

Department of Horticulture & Landscape Architecture

Graduate Program Rules & Requirements

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August 2021

GRADUATE PROGRAMS IN HORTICULTURE

The Department of Horticulture and Landscape Architecture (HLA) at Purdue University offers graduate programs leading to the degrees of Master of Science (M.S.), Masters of Science in Landscape Systems and Design degree, non-thesis Masters of Science and Doctor of Philosophy (Ph.D.) in disciplinary aspects of plant physiology, plant molecular biology & cell physiology, plant breeding.

The primary purpose of this document is to serve as a guide to the requirements of the HLA Graduate program. Included is information on graduate admissions, operational procedures, and departmental requirements. It is the responsibility of each graduate student to comply with all the requirements mandated by the Graduate School of Purdue University. University-wide procedures are covered in the Graduate School Policies & Procedures Manual for Administering Graduate Student Program, found at <http://www.purdue.edu/gradschooldocuments/graduate-school-policies-and-procedures-manual>

NEW GRADUATE STUDENT ADMISSION REQUIREMENTS

OFFICIAL TRANSCRIPTS

The Graduate School requires official transcripts from each college or university that was previously attended. These need to be submitted by the end of the first semester of residence at Purdue. An official copy of the final transcript showing the date of graduation (with the title of the degree listed) is required. Applicants who attended institutions where official transcripts are not available in English must include official, original-language transcripts with certified English translations. Students are not allowed to register for subsequent semesters at Purdue until this requirement has been met.

WRITTEN ENGLISH PROFICIENCY

Neither the Graduate school nor the HLA Department have formal requirements regarding written English proficiency. The major professor and thesis advisory committee are responsible for evaluating student written English performance and may require, as needed, measures to improve written communication skills. Such measures could include classes offered by the Departments of English and Communications, seminar courses (e.g., HORT 60200, BTNY 69500, BIOL 69600, and others), and/or scientific writing courses (e.g., BTNY 66000).

ORAL ENGLISH PROFICIENCY REQUIREMENT FOR TEACHING ASSISTANTS

Assessments will utilize the Oral English Proficiency Test (OEPT) administered by the Oral English Proficiency Program at Purdue <http://www.purdue.edu/OEPP>

All International graduate students in the department are required to pass the OEPT in order to serve as a teaching assistant. Students who do not pass the proficiency test will be required to pass English 62000 (Classroom Communication) prior to receiving certification to become a teaching assistant.

NON-DISCRIMINATION AND ANTI-HARASSMENT POLICIES

Purdue University is committed to maintaining a community, which recognizes and values the inherent worth and dignity of every person; fosters tolerance, sensitivity, understanding, and mutual respect among its members; and encourages each individual to strive to reach their own potential. In pursuit of its goal, the University seeks to develop and nurture diversity. The University believes that diversity among its many members strengthens the institution, stimulates creativity, promotes the exchange of ideas, and enriches campus life. Purdue University prohibits discrimination against any member of the University community based on race, religion, color, sex, age, national origin or ancestry, genetic information, marital status, parental status, sexual orientation, gender identity and expression, disability, or status as a veteran. Anti-Harassment in the workplace or the educational environment is unacceptable conduct and will not be tolerated. Purdue University is committed to maintaining an educational and work climate for faculty, staff and students that is positive and free from all forms of harassment. Information on harassment policies are on the following website: <http://www.purdue.edu/policies/ethics/jiic1.html>

DEGREE AND REGISTRATION REQUIREMENTS

In order to obtain a degree from Purdue University Graduate school, it is important for a significant component of that degree to be directed by Purdue graduate faculty; therefore, the following registration requirements exist. Registration is defined as formal enrollment in courses offered by Purdue University, including courses offered via distance learning technologies. Courses include all Purdue University graduate courses approved by the student's graduate committee, including formal coursework and research credits.

In fulfilling degree requirements, a maximum of 18 credit hours will be allowed in any one semester. A maximum of 9 credits during Summer Semester, are permitted to fulfill graduation requirements. Summer students are required to register for at least 3 research hours to keep assistantship (6 credits are recommended and cannot exceed 9 credits).

The total number of hours of academic credit used to satisfy degree requirements consists of all graduate course credit hours with a grade of C- or better (B- or better for 30000- or 40000-level courses). Those that appear on the plan of study and the appropriate number of research credit hours (69800 and 69900) with grades of S will appear on the Purdue transcript.

MASTER OF SCIENCE DEGREE NON-THESIS

- At least 30 total credit hours of course work required.
- At least one-half of the total credit hours used to satisfy degree requirements must be earned while registered at Purdue University.
- More than 50% of the Purdue credits must be earned through the campus where the degree was completed.

