



# Graduate Student Bulletin

## 2016-2017

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 website at [www.kines.umich.edu](http://www.kines.umich.edu) for more expansive and detailed information.

## Graduate Studies

This 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 their Faculty Advisor for specific information regarding their program of study. Additionally, Graduate Students are also encouraged to be in frequent contact with Charlene Ruloff, the Coordinator of Graduate Student Affairs.**

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](mailto:kingradcomm@umich.edu)), Kinesiology's Coordinator of Graduate Student Affairs 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 the University of 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](#)

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# The Master's Degree

Kinesiology offers the Master of Science (M.S.) degree in *Movement Science* and *Sport Management*. Both degrees are intended for students with exemplary academic or professional credentials. Both degree programs require the completion of at least 30 credits of graduate coursework. Following is a brief overview of the primary focus of the two degree programs.

- **Movement Science Degree** - A flexible degree designed for students seeking advanced academic training in areas related to human movement (and its impact on health, human performance, society, and quality of life). The nature of the course content is drawn from biomedical and allied health sciences. A thesis option exists in this degree program.
- **Sport Management Degree** – A more course-specific degree designed for students seeking advanced academic training in the business (i.e. leadership, management, marketing, economics, finance, policy, and culture) of sport. The nature of the course content is drawn from social sciences. A thesis option exists in this degree program.

*Note: Effective Fall 2016, the Kinesiology Graduate Degree names were changed from degrees in Kinesiology to degrees in Movement Science and Sport Management. In Fall 2017, the course prefixes will also be revised accordingly from KINESLOGY (Kinesiology) to either MOVESCI (Movement Science) or SM (Sport Management).*

## 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 \(http://www.rackham.umich.edu/\)](http://www.rackham.umich.edu/). The application fee for United States citizens and those with permanent resident visa status is \$75. The fee for non-U.S. citizens is \$90. 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. Visit the Rackham site ([http://www.rackham.umich.edu/admissions/preparing\\_to\\_apply/required\\_documents/transcripts/](http://www.rackham.umich.edu/admissions/preparing_to_apply/required_documents/transcripts/)) for more details.
- **TOEFL Scores** (if applicable). Applicants whose native language is not English must provide TOEFL scores. Minimum score for acceptance is 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 Master's Degree applications is February 1st. Early applications are strongly encouraged.

## Faculty Advisors

Every Master's student will be assigned a Faculty Advisor who best matches the student's area of study. Faculty's engagement as advisors and mentors will be critical to students' overall success and their enjoyment of their graduate education experience. Students are required to meet with their Faculty Advisor at the beginning of the Fall semester (or their first semester of enrollment) to have their schedule of courses approved and finalized. Although the role of Faculty Advisor may undoubtedly vary by Faculty and by Student, Faculty Advisors will generally offer curricular and career advice and assistance. The nature of Faculty Advisors' assistance could include but is not limited to the following:

- Discussing students' academic and career goals and aspirations relative to graduate study.
- Offering suggestions that will be helpful to students' selection of graduate courses.
- Assisting students with identifying appropriate laboratory and/or research experiences and opportunities that will make meaningful contributions to their personal and professional development and their overall career readiness.

## 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 the Rackham Masters policy pages at <http://www.rackham.umich.edu/current-students/policies/masters-students>.

## **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.

## **Master's Degree in Movement Science**

Students in the Movement Science Master's Degree program study human movement in depth from different perspectives. The strength of this program is its flexibility; working directly with Faculty Advisors, students can design programs to meet their particular areas of interests. The minimum number of credit hours to complete this degree is 30. The exact number will vary according to students' interests and Faculty Advisor's requirements. A thesis option exists.

## **Movement Science Degree Requirements**

Students must complete a minimum of 30 credit hours for the Master's Degree in Movement Science. Students are required to take KINESLGY 615 (Philosophy of Science and Research) and one graduate level statistics course outside of Kinesiology. Students must select at least 9 hours of Kinesiology coursework. Five of these hours 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; these four credits are included in the 30 credits requirement.

### **Thesis Option:**

A student with a B+ average for the first twelve credit hours of graduate work will be permitted to proceed with completing a Movement Science Thesis (KINESLGY 619). 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 Thesis Advisor must submit a thesis declaration form, available from Coordinator of Graduate Student Affairs, no later than April 1st.

