University of Michigan
School of Kinesiology

2013-2014
Graduate Student Bulletin

This Bulletin contains important information about Graduate Study in the School of Kinesiology. It provides key information about academic program requirements, rules, and regulations of Kinesiology. Please also consult the School of Kinesiology's web site at www.kines.umich.edu for more expansive and detailed information.

Graduate Studies

This section of the Bulletin is intended to help Graduate Students make informed choices about applying to Kinesiology and satisfactorily completing a Graduate Degree in Kinesiology. In addition to reading the information presented here, **Graduate Students should be sure to also consult a Faculty Advisor.**

In efforts to improve the Graduate Student experience, Kinesiology and/or UM's Rackham School of Graduate Studies may modify programs, policies, or procedures in the future. Nonetheless, during their degree program, Graduate Students are usually governed by the requirements and regulations in effect when they were admitted.

Any questions or concerns about the information presented here should be directed to Charlene Ruloff (kingradcomm@umich.edu), the Graduate Program Coordinator in Kinesiology or to the Rackham Graduate School (see their Help Desk). This link provides helpful suggestions for resources for Graduate Students during their time here at Michigan. Another useful resource for Graduate Students is the Rackham Website for New Students. Rackham has specific websites with information dedicated to the following:

- Programs of Study
- Admissions
- Financial Assistance
- Graduate Orientation

Table of Contents

Graduate Studies 1

The Master's Degree 4

Applying to the Master's Program 4

Time Limit for the Master's Degree 5

Final Master's Degree Check 5

Masters: Comprehensive Track 5

Degree Requirements for the Comprehensive Track 5

Masters: Ph.D. Preparation Track 6

Degree Requirements for the Ph.D. Preparation track 6

Thesis in the Ph.D. Preparation Track 6

Masters: Sport Management 6

Faculty Advisors 7

The Ph.D. Program in Kinesiology 7

Overview 7

Admission to the Ph.D. Program 88

Requirements for the Ph.D. Degree 9

Guidance Committee 9

Coursework 10

Policy for Waiving Required Ph.D. Courses 10

Research Rotations 10

Qualifying Examinations 11

Candidacy and Dissertation 12

Satisfactory Progress 13

English Language Policy for Graduate Student Instructors (GSIs) 1414

Continuous Enrollment 14

Leave of Absence 14

Discontinuing the Program 1515

Final Ph.D. Degree Application 1515

Faculty Responsibilities 15

Role of Graduate Committee 17

Summary of Committees 1818
List of Forms to be Completed/Signed in Student's File Before Graduation 19
Policy for Doctoral Students Who Do Not Complete the Doctoral Degree 1919
Graduate Program Policies and Procedures 19
Not a Candidate for Degree 19
Guest Status 2020
Visiting Scholar 2020
Probationary Admission 2020
Deferred Admission (Masters and Doctoral Program) 2020
Notification of Admission 20
Readmission 2121
Registration 2121
Registration for Independent Experience Courses 2121
Tuition 21
Office of Financial Aid 2222
Academic Appeals 2222
Academic Dispute Resolution 2222
Academic Discipline 2222
Transfer Credit 22
Grading Policies 2323

The Master's Degree

Kinesiology offers the Master of Science (M.S.) and Master of Arts (M.A.) Degrees. Both degrees are intended for students with exemplary academic or professional credentials, seeking advanced academic training in areas related to human movement (and its impact on health, human performance, society, and quality of life).

The M.S. and M.A. Degrees require at least 30 credits of course work. Students choose one of three options:

- **Comprehensive Track -** allowing for flexible in-depth study of human movement.
- **Ph.D. Preparation Track -** intended for students who plan to continue toward a doctoral degree. This track requires a thesis.
- **Sport Management Track** – intended for students specializing in the management and business of sport (i.e. marketing, economics, finance, and public policy of sports.)

Applying to the Master's Program

Kinesiology welcomes applications of students from all academic programs and disciplines. The Kinesiology Graduate Committee makes admission decisions. Early applications are encouraged. To apply to the Master's program, prospective students should submit the application electronically at The Rackham Home Page. The application fee for United States citizens and those with permanent resident visa status is $65. The fee for non-U.S. citizens is $75. This fee is non-refundable and subject to change.

Application materials include:

- **Statement of Purpose:** A concise, well-written statement about the applicant's academic preparation, practical experience, and/or research background related to the area(s) within Kinesiology that the applicant is interested in studying. It should also include the applicant's career goals and how Kinesiology's Graduate Program will assist the applicant in meeting career and educational objectives.
- **Personal Statement:** An overview of the applicant's background and life experiences, including cultural, geographical, financial, educational or other opportunities or challenges which motivated the decision to pursue a Graduate Degree at the University of Michigan.
- **Three Letters of Recommendation:** The applicant must submit three letters of support, including one or more from persons who can attest to the applicant's academic accomplishments (i.e., a course instructor). Letters should be submitted along with the *Recommendation for Admission Form* through the electronic application process.
- **Graduate Record Examination (GRE) Scores:** GRE scores are required for all Masters' applicants. Sport Management applicants may substitute GRE scores with GMAT scores. An aggregate score of 315 on verbal and quantitative sections and 4.5 or better on the writing portion of the GRE is expected, although this will not be treated as an absolute minimum if other accomplishments are outstanding. It may take several weeks after the test date for scores to be processed to the University, so applicants should take the GRE prior to Kinesiology's application deadline. Applicants should request that ETS send scores to: The University of Michigan code #0001839.
- **Unofficial Transcripts:** A transcript of all of the applicants' previous undergraduate and graduate coursework from all colleges and universities attended (including the University of Michigan and U-M extension graduate study center coursework) should be scanned and uploaded

into the electronic application. Applicants must submit one **official** academic record/transcript from each institution where the applicant earned or will earn a Bachelor's, Master's, Professional, and Doctoral degree to Rackham Graduate School. Click **here** for details. http://www.rackham.umich.edu/admissions/preparing_to_apply/required_documents/transcripts/

- **TOEFL Scores (** if applicable). Applicants whose native language is not English must provide TOEFL scores. Minimum scores for acceptance are 220 (computer version), 560 (written version), or 84 (internet version). A reasonable working knowledge of written and spoken English is a minimum requirement for entry for all applicants.

Deadline: The deadline for Kinesiology's M.S. or M.A. program is February 1st. Early applications are strongly encouraged.

