coherency statement and a copy of your Plan of Study and orally present the coherency statement to the HK Graduate Faculty during this meeting for discussion and approval. Once approved by our Graduate Faculty, the final draft of your Plan of Study can be submitted.

The plan is then electronically forwarded to each committee member for approval, and then to the Director of Graduate Studies for final review and approval for submission to the Graduate School. After your Plan of Study has been approved by the Graduate School, it is expected that this plan will be followed. However, from time to time there are situations where plans must be modified for unforeseen reasons, such as course schedule conflicts or necessary course additions/deletions. In these cases you will be able to modify your Plan of Study with your advisor's and your committee's approval.

The following requirements and guidelines will be helpful to you and your advisor when formulating your Plan of Study. There is considerable flexibility, with the primary criterion for acceptability being that the plan makes academic sense relative to your field of study.

- All full time doctoral plans of study must be filed as early as is feasible or before the end of the third semester of study ([Grad School Policies and Procedures Manual](#)). If you are a part-time doctoral student, the Plan of Study must be filed after completion of 9 hours of study but before completion of 15 hours of study.
- The usual completed PhD Plan of Study includes at least **34** credit hours of registration in graduate level courses beyond the master's degree or **52 (18 additional)** hours beyond the baccalaureate degree. The remainder of the credit hours will be spent in research (HK 699). The Graduate School requires 90 total credits for graduation with up to 30 credits coming from the Master's degree.
- Courses from the Master's degree must be approved by your advisor and must be relevant to your current area of study. Coursework from only one Master's degree may be used. No more than 30 credits from a Master's degree may be applied to the PhD.
- No more than 12 hours of credit taken while in non-degree status may be listed.
- No more than 6 hours of credit from 300 and/or 400 level courses may be listed. A grade of B or better is required for these classes.
- Transfer credits from other universities may be used only if a grade of B- or better was achieved. Transcripts for all transfer courses must be on file in the Graduate School. At least one-third of the total credits on your plan must be earned while registered at Purdue University.

- Your plan must include at least 9 credit hours of research tools courses.
- The Plan of Study should be highly research-oriented, as the PhD is a research-focused academic degree.
- Research hours (HK 699) do not appear on the Plan of Study.
- Courses that receive a grade of “P” or no grade may not appear on the Plan of Study.
- The Plan of Study shall include a primary area and at least one related area appropriate to your chosen field. Related Courses are considered to be those courses which are used as tools for research, such as Statistics or Research Methods.
- The title of the course must be exactly the same as it is listed on your transcript. If you list HK 600 as “Independent study” but register for the course with a different title later on, you must change it before graduation.
- The “**B or better**” column is for courses that have that requirement. All transfer courses must have a grade of B- or better. And as noted above, any 300 or 400 level classes you list on your plan of study must have a grade of B- or better. If you have no transfer courses or 300/400 level courses to include on your plan of study, then leave the “B or better” column blank.
- Be sure to complete the area of specialization. It should be your program of study (e.g., Biomechanics, Motor Control, Exercise Psychology, etc.).
- The research area should reflect the subject of your dissertation.
- Your advisory committee must consist of a minimum of 3 members, with 2 of the members having regular Graduate Faculty Certification. When you list your advisory committee members, you must also list their area of study. Only HK Faculty and faculty with an HK Graduate Faculty Courtesy Appointment may serve as the Chair or Co-chair of your advisory committee. Your major advisor should be listed as your Chair or Co-chair. You may have one Chair or two Co-chairs.
- A coherency statement (prepared by you in collaboration with your advisor) will be submitted to your advisory committee members and the Graduate Program Office (prior to obtaining signatures). The coherency statement should include: (a) a statement of research interests and how your plan was constructed with those interests in mind, (b) a statement of your post-degree professional intentions, (c) a list of all courses included in the Plan of Study, including a section listing your research tools courses (which should total at least 9 credit hours), and (d) a statement that the Graduate Program Coordinator affirms all credit and other requirements for the PhD degree are met by the Plan of Study. Parts (a) and (b) should be crafted carefully in consultation with your advisor, and need not exceed one single-spaced page.
- You will submit the plan electronically as a draft and then orally present your coherency statement to the HK Graduate Faculty during a scheduled Graduate Faculty meeting. After deliberation by the Graduate Faculty, the approval decision and any suggested or required revisions will be communicated to you and your advisor. Upon meeting the conditions of approval specified by the Graduate Faculty, the plan may then be submitted electronically as a final draft. The plan will then go through the process of receiving the proper signatures needed for submission to the Graduate School. You will receive an e-mail message when the approval process is complete.

- Once the Graduate School has approved your Plan of Study, you should check it every semester to monitor your academic degree progress.