# Master's Degree in Sport Management

Students in the Sport Management Master's Degree program study critical areas/components of knowledge required to successfully compete for careers within the sport enterprise and related industries. A Thesis option exists.

## Sport Management Degree Requirements

Students must complete a minimum of 30 credit hours for the Master's Degree in Sport Management, which include the following requirements:

### 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 must be from appropriate graduate-level courses offered by the Kinesiology or by other UM graduate programs.

## Thesis Option:

A student with a B+ average for the first twelve credit hours of graduate work will be permitted to proceed with completing a Sport Management Thesis (KINESLGY 619). 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 Thesis Advisor must submit a thesis declaration form, available from Coordinator of Graduate Student Affairs, no later than April 1st.

# Certificate: Physical Activity and Nutrition

Students in the **Physical Activity and Nutrition** Certificate will focus on issues related to the effects of physical activity (and inactivity), nutrition, obesity and metabolic irregularities and their relationship to disease prevention, health promotion, and wellness enhancement. Many of the health problems we face today require a multifaceted approach, and this certificate program provides students with the necessary tools to formulate important solutions.

A student in a U-M Doctoral or Master's program must complete at least one term of coursework in good academic standing in a regular program before requesting admission to add a certificate. To apply,

- Complete the [Rackham application form with required signatures](#) and return it to Charlene Ruloff ([kingradcomm@umich.edu](mailto:kingradcomm@umich.edu)) or Pete Bodary ([pfbodary@umich.edu](mailto:pfbodary@umich.edu)):  
University of Michigan School of Kinesiology  
1402 Washington Heights  
Ann Arbor, MI 48109-2013
- Complete the online [PAN Certificate supplementary application form](#) and submit it electronically.

## Degree Requirements for the Certificate in Physical Activity and Nutrition

To earn the graduate certificate in Physical Activity and Nutrition (PAN), students must complete 9 credits from required program courses and at least 3 elective credits from other existing courses in the School of Kinesiology and the School of Public Health. The required courses for the PAN certificate include graduate courses in Exercise Physiology (KINESLGY 540 – 3 credits) and Nutrition (NUTR 630 – 3 credits). These two courses primarily focus on fundamental issues related to the impact of exercise/physical activity (KINESLGY 540) and nutritional factors (NUTR 630) on health and disease prevention. In addition, students enrolled in the PAN certificate program will be required to take “Physical Activity and Nutrition Assessment and Prescription” (3 credits), which integrates the foundational information learned in both KINESLGY 540 and NUTR 630 in a more clinical context, thereby providing the framework for students to put this information into practice. Students will be required to take KINESLGY 540 and NUTR 630 before enrolling in “Physical Activity and Nutrition Assessment and Prescription”. The 3 credits of elective coursework can be taken at any point in the program. In accordance with the Rackham “double counting” policy, 3 credits of course work within the PAN certificate program will be allowed to count toward the students’ graduate degree (e.g. MS, MA, MPH, or PhD).

### *Required Courses* (9 credit hours)

- **KINESLGY 540- Advanced Exercise Physiology** (3)
  - Prereq- Graduate status; MOVESCI 340, or permission of instructor
- **NUTR 630 – Principles of Nutritional Science** (3)
  - Prereq- Organic chemistry, biochemistry
- **Physical Activity- Nutrition Assessment and Prescription** (3)
  - Prereq's- KINESLGY 540 and NUTR 630



**Elective Courses** (a minimum of 3 credit hours from a specified list of courses in consultation with the Faculty Advisor)

## The Ph.D. Program in Kinesiology

### Overview

The Doctoral program in Kinesiology leads to a Ph.D., the highest degree awarded by the School of Kinesiology and the University of Michigan: a Ph.D. in *Movement Science* and a Ph.D. in *Sport Management*. 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 students who intend to make their careers as scholars, teachers, researchers, and professionals in Kinesiology, Movement Science, Sport Management, or allied fields.

