Human Development Graduate Policy Guide

2014 - 2015 Academic Year

Blacksburg Campus

Dr. Cindy Smith
Director of Graduate Studies
307 Wallace Hall
smithcl@vt.edu
540-231-4793

Dr. Anisa Zvonkovic
Department Head
366-A Wallace Hall
anisaz@vt.edu
540-231-4794

Department Homepage: http://www.humandevelopment.vt.edu

Graduate School: http://graduateschool.vt.edu/
Welcome to the Department of Human Development at Virginia Tech. This guide provides important information about policies and degree requirements. It is updated frequently but may be superseded by vote of the departmental faculty. In many places, you will be referred to the policies and procedures outlined on the graduate school website.

**Advising**

**Temporary Advisor**

Upon formal admission to the program from the graduate school, each student will be assigned a temporary advisor, typically within the student's intended area of study in the department. This advisor will help the student plan initial courses and provide assistance with general academic information related to graduate study in the program.

**Advisory Committee**

The first step in forming an advisory committee is selecting the major professor. The major professor will chair the student’s committee and help them select additional committee members. The student should select a major professor no later than midterm of the second semester of study. The major professor must be an HD faculty member and hold directive status (see below).

The committee should be selected and the plan of study (also see section on Plan of Study) should be approved by the time the student has completed 15 credits. Each M.S. advisory committee must have at least three members, with a minimum of two from the Department of Human Development. Each Ph.D. advisory committee must have at least four members, with a minimum of three from the Department of Human Development. The committee must be approved by the graduate school through submission of the plan of study.

For faculty to hold doctoral directive status and serve as a committee chair, they must meet the following criteria:

1. Hold the rank of assistant professor or above.
2. Have a sound background related to the area of the research project.
3. Have at least one publication in a major empirical journal.
4. Have experience participating as a member of at least one HD master’s or PhD committee by the time of the student’s first committee meeting for the plan of study.

Non-faculty (e.g., faculty at other universities) personnel may be recommended for inclusion on a graduate student advisory and/or examining committee but may not serve as committee chairs. Such personnel should meet the standards of academic training and research experience expected of faculty members serving on committees. Non-faculty personnel shall make up no more than one-third of the total membership, may share thesis/dissertation supervision responsibilities, and enjoy voting rights and privileges. Non-faculty committee members will be listed by their professional titles and affiliations. Graduate students may not serve on an advisory and/or examining committee.

Approval of the inclusion of non-faculty committee members is requested by the student’s major professor to the dean of the graduate school in consultation with the department’s Director of Graduate Studies (DGS). More information on procedures to request a non-faculty committee member can be found here: [http://graduateschool.vt.edu/graduate_catalog/policies.htm?policy=002d14432c654287012c6542e38200d8](http://graduateschool.vt.edu/graduate_catalog/policies.htm?policy=002d14432c654287012c6542e38200d8).

**Protocol for Changing Graduate Committee Membership**

Any change in committee membership from that submitted on the student’s plan of study requires the student to discuss, in the following order, the process for the change with:

1) The DGS;

*Revised July 2014*
2) The committee chair;
3) Each current committee member;
4) The prospective member(s).
The student can then circulate a change of committee form among all current and new members for their signatures. The student should then get the form signed by the DGS. The completed original should be given to Graduate Program Specialist.

**Internal Transfers**

A student admitted as a degree candidate to one program area of the department who wishes to be considered for admission to another program (at the same degree level) should first meet with the DGS and then submit a letter of request to the area coordinator of the program under consideration. Program areas can solicit additional information from students as deemed necessary. A copy of the letter should go to the DGS. After the area faculty members make their decision, a reply to the students' request will be made in writing.

**Plan of Study**

A plan of study (POS) is developed under the direction of the faculty member who chairs the student’s advisory committee. Students hold a plan of study meeting with their committee members, where the student’s content focus and timeline for completion of program requirements is discussed. Students completing the MS to PhD will have two POS meetings (one for each degree). Typical discussion at the POS meeting involves planning for student’s comprehensive/preliminary exam.