MASTER OF SCIENCE DEGREE

- At least 30 total credit hours (coursework + research) are required.
- At least one-half of the total credit hours used to satisfy degree requirements must be earned while registered at Purdue University.
- More than 50% of the Purdue credits must be earned through the campus where the degree is completed.
- With the exception of doctoral students who are re-classified as master's students and leave the Graduate School with the master's degree, 69900 credits may not be used towards the fulfillment of master's degree requirements.

DOCTOR OF PHILOSOPHY

- At least 90 total credit hours (course work + research) are required
- At least one-third of the total credit hours used to satisfy degree requirements must be earned while registered for doctoral study at Purdue University.
- A master's degree or professional doctoral degree from any accredited institution may be considered to contribute a up to 30 credit hours toward satisfying this requirement at the discretion of the student's graduate program. (The intent of this policy is to provide colleges/schools, departments, and a student's advisory committee with flexibility in determining what credits, [up to a maximum of 30 and earned from the master's or professional doctoral degree] may be applied toward the Ph.D. degree. These credit hours are not subject to the "Five-Year Rule" that prohibits the use of out-of-date coursework on plans of study.

LA MASTER OF SCIENCE DEGREE

- At least 30 total credit hours (24 coursework + 6 research) are required.

REGISTRATION PROCEDURES

Registration is the responsibility of the student. The departmental graduate program coordinator will notify graduate students regarding class registration deadlines for each term and provide the registration Pin# to the student. **Please note:** Research credit hours HORT69800 (MS) and HORT69900 (PhD) can only be entered and/or modified by the graduate coordinator. Registration information can be found at the following website: <http://www.purdue.edu/registrar/> under the Current Students tab. Full time Purdue employees can register for 7 credits per semester.

To be eligible to hold a graduate staff appointment during any session, an individual must be enrolled as a graduate student in a degree program and be registered for at least three credit hours of graduate-level course and/or research credits throughout the entire appointment period. All students under faculty direction and/or utilizing University facilities must register for research credit hours during each semester or summer semester.

PRIVILEGED REGISTRATION

"Privileged Registration", for exam or degree only, is a onetime registration. If a student does not complete all degree requirements during that semester, they must register for the next semester under normal registration guidelines. Graduate school approval is required. The completed *Course Request (Registrar's Form 23)* must be sent to the graduate school for approval.

Exam Only Registration

A student who registers for "Exam Only" must submit a positive *Report of the Final Examination* and *Thesis Receipt* by the eighth week of the semester (fourth week of summer semester), or the privileged registration will be revised to a normal registration.

Degree Only Registration

A student who seeks to register for "Degree Only" must submit a positive *Report of the Final Examination* and a *Thesis Receipt* by the eighth week of the semester (fourth week of summer semester), or the privileged registration will be revised to a normal registration.

Research Absentia

A doctoral student who has satisfied the preliminary examination requirement and needs to continue research off campus should request to register in absentia for doctoral research (69900). Check with the graduate coordinator regarding restrictions and qualifications to register for research in absentia.

MAJOR PROFESSOR

Each student must select by mutual consent a major professor who is the official advisory committee chair and principal supervisor of the graduate student's study program.

ADVISORY COMMITTEE

The student and major professor are responsible for selection of an advisory committee, which assists in developing a plan of study, mentors research, professional development, and evaluates program progress. The advisory committee consists of at least three members (MS/Non-thesis MS) and at least four members (PhD), including the major professor, with at least one member from outside the department. The outside member can be at Purdue but must be outside of HLA. 51% of the committee members must be graduate faculty certified. Requests for approval of the advisory committee as well as plan of study are submitted electronically for approval.

ANNUAL PROGRESS REVIEW AND ADVISORY COMMITTEE MEETING

- The department requires that graduate students meet with their advisory committee one time a year. The first meeting should take place prior to the end of the 2nd semester coinciding with filing of the Plan of Study.
- Prior to the end of the first year of and then each year thereafter, the student should prepare a 1-to-3-page progress-and-future-plans report that is distributed to committee members prior to the meeting. The major professor chairs the meeting and is responsible for submitting a

signed HLA **Annual Progress Review** form (available from the graduate program coordinator). The signed form must be returned to the graduate coordinator and is kept in the student's file.

- Students who fail to have annual committee meetings will not be permitted to register for future semesters until completed.

PLAN OF STUDY

Graduate students should file a Plan of Study prior to the end of the 2nd semester of residency. An official transcript showing completion of the undergraduate degree must be on file in the Graduate School. The English composition proficiency requirement must be satisfied before a plan of study is approved. Students file their plan of study electronically via **MyPurdue**. The Graduate school provides access to the Plan of Study Generator.

DEVELOPING THE PLAN OF STUDY

Students enter this department with different professional objectives and varying degrees of academic preparation. Students are to develop Plans of Study to fit their interests and career goals. The Plan of Study should include courses leading to and including those at the highest level offered in the student's field of specialization. Only grades of A, B, and C are acceptable on a plan of study. Graduate students should maintain at least a 3.0 (B-) cumulative GPA. Courses taken for pass/not pass or satisfactory/unsatisfactory can not be listed on the Plan of Study.