Presenting the PhD Plan of Study to the Graduate Faculty

PhD students are required to formally present their coherency statement and Plan of Study to the Graduate Faculty. You will be notified when a faculty meeting will be scheduled for Plan of Study presentations. The purpose of this is to enable the HK faculty to become familiar with your academic plans and to offer you suggestions that may benefit your scholarly experience. The following information/guidelines will help you when preparing for your Plan of Study presentation:

- Meet with your major advisor well in advance to draft your Plan of Study, coherency statement, and presentation. The plan must be submitted electronically through the POS generator on your myPurdue account as a draft and the coherency statement must be submitted directly to the Graduate Program Coordinator at least two weeks prior to the presentation date.
- The Graduate Program Coordinator will provide copies of your Plan of Study draft and your coherency statement to all members of the Graduate Faculty in advance of your presentation.
- Prepare a 5-minute presentation outlining your background and interests, plans for your dissertation research, and your career plans. The faculty will not be interested in hearing details on how credit requirements are fulfilled, as this will be evident from the written documents that they have in hand.
- It is customary for your major advisor to briefly introduce you (1 to 2 minutes) and say a few words about your personal and educational background.
- Following your presentation, there will be an opportunity for faculty to ask questions and make suggestions about your plan.
- When you are finished, you will leave the room so that the faculty may hold a discussion and settle upon an approval decision. Your plan will be approved, approved with required changes, or disapproved. The Director of Graduate Studies will inform you of the decision of the Graduate Faculty as soon as possible.
- Upon approval or completing required changes, you may submit your plan as a final draft.

PhD REQUIREMENTS

Note that the Purdue Graduate School requirements for obtaining a PhD degree involve successfully completing two “examinations”: the Preliminary Examination and the Final Examination.

Graduate School Preliminary Examination

A. PhD Seminar Requirement

You are required to participate in a 2-credit PhD Seminar in both the fall and spring of your first year in the PhD program. In the fall seminar you will participate in discussions surrounding the responsible conduct of research, philosophy of science, and professional expectations. These discussions are expanded in the spring semester and you will read classic scientific and conceptual papers across a breadth of health and kinesiology subdisciplines. A written assignment will be completed each semester, with the spring assignment evaluated by your advisory committee. This evaluation will be incorporated into your first annual review of doctoral degree progress. Attendance at department colloquia and special events is also incorporated into the seminar requirement.

B. PhD Comprehensive Exam

No later than fall of the third academic year of doctoral study you will be expected to sit for a Comprehensive Examination. The examining committee must consist of at least three members from the Graduate School's officially approved list of faculty members. A minimum of two HK faculty must be on the examining committee. Members of the examining committee do not have to be the faculty members with whom you have taken coursework.

The Comprehensive Examination consists of written and oral components, respectively. The examination should be scheduled when your advisory committee deems you ready and after you have completed at least 3/4 of the course work listed on your Plan of Study. You must alert the HK Graduate Program Office at least two weeks prior to sitting for the examination. Your primary advisor will submit the written questions to be administered by the Graduate Studies Coordinator in advance of the examination; however, you are not to be provided the questions until you are scheduled to sit for the examination.

The written portion of the examination will be comprised of a closed book/in-house component and an optional take-home component in accordance with the desires of your advisory committee. Further detail on examination structure is available in the Graduate School Policies and Procedures Manual (in the section termed "Doctoral Preliminary Examination"). The questions which comprise the written comprehensive examination should be generated by 3 or more members of your advisory committee and will be designed to tap your proficiency in: (a) research and the research process, (b) your discipline and specialization within your discipline, and (c) general knowledge of related areas, particularly those represented in your Plan of Study.

The oral component of the examination must be completed no later than three weeks after the written component. The oral component of the examination offers opportunity for your advisory committee members to have you clarify, enhance, or otherwise further explain your responses. Additional questions related to the three proficiency areas noted above may be pursued, and therefore an advisory committee may not pass you based on the written examination alone. Other faculty members may be requested to participate in the oral examination (without vote) by any member of the examining committee. Any interested faculty member may also be present, without vote.

The final pass/fail decision is made by the examining committee upon completion of the oral component. A “satisfactory” (pass) or “unsatisfactory” (fail) outcome is indicated on the department comprehensive examination form. This form and a copy of your written examination answers must be submitted to the HK Graduate Program Office. If you do not pass the examination, you may repeat the entire examination process. This must occur in a subsequent semester, and you may repeat the process only one time.

C. Publication Requirement

Along with the first-year seminar sequence and the comprehensive examination, the publication requirement must be completed before advancing to doctoral candidacy. This requirement offers you the opportunity to produce a high-quality written document that is suitable for submission to a refereed scholarly outlet or an application for a major/multi-year grant submitted to funding agency at the national-level (e.g., NIH, NSF, etc.). Through this requirement, you will be able to interact closely with your advisor (and possibly other advisory committee members), conduct work that will directly link to your dissertation, and develop writing and other scholarly habits important for you to succeed in the doctoral program and in your post-doctoral career. Note that the publication requirement cannot be fulfilled using work completed in obtaining another degree (e.g., a publication based on MS thesis research). Finally, this requirement should be completed by the end of your third year of doctoral study.

The document created may take the form an original (a) synthesis of extant research presented as a full, journal-length narrative review or meta-analysis, (b) empirically-based research article or brief communication/research note, or (c) major/multi-year external research grant application to support your dissertation project submitted to national-level funding agency (e.g., NIH, NSF, etc.). Please consult with the Director of Graduate studies in advance of developing this document if your work does not fall into one of these categories.

