

**GRADUATE
STUDENT
HANDBOOK
2014-2015**



SCHOOL OF DESIGN AND HUMAN ENVIRONMENT



TABLE OF CONTENTS

Introduction	1
Preface	1
SDHE Mission	1
Academic Freedom	2
<hr/>	
Facilities	3
Study Space	3
Keys and After Hours Work Permits	3
Conference Rooms	3
Mail Boxes	4
Computer Facilities	4
E-mail ListServe	5
Copy Machine	5
<hr/>	
Resources	7
Scholarships and Fellowships	7
Assistantships	7
Additional Financial Assistance	8
Supplies and Services	9
Professional Organizations	10
<hr/>	
Policies	13
SDHE Graduate Committee	13
Human Subjects	13
Graduate Teaching Assistants	14
Grievance Policy	15
Leaving the School	15

Registration and Enrollment 17

Registration Requirements	17
Registration Requirements for Graduate Assistants	17
Continuous Enrollment	17
Grade Requirement	18
Blanket-Numbered Courses	18
Courses Graded on Non-Standard Basis	18
Commencement	18

Master of Science ▪ Master of Arts 19

Introduction	19
Areas of Concentration	19
Your Graduate Committee	20
Program of Study	21
Program Development	21
Overall Program Requirements	22
Major Courses	23
Minor Courses	23
Core Course Requirements for all M.S./M.A. Programs	24
Graduate Meetings	25
Scheduling	25
Progress Meetings	25
Required Meetings	25
Chronology and Checklist	27
Continuation into the Ph.D. Program	30
Graduate School Degree Completion Flow Chart	31

Master of Arts in Interdisciplinary Studies 33

Introduction	33
Your Graduate Committee	33
M.A.I.S. Procedures	34
Continuation into the Ph.D. Program	34

Doctor of Philosophy	35
Introduction	35
Areas of Concentration	35
Your Graduate Committee	35
Program of Study	37
Program Development	38
Credit Distribution	38
Required Courses	39
PhD Program Policies	39
Research Capability	41
Master's Bypass	41
Graduate Meetings	42
Scheduling	42
Progress Meetings	42
Required Meetings	42
Remote Participation in Graduate Meetings	47
Chronology and Checklist	47
Graduate School Degree Completion Flow Chart	51

Preparing Your Thesis or Dissertation	53
Selecting Your Topic and Format	53
Your Research Proposal	53
Traditional Format	53
Manuscript Format	54
Proposal Components	54
Thesis Format	55
Presentation of Your Thesis and Final Oral Exam	55
After Your Thesis Defense	56

SDHE Graduate Courses	57
------------------------------	-----------

SDHE Graduate Faculty	59
Leslie Davis Burns	59
Hsiou-Lien Chen	59
Brigitte G. Cluver	59
Minjeong Kim	60
Seunghae Lee	60
Kathy K. Mullet	60

Graduate Faculty, continued

Elaine L. Pedersen	60
Marilyn A. Read	60
Elif Tural	61

Forms **62**

Appendices **64**

Deadlines, 2013-2014	65
Web Addresses	66
OSU Policy Sites	67

Index **68**

INTRODUCTION TO GRADUATE STUDY in the SCHOOL OF DESIGN AND HUMAN ENVIRONMENT

Preface

The School of Design and Human Environment (SDHE) at Oregon State University (OSU) created this handbook to assist you in pursuing your graduate studies.

The handbook provides you with much of the information you will need to plan your program, develop your committee, and complete your thesis or dissertation. Near the back of the book you will find examples of university and school forms you will need during the course of your graduate program.

It is your responsibility to read and use the information contained in this handbook; however, if you have further questions, be sure to ask your major professor. Have a productive and enjoyable learning experience!

SDHE Mission

The School of Design and Human Environment (SDHE) embraces a multi-disciplinary approach to understanding the interaction between people and the designed environment as that environment affects the social, psychological and physical well-being of individuals, families, and communities. The knowledge base is grounded in consumer behavior and management theory, the arts, humanities, and the social and physical sciences. This applied discipline is concerned with the enhancement of each individual's daily life as affected by the production, distribution, use and design of the clothing, textiles, residential, and commercial structures that make life meaningful.

The purpose of the school is to provide an academic environment of excellence in educational programs, in scholarship, and in service. Achievement of this purpose is guided by three goals:

To educate future professionals in the fields of apparel design, interior design, housing, and merchandising management. Within these fields the school offers the full range of academic preparation from the Bachelor's degree to the Doctorate. The faculty, in conjunction with practitioners, develops curricula to meet the needs of a wide range of students including the beginning undergraduate, the college transfer student, the student returning to college and/or one preparing for a career change, and the student seeking graduate study.

To engage in scholarship that enhances the learning environment, contributes to the body of knowledge, and/or develops new applications for existing knowledge.

To serve the university community in developing and maintaining a stimulating learning and work environment; to serve the profession in addressing issues in

2 Introduction

research, education, and promotion of the profession; and to serve the broader community including industry, organizations, and consumers, through the discovery, development, and dissemination of knowledge that addresses pertinent issues regarding clothing and shelter that enhance human well-being.

In fulfilling this mission, the school adopts the principles of environmental sustainability, diversity, global interdependence, and changing human needs across the life span. The School of Design and Human Environment strives to create an affirming climate for all students, faculty, and staff including underrepresented and marginalized individuals and groups. Diversity encompasses differences in age, color, ethnicity, national origin, gender, physical, or mental ability, religion, socioeconomic background, veteran status, sexual orientation, and marginalized groups. We believe diversity is the synergy, connection, acceptance, and mutual learning fostered by the interaction of different human characteristics.

Academic Freedom

The faculty and administration of the School of Design and Human Environment jointly accept the responsibility for maintaining an atmosphere in which scholars may freely teach, conduct research, publish, and engage in other scholarly activities. This responsibility includes maintaining the freedom for the examination of controversial issues throughout the University, including classroom discussion when such issues are germane to the subject matter of the course.

FACILITIES

Study Space

The Common Room (Milam 224) is available to graduate students for quiet study. It also contains a complete set of theses and dissertations completed in the school. Please respect the self-check out procedure. The room also contains tables, a computer/printer/scanner, and lockers for temporary storage. See the SDHE Office to arrange for keys. Graduate students with an assistantship may be assigned shared office space.



The Valley Library offers study rooms that be may used by individuals and groups. In addition, although the waiting list is sometimes long, research study rooms are available for a 90-day loan period by doctorate students who are preparing for or have completed their oral exams. You must present a letter on OSU letterhead from your major professor confirming your scheduled oral exam or completion to qualify for a study room. The letter will be accepted at the Circulation Desk. Once you receive notification that a study room is available, the keycard may be picked up at Circulation.

Keys and After Hours Work Permits

Keys to some Milam Hall doors are available. As a graduate student, you may request a key for your office and for the Milam Hall outside doors. If you hold a graduate assistantship, you may also request a key for the SDHE classrooms in Milam Hall.

Please request your keys through the SDHE Office, who will authorize your request and place the order. You will pick up your keys from the OSU Key Shop. Keys are generally available for pick-up 48 hours after the order is placed. When you complete your assistantship and/or your degree, return your keys to the SDHE Office.

All offices and SDHE classrooms in Milam Hall should be locked when unoccupied. Do not provide after hours access to anyone, including undergraduate students, without the approval of faculty or the SDHE Office.



Milam Hall is routinely checked by security after business hours. If you will be in Milam Hall after 6:00 pm, you will need an *after hours work permit*. See the SDHE Office to arrange for your permit.

Conference Rooms

Milam 333 may be used for meetings when not otherwise occupied. Use of the room is scheduled through the SDHE Office. If you rearrange the tables and chairs, please return the room to its original configuration before leaving.

4 Facilities

The Confidential Meeting Room, Milam 029, is designated as a conference room in which graduate teaching assistants may hold office hours and at other times when a confidential setting is needed.

Conference spaces are also available by reservation in the Valley Library. It is wise to schedule the use of these spaces well in advance of your meetings, as they are heavily used.

Mail Boxes

Graduate students have mail slots in Milam 228. Check your mailbox regularly for announcements and other information. Our mailing address is:

Milam Hall 228
Corvallis, OR 97331

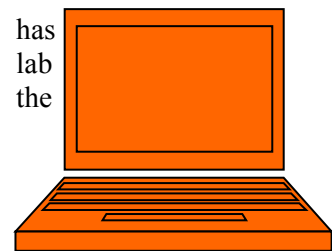
Computer Facilities

When you register for your first classes at OSU, you will be given an e-mail address. This address will be used by the school for announcements and regular correspondence. Check your e-mail regularly. If you use a different e-mail address, you should have your OSU mail forwarded.

Milam Hall and many other areas on the OSU campus are wireless. If you have a laptop computer, you will be able to access the internet from nearly anywhere.

There is a computer, printer, and scanner in Milam 224 (the Common Room) that is available during regular office hours for you to use for your research. This set-up is also used by SDHE student workers; if you plan to use this, check with the SDHE office coordinator for available times.

As a graduate student, you will also have access to the SDHE Computer Lab (Milam 218) *during open lab hours*. The lab has computers, printers, and a scanner. The lab is monitored by an assistant. Open lab hours are posted on the lab door. Because the computer lab is heavily scheduled for classes and is utilized during open hours by undergraduate students, this facility offers limited access.



There are a number of computer facilities across campus that are open to students. You may want to investigate the following computer labs:

- Austin Hall
- Hovland
- Multimedia Labs
- Milne
- Valley Library

In addition, Administration and Consulting (4th floor, Valley Library) has a limited number of laptop computers that graduate students may check-out. If you need to prepare a poster or presentation, this same office can help you with large format printing.

E-Mail ListServes

SDHE manages a number of listserves in order to communicate with various groups within the school. If you need to communicate with a group (such as faculty or graduate students), you may send the e-mail to the SDHE Office for group distribution.

Copy Machine

The SDHE photocopy machine is available only to GTA/GRAs for copies associated with their assistantship responsibilities. Located in Milam 232, a pass code is required. For copies related to your course work and research or for personal copies, utilize coin/card operated copy machines on campus or in copy shops.

Notes:

RESOURCES

Scholarships and Fellowships

There are a number of scholarships and fellowships available to graduate students. Most are competitive and require specific application procedures. Scholarships and fellowships are administered by the College of Business, the Graduate School, and several professional organizations. Federally funded fellowships for dissertation research are also available, although they are generally restricted to U.S. citizens.

The College of Business administers a number of fellowships that are specific to graduate students in the college and in the school. Information is available through a link from the SDHE web site <http://business.oregonstate.edu/services/scholarship-information#sdhe>. For the most part, one application for the college- and school-administered fellowships will put you in the pool of applications for consideration. Watch for deadline alerts and instructions during winter quarter for the following academic year.

The Graduate School administers another group of fellowships. Description of fellowships available through the Grad School is available at the Grad School web site http://oregonstate.edu/dept/grad_school/fellowscholar.php. Each of these fellowships has its own award criteria, application form, and deadline, but the majority have January deadlines for the following academic year. The announcements of these and other fellowship opportunities will be forwarded to all graduate students as they become available.



Scholarships and fellowships are also available from a variety of professional organizations. Your major professor may help you access information about these and other fellowships pertinent to your field of study. Many are highly competitive, and require extensive lead time. A thorough search on the internet may reveal many additional resources that will help support your graduate study.

The Graduate School Travel Award is designed to provide graduate students with financial support to cover part of the cost of attending and presenting their scholarly achievements at prestigious conferences and venues. There are four application deadlines throughout the year. More information including eligibility requirements can be found at http://oregonstate.edu/dept/grad_school/travel.php.

Assistantships

Funds permitting, the School of Design and Human Environment offers Graduate Teaching Assistantships (GTA) and Graduate Research Assistantships (GRA). Assistantships are dependent on the university and college budget; this may result in fewer assistantships in some years than others. Assistantship decisions are based on the School's needs. Students who hold the experience and knowledge base that matches a particular need will be considered over students who do not have that academic or professional background. Duties for GTAs and GRAs are as follows:

TEACHING ASSISTANT: You will work with an instructor assisting in all facets of a course; with experience, your responsibilities will increase. Duties may involve lectures, leading discussion groups, grading, library research, developing visual aids, and so forth. Occasionally, a teaching assistant will have full responsibility for a course.

RESEARCH ASSISTANT: You will work with a faculty member on a research project. This may involve laboratory testing, data collection and analysis, interviewing, library or other research, writing abstracts and/or other publications, and so forth.

An assistantship appointment usually requires duty from September 16 through June 15. It is a fixed term appointment; reappointment is not automatic, and appointment does not contribute to any credit toward achieving tenure at higher ranks. Teaching and research assistantships carry a monthly stipend and a full tuition waiver. However, the assistantship does *not* cover university fees. Further terms of appointment are specified at the time of appointment.

Graduate students may sometimes be hired for an assistantship on a term to term basis, as opposed to a full year. OSU is an affirmative action / equal employment opportunity employer.

Graduate assistants are members of a bargaining unit. For these graduate assistants, terms and conditions of employment for service not required as part of their degree requirements are prescribed in a collective bargaining agreement.

Applications for assistantships are available in the SDHE office. **Applications for assistantships are due by January 15** for the subsequent academic year. After January 15, assistantships will be awarded until all positions are filled.

Additional Financial Assistance



WORK STUDY

Work study assignments are available in SDHE and throughout the university. Applications for the program are available through the OSU Financial Aid Office. The deadline for applications is in the spring for the following academic year.

LOANS

The Financial Aid office has information about loans available through that office. Loans may also be available through the OSU Federal Credit Union.

SUMMER TUITION WAIVER

The School of DHE *does not* provide summer tuition waivers for graduate assistantships.

Supplies and Services

ASSISTANCE WITH THESIS OR DISSERTATION FORMATTING

If you need assistance with thesis or dissertation formatting, word processing, or other formatting issues, you must hire personnel for that service. The SDHE Office neither provides this service nor should any graduate student request that s/he do so. This policy includes any and all manuscripts that are developed for the purpose of meeting any degree requirements. Manuscript preparation including formatting is also your responsibility.

LETTERHEAD AND ENVELOPES



You may order formal letterhead through the school for use in your approved research. Submit the supply/services order form (included in the forms section of this handbook). You must pay for the letterhead at the time of the order. Allow 6 weeks for delivery.

You may also use the black and white (informal) letterhead, either photocopied from an original or from the electronic format. This is available as an MS Word template file from the SDHE Office.

You may order school envelopes (either formal or informal) through the SDHE Office by submitting an email request. Again, allow 6 weeks for delivery.

Blank postcards with the OSU logo may be printed at a copy shop. These may be useful to you for follow-up reminders of mailed surveys. Be sure your personal return address is added to the postcards.

PRINTING SERVICES

The SDHE copy machine is restricted to faculty and graduate assistants for business use only. The nearest copy machines available for your course work, research, and other personal use are located in the Valley Library. There are other copy machines around campus and several local copy centers in town.

The school will not order printing services from OSU Printing Services and charge the costs through the school account. If you need to use printing services, you will need to make personal arrangements.

