

# UNIVERSITY FACULTY SENATE FORMS

## Academic Program Approval

This form is a routing document for the approval of new and revised academic programs. Proposing department should complete this form. For more information, call the Faculty Senate Office at 831-2921.

**Submitted by:** Belinda Orzada phone number 831-8709

**Department:** Fashion and Apparel Studies email address orzada@udel.edu

**Date:** Oct. 30, 2012

**Action:** revise Master's degree requirements and add non-thesis option to MS  
(Example: add major/minor/concentration, delete major/minor/concentration, revise major/minor/concentration, academic unit name change, request for permanent status, policy change, etc.)

**Effective term** Fall 2013  
(use format 04F, 05W)

**Current degree** Master of Science  
(Example: BA, BACH, BACJ, HBA, EDD, MA, MBA, etc.)

**Proposed change leads to the degree of:** \_\_\_\_\_  
(Example: BA, BACH, BACJ, HBA, EDD, MA, MBA, etc.)

**Proposed name:** Master of Science in Fashion and Apparel Studies, non-thesis option  
Proposed new name for revised or new major / minor / concentration / academic unit (if applicable)

### Revising or Deleting:

**Undergraduate major / Concentration:** \_\_\_\_\_  
(Example: Applied Music – Instrumental degree BMAS)

**Undergraduate minor:** \_\_\_\_\_  
(Example: African Studies, Business Administration, English, Leadership, etc.)

**Graduate Program Policy statement change:** Master of Science in Fashion and Apparel Studies (Must attach your Graduate Program Policy Statement)

**Graduate Program of Study:** MS Fashion and Apparel Studies  
(Example: Animal Science: MS Animal Science: PHD Economics: MA Economics: PHD)

**Graduate minor / concentration:** \_\_\_\_\_

**Note: all graduate studies proposals must include an electronic copy of the Graduate Program Policy Document, highlighting the changes made to the original policy document.**

Policy documents for all graduate programs were combined into one document.

**List new courses required for the new or revised curriculum. How do they support the overall program objectives of the major/minor/concentrations)?**

(Be aware that approval of the curriculum is dependent upon these courses successfully passing through the Course Challenge list. If there are no new courses enter “None”)

there are no specific new courses required

**Explain, when appropriate, how this new/revised curriculum supports the 10 goals of undergraduate education: <http://www.ugs.udel.edu/gened/>**

NA

**Identify other units affected by the proposed changes:**

(Attach permission from the affected units. If no other unit is affected, enter “None”)

Students take special interest elective graduate courses either inside or outside the department. These will be identified on a case by case basis and permission obtained if needed.

**Describe the rationale for the proposed program change(s):**

(Explain your reasons for creating, revising, or deleting the curriculum or program.)

**A non-thesis option for the Master of Science in Fashion and Apparel Studies is proposed.** This degree includes the same 13 credits of department core course requirements as the thesis option. It differs in 4 ways: (1) a 3-credit methods course appropriate to the students’ interests is selected in consultation with the advisor (rather than requiring a specific course), (2) students will complete a 3-credit Special Problem project instead of 6-credits of thesis, (3) the statistics course is not required, and (4) students complete 12 credits of Special Interest Elective courses (instead of 6). It will require a total of 31 credits, the same as the revised MS.

Rationale: A non-thesis option for the MS in Fashion and Apparel Studies is a course-based degree that will allow students flexibility to focus their advanced degree toward their academic interests and professional goals.

**Program Requirements:**

(Show the new or revised curriculum as it should appear in the Course Catalog. If this is a revision, be sure to indicate the changes being made to the current curriculum and **include a side-by-side comparison** of the credit distribution before and after the proposed change.)

**MS with thesis REQUIREMENTS (reflecting proposed change to FASH 665)**

Master's students are required to take the following courses:

FASH 822 Global Fashion Consumer	3
FASH 825 Interdisc. Approaches to Creative Problem Solving	3
FASH 800 Research Analysis in Fashion Studies	3
Social Responsibility and Sustainability Core:	3
Select three courses from:	
FASH 689 Apparel Supply Chains & Social Resp. (1 cr.)	
FASH 691 Socially Responsible Apparel: Global Policy (1 cr.)	
FASH 692 Sustaining Global Apparel Supply Chains (1 cr.)	
FASH 693 Culture & Work in the Apparel Industry (1 cr.)	
FASH 694 Apparel Consumers and Social Responsibility (1 cr.)	
FASH 695 Bringing Social Resp. to Apparel Corporate Culture (1 cr.)	
FASH 696 Current Initiatives for Apparel Industry Labor Comp. (1 cr.)	
FASH 697 Worker-Centric Social Resp. for Apparel Industry (1 cr.)	
FASH 698 Redesigning Green Apparel: Design, Sourcing & Pkg (1 cr.)	
FASH 699 Producing Environ. Responsible Apparel (1 cr.)	
FASH 665 Fashion Studies Seminar (taken twice)	2
EDUC 665 Elementary Statistics (or equivalent)	3
Research Methods (HDFS 615, EDUC 607 or equivalent)	3
Special Interest electives (600 or 800 level) may be from inside or outside the department	6
FASH 869 Thesis	<u>6</u>
TOTAL	<u>31</u>

**NEW REQUIREMENTS – MS with non-thesis option**

Master's students are required to take the following courses:

FASH 822 Global Fashion Consumer	3	3
FASH 825 Interdisc. Approaches to Creative Problem Solving	3	3
FASH 800 Research Analysis in Fashion Studies	3	3
Social Responsibility and Sustainability Core:		3
Select three courses from:		
FASH 689 Apparel Supply Chains & Social Responsibility (1 cr.)		
FASH 691 Socially Responsible Apparel: Global Policy (1 cr.)		
FASH 692 Sustaining Global Apparel Supply Chains (1 cr.)	3	
FASH 693 Culture & Work in the Apparel Industry (1 cr.)		
FASH 694 Apparel Consumers and Social Responsibility (1 cr.)		
FASH 695 Bringing Social Resp. to Apparel Corporate Culture (1 cr.)		
FASH 696 Current Initiatives for Apparel Industry Labor Comp (1 cr.)		
FASH 697 Worker-Centric Social Resp. for Apparel Industry (1 cr.)		
FASH 698 Redesigning Green Apparel: Design, Sourcing & Pkg (1 cr.)		
FASH 699 Producing Environ. Responsible Apparel (1 cr.)	2	
FASH 665 Fashion Studies Graduate Seminar (taken twice)	3	1
Research Methods course determined in consultation with advisor	3	3
Special Interest electives (600 or 800 level) may be from inside or outside the department	6	12
FASH 666 Independent Study		<u>3</u>
TOTAL		<u>31</u>

**ROUTING AND AUTHORIZATION:** (Please do not remove supporting documentation.)

Department Chairperson \_\_\_\_\_ Date \_\_\_\_\_

Dean of College \_\_\_\_\_ Date \_\_\_\_\_

Chairperson, College Curriculum Committee \_\_\_\_\_ Date \_\_\_\_\_

Chairperson, Senate Com. on UG or GR Studies \_\_\_\_\_ Date \_\_\_\_\_

Chairperson, Senate Coordinating Com. \_\_\_\_\_ Date \_\_\_\_\_

Secretary, Faculty Senate \_\_\_\_\_ Date \_\_\_\_\_

Date of Senate Resolution \_\_\_\_\_ Date to be Effective \_\_\_\_\_

Registrar \_\_\_\_\_ Program Code \_\_\_\_\_ Date \_\_\_\_\_

Vice Provost for Academic Affairs & International Programs \_\_\_\_\_ Date \_\_\_\_\_

Provost \_\_\_\_\_ Date \_\_\_\_\_

Board of Trustee Notification \_\_\_\_\_ Date \_\_\_\_\_

## **PROGRAM POLICY STATEMENT FOR THE GRADUATE PROGRAMS IN FASHION AND APPAREL STUDIES**

### **Part I: Program History**

In 2008, the Department of Fashion & Apparel Studies at the University of Delaware began offering a Master of Science in Fashion Studies. The name of the program was changed to Master of Science in Fashion and Apparel Studies effective Fall 2011. The program will be reviewed for permanent status in 2013. The program joined a graduate certificate in Socially Responsible and Sustainable Apparel Business (SRSAB) that commenced in 2007. A 4+1 degree combining the Master of Science and the Fashion Merchandising Bachelor of Science was established in 2010.