To fulfill the requirement, you must establish that:

- You had the primary role in the writing and research/work (collaboration with the advisor or a research team is acceptable and commonplace, but you must be the primary researcher).
- You have full command of associated literature and can unequivocally communicate the originality and contribution of your work to your health and kinesiology subdiscipline.

- The writing quality is consistent with scholarly writing expectations of your subdiscipline.
- The research associated with the document is of high rigor/quality and was ethically conducted.
- Finally, you must provide evidence that the work has been submitted for publication or funding consideration.

You must receive approval from your Major Professor and document your completion of this requirement by submitting the “PhD Publication Requirement Form” (available in the HK Graduate Studies Office) to the Director of Graduate Studies.

These guidelines were approved by the HK Graduate Faculty on 10/3/2012.

Completion of Preliminary Examination and Advancement to Candidacy

Successfully completing the Preliminary Examination (passing the seminar requirement, comprehensive examination, and publication requirement) is necessary to advance to doctoral candidacy. Upon completing the final of these three requirements (i.e., the comprehensive examination or publication requirement), your “satisfactory” (pass) or “unsatisfactory” (fail) outcome is indicated on the “Preliminary Examination Form” that is forwarded to the Graduate School. If you pass the examination, you will be formally reclassified as a candidate for the degree of Doctor of Philosophy.

The dissertation proposal meeting may not take place until you have been advanced to doctoral candidacy. The oral examination associated with the comprehensive exam may not serve as your proposal meeting.

Thesis/Dissertation Proposal Presentation

All of our MS thesis option and PhD students are expected to present a research proposal to their committee in an open meeting. It is customary that other faculty, staff, and students be invited to attend this presentation. You will schedule your proposal presentation in consultation with your advisor, typically at the point in your studies when you are able to thoroughly discuss the theory, extant literature, and research methods that underlie your proposed research. The intention of the presentation is to provide an opportunity for you to receive helpful suggestions and feedback from your committee, classmates and other faculty members before you finalize your thesis/dissertation research plan.

Please notify the Graduate Program Coordinator at least **two weeks** prior to your presentation so that she can post the public invitation. For doctoral students, the requirements of the Preliminary Examination must be satisfactorily completed before you can schedule your dissertation proposal defense (i.e., a “Preliminary Examination Form,” signed by your advisory committee, indicating that you have successfully passed the requirements of the Preliminary Exam, must be forwarded to the Graduate School).

Graduate School Final Examination (thesis/dissertation defense or project presentation)

The last evaluative step in earning your degree is the final examination. This is an open meeting where your findings are presented and your examining committee members have the opportunity to ask questions about your research findings, assess your mastery of key disciplinary knowledge, and forward a pass/fail recommendation.

Each member of the examining committee should receive a copy of your project, thesis or dissertation at least **two weeks** before the date of the final oral examination. For thesis and dissertation students, you need to review the guidelines and requirements for preparing theses. The thesis library no longer checks your thesis format prior to submission. **THIS IS YOUR RESPONSIBILITY.** Information about thesis requirements and formatting, as well as MS Word templates and thesis formatting and deposit checklists can be found at: <https://www.purdue.edu/gradschool/research/thesis/templates.html>.

The formal request for the appointment of the final examining committee **MUST BE** filed with the Graduate School ***NO LATER THAN TWO WEEKS before the examination***. If the request is not filed with the Graduate School at least two weeks before your exam a \$200 late fee may be imposed by the graduate school, or your exam may have to be rescheduled. Please **notify the Graduate Program Coordinator as soon as your exam date has been set** so she can help you file the necessary electronic form. The examining committee will consist of a minimum of three members for the Master's student and a minimum of four members for the PhD student. A minimum of two members of your doctoral examining committee are required to hold either a current Regular Graduate Faculty Appointment or a current Courtesy Graduate Faculty Appointment in the Department of Health and Kinesiology through the Purdue Graduate School. It is highly recommended that one member of the doctoral committee be from outside the department. *For doctoral students, note that the Graduate School also requires that at least two full sessions elapse and be devoted to research between the completion of your preliminary examination and the scheduling of your final examination. You must be registered for research hours during this time.* Your exam should be scheduled in accordance with deadlines set by the Graduate School for each semester. This information is posted on the bulletin board and the HK website.

Most HK faculty are on 10-month contracts, meaning there is no expectation for faculty to be available for a final exam during the summer session. Therefore, we recommend that you schedule the final examination during either the fall or the spring semester.

For a Master's degree, three committee members must concur that the student has satisfactorily completed the examination. For a PhD degree, not more than one dissenting vote is acceptable in certifying the candidate to receive the PhD.

THESIS/DISSERTATION PREPARATION AND DEPOSIT

Students should begin to think about the preparation and final deposit of the thesis in the semester **before** the semester in which they plan to graduate. You are responsible for beginning and following through with this process! We strongly suggest the following to make your experience as stress free as possible:

- Visit the Graduate School's thesis preparation website at: <https://www.purdue.edu/gradschool/research/thesis/policies.html>. Here you will find instructions, check lists, required forms and contact information for staff who are qualified to answer questions.
- Attend a Thesis Formatting and Deposit workshop. These are held by the Graduate School at least once per semester. Information and registration can be found on the website mentioned above.