COURSE CHANGES TO THE PLAN OF STUDY

Changes to the plan of study can be done electronically via **MyPurdue**. Each change request must be accompanied by a brief rationale in the space provided. Changes will go through an electronic approval process.

REQUIREMENTS APPLICABLE TO ALL PLANS OF STUDY

Course credits earned by a student whose graduate study and/or professional activity has been inactive for five years or more cannot be used on a plan of study for an advanced degree.

Additional requirements that depend on the status of the student when the course was taken are as follows:

COURSES TAKEN AS A GRADUATE STUDENT (Purdue)

Neither 10000- nor 20000-level courses may appear on a plan of study. Otherwise, requirements for the numerical level (30000 through 60000) of courses are determined by each department or administrative unit subject to the restriction that not more than a total of 6 credit hours of 30000- or 40000-level courses, with a grade of B- or better, may appear on a plan of study.

COURSES TAKEN NON-DEGREE, TEACHER LICENSE, OR GRADUATE CERTIFICATE STATUS (Purdue)

Although there is no limit to the number of course credit hours that an individual may accumulate while registered in any of these classifications, no more than 12 total hours of credit earned (with a grade of C- or higher) in non-degree, teacher license, or graduate certificate status may be used on a plan of study. However, if an application to a degree program is

approved during the semester in which a person is enrolled for the 12th credit hour as a non-degree, teacher license, or graduate certificate student, all credits taken prior to and during that semester will be eligible for inclusion on a plan of study for a degree program, providing the courses are appropriate to the degree program and the courses and grades are acceptable first to the department and then to the Graduate school.

Please note that the above limitation on course credit hours taken in non-degree, teacher license, or graduate certificate status that can be used on a plan of study will be modified if excess undergraduate credit also is to be applied to the plan of study.

COURSES TAKEN AS EXCESS UNDERGRADUATE CREDIT

Graduate course credits earned while an undergraduate at Purdue University or other accredited institutions of higher learning may be applied toward an advanced degree if these credits are in excess of any requirements for the baccalaureate degree. Such credits must be certified as available for graduate credit by the institution from which the student received his/her baccalaureate degree, but will be accepted only if:

- The student had junior or senior standing when taking the course
- The student received a grade of B or better (work taken under the pass/not-pass option is not acceptable),
- The course was designated as a graduate course.

At Purdue University only, if the work is completed satisfactorily on this basis, the academic advisor (or candidate coordinator or other designee) shall then complete the Academic Record Change (Registrar Form 350), which indicates that the course may be used for graduate credit, and submit the form to the registrar, along with the grade reported, at the close of the student's final term. The academic advisor's (or candidate coordinator's or designee's) signature will attest to the fact that the credit is in excess of that required for the baccalaureate degree so that the registrar can then enter the notation "available for graduate credit" on the student's record.

The sum of credits earned as undergraduate excess and the credits earned in graduate non-degree, teacher license, or graduate certificate status that can be used on a plan of study is limited to 12 credit hours. Any additional conditions under which excess undergraduate credit may be used for graduate credit are determined by the various departments (Graduate Council, April 16, 1992).

COURSES TAKEN AS A GRADUATE STUDENT AT OTHER ACCREDITED INSTITUTIONS OF HIGHER LEARNING

Subject to the restrictions stated below, credits earned for graduate study at other universities (both domestic and international) may be applied toward an advanced degree. Only credit hours associated with graduate courses for which grades of B- or better were obtained will be eligible

for transfer. Any additional conditions under which credit transfers may be made are determined by the various departments.

REQUIREMENTS APPLICABLE TO A NON-THESIS MASTERS

- A minimum of 30 hours of graded credits (69800 and 69900 courses are excluded) are required on a plan of study for a non-thesis option master's degree.

REQUIREMENTS APPLICABLE TO A MASTER'S PLAN OF STUDY

- A total of at least 30 hours of course work + research is required on the Plan of Study for a thesis option MS degree. A maximum of nine Purdue credit hours of coursework at the 50000 and 60000 level used to satisfy the requirements of one (and only one) Purdue master's degree may be used on the plan of study for a second Purdue master's degree. However, if an individual is admitted to a second Ph.D. program and has at least two master's degrees, a maximum of thirty credits from the master's degree which was not used toward the individual's first Ph.D. degree may, with the agreement of the advisory committee, be used toward the second degree.

Coursework used to satisfy the requirements of a completed Master's degree from an institution other than Purdue may not be used on a Purdue Master's Plan of Study.

REQUIREMENTS APPLICABLE TO A PH.D. PLAN OF STUDY

- Up to 30 credits earned from one (and only one) master's degree, Educational Specialist degree, or doctoral professional degree may be used on the plan of study for a Doctor of Philosophy degree. For such credits to apply to the doctoral degree program, the number of credits to apply must be noted on the doctoral plan of study.