Student Multimedia Services in the Valley Library offers poster printing up to 42-inch widths. If you are the primary author, one paper poster (per assignment or conference) is free of charge. See the SMS web site for particulars on file format <http://oregonstate.edu/is/>

[mediaservices/sms/graduate-poster](#) and allow plenty of time for this service.

MAILING SERVICES

For mailings associated with your research, you must purchase stamps and mail through the Post Office. The school will not mail questionnaires, other research mailings, or personal mail through OSU Mailing Services.

If the use of OSU business reply envelopes is essential to your research project, you must set up a separate account in advance with OSU Mailing Services. Business reply envelopes may be ordered through the school by submitting the supply/services order form.

If OSU students are to be surveyed as part of your research, you may order mailing labels from Computing Services. Again, use the supply/services order form. You will need to secure the approval and signature of the Associate Dean for SDHE for the order. Submit to the SDHE Office, and allow at least 6 weeks for delivery.

Professional Organizations

Membership in the professional organizations pertinent to your field of study is advantageous for many reasons. Among these reasons are professional networking, collegial support, a source of scholarly information, and a forum for your own scholarship. Your major professor will help you determine which professional organizations you should consider.

American Association of Family and Consumer Sciences Applications are available in the Dean's office (Women's Building).

American Society of Interior Designers <http://www.asid.org/>

Costume Society of America <http://www.costumesocietyamerica.com>

Environmental Design Research Association <http://www.edra.org/>

The Fashion Group International of Portland: Student Affiliate Chapter Application available from the DHE chapter advisor.

Housing Education and Research Association <http://www.housingeducators.org/>

International Interior Design Association <http://www.iida.org/>

Interior Design Educators Council <http://www.idec.org/>

International Textile and Apparel Association <http://www.itaonline.org/>

National Association of Home Builders: OSU Student Chapter Regular meetings in association with DHE's Home Building and Design Club; applications available from chapter advisor.

For Honorary Societies such as these, membership is by invitation only:

Kappa Omicron Nu

Honorary society for family and consumer sciences.

Phi Kappa Phi

Honorary society for superior scholarship.

Notes:

POLICIES

SDHE Graduate Committee

The SDHE Graduate Committee directs the SDHE graduate program under the requirements of the OSU School of Graduate Studies. The committee manages the application process, sets the graduate curriculum, conducts program assessments, establishes policy, and administers all other aspects of the graduate program. The committee operates under the direction of the Associate Dean for SDHE. Committee members are SDHE Graduate Faculty who are appointed to the committee by her. One graduate student, elected by all SDHE graduate students, represents the interests of his/her peers as the grad student representative on the committee.

Eligible candidates must be a currently enrolled student, have been a graduate student in SDHE for at least one year before the term of service begins, be on campus during the full term of service (September—June), and be in good academic standing. The election will be held in the spring term; currently enrolled graduate students will cast their vote by secret ballot.

Human Subjects

When your thesis or dissertation research involves interviewing, surveying, watching, or in any other way measuring human responses, you must have the project reviewed and approved by the OSU Institutional Review Board for Research Involving Human Subjects (IRB). This policy is explained in its entirety at the IRB web site <http://oregonstate.edu/research/irb/does-your-study-require-irb-review>. An overview of this policy follows; however, you should become familiar with all aspects of the policy.

Approval by the IRB includes all aspects of the research procedure and research development involving humans, including pilot research work or methodological development. You must have IRB approval before beginning any part of your research. **The IRB requires education in the protection of human research participants for all investigators.**

- Web-based tutorials are available for fulfilling the education requirement.
- The IRB has developed a certification form for documenting your education.
- You must have submitted documentation of your training prior to receiving IRB approval to conduct your proposed research.
- You must provide a description of the education completed in the protection of human subjects with the submission of your Application for Research Involving Human Participants.

There are two approved web sources for the required IRB training: CITI and NIH. Following are descriptions of these training programs.

COLLABORATIVE IRB TRAINING INITIATIVE (CITI)

<https://www.citiprogram.org/>

The CITI educational program consists of modules focused on different aspects of bio-ethics and human subjects research. Each module has been developed by experts in the IRB community and has an associated quiz at the end of the module. Each required module and quiz must be completed. Quiz scores will be automatically forwarded to the IRB Coordinator. *To satisfy the educational requirement, modules 1-7 must be completed.* Other modules having relevance to your proposed research should be completed as appropriate.

NATIONAL INSTITUTE OF HEALTH TUTORIAL (NIA)

<http://phrp.nihtraining.com/users/login.php>

This program has been developed by the U.S. Department of Health and Human Services, the National Cancer Institute, and the National Institutes of Health specifically for NIH grantees. This medical tutorial provides a brief introduction into common concepts, principles, and issues related to protection of human participants. The tutorial will help research staff identify research activities that involve human participants and help researchers understand how to protect the rights and welfare of all human participants involved in research. A certificate of completion is available once the tutorial has been completed.

In order to receive IRB approval for your research, you must submit a complete application, including a detailed research protocol. The appropriate forms, a description of the review procedures, and guidance in developing the proposal and informed consent document are available at the IRB web site (see above address). Discuss the IRB process with your major professor, and allow plenty of time for this process to be completed.

Graduate Teaching Assistants

If you have a graduate teaching assistantship, you should become familiar with the following policies. If you have questions about any of these policies, please discuss them with your faculty mentor. Your faculty mentor will be assigned to you by the Associate Dean for SDHE.

- You must meet with your mentor at least 10 days prior to the first class meeting for input on course format, text, and course syllabus.
- You are required to complete on-line training in the laws and regulations on maintaining and using student records as set out by the Family Educational Rights and Privacy Act (FERPA). <http://oregonstate.edu/dept/computing/train/ferpa/>
- You are required to have students in any class you teach complete the Student Evaluation for Teaching form (SET). SETs are required by the Oregon University System (OUS). See your faculty member for more information.

- You must turn in your grades to your faculty mentor during Finals Week or at a mutually agreed upon time. This must be done prior to the grade submission deadline for the school.
- You may not give an incomplete grade (I) without the consent of your faculty mentor.
- You must give electronic and hard copies of your course syllabus and all exams, quizzes, and handouts to your faculty mentor.
- You must leave all records regarding the course with your faculty mentor at the end of the academic year.

Grievance Policy

An important goal of Oregon State University is to maintain harmonious relations among students, faculty, and staff. To this end, candid and informal discussions between graduate students and others in the University are encouraged as a means of achieving harmony and of arriving at mutually satisfactory solutions of graduate student problems. Graduate education is based upon a mutuality of interests and respect among faculty and students. It is important that this mutual concern for the quality of education and the persons involved be fostered and preserved.

If the informal discussions of a grievance between you and your supervisor break down, there are specific procedures that will facilitate a solution. The Grievance Procedures for Graduate Students and Oregon State University is included in the appendices of this handbook. All graduate students, including graduate assistants whose terms and conditions of employment are prescribed by a collective bargaining agreement, are encompassed in this policy. Review this document before taking formal action to resolve a grievance.

Leaving School

LEAVE OF ABSENCE

If you must suspend your program of study for good cause, you may apply for a Leave of Absence http://oregonstate.edu/dept/grad_school/forms.php. You should work with your major professor, program administrator, and the Graduate School to arranged authorized leave. While on leave, you will retain your graduate student standing in your degree program without continuous enrollment. However, you may not use university resources during your leave.

During your absence, whether an unauthorized break or approved leave, the maximum time limits for completion of your degree will continue to accrue. For a master's degree, the timeline is seven years. For a doctoral degree, a maximum of five years may elapse between the preliminary oral examination and the final oral examination.

You must submit an *Intent to Resume Graduate Status* form to the Graduate School within

15 working days prior to the first term you will resume your studies. Refer to the appendices section of this handbook for the Continuous Enrollment Policy, in which the Leave of Absence is explained in detail.

UNAUTHORIZED BREAK IN REGISTRATION

OSU has a continuous enrollment policy for all graduate students. The full policy is available in the appendices of this handbook. If you fail to maintain continuous enrollment or fail to obtain a Leave of Absence, you will relinquish your graduate standing in the university. Acceptance back into the university or the school is not guaranteed even if you departed in good standing.

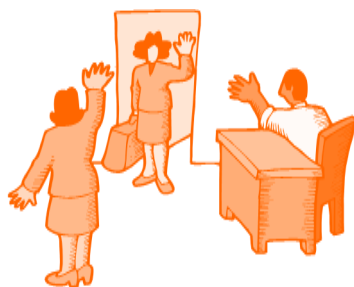
If you wish to have your graduate standing reinstated after an unauthorized break in registration, you must apply directly to the School of Design and Human Environment. Your re-application must include a proposed program of study (with timeline) and Statement of Professional Goals. Please note that *readmitted students are required to meet the degree completion requirements that are in effect on the date of readmission*. If accepted, as documented by signatures from your major professor, the Associate Dean for SDHE, and the Dean of the College, you may then file an Application for Graduate Readmission and pay the readmission fee through the OSU Office of Admissions.

GRADUATION

Before graduation, you should apply for graduation and your diploma. Forms and deadlines are available at the Graduate School web site. Before you leave the school, be sure to:

- Submit and discuss your final annual report to your major professor.
- Submit a copy of your thesis/dissertation abstract page to Laura Scott.
- Leave a forwarding address with the SDHE office coordinator.
- Return all keys to the SDHE Office.
- Clean out your desk and/or work space.

All personal items left behind will be considered school property.



REGISTRATION & ENROLLMENT

Registration Requirements

Full-time status as a graduate student is defined by the Oregon University System as enrollment in 9 credits per term. The maximum load for a full-time graduate student is 16 credits. You may exceed this limit only with the approval of the Graduate School. Students receiving approval to exceed 16 credits will be assessed a per-credit overload fee.

Full-time status (i.e., a minimum of 9 credits per term) may be sufficient to qualify for purposes of veterans' benefits, visa requirements, external fellowships, and federal financial aid.

To assure full compliance with visa regulations, international students should consult with the Office of International Student and Faculty Services for additional information about registration requirements.

Registration Requirements for Graduate Assistants

As a condition of their academic appointments, graduate teaching and graduate research assistants are required to register for three credits above the minimum full-time load (i.e., a minimum of 12 credits) each term of the appointment during the academic year (fall, winter, and spring.) During summer session, a minimum registration of 9 credits is required for graduate assistants with a summer appointment.

Audit registrations, course withdrawals, INTO OSU courses, and Ecampus courses may not be used to satisfy enrollment requirements for graduate assistant salary/stipend, tuition remission, salary supplement, or health insurance benefits.

Continuous Enrollment

Unless on approved Leave of Absence, you must register continuously for a minimum of 3 graduate credits until your degree is granted or until your status as a credential-seeking graduate student is terminated. This policy provides a mechanism by which the University will understand your intent if there is a need for an interruption of registration, and holds a place for you if you intend to resume graduate study following an approved leave.

You must register for a minimum of 3 credits and pay fees if you will be using university resources (e.g. facilities, equipment, computing and library services, or faculty or staff time) during any given term (excluding summer), regardless of your location. Both on-campus and e-campus enrollment meet the requirement. Continuous enrollment is required even when you are taking only preliminary comprehensive or final examinations or presenting terminal projects. If your degree requirements are completed between terms, you must have been registered during the preceding term.

Grade Requirement

The university uses a 4-point grading system. A grade-point average of 3.00 (a "B" average) is required: (1) for all courses taken as a degree-seeking graduate student and (2) for courses included in the graduate degree. Grades below "C" (2.00) cannot be used on a graduate Program of Study. A grade-point average of 3.00 is required before the final oral or written exam may be undertaken.

Blanket-Numbered Courses

Blanket-numbered courses have a zero middle digit. No more than 9 credits of blanket-numbered courses, other than thesis, may be applied toward the minimum 45-credit master's degree. While internship credit (DHE 510/610) is not considered a blanket-numbered course, no more than 6 credits of internship may be applied toward a 45-credit master's degree. No more than 15 blanket-numbered credits may be applied toward the minimum 108-credit doctoral program. The internship credit limit is in addition to the 9-credit blanket-hour limit.

No more than 3 credits of blanket-numbered courses in each field of study may be used in the M.A.I.S. program; thesis credits or research paper credits are exempt from this limitation. Blanket-numbered transfer courses will count toward the maximum totals specified above.

Courses Graded on Non-Standard Basis

You may use courses taken at OSU on a P/N (pass/no pass) basis in your graduate degree program. You may elect to take courses on an S/U (satisfactory/unsatisfactory) basis only if those courses are not in your graduate degree Program of Study or are not required for the removal of deficiencies. You may also register for undergraduate level courses (not listed on your Program of Study) on an S/U basis.

Commencement

OSU holds only one formal Commencement ceremony each year in June. You are encouraged to check the deadlines early in your planning. To *participate* in the commencement ceremony, you must have completed all degree requirements by the specified deadline. If you complete all degree requirements after the June Commencement deadlines and before the commencement deadlines for the following year, you may *attend* the current year commencement ceremony. If you are eligible, the Registrar will mail you detailed information about Commencement during spring term.



MASTER OF SCIENCE ▪ MASTER OF ARTS

Introduction

MASTER OF SCIENCE

The master's degree (M.S.) in SDHE requires a minimum of 45 quarter hours of approved graduate credit. The major in SDHE consists of 30 quarter hours, including two SDHE theory courses and three research methods/statistics courses. A thesis is required. The minor consists of 15 quarter hours of approved graduate credit.

MASTER OF ARTS

For the Master of Arts (M.A.), in addition to the minimum of 45 hours of approved graduate credit, you must show foreign language proficiency equivalent to that attained at the end of a second year university course in that language with a "C" (2.0 on a 4.0 scale) or better.

Proficiency is demonstrated in any one of four ways:

1. completion of second year university-level sequence of language with an average grade of C or better
2. passing the *Foreign Language Achievement Test* through Brigham Young University
3. completion of the equivalent of a U.S. high school diploma or U.S. baccalaureate degree where the language was the medium of instruction
4. demonstrating language proficiency equivalent to that attained at the end of a second year university course with a grade of C or better, as documented by an exam given by the Department of Foreign Languages and Literature at OSU.

The language proficiency is documented by filing the *Master of Arts Foreign Language Requirement Report* with the Graduate School. The form is available at http://oregonstate.edu/dept/grad_school/forms.php.

You will develop your M.S. or M.A. Program of Study in consultation with your major and minor professors. Generally, students entering the SDHE graduate program have a bachelor's degree in one of the school's areas of concentration. If you do not, you will be required to take pre-requisite courses in your major area. This will usually extend the time required to complete a degree. All work toward a master's degree, including transferred credits, course work, thesis, and all examinations, must be completed within seven years.