The Master of Science in Fashion and Apparel Studies is designed to prepare students to be effective professionals in the global apparel industry. The MS program is unique in that all students complete design innovation and consumer behavior courses to bring an understanding of both to solving problems in the global fashion industry. Concepts and practices from social responsibility and sustainability will underlie the graduate program. Students take 31 credit hours of course work and research. Thirteen credits are taken in fashion and apparel studies courses in topics such as research analysis in fashion studies, global fashion consumer, theory of design and aesthetics, and interdisciplinary approaches to problem solving. Six additional credits are taken in research methods and statistics, six credits of special interest elective courses from within or outside the department, and six credits support the thesis research.

Alternatively, the MS program is offered in a non-thesis option. This program of study is more heavily focused on course work than the original MS program. For the non-thesis MS students take 31 credit hours of course work and research. Thirteen credits are required in fashion and apparel studies courses in topics such as research analysis in fashion studies, global fashion consumer, social responsibility and sustainability, and interdisciplinary approaches to problem solving. Twelve credits of special interest elective courses from within or outside the department are taken. Three credits of research methods and a three-credit Special Problem project complete the program. Students in the 4+1 program follow the non-thesis option for the master's component.

The graduate certificate in Socially Responsible and Sustainable Apparel Business is comprised of nine, one-credit courses that are offered through the Internet. Students select three courses from labor and environmental specific topics and select five courses from a group of social responsibility/sustainability foundation courses. All certificate students take one credit of Special Problems as a capstone.

The graduate certificate provides a foundation of knowledge needed to manage international production and sourcing of apparel, textiles, and footwear in ways that are socially responsible and sustainable. The competencies and skills embedded in the courses are based on research with industry leaders and professionals who lead nongovernmental organizations and civil society groups with a stake in the global apparel business. The coursework is grounded on principles of the United Nations (UN) Global Compact, a voluntary international initiative bringing together companies, labor and civil society groups, and various UN agencies in support of human rights, labor, and the environment.

UD's Fashion and Apparel Studies faculty are uniquely positioned to support the graduate programs offered. Faculty produce high quality empirical research and creative scholarship, winning awards in international competition for designs and research, and having considerable success in grantsmanship. The proposed graduate programs build upon particular strengths of faculty research and scholarship which center around consumer behavior, design, visual style, and social responsibility and sustainability.

### **Part II. Graduate Programs and Policies**

#### **I. Master of Science in Fashion and Apparel Studies**

##### **A. Admission to MS degree**

- 1. Admission requirements.** Applicants for admission meet the following requirements:
  - a. A cumulative grade-point average (GPA) equivalent to at least 3.0 on a 4.0 scale in all

- prior undergraduate college-level course work.
- b. A GRE (Graduate Record Exam) score (taken within past 5 years), with a minimum combined verbal and quantitative score of 1050 and no less than 550 on the verbal GRE. The GRE scoring system was revised in 2011. Minimum scores on the revised GRE are 156 verbal and 144 quantitative.
  - c. Students whose first language is not English must take the Test of English as a Foreign Language (TOEFL) unless a prior degree was obtained from the U.S. institution. The minimum score for TOEFL should be 550 or higher (paper-based test) or 213 (computer-based test) or 79 on the Internet-based TOEFL to be considered for admission. TOEFL scores more than two years old cannot be validated or considered official.
  - d. An interview with member(s) of the Fashion and Apparel Studies graduate faculty may be required.
- 2. Prior degree requirements.** Applicants must have an earned baccalaureate degree from an accredited institution.
- 3. Application deadlines.** Review of applicants begins on February 1. Some funded assistantships are available; applications received by February 1 will be considered for funding.
- 4. Special competencies needed.** Candidates for admission need not have majored in fashion related areas previously, but they will be expected to possess:
- a. Strong written and oral communication skills
  - b. An understanding of computer systems and basic word processing and spreadsheet applications
  - c. Knowledge of consumer behavior or social psychological aspects of clothing
  - d. Knowledge of the global fashion industry
  - e. Understanding of design and aesthetic concepts
  - f. Applicants interested in a creative design focus should have had a minimum of one patternmaking course

These competencies will be evaluated by the Fashion and Apparel Studies Graduate Committee and may be satisfied through coursework, evaluation of transcripts, a writing sample, or in some cases relevant industry experience. These evaluations will be communicated to prospective students by letter when they are accepted into the program.

- 5. Admission categories.**
- a. **Regular status** – This is offered to students who meet all admission requirements of the university and of the Fashion and Apparel Studies department.
  - b. **Non-degree Status** - This is offered to (a) students who are unable to achieve regular status because of enrollment limits in the Fashion and Apparel Studies department or (b) students wishing to earn graduate credit but do not intend to work for a degree. Non-degree students are not required to follow course sequences, but they are held to the same performance standards as other graduate students. Admission with non-degree status is valid for a stated limited time and implies no commitment by the university or the department about later admission with regular status. If a student desires to change from non-degree status, the student must be recommended for a change of status by the Fashion and Apparel Studies department and seek approval from the Office of Graduate and Professional Education. Earned graduate credit may or may not be accepted if the student's status is changed. In general, graduate credit must fit into an approved program of study and all credits must have been completed within the appropriate time limit. Upon the recommendation of the student's advisor, no more than 9 credit hours of graduate non-degree credit may be transferred to the graduate degree program.

Non-degree admission is also offered to students who wish to transfer graduate credits to another institution. In such cases, students must submit a letter from their graduate dean or registrar certifying that they are graduate students in good standing at another institution. Letters will be accepted in lieu of the transcripts and GRE scores, which are required of all other applicants.

**6. Other documents required.**

Candidates for admission must submit 3 letters of recommendation and a personal statement describing interests, intellectual goals, and how this program would meet their goals and objectives. A resume and a writing sample (research paper from a senior level course) are required. Portfolios may be required if the student's stated research interest is apparel design and will be requested by the department's graduate studies committee during the acceptance decision process.

Admission to the graduate programs is competitive. Those who meet stated requirements are not guaranteed admission, nor are those who fail to meet all of those requirements necessarily precluded from admission if they offer other appropriate strengths.

**B. Academic**

**1. Degree Requirements**

The master's degree with thesis requires a minimum of 31 hours of graduate coursework, including 6 hours of thesis, 6 semester hours of research methods and statistics, 13 required hours of departmental courses, and 6 hours of special interest electives. The master's degree non-thesis option requires a minimum of 31 hours of graduate coursework, including 13 hours of departmental required courses, 12 hours of special interest electives, 3 hours of research methods, and a 3-hour special problem independent study.

The selection of major courses (beyond the required core courses) is done in consultation with the student's advisor and is based on research/specialization area and stated goals. Students without a previous degree in the field may be required to complete additional undergraduate or graduate level courses.

**a. Course Requirements for Master of Science in Fashion and Apparel Studies, with thesis**

Master's students are Required to take the following courses:

FASH 822 Global Fashion Consumer	3
Social Responsibility and Sustainability Core:	3

Select three courses from:

FASH 689 Apparel Supply Chains & Social Responsibility (1 cr.)	
FASH 691 Socially Responsible Apparel: Global Policy (1 cr.)	
FASH 692 Sustaining Global Apparel Supply Chains (1 cr.)	
FASH 693 Culture & Work in the Apparel Industry (1 cr.)	
FASH 694 Apparel Consumers and Social Responsibility (1 cr.)	
FASH 695 Bringing Social Responsibility to Apparel Corporate Culture (1 cr.)	
FASH 696 Current Initiatives for Apparel Industry Labor Compliance (1 cr.)	
FASH 697 Worker-Centric Social Responsibility for Apparel Industry (1 cr.)	
FASH 698 Redesigning Green Apparel: Design, Sourcing & Packaging (1 cr.)	
FASH 699 Producing Environmentally Responsible Apparel (1 cr.)	
FASH 825 Interdisciplinary Approaches to Creative Problem Solving	3
FASH 800 Research Analysis in Fashion Studies	3
FASH 665 Fashion Studies Graduate Seminar	1
EDUC 665 Elementary Statistics (or equivalent)	3
Research Methods (HDFS 615, EDUC 607 or equivalent)	3
Special Interest Electives (600 or 800 level)	6
FASH 869 Thesis	<u>6</u>

**b. Course Requirements for Master of Science in Fashion and Apparel Studies, non-thesis option**

Master's students are Required to take the following courses:

FASH 822 Global Fashion Consumer	3
Social Responsibility and Sustainability Core:	3

Select three courses from:

FASH 689 Apparel Supply Chains & Social Responsibility (1 cr.)	
FASH 691 Socially Responsible Apparel: Global Policy (1 cr.)	
FASH 692 Sustaining Global Apparel Supply Chains (1 cr.)	
FASH 693 Culture & Work in the Apparel Industry (1 cr.)	
FASH 694 Apparel Consumers and Social Responsibility (1 cr.)	
FASH 695 Bringing Social Responsibility to Apparel Corporate Culture (1 cr.)	
FASH 696 Current Initiatives for Apparel Industry Labor Compliance (1 cr.)	
FASH 697 Worker-Centric Social Responsibility for Apparel Industry (1 cr.)	
FASH 698 Redesigning Green Apparel: Design, Sourcing & Packaging (1 cr.)	
FASH 699 Producing Environmentally Responsible Apparel (1 cr.)	
FASH 825 Interdisciplinary Approaches to Creative Problem Solving	3
FASH 800 Research Analysis in Fashion Studies	3
FASH 665 Fashion Studies Seminar	1
Research Methods (determined in consultation with the major professor)	3
Special Interest Electives (600 or 800 level)	12
FASH 666 Special Problem	<u>3</u>
Total credits	31

**c. Non-Registered Requirements**

**i. Registration and Residency Requirements**

Graduate students must maintain continuous enrollment each fall and spring semester either in courses or sustaining or a approved leave of absence to be eligible to continue in the Fashion and Apparel Studies program.