Please note that you are required to provide the HK Graduate Program Office with a pdf copy of your final thesis/dissertation document. The signed Thesis Acceptance Page will be released by the HK Graduate Program Office only after receipt of this copy of your thesis/dissertation. Please direct questions about this requirement to the Graduate Program Coordinator.

Although not required, it is a long-standing tradition for students to present at least their primary advisor with a hardbound copy of the thesis/dissertation. Advisory committee members should, at minimum, receive a clean, final copy of the thesis/dissertation upon completion of revisions.

The HK Library contains over 500 theses, dissertations and projects. These are available for you to borrow. You may check out any of these works through the Graduate Program Coordinator in the HK Graduate Studies Office.

RESEARCH EXPENSES

Although there is not a specific budget allocated for research expenses, occasionally the department is able to directly or indirectly help students. Each semester you may apply for a professional development grant. These awards are for such activities as travel to and/or presentation at a professional meeting, supply needs for thesis or dissertation research, or funds needed for workshops, certifications, etc. Information about available departmental scholarships and grants can be found at: <http://www.purdue.edu/hhs/hk/graduate/funding/index.html>.

In addition, you should familiarize yourself with the various grant and fellowship programs available through the Division of Sponsored Programs and the Graduate School's funding database, found at: <https://www.purdue.edu/gradschool/fellowship/funding-resources-for-students/index.html>.

USE OF HUMAN AND ANIMAL SUBJECTS

You must obtain approval from the University Committee on the Use of Human Subjects prior to collecting any data involving human subjects. Important information on required human subjects education, statements of policy, and necessary forms are available at: <https://www.irb.purdue.edu/>.

You are encouraged to complete human subjects education requirements immediately upon beginning your graduate studies. You must complete the CITI online tutorial to be certified as

eligible to engage in human subject research. See the web site mentioned above, call the Human Subjects office at 494-5942, or e-mail irb@purdue.edu to find out how to complete the training. Also please note that graduate students may not directly submit human subjects applications. These must be submitted by faculty; therefore you should consult with your advisor when seeking to pursue any human subjects research.

There are distinct regulatory expectations associated with the care and use of animals in research. If you intend to pursue research with animals, be sure to pursue all regulatory steps through your primary advisor. Information on requirements can be obtained through the Office for Research Administration: <http://www.purdue.edu/research/research-compliance/regulatory/care-use-of-animals>.

CONDITIONS OF ADMISSION

Sometimes we admit students into our graduate program with conditions. Such conditions of admission will be noted in both the Department's letter and your official acceptance letter from the Graduate School. These conditions must be met before you can file your Plan of Study. Therefore, please focus on the conditions immediately. Specific information on prerequisite or co-requisite course work that you might be required to take will be included in the unofficial letter of acceptance issued to you by the HK Department. Please see your advisor or the Director of Graduate Studies for clarification of such conditions.

A common condition imposed by the Graduate School is that a final transcript from your undergraduate institution be received by the beginning of the second semester of study. Also, a copy of a diploma with English translation is often required of international students. You will have a hold placed on your records and will not be allowed to register for courses until such conditions are met.

CONDITIONS OF RETENTION

You must maintain a sufficient cumulative grade point of average (at least 3.0 for Master's students; at least 3.25 for PhD students) to be retained in the graduate program. If your GPA falls below the threshold values, you will receive a notification and be given one semester to raise your GPA to an acceptable level. If you fail to then meet minimum requirements, you may be asked to leave the program. If you are beginning to have trouble with your grades, seek help immediately from your advisor. Your fellow graduate students and the HK Graduate Student Organization can also be helpful as you seek assistance with course content or strategies for maintaining adequate grades.

ANNUAL PHD EVALUATIONS

PhD students complete an annual written review of progress each spring. You will detail your degree and professional progress over the year, your advisor and other faculty in your area of study will provide an appraisal of your progress, and you will have a meeting with your advisor to discuss the content of the review. You may be asked to leave the program if significant performance concerns and/or persistent lack of degree progress are evident.

HELPFUL WEB LINKS

Graduation deadlines:

<https://www.purdue.edu/gradschool/about/calendar/index.html>

Registration deadlines:

<http://www.purdue.edu/registrar/Calendars/>

Thesis information and check off lists:

<https://www.purdue.edu/gradschool/research/thesis/policies.html>

Tuition and Fees:

<http://www.purdue.edu/bursar/>

Responsible Conduct of Research:

<https://www.purdue.edu/gradschool/research/rcr/index.php>

Graduate School Policies and Procedures, Graduate Student Employment Manual and other publications:

<http://www.purdue.edu/gradschool/faculty/publications.html>

University Anti-harassment and other policies from the Office of Ethics and Compliance:

<https://www.purdue.edu/ethics/resources/resolving-complaints.php>

GENERAL INFORMATION

GRADUATE STUDIES OFFICE

The Graduate Studies Office, located in Lambert room 115A, serves you individually in many ways. Mrs. Christy Daugherty is the Graduate Program Coordinator. You may contact her by phone, (765)494-3162, or e-mail, daugher2@purdue.edu. She will provide help and clarification in all matters included in this handbook relative to the administration of your program of study. The Director of Graduate Studies is Dr. David Klenosky. He is located in Lambert room 119 and may be contacted by phone, (765)494-0865, or email, klenosky@purdue.edu. Dr. Klenosky can assist you with matters included in this handbook as well as other issues surrounding your graduate experience.