Areas of Concentration

The School of Design and Human Environment offers M.S. and M.A. degrees with areas of concentration in

- Cultural and Historic Aspects of the Near Environment
- Design in the Near Environment
- Human Behavior in the Near Environment
- Merchandising Management
- Textiles

The *environment* is all factors that impinge upon or influence an individual. The near environment or the immediate or personal environment is that part of the environment which

is close to the individual and with which the individual interacts; our clothing, building interiors, and housing are all components of the near environment. The near environment includes the specific places and things with which an individual engages daily or regularly. The near environment has both tangible and intangible components. The focus of study for students in the School of Design and Human Environment is both the tangible products (apparel and other textile products, interiors, housing) and intangible aspects (cultural and individual values and attitudes, social institutions, individual perceptions and motivations, etc.) of the near environment. Students in all areas of concentration study the tangible components as influenced by the intangible aspects.

Your Graduate Committee

When you are accepted into the SDHE Graduate Program for the M.A. or M.S. degree, you will be assigned a major professor. The assignment of the major professor is based on your area of interest for your specialization.

All master's degrees in SDHE include a thesis. Therefore, in addition to your major professor, your committee will consist of three members of the graduate faculty and one Graduate Council representative. Two committee members will be in your major field and one will be in your minor field, if a minor is included. When a minor is not included, that place will be filled by another SDHE graduate faculty member.

Below is a description of the function of each of these four committee members:

1. **MAJOR PROFESSOR.** The major professor serves as the primary advisor for your program and thesis. The major professor chairs your graduate committee.
2. **MINOR PROFESSOR.** This committee member represents an area outside of your primary area of specialization. You will choose a minor that supports your research area. If you choose not to have a minor, this position will be filled by another SDHE graduate faculty member.
3. **SDHE REPRESENTATIVE.** All graduate committees within SDHE have a major professor and a second representative from the school. If your minor is also in SDHE, or if you have no minor, there will be three SDHE faculty on the committee.

GRADUATE COUNCIL REPRESENTATIVE (GCR). The primary purpose of this committee member is to represent and implement the policies and procedures of the Graduate School during your progress through your program and thesis. It is your responsibility to obtain a GCR, using the online GCR list generation tool provided by the Graduate School http://oregonstate.edu/dept/grad_school/forms.php#degree. Ask your major professor for guidance in the selection of your GCR. The School of DHE requires inclusion of the GCR on all M.A. and M.S. committees.

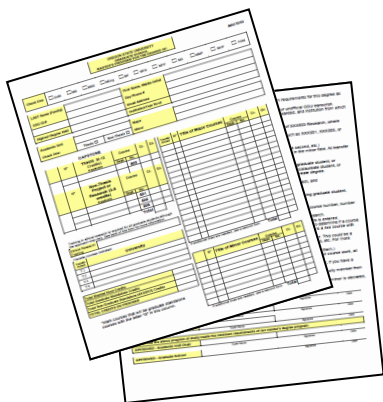
Occasionally, committee members need to be replaced. In the event you wish to change your major professor, apply to the SDHE Graduate Committee. The final decision for this request

will be made by the Associate Dean for SDHE. Formal notification of committee changes is not required by the Graduate School.

Program of Study

The M.S. and M.A. degrees in SDHE require a minimum of 45 credits. The courses that fulfill the credits include required core courses, courses specific to your major area of concentration, and courses specific to your minor area. You will develop your Program of Study in consultation with your major and minor professors in a series of informal conversations. For M.S. and M.A. degrees in SDHE, a formal Program of Study committee meeting is not required.

Once the Program of Study has been developed, you will submit it to the Graduate School. The Graduate School has provided details about filing your master's Program of Study at this web site: <http://catalog.oregonstate.edu/ChapterDetail.aspx?key=39#Section2264>.



The form for the Program of Study is available at http://oregonstate.edu/dept/grad_school/forms.php. Before submitting, the form requires the signatures your major professor, your minor professor, and the Associate Dean for SDHE.

It is strongly recommended that your Program of Study be submitted in your first or second term. The required deadline is prior to the completion of 18 credit hours, and a registration hold will be placed if you do not have an approved Program of Study on file in the Graduate School by the deadline. The Graduate School will evaluate your Program of Study for compliance with Graduate School policy.

Your Program of Study may be amended under certain circumstances. Examples include a change in your research focus, courses that are not offered, courses that become outdated, or the addition of a course in which an “A” was earned to balance a course in which a “C” was earned. A program may not be amended to remove courses in which a “C” was earned. If you wish to amend your Program of Study, consult with your committee and submit a Petition for Change in Graduate Program. The petition for a change in your program is available at http://oregonstate.edu/dept/grad_school/forms.php#program

Program Development

It is essential that you meet with your major professor as close to the beginning of your first quarter as soon as possible to discuss your course selection. Courses in your Program of Study will include (1) required core courses, (2) courses specific to your major area of concentration, and (3) courses specific to your minor area. A master's degree requires a total of 45 credits.

OVERALL PROGRAM REQUIREMENTS

- SDHE requires all master's students to complete a thesis. A research paper or project is not an option for graduate students.
- The program must consist of at least 45 credits. If you select a minor, there should be at least 30 credits in your major (including thesis) and at least 15 credits in your minor.
- The program must consist of a minimum of 50% graduate stand-alone courses. Remaining courses may be the 500 component of 400/500 split courses.
- The program may include no more than 9 credits of blanket-numbered courses (other than thesis). Blanket-number courses have a zero as the middle digit. SDHE blanket courses include DHE 501, DHE 505, DHE 506, DHE 507, and DHE 509.
- No more than 6 credits of internship (DHE 510) may be counted toward the 45-credit requirement.
- There must be a minimum of 6 thesis credits (DHE 503) on your Program of Study. And, although the Graduate School allows up to 12 thesis credits, SDHE recommends a maximum of 9 credits. However, you should *register* for DHE 503 credits as needed to reflect all your efforts in the development of your thesis, including the review of literature. Excess thesis credits may be omitted from the Program of Study.
- You may enroll in courses outside your formal Program of Study, including undergraduate courses. However, those on your Program must conform to the requirements as set out by the Graduate School and SDHE.
- Your plan must include training in the conduct of scholarly or professional activities in an ethical manner.
- You may transfer up to 15 graduate credits. All transfer courses must have an earned grade of "B" or better; no P/N nor S/U credits are allowed.
- A grade-point average of 3.00 (B average) is required for all courses included on your Program of Study. Your overall grade point average for all courses taken as a degree-seeking graduate student must be 3.00 or greater.
- You may include courses graded P/N on your Program of Study; however, if you elect to take courses graded on an S/U basis, they may not be on your Program.
- If courses must be added to the Program of Study to balance low-graded courses and achieve the required grade-point average, submit a Petition to Change Program form to the Grad School http://oregonstate.edu/dept/grad_school/forms.php#change
- Your Program of Study must be submitted to the Graduate School before completing 18

graduate credits. This includes credits reserved as an undergraduate or post baccalaureate student and credits earned as a postbacc, graduate non-degree-seeking student, or graduate student.

- All work toward your degree must be completed within seven years. This includes transfer credits, all course work, all examinations, and final library copies of your thesis.

MAJOR COURSES

Selection of your major courses will be done in consultation with your major professor and will reflect your area of concentration. In addition to the core course requirements, your courses will be based on your research or specialization area and your professional goals. In SDHE, the minimum number of major credits, including required core courses but excluding thesis credits, is 24 credits.

Upon completion of your graduate degree, the name of the degree awarded and your graduate major will be listed on your transcript. Although your area of concentration is shown on your Program of Study, it will not be listed on your transcript.

MINOR COURSES

Minor course work supplements your major program by broadening your scope of knowledge and experience. Although a minor provides only limited competency in a subject, it can significantly extend your knowledge in an area closely related to your degree program and may strengthen your academic and professional skills. *A minor is strongly encouraged but is not required for the master's degree.* Discuss your decision with your major professor.

A graduate minor is an academic area that clearly supports the major. Your minor will be shown on your transcript. Your minor may be:

1. an academic area available only as a minor,
2. from a different major,
3. from the same major with a different area of concentration,
4. an approved major at another institution in the Oregon University System, or
5. an integrated minor.

If you select a minor within SDHE, it must be a different area of concentration. For example, you might have a major in Human Behavior in the Near Environment with a minor in Cultural and Historic Aspects of the Near Environment.

An *integrated minor* consists of a series of cognate courses from two or more areas. These courses must be outside your major area of concentration, with most of the courses being outside SDHE. The graduate faculty member representing the integrated minor must be from outside SDHE.

Selection of your minor courses will be done in consultation with your minor professor. Minor courses should provide support for your research area and stated goals. If you select an integrated minor, courses must all have a specific focus. For a master's degree, the minimum number of minor credits is 15, no matter whether you have selected a focused minor or an integrated minor.

CORE COURSE REQUIREMENTS FOR ALL M.S. AND M.A. PROGRAMS

✓	Course	Cr.	Title	Prerequisites
<input type="checkbox"/>	DHE 507	2	Seminar	
<input type="checkbox"/>	DHE 594	3	Research Methods in DHE	
<input type="checkbox"/>	DHE 503	6-9	Thesis <i>Register for thesis credits whenever you are working on your thesis; you must continue to register for thesis credits until your thesis has been completed.</i>	
<input type="checkbox"/>	Two theory courses, selected from the list below or from other units on campus:			
	__ DHE 577	4	Fashion Theory	
	__ DHE 582	2	Aesthetic & Perceptual Theories of Near Env.	
	__ DHE 585	3	Human Behavior and the Near Env.	
	__ DHE 587	3	Trends and Issues in Merchandising	
	__ DHE 685	3	Advanced Topics Human Behav. & the Near Env.	
	__ DHE 665		Historical/Cultural Theories & Methods of the Near Env.	
<input type="checkbox"/>	Three terms of graduate-level statistics. At least two of the courses must be consecutive. Select from Business, HDFS series, ST series, or other units on campus. <i>If you enroll in the HDFS statistics courses, take the entire series:</i>			
	__ HDFS 530	4	Research in Human Devel. & Fam. Sciences I	1 undergrad stats
	__ HDFS 531	4	Research in Human Devel. & Fam. Sciences II	HDFS 530
	__ HDFS 532	4	Research in Human Devel. & Fam. Sciences III	HDFS 531
	__ MRKT 581	4	Applied Quantitative Marketing Analysis	BA 596 or MRKT 596
	__ MRKT 582	3	Applied Qualitative Marketing Analysis	596
	<i>If you enroll in the ST statistics courses, you must take one additional graduate level statistics or research methods course.</i>			
	__ ST 511	4	Methods of Data Analysis	ST 209 or ST 351 or equivalent
	__ ST 512	4	Methods of Data Analysis	ST 511
	<i>Examples of appropriate courses for the additional course include, but are not restricted to, the following:</i>			
	__ ANTH 591	1-3	Ethnographic Methods	
	__ ANTH 592	1-3	Statistical Applications in Anthropology	
	__ ANTH 595	3	Anthropological Research Design	
	__ ART 569	3	Methods and Theory of Art History	

Graduate Meetings

SCHEDULING

Graduate meetings may be held during any period when school is in session. This excludes periods between the regularly scheduled quarters and during official vacation periods. You must be registered for a minimum of three credits during the quarter in which you hold a meeting.

It is generally expected that all members of your graduate committee will be physically present at all required graduate committee meetings. However, it is permissible for you and/or your committee members to participate from remote locations, provided all conditions are met. See the Ph.D. section of this handbook for additional discussion.

PROGRESS MEETINGS

Introductory Meeting. As close to the beginning of your first quarter as possible, make an appointment with your major professor to discuss the school's expectations about progress toward the completion of your degree. At this meeting, you and your major professor will complete the first sections of the *SDHE Master's Student Annual Progress and Evaluation* form. This form will help you make substantive plans for the process and time line to earn your degree and provide a preview of the kinds of information you should track for your annual review meeting and report.

Program of Study. At the master's level, a formal Program of Study meeting is not required. However, it is essential that you develop your Program of Study as early as possible to ensure that your course selections meet the requirements and your particular career goals. Schedule a meeting with your major professor to discuss courses, your choice of a minor focus if any, and the organization of your committee. Once your committee has been formed, you will want to visit with each committee member regarding your Program of Study. Once consensus has been reached, you will submit the signed Program of Study to the Graduate School. It is strongly recommended that your Program of Study be submitted within the first or second term of study. The required deadline is prior to completing 18 graduate credits. This includes credits reserved as an undergraduate or post baccalaureate student and credits earned as a post bacc, graduate nondegree-seeking student, or graduate student. (Refer to the *Program of Study* section in this handbook for Program details.)

Annual Review Meeting. Each year before May 1, make an appointment with your major professor to review your progress toward completion of your degree. Prepare the *SDHE Master's Student Annual Progress and Evaluation* form in preparation for your meeting. Although you should discuss questions and concerns with your major professor on an ongoing basis, the annual review meeting gives you an opportunity to assess your progress and discuss any problems. At this meeting, you and your major professor will use the report form to affirm or revise the progress and time line for your degree program.

REQUIRED MEETINGS

There are two meetings with your *full* committee that are required for the SDHE master's program:

● **Thesis Proposal Meeting.** For a master's degree, SDHE requires a proposal meeting before any data collection or other research procedures begin for your thesis. Your thesis will be directed by your major professor with contributions by the other members of your committee. In preparation for the thesis proposal meeting, you will complete the first three chapters of your thesis: the Introduction, Review of Literature, and Procedure. This constitutes a written research proposal.

At least one week prior to the proposal meeting, you must submit your proposal to your committee. In the meeting, you will present your proposal orally to your complete committee. After your presentation, the committee will ask you questions regarding the proposal, give you guidance and suggestions, and determine if your proposal is acceptable.

Because the proposal meeting is required by SDHE but not by the Graduate School, the proposal meeting is not scheduled through the Graduate School.

● **Final Examination.** The final examination for your master's degree is a thesis defense. The final exam meeting is sometimes referred to as a thesis defense meeting. The meeting will take place when your thesis research is finished and the final chapters of your thesis have been completed. You and your major professor will jointly determine when you are ready to defend your thesis and undertake the final examination.

At the time of the final examination you must have completed or be currently registered in all courses on your Program of Study. All incomplete course work appearing on the Program (with the exception of thesis credits) must be completed prior to scheduling the final oral examination. In addition, you must have a 3.00 GPA for all courses taken as a graduate student and also must have a 3.00 GPA for courses on the Program of Study. For an M.A. degree, you must complete the foreign language requirement prior to scheduling the examination.



It is your responsibility to find a mutually agreeable two-hour block of time when all committee members can be present and to schedule a room. The room must be large enough to accommodate the committee members and up to 20 visitors. Room possibilities include the Valley Library Multi-Media rooms and the SDHE seminar room (Milam 333; reserve through SDHE Office). University classrooms may sometimes be available as well; make scheduling requests to the SDHE Office.

Before the final examination, you must distribute copies of your thesis to all of your committee members, including the Graduate Council Representative (GCR), and to the Associate Dean for SDHE. You should ask each person if they prefer a digital or printed copy of your thesis. The thesis must be delivered at least two weeks prior to the meeting to allow a thorough review the draft. It is courteous to notify committee members in advance as to when the final draft will be delivered.

All members of your committee must approve the scheduling of the final examination. In doing so, they must also indicate in writing that they have received an examination copy of the thesis. You may download forms for this process from the Graduate School web site http://oregonstate.edu/dept/grad_school/forms.php or pick them up at the Grad School office. The *Notice of Meeting* form is in the forms section of this handbook.

