

School of Kinesiology Graduate Student Handbook

Revised 2008

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Graduate studies in the School of Kinesiology

Welcome to graduate studies at the School of Kinesiology! This online handbook is designed to provide M.A. and Ph.D. students with a readily available source of information about their program, procedures, and graduate student resources. The University offers many comprehensive and useful resources to help students navigate through the graduate education system. Students should refer to these sources for more details:

- *Graduate School Catalog*, www.catalogs.umn.edu/grad, which provides detailed information about Graduate School policies and the major program regulations
- *Graduate School's Graduate Student Handbook*, www.grad.umn.edu/current_students/handbook/ which highlights the many resources available to graduate students at the University
- *University Class Schedule*, onestop2.umn.edu/courseinfo, and main registration page, onestop.umn.edu/onestop/registration.html, which include course schedules and policies for current semesters

Graduate education in the School of Kinesiology is a shared experience. A major purpose of graduate education is to instill in each student an understanding of and capacity for discovery, scholarship, independent judgment, academic rigor, and intellectual honesty. It is the joint responsibility of faculty and graduate students to work together to develop relationships that encourage freedom of inquiry, demonstrate personal and professional integrity, and foster mutual respect. For more information on the Graduate School's policy regarding mutual responsibilities in graduate education, see [Mutual Responsibilities in Graduate Education at the University of Minnesota](#).

This handbook will serve as an important guide for graduate education in the School. Other key materials for School of Kinesiology graduate students are available at www.education.umn.edu/kin. Please visit the Web site often to see the most current information.

This handbook and other written materials will not be able to serve all your needs. Whenever you have questions, be sure to contact the coordinator of graduate studies (CGS), director of graduate studies (DGS), faculty, or staff. The office staff and CGS can help you with questions about University regulations, tuition, registration, etc. Your adviser, however, should remain the main source of guidance on course selection and other academic matters. We encourage you to meet with your faculty adviser on a regular basis.

Again, welcome to the School of Kinesiology. We look forward to working with you throughout your academic journey.

Getting started

As a new graduate student at the University of Minnesota, you may find navigating our systems to be a challenge at times. You have many sources for help and advice in the School and we invite you to take advantage of them, especially during your first semester when all feels new and strange. With the help of the available written materials, your faculty adviser, staff, and other students, you'll feel at ease after the first few weeks, and will be able to direct your energies towards your studies.

Helpful contact information

Director	Mary Jo Kane	111 Cooke	maryjo@umn.edu 625-3870
Director of Graduate Studies	Michael G. Wade	224B Cooke	mwade@umn.edu 626-2094
Coordinator of Graduate Studies	Marta Fahrenz	223B Cooke	mfahrenz@umn.edu 625-4380
Administrative Director	Debra Haessly	111 Cooke	dhaessly@umn.edu 625-2360
Academic Support/ Scheduling	Carol Nielsen	224 Cooke	niels033@umn.edu 625-6697
	Angie Roberts	224 Cooke	rober765@umn.edu 624-4882
Student Support Services	Linda Estrem	220 Cooke	estre004@umn.edu 624-5017
	John Brian Becker	220 Cooke	beckerjb@umn.edu 625-1007
Technical Services	Jennifer _____	222A Cooke	624-4505
	Silke Moeller	222A Cooke	smoeller@umn.edu 625-5371
	Jonathan Sweet	211 Cooke	jsweet@umn.edu 626-0858

University and School services

University information

If calling from an on-campus phone, dial 0. If calling from an off-campus phone, dial 612-625-0000.

Computer, Internet and e-mail help line

612-301-HELP (on campus, dial 1-HELP)

Housing

If you are new to the Twin Cities and require housing information, visit the Housing and Residential Life Office in Coffey Hall or at www1.umn.edu/housing/offcampus.htm.

Mailboxes

Mailboxes for faculty, staff and graduate assistants are located in 226 Cooke.