The student must submit an approved plan of study to the graduate school by the end of the second semester of full time enrollment. The completed form, containing signatures of all committee members, should be returned to the department office where it will be screened for compliance with departmental and graduate school policy. Plans of study that deviate from departmental and graduate school policy and procedures will be referred to the HD graduate committee for review and action.

**Coursework**

Please see the University Graduate School Guide for important policies and procedures related to coursework and minimum requirements ([http://graduateschool.vt.edu/graduate_catalog/policies.htm](http://graduateschool.vt.edu/graduate_catalog/policies.htm)). Graduate assistants are required to enroll in at least 12 hours per semester. Graduate assistants are not required to enroll during summer sessions. Students who want to take more than 18-hours need permission from the Dean for Graduate Education ([http://graduateschool.vt.edu/contact/us](http://graduateschool.vt.edu/contact/us)). Before contacting the Dean, consult with your major professor and the department DGS.

**Thesis and Dissertation Hours**

All degree students are required to take research and thesis (HD 5994) or research and dissertation hours (HD 7994). Masters students must take at least 6 hours of HD 5994, and Ph.D. students must take at least 30 hours of HD 7994. The purpose of these hours is to provide students with the opportunity to work on their theses or dissertations, including developing topics, exploring ideas and materials, reviewing the literature, formulating proposals, conducting research, writing their findings, and preparing a defense, under the supervision of their temporary advisor or major professor.

These hours may be devoted to library study, conferences, or other forms of research, drafting proposals, reflection, sharing ideas with committee members or other scholars, or the actual writing of the thesis or dissertation. While there is significant flexibility as to how these hours may be used, it is expected that graduate students registering for either research and thesis (5994) or research and
dissertation (7994) hours will have a tentative plan for using this time that they discuss with their major professor or temporary advisor. For every credit of HD 5994/7994 in which a student is enrolled, they are expected to complete 3 hours of work for each week of the semester. For example, if a student enrolls in 3 credits of HD 5994/7994, they would be expected to spend 9 hours a week for 16 weeks on work for these credits (a total of 144 hours across the semester). **Students should only enroll in the number of credits equivalent to the number of hours spent on work described above.**

**Continuous Enrollment**

Unless on an approved leave of absence (http://graduateschool.vt.edu/graduate_catalog/policies.htm?policy=002d14432c654287012c6542e3820090), graduate students in degree programs must be registered continuously during the academic year and pay the prescribed fees. The number of credit hours taken should reflect the extent of a student’s study or research activity.

**Program Requirements**

Students in the master’s to doctoral program will complete a comprehensive examination and thesis and then complete the program requirements for the doctoral program. Students in the doctoral program will complete a preliminary exam and dissertation. The requirements specific to HD are listed below. Students should refer to the Graduate School website for their requirements for the thesis, preliminary exam, and dissertation.

**Master’s Comprehensive Examination**

**Purpose**

The guidelines regarding the doctoral preliminary examinations are nearly identical to the planning and execution of the master’s examination: the comprehensive exam. The learning and assessment purposes remain the same and the planning for the comprehensive exam usually begins with discussion and decisions as part of the program of study meeting in the spring of the first year.

**Written Comprehensives**

The comprehensive exams share the same content areas as those required for the doctoral program. Like the preliminary exam, the comprehensive exam *(comps)* assesses the depth and breadth of knowledge and the specialized expertise in a research area. Instead of 20 hours, however, the written master’s comprehensive exam is 6-8 hours in length. To maintain steady progress through the program, master’s to doctoral students are encouraged to undertake the comprehensives exams as early as possible in the third semester. Following a maximum 4-day rule, students usually complete the comprehensive exam on two consecutive days.

**Oral Comprehensives**

After the written part of the master’s comprehensive exam, the committee chair generally contacts the advisory committee members, who collectively decide if an oral is required. The voting on a master’s comprehensive remains similar to the doctoral, no more than one unsatisfactory vote to pass. The wait times after an unsatisfactory exam also remain the same.