The final examination meeting is a requirement of both SDHE and the Graduate School and *must be scheduled with the Graduate School at least two weeks prior to the meeting*. When scheduling your final examination, you must also submit the pretext pages of your thesis to the Graduate School. Pretext pages include the abstract, copyright (optional), title page, approval page, acknowledgment page, contribution of authors, table of contents, list of figures, tables, appendices, dedication (optional), and preface (optional).

It is generally expected that all members of your graduate committee be physically present at the final examination. However, it is permissible to participate from a remote location, provided conditions outlined by the Graduate School are met. These conditions are outlined at http://oregonstate.edu/dept/grad_school/forms.php#remote.

The final examination is the final meeting of your committee and is convened to review your completed thesis and approve, disapprove, or delay the completion of your degree. The meeting is conducted by your major professor and will require up to two hours. About half of the examination period will be devoted to the presentation and defense of your thesis. The remaining time may be spent on broad integrative questions relating to your course work.

The presentation portion of the meeting is open to the public. Ask your major professor to send out an announcement and invitation of this presentation. The public presentation will be followed by a closed oral examination by the committee only. When the committee completes their examination, you will be excused while the committee deliberates. You will be invited back into the room to receive the decision of the committee.

Within six weeks of your successful final examination, one printed and one electronic final copy of the thesis, including copies of the abstract, must be submitted to the Graduate School office. If these copies are submitted later than the initial six-week period, you may be subject to re-examination. Complete information regarding the format and submission requirements of your thesis are available at the Graduate School's website <http://gradschool.oregonstate.edu/success/thesis-guide>. Submit one bound copy of the thesis to the Associate Dean for SDHE for inclusion in the SDHE thesis library.

Chronology and Checklist

FIRST OR SECOND TERM:

- Schedule an introductory meeting with your major professor. In the meeting, fill out the first sections of the *SDHE Master's Student Annual Progress and Evaluation* form.
- Complete your Institutional Review Board (IRB) training for human subjects research.

PRIOR TO COMPLETING 18 CREDIT HOURS OF GRADUATE COURSES:

- Select a minor professor, if appropriate.
- File your Program of Study with the Graduate School.

END OF EVERY YEAR:

- Schedule an annual review meeting with your major professor. Prior to the meeting, fill out the *SDHE Master's Student Annual Progress and Evaluation* form.

PRIOR TO YOUR PROPOSAL MEETING:

- Select the remainder of your Graduate Committee. Use the Graduate School list generation tool to get names for potential GCRs, and consult with your major professor.
- Work with your committee to schedule a mutually convenient time for your proposal meeting.
- Provide members of your committee with an examination copy of your proposal at least one week prior to your proposal meeting.
- Schedule a room for your proposal meeting.
- Confirm date, time, and location of your proposal meeting with all committee members.
- Inform the Associate Dean for SDHE of your proposal meeting.

AFTER PROPOSAL APPROVAL BY YOUR COMMITTEE:

- Complete your thesis research under the guidance of your major professor.

AT LEAST 5 WEEKS BEFORE YOUR FINAL EXAMINATION:

- File Diploma Application with the Graduate School.

BEFORE SCHEDULING YOUR FINAL EXAMINATION:

- Complete (or be currently registered for) all courses on your Program of Study.
- Complete all incomplete course work.
- Confirm that you have a 3.00 grade point average (GPA) for all courses taken as a graduate student and a 3.00 (B) minimum for all courses listed on the Program of Study.
- Have removed or make arrangements to remove all program deficiencies.
- Submit any program changes necessary.
- Complete the foreign language requirement if you are in the M.A. degree program.
- Complete the defendable draft of your thesis.

PRIOR TO THE FINAL EXAMINATION:

- Work with your committee to schedule a mutually convenient time for your final examination meeting.

- Schedule a room for your final examination meeting.

AT LEAST 2 WEEKS BEFORE YOUR FINAL EXAMINATION:

- Confirm date, time, and location of your proposal meeting with your committee members.
- Schedule the Final Examination with the Graduate School.
- Submit the pretext pages of your thesis to the Graduate School for editing.
- Notify the Associate Dean for SDHE of your final examination meeting date.
- Provide members of your graduate committee and the Associate Dean for SDHE with a defendable copy of your thesis. The exam copy must be formatted according to OSU guidelines.
- Ask your major professor to send out an announcement and invitation for the presentation portion of the meeting. The announcement should include the defense agenda.

AFTER YOUR FINAL EXAMINATION:

- Complete thesis edits, incorporating corrections and instructions of your committee, the Associate Dean for SDHE, and the guidance of your major professor.
- Submit the edited thesis to your major professor for review, approval, and signature. Allow 1 week for this review.
- Once signed by your major professor, submit the signature pages to the Associate Dean for SDHE for signature (she will sign as many copies as you wish). Leave the signature pages in her SDHE mailbox; she will return the pages to your SDHE mailbox within 48 hours. If you are under a tight timeframe, you may make an appointment to meet with her.

WITHIN 6 WEEKS OF THE FINAL EXAM:

- Submit the final copy of your thesis to the Graduate School office. One unbound printed copy and one electronic copy are required. These copies must satisfy all formatting requirements. Follow the specific instructions for this submission available at the Grad School web site. The final copy of your thesis will be placed in the Valley Library for public access.
- Provide the SDHE Office with a copy of your thesis title and abstract.

PRIOR TO COMPLETION OF YOUR DEGREE:

- Confirm that all graduation requirements have been met. The thesis will not be accepted for the graduation requirement until it has received approval by the graduate dean. The Graduate School will notify the Registrar when you complete all requirements for your degree.
- Apply for graduation.
- Return all keys to the Key Shop. A special envelope for this purpose is available from the SDHE office coordinator.
- Leave your forwarding address with the SDHE office coordinator.

Continuation into the Ph.D. Program

It is not recommended that you obtain all of your academic training through the doctoral degree at a single institution. This will allow you to work with a greater variety of scholars and expand your experience. With this caveat, if you wish to continue your studies toward the Ph.D. degree after completing a SDHE master's degree, you must submit a formal, no-fee application to SDHE. The application must be submitted in one packet (hard copy) to SDHE including:

- SDHE application form (available in the SDHE office),
- statement of doctoral research interests and professional goals,
- unofficial transcript of M.S./M.A. course work to date.

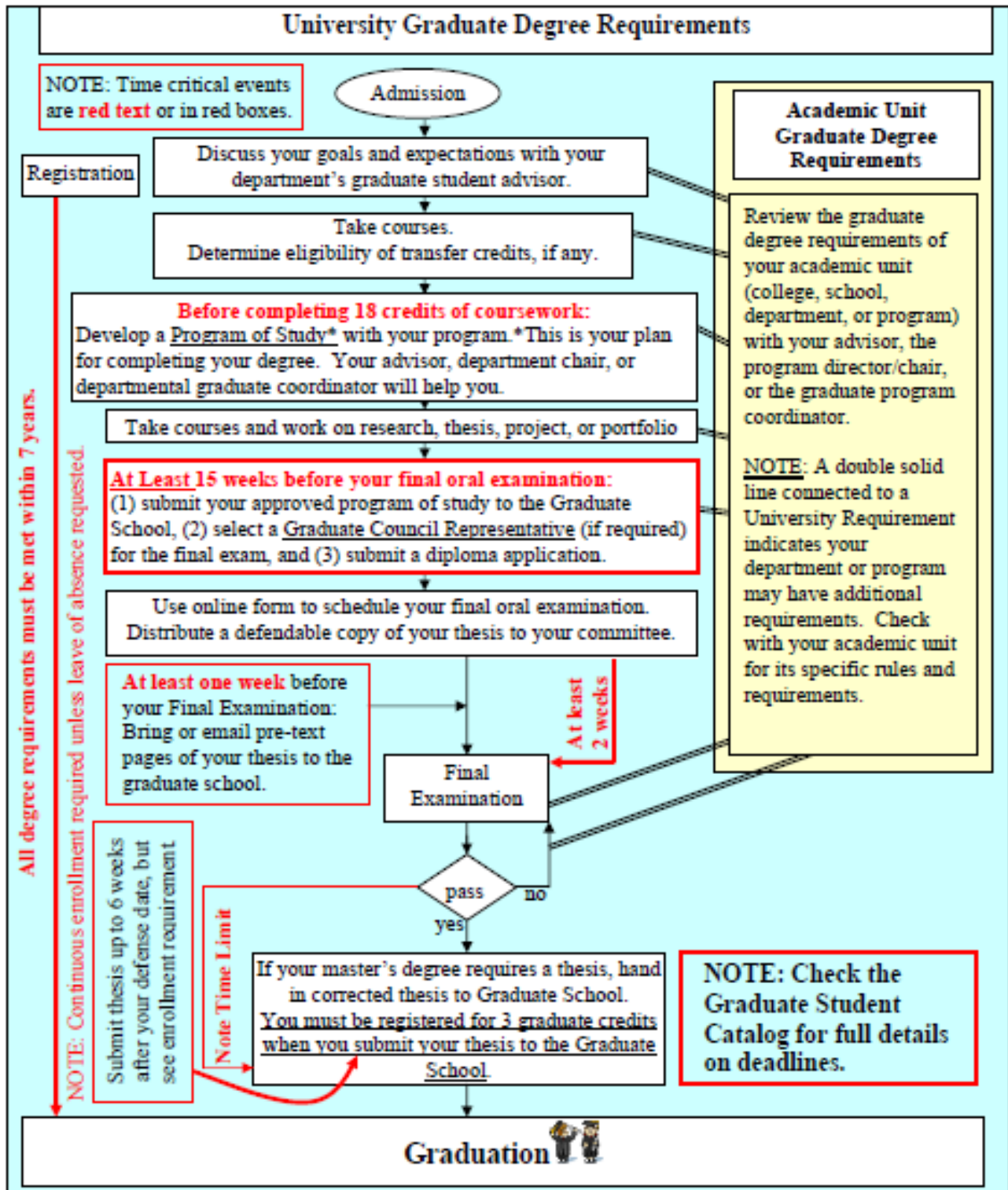
In addition to submitting the above, you should solicit a letter of professional reference from your M.S./M.A. major professor. It is customary for this letter to be delivered to SDHE directly by the major professor.

As with all applications to the SDHE graduate program, you may apply for admission into a SDHE doctoral program for admission in fall. Graduate applications may be submitted up to 30 days prior to the first day of classes in the term you plan to begin. The application deadline for an assistantship is January 15 to assure consideration for the following fall term.

Upon acceptance into the Ph.D. program, you will submit a "Change of Program" form to the OSU Graduate School.

Flow Chart for Successful Master's Degree Completion at Oregon State University

Provided by the OSU School of Graduate Studies
http://oregonstate.edu/dept/grad_school/current/flowchart-Masters.pdf



M.S. / M.A.

Notes:

MASTER OF ARTS OF INTERDISCIPLINARY STUDIES

Introduction

The Master of Arts in Interdisciplinary Studies (M.A.I.S.) degree is granted for attainment of broad, advanced knowledge and achievement integrated from three fields of study. Any graduate major or minor may serve as a field for this degree. Two of the three fields may be from one department if the areas of concentration within these two fields are different. The School of Design and Human Environment participates in the M.A.I.S. program and may be designated as the primary, secondary, or tertiary field. A minimum of 9 credits in each of the three fields of study is required. The degree requires a minimum of 49 credits, including 4 credits of course work in interdisciplinary research methods.

No more than 21 credits (excluding thesis or research paper credit) may be taken in any field unless the total program exceeds 49 credits. There is no foreign language requirement. No more than 3 credits of blanket-numbered courses in each field of study may be used in the program; thesis credits (Option A) or research paper credits (Option B) are exempt from this limitation. With an M.A.I.S., your committee will consist of four members of the graduate faculty—one from each of the three fields—and a Graduate Council representative. A formal program meeting must be held prior to the completion of 18 graduate credits. A final oral examination is required.

There are two options under the M.A.I.S. program:

OPTION A: THESIS OPTION. The requirement is 6 to 9 credits of Thesis 503. The thesis advisor must be a member of the graduate faculty authorized to direct theses. The thesis must coordinate work in the three fields. *If your primary field of study is in SDHE, you must complete a thesis.*

OPTION B: RESEARCH PAPER OPTION. The requirement is 4 to 7 credits, registered as Research 501, Reading and Conference 505, or Projects 506. The research paper must integrate work from at least two of the three fields. The research paper option is *not available* if your primary field of study is in SDHE.

Your Graduate Committee

When you are accepted into the M.A.I.S. Graduate Program with SDHE as your primary field of study, you will be assigned a major professor. The assignment of the major professor is based on your area of interest for your specialization. You are required to schedule a meeting with your major professor to occur within your first term. Three additional people will serve on your committee. Below is a description of the function of each of these committee members:

MAJOR PROFESSOR. The major professor serves as the primary advisor for your program and thesis. The major professor chairs your graduate committee.

SECONDARY PROFESSOR AND TERTIARY PROFESSOR. These committee members represent areas outside of your primary M.A.I.S. area of specialization. These areas of specialization should be chosen to support your professional goals and research area. Selection of these two committee members are part of the graduate M.A.I.S. application process.

GRADUATE COUNCIL REPRESENTATIVE (GCR). The primary purpose of this committee member is to represent and implement the policies and procedures of the Graduate School during your progress through your thesis and oral examination. It is your responsibility to obtain a GCR from a list provided by the Graduate School. Ask your major professor for guidance in this selection. SDHE requires inclusion of the GCR on all M.A.I.S. committees.

M.A.I.S. Procedures

For the M.A.I.S. degree, you will select courses from each of your three fields of study under the direction of your major professor and with the guidance of your secondary and tertiary professors. If your primary field of study is in SDHE, you will follow the SDHE processes as outlined in the M.S./M.A. section of this handbook. If your primary field is outside of SDHE, you will work within the guidelines in that field, again under the guidance of your major professor.

Continuation into the Ph.D. Program

If you wish to continue your studies to the Ph.D. program in the School of Design and Human Environment, a no-fee application must be submitted to SDHE. SDHE will consider such applications only when SDHE has been a participating department for your M.A.I.S. The application must be submitted in one packet (hard copy) to SDHE, including:

- SDHE application form (available in the DHE office),
- statement of doctoral research interests and professional goals,
- unofficial transcript of M.S./M.A. course work to date.

In addition to submitting the above, you should solicit two letters of professional reference: one from your M.A.I.S. major professor and one from a SDHE professor. It is customary for these letters to be delivered to SDHE directly by their authors.

As with all applications to the SDHE graduate program, you may apply for admission into a SDHE doctoral program for admission in fall. Graduate applications may be submitted up to 30 days prior to the first day of classes in the term you plan to begin. The application deadline for an assistantship is January 15 to assure consideration for the following fall term.

Upon acceptance into the Ph.D. program, you will submit a “Change of Program” form to the OSU Graduate School.