Course registration

Class Schedules and Course Guides are available online at University [One Stop](#). Prior to registering for courses you need to do the following:

- Meet with your adviser to discuss appropriate course work for your program
- Complete and submit your immunization record prior to registering for classes: www.bhs.umn.edu/services/immunization.htm
- Submit a Student Hospitalization Form at the time you register or provide this information when registering online. You will **automatically** be charged for University-sponsored hospitalization insurance if you take six or more credits and do not provide this information. The form can be found online at <http://onestop.umn.edu/onestop/forms.html> under “Registering for Classes.” If you are registering for the first time online, you will need your University of Minnesota Internet ID and password. To access your Internet account, go to www.umn.edu/initiate.
- See the Registration Checklist at onestop.umn.edu/onestop/Registration/Registration_Checklist.html.
- Register anytime online at onestop.umn.edu/onestop/registration.html.
NOTE: Make sure you print a copy of your completed registration form. This will be your only receipt and proof that you have registered.
- Graduate students must register **up to one day before the start of classes** to avoid a late registration fee. Calendar information is at One Stop (onestop.umn.edu/).
- Graduate students receiving financial aid from the University of Minnesota or other agencies may have specific registration requirements; these students are responsible for obtaining information about such requirements.
- Graduate students cannot register for more than 14 credits during a semester unless special permission is obtained from the Graduate School. Full-time enrollment for graduate students is 6 credits per semester. (Students pay the same amount of tuition for 6 to 14 credits.)

E-mail accounts

The University-assigned student e-mail account is the University’s and the School of Kinesiology’s official means of communication. Students are responsible for all information sent to them via the University-assigned e-mail account. The University, Graduate School, and School of Kinesiology rely on the University student e-mail accounts and not the postal service for important communications, e.g., tuition billing, degree clearances for graduation, department events and position opportunities. **Students are responsible for all information including attachments sent to their University e-mail account.** If students arrange to have their University e-mail account forwarded to a private account, the student must remember to change the forwarding destination of the University account if and when the private account is changed. The University account mail can be forwarded at www.umn.edu/dirtools .

U-Cards

Student ID U-Cards can be obtained at Coffman Union, Room 107, or at the University Recreation Center (URC) kiosk across from Cooke Hall. For more information, see www.umn.edu/ucard and click

on “Twin Cities” location. The U-Card is necessary for accessing various services such as the libraries and recreation centers.

Safety/Escort services

The University of Minnesota Police Department provides a free Campus Escort Service. Available 24 hours a day, seven days a week, the Escort Service can be reached at 612-624-WALK (4-WALK from any campus phone). An escort will be dispatched to your location and will accompany you anywhere within the campus vicinity.

Parking and transportation

The Web site for parking and transportation services (www.umn.edu/pts) has complete information about getting in, about, and around the University, including parking, busing, biking, walking, and maps.

Stadium construction started summer 2007 and several of the University's public parking lots have closed or moved. Check the Parking and Transportation Web site for the most up-to-date information on public parking cost and availability.

The unlimited-rides ticket for buses and light rail, the U Metropass, is an extremely economical transportation option for students. See this Web site for more information: www.umn.edu/pts

Services for students with special needs

The University provides a number of services for students with special needs. Disability Services (DS) is a catalyst for ensuring equal learning and working opportunities for disabled students, faculty, staff, and guests by increasing the capacity of communities to eliminate physical, programmatic, policy, informational, and attitudinal barriers. Information is available at <http://ds.umn.edu>.

Important resources

Student rights and equal opportunity

Three Web sites for reference:

- Board of Regents, Student Conduct Code:
www1.umn.edu/regents/policies/academic/Student_Conduct_Code.html
- Board of Regents, Academic Freedom and Responsibility:
www1.umn.edu/regents/policies/academic/AcademicFreedom.pdf
- Graduate Assistant Office, <http://www.umn.edu/ohr/gae/>

The Graduate School Handbook (www.grad.umn.edu/current_students/handbook) contains contact information for issues relating to employment, sexual harassment, and other grievances.

Libraries

The University of Minnesota provides wide-ranging resources for students through its extensive system of 30 different subject libraries. Information and orientation is available at www.lib.umn.edu.

Wilson Library contains resources such as government documents, a circulating collection of dissertations on open shelves on the second floor, and information about dissertations by departments in a document in the Reference Room. A library representative is available in Cooke Hall as a resource for students and faculty at regularly scheduled times throughout the academic year.

Statistics/Research resources and assistance

The Statistical Consulting Service provides statistical consulting on experimental design, data analysis and interpretation of results to researchers (students and faculty) at the University of Minnesota. The clinic is staffed by graduate students and supervised by faculty from the School of Statistics. The consultants provide help on a wide range of quantitative research questions such as design of experiments and surveys, selection and completion of appropriate analysis, and interpretation of results. Information can be found at www.stat.umn.edu/consulting/students.html.