Regardless of their degree program (Movement Science or Sport Management) Doctoral students must: (a) choose from a set of core courses in Kinesiology, as well as cognate courses from other units, (b) complete a minimum of 30 pre-candidacy credits beyond the Master's level, and (c) satisfactorily pass Qualifying Examinations before advancing to candidacy. After the advancement to candidacy, Doctoral students must complete an original Doctoral dissertation. To receive the Ph.D., Doctoral students must successfully complete a minimum of 50 credits including pre-candidacy and candidacy coursework.

All Doctoral students work closely with a Faculty Advisor from the beginning of their degree program. Under their Faculty Advisor's guidance, Doctoral students are expected to take relevant coursework, engage in relevant research experience (via lab rotations, independent study projects, etc.) 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 student 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 Doctoral student's program will be tailored to develop skills in knowledge dissemination.

### Admission to the Ph.D. Program

Applications to the Kinesiology Ph.D. programs will undergo a holistic review, consisting of a number of elements, metrics, and factors. Following is an overview of the PhD admission requirements.

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 Ph.D.

Exceptions: Certain undergraduate students may be admitted to the Ph.D. 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 Ph.D. 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 (B+) 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, Movement Science, or Sport Management 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.) Minimum score for acceptance is 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 applicant and who know the applicant's academic background well.
- F. Prior to admission, a School of Kinesiology Faculty member must agree to serve as the applicant's primary Faculty 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 applicant 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 statement 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, Movement Science, or Sport Management that the applicant is interested in studying. This statement should also include the applicant's career goals and how the respective 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. Applicants should allow at least two weeks' notice to set up such a visit.
- J. Decisions regarding admission to the Doctoral Program are made by the Graduate Committee, after they review all application materials, and complete an interview with the applicant (either in person or via online mechanisms), 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. Degrees include Movement Science or Sport Management coursework, cognate coursework, a research rotation, the qualifying examination, 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 [Rackham website](#).

## 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 area). When the Guidance 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/student-life/policies-and-procedures>.)

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

*Note: Effective Fall 2016, the Kinesiology Graduate Degree names were changed from degrees in Kinesiology to degrees in Movement Science and Sport Management. In Fall 2017, the course prefixes will also be revised accordingly from KINESLGY (Kinesiology) to either MOVESCI (Movement Science) or SM (Sport Management).*

The following are minimum coursework requirements for the Ph.D. Programs 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. KINESLGY 616 Professional Skills for Research Scientists (3 credits), or equivalent.
2. At least two advanced statistics courses (e.g.; BIOSTAT 553 Applied Biostatistics; STAT 400 Applied Statistical Methods; OMS 501 Applied Business Statistics; PSYCH 613 Statistical Methods; PSYCH 614 Advanced Statistical Methods, or others).
3. At least four additional graduate-level courses – two of these four courses must be offered by the School of Kinesiology (Movement Science or Sport Management courses) and cannot be independent study or lab rotation courses. It is assumed that classes offered by the students' Faculty Advisors will be a necessary part of their coursework.
4. At least four credits of the remaining coursework must be taken in a cognate unit, i.e., a unit other than Kinesiology. This meets The Horace H. Rackham School of Graduate Studies' minimum requirement for cognate coursework, although the Guidance Committee may specify additional classes.
5. KINESLGY 600 Graduate Seminar Science or KINESLGY 680 - the equivalent Graduate Seminar in Sport Management (1 credit).
6. Doctoral students are expected to participate in the School of Kinesiology Seminar Series, Faculty Research Presentations, Job Talks, etc.

## 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 (KINESLGY 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 KINESLGY 616. The [Petition for Modification or Waiver of Regulation Form](#) should be used to request the waiving of courses.

## Research Rotations

Doctoral students are required to complete one research rotation within the first two years. The research rotation can occur at UM or a different university or institution. Regardless of where 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 (3) to six (6). The registration of the research rotation will either be for KINESLGY 685, 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 research rotation may be conducted in one or two semesters. It is expected that the student will complete a project during the research rotation that contributes to the research of the Faculty supervisor and culminates in a written document. Examples of research rotation projects include an abstract submitted to a meeting, a manuscript or portion thereof submitted to a peer-reviewed journal, or a thesis submitted to the Faculty supervisor. To clarify student and Faculty supervisor expectations, a [Research Rotation Contract](#) must be completed and added to the student's file prior to the beginning of the rotation. It's available at <http://www.kines.umich.edu/student-life/policies-and-procedures>.