DOCTOR OF PHILOSOPHY

Introduction

The doctor of philosophy degree is granted primarily for scholarly attainments. In the School of Design and Human Environment, a minimum of 108 quarter hours beyond the bachelor's degree is required. You will develop your program of study in consultation with your major professor and graduate committee, including required courses (see following pages) for your major and at least one minor. Preliminary written and oral examinations are required to advance to candidacy. The examinations will take place near the completion of your coursework. A dissertation based on original research is required. Three continuous quarters of full-time enrollment are necessary to fulfill the residence requirements.

It is not recommended that you obtain all of your academic training through the doctoral degree at a single institution. This will allow you to work with a greater variety of scholars and expand your experience.

In successfully completing your Ph.D., you will (a) produce and defend an original significant contribution to knowledge; (b) demonstrate mastery of subject material; and (c) be able to conduct scholarly activities in an ethical manner.

Areas of Concentration

The School of Design and Human Environment offers the Ph.D. in three areas of concentration:

- Design in the Near Environment
- Human Behavior in the Near Environment
- Cultural and Historic Aspects of the Near Environment

The *environment* is all factors that impinge upon or influence an individual. The near environment or the immediate or personal environment is that part of the environment which is close to the individual and with which the individual interacts; our clothing, building interiors, and housing are all components of the near environment. The near environment includes the specific places and things with which an individual engages daily or regularly. The near environment has both tangible and intangible components. The focus of study for students in the School of Design and Human Environment is both the tangible products (apparel and other textile products, interiors, housing) and intangible aspects (cultural and individual values and attitudes, social institutions, individual perceptions and motivations, etc.) of the near environment. Students in all areas of concentration study the tangible components as influenced by the intangible aspects.

Your Graduate Committee

When you are accepted into the SDHE Graduate Program for the Ph.D. degree, you will be assigned a major professor. The assignment of the major professor is based on your area of

interest for your specialization. You are required to schedule a meeting with your major professor to occur within your first term. Four additional people will serve on your committee. All committee members must be on the graduate faculty with appropriate authorization to serve on your committee. You will select these four in consultation with your major professor. When the committee is in place, notify your major professor.

The function of your graduate committee is to supervise and evaluate your program, comprehensive preliminary examination, dissertation proposal, and dissertation defense. Your committee members will provide valuable program advice. Therefore, with the exception of your major professor, the selection of your committee and decisions about courses to include in your Program of Study are intertwined.

Below is a description of the function of each of the five committee members:

1. **MAJOR PROFESSOR.** The major professor serves as the primary advisor for your program and dissertation. The major professor chairs your graduate committee and will be assigned to you based on your area of interest.
2. **MINOR PROFESSOR.** This committee member represents an area outside of your primary area of specialization. You will choose a minor that supports your research area. Consult with your major professor about the selection of your minor professor, and then contact that person to discuss your program goals and obtain verbal agreement for his/her service on your committee.
3. **SDHE REPRESENTATIVE.** All graduate committees within SDHE have both a major professor and a second representative from the school. Again, consult with your major professor about the selection of this committee member. Contact the person to discuss your program goals and obtain verbal agreement for his/her service on your committee.
4. **SECOND MINOR OR SUPPORTING AREA MEMBER.** If you select a second minor, one committee member will represent this minor. If you have only one minor, select the 4th committee member in a supporting area of study. Contact the person to discuss your program goals and obtain verbal agreement for his/her service on your committee.
5. **GRADUATE COUNCIL REPRESENTATIVE (GCR).** The primary purpose of this committee member is to represent and implement the policies and procedures of the Graduate School during your progress through your program and dissertation. It is your responsibility to obtain a GCR, using the online GCR list generation tool provided by the Graduate School http://oregonstate.edu/dept/grad_school/forms.php#degree. Ask your major professor for guidance in the selection of your GCR. SDHE requires inclusion of the GCR on all Ph.D. committees.

Occasionally, committee members need to be replaced. In the event you wish to change your major professor, apply to the SDHE Graduate Committee. The final decision for this request will be made by the Associate Dean for SDHE. Formal notification of committee change is not required by the Graduate School.

Program of Study

The Ph.D. degree in SDHE requires a minimum of 108 credits beyond the bachelor's degree. The courses that fulfill the credits include required core courses, courses specific to your major area of concentration, and courses specific to your minor area. Details about the doctoral Program of Study is available at <http://catalog.oregonstate.edu/ChapterDetail.aspx?key=40>. You will develop your Program of Study in consultation with your major and minor professors in a series of informal conversations. A minor is required at the doctoral level. Minor course work supplements your major program by broadening your scope of knowledge and experience. Your choice of a minor concentration should be made in consultation with your major professor.

Your Program of Study will be finalized and approved subject to SDHE policies at a formal meeting of your doctoral committee. You must be registered for a minimum of three credits for the term in which the program meeting is held. Once the Program of Study has been approved by your committee and the Associate Dean for SDHE, you will submit it to the Graduate School. The form for the Program of Study is available on the Graduate School web site http://oregonstate.edu/dept/grad_school/forms.php.

It is strongly recommended that you submit your Program of Study within the first or second term of study. OSU regulations allow that if you hold a master's degree you must file your Program of Study with the Graduate School by the end of one calendar year of enrollment as a doctoral student. If you do not hold a master's degree, OSU regulations require that you must file your Program of Study with the Graduate School by the end of the fifth quarter of enrollment as a doctoral student. However, ***SDHE expects that you will submit your Program of Study to the Graduate School no later than the completion of your third term.***

If you do not file a program before the specified OSU deadline, you will not be allowed to register for the next term. A registration hold will also be placed if your Program of Study is not approved after initial evaluation by the Graduate School and until appropriate action is taken to bring the Program into compliance with Graduate Council policy.

When the program is approved by the doctoral committee, the Associate Dean for SDHE, and the dean of the Graduate School, it becomes your obligation to complete the requirements as formulated. However, your Program of Study may be amended under certain circumstances. Examples include a change in your research focus, courses that are not offered, courses that become outdated, the addition of a course in which an "A" was earned to balance a course in which a "C" was earned. A program may not be amended to remove courses in which a "C" was earned. If you wish to amend your Program of Study, consult with your committee and submit a Petition for Change in Graduate Program (see Grad School web site for the form).

Program Development

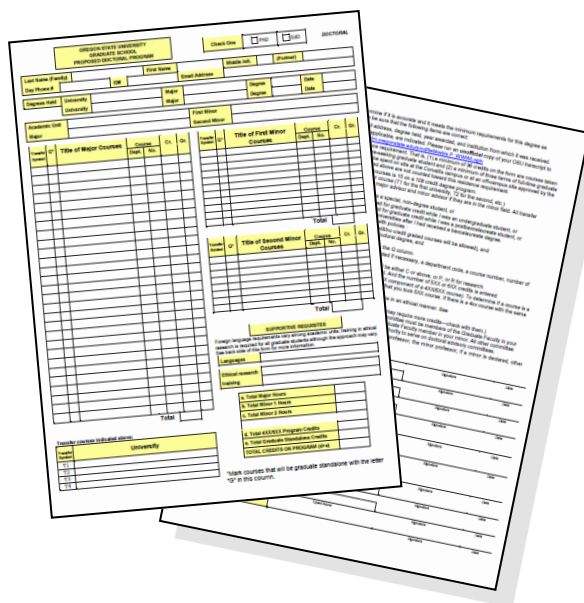
CREDIT DISTRIBUTION

The Ph.D. in the School of Design and Human Environment requires a minimum of 108 credit hours beyond the bachelor’s degree, including a required minor. These credits are distributed as follows:

- MAJOR:** Minimum of 90 credit hours, including 36 dissertation credit hours (DHE 603) and 14-17 credit hours in the master’s core (see *M.S./M.A. section of this handbook*).
- MINOR:** Minimum of 15 (integrated, 18) credit hours in supporting disciplines.

An *integrated minor* gives you the ability to combine courses from various disciplines with a single focus. These courses must be outside your major area of concentration, with most of the courses being outside SDHE. If you select an integrated minor, the combination of courses must be a minimum of 18 credit hours.

If you elect to have two minors, each must have at least 15 credits and there must be a committee member authorized to represent each of the two minors. Although it is technically possible to complete two minors within the minimum credit requirements of the Ph.D., you should be prepared for this option to increase your credit hours and extend your timeline.



REQUIRED COURSES

✓	Courses	Cr.	Title	Prerequisites
<input type="checkbox"/>	DHE 690	3	Theory Development	
<input type="checkbox"/>	Two additional SDHE theory courses, selected from the list below. One of these courses must be 600-level.			
	— DHE 577	4	Fashion Theory	
	— DHE 582	2	Aesthetic & Perceptual Theories of Near Env.	
	— DHE 585	3	Human Behavior and the Near Env.	
	— DHE 587	3	Trends and Issues in Merchandising	DHE 472/572
	— DHE 588	3	Theories in Housing	
	— DHE 685	3	Advanced Topics Human Behav.& the Near Env.	DHE 585
	— DHE 665	3	Historical/Cultural Theories & Methods of the Near Env.	6 grad credits in history or historic/cultural near env.
<input type="checkbox"/>	Minimum of 9 credit hours of advanced statistical methods and/or research methods. <i>DHE 594 Research Methods is strongly recommended. See M.S./M.A. list for additional recommendations.</i>			
<input type="checkbox"/>	DHE 603	36	Dissertation	
<input type="checkbox"/>	Minor Courses	18	<i>Must include at least one theory course.</i>	
<input type="checkbox"/>	Elective Courses	33	<i>Electives and transfer credits from master's degree including 14-16 credits from the master's core requirements.</i>	
108 TOTAL CREDITS				

Ph.D.

PHD PROGRAM POLICIES

- The program must consist of at least 108 credits beyond the bachelor's degree. Course distribution is given in the following section of this handbook. A minor is required. A foreign language is not required unless it is needed for your specific area of concentration.
- A minimum of 36 credits must be taken at OSU after admission as a regular, degree-seeking graduate student.

- A minimum of three terms of full-time graduate academic work (at least 9 credits/term) must be spent on site at the Corvallis campus or at an off-campus site approved by the Graduate School. Transfer courses are not counted toward this residence requirement.
- Courses must be 500- or 600-level. In general, 600-level courses are considered doctoral level. Courses with a 700-level designation are technical or professional courses targeted toward a first professional degree. However, selected 700-level courses that have been deemed equivalent to graduate-level learning may be used on your doctoral program upon approval of your graduate committee.
- You may enroll in courses outside your formal Program of Study, including undergraduate courses. However, those on your Program must conform to the requirements as set out by the Graduate School and SDHE.
- The program must consist of a minimum of 50% graduate stand-alone courses. Remaining courses may be the 500 component of 400/500 split courses.
- If you took a class at the 400-level, you may not repeat the corresponding 500-level course on your graduate program.
- The program may include no more than 15 credits of blanket-numbered courses (other than thesis). Blanket-number courses have a zero as the middle digit. Examples of SDHE blanket courses include DHE 601, DHE 605, DHE 606, DHE 607, and DHE 609.
- At the doctoral level, SDHE limits internship credits (DHE 510/610) to 9 credits.
- There must be a minimum of 36 dissertation credits (DHE 603) on your Program of Study. However, you should *register* for DHE 603 credits as needed to reflect all your efforts in the development of your dissertation including the review of literature. Excess thesis credits may be omitted from the Program of Study.
- Your program may not be amended to remove a low grade. However, you may add a course to the Program of Study to balance low-graded courses and achieve the required grade-point average. To do so, submit a Petition to Change Program form to the Grad School http://oregonstate.edu/dept/grad_school/forms.php#change.
- You may include courses graded P/N on your Program of Study; however, if you elect to take courses graded on an S/U basis, they may not be on your Program.
- Your plan must include training in the conduct of scholarly or professional activities in an ethical manner.
- There is no limit to the number of graduate credits that may be transferred to your doctoral program, so long as the residence requirement is satisfied. All transfer courses must have an earned grade of “B” or better; no P/N nor S/U credits are allowed.
- No more than 5 years may elapse between the preliminary oral examination and the final oral examination.

RESEARCH CAPABILITY

Doctoral program applicants must provide evidence of research capability (e.g., a thesis or published research paper). If you have no research experience prior to your doctoral program (for example, a non-thesis master's program or a master's bypass), you will be required to complete a published or accepted-for-publication empirical research paper with your major professor before you take your preliminary examination. This paper may be a full length, peer reviewed conference paper. The paper must be independent from your dissertation research and cannot be used to fulfill your dissertation requirements.

MASTER'S BYPASS

Exceptionally capable students, if approved, may bypass the master's degree and proceed to the Ph.D. degree. You must first be admitted into a SDHE M.A. or M.S. program. Before applying for a master's bypass, you must meet certain conditions and provide appropriate documents as itemized below. After you have met the conditions and provided the required documents, the Graduate Committee will review your case and make a recommendation. The final decision will be made by a vote of the full SDHE Graduate Faculty.

Conditions that must be met:

- **GPA.** After 27 hours of graded graduate level course work, GPA must be 3.90 or above.
- **Courses.** Complete at least three terms of graduate-level statistics; at least two of the courses must be consecutive. Complete at least 3 credits of research methods (DHE 594 preferred).

Documents that must be submitted to the DHE Graduate Committee:

- **A formal statement of request for the bypass.**
- **Goal statement.** Submit a statement of your professional goals.
- **C.V.** Provide a curriculum vita.
- **Evidence of research capability.** (See paragraph above.)
- **Research proposal.** Develop a research proposal (include the first 3 chapters). This will be presented both in writing and orally to the SDHE Graduate Committee.
- **Letters of support.** Letters of support must be submitted directly to the Graduate Committee (1) by the major professor and (2) by a SDHE representative on the committee.

When the bypass is approved, you must file a Change of Degree form to the Graduate School http://oregonstate.edu/dept/grad_school/forms.php#degree. This form requires school approval.

If the bypass is approved, you may reverse the decision at any time and complete your M.A. or M.S. as originally planned. If the bypass is denied, it applies only to the bypass route and carries no prejudice toward acceptance into a Ph.D. program.

Graduate Meetings

SCHEDULING

Graduate meetings may be held during any period when school is in session. This excludes periods between the regularly scheduled quarters and during official vacation periods. You must be registered for a minimum of three credits during the quarter in which you hold a meeting.

It is generally expected that all members of your graduate committee be physically present at all *required* graduate committee meetings. However, remote participation is possible, provided certain conditions are met. See further discussion at the end of this section of the handbook.

For required meetings, it is your responsibility to find mutually agreeable times when all committee members can be present and to schedule a room. Required meetings (see below) have time line requirements for notification and scheduling with your committee. Please review these requirements carefully to avoid delays. The Graduate School provides a detailed discussion on “how to schedule a program committee meeting, oral exam, or final oral exam” at http://oregonstate.edu/dept/grad_school/current/How_to_Schedule_a_Meeting.pdf. Meeting rooms in the library may be scheduled through Student Multimedia Services at least one week in advance. SDHE classrooms and other university classrooms should be scheduled through the SDHE Office. All rooms are heavily used; schedule at the earliest possible date.