Center for Teaching and Learning, www.umn.edu/ohr/teachlearn

120 Folwell Hall, 625-3041

This center works with departments, faculty, and graduate teaching assistants on teaching and learning concerns. They offer teaching enrichment workshops, short courses, and discussions, provide confidential consultations on general classroom concerns or specific teaching techniques, and provide testing services and courses for non-native English-speaking prospective teaching assistants.

International Student and Scholar Services, www.issu.umn.edu

190 Humphrey (West Bank), 626-7100, email: issu@umn.edu

ISSS provides counseling and assistance to international students. Its primary mission is to assist international students and scholars to successfully accomplish their academic goals. New international students must check in at ISSS upon their arrival on campus.

University Counseling & Consulting Services, www.uccs.umn.edu

109 Eddy or 199 Coffey, 624-3323

UCCS provides individual and group counseling on academic and personal issues, organizes support groups (e.g., dissertation, women's, men's, exploring sexual orientation, relationship issues), and offers quarterly seminars and workshops.

Graduate Student Orientation, www.nspo.umn.edu

624-1979

The University offers orientation sessions specifically for graduate students; try to attend some of these useful workshops and pick up the handouts regarding other University resources. Sessions are scheduled the week before classes start each semester.

Graduate School Student Services and Progress Office, www.grad.umn.edu/Current_Students/

316 Johnston Hall, Minneapolis, 625-3490

The GSSP office is an important resource for all students after their Graduate School admission and initial registration. The staff advises students, staff, and faculty concerning Graduate School and University policies and procedures, and answers questions and concerns about academic issues. Kinesiology students may contact the CGS for this information as well.

Graduate Assistant Employment, Office of Human Resources, www.umn.edu/ohr/gae

Donhowe Building, 2nd Floor, Minneapolis, 624-7070

The Graduate Assistant Employment office checks eligibility for and audits graduate assistant appointments, administers the graduate assistant tuition benefit program, resident tuition rate privilege, extended resident tuition rate privilege for students and their family members, and explains graduate assistant policies and procedures.

Graduate Assistant Health Insurance Office, www.bhs.umn.edu/insurance/graduate

Boynton Health Service, 625-6936 or e-mail: gradins@bhs.umn.edu

Boynton Health Service offers the Graduate Assistant Health Insurance Plan to eligible graduate assistants. Check with this office to learn about eligibility and benefits.

Council of Graduate Students, www.cogs.umn.edu

405 Johnston Hall, 626-1612; email: cogs@umn.edu

COGS represents graduate students to the Graduate School and to the University community. It is involved with issues such as the Graduate Student Health Insurance Plan, TA development programs, registration and financial aid policies.

Graduate and Professional Student Assembly, www.gapsa.umn.edu/

Suite 234 Coffman Union, 625-2982, email: gaps@umn.edu

GAPSA acts as a resource for member councils, as the primary contact point for administrative units, as a graduate and professional student policy-making and policy-influencing body, and as the locus of intercollegiate and intracollegiate interaction between students.

Students should also refer to the following publications and Web sites:

Graduate Student Handbook

www.grad.umn.edu/Current_Students/handbook

Staying on Course: Mutual Roles and Responsibilities in the Graduate School Experience

www.cogs.umn.edu/pdfs/StayingonCourse2005.pdf

Graduate Student Survival Guide, www.cogs.umn.edu/pdfs/SurvivalGuide2005.pdf

University of Minnesota Graduate School Catalog

www.catalogs.umn.edu/grad

Graduate School Career Services

www.grad.umn.edu/career

Professional Ethics and Responsible Research Conduct

www.grad.umn.edu/ethics/ethics_brochure.html

Financial support and department funding

Teaching or research graduate assistantship

A limited number of teaching or research assistantships are available in the School of Kinesiology. Ph.D. students have priority over master's students for assistantships. Students with graduate assistantships must be registered for at least 6 course credits (at least one credit must be graded A-F or S-N) or thesis credits each semester. Graduate assistants who fail to register or cancel all their credits will have their assistantship terminated retroactive to the beginning of the semester. Summer appointees do not need to register for summer courses. Graduate assistantship funding in the School is limited to 2 academic years for master's students and 3 academic years for doctoral students.