**ii. Seminar**

All students must register for FASH 665 Fashion Studies Graduate Seminar during their last semester of graduate work.

**iii. Language requirement**

There is no formal foreign language requirement in the Fashion and Apparel Studies graduate program. The need for proficiency in another language for a student's research will be determined by the advisory committee.

**d. Petitions for variance in degree requirements**

**Time limits for completing degree requirements**

Typically, the master's program can be completed in two years. The university allows ten semesters from the date of matriculation for completion of the master's degree assuming that the student has maintained continuous enrollment. Extension of this time limit may be granted for circumstances beyond a student's control and must be approved by the student's academic advisor and the department chair with a recommendation to the Office of Graduate and Professional Education.

**e. Grade Requirements**

Students must maintain a 3.0 average on courses within their major field of study.

Further, as per university policy, a student must maintain a 3.0 grade point average (on a 4.0 scale) each semester to be considered in good standing. Credit hours and courses



for which the grade is below a B- do not count toward the degree, but do calculate in the cumulative GPA. In order to continue to progress toward degree any student who fails to receive B or better on courses in their major field of study must repeat the course and receive a B or higher. In addition, having to repeat a course is considered in the review for satisfactory progress to degree [See page 16-17, Part II.C.11. (departmental review procedures for evaluating normal progress and evaluation of performance of master's students)].

**f. Courses which may not be used toward the degree**

No more than 3 credits of independent study (FASH 666: Special Problems) and 3 credits of supervised research (FASH 868: Supervised Research) may count towards the degree.

A student may transfer a maximum of 9 graduate credits earned as a student in the University of Delaware's Continuing and Professional Studies with approval of the department chair and the student's advisor.

Graduate credit earned at another institution will be evaluated at the student's request. A maximum of 9 credits required for the degree will be accepted provided the course meets university requirements for transfer approval. Graduate courses for transfer credit must have a B or better.

**g. Facility of Expression in English**

Candidates for the degree must have acquired the ability to express themselves clearly in English, both orally and in writing. The major department has the responsibility of determining whether candidates have met this requirement.

**2. Committees for Master's Exams and Theses and Special Problems**

**a. Advisement**

For the first semester of graduate study, the department's director of graduate studies serves as the graduate student's temporary advisor. Students should seek opportunities to meet all faculty members in the department to discuss their areas of study during the first semester. Master's students must decide whom they would like as their advisor by the beginning of the second semester. To request an advisor, students will write a statement of research interests and indicate with whom they want to work and will submit this to the graduate studies director. The department will try to accommodate each student's interests/requests. However, faculty availability will be considered for the number of students who need advisement.

**b. Selection of Master's Thesis and Special Problem Committees**

Thesis and special problem committees will usually consist of one faculty advisor and two other faculty members. Two faculty members including the student's advisor who will serve as committee chairperson should be from the Fashion and Apparel Studies department. However, for some thesis and special problem topics it may be appropriate to invite an apparel industry professional as the third committee member. By the beginning of the second semester, the student will write a statement of research interests (for those completing a thesis) or a statement of interest for the special problem (for those electing the non-thesis option). The student should indicate who in addition to his or her advisor would be appropriate members of the thesis committee. With the approval of the advisor, it is the student's responsibility to discuss the topic with potential committee members and gain their agreement to serve as committee members.

**c. Requirement for Comprehensive Exams for Master's Degree**

Master's students have no official comprehensive exam such as a qualifying exam. However, master's students will write, present, and be examined over a research/scholarship proposal or special problem proposal. In addition, they will be

examined over their theses and program of study at the thesis defense or special problem defense (See Part II.3.c.).

**i. Research/Scholarship Proposal**

Before or during their third semester in the program, master's students writing a thesis must submit a written proposal for research/scholarship. The proposal will be presented at a meeting of the student's graduate committee and must be approved by the graduate committee. This proposal should include a detailed review of pertinent literature, justification for the scholarly activity, methods and procedures to be used, and a timetable for completion. The proposal will be reviewed and refined as necessary, based on the committee's input. If major emphasis is shifted during the course of the research/scholarship, the proposal should be amended with the advice and consent of the committee.

**ii. Special Problem Proposal**

Similarly, master's students who elect the non-thesis option are expected to submit a written proposal for their special problem. Before or during their third semester in the program, master's students must submit a written proposal for the special problem which may be an individual study, individual service learning project, group experiential learning (e.g., travel, internship, service learning), or research project that allows students to synthesize learning across courses. The proposal will be presented at a meeting of the student's graduate committee and must be approved by the graduate committee. This proposal should describe the activities, goals, and projected outcomes of the special problem project, and include a timetable for completion. The proposal will be reviewed and refined as necessary, based on the committee's input. If major emphasis is shifted during the course of the special problem, the proposal should be amended with the advice and consent of the committee.

**d. Policies for Dates of Examinations**

Thesis and Special Problem defenses typically occur at the end of a course of study. A convenient time to hold the defense might be in the summer. However, holding exams during the summer may be difficult because faculty on nine-month contracts or on Sabbatical may not be available during the summer. Therefore, the student needs to plan with the graduate committee well in advance to negotiate appropriate scheduling of the defense.

**e. Human Subjects Research Guidelines**

University policy and federal law (45 CFR 46) require that all research involving living human subjects be reviewed and approved by the Human Subjects Review Board (HSRB). This body is also commonly referred to as an Institutional Review Board (IRB). This requirement applies to all research involving human subjects conducted by University faculty, staff, and students.

As defined by federal law, there are three levels of appropriate review: exemption from full board review, expedited review, and full board review. The level depends on who the subjects will be and how much risk they will experience. For information on how to decide which type of review may be required, see the section on protocol review and approval procedures available in <http://www.udel.edu/research/preparing/protocolreview.html>

University investigators planning research projects involving the use of human subjects are required to (1) make available to the Review Board the plans for anticipated research before beginning the projects and in sufficient time to allow the board to take action; (2) make clearly evident in the written research plan or through any further information that may be needed precisely how the rights and welfare of the research subjects are to be

protected, how informed consent of human subjects is to be obtained, and whether written consent forms are to be used; and (3) during the course of the project make known to the committee any changes in protocol or any emerging problems of investigation that may significantly alter the original concept; (4) report to the Review Board any instances of injuries or unexpected problems involving risks to subjects or others; and (5) carry out the continuing responsibilities delineated in Section E.6, "Responsibilities of the Research Investigator."

Students should submit the application for human subjects review to the chair for human subjects in the College of Arts & Sciences who serves as a member of UD's IRB prior to conducting research and must obtain the approval before collecting data.

**f. Approval of Theses or Special Problems**

**i. The Master's Thesis**

The master's thesis must reflect the ability to conduct scholarly work and to report the results in a manner worthy of publication. The following items are to be submitted to the Office of Graduate and Professional Education: (a) Three original sets of the signature pages showing approval of the thesis; (b) Three copies of the abstract; (c) The thesis as a PDF file. The thesis must be approved by (a) the chair of the committee in charge of the candidate's degree program or the advisor, (b) the chair of the department of major concentration or the chair of the committee in charge of an area of study, (c) the Dean of the College, and (d) the Vice Provost for Graduate and Professional Education.

**ii. The Special Problem**

The master's special problem should reflect the ability to conduct an individual study, individual service learning project, group experiential learning, or research project that allows students to synthesize learning across courses. The student must report the results to the committee. The following items are to be submitted to the Fashion and Apparel Studies Graduate Committee: (a) Three original sets of the signature pages showing approval of the special problem; (b) Three copies of the abstract; (c) The special problem report as a PDF file. The chair of the committee in charge of the candidate's degree program or the advisor, and the chair of the department of major concentration must approve the special problem report.