Time Limit for the Master's Degree

Students are strongly encouraged to complete the Master's Degree within two years after enrollment. Students must complete the Master's Degree work within five consecutive years after first enrollment in the Rackham Graduate School. If a student exceeds this limit s/he must file a petition with Rackham OARD for a time extension, giving reasons for the request and plans for the continuation/completion of the degree. For Rackham's policy and to obtain the modification or waiver of regulation form (petition form), students should go to this location at the Rackham Policy Pages.

Final Master's Degree Check

Students should apply for graduation on Wolverine Access for the Master's Degree within the first two weeks of the final term of registration. A review of students' coursework will be performed to determine if all requirements have been met and a minimum of 3.000 G.P.A. (B) on a 4-point scale has been maintained. The minimally acceptable grade in all coursework is a B-. Failure to receive an acceptable grade means that course credit will not be applied toward requirements for the Master's Degree. A grade must be submitted for all previous incompletes. Students who complete a majority of graduate credits in science-based work within Kinesiology and a majority of credits in scientific coursework outside Kinesiology will receive the Master of Science (M.S.) Degree. Students who complete a majority of their program in social science-based work within Kinesiology or who are in the Sport Management track will receive the Master of Arts (M.A.) Degree.

Masters: Comprehensive Track

Students in the Comprehensive track study human movement in depth from different perspectives. The strength of this program is its flexibility; with guidance and mentoring from their Faculty Advisors, students can design programs to meet their particular interests.

Degree Requirements for the Comprehensive Track

Students must complete a minimum of 30 credit hours for the M.S. or M.A. Degree. Students are required to take KINESLGY 615 (Philosophy of Science in Kinesiology Research) and one Graduate level research statistics course outside of Kinesiology. In addition, students must elect at least 9 hours of

Kinesiology course work. Five of these may be for independent research (e.g. KINESLGY 684), practicum experience, or internships (e.g. KINESLGY 680 and 686). **Included in the 30 credits, each student must also complete at least four credits in cognate work outside of Kinesiology.**

Masters: Ph.D. Preparation Track

Students in this track work closely with a Faculty Advisor in a laboratory or research context. Under the Faculty's guidance, students are expected to participate in research, generate ideas, collect data, and write a Thesis or research paper prior to graduation. The minimum number of credit hours to complete this track is 30. The exact number will vary according to students' interests and Faculty Advisor's requirements.

Degree Requirements for the Ph.D. Preparation Track

Students must complete a minimum of 30 credit hours for the M.S. or M.A. Degree. Students are required to take KINESLGY 615, (Philosophy of Science and Research) and one graduate level statistics course outside of Kinesiology. In addition, students usually complete a Master's thesis in KINESLGY 619 (see requirements below). Students must elect at least 9 hours of Kinesiology course work. Five of these may be for independent research (e.g. KINESLGY 684), practicum experience, or internships (e.g. KINESLGY 680 and 686). Each student must also complete at least four credits in cognate work outside of Kinesiology; this is included in the 30 credits requirement.

Thesis in the Ph.D. Preparation Track

A student with a B+ average for the first twelve credit hours of graduate work will be permitted to proceed with writing a Master's Thesis. In addition to a thesis advisor, the student must have two other Faculty members serve on his/her Thesis Committee. Students considering writing a Thesis are strongly encouraged to discuss possible topics with potential Thesis advisors soon after entering the Program.

In order for the student to be recognized at the Kinesiology Commencement ceremony, he/she and his/her advisor much submit a thesis declaration form (available from Graduate Program Coordinator) to the Office of Student Services no later than April 5th.

Masters: Sport Management

Kinesiology supports one specialist track – Sport Management. Students in this track will obtain an M.A. Degree in Kinesiology. Students must complete a minimum of 30 credit hours, including:

Core Curriculum (15 hours)

- **KINESLGY 503** Legal Aspects of Sport (3 credits)
- **KINESLGY 509** Financial Management for the Sport Industry (3 credits)
- **KINESLGY 532** Organizational Behavior & Human Resources (3 credits)
- **KINESLGY 514** Strategic Management in Sport (3 credits)
- **KINESLGY 550** Marketing Management for the Sport Industry (3 credits)

Other Requirements (15+ hours)

- **KINESLGY 615** Philosophy of Science and Research (3 credits)
- **Sport Management elective(s)** (3+ credits)
- **Graduate-level statistics** (3-4 credits)
- **Cognate elective credits of student's choice** (4+ credits): Any appropriate graduate-level course(s) will fulfill this Rackham requirement that a minimum of four credits must be taken outside the School of Kinesiology.

Note: The remainder of the 30 credits will be from appropriate graduate-level courses offered by the School or by other UM graduate programs.

Faculty Advisors

Every Master's student will be assigned a Faculty Advisor who will best match the student's area of study.

The Ph.D. Program in Kinesiology

Overview

The Doctoral Program leads to a Ph.D. the highest degree awarded by the School of Kinesiology and the University of Michigan. The Doctoral Program seeks to develop scholarly and research competence, and culminates in an original Doctoral dissertation that adds to the body of knowledge in Kinesiology. The Doctoral program is designed for those students who intend to make their careers as scholars, teachers, researchers, and professionals in kinesiology or allied fields.

Doctoral students choose from a set of core courses in Kinesiology, as well as cognate courses from other units, and complete a minimum of 30 pre-candidacy credits beyond the Master's level. Doctoral students must satisfactorily pass Qualifying Examinations before advancing to candidacy. After the advancement to candidacy, Doctoral students must complete an original Doctoral dissertation. Doctoral students must complete a minimum of 50 credits including pre-candidacy and candidacy work to graduate.

All Doctoral students work closely with a Faculty Advisor from the beginning of their Degree Program. Under the Faculty's guidance, Doctoral students are expected to take relevant coursework, and engage in relevant research experience (via lab rotations, independent study projects, etc.) and generate research ideas, and complete a research dissertation prior to graduation. To facilitate success in these regards, Doctoral students and their Faculty Advisors will form a Guidance Committee, Qualifying Examination Committee, and a Dissertation Committee to provide advice and evaluate student progress at successive stages of the Program.

A principal goal of Doctoral training is the achievement of competence as an independent scholar. This entails not only proficiency in research but in the dissemination of knowledge. An important component of knowledge dissemination is guiding the learning of others. Each student's program will be tailored to develop skills in knowledge dissemination.

Admission to the Ph.D. Program

A. An applicant to the Ph.D. program should, in most circumstances, have a Master's Degree before being admitted. If the Master's Degree is in a specialization other than Kinesiology or a closely related field, the student may be asked to complete certain prerequisite coursework in Kinesiology. This coursework would be determined at the time of admission, taking into account the applicant's background and interests. Prerequisite coursework does not count towards the Doctoral Degree.