PROGRESS MEETINGS

Introductory Meeting. As close to the beginning of your first quarter as possible, make an appointment with your major professor to discuss the school’s expectations about progress toward the completion of your degree. At this meeting, you and your major professor will complete the first sections of *SDHE Doctoral Student Annual Progress and Evaluation* form. This form will help you make substantive plans for the process and time line to earn your degree.

Annual Review Meeting. Each year before May 1, make an appointment with your major professor to review your progress toward completion of your degree. Although you should discuss questions and concerns with your major professor on an ongoing basis, the annual review meeting gives you an opportunity to assess your progress and discuss any problems. Prepare the *SDHE Doctoral Student Annual Progress and Evaluation* form in advance of the meeting to affirm or revise the progress and time line for your degree program. Your major professor will provide written feedback subsequent to your meeting.

REQUIRED MEETINGS

There are four meetings with your full committee that are required for the SDHE doctoral program. The first is your program meeting, in which your Program of Study will be finalized. The next required meeting is the preliminary oral exam. This meeting will take

place after passing your written preliminary exam. Next, you will meet for your dissertation proposal. Last, you will defend your completed dissertation in a final oral exam. Details for each of these meetings follow.

❶ **Program Meeting.** For a doctoral degree, OSU requires a formal meeting to finalize and approve your Program of Study. *It is essential that you develop your Program of Study as early as possible to ensure that your course selections meet the requirements and your particular career goals.* Develop your Program of Study with your major and minor professors in a series of informal conversations. The last step in the process is the formal meeting.

It is your responsibility to find a mutually agreeable one-hour block of time when all committee members can be present and to schedule a room.



You must be registered for a minimum of 3 credits for the term in which the program meeting is held. Once the Program of Study has been approved by your committee and the Associate Dean for SDHE, you will submit it to the Graduate School. Please review the Program of Study section earlier in this handbook to become familiar with processes and deadlines that apply. The form for the Program of Study is available on the Graduate School web site http://oregonstate.edu/dept/grad_school/forms.php#program.

❷ **Preliminary Examinations.** All SDHE PhD students are required to pass both written and oral preliminary examinations. The purpose of these preliminary examinations is to determine your understanding of fundamental subject matter in the major and minor fields and to assess your capability for research. The exam will test your ability to think critically, logically and originally, to conceptualize and synthesize information, and to apply the information to scholarly situations.

The preliminary exam has two parts: a written exam and an oral exam. The written exam must be passed before the oral exam is administered. You will take these exams when you are near completion of the course work listed on your Program of Study. SDHE recommends that no more than one year elapse between completion of the course work and the preliminary exams. **The written portion of the exam is in the format of development of a research proposal.**

Development of Research Proposal. The major professor, in consultation with your graduate committee, will provide a list of three topics from which you will select one to develop a research proposal. Any topic in your specialized area may be selected as long as it is not closely related to the research topic that you have selected for your dissertation, to research conducted to earn a previous degree (from OSU or other institution) or to any other projects completed prior to your preliminary exams. Before receiving the topic list for the research proposal, you should provide your major professor the dissertation topic and a list of all research projects which you have completed by then (e.g. master thesis, course projects, projects presented at the conferences and published in journals). **It is understood that the preliminary examination research proposal project will not be further developed into your dissertation project.**

The proposal assignment will be given in writing and will include:

- 1) The topics

- 2) Instructions about use of outside resources:
 - a. No discussions with major professor nor your committee members
 - b. No discussions with other people
 - c. No consultation with statisticians
 - d. If using a writing/editing service, you must submit to the major professor a copy of the proposal before editing and a copy of the proposal after editing
 - e. The majority of literature reviewed should come from peer reviewed journal articles (library databases would be a good resource)
- 3) Proposal preparation guidelines:
 - a. Length of the proposal – between 20 to 25 pages (excluding references)
 - b. Format – double-spaced, 1” margin on all sides, 12-point font
 - c. Scope of the proposal – include 4 sections: Introduction, Literature Review, Methodology, and Reference List. In addition, the Introduction section should include research justification, objectives, and hypotheses. The Review of Literature should include theoretical framework and background/review of literature. The Method section should include project description, population/sample, procedure and data analysis.
- 4) Proposal submission: You will submit a final copy of the preliminary exam research proposal to the major professor and all committee members. In addition, you should also upload a copy to SafeAssign (<http://oregonstate.edu/tac/safeassign>) (the major professor will set up an account for you to load the proposal).

Evaluation of the Written Exam. You will be given 4 weeks to write the proposal. Each committee member will have 2 weeks to independently evaluate the proposal and respond to the major professor with either pass or fail. You may pass the written exam with one fail vote. The major professor will notify you of the results at least 1 week before the scheduled oral examination.



If you fail the written exam, the committee will use the time scheduled for the oral preliminary examination to determine a course of action. You may be asked to complete a second written examination (to re-write certain sections of the proposal or to develop another research proposal); the committee will recommend when the rewrites should occur. Alternatively, the committee may ask you to take additional course work to improve the understanding of specific subject matter areas before a second attempt. No more than two written re-exams are allowed.

Oral Preliminary Examination. The oral preliminary examination is conducted by your graduate committee, typically within 4 weeks after you have passed the written exam. It should be scheduled for a 2 hour period. *At least two weeks before the oral exam, submit the “Exam Scheduling Form” to the Graduate School with the date, time, building and room number, and the names of all committee members.* During this time, committee members evaluate the written examination to determine whether or not you should proceed to the oral preliminary exam.

Preparation for the Oral Examinations. In addition to the research proposal developed in the written part of the exam, content from course work may be included in the oral examination; committee members will be looking for an overall, integrated understanding of the subject matter area and ability to conduct research. You should review core disciplinary materials in advance and may talk to committee members about potential areas of questioning.

All committee members must be present (physically or remotely – see page 51 of this Handbook under the section “Remote Participation in Graduate Meetings”) at the oral preliminary examination. The oral exam will include a presentation outlining the research proposal (written exam), followed by a questioning session from the committee members. When the committee completes their oral examination, you will be excused while the committee deliberates. The committee judges whether you have passed the exam; if it is determined that you have passed, you are advanced to doctoral candidate status. If more than one negative vote is recorded by the examining committee, you will have failed the oral examination. No more than two oral re-examinations are permitted. Upon the successful completion of the oral examination, you may order official OSU/SDHE business cards.

③ **Dissertation Proposal and Defense Meeting.** For a Ph.D. degree, SDHE requires a proposal meeting before any data collection or other research procedures begin for your dissertation. Typically, this meeting takes place in the term following the prelim exams. Your dissertation will be directed by your major professor with contributions by the other members of your committee. In preparation for the thesis proposal meeting, you will complete the first three chapters of your thesis: the Introduction, Review of Literature, and Procedure. This constitutes a written research proposal.

You must not begin data collection or other research procedures until you have successfully defended your proposal.

At least one week prior to the proposal meeting, you must submit your proposal to your committee. It is courteous to let them know in advance when to expect your proposal and to ask if they prefer to receive it in digital or printed form.

Because the proposal meeting is required by SDHE but not by the Graduate School, the proposal meeting is not scheduled through the Graduate School. In the proposal meeting, you will present your proposal orally to your complete committee. After your presentation, the committee will ask you questions regarding the proposal, give you guidance and suggestions, and will determine if your proposal is acceptable.

④ **Dissertation Defense (Final Oral Exam)**

The final oral examination will be focused on your dissertation research. This is the final step in your progress to your Ph.D. Before this meeting, you must meet the following requirements:

- At least one complete academic term, but no more than five years, must elapse between the preliminary oral exam and final oral examination. If more than five years elapse, you will be required to take another preliminary oral exam.
- You must have a minimum program and cumulative graduate GPA of 3.00 to schedule the final oral examination.
- All incomplete course work appearing on the Program of Study must be completed prior to scheduling the final oral examination.
- You must submit the pretext pages of your thesis to the Graduate School office at least two weeks before the final examination. Pretext pages include the abstract, copyright (optional), title page, approval page, acknowledgment page,

contribution of authors, table of contents, list of figures, tables, appendices, dedication (optional), and preface (optional).

It is your responsibility to find a mutually agreeable two-hour block of time when all committee members can be present and to schedule a room for the final exam. The room must be large enough to accommodate the committee members and up to 20 visitors. Room possibilities include the Valley Library meeting rooms and the SDHE seminar room (Milam 333; reserve through the SDHE Office).

You must deliver a copy of your dissertation to all members of your committee, including the Graduate Council Representative (GCR) and the Associate Dean for SDHE, to allow a thorough review. It is courteous to notify committee members in advance as to when the dissertation will be delivered and to ask each person if they prefer a digital or printed copy of your dissertation.



All members of your committee must approve the scheduling of the final examination. In doing so, they must also indicate in writing that they have received an examination copy of the dissertation. You may download forms for this process from the Graduate School web site http://oregonstate.edu/dept/grad_school/forms.php or pick them up at the Grad School office. The *Notice of Meeting* form is in the forms section of this handbook.

The final examination meeting is a requirement of both SDHE and the Graduate School, and *must be scheduled with the Graduate School at least two weeks prior to the meeting, using the Exam Scheduling on-line form* http://oregonstate.edu/dept/grad_school/phpforms/event.php. At the same time, submit the pretext pages of your dissertation.

The final examination is the final meeting of your committee and is convened to review your completed dissertation and approve, disapprove, or delay the completion of your degree. The meeting is conducted by your major professor and will require up to two hours. About half of the examination period will be devoted to the presentation and defense of your dissertation and will continue with examination of your knowledge of your field.

The presentation portion of the meeting is open to the public. Ask your major professor to send out an announcement and invitation of this presentation. The public presentation will be followed by a closed oral examination by the committee only. When the committee completes their examination, you will be excused while the committee evaluates your performance. You will be invited back into the room to receive the decision of the committee. If more than one negative vote is recorded by the examining committee, you will have failed the examination. No more than two re-examinations are permitted.

Typically, even with a successful defense, dissertation edits are needed. Once you have incorporated corrections and instructions of your committee and the Associate Dean for SDHE, submit the dissertation to your major professor for review, approval, and signature. Allow one week for this review. Once signed by your major professor, submit the signature pages to the Associate Dean for SDHE for signature. (She will sign as many copies as you wish.) Leave the signature pages in her SDHE mailbox; she will return the pages to your SDHE mailbox within 48 hours. If you are under a tight timeframe, you may make an appointment to meet with her.

Within six weeks of your successful final examination, one printed and one electronic final copy of the dissertation, including copies of the abstract, must be submitted to the Graduate School office. If these copies are submitted after the initial six-week period, you may be subject to re-examination. Complete information regarding the format and submission requirements of your thesis are available at the Graduate School's website <http://gradschool.oregonstate.edu/success/thesis-guide>.

An abstract of your dissertation will be published in Dissertation Abstracts. In addition, your dissertation in its entirety will be archived by ProQuest Information and Learning. There is a fee for this mandatory service. Upon completing the doctorate, you will be asked to fill out a survey of earned doctorates.

Remote Participation in Graduate Meetings

It is generally expected that all members of your graduate committee will be physically present at all required graduate committee meetings (program meetings, preliminary examinations, and final examinations). However, it is permissible for you and/or your committee members to participate from remote locations, provided all conditions listed below are met.

1. Advance agreement among yourself and all committee members has been obtained;
2. All participants join in with two way audio and video connections; audio only connections must be approved by the major professor if the video connection is not possible. When you are the remote participant, your connection must be both an audio and video connection;
3. Any visual aids or other materials must be distributed in advance to the remote participants; and
4. The committee members must participate in the complete meeting, discussion, presentation, and evaluation.

In a change from years past, you are not required to submit a “remote participation” form to the Graduate School. However, you are responsible for all of the arrangements.

Chronology and Checklist

FIRST TERM:

- Schedule a meeting with your major professor. In the meeting, fill out the *SDHE Doctoral Annual Progress and Evaluation* form.

SECOND OR THIRD TERM:

- Complete your Institutional Review Board (IRB) training for human subjects research.
- Select your committee members, including a Graduate Council Representative.

- Develop your Program of Study in consultation with committee members.

THIRD TERM:

- Schedule a Program Meeting with the Graduate School. All five committee members must attend.
- File your Program of Study with the Graduate School.
- Remove or make arrangements to remove all program deficiencies.
- Schedule your first annual review meeting with your professor. Complete the *SDHE Doctoral Annual Progress and Evaluation* form in advance of the meeting.

SECOND YEAR OF STUDY:

- If you have no research experience, complete a published or accepted-for-publication research paper with your major professor. This must be done prior to scheduling your preliminary exams.
- Substantively complete your course work, and prepare for your preliminary exams.
- Schedule your annual review meeting with your major professor. Complete the *SDHE Doctoral Annual Progress and Evaluation* form in advance of the meeting.

PRIOR TO PRELIMINARY EXAMINATION:

- Discuss the focus of your examination with your major professor and committee members.
- Schedule your written prelim exam.
- Confirm that your major professor has invited questions from the committee members at least 4 weeks in advance of your written prelim exam.
- Schedule your preliminary oral exam at least two weeks after the committee will have received your written exam. Confirm date, time, and location with your committee and the Associate Dean for SDHE.
- Schedule your preliminary oral exam with the Graduate School at least two weeks before the exam.

PRIOR TO DISSERTATION PROPOSAL & DEFENSE MEETING:

- Meet with your major professor to discuss your dissertation. Discuss your research ideas with your committee members. (You may not begin data collection or other research procedures until approved by your committee at the defense meeting.)
- Prepare your dissertation proposal, following OSU's thesis guidelines.
- Schedule a proposal meeting. Confirm date, time, and location with your committee.

- Provide each member with an examination copy of your dissertation proposal at least one week prior to the meeting.

ABOUT 5 WEEKS BEFORE YOUR DISSERTATION DEFENSE & FINAL ORAL EXAM:

- File your Diploma Application with the Grad School.
- Confirm that you have satisfied all supportive requirements.
- Remove or make arrangements to remove all program deficiencies.
- Submit any Program of Study changes, if necessary.

PRIOR TO DISSERTATION DEFENSE & FINAL ORAL EXAM:

- Complete the research as approved in your proposal.
- Prepare your dissertation following OSU's thesis guidelines.
- Schedule the dissertation defense & final oral exam meeting. Confirm date, time, and place with your committee members and the Associate Dean for SDHE.
- Ask your major professor to send an e-mail announcement and invitation for your dissertation presentation. The announcement should include the defense agenda
- Provide each committee member and the Associate Dean for SDHE with an examination copy of your dissertation at least two weeks prior to the meeting.
- Schedule the meeting with the Graduate School, and provide the pretext pages of your dissertation at least two weeks prior to the meeting.

FOLLOWING THE FINAL EXAM:

- Complete ALL corrections and edits to your dissertation as instructed by your committee, the Associate Dean for SDHE, and the guidance of your major professor.
- Submit the edited dissertation to your major professor for review, approval, and signature. Allow 1 week for this review.
- Once signed by your major professor, submit the signature pages to the Associate Dean for SDHE for signature (she will sign as many copies as you wish). Leave the signature pages in her SDHE mailbox; she will return the pages to your SDHE mailbox within 48 hours. If you are under a tight timeframe, you may make an appointment to meet with her.