The advisory committee may choose to waive or conduct the oral examination. If the oral examination is required, the student schedules the oral as soon as possible in the current semester. Because the master’s comprehensive exam requirements are internal to departments, the graduate school does not require any form or additional notification to hold a comprehensive oral exam.
**Master's Thesis**

**Proposal**

Upon successful completion of the comprehensive examination, the student will prepare and publicly present a thesis proposal. All departmental faculty will be invited to the presentation by the committee chairperson. When the proposal is accepted and signed by advisory committee members, the student may proceed with the thesis. The proposal must be approved before data for the thesis can be collected. A copy of the signed proposal should be filed with the department, 366 Wallace Hall, by the student. The master's thesis may reflect either basic/empirical or applied/programmatic research.

For example, a student may:

1. Design a model program;
2. Critique a policy or service program and offer alternatives (with justifications);
3. Complete an in-depth theoretical review or other appropriate literature review;
4. Conduct a formative or summative evaluation of a program or service; or
5. Present a thesis based upon some other project that the student and the student's committee view as scientifically/academically appropriate for a thesis.

In all cases, a written thesis meeting graduate school specifications will be required. The focus and design of the master's thesis should be decided upon by the students and their advisory committee. All pages should be double-spaced. Current APA format should be used throughout (unless the advisory committee approves another format). Proposals can be presented and defended only during the fall and spring semesters. A final revised and approved copy of the thesis proposal must be given to the departmental office.

**Defense**

Upon completion of the thesis or dissertation research, each candidate must receive a final examination. The final examination can be defended only during the fall or spring semesters. Conditions specified by the graduate school must be met before a defense ([http://graduateschool.vt.edu/graduate_catalog/policies.htm?policy=002d14432c654287012c6542e3630013](http://graduateschool.vt.edu/graduate_catalog/policies.htm?policy=002d14432c654287012c6542e3630013)).

**Doctoral Preliminary Examination**

**Purpose**

Doctoral students take preliminary examinations (prelims) prior to undertaking the doctoral dissertation. As learning opportunities, the prelim questions invite critical analysis and creative integration. As a means of assessment, prelims test a comprehensive understanding of the field; critical analysis of key issues; and integration across theories, prior research, and methodologies. Besides reflecting both depth and breadth of knowledge, prelims usually engage the student’s emerging line of research.

**Written Prelims**

Students typically take their preliminary exam during the third or fourth semester of enrollment of doctoral study. Students should consult with their chair regarding goals and timing for taking the prelim exam. Before scheduling the prelim, students should ensure that the plan of study, transcript, and registration are up-to-date and free of problems. **A plan of study must be filed and approved (check this on HokiesSPA before scheduling the prelim).** A grade of I (incomplete) or a grade lower than a C- must be resolved. For course grades lower than a C-, a student would retake the course prior to taking prelims. Consistent with graduate school requirements, students must make sure they are registered during the semester of the prelim defense for at least 3 credits. **Prior to taking the doctoral**

*Revised July 2014*
preliminary examination, no more than 25% of the total credit hours will be in research and dissertation (HD 7994) without permission of the major professor and DGS.

Requirements

**Content:** The written portion of the prelim exam must include assessment of:

1. Theory
2. Area Content (e.g., ADA literature, CAD literature, FS literature, or MFT models and ethics)
3. Research methods (quantitative and qualitative)
4. Statistics
5. Critical analysis and synthetic integration of the above four requirements

Committee members design prelim questions that advance student progress while assessing knowledge, comprehension, critical analysis, and integration skills. Students can advocate for questions that further their developing expertise while enabling rigorous assessment and demonstration of depth in a specific line of research and breadth within the field of human development. Besides committee members, the chair also can solicit questions or evaluation (non-voting) from other faculty members.

**Allotted time (16-20 hours):** The allotted writing time for the preliminary exam is 16 to 20 hours. A typical question is allotted 4-5 hours and consists of 8-10 pages.