Graduate students using nine credits from one Purdue master's degree toward another Purdue master's degree may use a maximum of 30 credits from only one of the Purdue master's degrees toward the Purdue Ph.D. degree.

DEPARTMENTAL SEMINAR

All graduate students are expected to attend the regularly scheduled departmental seminar series held in the fall and spring semesters. The HLA Seminar series schedule will be distributed at the beginning of each semester. Exceptions are those students who have a conflict in class scheduling.

Students who cannot attend seminar(s) should notify the graduate program coordinator or the seminar instructor to this effect. Students with unexcused absences may forfeit eligibility for funding for travel and the ability to be a teaching assistant in courses.

HLA CORE COURSE REQUIREMENTS

Every MS and PhD student must take a minimal "core" of courses in addition to electives decided upon with their advisory committee.

MS DEGREE REQUIREMENTS

GRAD 61200 Responsible Conduct of Research (1 credit)

HORT 60100 Planning and Presenting Plant Science Research (1 credit)

HORT 60200 Horticulture Research Seminar (1 credit)

- MS students are required to take this course one time for credit. Students enrolled will prepare written summaries of six seminars and submit them as an assignment.

HORT 69500 Final Defense Seminar (0 credit)

- The graduate program coordinator will register you for this in your last semester. A 30-40 minute seminar prior to your final defense and is open to the department. A title, abstract, and photo must be provided to the graduate coordinator 2 weeks prior to your seminar/final exam date. This is a pass/no pass option.

Analytical Tools Course - Select from list options (3 credits)

AGEC 65000 Application of Quantitative Analysis: Econometrics I (3 credits)

AGEC 65100 Application of Quantitative Analysis: Econometrics II (3 credits)

AGRY 54500 Remote Sensing of Land Resources (3 credits)

ASEC 5900 Special problems & Academic publication (3 credits)

ASM 5400 Geographical Information System (3 credits)

BIOL 58200 Ecological Statistics (3 credits)

COM 58500 Qualitative Methods in Communication Research (3 credits)

ECON 56200 Econometrics I (3 credits)

ECON 67100 Econometrics I (2 credits)

ECON 67200 Econometrics II (2 credits)

ECON 67400 Microeconometrics (2 credits)

ENTM 69200 Science Writing (1 credit)

FNR 58000 Research Methods for Natural Resource Social Science (3 credits)

FNR 64700 Quantitative Methods of Ecologist (3 credits)

HIST 61000 Theory and Methods (3 credits)

HORT 53000 Introduction to Computing for Biologists (3 credits)

HORT 53100 Applied Plant Genomics (2 credits)

STAT 50300 Statistical Methods for Biology (3 credits)

STAT 51100 Statistical Methods (3 credits)

STAT 51200 Applied Regression Analysis (3 credits)

STAT 51600 Basic Probability and Applications (3 credits)

Equivalent courses taken elsewhere may substitute for any core course with approval, except for GRAD 612, HORT 601, 602, 603 and 695, which are specific to our department. The Advisory Committee and Graduate Committee Chair must approve exceptions to this core.

PHD DEGREE REQUIREMENTS

GRAD 61200 Responsible Conduct of Research (1 credit)

HORT 60100 Planning & Presenting Plant Science Research (1 credit) take in first year

HORT 60200 HLA Research Seminar (1 credit); twice for PhD (for 2 credits total)

- PhD students are required to take this course twice for credits. Students enrolled will prepare written summaries of six seminars and submit them as an assignment. PhD students must meet this requirement before taking the prelim exam.

HORT 60300 Grants and Grantsmanship (1 credit)

HORT 69500 Horticulture Seminar (0 credit, pass/not pass)

- The graduate program coordinator will register you for this in your last semester. A 30-40 minute seminar prior to your final defense and is open to the department. A title, abstract, and photo must be provided to the graduate coordinator 2 weeks prior to your seminar/final exam date. This is a pass/no pass option.

Analytical Tools Course - Select from list options (a minimum of 5 credits)

AGEC 65000 Application of Quantitative Analysis: Econometrics I (3 credits)

AGEC 65100 Application of Quantitative Analysis: Econometrics II (3 credits)

AGRY 54500 Remote Sensing of Land Resources (3 credits)

ASEC 59000 Special problems & Academic publication (3 credits)

ASM 54000 Geographical Information System (3 credits)

BIOL 58200 Ecological Statistics (3 credits)

BIOL 59500 Ecological Statistics (3 credits)

COM 58500 Qualitative Methods in Communication Research (3 credits)

ECON 56200 Econometrics I (3 credits)

ECON 67100 Econometrics I (2 credits)

ECON 67200 Econometrics II (2 credits)

ECON 67400 Microeconometrics (2 credits)

ENTM 64200 Analysis of Ecological Data (3 credits)