The purpose of the research 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 research 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 Examination**

### **Overview of Qualifying Examinations:**

Doctoral students must successfully pass a Qualifying Examination, which attests to their readiness to advance to candidacy as determined by their Qualifying Examination Committee. There are two components of the exam: (a) a written component, and (b) an oral component. The written component of the exam may take different forms depending on the discretion of the Faculty Advisor and the Qualifying Examination Committee, with input from the student (e.g. take home exams, closed exams, grant proposals, review papers, etc.). The written component 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 components of the exam, and in most circumstances, these should occur within two weeks of each other. The following criteria apply regardless of the format the written component 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 Examination 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 examination takes, it is expected to rigorously adhere to the following standards:

- 1) The exam (projects, assignments, papers, etc.) will be graded by all members of the Qualifying Examination Committee.

- 2) All students will orally defend the written component of their exam before the entire Qualifying Examination Committee.
- 3) The Qualifying Examination 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 exam 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 the exam, will be given one more chance to pass it. Students who fail to pass the exam on the second attempt will not continue in the Doctoral program.
- 5) It is expected that most students will complete the Qualifying Examination near the end of their second year in the Doctoral program.

### **Role of Faculty Advisor in Qualifying Examinations:**

Faculty Advisors must take an active role in helping their students 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.

### **Composition of Qualifying Examination Committee:**

The composition of the Qualifying Examination Committee includes two faculty members from Kinesiology and one Cognate Faculty member from another unit at the University of Michigan. *Note New Rule:* The composition of the Qualifying Examination Committee must be approved prior to the beginning of the Qualifying Examination. Once the process of the exam 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).

### **Ensurer of Equity and Fairness (EFE) Designee**

To ensure the fairness and equity in the Qualifying Examination process and in the assessment of all students, a member of the Qualifying Examination Committee will be designated to serve as the Ensurer of Fairness and Equity (EFE) and approved by the Associate Dean for Graduate Affairs. The EFE must be a tenured member of the Qualifying Examination Committee with voting/evaluation rights, but may not be the Faculty Advisor. The EFE must be a Kinesiology Faculty or the Cognate Faculty. The EFE must review the written exam question(s) (assessments, activities, etc.) prior to the exam, ensure that the written response is in accordance with the exam question(s), and attend the oral component of the exam. In addition to fulfilling the regular roles and responsibilities required of Qualifying Exam Committee members, the EFE will also ensure that: (a) the requirements (criteria and standards) of the exam are being met, and (b) the examination process is fair and correct.

### **Qualifying Examination Process:**

1. Faculty Advisors must complete the *Qualifying Examination Committee Approval Form* (see Appendix A) and submit it to the Coordinator of Graduate Student Affairs (for approval by the Associate Dean for Graduate Affairs) at least 10 weeks prior to the beginning of the examination.