**g. Departmental and Student Obligations for Determining Committee Members and Changes in Committee Members**

Although it is not desirable to change faculty advisors, students may feel that it is best to work with another faculty member advisor due to unusual circumstances. In that case, the students can petition the graduate studies director in writing of the desire to change advisor at any time before initiating the thesis or dissertation proposal. The graduate studies committee will consider the petition and make a decision.

**3. Timetable and Definition of Satisfactory Progress Towards the Master's Degree**

**a. Academic load (full & part-time) expectations.** Fashion and Apparel Studies master's students are encouraged to enroll in 9-12 credit hours each semester to make timely progress toward the degree. Those enrolled for fewer than 9 credit hours are considered part-time students. Generally, a maximum load is 12 graduate credit hours; however, additional credit hours may be taken with the approval of the student's adviser and the Office of Graduate and Professional Education. A maximum course load in either summer or winter session is 7 credit hours. Permission must be obtained from the Office of Graduate and Professional Education to carry an overload in any session.

**i. Normal progress** toward the master's degree includes adherence to the timelines indicated in the Fashion and Apparel Studies graduate handbook as well as achievement of grades of B or better in Fashion and Apparel Studies courses. Fashion and Apparel Studies graduate students must maintain an overall 3.0 GPA.

**ii. Define departmental review procedures for evaluating normal progress and evaluation of performance of master's students.** At the end of each year of study, master's students will be evaluated for satisfactory progress in the program. The Fashion and Apparel Studies Graduate Studies Committee will conduct the review, and in addition, may seek oral or written appraisal of the student from professors the student has had outside the department. The purpose of these annual evaluations is (a) To assess the student's potential for continuing toward successful completion of the MS, (b) To identify any areas of concern which warrant special attention, such as the ability to perform satisfactorily or the timely progress in the program, (c) To make any recommendations which would address such concerns, (d) To make a recommendation to the student regarding continuation in the program.

Review of student's progress will consist of consideration of the following characteristics that are related to successful completion of the MS: (a) The student exhibits ability to do independent work, (b) The student does not have a pattern of incompletes, (c) The student has achieved B grades or better in the courses from the program of study including the provisional courses, (d) The student exhibits self-motivation and discipline, (e) The student exhibits the talent necessary for graduate study and research, (f) The student demonstrates professional responsibility, (g) The student exhibits creativity in thought processes, (h) There is continued congruence between student's and faculty research interests, (i) The student follows professional and personal ethical principles, (j) The student follows handbook rules regarding suggested timeline and completes these steps in a timely manner.

A recommendation will be made to the student in a letter. Copies of the recommendation letter will also be placed in the student's permanent records with the director of graduate studies, with the student, and with the student's advisor. The outcomes of the recommendations are: (a) Student should continue unconditionally in the program, (b) Student should continue in the program pending successful completion of specific recommendations that may include coursework or other strategies necessary to strengthen areas of weakness, (c) Student will be recommended to the Office of Graduate and Professional Education for dismissal from the program. Students remaining in the program, but with recommendations to strengthen areas of weakness, will receive a recommendation letter with a timeline for process and correction. Such students will be reviewed at the end of each semester to assess continued progress. Students who fail to make progress for two consecutive semesters will be recommended for dismissal from the program.

**b. Grade requirements (general and specific).**

Students must achieve grades of B or better in Fashion and Apparel Studies courses. Fashion and Apparel Studies graduate students must maintain an overall 3.0 GPA. All graduate-numbered courses taken with graduate student classification at the University of Delaware are applied to the cumulative grade point average. Credit hours and courses for which the grade is below "B-" do not count toward the degree even though the grade is applied to the cumulative grade point average. Candidates should see that all final grades have been submitted by their instructors. Temporary grades of "S" (Satisfactory) are assigned for 868 (Research) and 869 (Master's Thesis) until a final letter grade is submitted upon the completion of the thesis.

**c. Thesis and Special Problem progress timetable guidelines.**

Maintenance of steady, reasonable progress toward the master's degree is the responsibility of the student and the advisor. Regular meetings with the graduate committee members to discuss progress are strongly encouraged. Each student is responsible for monitoring his or her progress. At the end of each year of study, master's students will be evaluated for satisfactory progress in the program. The Fashion and

Apparel Studies Graduate Studies Committee will conduct the review. Results of the review and the committee's recommendation will be made available to the student. Copies of the recommendation will also be placed in the student's permanent records with the director of graduate studies and with the student's advisor. Deficiencies in progress will be communicated in writing by the advisor to the student and to the Office of Graduate and Professional Education. In the case of deficiencies in progress, the recommendation letter will contain a timeline and information about the process for correction.

Before or during their third semester in the program, students must submit to their committee for review and approval, a written research proposal describing the intended thesis research and a timetable for completion. The date of the thesis defense should be scheduled to precede the University deadline for thesis submission by at least two weeks to allow sufficient time for any necessary changes.

**d. Thesis and Special Problem defense guidelines**

The thesis should reflect the student's ability to conduct independent scholarship and to present the results in a formal manner. It must conform to the university's Thesis and Dissertation Guidelines (available on the university web site) as to format and other mechanics. Students may write the thesis in a style suitable for a manuscript(s) ready for submission to a journal in consultation with their advisor. The student may register for Master's Thesis (FASH 869) after the student's committee has approved the proposal to accumulate the required minimum of 6 credit hours. The student will receive a temporary grade of S or U until successful completion of the thesis, when the advisor will record a letter grade.

The special problem should reflect the student's ability to conduct an independent project and to present the results in a formal manner. Students should write the special problem report in consultation with their advisor. The student may register for three credits of FASH 666 Special Problem after the student's committee has approved the proposal. The student will receive a temporary grade of S or U until successful completion of the special problem project, when the advisor will record a letter grade.

The Thesis Defense or Special Problem Defense is conducted by the student's graduate committee. Decisions concerning passage of the defense and recommendations stemming from it are decided by the committee based on a simple majority vote. If the first attempt results in failure, the second examination cannot be taken earlier than 90 days nor later than 365 days following the first examination. The defense shall be announced by the student's advisor at least one week in advance by memorandum to department faculty. The student must provide each graduate committee member with a refined (but not final) draft of the thesis or special problem report at least two weeks before the defense. The date of the thesis defense should precede the University deadline for thesis submission by at least two weeks to allow sufficient time for any necessary changes. The Special Problem Defense must precede the end of the semester by at least two weeks. The Thesis Defense and Special Problem Defense are open to all University of Delaware faculty members. No other students may attend the Thesis Defense.

**e. Forms required.**

The Application for Advanced Degree is available at <http://www.udel.edu/gradoffice/polproc/gradpol.html> and due dates are approximately three months prior to degree conferral.

The Change of Classification Form for Graduate Students is the form used to request a change in a graduate student's academic classification when the change occurs within the same program or department. This form is available at is available at

<http://www.udel.edu/gradoffice/polproc/registration.html>

- f. Identify consequence for failure to make satisfactory progress.** Protocol for grievance procedure if student has been recommended for termination for failure to make satisfactory progress.

A student who does not maintain satisfactory progress toward a degree or who does not fulfill other graduate program requirements, including those regarding professional standards and misconduct, may be denied further registration in that program by the Office of Graduate and Professional Education on the recommendation of the Fashion and Apparel Studies Graduate Studies Committee. If, in the professional judgment of the Fashion and Apparel Studies Graduate Studies Committee, a student has failed to make satisfactory progress toward meeting the academic standards of the program in which that student is enrolled, the committee may vote to dismiss that student from the program. In the case of dismissal, the director of graduate studies is required to send a report to the Office of Graduate and Professional Education that states the Graduate Studies Committee vote on the decision causing dismissal and the justification for the action. The Office of Graduate and Professional Education will notify a student in writing when the student is being dismissed for failure to make satisfactory progress in the program. In the case of academic dismissal, the student may appeal the termination by writing to the Office of Graduate and Professional Education. This appeal must be made within ten class days from the date on which the student has been notified of academic dismissal. If the Vice Provost for Graduate and Professional Education grants reinstatement, the student must meet the conditions of the reinstatement. Failure to meet these conditions will result in dismissal from the program. A graduate student may be reinstated only once to a given major. The student's academic transcript will reflect the reinstatement with academic probation status.

## **II. 4+1 Bachelor of Science in Fashion Merchandising and Master of Science in Fashion and Apparel Studies**

### **A. Rationale and Program Description**

The 4+1 program allows Fashion Merchandising majors who desire more education than the undergraduate major can provide to complete a master's degree in half the time. By accelerating attainment of a master's degree, students will be provided with expanded opportunities for attaining effective written communication skills (Goal 1 of UD's general education goals), opportunities to think critically to solve problems (Goal 2), opportunities to work independently (Goal 3) and opportunities to engage in research with faculty scholars. A Master of Science in Fashion and Apparel Studies may result in expanded opportunities for career growth in fashion, apparel, retail and related industries.