ENTM 69200 Science Writing (1 credit)

FNR 58000 Research Methods for Natural Resource Social Science (3 credits)

FNR 64700 Quantitative Methods of Ecologist (3 credits)

HIST 61000 Theory and Methods (3 credits)

HORT 53000 Introduction to Computing for Biologists (3 credits)

HORT 53100 Applied Plant Genomics (2 credits)

STAT 50300 Statistical Methods for Biology (3 credits)

STAT 51100 Statistical Methods (3 credits)

STAT 51200 Applied Regression Analysis (3 credits)

STAT 51400 Design of Experiments (3 credits)

STAT 51600 Basic Probability and Applications (3 credits)

STAT 52400 Applied Multivariate Statistics (3 credits)

Equivalent courses taken elsewhere may substitute for any core course with approval, except for GRAD 612, HORT 601, 602, 603 and 695, which are specific to our department. The Advisory Committee and Graduate Committee Chair must approve exceptions to this core.

LANDSCAPE SYSTEMS and DESIGN MS DEGREE REQUIREMENTS

GRAD 61200 Responsible Conduct of Research (1 credit)

HORT 60100 Planning and Presenting Plant Science Research (1 credit)

HORT 60200 Horticulture Research Seminar (1 credit)

- MS students are required to take this course one time for credit. Students enrolled will prepare written summaries of six seminars and submit them as an assignment.

HORT 69500 Final Defense Seminar (0 credit)

- The graduate program coordinator will register you for this in your last semester. A 30-40 minute seminar prior to your final defense and is open to the department. A title, abstract, and photo must be provided to the graduate program coordinator 2 weeks prior to your seminar/final exam date. This is a pass/no pass option.

LA 48000 Contemporary Issues in LA Systems, Design, & Practice (2 credits)

- A broad survey of issues affecting multiple systems, informing design methods, and shaping contemporary landscape architecture practice. Examination of factors influencing contemporary issues and their impact on application and theories. Methodological approaches for responding to issues involving the integration of multiple design factors and variables.
- Prerequisite: Accredited undergraduate degree in landscape architecture; or completion of summer course providing foundational skills and background in field of landscape architecture/

LA 50100 Research Methods in Landscape Systems Theory and Design (1 credit)

- Developing proficiency in multiple approaches for supporting research in landscape theory and systems. Analysis tools and techniques. Modeling relationships between research variables and types of methods. Information bases for social, ecological, and physical information. Analyses of tools and techniques for both theory-driven research and systems design evaluation.
- Prerequisite: Accredited undergraduate degree in landscape architecture; or completion of summer course providing foundational skills and background in the field of landscape architecture.

Equivalent courses taken elsewhere may substitute for any core course with approval, except for GRAD 612, HORT 601, 602, and 695, which are specific to our department. The Advisory Committee and Graduate Committee Chair must approve exceptions to this core.

GRADES AND INDEX REQUIREMENTS

A graduate student is expected to maintain a grade point average of B (3.0/4.0 GPA) or better. Indices below this level are marked "less than good standing" on the transcript.

A student who falls below a 2.0 semester GPA and/or possesses less than a 2.0 cumulative GPA will be placed on academic probation. Any student on academic probation whose spring

semester GPA and cumulative GPA (at the close of the spring semester) falls below 2.0 will be dropped from the university.

If a graduate student is on academic probation and the semester GPA or the cumulative GPA is 2.0 or above, the student will remain on probation. Academic standing is not addressed during Summer Session. This University Senate-approved policy will be administered as follows:

- If: Semester GPA and Cumulative GPA are ≥ 3.0 = Good Standing
- If: Semester GPA or Cumulative GPA is 2.0 - 2.99 = Less than Good Standing
- If: Semester GPA or Cumulative GPA is < 2.0 = Probation
- If: On probation and both Semester GPA and Cumulative GPA are < 2.0 = Drop
- If: On probation and Cumulative GPA is < 2.0 but Semester Index is ≥ 2.0 = Probation
- If: On probation and Semester GPA is < 2.0 but Cumulative GPA is ≥ 2.0 = Probation
- If: On probation and Semester GPA is ≥ 2.0 and Cumulative GPA is ≥ 2.0 = Off Probation (Less than Good Standing may be applicable.)

Any grade changes made after the initial GPA calculations will result in a recalculation of GPAs and academic standing or drop status. A graduate student appropriately dropped from the university must reapply. A graduate student who has been dropped for the first time is not eligible to register for at least one fall or spring semester (and summer session if applicable) following drop status. Graduate students dropped a second time will normally not be considered for readmission to Purdue University Graduate School for at least one year. For more information, see:

http://www.purdue.edu/studentregulations/regulations_procedures/scholdeficiency.html

A graduate student is also expected to earn S grades for research registration. Two consecutive semesters of U grades for research registration mandate that the department take formal action and inform the student, in writing, and the Graduate School with regard to discontinuation or conditions for continuation of the student's graduate study. In any event, the student's progress should be reviewed each semester by the student's department. The student's progress also may be reviewed by the Graduate School. Should the student fail to perform in either coursework or research on a level acceptable to the advisory committee, the departmental graduate committee, or the dean of the Graduate School, they may be asked to discontinue graduate study at Purdue.