**Parameters for each question:** Because the underlying purpose and expectations of questions will differ, parameters for completion vary across questions. Such parameters include:

1. What prearranged information is provided for each question (e.g., guidelines only, question in advance, topic only, suggested sources, etc.)?
2. Can one prepare notes prior to answering the question (e.g., outlines, study findings)?
3. What limitations are there for use of pre-formed notes?
4. Is the question designed for open or closed book?
5. What is the allotted time for each question?
6. Where is the written answer completed? (in Wallace? FTC? at home?)
7. Is a reference list included in the time limit?

**Limits on notes:** Students may not write their answers until officially starting the prelim question. Students should discuss with committee members guidelines related to the use of notes. For example, the committee may indicate some general guideline such as: outline only, study notes only, references only, and maximum words of notes per question (e.g., 250 words).

**Independent work:** Because the preliminary examination assesses capacity for independent scholarship, students may not collaborate with others regarding the prelims during the prelim study period. Prior to the study period, the student’s chair or committee members can provide suggestions for preparation. The interval between the written and oral defenses also contains the test period; requesting feedback from the student’s chair or committee members during that interval is not permitted.

**The 10-calendar day rule:** The start day and end day for the written prelims must occur within 10 consecutive calendar days. With the chair’s consultation and approval, the student develops a written schedule for writing prelims that is consistent with the questions and parameters indicated by the committee. The chair and student arrange how the student obtains a copy of each prelim question.

**Format each question:** The format for each question/response should include the following:

1. Student name
2. Faculty member’s name who submitted the question
3. The question as written by the faculty member
4. Begin time
5. End time

*Revised July 2014*
6. Brief summary of the parameters
7. Your answer, in APA format
8. If an article critique was involved in any question, attach copies of the article to your responses.

Hard copies: On the next work day following completion of the final prelim question, students should provide a complete hard copy of all questions and answers to the departmental office and each member of the student’s committee.

Oral Defense

It is the student’s responsibility to schedule the required oral exam for two hours during the fall or spring semester. Students submit a form to the graduate school, the Request to Admit Candidate to Preliminary Exam. These requests are due in the graduate school at least two weeks before the examination date is requested. Students must be physically present for the oral preliminary examination.

After processing the Request to Admit Candidate to Preliminary Exam form, the graduate school generates an examination form, which must be brought to the defense. The graduate school allows no more than one unsatisfactory vote from a committee member on the preliminary exam, and no more than two opportunities to pass the exam are allowed. A student who fails the first preliminary examination must wait at least one full semester (or 15 weeks) before the reexamination can occur. Following the defense, students hand deliver the signed examination form to the graduate school within 1-2 business days. Oral preliminary examinations are open to all HD faculty. The chair notifies HD faculty members of the oral defense by email at least 10 days prior to the defense. Please refer to the graduate school’s requirements for committee member attendance policies (http://graduateschool.vt.edu/graduate_catalog/policies.htm?policy=002d14432c654287012c6542e3630013).

Doctoral Dissertation

Proposal

Upon successful completion of the preliminary examination, the student will prepare a written dissertation proposal, which is presented to the student’s advisory committee members. Proposals can be presented and defended only during the fall and spring semesters. A final revised and approved copy of the dissertation proposal must be given to the departmental office. The proposal must be approved before the dissertation may begin, including data collection for the dissertation. Students are required to be physically present for dissertation proposal defenses. All departmental faculty will be invited to the presentation by the committee chairperson.

Format Guidelines

Virginia Tech requires all students writing theses and dissertations to submit an electronic copy (ETD, or electronic thesis or dissertation) for archiving in the university database. Details on formatting are available through the graduate school (http://etd.vt.edu/).

Defense

Upon completion of the thesis or dissertation research, each candidate must receive a final examination. The final examination can be defended only during the fall or spring semesters. Conditions specified by the graduate school must be met before a defense can be scheduled and held (http://graduateschool.vt.edu/graduate_catalog/policies.htm?policy=002d14432c654287012c6542e3630013).

Revised July 2014
Human Subjects Review

For rules and regulations concerning the protection of human subjects in research, please refer to Virginia Tech’s Institutional Review Board’s (IRB) website: http://www.irb.vt.edu/.