BY THE END OF THE TERM (OR WITHIN 6 WEEKS OF THE FINAL EXAM, WHICHEVER COMES FIRST):

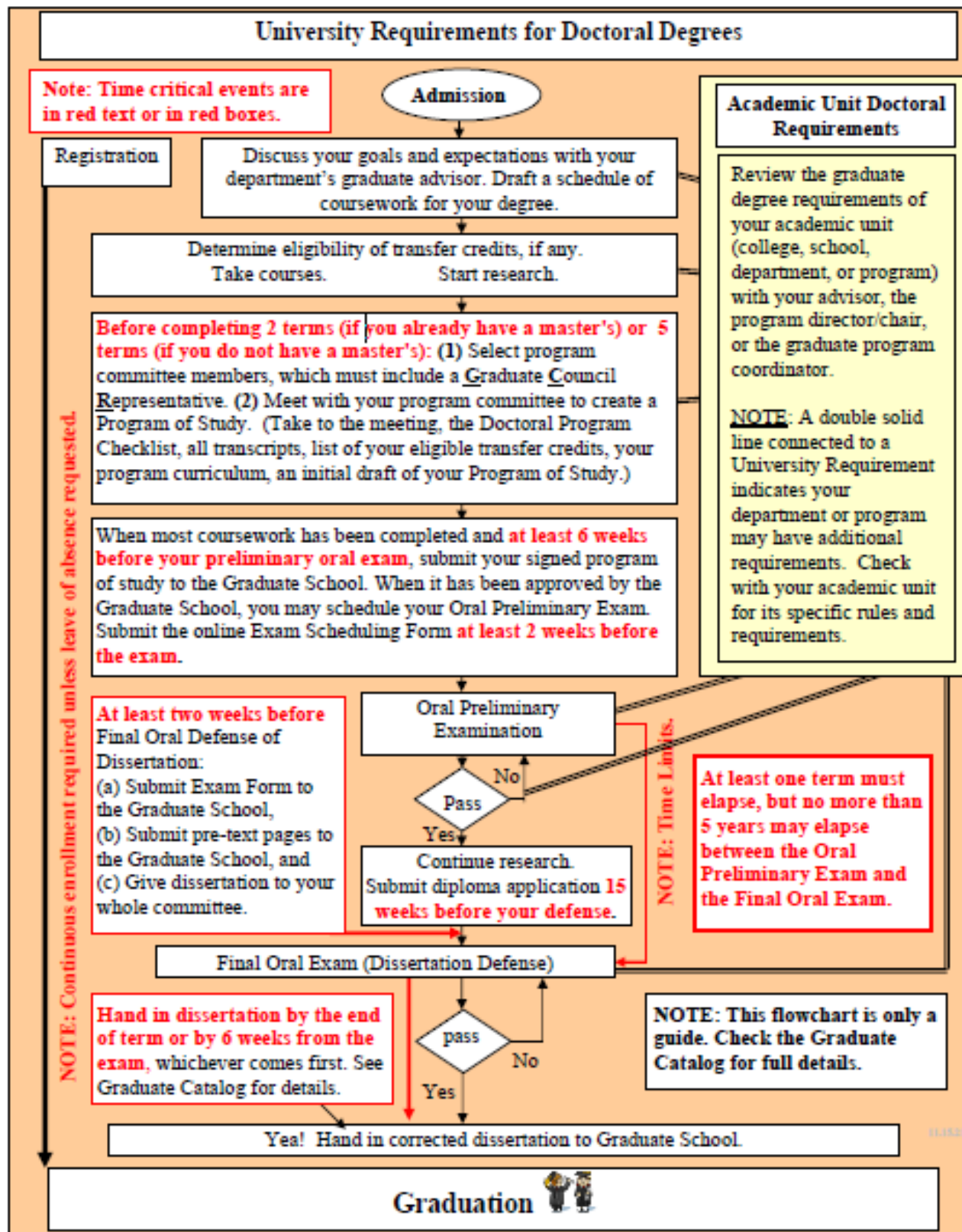
- Submit one printed (unbound) and one electronic final copy of your dissertation, including copies of the abstract, to the Graduate School office. (See detailed instructions on the Grad School web site.)
- Submit your *Permission to Publish in Microfilm* document (available on the Grad School

web site) and receipt for the archiving fee to the Grad School.

- Provide the SDHE Office with a copy of your thesis abstract.
- Submit dissertation package to your major professor including:
 - one electronic copy of your dissertation, in .pdf format
 - one electronic copy of your dissertation in editable format
 - one electronic copy of your dissertation data (if applicable)
 - your permanent address
- Submit your permanent address to the SDHE Office.
- Confirm all application and all requirements for graduation!

Flow Chart for Successful Ph.D. Degree Completion at Oregon State University

Provided by the OSU School of Graduate Studies
http://oregonstate.edu/dept/grad_school/current/flowchart-PhD.pdf



Notes:

PREPARING YOUR THESIS OR DISSERTATION

Preparing your thesis or dissertation is the culminating effort of your graduate program. The thesis or dissertation is subject to university requirements and deadlines. You are responsible for meeting both school and university requirements.

To avoid redundancy in the following discussion, *thesis* will be used whenever both master's thesis and doctoral dissertation are referred to.

Selecting Your Topic and Format

You will develop your topic in consultation with your major professor. It is recommended that your topic is consistent with your major professor's current research program.

SDHE master's students must complete a traditional thesis. SDHE doctoral students may select either the traditional format or the manuscript format. Your committee must approve the option before you will be able to proceed. If you select the manuscript format and then wish to switch to the traditional format (or vice versa) after the proposal defense, you must meet individually with each of your committee members and have them formally sign a statement that they agree with this change. A committee meeting is not necessary unless requested by one of your committee members.

Your Research Proposal

SDHE requires a proposal meeting before any data collection or other research procedures begin for your thesis for both master's and doctoral students. The proposal is the written plan for your research. You will arrange a meeting of your graduate committee to review the proposal. It is your responsibility to determine your graduate committee members' schedules and find an appropriate time and place for the proposal meeting. Allow two hours for the meeting. Deliver an examination copy (typed) of your proposal to each member of the committee in advance of the meeting. You must register for DHE 503 or DHE 603 whenever you are working on your thesis, including the proposal. No data collection may take place before the proposal meeting. Deadlines for scheduling meetings and submitting your proposal apply. Refer to the M.S. / M.A. section or the Ph.D. section of this handbook for applicable directions.



TRADITIONAL FORMAT

The traditional thesis format is available to all master's and doctoral students. The proposal for a traditional thesis is composed of three sections or chapters: Introduction, Review of Literature, and Method. These chapters should be similar to the first three chapters of your final thesis. OSU Graduate School has provided a comprehensive guide for your use: *Preparing a Thesis or Dissertation at OSU: A Graduate Student's Guide*. Secure a copy of this guide and follow the instructions to the letter.

MANUSCRIPT FORMAT

The manuscript format is available only for doctoral dissertations. If you select the manuscript option, you will develop two or more manuscripts suitable for submission to a scholarly journal for publication. The proposal for the manuscript option is composed of three sections or chapters. Chapter 1 is the Introduction. Chapters 2 and 3 are each a proposal for a manuscript. The minimum for this option is two manuscripts; if additional manuscripts are proposed, there should be one chapter for each.

The Introduction chapter will contain: a statement of the problem, a conceptual and/or theoretical framework for the overall research problem, and the number of manuscripts you are planning to include. You should include a rationale for each of the manuscripts you are proposing in the Introduction chapter: how each manuscript relates to the overall research project and the larger purpose statement (i.e., a unifying statement/section), and a statement identifying the peer reviewed research journals for which the manuscripts will be written.

The Manuscript Proposal chapters are mini-proposals. Each manuscript proposed is the subject of one chapter. Each chapter should contain an introduction, a review of literature, and a methods section in the manuscript format required by the identified research journal.

PROPOSAL COMPONENTS

The following outline may be useful in developing your thesis proposal. Check with your major professor for the preferred proposal components. Some of the components listed below will vary, depending on the type of inquiry paradigm and research design you use. For chapter 3, this outline is oriented to quantitative research. If you will be doing qualitative research, work with your major professor to determine the components needed in the procedures chapter.

Introduction

- Background of the problem and justification for the study.
- Purpose or general objective(s).
- Statement of the problem or research question(s).
- Theoretical or conceptual background or context.
- Specific objectives or hypotheses.
- Assumptions and limitations.
- Definition of terms, if appropriate.

Review of Literature

- Classic definitive or influential research.
- Explanation and application of a theoretical (conceptual) framework. (This section may be in chapter 1.)
- Summary and analysis of the literature as applied to the research problem.

Procedure

- Research Design.
- Variables with operational definitions.
- Hypotheses and/or research questions.
- Instrument selection or development.
- Validity and reliability of sample and/or instrument.
- Procedures for pilot testing.
- Method of collecting data.
- Method of analyzing data.

Thesis Format

Your thesis proposal will form the core of the final thesis. The future tense will be changed to past tense, and two additional chapters will be added: Chapter 4 contains the results of your research while Chapter 5 includes discussion and implications for future research.

If your dissertation will be in manuscript format, the final format will include the proposal chapters described in “manuscript format” above plus a final chapter. The Introduction chapter written for the proposal will remain substantively the same. Each of the manuscript chapters (one for each manuscript) will already have an introduction, review of literature, and methods section; now add a conclusion section to each manuscript. Finally, add a Conclusion chapter to the entire thesis which addresses the overall research project.

The Graduate School has very specific format guidelines that must be met. Observe these to the letter. There are several resources to help you, which are available at the Grad School web site including:

- *The OSU Graduate School Guide to Success*
- *Preparing a Thesis or Dissertation at Oregon State University: A Graduate Student’s Guide.*

In addition, your thesis must follow a specific publication style. Many style manuals are available in the OSU Bookstore and elsewhere. Discuss the appropriate style for your thesis with your major professor. For most SDHE theses, you will follow:

- *The APA Publication Manual*

For thesis with a cultural or historical focus, you may follow:

- *The Chicago Manual of Style*

Presentation of Your Thesis and Final Oral Exam

The presentation of your thesis will take place in a thesis defense and final oral exam meeting. The meeting begins with your formal presentation of your thesis and is open to the public. Following your presentation, the public will be excused. Your committee will then ask you questions about



the thesis and continue with a final examination of your knowledge of your field. In the M.S./M.A. and Ph.D. sections of this handbook respectively you will find detailed information about the preparation and scheduling of this meeting.

After a successful defense, having made all corrections required by your committee and the Graduate School, your thesis will become part of the permanent collections of the Valley Library and the School of Design and Human Environment. The procedures for submission are available at the Graduate School web site. Be aware that specific forms and submission deadlines will apply. These have direct effects on conferring your degree.

After Your Thesis Defense

The final version of your thesis must be approved by your major professor and the Associate Dean for SDHE. Incorporate all of the committee members' corrections into this version. It will be helpful to enlist someone else's aid for proof reading. When it is ready, submit it to your major professor for review and signature. Allow at least three days. Next, your thesis must be reviewed by the Associate Dean for SDHE. Allow at least one week for this review. When the Associate Dean signs your thesis, it is ready for submission to the Graduate School.

You will provide both paper and electronic copies of your thesis together with extra copies of the abstract with original signatures to the Graduate School. Extra title pages, a permission for microfilming form, and an archiving fee may also apply. Procedures are slightly different for M.S./M.A. and Ph.D. programs, so be sure to carefully follow all requirements and procedures given in *Preparing a Thesis or Dissertation at OSU: A Graduate Student's Guide*.

All publications and presentations based on your thesis or dissertation research should list your name as the first author and your major professor's name as the second author. Give your major professor an opportunity to review all publications in advance of submission.

SDHE GRADUATE COURSES

course	title	cr.	notes
DHE 501 / 601	* Research & Scholarship	1-16	**Contract for independent study required.
DHE 502 / 602	* Independent Study	1-16	**Contract for independent study required.
DHE 503 / 603	* Thesis / Dissertation	1-16	Register every quarter while engaged in thesis work.
DHE 505 / 605	* Reading & Conference	1-16	**Contract for independent study required.
DHE 506 / 606	* Projects	1-16	**Contract for independent study required.
DHE 507 / 607	* Seminar	1-16	Enroll in this course in first fall quarter of your studies.
DHE 508 / 608	* Workshop	1-16	
DHE 509 / 609	* Practicum	1-16	
DHE 510 / 610	* Internship	1-16	***40 hours of on-site work per credit.
DHE 515			
DHE 527	Draping	4	
DHE 528	Apparel Production Processes	4	
DHE 529	Advanced Apparel Design	3	
DHE 532	Studio V: Advanced Housing Design	4	
DHE 534	Housing the Aging Population	3	Offered alternate years.
DHE 535	Housing Policy	3	Offered alternate years.
DHE 536	Real Estate Finance & Management	5	Offered alternate years.
DHE 543	Studio VI: Commercial Design	4	
DHE 545	Studio VII: Advanced Commercial Design	4	
DHE 553	Product Quality Assurance	4	

Continued, next page.

* *These courses are graduate-only courses.*

** *Independent study.* DHE 503/603 credits should be used to reflect all efforts in the development of your thesis or dissertation, including the review of literature. Use independent study credits only when there is a specific project with discrete learning outcomes.

*** *Internship credits.* A maximum 6 credits of DHE 510 may be applied to the master's program; a maximum of 9 credits of DHE 510/610 may be applied to the doctoral program.

course	title	cr.	notes
DHE 555	Functional Textiles	3	Offered alternate years.
DHE 561	History of the Near Environment I	4	
DHE 562	History of the Near Environment II	4	
DHE 563	History of Contemporary Fashion	4	
DHE 564	Contemporary History of Interiors & Housing	3	
DHE 566	*Research / Cross Cultural Aspects of Near Env	3	Offered alternate years.
DHE 570	Retail Merchandising	4	
DHE 572	Merchandise Planning & Control	4	
DHE 573	Assortment Analysis & Management	4	
DHE 575	Global Production & Trade in Textiles & Apparel	4	
DHE 577	Fashion Theory	4	Offered alternate years.
DHE 582	* Aesthetic & Perceptual Theories/ Near Env	2	Offered alternate years.
DHE 585	* Human Behavior & the Near Env	3	Offered alternate years.
DHE 587	* Trends & Issues in Merchandising	3	Offered alternate years.
DHE 588	* Theories in Housing	3	Offered alternate years.
DHE 590	Study Tour	1-6	
DHE 594	* Research Methods in Design & Human Env	3	
DHE 599	Special Topics in Design & Human Env	1-16	
DHE 665	* Historic/Cultural Theories & Methods-Near Env	3	Offered alternate years.
DHE 685	* Advanced Topics in Human Behvr & Near Env	3	Offered alternate years.
DHE 690	Theory Development	3	Web course.