The 4-year Bachelor of Science degree in fashion merchandising (FM) supports the University of Delaware goals for undergraduate education. The program is interdisciplinary, supported by foundations in aesthetics and art, business and economics, chemistry, history, sociology, and psychology (Goal 5). In FM, students study the planning, production, promotion, and distribution of products in fashion industries to meet consumer need and demand. The program develops students who can think critically to solve problems in the planning, buying, and sourcing of fashion products (Goal 2). Students are provided many opportunities to develop their oral, written and visual communication skills (Goal 1). Content throughout the program on topics of social responsibility and sustainability in the field engages the students in questions of ethics and their responsibility to society (Goal 4). The apparel industry is truly a global one; students gain an international perspective (Goal 10) through content in several required courses, as well as the study abroad opportunities and two multicultural courses in the department.

The 2-year Master of Science in Fashion and Apparel Studies is designed to prepare students to be effective professionals in the global apparel industry. The MS program is unique in that all

students complete design innovation and consumer behavior courses to bring an understanding of both to solving problems in the global fashion industry. Concepts and practices from social responsibility and sustainability underlie the graduate program.

The Bachelor of Science degree in FM requires 124 credits. An additional 31 graduate level credits are required for the Master of Science degree. Graduate courses taken in the junior and senior years are combined to waive up to 13 credits of undergraduate degree course requirements. In the freshmen and sophomore years and first semester of the junior year, students follow the FM curriculum as outlined in the undergraduate catalog. During the second semester of the junior year and the senior year a minimum of 12 graduate credits at the 600 and 800 levels will be completed. Upon completion of the 4-year undergraduate degree, students will immediately begin taking the remaining graduate credits over a 1-year period. The Bachelor of Science degree and the Master of Science degree will be awarded after completion of the master's program.

## **B. Admission to 4+1 Program**

### **1. When to Apply**

Students will apply for admission to the 4+1 Master of Science in Fashion and Apparel Studies program in the fall semester of the junior year. However, any undergraduate student interested in applying for the program is encouraged to make their interest known to their advisor as early as the freshman year.

### **2. Admission requirements.** Applicants for admission meet the following requirements:

- a. Students must be enrolled at the University of Delaware in the Department of Fashion and Apparel Studies pursuing an undergraduate major in fashion merchandising.
- b. A minimum of 60 undergraduate credits and a GPA equivalent to at least 3.2 on a 4.0 scale in all prior undergraduate college-level course work.
- c. Students must also take the GRE; however, the GRE is waived if a student has a 3.5 GPA or higher.
- d. Candidates for admission must submit 3 letters of recommendation and a personal statement describing interests, intellectual goals, and how this program would meet their goals and objectives. A resume and a writing sample (research paper from a senior level course) are required.
- e. Admission to the 4+1 program is competitive. Those who meet stated requirements are not guaranteed admission, nor are those who fail to meet all of those requirements necessarily precluded from admission if they offer other appropriate strengths.

### **3. Application deadlines.** Review of applicants begins October 15<sup>th</sup> of the junior year and students are officially notified by November 1<sup>st</sup>. Students begin the 4+1 program in the spring of the junior year.

## **C. Academic**

### **1. Course Requirements for Master of Science in Fashion and Apparel Studies, non-thesis**

FASH 822 Global Fashion Consumer Social Responsibility and Sustainability Core:	3 cr.
Select three courses from:	
FASH 689 Apparel Supply Chains & Social Responsibility (1 cr.)	
FASH 691 Socially Responsible Apparel: Global Policy (1 cr.)	3 cr.
FASH 692 Sustaining Global Apparel Supply Chains (1 cr.)	
FASH 693 Culture & Work in the Apparel Industry (1 cr.)	

FASH 694 Apparel Consumers and Social Responsibility (1 cr.)  
 FASH 695 Bringing Social Resp. to Apparel Corporate Culture (1 cr.)  
 FASH 696 Current Initiatives for Apparel Industry Labor Comp (1 cr.)  
 FASH 697 Worker-Centric Social Resp. for Apparel Industry (1 cr.)  
 FASH 698 Redesigning Green Apparel: Design, Sourcing & Pkg (1 cr.)  
 FASH 699 Producing Environ. Responsible Apparel (1 cr.)

FASH 825 Interdisciplinary Approaches to Creative Problem Solving 3 cr.  
 FASH 800 Research Analysis in Fashion Studies 3 cr.  
 FASH 665 Fashion Studies Seminar 1 cr.

Research Methods (determined in consultation with advisor) 3 cr.  
 Special Interest electives (600 or 800 level) 12 cr.  
 FASH 666 Special Problem 3 cr.  
 Total 31 cr.

The Bachelor of Science degree in FM requires 124 credits. An additional 31 graduate level credits are required for the Master of Science degree. Undergraduate courses taken in the junior and senior years are combined to waive up to 12 credits of bachelor degree course requirements. In the freshmen and sophomore years and first semester of the junior year, students follow the FM curriculum as outlined in the undergraduate catalog. During the second semester of the junior year and the senior year a minimum of 15 graduate credits at the 600 and 800 levels will be completed. Upon completion of the 4-year undergraduate degree, students will immediately begin taking the remaining graduate credits over a 1-year period.

2. **4+1 Course Requirements.** Students are admitted into the 4+1 program in the spring of the junior year. They will take 600/800 FASH courses (15 credits) during the remainder of their undergraduate career according to the following sample schedule:

**Spring of Junior Year**

FASH 655 (3 cr.) Count as a substitute for FASH 455 *a required undergrad course-same course content with higher expectations*

**Fall of Senior Year**

FASH 825 (3 cr.) Interdisciplinary Approaches to Creative Problem Solving

**Spring of Senior Year**

FASH 630 (3 cr.) Apparel Brand Management & Marketing (*Counts as a substitute for FASH 430 a required undergrad course-same course content with higher expectations*)

FASH 800 (3 cr.) Research Analysis in Fashion Studies

In the graduate year of study, students will take (19 credits) with no electives or substitutions in the following sequence:

**Fall Semester of Graduate Program**

FASH 822 (3 cr.) Global Fashion Consumer  
 (3 cr.) Research methods course – selected with consent of advisor  
 (3 cr.) Special Interest Elective

**Spring Semester of Graduate Program**

FASH 665 (1 cr.) Fashion Studies Graduate Seminar  
 FASH 666 (3 cr.) Special Problem



(3 cr.)	Social Responsibility and Sustainability courses
(3 cr.)	Special Interest Elective

The total credits for the B.S. and M.S. are 143.

### 3. Grade requirements

Once admitted to the 4+1 degree program, students must maintain a 3.0 average in graduate level courses. Further, as per university policy, a student must maintain a 3.0 grade point average (on a 4.0 scale) each semester to be considered in good standing. Credit hours and courses for which the grade is below a B- do not count toward the M.S. degree, however the grade is applied to the cumulative grade point average. In order to continue to progress toward degree any student who fails to receive B or better on courses in their major field of study must repeat the course and receive a B. In addition, having to repeat a course is considered in the review for satisfactory progress to degree. See Part II.11.e. for *departmental review procedures*.

### 4. Plus 1 (Graduate Year)

#### a. Time limits for completing 4+1 degree requirements

Students that complete the bachelor degree are allowed to work toward the master's degree part-time provided the degree requirements are completed within 5 years from receiving their undergraduate degree.

#### b. Petitions for variance in degree requirements

Typically, for a 4+1 student the master's program can be completed in 1 year beyond the bachelor's degree. The university allows ten semesters from the date of matriculation for completion of the master's degree assuming that the student has maintained continuous enrollment. Extension of this time limit may be granted for circumstances beyond a student's control and must be approved by the student's academic advisor and the department chair with a recommendation to the Office of Graduate and Professional Education.

#### c. Courses which may not be used toward the degree

No more than 3 credits of independent study (FASH 666: Special Problems) and 3 credits of supervised research (FASH 868: Supervised Research) may count towards the degree. A student may transfer a maximum of 9 graduate credits earned as a student through the University of Delaware's Continuing and Professional Education with approval of the department chair and the student's advisor. Graduate credit earned at another institution will be evaluated at the student's request. A maximum of 9 credits required for the degree will be accepted provided the course meets university requirements for transfer approval. Graduate courses for transfer credit must have a B or better.