Exceptions: Certain undergraduate students may be admitted to the program without a Master's degree at the discretion of the Kinesiology Graduate Committee. To be eligible for consideration to waive the requirement for a Master's Degree, at least one of the following conditions must be met:

1. Applicants must have outstanding academic credentials with undergraduate training in a discipline in which they could pursue a doctorate directly without a master's degree (e.g. psychology, engineering, molecular biology, chemistry, economics, management, marketing.)

2. Applicants must have demonstrated extensive work in a laboratory of a Faculty mentor at the University of Michigan, School of Kinesiology, who they are ready to pursue work with at the Doctoral level.

Undergraduate students entering the Doctoral Program without a Master's Degree will be expected to exceed the minimum of 30 credit hours of Doctoral coursework as necessary to achieve the upper level coursework necessary for their field of research. The Guidance Committee will determine the extent and nature of this additional coursework. For most students this will consist of 10-20 credits beyond the 30 credits required of Doctoral students who possess a master's degree.

B. Applicants should have at least a B plus average (3.3 on a 4.0 scale, or 6.0 on a 9.0 scale) in previous graduate work. The relevance of previous graduate work to Kinesiology should be clearly indicated in the application.

C. Applicants must submit GRE scores. An aggregate score of 315 on verbal and quantitative sections and 4.5 or better on the writing portion of the GRE is expected, although this will not be treated as an absolute minimum if other accomplishments are outstanding. The applicant should request that ETS submit the scores to the University of Michigan code# 0001839.

D. Applicants whose native language is not English must provide TOEFL scores (regardless of previous schools attended.) TOEFL scores range from 0-300 (computer) or 310-677 (written.) Minimum scores for acceptance are 220 (computer version), 560 (written version), or 84 (internet version.) A reasonable working knowledge of written and spoken English is a minimum requirement for entry for all students.

E. As part of the application process, a minimum of three letters of recommendation along with the *Recommendation for Admission Form* must be submitted through the electronic application system. Letters of recommendation should be submitted from professors and/or professionals who are in careers related to interests of the students and who know the students' academic backgrounds well.

F. Prior to admission, a School of Kinesiology Faculty member must agree to serve as the primary advisor. In rare cases a Faculty member will not meet the School's criteria as a primary Ph.D. advisor. In such a case, another qualified Faculty member may act as co-advisor. The advisor(s) and the student must agree to the advising arrangement before admission can be granted. Please note that an advising arrangement does not imply a commitment for financial support of a student. In some cases partial (or even full) support may be available, but it is not guaranteed.

G. Applicants must submit a *Statement of Purpose*. This should be a concise, well-written statement about the applicant's academic preparation, practical experience, and/or research background related to the area(s) within Kinesiology that the applicant is interested in studying. It should also include the applicant's career goals and how Kinesiology's graduate program will help the applicant meet career and educational objectives.

H. Applicants must submit a *Personal Statement*. This statement should provide an overview of the applicant's background and life experiences, including cultural, geographical, financial, educational or other opportunities or challenges which motivated the decision to pursue a graduate degree at the University of Michigan.

I. It is strongly advisable for Ph.D. applicants to visit the campus and meet prospective Faculty Advisors and current students in the Doctoral program. Initial contact may be with the prospective Faculty Advisor, or the chair of the Graduate Committee. Please allow at least two weeks' notice to set up such a visit.

J. Decisions regarding admission to the Doctoral Program are made by the Faculty, after they review all application materials, and complete an interview with the applicant, if at all possible. Early applications are strongly encouraged, as the number of accepted students is very selective and thus limited.

Application Deadline: Various campus-wide fellowships are decided early in the year. Ph.D. applicants who wish to be considered for funding should apply by January 15. All other Ph.D. applicants should apply by March 1st.

Requirements for the Ph.D. Degree

Minimum requirements for completing the Ph.D. Degree include Kinesiology and cognate coursework, a research rotation, the qualifying examinations and a dissertation. The program of study for the initial period of coursework is determined in consultation with the Faculty Advisor, and must be approved by the student's Guidance Committee. General information on graduate student life at Michigan is available on the website of the Horace H. Rackham School for Graduate Studies.

Guidance Committee

During the first semester, each Doctoral student will, in consultation with his/her Ph.D. Faculty Advisor, convene a Guidance Committee consisting of a minimum of three Faculty members, at least two of whom must be from Kinesiology (primary Faculty Advisor plus one other Kinesiology Faculty member), and at least one member from outside the School of Kinesiology, but at the University of Michigan (cognate). When the committee is finalized, the **Ph.D. Guidance Committee Form** should be completed and submitted to the Graduate Program Coordinator (Note: A list of all the necessary Doctoral student forms is available at http://kines.umich.edu/quick-links/student-forms#grads.)

The Doctoral student and Faculty Advisor should plan the student's program of study, covering coursework and possible research rotations. A **Guidance Committee Plan** template is available for planning the coursework and research rotation. The student should then circulate this document to the other Guidance Committee members. The Guidance Committee will meet with the student and evaluate his/her proposed program of study, taking into account program requirements, the student's interests and background and any special opportunities that may be available. Once approved, after revised if necessary, the finalized Guidance Committee Plan will be placed in the student's file and circulated to the Guidance Committee members.

Coursework

The following are minimum coursework requirements for the Ph.D. Program in Kinesiology. Please note that additional courses may be required by the Guidance Committee and Faculty Advisor, depending on each student's goals and background:

1. KIN 616 Professional Skills for Research Scientists (3 credits), or equivalent.
2. At least two advanced statistics courses (e.g. BIOSTAT 553, Applied Biostatistics; BIOSTAT 560, Statistical Methods in Epidemiology; LS&A STATS 413, General Linear Models; STATS 503, Applied Multivariate Analysis, or others).
3. At least four more graduate-level courses – two of these four courses must be offered by the School of Kinesiology and cannot be independent study or lab rotation courses. It is assumed that classes offered by the students' primary advisors would be a necessary part of their coursework.
4. At least four credits of the remaining coursework must be taken in a unit other than Kinesiology (cognates.) This meets The Horace H. Rackham School of Graduate Studies' minimum requirement for cognate coursework, although the Guidance Committee may specify additional classes.
5. KIN 600 Graduate Seminar in Movement Science (1 credit).
6. Participation in a monthly, not-for-credit, Kinesiology Seminar is also expected.