OFFICE HOURS

The HK Main Office and Graduate Studies Office are open Monday through Friday from 8:00 A.M. until 5:00 P.M. Both offices are usually closed from 12:00 P.M.-1:00 P.M. for the lunch hour. From time to time these office hours may be slightly modified. These changes will be posted each semester.

MAILBOXES

All graduate students have an assigned mailbox in room 111C of the Lambert Main Office, which is open 8:00 am to 5:00 pm. Given the limited staffing and space, we encourage you to have your personal mail delivered to your residence. You are free to use your university departmental address for professional publications, professional correspondence, and research projects. We encourage you to check your mailbox regularly because we use these boxes to communicate with you for department and program information, requests, and messages.

CAMPUS MAIL, U.S. MAIL, AND SHIPPING

Ordinarily, mail is delivered once daily, around 2:00 P.M. Office staff will sort the delivery into mailboxes as soon as it arrives.

Campus mail can be sent across campus without charge. Special envelopes are available in the mailroom, room 111C. It usually takes a full day (24 hours) for campus mail to be delivered. The drop box for campus mail is located outside the Main Office in the corridor.

You may drop personal, postage-paid, outgoing mail in the U.S. Mail drop box located outside the main office in the corridor.

Faculty approved research-related correspondence can be shipped through the main office. Please reach-out to office staff for shipping help.

OFFICE TELEPHONES

Office telephones are principally available for official departmental use. We ask that you be courteous about telephone use if you share an office. Please also assist one another by taking phone messages. Only in extraordinary circumstances should calls be forwarded to the main departmental office.

KEYS

Graduate students who hold staff appointments are issued mail office and building keys. Laboratory keys should be requested through your faculty advisor, who will communicate with the building deputy.

CONTACT INFORMATION

Please keep us updated with your current address and telephone number. It is also a good idea to give us an additional number in case of an emergency. It is customary to give these numbers to the Registrar and to our Graduate Studies Office. Should any of these numbers change during the course of your program of study, please keep us up to date.

PURDUE UNIVERSITY ID

Your Purdue ID Card proclaims you as a member of the Purdue community and is your key to access essential campus services.

All persons affiliated with the University as a student, faculty or staff (regular, temporary or affiliate) will be assigned a PUID number upon joining the university community. It takes just a few minutes to get your Purdue ID Card. On or after August 1st visit the Purdue ID Card Office website to make an appointment for your PUID card. The Purdue ID Card Office website is found here: <https://www.purdue.edu/business/card/index.php>.

You will be required to show an official government-issued photo ID when you pick up your card such as a driver's license, passport, military or state ID and provide your 10-digit PUID number.

SECURITY

As is the case anywhere, we must carefully attend to security in Lambert. There have been occasions when items have disappeared from this building. So please be careful. Do not leave expensive or valuable items on top of your desk, in a classroom, or elsewhere within easy reach of others. There is no insurance through the University for lost or stolen items of personal property and the department cannot assume responsibility.

SMOKING POLICY

Smoking is prohibited on the West Lafayette Campus, except in designated smoking areas. Smoking is also prohibited in all vehicles owned or leased by Purdue University both on and off the campus. Smoking is permitted inside privately owned, closed vehicles. The designation of smoking areas on the West Lafayette Campus may be granted only by the Executive Vice President for Business and Finance and Treasurer, who may rescind such designations at any time.

When a university employee, student, or visitor enters the West Lafayette Campus, any Smoking Material shall be extinguished and disposed of in an appropriate receptacle at the perimeter of the West Lafayette Campus.

The sale, distribution, sampling, or advertisement of all tobacco products is prohibited on the West Lafayette Campus and at Purdue University-sponsored events.

Effective July 1, 2010, this policy supersedes any heretofore smoking regulations and prohibitions referenced in any other policies or executive memoranda. ***Smoke Free West Lafayette Campus Policy 1.4.2.***

The entire smoking policy can be viewed at <https://www.purdue.edu/smokefree/faq.php>

LIMITATIONS TO DEPARTMENTAL SUPPORT SERVICES

Though we would like to provide unlimited support services for our graduate students, there are necessary restrictions. Our department budget does not allow us to cover costs for such things as photocopying, faxes, secretarial assistance, long distance phone calls, mailing costs, or paper and envelope supplies. Teaching assistants are given secretarial support for their teaching-related needs, but **NOT for their academic program of study and research needs**. The support staff will assign all TAs a printer/copier code to be used for teaching needs ONLY, however, please note that you are expected to post materials to Brightspace whenever possible. A printing request may be denied if provided with insufficient advance notice or if the item is viewed as suitable for posting on Brightspace.

WHAT IS MY PURDUE CAREER ACCOUNT?