2. The Associate Dean for Graduate Affairs must approve the Qualifying Examination Committee and will designate a member of the Qualifying Examination Committee as the EFE. In cases where there is a conflict of interest between the Faculty Advisor and the EFE, the Graduate Committee and the Dean may be consulted for an appropriate alternate.
3. All members of the Qualifying Examination Committee must meet with the student collectively at least eight weeks prior to the beginning of the exam to discuss the format, nature/content, preparation materials/resources, and expectations of the exam. All members of the Committee must attend the meeting with the student. In rare instances (i.e., unavoidable schedule conflicts, special situations, extenuating circumstances, etc.) Committee members may participate in the meeting via telephone or video/computer/technology conferencing measures. In some instances individual follow-up meetings between the student and Committee members may be necessary. Once the exam dates, format, content, criteria, preparation materials, etc. have been determined, a completed and signed *Qualifying Examination Meeting Form* (see Appendix B), must be submitted to the Kinesiology Coordinator of Graduate Student Affairs. This form must be submitted no later than one week after the Qualifying Examination Meeting(s).
4. No later than two weeks after the Qualifying Examination Meeting, the Faculty Advisor must ensure that the student is aware of the exam expectations and help guarantee that the content (e.g. reading lists prepared by the student) represents neither too narrow nor too broad of a focus (as stated in the Kinesiology Graduate Bulletin). If the student does not receive the finalized content expectations within this time frame, he or she must notify the EFE immediately. Additionally, the EFE must be notified immediately of any occurrences, conditions, or special circumstances experienced by the student or Committee members that require (or may require) a change or modification to the proposed exam. Any changes in the original Qualifying Exam must also be communicated in writing to the Associate Dean.
5. All exam questions, activities, or assessments must be submitted to the EFE at least one week prior to the beginning of the exam. The EFE will review the questions and consult/confer with the Faculty Advisor to determine/ensure that the questions assess the five required examination criteria (as outlined in the Kinesiology Graduate Bulletin and at the outset of this document). In case of dissenting views on whether the questions/assessments meet the criteria, the Associate Dean, the Graduate Committee, and/or Dean may be consulted.
6. Within two weeks of completing the written component of the exam (i.e., questions, activities, assessments, etc.), the student must complete the oral component of the exam before the entire Qualifying Examination Committee (which includes the EFE). Only under extenuating circumstances will Committee members be allowed to participate in the oral examination via telephone or video/computer/technology conferencing. The Faculty Advisor must be present in person for the oral examination.
7. The Qualifying Examination Committee (including the EFE) will evaluate the student's collective written and oral performance on the exam as *Pass*, *Fail*, or *Conditional Pass* (as outlined in the Kinesiology Graduate Bulletin). The Faculty Advisor must submit the *Qualifying Examination Committee Evaluation Form* (see Appendix C) and the student's response to the written exam to the Kinesiology Coordinator of Graduate Student Affairs no later than one week after the oral examination.
8. Students who have been deemed to have failed the exam on the initial attempt will be given one more chance to pass it. Students who fail to pass the exam on the second attempt will not be allowed to continue in the Doctoral program.

9. In the case of an initial exam evaluation of Conditional Pass, once it has been determined that the conditions either have been met or have not been met, the Qualifying Examination Committee must complete the *Qualifying Examination Conditional Evaluation Form* (see Appendix D). Depending on the nature of the conditions, the Qualifying Examination Committee may be required to meet in person to re-assess the student's performance, or the assessment may take place via electronic submissions and reviews. The EFE should be present at the meeting(s) if applicable and/or copied on electronic re-submissions. The *Qualifying Examination Conditional Evaluation Form* along with the revised written exam (if applicable) must be submitted to the Kinesiology Coordinator of Graduate Student Affairs no later than one week after the final decision (regarding the assessment/evaluation of the conditions) has been rendered.
10. The EFE will also evaluate the overall Qualifying Examination process via the *Qualifying Examination Ensurer of Fairness and Equity Designee Evaluation Form* (see Appendix E). The EFE must share the nature of the evaluation with the Faculty Advisor at the conclusion of the evaluation process, and must submit the evaluation form to the Associate Dean for Graduate Affairs no later than one week after the final evaluation has been determined.
11. The Kinesiology Graduate Committee may be consulted for resolutions in cases where there are dissenting perspectives between the Faculty Advisor, Qualifying Examination Committee, and/or EFE regarding whether: (a) the examination met the Kinesiology requirements (criteria and standards), and/or (b) the examination process was fair. The Dean of Kinesiology may also be consulted as needed to resolve dissenting perspectives of the examination.

Students must access the relevant Qualifying Examination forms from the Coordinator of Graduate Student Affairs: <http://www.kines.umich.edu/student-life/policies-and-procedures>

At the completion of the Qualifying Examination, Committee members will sign the appropriate forms and indicate their decision regarding the student's performance as satisfactory or unsatisfactory. The written component of the Examination must be attached to the form. The Qualifying Examination forms and the final Qualifying Examination will be placed in the student's file. Satisfactory passing of the Qualifying Examination, as well as completion of most coursework, qualifies a student to advance to candidacy. The Coordinator of Graduate Student Affairs will complete the Recommendation for Candidacy Form and forward the request to the Horace H. Rackham School of Graduate Studies. <http://www.rackham.umich.edu/downloads/oard-dissertation-committee-worksheet.pdf>

## Candidacy and Dissertation

When a Doctoral 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 Worksheet: <http://www.rackham.umich.edu/downloads/oard-dissertation-committee-worksheet.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 student must submit a written copy of the proposal along with their form. 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.