Policy for Waiving Required Ph.D. Courses

In January of 2008, the Graduate Faculty affirmed that the required courses for the Ph.D. Program should stand as currently described. The will of Faculty is that any or all of the required courses (KIN 616 and two advanced statistics courses) could be waived when students have previously taken an equivalent course as a Master's student. It was also agreed, that when desirable, a student could substitute courses from another unit for KIN 616. Use the Petition for Modification or Waiver of Regulation Form for waiving courses.

Research Rotations

One research rotation will be required, and will be completed within the first two years. The research rotation can also occur at a different university or institution. Whether the research rotation takes place within or outside Kinesiology, it cannot be with the student's Faculty Advisor. The number of credits can range from three to six and will be registered for either KINESLGY 685 (Independent Research in Kinesiology), or if outside Kinesiology, a comparable course in the department of the Faculty member serving as supervisor. The grade for the course will be 'satisfactory' or 'unsatisfactory.'

The rotation may be conducted in one or two semesters. It is expected that the student will complete a project that contributes to the research of the Faculty supervisor and culminates in a written document.

Examples include an abstract submitted to a meeting, a manuscript or portion thereof submitted to a peer-reviewed journal or a thesis submitted to the supervisor. To clarify student and Faculty supervisor expectations, a lab rotation contract must be completed and added to the student's file prior to the beginning of the rotation. http://www.kines.umich.edu/quick-links/student-forms#grads

The purpose of the rotation is to broaden and deepen the student's research experience by significant involvement in research activities other than those of the Faculty Advisor. For some students, the rotation may be their first exposure to a research project. For more experienced students, it may be a project culminating in a presentation at a national meeting or publication in a peer reviewed journal. Research rotations may complement the student's interests (for example, learning a relevant research technique) or may provide contrast (for example, pursuing a different topic or studying a primary interest from a different disciplinary point of view.)

The rotation should involve background reading, acquisition of techniques novel to the student, interaction with other research group members, interaction with the Faculty Supervisor, formation of hypotheses, data collection, data analysis and interpretation and a statement of the significance of the project to the larger questions in that field of research. In addition to the research rotation, it is expected that the student will be involved in the research activities of the Faculty Advisor throughout the student's tenure as a Doctoral student.

Qualifying Examinations

The charge of the Qualifying Exam Committee is to evaluate the student's readiness to advance to candidacy. There are two components of the Qualifying Exam process: (a) a written component, and (b) and oral component. The written portion of the process may take different forms depending on the discretion of the Faculty Advisor and the Qualifying Exam Committee, with input from the student (e.g. take home exams, closed exams, grant proposals, review papers.) The written portion of the exam is to be followed by an oral defense before the entire Qualifying Examination Committee. Students must be given the opportunity to complete both portions of the examination, and in most circumstances, these should occur within two weeks of each other. The following criteria apply regardless of the form the written portion of the exam takes:

1) Appropriate knowledge of the field or fields of study for that student (breadth and depth is defined by the student's qualifying exam committee)
2) Ability to integrate information from various disciplines
3) Ability to critically evaluate the literature in terms of both substance and methodology
4) Ability to solve problems creatively
5) Ability to articulate the significance of the chosen area of inquiry

While the Qualifying Examination Committee has broad discretion as to the form the exam takes, it is expected to rigorously adhere to the following standards:

1) Exams or papers will be graded by all members of the Qualifying Exam Committee.
2) All students will orally defend the written portion of their exam before the full committee.
3) The committee has three potential evaluation options that include pass, fail, or conditional pass. Conditional pass may be used when the committee members believe that one or more elements of the examinations were not adequate to earn a pass, but the sense of the committee is that this may be remedied with additional work (e.g., re-writing a portion of the exam, reading and reviewing additional books or papers to address deficiencies in knowledge, or other actions the committee feels are in the best interests of the student).

4) Students, who have been deemed to have failed, will be given one more chance to pass the qualifying examinations. Students who fail to pass on the second attempt will not continue in the doctoral program. It is expected that most students will complete this requirement near the end of their second year in the program.

The composition of the Qualifying Examination Committee includes two faculty members from Kinesiology and one cognate member from another University unit. A form that identifies the composition of the **Qualifying Examination Committee** – and that is also used to report the results of the examination – should be completed and placed in the student's file. Once the process of the Qualifying Examinations is engaged, no alteration of the committee will be allowed except in cases where a member of the committee is no longer able to serve (e.g. extended illness, death, or separation from the University of Michigan). http://www.kines.umich.edu/quick-links/student-forms#grads

At the completion of the Qualifying Examinations, committee members will sign the form and indicate their decision regarding the student's performance as satisfactory or unsatisfactory. Satisfactory passing of these examinations, as well as completion of most coursework, qualifies a student to advance to candidacy. The Graduate Program Coordinator will complete the **Recommendation for Candidacy Form** and forward the request to the Horace H. Rackham School of Graduate Studies. https://secure.rackham.umich.edu/OARD/atc/index.php/ATCForm/add

Candidacy and Dissertation

When a student has advanced to candidacy, he or she will make a formal dissertation proposal, to be approved by the Dissertation Committee. The Dissertation Committee must consist of at least four Faculty members, at least two of whom must be from Kinesiology and at least one of whom must be a cognate member outside Kinesiology, but at the University of Michigan. The student's Faculty Advisor serves as the chair of the Dissertation Committee, and the **composition of the committee** must be approved by the Horace H. Rackham School of Graduate Studies **at least six months prior to the dissertation defense.** The form to create the **Dissertation Committee** is available from Rackham's website. The Dissertation must be original research of high quality that makes a significant contribution to the body of knowledge within Kinesiology. The Dissertation Proposal takes the form of a scholarly document outlining the problem, its background and significance, summarizing relevant literature, and outlining the proposed research methods. It should include a tentative timetable and outline any necessary resources (space, equipment, etc.)
Guidelines: http://www.rackham.umich.edu/downloads/oard-dissertation-committee-guidelines.pdf
Dissertation Committee Form: http://www.rackham.umich.edu/downloads/oard-dissertation-committee-form.pdf

Each Doctoral student is required to make a public presentation of the Dissertation Proposal. The public presentation should be announced two to three weeks in advance to Kinesiology Faculty and to cognate Faculty as appropriate. The Proposal must be approved by the Dissertation Committee prior to the public presentation and the Dissertation Proposal Approval Form must be signed and dated by all committee members. The Dissertation Committee will provide the student with an informal evaluation of the public presentation. Research proposals that use animal or human subjects must receive approval from the appropriate Institutional Review Board. http://www.kines.umich.edu/quick-links/student-forms#grads

Once the Dissertation Proposal has been approved, the Dissertation Advisors will supervise the conduct and progress of all of the student's dissertation work. Students must apprise the committee of their progress and modifications made to their work. If necessary, the Dissertation Committee can be reconvened, for example, to approve substantial changes to an original proposal.