For thesis and dissertation research, the IRB process begins after a successful defense of the research proposal, which includes gaining approval and signatures of the advisory committee. The IRB application requires a faculty contact, so the student’s faculty advisor should review and approve the IRB application before submission.

If more than minimal risk is involved, or if special classes of subjects are anticipated, a full IRB review is required. The IRB, in general, meets once each month to review such proposals. The IRB chair sometimes requires additional safeguards or makes requests for additional information. Upon approval of the university IRB chair, the student will receive a letter of permission to initiate the research. The entire approval process can take a month or more. Students should be sure to plan for this time lag as they prepare their research protocol.

Assistantships

The department provides financial assistance for its graduate students in the form of assistantships (Graduate Assistants, GA; Graduate Teaching Assistants, GTA; Graduate Research Assistants, GRA). Students may have the opportunity to receive summer funding; however, this is not guaranteed. To be eligible for an assistantship, a student must be admitted to the graduate school on a full-time basis. All students on assistantship must be registered for a minimum of 12 hours per semester. To retain eligibility, a student must maintain a quality credit average of 3.0 or higher and make satisfactory progress toward completion of degree requirements. Assistantships carry with them tuition waivers.

Assistantships of 10 hours or more qualify the student for in-state tuition rates; however, all out-of-state students are should obtain Virginia residency. Non-residents will need to continue to pay the capital fees, so it is in students’ best interest to become in-state students (applicable for US students only). For more information on residency: https://www.registrar.vt.edu/academic_records/in-state/index.html.

Assistantship assignments are normally made for the academic year. The department may reassign a student to a different responsibility at any time, depending upon changes in either departmental need or the student’s performance. If the student demonstrates inability to carry out the work required by an assistantship, the student may be put on probationary status or the award may be withdrawn at the discretion of the department head.

HD academic year assistantships begin August 15 and end May 15. Students begin work on the Monday in the week before classes begin and continue work until the Friday of commencement week. Assistants are sometimes required to work over breaks due to project needs (e.g., lab work, data collection needs, project due dates, teaching preparation, center staffing). When students complete hours during breaks, the student’s weekly hour requirement reduces to compensate for work over breaks.

Assistantship Duties and Responsibilities

All graduate assistants will be assigned to one or more faculty for a set amount of hours, and graduate students are required to be available to faculty for the number of hours per week they are assigned (i.e., what they are being paid for). In some instances, the faculty supervisor and student may develop a clear agreement that details exceptions to the terms above (e.g., work more hours some
weeks and fewer hours other weeks). If graduate assistants have outside employment, it is expected that their assistantship responsibilities take precedence. If students choose to pursue outside employment, they are expected to discuss arrangements with their advisor and the DGS. Additionally, any outside employment must be reported to the Graduate School: http://graduateschool.vt.edu/graduate_catalog/policies.htm?policy=002d14432c654287012c6542e38200ba.

Duties vary with each assistantship. Each faculty supervisor is expected to provide the student assistant with a job description specific to the assistantship. Work completed on assistantship does not necessarily qualify students for authorship roles on papers, presentations, or grants, unless the work completed meets the guidelines for authorship provided by the American Psychological Association (http://www.apa.org/science/leadership/students/authorship-paper.aspx). Students assigned to assistantships that involve being the instructor of record for one of the department’s undergraduate courses will be expected to follow the department and university policies regarding supervision of their teaching.

If a graduate assistant perceives that assistantship responsibilities are extending beyond the assigned number of hours, are inappropriate, or has a general concern, then the assistant should first discuss this concern with the faculty member supervisor. If the problem remains unresolved after this step, the student has the option of expressing the concern verbally or in writing to the DGS.

**Assistantship Performance Review**

Faculty and graduate assistants are encouraged to conduct performance reviews over the course of the semester. Supervising faculty are required to prepare and submit a performance review at the end of the fall semester. The review should be discussed with the student prior to submitting the form to the DGS.

**External Fellowships**

The department encourages external fellowships as they provide opportunities for enhanced learning and recognition of scholarly achievements. Students on fellowship are expected to gain comparable research and relevant teaching experiences even when funding is not directly tied to GA, GTA, or GRA appointments. Students are required to inform their chair about applications for external fellowships and assistantships and to inform the DGS before accepting or declining external fellowships or assistantships.