* *These courses are graduate-only courses.*

DHE GRADUATE FACULTY

Graduate faculty are selected from the school faculty on the basis of academic training, experience, and evidence of their ability and competency essential to directing and supervising graduate students in their pursuit of advanced knowledge. Each graduate faculty member is authorized by the Graduate School for specific graduate activities within SDHE.

Many of the faculty have posted complete curriculum vitae to the SDHE web site which you may want to peruse as you consider the membership of your graduate committee. Below is a brief description of the expertise of each of the graduate faculty in SDHE and their authorized graduate activities.

LESLIE DAVIS BURNS
PROFESSOR

Dr. Burns may serve on graduate committees, and direct both master's theses, and doctoral dissertations.

Expertise/Research Area

Consumer decision making associated with apparel; domestic and international apparel and footwear industries; the effect of appearance on social perception; fashion theory

HSIOU-LIEN CHEN
ASSOCIATE PROFESSOR

Dr. Chen may serve on graduate committees, and direct both master's theses, and doctoral dissertations.

Expertise/Research Area

Functional textiles, environmentally friendly textiles, characterization, development and testing of textile materials with special functions that can be used to improve human comfort and health or to solve problems related to use and performance of textiles in product applications.

BRIGITTE G. CLUVER
RESEARCH ASSOCIATE

Dr. Cluver may serve on graduate committees and direct both master's theses, and doctoral dissertations.

Expertise/Research Area

Evaluation of sustainable textiles. Consumer behavior in relation to sustainable textiles and apparel.

MINJEONG KIM
ASSOCIATE DEAN FOR SDHE AND ASSOCIATE PROFESSOR

Dr. Kim may serve on graduate committees, and direct both master's theses, and doctoral dissertations.

Expertise/Research Area: Consumer behaviors in multichannel retailing and sustainability in consumer behaviors (misbehaviors)

SEUNGHAEE LEE
ASSOCIATE PROFESSOR

Dr. Lee may serve on graduate committees, and direct both master's theses, and doctoral dissertations.

Expertise/Research Area
Healthy aging; aging and wayfinding; healthcare facilities design; sustainable design; 3-D visualization.

KATHY K. MULLET
ASSOCIATE PROFESSOR

Dr. Mullet may serve on graduate committees, and direct both master's theses and doctoral dissertations.

Expertise/Research Area
Apparel design and production with emphasis on functional clothing and sportswear; apparel sizing and pattern grading.

ELAINE L. PEDERSEN
ASSOCIATE PROFESSOR

Dr. Pedersen may serve on graduate committees, and direct both master's theses and doctoral dissertations.

Expertise/Research Area
Historic and cultural aspects of the designed near environment, particularly of the Far West; investigation of theory, theoretical concepts,, and theoretical and methodological approaches.

MARILYN A. READ
ASSOCIATE PROFESSOR

Dr. Read may serve on graduate committees, and direct both master's theses and doctoral dissertations.

Expertise/Research Area
Impact of the design of children's environments on children's social development.
Investigation of color, light and spatial definition.

ELIF TURAL
RESEARCH ASSOCIATE

Dr. Tural may serve on graduate committees, and direct master's theses.

Expertise/Research Area

Community/participatory design; design for active living and healthy aging; lighting design; university-community partnerships

FORMS

There are prescribed forms for many of the procedures you will follow during your graduate studies. Some are from the Grad School while others are specific to SDHE. All forms are available on-line.

Forms specific to the School of Design and Human Environment:

- Application for Graduate Assistantship
- Annual Student Progress & Evaluation: Master's
- Annual Student Progress & Evaluation: Doctoral
- SDHE Supply / Service Order
- Application to Proceed from SDHE Master to SDHE Ph.D.

SDHE graduate forms are available on-line. Go to

<http://business.oregonstate.edu/prospective/graduate/design-and-human-environment>

Forms specific to the School of Graduate Studies:

- Change of Current Mailing Address / Email Address
- Change of Degree / Major
- Diploma Application
- Exam Scheduling Form
- Foreign Language Requirement (MA)
- Foreign Language Requirement (PhD)
- Leave of Absence
- Petition for Change in Program
- Program of Study
- Remote Participation Form

All Graduate School forms are available on-line and many are designed to be filled out and submitted on-line. Go to

http://oregonstate.edu/dept/grad_school/forms.php

Notes:

APPENDICES

	<i>page</i>
Deadlines 2013-2014	65
Web Addresses	66
OSU Policy Sites	78

Diploma and Commencement Deadlines:

Summer 2014 – Summer 2015

Deadlines for spring term graduates who want to participate in commencement were not published as this handbook went to press. Please consult the Grad School web site for updated information.

Based on last year's deadlines, plan to file your diploma application by April 1 and take your final exam by May 1.

**SEE GRADUATE WEB SITE
FOR 2015 DEADLINES**

<http://gradschool.oregonstate.edu/success/deadlines>

If you meet the deadlines for a given term, you will receive a diploma at the end of the term. If you complete your degree requirements during a given term but after the deadlines for that term, you will receive a diploma at the end of the following term. Term-by-term deadlines are given at the URL listed above.



You may participate in Commencement only if you have completed all your degree requirements.

If you meet the diploma deadlines for Summer 2014, Fall 2014, Winter 2015, or Commencement deadlines for Spring 2015, you may participate in the June 2015 Commencement.

Useful Web Addresses

site	URL
Grad School (home page)	http://gradschool.oregonstate.edu/
DHE (graduate programs)	http://business.oregonstate.edu/prospective/graduate/design-and-human-environment
Grad School: All Graduate Forms	http://oregonstate.edu/dept/grad_school/forms.php .
Graduate Catalog	http://catalog.oregonstate.edu/ChapterDetail.aspx?key=40
Graduate School: Overview of Graduate Deadlines	http://gradschool.oregonstate.edu/success/deadlines
Information for International Students	http://gradschool.oregonstate.edu/admissions/international
Resources for Graduate Students (housing, child care, recreation, etc.)	http://oregonstate.edu/dept/grad_school/studentresources.php
Thesis Guide	http://gradschool.oregonstate.edu/success/thesis-guide
Degree Certification and Commencement	http://oregonstate.edu/dept/grad_school/afterwards.php
Institutional Review Board (Human Subjects in Research)	http://oregonstate.edu/research/irb/does-your-study-require-irb-review
Student Organizations	http://asosu.oregonstate.edu/

OSU Policy Sites

Policies that govern all Graduate Programs— <http://catalog.oregonstate.edu/ChapterDetail.aspx?key=38>

Policies that govern Master's Degree Programs—<http://catalog.oregonstate.edu/ChapterDetail.aspx?key=39>

Policies that govern Doctoral Degree Programs— <http://catalog.oregonstate.edu/ChapterDetail.aspx?key=40>

Continuous Enrollment Policy— <http://catalog.oregonstate.edu/ChapterDetail.aspx?key=38#Section1804>

Grievance Procedures— http://oregonstate.edu/dept/grad_school/grievance.php

INDEX

A—C

AAFCS	10
academic freedom	2
access	3
classrooms	3
computers	4
internet	4
Milam	3
after hours work permits	3
after your defense	56
amended Program of Study	21, 37
American Association of Family & Consumer Sciences	10
American Society of Interior Designers	10
annual report	16
annual review meeting	25, 42
application, master's bypass	41
areas of concentration	19, 35
ASID	10
assistance	
financial	8
formatting,	9
thesis/dissertation	
assistantships	7
audit registration	17
blanket numbered courses	18, 22, 40
break in registration	16
Burns, Leslie	59
certification, IRB	14
change committee membership	20, 36
change of degree, master's	41
bypass	
checklist	
PhD	47
MS/MA	27
Chen, Hsiou-Lien	59
chronology	
PhD	47
MS/MA	27
CITI	14
classroom scheduling	3
Cluver, Brigitte	59
commencement	18
committee membership changes	20, 36

computer facilities	4
conference room, SDHE	3
continuation to PhD	30
continuous enrollment	16, 17, 67
copy machines	5
core requirements, MS/MA	24
Costume Society of America	10
course level, graduate	40
course requirements	
PhD	39
MS/MA	24
courses	
blanket-numbered	18, 22, 40
independent study credits	57
Internship credits	57
major MS/MA	23
minor MS/MA	23
non-standard grades	18
transfer MS/MA	22
undergraduate	22, 40
credits	
MAIS	33
MS/MA	22
PhD	38
CSA	10
cultural & historic concentration	19, 35

D—F

deadlines	
assistantship	8
fellowships	7
graduation	65
MS/MA	21, 22, 28,
PhD	35, 43
defense agenda	29
defense	
MS/MA thesis	26
PhD	45
design concentration	19, 35
SDHE representative	20
Dissertation Abstracts	47
dissertation	
approval	46, 49
bound copies	50
credits	38
defense	36
department copy	50, 56
formatting	9
preparation	53
presentation	46, 55
proposal components	54
proposal meeting	45
publications	56
dissertation topic	53

diversity	2
Doctor of Philosophy	35
Ecampus courses	17
EDRA	10
education	
FERPA (for GTAs)	14
IRB (human subjects)	14
envelopes, business reply	9
environment defined	19, 35
Environmental Design Research Association	10
ethical conduct	22, 35, 40
evaluation of teaching	14
evaluation, PhD preliminary	44
exam	
exams	
MS/MA final	26
PhD preliminary	43
PhD final	45
facilities, DHE	3
Family Educational Rights & Privacy Act	14
Fashion Group International	10
fellowships	7
FERPA	14
financial assistance	8
flow chart	
MS/MA	31
PhD	51
foreign language	
Master of Arts	19, 26, 28
PhD	39
format, thesis/dissertation	9, 53, 55
forms, graduate	62
forwarding address	16
full time status	17

G—J

GCR	20, 34, 36
grades	
minimum	18, 22, 40
P/N	18, 22
Program of Study	21, 37
S/U	18, 22, 40
Graduate Committee, SDHE	13
graduate committee	
MAIS	33
MS/MA	20
PhD	35
graduate course level	40
graduate courses, DHE	57
graduate faculty	59
graduate meetings	
MS/MA	24
PhD	42
graduate teaching assistants	14

graduate-only courses	22, 40, 57
graduation	16
grievance policy	15, 67
HERA	10
honorary societies	11
Housing Education and Research Association	10
human behavior concentration	19, 35
human subjects	13

I—M

IDEC	10
IELTS	18
IIDA	10
independent study	57
Institutional Review Board for Research Involving Human Subjects	13
integrated minor	
MS/MA	23
PhD	38
Interior Design Educators Council	10
International Interior Design Association	10
International Textile and Apparel Association	10
internet access	4
internship credits	22, 40, 57
INTO courses	17
introductory meeting	42
IRB	13
ITAA	10
Kappa Omicron Nu	11
keys	3
Kim, Minjeong	60
laptop computers to check out	5
leave of absence	15
Lee, Seunghae	60
letterhead	9
listserv	5
loans	8
MAIS degree	33
MS degree	19
MA requirements	19
mail boxes	4
mailing address, SDHE	4
mailing services	10

major courses	23, 38
major professor	
MAIS	33
MS/MS	20
PhD	36
manuscript format, PhD	54
Master of Arts	19
Master of Arts of Interdisciplinary Studies	33
Master of Science	19
master's bypass	41
master's thesis presentation	26
meeting spaces	3
meetings	
MS/MA	25
PhD	42
merchandising management concentration	19
minor courses	
MS/MA	23
PhD	38
minor professor	
MS/MA	20
PhD	36
minor requirement, PhD	38
mission, SDHE	1
MS/MA	
areas of concentration	23
chronology & checklist	27
course requirements	24
flow chart	31
GCR	20
graduate committee	20
meetings	25
minor vs. integrated minor	23
Program of Study	21
requirements	22
thesis proposal components	54
Mullet, Kathy	60

N—Q

NAHB	10
National Association of Home Builders	10
NIA human subjects training	14
non-standard grades	18, 22, 40
office supplies	9
oral preliminary exam, PhD	44
OSU logo	9
P/N grades	22, 40
Pedersen, Elaine	60

PhD	35
blanket numbered courses	40
chronology & checklist	47
committee change	36
continue from MS/MA	30
continue from MAIS	34
credit distribution	38
dissertation defense	45
dissertation manuscript format	54
dissertation preparation	53
dissertation presentation	45, 55
dissertation proposal	43, 54
flow chart	51
grade requirements	40
graduate meetings	42
P/N—S/U courses	40
policies	39
preliminary examination	43
program development	38
program meeting	42
Program of Study	37
Program of Study changes	40, 49
required courses	39
required meetings	42
research capability	41
transfer courses	40
Phi Kappa Phi	11
policies	
grievances	15, 66
GTA	14
MS/MA	22
PhD	39
continuous enrollment	17, 67
postcards	9
preliminary examination, PhD	43
preparation, thesis/dissertation	53
pretext pages of thesis/dissertation	27, 45
Printers	3,4
printing services	9
privacy, student records	14
professional goals statement	34
professional organizations	10
program development	
MS/MA	21
PhD	38
program meeting, PhD	43
Program of Study, MS/MA	21
changes	21
deadlines	27, 37
form	21
grades	22
requirements	22

Program of Study, PhD	37
changes	37, 40
deadlines	37
form	37
grades	37
requirements	39
progress meetings PhD	25, 42
proposal components	54
proposal meeting	26, 45
ProQuest Information Learning	47
public presentation of thesis/dissertation	27, 45
purpose, SDHE	1

R–S

Read, Marilyn	60
registration requirements	17
registration, continuous	16, 17
remote participation in graduate meetings	25, 27, 42, 47
replace committee member	20, 36
representative, SDHE grad student	13
requirements	
courses/credits, MAIS	33
courses/credits, MS/MA	19
courses/credits, PhD	39
grades	18, 22, 40
meetings	25, 42
minor	23, 36
research capability, PhD	41
requirements, courses for MS/MA	24
requirements, GPA: MS/MA	18
requirements, MA	29
requirements, MS	19
requirements, PhD credits	37
requirements, registration	17
research assistantship	8
research capability, PhD	41
research paper option, MAIS	33
review of literature	54
S/U grades	18, 22, 40
scanner	4
scheduling graduate meetings	25, 42
scholarships	7
secondary professor, MAIS	34
security, Milam Hall	3
SET	14
statement of professional goals	16, 30

statistics courses	19, 24, 41
status, full time	17
study space	3
summer tuition waiver	9
supplies	9
sustainability	2

T–Z

teaching assistantship	7
teaching evaluations	14
textiles concentration	23
theory courses	28, 43, 62
theses & dissertations collection	3
thesis, MS/MA	
defense	30
format	59
formatting assistance	9
preparation	53
presentation	31, 55
proposal components	54
proposal meeting	26
thesis topic	53
thesis option, MAIS	33
time limits	
MS/MA	27
PhD	44
TOEFL	18
traditional format, thesis/dissertation	53
transcript	19
transcripts, non-graded	18
transfer credits, MS/MA	23, 29
tuition waiver, summer	8
Tural, Elif	61
undergraduate courses	22, 40
web sites, useful	66
work permits	3
work study	8

School of Design and Human Environment



This handbook is available at

<http://business.oregonstate.edu/prospective/graduate/design-and-human-environment>