### 5. Committees for Master's Exams and Special Problem

#### a. Advisement

For the three semesters students are completing graduate work while juniors and seniors, the department's director of graduate studies serves as the student's temporary advisor. Students should seek opportunities to meet all faculty members in the department to discuss their areas of study during the first semester. 4+1 students must decide whom they would like as their advisor by the beginning of the spring semester of their senior year. To request an advisor, students will write a statement of interest for the special problem and indicate with whom they want to work and will submit this to the graduate studies director. The department will try to accommodate each student's interests/requests. However, faculty availability will be considered for the number of students who need advisement.

#### b. Selection of Master's Special Problem Committees

Special problem committees for 4+1 students usually consists of one faculty advisor and two other faculty members. Two faculty members including the student's advisor who will serve as committee chairperson should be from the Fashion and Apparel Studies department. However, for some special problem topics it may be appropriate to invite an apparel industry professional as the third committee member. During the spring semester of their senior year, the student will write a statement of interests for the special problem project and indicate which professor might be an appropriate advisor. With the approval of the graduate program director, it is the student's responsibility to discuss the topic with potential advisors and gain their agreement to guide the student's special problem project.

#### **6. Requirement for Comprehensive Exams for Master's Degree**

4+1 students have no official comprehensive exam such as a qualifying exam. However, 4+1 students will write, present, and be examined over a special problem proposal.

#### **7. Special Problem Proposal**

Before or at the beginning of the fall semester of their fifth year, 4+1 students must submit a written proposal for the special problem which may be Individual study, individual service learning project, group experiential learning (e.g., travel, internship, service learning), or research that allows students to synthesize learning across courses. The proposal will be presented at a meeting of the student's graduate committee and must be approved by the graduate committee. This proposal should describe the activities, goals, and projected outcomes of the special problem project, and include a timetable for completion. The proposal will be reviewed and refined as necessary, based on the committee's input. If major emphasis is shifted during the course of the special problem, the proposal should be amended with the advice and consent of the committee.

#### **8. Policies for Dates of Examinations**

For the 4+1 students, completion of the special problem project would typically occur at the end of a course of study, generally at the end of spring semester. The student should schedule the defense at least two weeks before the end of the semester allow sufficient time for any necessary changes. A convenient time to hold the defense might be in the summer. However, holding exams during the summer may be difficult because faculty on nine-month contracts or on Sabbatical may not be available during the summer. Therefore, the student needs to plan with the graduate committee well in advance to negotiate appropriate scheduling of the defense.

#### **9. Human Subjects Research Guidelines**

University policy and federal law (45 CFR 46) require that all research involving living human subjects be reviewed and approved by the Human Subjects Review Board (HSRB). This body is also commonly referred to as an Institutional Review Board (IRB). This requirement applies to all research involving human subjects conducted by University faculty, staff, and students. As defined by federal law, there are three levels of appropriate review: exemption from full board review, expedited review, and full board review. The level depends on who the subjects will be and how much risk they will experience. For information on how to decide which type of review may be required, see the section on protocol review and approval procedures available at <http://www.udel.edu/research/preparing/protocolreview.html>

University investigators planning research projects involving the use of human subjects are required to (1) make available to the Review Board the plans for anticipated research before beginning the projects and in sufficient time to allow the board to take action; (2) make clearly evident in the written research plan or through any further information that may be needed precisely how the rights and welfare of the research subjects are to be protected, how informed consent of human subjects is to be obtained, and whether written consent forms are to be used; and (3) during the course of the project make known to the committee any changes in protocol or any emerging problems of investigation that may significantly alter the

original concept; (4) report to the Review Board any instances of injuries or unexpected problems involving risks to subjects or others; and (5) carry out the continuing responsibilities delineated in Section E.6, "Responsibilities of the Research Investigator." Students should submit the application for human subjects review to the chair for human subjects in the CHEP who serves as a member of UD's IRB prior to conducting research and must obtain the approval before collecting data.

## **10. Approval of Special Problem**

### **a. The Master's Special Problem**

The master's special problem should reflect the ability to conduct an individual study, individual service learning project, group experiential learning, or research project that allows students to synthesize learning across courses. The following items are to be submitted to the Office of Graduate and Professional Education: (a) Three original sets of the signature pages showing approval of the special problem; (b) Three copies of the abstract; (c) The special problem report as a PDF file. The chair of the committee in charge of the candidate's degree program or the advisor, and the chair of the department of major concentration must approve the special problem report.

### **b. Departmental and Student Obligations for Determining Committee Members and Changes in Committee Members**

Although it is not desirable to change faculty advisors, students may feel that it is best to work with another faculty member advisor due to unusual circumstances. In that case, the students can petition the graduate studies director in writing of the desire to change advisor at any time before initiating the special problem proposal. The graduate studies committee will consider the petition and make a decision.

### **c. Timetable and Definition of Satisfactory Progress Towards the Master's Degree Academic load (full & part-time) expectations.**

Fashion and Apparel Studies students are encouraged to enroll in 9-12 credit hours each semester to make timely progress toward degree. Those enrolled for fewer than 9 credit hours are considered part-time students. Generally, a maximum load is 12 graduate credit hours; however, additional credit hours may be taken with the approval of the student's adviser and the Office of Graduate and Professional Education. A maximum course load in either summer or winter session is 7 credit hours. Permission must be obtained from the Office of Graduate and Professional Education to carry an overload in any session. **Normal progress** toward the master's degree includes adherence to the timelines indicated in the Fashion and Apparel Studies graduate handbook as well as achievement of grades of B or better in Fashion and Apparel Studies courses. Fashion and Apparel Studies graduate students must maintain an overall 3.0 GPA.

## **11. Define departmental review procedures for evaluating normal progress and evaluation of performance of 4+1's students.**

In spring of the 4<sup>th</sup> and 5<sup>th</sup> years, 4+1 students will be evaluated for satisfactory progress in the program. The Fashion and Apparel Studies Graduate Studies Committee will conduct the review, and in addition, may seek oral or written appraisal of the student from professors the student has had outside the department. The purpose of these evaluations is (a) To assess the student's potential for continuing toward successful completion of the MS, (b) To identify any areas of concern which warrant special attention, such as the ability to perform satisfactorily or the timely progress in the program, (c) To make any recommendations which would address such concerns, (d) To make a recommendation to the student regarding continuation in the program. Review of student's progress will consist of consideration of the following characteristics that are related to successful completion of the MS: (a) The student exhibits ability to do independent work, (b) The student does not have a pattern of incompletes, (c) The student has achieved B grades or better in the courses from the program of study including the provisional courses, (d) The student exhibits self-motivation and discipline, (e) The student exhibits the talent necessary for graduate study and research,

(f) The student demonstrates professional responsibility, (g) The student exhibits creativity in thought processes, (h) There is continued congruence between student's and faculty research interests, (i) The student follows professional and personal ethical principles, (j) The student follows handbook rules regarding suggested timeline and completes these steps in a timely manner. A recommendation will be made to the student in a letter. Copies of the recommendation letter will also be placed in the student's permanent records with the director of graduate studies, with the student, and with the student's advisor. The outcomes of the recommendations are: (a) Student should continue unconditionally in the program, (b) Student should continue in the program pending successful completion of specific recommendations that may include coursework or other strategies necessary to strengthen areas of weakness, (c) Student will be recommended to the Office of Graduate and Professional Education for dismissal from the program. Students remaining in the program, but with recommendations to strengthen areas of weakness, will receive a recommendation letter with a timeline for process and correction. Such students will be reviewed at the end of each semester to assess continued progress. Students who fail to make progress for two consecutive semesters will be recommended for dismissal from the 4+1 program.

**a. Grade requirements (general and specific).**

Students must achieve grades of B or better in graduate coursework. Fashion and Apparel Studies 4+1 students must maintain an overall 3.0 GPA. All graduate numbered courses taken with graduate student classification at the University of Delaware are applied to the cumulative index. Credit hours and courses for which the grade is "B-" or below do not count toward the M.S. degree even though the grade is applied to the cumulative grade point average. Undergraduate course grades must follow minimum guidelines for the undergraduate program. A minimum of a C- is required in all departmental undergraduate courses, as well as in the Breadth Requirements. Candidates should see that all final grades have been submitted by their instructors. Temporary grades of "S" (Satisfactory) are assigned for 868 (Research) and 869 (Master's Thesis) until a final letter grade is submitted upon the completion of the thesis or dissertation.