**Assistantship Resources**

Mailboxes are provided in 409 Wallace Hall for graduate students in residence. Office space is assigned on the basis of assistantship responsibilities. Students serving in a GTA role will be provided with space to hold office hours. Students are expected to maintain space assigned to them appropriately (please see posted policies). All faculty are provided with accounts that can be used for copying. Students should use these accounts only for assistantship related duties and with the permission of their faculty supervisor. Computers with software needed for assistantship responsibilities are also located in 409 Wallace Hall. Students may use these computers for their personal projects; however, students needing them for assistantship responsibilities will have priority for their use.

**Research Team**

**Purpose**

The research team experience provides an opportunity to work directly with faculty researchers and student colleagues in human development. These direct experiences in collaborative relationships...
complement knowledge and understanding acquired in coursework. The research team experience can enhance expertise, foster career goals, and advance skills needed for the thesis or dissertation.

Each student will be presented with different research team opportunities and may elect which team to join. Students are not required to participate in the same research team each semester. The specific activities students undertake on a research team will vary depending on the stage of the project. Projects might involve conceptualization, design, funding, data collection, analysis, writing, presenting, or publishing. Faculty mentors can also provide opportunities to best suit an individual student’s goals.

Research Team Guidelines
All doctoral students and MS/PhD students (who have completed their MS) take a minimum of 1 credit per semester during 3 of the first 4 semesters - HD 7994 (research & dissertation) (fall, spring, fall, spring). Students will be informed about the specific section (CRN) related to their research team.

To insure promotion of the goal of connecting to human development faculty and research, the primary supervisor for the research team must be a human development faculty member. Prior research experiences or work in other departments do not substitute for participation on an HD research team.

**Expectations for faculty:**
1. Research teams meet on a regular basis.
2. Students are oriented to the projects on the research team.
3. Faculty supervisors provide advice and suggestions for professional development (e.g., publication process, conferences and presentations, professional organizations, and service activities).
4. Faculty recognize limited requirement (1 credit) likely to limit contribution.
5. More extensive and sustained involvement than 1 credit is usually necessary for conference presentations, grant proposals, or journal publications.

**Expectations for students:**
1. Students should respond in an accurate, timely manner to supervisor tasks.
2. An average minimum of 3-4 hours/week is consistent with one credit. Variation across weeks is common, however.
3. Students are encouraged to convey their general goals to his or her faculty supervisor.
4. Students’ expectations should be consistent with that of an introductory 1-credit course.
5. Often involvement voluntarily extends beyond the minimum as the student collaborate.

**Service**

Students are encouraged to serve the department, university, the local community, and their professional organizations. Department service is organized by the HD Graduate Student Association (HDGSA). Membership in HDGSA includes all HD graduate students. Additionally, two students are chosen to be representatives to the HD Graduate Committee.

Other examples of service include:
1. Serving as a student reviewer (for a refereed journal, proposals/manuscripts submitted for conference presentation, grant proposals).
2. Providing leadership in a scholarly, professional group, or community group.
3. Serving in a leadership position in the department/university (GSA, HDGSA, VAECE, department committees, SPO, graduation).
4. Providing outreach to the community (presentations, workshops, publications).
5. Completing an internship (MFT, gerontology certificate, others).
Graduate Student Annual Report (GSAR)

All active students are required to electronically submit their curriculum vita and Graduate Student Annual Report (GSAR) by March 31 of each year. Active students include those who have registered for any credits within the year and any students re-admitted to the department within the prior year. Besides the submitted reports, faculty may review students who have not submitted reports. Students arrange to meet with their meet advisory committee chairs before the last day of spring semester to review the feedback following the review of their annual report each year.

In order to retain good standing, a student must make satisfactory progress toward completion of degree requirements. Please refer to the graduate school website for the criteria for good standing (http://graduateschool.vt.edu/graduate_catalog/policies.htm?policy=002d14432c654287012c6542e38200ad).