Once the Dissertation Proposal has been approved, the Dissertation Advisor(s) will supervise the conduct and progress of all of the student's Dissertation work. Students must apprise the Dissertation 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.

Please also consult the [Rackham Graduate School](#) for information on various Dissertation requirements.

## Satisfactory Progress

Students are expected to make satisfactory progress throughout the duration of their enrollment. 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 based on the established Kinesiology Doctoral Program Timeline. 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 dismissal from the Doctoral program. 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 e-interview (via Skype, Google Hangout, etc.) or an 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 summer 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/current-students/policies/doctoral/phd-students/leave-of-absence/overview>

- 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 for Graduate 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 for Graduate 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 for Graduate 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 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, found at <http://www.rackham.umich.edu/current-students/policies/academic-policies/section5>, 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:

**Ph.D. 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.

**Mentoring Plans:** A critical aspect of graduate student success is the relationship between the Faculty Advisor and the Doctoral Student. Therefore, frequent and forthright communication will be paramount to Doctoral students' success. To facilitate such success, Faculty Advisors will be required to develop a formal Mentoring Plan which could include but is not limited to meeting schedule, research goals and expectations, and target benchmark accomplishments for timely progress towards degree completion. Additionally, Faculty Advisors and Doctoral students are encouraged to attend at least one UM Sponsored Mentoring workshop during the first year of the student's enrollment in Doctoral study.

**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 obtain 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 (which includes but is not limited to matters concerning the curriculum, academic integrity, student performance, and fairness and equity in Graduate Student policies, practices, and procedures). 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 (<http://www.rackham.umich.edu/current-students/policies/academic-policies/section4>).

## 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)

One faculty designee as the Ensurer of Equity and Fairness (EFE)

## Dissertation Committee

Minimum 4 members

Minimum 3 members from UM

Minimum 2 from Kinesiology

Minimum 1 cognate (outside Kinesiology but at UM)

Full-Time Doctoral Student Scenario											
Sequence of events is fixed; time-course is flexible											
Year 1			Year 2			Year 3			Year 4		
Fall	Winter	Sp/Su	Fall	Winter	Sp/Su	Fall	Winter	Sp/Su	Fall	Winter	Sp/Su
Admission to Ph.D. Program						Qualifying Exams	Dissertation Proposal				School-wide Defense
Form Guidance Committee				Form Qualifying Exam Committee		Formalize Dissertation Committee					
	Annual Evaluation			Annual Evaluation			Annual Evaluation			Annual Evaluation	
Research Involvement in Mentor's Lab											
	Research Rotation										
Course Work											
Fall	Winter	Sp/Su	Fall	Winter	Sp/Su	Fall	Winter	Sp/Su	Fall	Winter	Sp/Su
Year 1			Year 2			Year 3			Year 4		

List of forms to be completed/signed in student's file before graduation:

- ☞ Admission
- ☞ Annual Evaluations
- ☞ Guidance Committee / Course Plan / Research Rotation
- ☞ Qualifying Exams
- ☞ Dissertation Proposal Approval
- ☞ Dissertation Defense

## 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 Forms (Written portion of exam attached)

Dissertation Proposal Approval (Written portion of the proposal attached)

Dissertation Committee

## 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, Movement Science, or Sport Management.
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's website (<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 on [Wolverine Access \(https://wolverineaccess.umich.edu/\)](https://wolverineaccess.umich.edu/). 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 seek to re-enroll in a Kinesiology program, after not registering in the program for 12 months, may apply 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](https://wolverineaccess.umich.edu/) 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 (username) 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 of Michigan 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 U-M Registrar's Office tuition page (<http://www.ro.umich.edu/tuition>)

## 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 Coordinator of Graduate Student Affairs to obtain the name of the Resolution Dispute Board.

[http://www.rackham.umich.edu/policies/academic\\_policies/section10/](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. Consult with Kinesiology's Office of Graduate Student Affairs Coordinator regarding issues of academic discipline. In addition, you can go to [Rackham Graduate School Academic Integrity Policies](#) for more information on academic misconduct.

## 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/](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. 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](#)