All public Dissertation Defenses and Proposals must be held in the CCRB, OBL or Rackham Graduate School. Any deviation from this policy must be requested via petition to the Associate Dean of Graduate Programs and Faculty Affairs.

The Dissertation may be either a traditional dissertation document or a compilation of thematically linked published or publication-ready manuscripts. The Horace H. Rackham School of Graduate Studies publishes useful dissertation resource suggestions on its website. A resource that is especially useful is the **Dissertation Handbook.** Once the Dissertation document has been approved by the Dissertation Committee, an oral defense takes place. At the time of the Dissertation Defense, the Dissertation must be of publication-quality (as judged by the dissertation advisor and committee.) The first portion of the Dissertation Defense is a public lecture (presentation of the dissertation), after which the Dissertation Committee meets with the candidate in a closed session. The time and place of the public presentation must be announced with adequate time (e.g., at least two weeks) so that School Faculty and Graduate Students might attend if interested. Once satisfied with the Dissertation Defense, the Dissertation Committee recommends to the Horace H. Rackham School of Graduate Studies to confer the Ph.D. degree. http://www.rackham.umich.edu/downloads/oard-dissertation-handbook.pdf

Please also consult the Rackham Graduate School for information on various Dissertation requirements.

Satisfactory Progress

Satisfactory progress is defined as maintaining an appropriate (as distinct from minimally acceptable) academic record and reaching the various stages of progress at or near the time expected of the majority of students. Moreover, for students supported as Graduate Student Instructors (GSIs), satisfactory progress includes satisfying additional teaching preparation (e.g. successful completion of required English language exam for students whose native language is not English and providing evidence of satisfactory teaching) and satisfactory teaching performance.

Minimally Acceptable Grades

- Minimally acceptable overall grade point average: **B**
- Minimally acceptable grade in a course: **B-**

Failure to receive an acceptable grade means that course credit will not be applied toward requirements for the Ph.D. degree.

Students performing only at minimal grade levels will have difficulty in persuading the Graduate Committee that their progress has been satisfactory or justifies continuation of their support. Students who fail to make satisfactory progress may be subject to academic probation or Program dismissal. Students who fail to make satisfactory process will also be in jeopardy of having Kinesiology funding withdrawn.

English Language Policy for Graduate Student Instructors (GSIs)

The School of Kinesiology requires that potential GSI's whose primary language is not English be evaluated for effective proficiency in classroom English. Effective proficiency includes:

1. Fluent and intelligible speech
2. The ability to understand the English spoken by students
3. The ability to produce organized and coherent explanations
4. The ability to contribute to the development of interactions with students

Graduate students are exempt from the Graduate Student Instructor Oral English Test (GSI-OET) if they have received an undergraduate degree from a U.S. college or university, or an undergraduate degree from a college or university where English is the exclusive medium of instruction.

Graduate Student Instructors who are **not exempt** from the GSI-OET must pass it by May 1 of their first academic year in the program. The initial test will be given within one month of the student's arrival to UM. Kinesiology will cover the cost of the initial GSI-OET. Graduate students who fail the test may retake the test at their own expense; however, students must pass the test by May 1 of their first academic year in order to maintain funding in the program.

Graduate Student Instructors who are **exempt** from the GSI-OET, will still need to show effective English proficiency. This will be determined by a School of Kinesiology Skype or in-person interview. If the student fails to show effective English proficiency, they will be required to pass the GSI-OET by May 1 of their first academic year in the program. The initial test will be given within one month of the student's arrival to UM. Kinesiology will cover the cost of the initial GSI-OET. Graduate students who fail the test may retake the test at their own expense; however, students must pass the test by May 1 of their first academic year in order to maintain funding in the program.

Continuous Enrollment

Graduate Students are expected to make every effort to maintain continuous enrollment in the Graduate Program. Rackham Continuous Enrollment Policy states that once admitted to a Ph.D. program, students will register every fall and winter term until their degree is awarded. Students will register during spring or summers terms only when they elect courses or defend their dissertation. The only exception to this enrollment pattern is when students elect to take an official Leave of Absence (see the information below.)

Leave of Absence

Rackham has designated four categories of Leave of Absences. The specific requirements of each can be found on their website at: http://www.rackham.umich.edu/doctoral_students/leave_of_absence/

1) Medical Leave
2) Family Necessity
3) Military Service
4) Personal Leave (up to one term during the duration of the program)

Requests for a Leave of Absence should be addressed to Rackham. Before submitting the form to Rackham, students are required to meet with the Kinesiology Associate Dean of Graduate Programs and

Faculty Affairs. Graduate Program Faculty and Staff will have access to the basic information in the initial request, but not the supplemental information. The Associate Dean will submit a recommendation on the student's request for a Leave of Absence directly to Rackham. The deans within the Rackham Graduate School will approve or deny requests in accordance with the Leave of Absence Policy.

Discontinuing the Program

There may be times when a student chooses to leave the Graduate Program for a period of time for reasons not covered by the Leave of Absence. In this instance, students are encouraged to meet with the Kinesiology Associate Dean of Graduate Programs and Faculty Affairs to discuss Graduate Program withdrawal. When/if the student decides to return to the Program, they must apply for reinstatement. Reinstatement requests will be approved on a case by case basis, by the Kinesiology Associate Dean of Graduate Programs and Faculty Affairs. The student's prior progress to degree, Faculty Advisor agreement, and funding sources will all be considered. Rackham requires approval from the Kinesiology Associate Dean for Graduate Programs and Faculty Affairs to be reinstated, and a reinstatement fee must be paid for each fall and winter term the student was away. The student will be responsible for payment of the reinstatement fee.

Final Ph.D. Degree Application

The Horace H. Rackham School of Graduate Studies has a set of specified procedures that govern the final application process to receive the Doctoral Degree.