**b. Special Problem progress timetable guidelines.**

Maintenance of steady, reasonable progress toward the master's degree is the responsibility of the student and the advisor. Regular meetings with the graduate committee members to discuss progress are strongly encouraged. Each student is responsible for monitoring his or her progress. At the end of each semester of study, 4+1 students will be evaluated for satisfactory progress in the program. The Fashion and Apparel Studies Graduate Studies Committee will conduct the review. Results of the review and the committee's recommendation will be made available to the student. Copies of the recommendation will also be placed in the student's permanent records with the director of graduate studies and with the student's advisor. Deficiencies in progress will be communicated in writing by the advisor to the student and to the Office of Graduate and Professional Education. In the case of deficiencies in progress, the recommendation letter will contain a timeline and information about the process for correction. Before or during the fall semester of their fifth year 4+1 students must submit to their committee for review and approval, a written proposal describing the intended special problem and a timetable for completion. The date of the special problem defense should be scheduled to precede the end of the semester by at least two weeks to allow sufficient time for any necessary changes.

**c. Special Problem defense guidelines.**

The special problem should reflect the student's ability to conduct an independent project and to present the results in a formal manner. Students should write the special problem report in consultation with their advisor. The student may register for FASH 666 Special Problem after the student's committee has approved the proposal. The student will

receive a temporary grade of S or U until successful completion of the special problem project, when the advisor will record a letter grade.

The Special Problem Defense is conducted by the student's graduate committee. Decisions concerning passage of the defense and recommendations stemming from it are decided by the committee based on a simple majority vote. If the first attempt results in failure, the second examination cannot be taken earlier than 90 days nor later than 365 days following the first examination. The defense shall be announced by the student's advisor at least one week in advance by memorandum to department faculty. The student must provide each graduate committee member with a refined (but not final) draft of the special problem report at least two weeks before the defense. The date of the special problem defense should precede the end of the semester by at least two weeks to allow sufficient time for any necessary changes. The Special Problem is open to all University of Delaware faculty members. No other students may attend the Special Problem Defense.

**d. Forms required.**

The Application for Advanced Degree is available at <http://www.udel.edu/gradoffice/polproc/gradpol.html> and due dates are approximately three months prior to degree conferral. The Change of Classification Form for Graduate Students is the form used to request a change in a graduate student's academic classification when the change occurs within the same program or department. This form is available at <http://www.udel.edu/gradoffice/polproc/registration.html>

**e. Identify consequence for failure to make satisfactory progress.**

Protocol for grievance procedure if student has been recommended for termination for failure to make satisfactory progress. A student who does not maintain satisfactory progress toward a degree or who does not fulfill other graduate program requirements, including those regarding professional standards and misconduct, may be denied further registration in that program by the Office of Graduate and Professional Education on the recommendation of the Fashion and Apparel Studies Graduate Studies Committee. If, in the professional judgment of the Fashion and Apparel Studies Graduate Studies Committee, a student has failed to make satisfactory progress toward meeting the academic standards of the program in which that student is enrolled, the committee may vote to dismiss that student from the program. In the case of dismissal, the director of graduate studies is required to send a report to the Office of Graduate and Professional Education that states the Graduate Studies Committee vote on the decision causing dismissal and the justification for the action. The Office of Graduate and Professional Education will notify a student in writing when the student is being dismissed for failure to make satisfactory progress in the program. In the case of academic dismissal, the student may appeal the termination by writing to the Office of Graduate and Professional Education. This appeal must be made within ten class days from the date on which the student has been notified of academic dismissal. If the Vice Provost for Graduate and Professional Education grants reinstatement, the student must meet the conditions of the reinstatement. Failure to meet these conditions will result in dismissal from the program. A graduate student may be reinstated only once to a given major. The student's academic transcript will reflect the reinstatement with academic probation status.

### **III. Graduate Certificate in Socially Responsible and Sustainable Apparel Business**

#### **A. Program History**

In 2007, the Department of Fashion & Apparel Studies at the University of Delaware became the first academic institution to offer a graduate certificate in **Socially Responsible and Sustainable Apparel Business (SRSAB)**. The certificate is comprised of nine, one-credit courses that are offered through the Internet. Students select three courses from labor and environmental specific

topics and select five courses from a group of social responsibility/sustainability foundation courses. All certificate students take one credit of Special Problem as a capstone.

The graduate certificate provides a foundation of knowledge needed to manage international production and sourcing of apparel, textiles, and footwear in ways that are socially responsible and sustainable. The competencies and skills embedded in the courses are based on research with industry leaders and professionals who lead nongovernmental organizations and civil society groups with a stake in the global apparel business.

The coursework is grounded on principles of the United Nations (UN) Global Compact, a voluntary international initiative bringing together companies, labor and civil society groups, and various UN agencies in support of human rights, labor, and the environment. The following learning goals have been established for students completing the certificate.

- Evaluate how apparel, textile, and footwear businesses address the “Global Compact” principles for human rights, labor standards, and environmental stewardship and how they can more effectively address them in the future.
- Analyze the moral and ethical responsibility of business and individuals toward human rights labor standards, and environmental stewardship, and
- Recommend various strategies for affecting change in the industries.

The courses and learning materials for the certificate were developed by a team of faculty from the University of Delaware, Cornell University, and Colorado State University based on work supported by the Cooperative State Research, Education, and Extension Service, U.S. Department of Agriculture, under Award No. 2006-01405. Instructors and students for the courses are drawn from all three universities. Because the courses are all offered through the Internet, it is possible to pursue the graduate certificate from any location in the world.

Students completing the requirements for the graduate certificate will be awarded a certificate that is signed by the Department Chairperson and the Department’s Graduate Studies Committee Chair. Additionally, a notation of receipt of the certificate will be made on the students’ transcripts.

The graduate certificate in Socially Responsible and Sustainable Apparel Business is not associated with the Lerner College of Business and Economics.

## **B. Admission**

### **1. University Policy on Admissions**

Admission to the graduate program is competitive. Those who meet stated requirements are not guaranteed admission, nor are those who fail to meet all of those requirements necessarily precluded from admission if they offer other appropriate strengths.

### **2. Admission to the Graduate Certificate Program**

#### **a. Individuals Currently Not Enrolled at UD**

Individuals who are not currently University of Delaware students apply to the Office of Graduate and Professional Education. There is a \$75 application fee. Prospective students are required to submit evidence of an undergraduate degree and prepare a statement of interest.

Admissions will be decided by the Graduate Studies committee of faculty in the department. Once accepted for the graduate certificate, the Department transfers the

admissions information to the Graduate Studies Office whereupon admitted individuals are categorized as non-degree students.

**b. Current UD Graduate Students**

Graduate students who are currently pursuing a degree at the University of Delaware may take up to three of the required certificate courses without applying for admission into the certificate program. However, to take four or more required courses students must apply by completing an application available from the Fashion and Apparel Studies Department and submitting a statement of interest.

**c. Current UD Undergraduate Students**

Undergraduate students who are currently pursuing a degree at the University of Delaware may enroll in certificate courses upon consultation with their academic advisor and then the department chair. They may take up to three of the required certificate courses without applying for admission into the certificate program. However, to take four or more certificate courses students must apply by completing an application available from the Fashion and Apparel Studies Department and submitting a statement of interest.

**3. Application Deadlines**

Students wanting to begin the certificate program in Fall Semester should apply no later than July 1. Students wanting to begin in Spring Semester should apply no later than January 1.

**C. Academic**

**1. Requirements for the Graduate Certificate Program**

The graduate certificate in Socially Responsible and Sustainable Apparel Business is comprised of a total of nine credits.

**Capstone Course:**

FASH 666 Special Problem (1 cr. is required, but students may take up to 6 cr.)

**Labor and Environment Electives: 3 credits**

**Select 3 courses from the following:**

FASH 696 Current Initiatives for Apparel Industry Labor Compliance (1 cr.)

FASH 697 Worker-Centric Social Responsibility for Apparel Industry (1 cr.)

FASH 698 Redesigning Green Apparel: Design, Sourcing & Packaging (1 cr.)

FASH 699 Producing Environmentally Responsible Apparel (1 cr.)

**Foundation Requirements: 5 credits**

**Select an additional 5 courses from the following:**

FASH 689 Apparel Supply Chains & Social Responsibility (1 cr.)

FASH 691 Socially Responsible Apparel: Global Policy (1 cr.)

FASH 692 Sustaining Global Apparel Supply Chains (1 cr.)

FASH 693 Culture & Work in the Apparel Industry (1 cr.)

FASH 694 Apparel Consumers and Social Responsibility (1 cr.)

FASH 695 Bringing Social Responsibility to Apparel Corporate Culture (1 cr.)

FASH 696 Current Initiatives for Apparel Industry Labor Compliance (1 cr.)

FASH 697 Worker-Centric Social Responsibility for Apparel Industry (1 cr.)

FASH 698 Redesigning Green Apparel: Design, Sourcing & Packaging (1 cr.)