The GPA for graduate students includes all grades earned in 50000- and 60000-level courses taken while enrolled as a graduate student, except FR, GER, RUSS, or SPAN 60100, 60300, or 60500 plus grades received in 30000- or 40000-level courses taken while in the graduate program (once they are approved as part of the graduate plan of study). When 30000- and 40000-level courses are listed on the approved plan of study, and completed with a B- or better grade, grades associated with those courses will be added into the graduation index. If a student receives less than a B- in a 30000- or 40000-level course, then the course must be retaken or removed from the plan of study.

If a Purdue course taken by a graduate student is repeated for a grade, the Registrar's Office will delete the first grade from a student's graduation index, providing that specific course was originally taken while the student was enrolled as a graduate student. Neither excess undergraduate Purdue courses nor courses transferred from another institution are used in computing the graduation index.

Courses taken as pass/not pass or satisfactory/unsatisfactory are unacceptable on plans of study. Grade option changes will not be approved by the Graduate School except in cases of a clerical or mechanical error during the normal drop/add period. Coursework required for a degree will be complete when a student obtains grades for all courses on the plan of study that meet grade requirements of the department and the Graduate school.

NON-THESIS MASTER'S DEGREE EXAMINATION

Non-thesis MS candidates may be examined over coursework (if appropriate) and directed project (optional). A form 7 must be initiated in the graduate database. This is a conference of the committee in the absence of the candidate.

THESIS MASTER'S DEGREE FINAL ORAL EXAMINATION

A *Request for Appointment of Examining Committee (G.S. Form 8)*, must be submitted electronically by the graduate program coordinator at least 2 weeks prior to the examination date. The final examination committee will consist of your major professor and advisory committee.

The examination will be open to all faculty, and appropriate notice of time and place of the thesis presentation and final examination shall be announced in the department at least 5 days prior to the examination. A 30-40 minute seminar immediately before the final examination is open to the public. M.S. candidates are examined on both major and minor areas of specialization as well as their thesis research.

Upon completion of the exam, the committee will deliberate on the outcome of the examination and thesis approval. Each member of the Master's examination committee will complete the outcomes rubric. The chair will ensure that the *Report of Master's Examining Committee (G.S. Form 7)* is completed. Each committee member must also sign a *Thesis Acceptance Form (G.S. Form 9)*. If the examination is unsatisfactory, at least one semester must elapse before a final examination can be repeated. A new request (*G.S. Form 8*) must be submitted.

PRELIMINARY EXAMINATION FOR PhD STUDENTS

PhD students are required to complete a preliminary examination, which consists of both preparation and oral defense of an original written research proposal. To become eligible to take the prelim exam, the student must have an approved plan of study and have satisfactorily

completed most, if not all, of the formal coursework plan of study. The prelim exam must be completed at least two sessions of registration (including summer session) prior to the date of the doctoral final examination. For example, a doctoral student who passes the prelim exam during a spring session is not eligible to take the final examination (provided that the student is registered for the subsequent summer session and fall session) before the following spring session. It is recommended that full-time graduate students submit the prelim exam proposal no later than the end of the student's third year in the Ph.D. program. Students who do not comply with this timeline will need to present a plan to the chair of the graduate committee to be cleared to register for subsequent semesters.

In general, the Preliminary Examination Committee will consist of the student's Graduate Advisory Committee. The student's Major Professor will act as Prelim Exam Committee Chair. If needed, faculty outside the student's advisory committee may be solicited to serve on the Preliminary Examination Committee *In lieu of* Advisory Committee members as determined by the graduate program chair (department head). The prelim exam committee must consist of a minimum of three members of the graduate faculty. At least 51% of prelim committee members must have regular graduate faculty certification. All members of the examining committee are to be notified of the scheduled examination. Although only three committee members are required by the graduate school, Prelim Exam Committees frequently have four voting members.

The basis of the preliminary examination is an original research proposal developed by the student based on their dissertation topic. The written proposal should contain the following elements:

- Background and introduction of the research topic
- Hypothesis/research objectives
- Approaches to test the hypothesis/achieve the research objectives, and expected outcomes
- Research progress thus far to support the research objectives
- Possible caveats and alternatives
- References

The length of proposals generally falls within 15 to 20 pages (including figures and tables but not including references). Students are required to take HORT 60300 (Grants and Grantsmanship) prior to the preliminary examination to assist in preparation of the written document.