Faculty Responsibilities

The maintenance and growth of a successful Doctoral Program relies in large part on cooperation and participation of adequately trained and prepared supervisory Faculty. Thus, having quality Faculty is essential to Doctoral Student success. Mentoring Doctoral Students represents a major responsibility, and the School of Kinesiology carefully considers the extent to which our Faculty are prepared -- in terms of training, interest, and willingness to invest time – for Doctoral Student mentoring. Nonetheless, although regular communication and interaction is encouraged between Faculty and Doctoral Students, it is not a goal in the School of Kinesiology to standardize Doctoral Student advising and mentoring. Our goal is to provide the best training possible by using the resources available at this university. As such, Graduate Faculty members are encouraged to make use of our unique strengths and scholarship areas to attract and train Doctoral Students, and provide them with a rewarding graduate education experience. The roles and responsibilities of Graduate Faculty relative to their support and mentoring of Doctoral Students include but are not limited to the following:

> **PhD Advisor:** To be a primary Ph.D. advisor, a Faculty member must demonstrate recent and continuing interest and activity in the research process. This should include research publications in peer reviewed journals, scholarly presentations at national and international conferences, grant activity, or compelling evidence of research scholarship deemed appropriate by the Graduate Committee and the Associate Dean of Research. Graduate Faculty may also participate in Graduate instruction via teaching formal classes or seminars and supervising independent study activities. Rackham Graduate School indicates that in order to serve as a chair for a Doctoral Student's committee, a person must be a member of the "governing body" of the university, which is further defined as an Assistant, Associate, or Full Professor, occupying a tenured or tenure-track position. Instructors or Lecturers may co-chair a Doctoral Student's committee, if they have

an earned doctorate, but may not chair a Dissertation. Research Scientists with an earned doctorate may co-chair a Dissertation Committee with approval from The Horace H. Rackham School of Graduate Studies and the Dean of the School of Kinesiology.

A continuing demonstration of research inquiry and scholarship is seen as necessary in order to cultivate a similarly thoughtful, rigorous approach to the discipline of Kinesiology (and related disciplines). Doctoral students and their Faculty Advisors should engage in a continuing demonstration of research inquiry and scholarship. The tools that enable a student to approach a discipline from a meticulous, logical, and scientific point of view probably comprise the most important legacy that a Faculty member can pass on to new generations of scholars. There are many areas (in the classroom, in the laboratory, in interactions with Faculty and student colleagues) where a Ph.D. Advisor's wisdom, judgment and assistance will be needed by the doctoral student. By accepting a Doctoral student, a Faculty member accepts responsibility for appropriate training of this student. Should the Faculty Advisor's research training in a particular area be inadequate, the Faculty Advisor is obligated to ensure that students learn appropriate content knowledge, methodological processes and empirical skills.

Therefore, Faculty Advisors are expected to commit adequate time and devotion to facilitate the success of their Doctoral Students.

Guidance Committee: Quite often, incoming Doctoral Students are unfamiliar with the particulars of the Kinesiology Doctoral Program, given the breadth of Faculty interests and abilities and the specific challenges of Doctoral Study. Helping Doctoral Students to choose interested, supportive, and exacting Faculty members to serve on the Guidance Committee is an important role of the Faculty Advisor. The Faculty who comprise the Guidance Committee should have some familiarity with the student's particular area of study and with the resources both inside the School of Kinesiology and around the University that will be useful to the student. It is important that the Faculty Advisor assume responsibility to convene this Committee early in the first year, or at least before the first 12 credits have been completed. It is also important that the Faculty Advisor ensure that the Committee is active in monitoring the student's progress during the first two years of Doctoral work. Ways to guarantee this involvement include participating in annual or bi-annual meetings, or encouraging one-on-one meetings between the student and Committee members.

Supervised Teaching: Teaching is an important aspect of the Doctoral Student Experience. Good teaching represents an effective way to pass on knowledge to others and to stimulate discourse in one's area of scholarship. To the extent that many graduates of the Doctoral Program aspire to university positions, teaching represents a requisite skill for employment. Faculty Advisors should be actively involved in helping to nurture and develop teaching skills in their Doctoral Students. This may involve assisting the student in identifying an appropriate teaching area (and supervisory instructor, if necessary), helping the student construct lectures and lesson plans, evaluating student classroom teaching or ensuring that the student is aware of and takes advantage of instructional training available at the University (e.g. seminars and workshops at CRLT or sponsored by the Instructional Technology Division.)

Research Rotation Supervisor: Although Faculty Advisors are not allowed to supervise their own Doctoral students in graded research rotations, they are responsible for supervising the development and contributions of Doctoral students' activities in their labs. Furthermore, Faculty members are responsible for supervising graded research rotations of other students in their laboratories. It is important that Faculty Advisors clearly state their expectations for Doctoral students working in research labs, and deliver clear and honest feedback about lab performance.

This feedback usually focuses on research-related performance (e.g. data collection, analysis skills, attention to subjects), but may also encompass interactional skills (e.g., ability to work with others in research settings.)

Qualifying Examination Committee: As with the Guidance Committee, Faculty Advisors must take an active role in helping their students to choose appropriate Qualifying Examination Committee members. Faculty Advisors must assist the Committee members in structuring the expectations for student performance and by ensuring adequate contact between Committee members and their students. Further, Faculty Advisors should help students by ensuring that they are aware of these expectations. As students prepare for their Qualifying Examinations, Faculty Advisors should help guarantee that the content (e.g. reading lists prepared by the student) represents neither too narrow nor too broad of a focus.

Dissertation Advisor: Planning and conducting a Doctoral Dissertation is a multi-step process. It involves identifying research question(s), evaluating their relevance and significance, deciding on appropriate variables and measures, designing a suitable research approach, formulating hypotheses to be empirically tested, clearly presenting the rationale and the proposal to a Dissertation Committee, collecting data, analyzing the results, and interpreting one's findings. Faculty play a critical role as Dissertation Advisor and thus, the supervisor of the Doctoral Dissertation process. Successful completion of a Dissertation requires successful completion of each of the preliminary steps. The Dissertation Advisor must be available to participate at each step of this process, and further, must be an active contributor to the process. Although the ultimate responsibility for the research product rests with students, Dissertation Advisors must be somewhat generous with both their time and advice as the research unfolds.

Role of Graduate Committee

The Graduate Committee is responsible for initial screening of applications to the Doctoral Program in Kinesiology and for matching applicants with appropriate Faculty Advisors. A preliminary admission decision is based on GRE scores (recommended 155 verbal, 160 quantitative, 4.5 or above writing score), GPA (3.4), statement of purpose and accompanying letters of recommendation. After the initial screening by the Graduate Committee, the prospective Faculty Advisor will review the applications and agree or decline to supervise the student's Doctoral experience. Students should specify particular Faculty Advisors with whom they would like to work in their application. Students are admitted to the Doctoral Program only if accepted by a member of the Kinesiology Graduate Faculty.

The Graduate Committee is also responsible for maintaining oversight on the state of the Ph.D. Program within the School. Once a year, each Doctoral Student will participate in a progress review and evaluation with the Graduate Committee. The purposes of this review process are to help students evaluate their progress towards the Doctoral Degree, to determine whether barriers to success exist for particular students and to keep the Graduate Committee apprised of successes and potential problems within the Doctoral Program.