Satisfactory Progress: The student must meet all of the other stated expectations of the graduate school, including examinations, residency requirements, and time limits. The decision to deny permission to continue for failure to make satisfactory progress may be reached by the advisory committee, a committee in the department, or the department head, and recommended to the graduate school.

Unsatisfactory Progress: A yearly evaluation of satisfactory progress/good standing will be conducted by the student’s advisory committee and shared with the student during the spring semester. In the rare case in which a student’s progress is considered potentially unsatisfactory, the chair of the student’s committee consults with the student’s advisory committee to determine an overall evaluation rating as (a) satisfactory or (b) unsatisfactory. If unsatisfactory, the chair consults with the committee and provides a written remediation plan that includes specific assignments, indicators of quality, and staggered due dates during academic semesters. The chair also specifies the next evaluation date (e.g., the midpoint or end of the current or following semester). Because a student’s unsatisfactory progress usually involves problems with deadlines, the due dates in a remediation plan remain firm. Two consecutive unsatisfactory evaluations are sufficient for dismissal from the program and from graduate school. Fortunately, this event is rare, but having the policy in place helps clarify expectations to resume good standing.

HD Policy for Readmission

When a student has not been enrolled for two consecutive academic semesters, the graduate school and the HD department require a readmission application. Students should consult their major professor to begin this process as well as informing the DGS. The readmission application due dates are April 15 or October 15. A readmission committee is consulted, consisting of all members of the student’s advisory committee and all members of the doctoral program faculty in the student’s area (ADA, CAD, FS, MFT). By majority vote, the student’s readmission committee must consent to an offer of admission for the application to be successful.

The graduate school requires continuous registration and annual progress review; therefore, the readmission application should only be initiated when the applicant will have steady progress toward degree completion. Students should prepare the reapplication form along with the required department items listed below. The chair may recommend providing additional information with your application, so reapplying students should check with their committee chairs. After the student submits their initial materials, the committee or area may request more information.

Revised July 2014
Required items for submission along with the reapplication form:
1. Letter of intent/goals/personal statement (including plans for residency, or partial residency at VT).
2. Timeline and plans for finishing the degree, including but not limited to:
   a. Plan of study refinements and course justification meeting occur (e.g., first week of a semester)
   b. Prelim planning meeting (e.g., end of first semester)
   c. Proposal timeline
   d. Dissertation defense timeline
3. Plan for addressing not yet completed courses that are on the plan of study.
4. Course Justification Request Form (your proposal) – Revalidation - For courses completed over 5 years ago. Check the graduate school website for the form that describes the ways that those are revalidated.
5. Current curriculum vitae that includes endeavors before and since last enrollment.

Grievances

Departmental Program Grievances
This includes issues that reflect policies idiosyncratic to the program itself (child and adolescent development, marriage and family therapy, family studies, adult development and aging), issues involving supervision of clinical students, required courses concerns, and other course work.

At the first level, a student may request a meeting with the individual faculty/supervisor involved to present and discuss his/her concerns. If satisfactory resolution is not forthcoming, move to level 2. Do not proceed to level 2 until level 1 has been attempted. At the second level, a student may request a meeting with the DGS to present and discuss his/her concerns. The DGS, in consultation with the department head, may meet with the individual faculty member and the student to try to resolve the issue. The DGS, in consultation with the department head, will provide options to resolve the situation after hearing the student grievance and the faculty position.

Department-Wide Grievance Issues
This includes issues that reflect policy for students across programs (e.g., departmental requirements, assistantships, fee waiver issues, and assignments).

At the first level, a student should request meeting with the DGS. If satisfactory resolution of the grievance is not forthcoming at this level, move to level 2. Do not proceed to level 2 until level 1 has been attempted. At the second level, a student may request meeting with the department head. If satisfactory reconciliation of grievance is not forthcoming at this level, move to level 3. Do not proceed to level 3 until level 2 has been attempted. At the third level, please see graduate school appeals procedure in the latest graduate policies and procedures and course catalog (http://graduateschool.vt.edu/graduate_catalog/policies.htm?policy=002d14432c654287012c6542e3720049).