The student initiates the process for their preliminary examination by submission of a 1-page preproposal abstract to the graduate program coordinator. The graduate program coordinator will distribute the preproposal abstract to the Student's Advisory Committee and verify each member's participation on the Preliminary Examination Committee. The Preliminary Examination Committee Chair, in consultation with the committee, must approve the abstract in order for the student to proceed with development of the full proposal.

The Preliminary Examination Committee Chair will meet with the student to facilitate preparation of the full proposal. When the full proposal is approved by the Chair, it will be submitted to the graduate coordinator for distribution to the full Preliminary Examination Committee.

The written proposal will be evaluated by the Prelim Exam Committee. Each member will submit comments and a “pass” or “fail” assessment of the proposal to the graduate program coordinator. The Prelim Exam Committee Chair will transmit the evaluations to the student within 2 weeks after submission. A minimum of 3 passing assessments must be obtained before proceeding to the oral examination. If a student’s proposal is not approved by the Prelim Exam Committee, the student may revise and resubmit the proposal for reconsideration.

Upon approval (pass) of the written proposal by the Prelim Exam Committee, the graduate program coordinator will request to the Graduate school that an oral exam be held. Graduate school form 8, *Request for Appointment of Examining Committee*, will be submitted by the graduate program coordinator. The examination must be scheduled with the Graduate school at least two weeks prior to the intended date of the oral examination.

During the oral phase of the Prelim exam, the committee will examine the student on the proposal submitted, but may ask questions related to the written phase of the exam and topics beyond but relevant to the immediate specialization area of the proposal. All Preliminary Examination Committee members have voting status and will judge the student’s performance during the oral examination. No more than one dissenting vote is allowed for a student to pass the exam, regardless of the number of preliminary exam committee members. If a student fails the Prelim Exam, they may petition the head of the departmental graduate program for a second and final opportunity to attempt the examination after at least one additional academic session has passed.

PH.D. FINAL EXAMINATION

At least 2 academic semesters must elapse and be devoted to research between passing the preliminary examination and the final examination.

A Request for Appointment of Examining Committee (Form 8), must be submitted electronically by the graduate program coordinator at least 2 weeks prior to the examination date. A final oral examination will be held in which the candidate defends the dissertation and demonstrates adequate performance for receiving the Ph.D. The examining committee consists of the advisory committee and the major professor. There must be at least four members on the examining committee, one of whom must be from outside the department. The examination will be open to all faculty, and appropriate notice of time and place of the dissertation presentation and final examination shall be announced in the department at least 5 days prior to the examination. A 30-40 minute seminar before the final examination is open to the public. Confidential information can be excluded from the opening presentation.

Upon completion of the exam, the committee will deliberate on both the outcome of the examination and of the dissertation approval. Each member of the examination committee will complete the rubric forms. The chair ensures that the *Report of the Final Examination (Form 11)* is completed. Each committee member must also sign a *Thesis Acceptance Form (Form 9)*.

If the examination is unsatisfactory, a candidate must wait at least until the following semester (including summer semester) to repeat the final examination. A new request (*Form 8*) must be submitted.

THESIS/DISSERTATION

Thesis M.S. and all Ph.D. students must submit an approved thesis or dissertation, respectively. Thesis/dissertation procedures can be found at (recommend to follow Purdue guidelines) <https://www.purdue.edu/gradschool/research/thesis/index.html>.

A first draft of the thesis should, ideally, be in the hands of the major professor at least six weeks before the end of the session in which conferral of the degree is expected. An electronic copy of the thesis/dissertation must be submitted to the major professor at least three weeks before the end of the session in which the degree is to be conferred. Each member of the examining committee must receive a copy of the thesis/dissertation at least two weeks before the date of the final oral examination. Upon passing the final examination and thesis/dissertation approval, the student should prepare a final copy of the thesis or dissertation, incorporating required modifications designated by the examining committee.

Final deposition is arranged by contacting the Graduate school Thesis Office. A copy of the filed document is provided to the major professor and to members of the advisory committee upon request. (<https://www.purdue.edu/gradschool/research/thesis/index.html>).

Plagiarism Screening using iThenticate by the major professor must take place prior to completing the online form for dissertation approval. Major professors can obtain iThenticate accounts from Dr. James Mohler, Associate Dean of the Graduate School. For information on iThenticate visit: <https://www.purdue.edu/research/research-compliance/integrity/avoiding-plagiarism>

A *Thesis Receipt (G.S. Form 16)* from the Thesis Format Office, acknowledging proper deposit of the thesis, must be received by the Graduate School no later than 4 p.m. on the last working day of the academic semester of graduation. A thesis may be held in confidential status for a limited period of time.

THESIS/DISSERTATION AND PUBLICATION REQUIREMENTS

The Horticulture & Landscape Architecture Department expects each M.S. thesis and Ph.D. dissertation to result in at least one publication in a refereed journal. It is recommended that the thesis include an abstract, literature review (as Chapter I), and manuscripts Chapters with citations. Appendices may be included as desired that might contain nonpublishable material, improvement of methods, etc.