Continuation in the Doctoral Program is contingent upon the student making satisfactory progress toward the Degree. If satisfactory progress is not made, the Graduate Committee may recommend that a student not continue. Funding of students by the School of Kinesiology is also contingent upon the student making satisfactory progress. If progress is not satisfactory at the time of the annual review, the Graduate Committee may recommend that financial support be withdrawn. Satisfactory progress is addressed in Rackham's online explanation of academic policies.

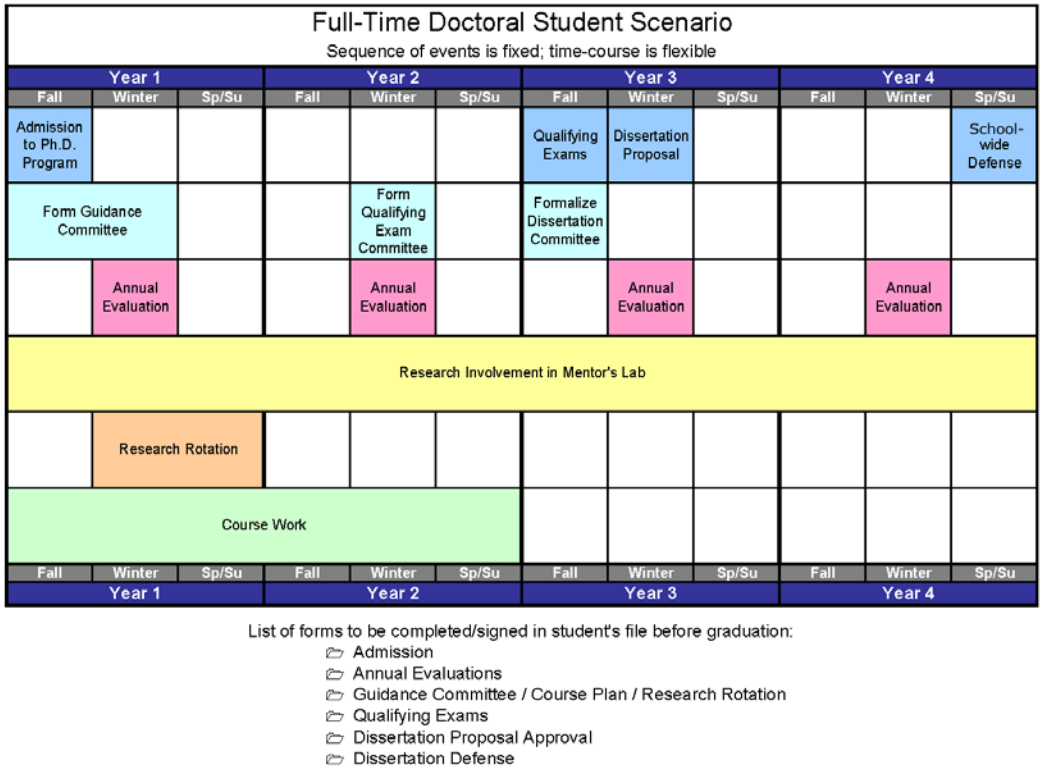
Summary of Committees

The Guidance Committee should be formed during students' first semester in the Doctoral Program. The Guidance Committee usually evolves into the Qualifying Examination Committee. This group ultimately becomes the Dissertation Committee, although its makeup may change after the Guidance Committee completes its task. Members of the original Guidance Committee may serve on all three committees, or substitutions may be made, as deemed appropriate by the student and Faculty Advisor. (No changes in the makeup of the Qualifying Exam Committee may be made once the examination process has begun.) The makeup of the committees is as follows:

Guidance Committee
Minimum 3 members Minimum 2 from Kinesiology
Minimum 1 cognate (outside Kinesiology but at UM)

Qualifying Exam Committee
Minimum 3 members
Minimum 2 from Kinesiology
Minimum 1 cognate (outside Kinesiology but at UM)

Dissertation Committee
Minimum 4 members
Minimum 3 members from UM
Minimum 2 from Kinesiology
Minimum 1 cognate (outside Kinesiology but at UM)



List of Forms to be Completed/Signed in Student's File Before Graduation

Admission Letter
Annual Evaluations
Guidance Committee
Guidance Committee Plan
Research Rotation Contract
Qualifying Exam Committee
Dissertation Proposal Approval
Dissertation Committee
Dissertation Defense

Policy for Doctoral Students Who Do Not Complete the Doctoral Degree

Doctoral students who accumulate at least 30 credits may be awarded a Master's Degree if they choose not to continue Doctoral Studies and meet the following stipulations:

1. The Graduate Committee must agree that the course of study merits a Master's-level Degree.

2. Students cannot already hold a Master of Science (M.S.) or Master of Arts (M.A.) in Kinesiology.

3. Students must have met all requirements for the Master's Degree, including at least one graduate-level statistics course as well as at least four credits of coursework taken outside Kinesiology.

Graduate Program Policies and Procedures

Types of Admission

Not a Candidate for Degree

Not a Candidate for Degree (NCFD) admission status may be granted to qualified students who do not wish to pursue a degree but do wish to elect courses for graduate credit. NCFD applicants must submit the standard application form to the Rackham Graduate School. Subsequent consideration for admission to a graduate degree program is contingent upon full review of credentials in competition with other degree applicants. If an NCFD student achieves regular admission to a Rackham degree program, some courses taken prior to his or her admission may be counted toward a graduate degree. If an NCFD student eventually wishes to complete a Rackham degree program, registration as an NCFD student for more than one term is not advisable since inappropriate coursework will not count toward a graduate degree.

Guest Status

Guest status is also available through the Rackham Graduate School for one spring half or summer half term. The procedure for being admitted under the Guest status requires proof of a Bachelor's Degree; it does not require the usual application fee. This process is handled at the Rackham Graduate School Admissions Office.

Visiting Scholar

Admission as a Visiting Scholar is granted to qualified individuals who wish to study and conduct research at the University without earning academic credit. Visiting Scholar status may be granted to persons who have earned the Doctor of Philosophy (Ph.D.) Degree or its equivalent or who hold the rank of Associate Professor or higher at an accredited university. Details about admission as well as specific forms for Visiting Scholars are available from Rackham Graduate School here.
http://www.rackham.umich.edu/downloads/postdoctoral/VSAPP.pdf

Probationary Admission

Applicants to the Master's Program who are slightly deficient with respect to Kinesiology's academic standards may be admitted on probation. Probationary admittance requires the maintenance of a 3.0 (B) average during the first eight credit hours of graduate work at the University of Michigan.