Your career account will give you electronic access to your @purdue.edu email account and other electronic services. This account is created when you are admitted to Purdue and is yours to use for as long as you are affiliated with Purdue. You can store files in your career account and access them anytime, anywhere on campus. Your career account alias comprises the part of your email address before the @purdue.edu.

To activate your career account you need your Purdue University Identification Number (PUID), which was provided in your online admission decision letter. (See the New Graduate Student Checklist's item 1, on page 2 of this document, for instructions on accessing your online letter.) You will also need an initial account setup PIN. The initial account setup PIN was sent to you by email from the Graduate School's Admissions office after you reviewed your online admission decision letter. If you have not yet reviewed your online admission decision letter from the Graduate School, please do so to receive your initial account setup PIN. Please access <https://www.purdue.edu/apps/account/AccountSetup> and use your PUID and PIN numbers to activate your account. If you have any questions regarding how to set up your career account, email or call ITaP at itap@purdue.edu or (765) 494-4000. Please be prepared to provide your career account login when you contact ITaP.

WHAT IS MYPURDUE?

MyPurdue, <https://wl.mypurdue.purdue.edu>, is the portal system where you can access your academic and financial account information. The software package is called Banner, so you may hear faculty and staff members refer to it by that name as well. You will need your career account login and password to log in to myPurdue. Some of the benefits of myPurdue include:

- Online course registration in real time
- Online credit card payment for tuition
- Access to your financial aid information
- Access to your personal information such as emergency contacts and mailing address

WHAT IS PURDUE OFFICE 365?

Office 365 allows you to access your Purdue email. To log into Office 365, visit <https://www.itap.purdue.edu/shopping/software/product/office365.html> You will need your career account login and password to access Office 365.

Your individual Office 365 account is already created, but you will have to change the current settings from “reject” to either “store” (so you can receive emails) or “forward” (so you can forward them to a different email account). Follow the instructions provided by ITaP at <http://help.itap.purdue.edu/viewarticle.php?articleid=2752>. (Note: It may take a minute for this article to load.) If you have any questions, email or call ITaP at itap@purdue.edu or (765) 494-4000. Please be prepared to provide your career account login when you contact ITaP.

SCHEDULING FOR ROOMS OR AUDIO-VISUAL EQUIPMENT

If you need to reserve a classroom in Lambert or any other academic building on campus (for a meeting, proposal, defense, etc.), call the Office of Space Management at (765)494-5700. To reserve the conference room in Lambert (LAMB 120A), contact the departmental secretary. Most rooms, including the conference room, come equipped with computers and projectors. Contact a member of the administrative team if you have other equipment needs.

BULLETIN BOARD

The bulletin boards located inside room 111C and outside room 104 are intended for posting of relevant graduate information. For example, deadline dates pertaining to registration or thesis requirements will be posted on these boards. These bulletin boards are intended to keep you as informed as possible about dates and activities both here at Purdue and elsewhere. If you want to post information, please share it with the Graduate Studies Office first for approval.

OUR BEST WISHES FOR YOUR SUCCESS!

We have tried to anticipate your questions in this handbook. We hope we have answered the most common questions concerning our program. However, it is inevitable that we have not answered all of your questions. Please drop by our offices should there be anything you need or do not understand. We recognize that our role is to assist you every way possible and we are pleased to do so. We are happy and proud that you have elected to study at Purdue!

APPENDICES

The Department of Health & Kinesiology
STEPS IN COMPLETING MS DEGREE REQUIREMENTS
For Students Pursuing MS Non-Thesis (600 Project) Option

SEMESTER 1

- Meet with advisor and register for classes prior to the first day of class to avoid a late fee.
- Satisfy all conditions of admission.
 - These will be stated on your letter of admission from the Graduate School.
 - The Graduate School must have a completed, official undergraduate transcript on file before the beginning of the second semester or you will be unable to register for classes.

SEMESTER 2

- Begin working on your plan of study and complete it this semester, if possible. Your plan of study is a well thought out series of courses that meet the requirements of your degree. Meet with your advisor to discuss degree requirements, courses to be taken, and to choose an advisory committee. Students are expected to file a plan of study by the end of their second semester. If you fail to do so, there is risk in completing coursework that your committee may ultimately reject. More importantly, there are university deadlines after which a monetary penalty will be assessed. A late fee of \$200 will be assessed if the plan of study has not been fully approved (at all levels) BEFORE the first day of classes in your final semester. Students should submit their POS for Final Approval allowing at least ten business days to secure all approvals. Please consult this webpage (http://www.purdue.edu/hhs/hk/graduate/graduation/documents/HK_planOfStudyInstructions.pdf) for important information about filing your plan of study.

SEMESTER 3

- Meet with your advisor to finalize plans for your final project.
- Obtain approval to use human or animal subjects if necessary.
- Conduct research.