FASH 699 Producing Environmentally Responsible Apparel (1 cr.)

The FASH 666 Special Problem serves as a capstone experience whereby students integrate their learning across the courses of the certificate. This course is taken upon completing at least seven credits required for the certificate program. Students work under the direction of one of the instructors on individual study, experiential learning (e.g., group travel, internship, service learning), or research with the professor.

**2. Additional Information**

To be successful in the program, prospective students need to be able to express themselves clearly in written English as there are readings, written assignments, and discussions with the instructor and other classmates.

If the certificate program participant only holds an undergraduate degree, it is recommended that he/she take the certificate program courses for a letter grade (A, B, etc.), so that, if at a later date the participant elects to pursue a graduate degree, these graduate courses may be transferable into that degree program. If the certificate program participant already holds a graduate degree and does not intend to use the courses toward any future degree program, then the participant may elect to take the courses Pass/Fail, still earning graduate credits; but those ungraded credits are unlikely to be transferable into a graduate degree program.

**3. Academic Load**

Students pursuing the certificate will normally enroll in three to six courses toward the graduate certificate per academic semester. Students not maintaining at least a 3.0 GPA in the graduate certificate courses or who do not enroll in at least one required course for two consecutive academic semesters (Fall and Spring) will be asked to withdraw from the program.

**4. Grade Minimums**

To earn the graduate certificate, students must receive a grade of B- or better in each course.

**5 Advising**

To plan your Graduate Certificate Program in Socially Responsible and Sustainable Apparel Business, contact Marsha Dickson ([Dickson@udel.edu](mailto:Dickson@udel.edu): 302-831-8714). Registering for courses applicable to the certificate program can be done on-line.

**PART III: Assessment Plan**

<b>PROGRAM GOALS</b>	<b>COURSE GOALS</b>	<b>689</b>	<b>691</b>	<b>692</b>	<b>695</b>	<b>800</b>	<b>822</b>	<b>825</b>	<b>869</b>	<b>666</b>
Assess and evaluate the responsibility of the fashion industry and consumers toward human rights, labor standards, and environmental stewardship	Evaluate structural issues at industry and business levels issues as well as the effects of international policies on socially responsible business practices.  Direct measure: Case study	X								
	Using examples of successful business models, examine competitive strategies that are actively applied in these industries and impact social responsibility.  Direct measure: Case study									
	Analyze organizational structures that are being used to incorporate social responsibility in apparel, footwear, and textile businesses.  Direct measure: Case study									
	Understand the role of executives/companies in facilitating change and influencing government policy for social responsibility.		X							



	Direct measure: Proposition statement								
	Explore definitions of sustainability and examine the relationship between sustainability and economic/social development in the apparel industry.  Direct measure: Proposition statement		X						
	Use the theory of Total Responsibility Management to describe a corporate culture that supports social responsibility.  Direct measure: Case study  Analyze the role that personal values, morals and ethics, and visionary leadership play in building a socially responsible corporate culture.  Direct measure: Reading worksheet  Evaluate strategies for integrating social responsibility into corporate culture.  Direct measure: Case study			X					
Apply creative problem-solving techniques to develop sustainable solutions to global contemporary issues challenging the fashion industry and consumers	Explore organizational and structural opportunities within the apparel, textile, and footwear industries for advancing social responsibility.  Direct measure: Proposition statement	X							
	Understand how conflict management policy may be applied to address issues of social responsibility when people are coming to a problem of social responsibility from different perspectives.  Direct measure: Proposition statement		X						
	Evaluate capacity-building programs offered by companies to promote sustainability through foundation and skills-based training.  Direct measure: Proposition statement			X					
	Design strategies to improve social responsibility within a corporation.  Direct measure: Proposition statement				X				
	--Examine the theoretical basis for research on consumer behavior toward fashion products and to examine relevant research based on the theories --Identify and analyze perspectives from which consumer behavior toward					X			

	<p>fashion products can be researched</p> <ul style="list-style-type: none"> <li>-- Critique and critically analyze research on consumer behavior toward fashion products</li> <li>-- Identify methodological problems associated with research on consumer behavior toward apparel</li> <li>-- Design, develop, and conduct a research project focused on some aspect of consumer behavior toward fashion products</li> </ul> <p>Directly Assessed via the discussion presentations (including discussion leading and discussion participation) and weekly position papers</p>									
	<p>Utilize creative problem solving methods to analyze the issues within an underlying eco-cultural sustainable context</p> <p>Assessment: Scenario Thinking– Future Planning Project</p>							X		
Integrate information from both design and consumer behavior to address fashion industry challenges	<ul style="list-style-type: none"> <li>--Examine the theoretical basis for research on consumer behavior toward fashion products and to examine relevant research based on the theories</li> <li>--Identify and analyze perspectives from which consumer behavior toward fashion products can be researched</li> <li>-- Critique and critically analyze research on consumer behavior toward fashion products</li> <li>-- Identify methodological problems associated with research on consumer behavior toward apparel</li> <li>-- Design, develop, and conduct a research project focused on some aspect of consumer behavior toward fashion products</li> </ul> <p>Assessed through the research project, research presentation, discussion presentations, and weekly position papers</p>						X			
Design and conduct research guided by theories of fashion, design and aesthetics, and consumer behavior relevant to the fashion industry	<p>Prepare and deliver professional presentations with appropriate audiovisual materials</p> <p>Direct measure: Presentation rubric</p>					X	X	X		
	Research Paper					X				
	<ul style="list-style-type: none"> <li>--Examine the theoretical basis for research on consumer behavior toward fashion products and to examine relevant research based on the theories</li> <li>--Identify and analyze perspectives from which consumer behavior toward fashion products can be researched</li> <li>-- Critique and critically analyze research on consumer behavior toward fashion products</li> <li>-- Identify methodological problems associated with research on consumer</li> </ul>						X			



Generally, financial aid will not be provided by the Department for students in the 4+1 Fashion and Apparel Studies program. However, in rare cases, some students may be appointed as graduate research or graduate teaching assistants. The Department Chair is responsible for appointing graduate teaching assistants and graduate research assistants within the department, based on recommendations of the Fashion and Apparel Studies Graduate Studies Committee.

Financial support for students pursuing the graduate certificate in Socially Responsible and Sustainable Apparel Business is not available. Students enrolled in a graduate degree program and pursuing the certificate may be eligible for financial support from their graduate degree program.

**2. Responsibilities of students on contract.** A graduate assistant is a student currently enrolled full-time (nine hours or more of graduate credit) in graduate courses who also holds an appointment calling for the performance of such responsibilities as research, research assistance, classroom instruction, and such duties. A student's appointment as a graduate assistant should serve both educational and financial needs, as well as the department's research and teaching objectives.

Graduate assistants are an integral part of the department, even though their tenure is temporary in nature. The department considers graduate assistants, their education, and their professional output as essential ingredients in the determination of the department's progress. The faculty and graduate assistants need to engage in frequent informal interaction as a means of professional development. This interaction includes regular meetings to discuss the progress, concerns, or any other matter related to carrying out the graduate assistantship assignment.

An average of 20 hours of service per week from September 1 through May 31 (including Winter Session) is required of graduate assistants.

**3. Evaluation of students on contract.** Graduate assistants will be considered for reappointment based on (1) application, (2) satisfactory work performance and academic record (must not be on academic probation when the appointment becomes effective), and (3) availability of funds. Where funds are the constrained, graduate assistants with degree programs in progress will receive priority consideration over new applicants. Reappointment as a graduate assistant is dependent upon a student making satisfactory progress both in classes and in the performance of previous assistantship work.

Current graduate assistants and other graduate students interested in assistantships should notify the Fashion and Apparel Studies Department Chair and the Fashion and Apparel Studies graduate studies director of their interest by February 28<sup>th</sup> for appointments to begin the following August. Failure of a current graduate assistant to follow this procedure will be assumed to mean that the assistant does not desire continuation of appointment beyond the period of current employment.

In order to facilitate progress toward a graduate assistant's academic goals and to enable the graduate assistant to become an increasingly effective member of the academic community, the supervising faculty member and the graduate assistant should engage in systematic evaluation of the graduate assistant's performance. Frequent informal interaction between the faculty member and the graduate assistant is encouraged as a highly effective means of professional development and performance appraisal. Faculty are strongly encouraged to conduct informal reviews with graduate assistants on a semester basis, including a review of the graduate assistant's achievements, as well as concerns, plans and goals for the future. The reviews should be conducted in the spirit of improving performance and professional competence.

Formal review of all graduate assistants will be conducted annually during Spring semester by the Fashion and Apparel Studies Graduate Studies Committee. Completed reviews will be submitted to the Department Chair and may provide input to reappointment decisions.