Graduate Council Report 17-18a Approved by the Graduate Council on May 8, 2017

<https://www.purdue.edu/gradschool/documents/gpo/council/GCdoc17-18aGradFacultyAdvising-MentGuidelines.pdf>

Guidelines for Graduate Student Mentoring and Advising

Preamble: Purdue University is committed to providing its graduate students with a world-class education and equipping them to become leaders in society and in the global workforce. Key to success is the relationship between the student and major professor. The advisory role of the major professor is arguably the most significant factor influencing quality of education, development of professional skills, and overall career success for Purdue graduate students. Consequently, it is imperative that graduate faculty members provide mentoring and advising concomitant with a preeminent university. The principles articulated in this document were endorsed by the Graduate Faculty via approval by the Graduate Council to help assure that every graduate student receives the best educational experience Purdue has to offer.

General Advising Guidelines

Serving as a major professor involves being supportive and engaged in promoting academic and career success for Purdue graduate students.

1. Although the Graduate School offers orientation programming for new students and departments and colleges typically also provide orientation semesters, most students are not fully aware of academic expectations, the best ways to navigate their graduate program, and the employment opportunities available to them when they graduate. Major professors should:
 - o work with their students to develop an academic plan (to include periodic milestones along the way) that will help them progress through their degree program in a timely manner and properly prepare them for success after graduation;
 - o encourage participation in professional development activities, relevant to their students' professional goals;
 - o assist their students in assembling their advisory and examining committees; and
 - o discuss with their student's long-term career objectives and provide guidance in securing summer internships (when appropriate) and permanent job placement. This assistance may include introductions to colleagues in industry, government, or at other universities, and/or referrals to resources on campus, such as the Center for Career Opportunities.
2. On occasion, major professors may have to change the nature of their advisory relationship with their student. This can occur when professors retire or move to another university, or when students change major professors. In such cases, major professors should do all that is possible to ensure that their students have a pathway to completion and assist their students during the transition.
3. Research style and organization can vary widely among faculty. Students are often not aware of what is expected and how progress is measured. Major Professors should make their expectations for research and

their view of what constitutes satisfactory progress clear. Furthermore, at the onset of thesis/dissertation research, students should be given a clear picture of the accomplishments expected for degree completion.

4. An important part of developing as a scholar and successfully progressing through a degree program involves receiving feedback. Major Professors should provide progress reviews to their students at least annually and should be accessible so that students can receive input when needed.

Guidelines for Supervising Graduate Staff

Graduate faculty oversee research, but in many cases, they also supervise graduate teaching assistants, graduate research assistants, and other graduate staff. In these cases, faculty members have additional responsibilities.

1. Faculty supervisors should be familiar with department, college, Graduate School, and university policies regarding graduate staff employment and should refer students to the appropriate sources for employment information, such as the *Graduate Staff Employment Manual*, department resources (if available), and the Office of Human Resources.
2. Faculty should provide graduate staff working as research, administrative, and/or teaching assistants clear expectations of the roles, responsibilities, and professional benefits that come with that employment, and the associated time commitments should be consistent with university policy. For example, students on 50 CUL and 25 CUL appointments are expected to work approximately 20 and 10 hours per week respectively.
3. A common source of stress among graduate students is the uncertainty associated with funding. Loss of funding or gaps in funding can result in student attrition. Major Professors should discuss the funding situation with their students, keep the students apprised of any anticipated changes as soon as this information becomes known, and discuss contingency options in the event funding becomes unavailable. Where possible, the academic unit should ensure continuity of funding, except in cases of poor academic or work performance.
4. Faculty members, departments, and colleges should regularly review graduate student salary levels to assure that they are appropriate.

Guiding Principles

A good student-advisor relationship is an important ingredient in helping students to be productive in their research and requires establishing reasonable expectations. While it is difficult to define “reasonable expectations” in a broad sense, the following principles and practices can be helpful in achieving a positive climate for discovery in which graduate students can thrive.

1. Major Professors should take care in not overburdening their graduate students: there should be realistic expectations, recognizing that students have the right to a personal and social life outside of work and time off, periodically, to rest and relax. Major Professors should avoid working conditions that preclude their students from having a manageable work-life balance, as this is not in the best interest of Purdue’s graduate students.
2. The best major professors are understanding, supportive, and empowering, providing enough guidance to allow students to explore and discover without over directing or micromanaging. Students should be encouraged by their major professors to interact with their advisory and examining committees, as these committee members can provide multiple perspectives that can be beneficial. They should also encourage other types of mentoring relationships where appropriate.
3. The best major professors put their students first amid competing priorities.
4. Students should be given opportunities to attend and participate in professional development activities as these are important to prepare them for the competitive job market.

Projects in which faculty members involve students should be appropriate and consistent with providing a valuable educational work or research.