Deferred Admission (Masters and Doctoral Program)

The Graduate Committee may grant Deferred Admission status for the Masters and Doctoral programs for the year following the one originally requested by the applicant. These decisions are at the discretion of the Graduate Committee, are made under carefully presented conditions, and are few in number. No additional forms or fees are required.

Notification of Admission

Applicants for the Master's Degree are typically informed of the action on their applications within one month after their application deadline, assuming all materials received and the application fee is paid. Review of applications for the Doctoral Degree takes longer. Students can check the status of your application online. The Web Application Status page allows you to: 1) verify application data; 2) view the status of your application; 3) accept or decline an offer of admission, 4) find the answers to frequently asked questions like "How will I know if I have been offered admission?"

Admission is granted for a specific term and year. If the student does not enroll that term, admission is cancelled, and the application and supporting materials are placed in inactive status (unless deferred admission is approved by the Graduate Committee). Upon written request, an application may be reconsidered for the following two full terms. After one full year a new application and fee must be submitted.

Readmission

Students who have been admitted into the Kinesiology Graduate Program who have not been enrolled for one full year must apply for readmission through the Rackham Admissions Office. Acceptance depends upon program approval and upon availability of space and facilities for the term in which readmission is desired.

Registration

Registration is conducted via the internet on Wolverine Access and must take place on or after students' appointment times as assigned by the registrar. This is also where students will find registration information. Click on Student Business and enter your Login ID (uniqname) or Friend ID and password.

Undergraduate level courses may not be counted toward the Graduate Degree. However, if Rackham approves a 400-level course in any Department on campus for graduate credit, it may be elected for credit toward the Master's degree. Courses numbered in the 400s that are required in order to meet the Graduate Program prerequisites may not count toward the Master's Degree; however, be aware that such 400 level courses do count in the Graduate student's overall G.P.A.

Students must consult their Faculty Advisors for approval of course elections. NCFD students are not assigned an advisor but must have course elections approved by the Graduate Committee Chair.

Registration for Independent Experience Courses

All students pursuing graduate work who use University facilities such as offices, libraries, laboratories, or computers, or who consult their advisors concerning their thesis or dissertations, must be registered. Registration could be for required courses, for cognate courses in students' particular interest areas, or for a number of independent experience courses. Independent experience courses include KINESLGY 682 (Readings), KINESLGY 684 (Research), KINESLGY 686 (Internship), KINESLGY 619 (Master's Thesis), KINESLGY 990 (Dissertation research for pre-candidates) and KINESLGY 995 (Dissertation research for candidates.) Prior to registration, students and the Faculty supervising the independent study courses will agree on the amount and type of work that needs to be completed. This agreement is documented by completing the Independent Study Form. Once the completed form has been submitted to the Graduate Program Coordinator, an electronic class permission (override) will be issued. Students then register for the courses using the instructor's designated section number.

Tuition

The fees and charges of the University are determined by the Board of Regents and are subject to change without notice by the Regents. To learn about estimates of an average student's expenses at the University of Michigan go to the Rackham Home Page; click on New Students and then Estimated Cost of Attendance. Tuition information is also available at the University of Michigan tuition page.

Office of Financial Aid

The Office of Financial Aid administers Loans and Work-Study programs at the University of Michigan Ann Arbor campus. Graduate Students may apply through this office for a Federal Direct Stafford Loan (FDSL), Perkins Loan and Work-Study employment. Awards for FDSL, Perkins, and Work-Study programs are made on the basis of demonstrated financial need. Students must enroll at least half time to receive FDSL funds and full time to receive a Perkins Loan and Work-Study. However, since determination of full-time and part-time status differs among graduate and undergraduate programs, students should verify their eligibility status with the Office of Financial Aid. The procedures for applying for financial aid are outlined in the Rackham Admissions Brochure or by contacting the Office of Financial Aid (http://www.finaid.umich.edu/.)

Academic Appeals

The appeals procedures of the Rackham Graduate School provide informal and formal address of grievances for Rackham students. The student and the subject of the grievance must meet certain eligibility criteria. For details concerning the criteria and the appeal process, check Rackham's Academic Grievance Procedures and click on Rackham Graduate School Academic Policies.

Academic Dispute Resolution

Rackham's Academic Dispute Resolution Policy and Procedures are available to Rackham students who have a dispute or disagreement with Faculty or Staff about the equity and fairness of decisions or procedures that affect their academic standing and progress toward degree. Such issues may arise regarding fair and equal treatment in the conduct of a class and in the grading or evaluation of academic work or research. To begin the resolution dispute process, students should contact the Resolution Dispute Board member in the School of Kinesiology, the Associate Dean for Academic Programs.
http://www.rackham.umich.edu/policies/academic_policies/section10/

Academic Discipline

The following categories of academic dishonesty: cheating, plagiarism, knowingly furnishing false information to the University, or forging, altering, or misusing University documents or academic credentials are subject to academic discipline. Nonacademic misconduct subject to discipline includes harassment, unprofessional conduct and misuse of University property. Violations of conduct may result in dismissal from the graduate program. Kinesiology's Office of Student Services administers policies. Go to Rackham Graduate School Academic Integrity Policies for more information on academic misconduct. http://www.rackham.umich.edu/policies/academic_policies/section10/

Transfer Credit

The School of Kinesiology follows Rackham's policy and procedures for transfer credit.
http://www.rackham.umich.edu/help/academic_records/transfer_of_credit_information/

Grading Policies

Graduate Students are graded by the letter grade system (A, B, C, D, E), except for specially designated courses. Grades of + and - may be given whenever such evaluation is possible. Grade point average (G.P.A.) is computed by translating letter grades into honor points for each hour of credit in a course.

A+ = 4.3	C+ = 2.3
A = 4.0	C = 2.0
A- = 3.7	C- = 1.7
B+ = 3.3	D = 1.0
B = 3.0	E = 0.7
B- = 2.7	

The total number of honor points divided by the total number of credit hours of the courses is the student's G.P.A. An average of B, or 3.0, is required to remain in good standing. Grades of D or E cannot satisfy any degree requirement of Rackham Graduate School. Students whose G.P.A. falls below a B in a given term, are placed on probation the following term or denied permission to register. Students whose G.P.A. falls below a B for two successive terms may, with permission of their program chairperson, be granted a final term during which the G.P.A. must be brought up to a B. Students whose G.P.A. falls below a B for three successive terms are required to withdraw from the University. For further information, see the Rackham Graduate School Academic Policies.