SEMESTER 4

- Continue to conduct research and work on your final project. You must be registered for a minimum of one research credit hour in the semester of graduation. Give a copy of your final project to your advisory committee two weeks prior to your presentation.
- Schedule your project presentation. Your major professor and all advisory committee members must be available to attend. Present your final project in a presentation open to all faculty and students. This serves as your final exam. **Notify the Graduate Program Coordinator at least one week in advance so that an announcement can be posted and added to the HK Web Calendar; and a meeting invitation sent to all HK Faculty.**
- Turn your final project in to your major professor and advisory committee members.
- Celebrate!!!
 - A note about receiving your Diploma: Exam Only/Degree Only students that attend commencement will receive their diploma at the commencement ceremony. All others will receive their diploma in the mail about eight weeks after commencement – i.e., once final grades have been recorded (including grades for thesis or dissertation research credits) and degrees have been cleared.

The Department of Health & Kinesiology

STEPS IN COMPLETING MS DEGREE REQUIREMENTS

For Students Pursuing MS Thesis Option

SEMESTER 1

- Meet with advisor and register for classes prior to the first day of class to avoid a late fee.
- Satisfy all conditions of admission.
 - These will be stated on your letter of admission from the Graduate School.
 - The Graduate School must have a completed undergrad transcript on file before the beginning of the second semester or you will be unable to register for classes.

SEMESTER 2

- Begin working on your plan of study and complete it this semester, if possible. Your plan of study is a well thought out series of courses that meet the requirements of your degree. Meet with your advisor to discuss degree requirements, courses to be taken, and to choose an advisory committee. Students are expected to file a plan of study (through MY PURDUE) by the end of their second semester. If you fail to do so, there is risk in completing coursework that your committee may ultimately reject. More importantly, there are university deadlines after which a monetary penalty will be assessed. A late fee of \$200 will be assessed if the plan of study has not been fully approved (at all levels) BEFORE the first day of classes in your final semester. Students should submit their POS for Final Approval allowing at least ten business days to secure all approvals. Please see this webpage http://www.purdue.edu/hhs/hk/graduate/graduation/documents/HK_planOfStudyInstructions.pdf for important information about filing your plan of study.

SEMESTER 3

- Present your thesis proposal. The thesis proposal is to be presented orally in a meeting open to all students and faculty. Your advisory committee must be in attendance. **Notify the Graduate Program Coordinator one week in advance of your proposal meeting, so that an announcement can be posted and added to the HK Web Calendar; and a meeting invitation sent to all HK Faculty.**
- Obtain approval to use human or animal subjects if necessary.
- Conduct research.
- You must declare your candidacy for graduation during the semester in which you plan to graduate, but before the deadline as published in the Graduate School calendar. Contact the HK Graduate Studies Office and ask her to add you to the graduation candidate list and let her know the semester you plan to graduate. Note, that if you declare your candidacy for a semester, but do not graduate (for whatever reason), you must re-declare your candidacy in a subsequent semester. Furthermore, if you declare your candidacy for a third time, you will be assessed a fee of \$200 for the third and every subsequent time you declare.

SEMESTER 4

- Continue to conduct research and work on thesis or final project. You must be registered for a minimum of one research credit in the semester of graduation.
- Once you have completed a draft of your Thesis you will need to work with your major professor to schedule a date for your Final Examination/Thesis Defense. Your major professor and all advisory committee members must be available to attend. You should plan on providing each member of your advisory committee with a copy of your Thesis at least two weeks prior to the defense date.
- Notify the Graduate Program Coordinator two weeks in advance of your Final Examination/Thesis Defense** so that an electronic Form 8 "Request for Appointment of Examining Committee" can be signed and submitted to the graduate school. In addition, provide the Graduate Coordinator with title and an abstract of your project so that an announcement can be posted and added to the HK Web Calendar; and a meeting invitation sent to all HK Faculty. Once you have successfully completed your defense, your

committee will receive email notification for their approval of an electronic Form 11 “Report of the Final Examination.” This form must be submitted to the Graduate School by the final exam deadline.

- In addition to completing your Final Examination/Thesis Defense, you will need to deposit your theses with the Graduate School by the Thesis Deposit Deadline which can be found at: <https://www.purdue.edu/gradschool/about/calendar>.
 - Important instructions and resources for depositing your thesis/dissertation are available from the Thesis/Dissertation Office: <http://www.purdue.edu/gradschool/research/thesis/requirements.html>
 - Deposit your thesis with the Graduate School by the Deposit deadline to meet the final requirement to be certified to obtain your degree. In addition, provide an electronic (.pdf) copy of your final thesis to the HK Graduate Program Coordinator.
 - And, if you haven't already done so, provide either an electronic or hard copy of your Thesis to your major professor and committee members.
- Celebrate!!!
 - A note about receiving your Diploma: Exam Only/Degree Only students that attend commencement will receive their diploma at the commencement ceremony. All others will receive their diploma in the mail about eight weeks after commencement – i.e., once final grades have been recorded (including grades for thesis or dissertation research credits) and degrees have been cleared.

The Department of Health & Kinesiology

STEPS IN COMPLETING MS DEGREE REQUIREMENTS

For Students Pursuing PhD Option

SEMESTER 1

- Meet with advisor and register for classes prior to the first day of class to avoid a late fee.
- Satisfy all conditions of admission.
 - These will be stated on your letter of admission from the Graduate school.
 - The Graduate School must have a completed transcript from your former university(s) on file before the beginning of the second semester or you will be unable to register for classes the next semester.
- Complete first semester of PhD Seminar (HK601) Requirement.

SEMESTER 2

- Complete second semester of PhD Seminar (HK602) Requirement.
- Submit and orally present a draft of your Plan of Study to the Graduate Faculty. This is a well thought-out series of courses that meet the requirements of your degree. Meet with your major professor to discuss degree requirements, courses to be taken, and to choose an advisory committee. The Director of Graduate Studies will schedule Plan of Study Presentations. After making any required or recommended changes, file your plan of study, in final form, electronically through MY PURDUE. Please see this webpage (http://www.purdue.edu/hhs/hk/graduate/graduation/documents/HK_planOfStudyInstructions.pdf) for important information about filing your plan of study.

SEMESTER 4 or 5

- Meet with your major professor to arrange for the PhD Preliminary/Comprehensive Examination. **Notify the Graduate Program Coordinator at least two weeks in advance of this examination** so that an electronic Form 8 “Request for Appointment of Examining Committee: Prelim” can be signed and submitted to the graduate school. Once you have completed this examination, an electronic Form 10 “Report of the Preliminary Examination” will be completed by your advisor and committee members, on your behalf.

SEMESTER 5 or 6

- If not yet completed, meet with your major professor to arrange for completion of the “Publication Requirement.” You are responsible for submitting an “HK PhD Publication Requirement Form” and evidence that the document has been submitted for publication (or funding) consideration. The “HK PhD Publication Requirement Form” can be found at this link: <http://www.purdue.edu/hhs/hk/graduate/forms/documents/hk-phd-pub-requirement.pdf>
- Upon successfully completing the first-year seminar requirement, the Comprehensive Examination, and the Publication Requirement, you will be formally reclassified as a candidate for the PhD degree. **Notify the Graduate Program Coordinator at least two weeks in advance of the event in which you complete the final requirement of the Preliminary Examination (either the Comprehensive Examination or the Publication Requirement), so the necessary paperwork, i.e., the “Preliminary Examination Form,” can be completed by your advisory committee and filed with the Graduate School.**

AFTER COMPLETION OF ABOVE REQUIREMENTS

- Present your dissertation proposal in a meeting open to all students and faculty. Your advisory committee must be in attendance. **Notify the Graduate Program Coordinator at least one week in advance so that an announcement can be posted and added to the HK Web Calendar; and a meeting invitation sent to all HK Faculty.**
- Obtain approval to use human or animal subjects if necessary.
- Conduct research and work on dissertation.
- Important Notes:
 - Two semesters of registration must occur between the semester in which your prelim was passed and the semester in which you plan to graduate. The summer semester counts (as long as you are registered for a class or dissertation research credits). Check to confirm that your registration history meets this requirement.
 - You must declare your candidacy for graduation during the semester in which you plan to graduate, but before the deadline as published in the Graduate School calendar. Contact the HK Graduate Studies Office and ask her to add you to the graduation candidate list and let her know the semester you plan to graduate. Note, that if you declare your candidacy for a semester, but do not graduate (for whatever reason), you must re-declare your candidacy in a subsequent semester. Furthermore, if you declare your candidacy for a third time, you will be assessed a fee of \$200 for the third and every subsequent time you declare.
- Once you have completed a draft of your dissertation you will need to work with your major professor to schedule a date for your Final Examination/Dissertation Defense. Your major professor and all advisory committee members must be available to attend. You should plan on providing each member of your advisory committee with a copy of your Thesis at least two weeks prior to the defense date.
- Notify the Graduate Program Coordinator two weeks in advance of your final exam** so that an electronic Form 8 “Request for Appointment of Examining Committee: Final” can be signed and submitted to the graduate school. In addition, provide the Graduate Coordinator with title and an abstract of your project so that an announcement can be posted and added to the HK Web Calendar; and a meeting invitation sent to all HK Faculty. Once you have successfully completed your defense, your committee will receive email notification for their approval of an electronic Form 11 “Report of the Final Examination.” This form must be submitted to the Graduate School by the final exam deadline.
- In addition to completing your Final Examination/Dissertation Defense, you will need to deposit your dissertation with the Graduate School by the Thesis/Dissertation Deposit Deadline which can be found at: <https://www.purdue.edu/gradschool/about/calendar>.
 - Important instructions and resources for depositing your dissertation are available from the Thesis/Dissertation Office: <http://www.purdue.edu/gradschool/research/thesis/requirements.html>
 - Deposit your dissertation/thesis with the Graduate School by the Deposit deadline to meet the final requirement to be certified to obtain your degree. In addition, provide an electronic (.pdf) copy of your final dissertation/thesis to the HK Graduate Program Coordinator.
 - And, if you haven’t already done so, provide either an electronic or hard copy of your dissertation to your major professor and committee members.
- Celebrate!!!!
 - A note about receiving your Diploma: Exam Only/Degree Only students that attend commencement will receive their diploma at the commencement ceremony. All others will receive their diploma in the mail about eight weeks after commencement – i.e., once final grades have been recorded (including grades for thesis or dissertation research credits) and degrees have been cleared.