For more information, contact Graduate Assistant Employment, (612) 624-7070.

English-language proficiency requirements for teaching assistants

All non-native teaching assistants must demonstrate proficiency in spoken English appropriate to the demands of their teaching assistantship. This proficiency will be assessed by the SPEAK test (Spoken Proficiency in English Assessment Kit); the TSE (Test of Spoken English); or an English Language Proficiency rating earned through course work with the Center for Teaching and Learning. For more information, go to the Center for Teaching and Learning Web site, www.umn.edu/ohr/teachlearn/itap/index.html.

Support for graduate student research

Block grants are awarded on a bi-yearly basis to the School of Kinesiology by the Graduate School to support student research. The School prefers to award funds to support research by students who are close to graduating. Highest priority is given to dissertation and master's Plan A research, including travel involving research and study subject compensation. The CGS announces the availability of block grant funds to all graduate students periodically.

Campus-wide assistantships

Students are eligible for research and teaching assistantships and administrative fellowships in other departments at the University. The Graduate Assistants Office posts openings at www.umn.edu/ohr/gae/.

Graduate School fellowships

The Graduate School offers a variety of fellowships. Some require departmental nominations and others (e.g., special grants for doctoral dissertation) require direct application by students. These special grants—up to \$2,500 (national) and \$5,000 (international)—are available to support doctoral dissertation research; deadlines are October 1 and March 1 each year. More information is available in the Graduate School Fellowship Office in 321 Johnston Hall (612-625-7579) or www.grad.umn.edu/fellowships/.

Graduate School fellowships are extremely competitive. **Doctoral students who wish to be nominated for a Doctoral Dissertation Fellowship should discuss this goal with their adviser early in their course of study so they can work towards meeting qualifications set by the Graduate School.** Recipients of the Doctoral Dissertation Fellowship must demonstrate a well-developed dissertation research plan that will have a significant potential impact in the field. They must also demonstrate their

likelihood of becoming influential in their discipline. Recipients often have authored or co-authored several peer-reviewed journal articles.

Professional activity support

The School provides some financial assistance to help defray expenses for students who make qualifying presentations at professional meetings. Such requests will be considered if allocated funds are available. Assistance of \$300 maximum is limited to one presentation per student per year. Priority will be given to research papers presented at national or international conferences.

The request for support should be sent to the administrative director 30 days in advance of planned travel. The request should include a copy of the invitation to present or a proposal acceptance letter along with a copy of the proposed paper. Students working on funded research projects should seek travel funding from the grant. Here are some other possible sources of funding:

- **Graduate Professional Student Assembly (GAPSA):** www.gapsa.umn.edu/grants/travel.htm
Grants are available to students who are presenting at conferences or professional meetings--but the must pay their GAPSA student services fee. See the Web site for guidelines.
- **Community of Scholars Program (COSP) travel grants:**
www.grad.umn.edu/outreach/COSP/travel/
Must be active in COSP, which assists under-represented students (U.S. Citizens and permanent residents) to more fully participate in the University, develop supportive relationships with advisers and mentors; build a sense of community through academic seminars and professional development workshops; and connect to the Twin Cities community through research and civic engagement opportunities.
- **Graduate Students of Education and Human Development (GradSHED):**
www.tc.umn.edu/~gradsehd/Travel.htm
- **Women Students Travel Grants (Office of University Women):**
www1.umn.edu/women/awards_travel.htm
Must be an undergraduate or graduate student in good standing—open to both men and women
- **Office of International Programs:**
www.international.umn.edu/funding/grad.html

Research funding/scholarly activity/fellowships. These two sites provide good information on available research and fellowship funding: www.grad.umn.edu/current_students/funding/;
www.grad.umn.edu/faculty-staff/funding/

Workshops on how to search for funding in the humanities, social sciences, and the arts are offered periodically by Community of Scholars (COSP): www.grad.umn.edu/outreach/COSP/

College of Education and Human Development. The College of Education and Human Development lists various awards and scholarships at www.education.umn.edu/SPS/awards/. This information is intended for all students in the college, not only M.A. and Ph.D. students.

Administration and management of programs

Structure and role of the School of Kinesiology

The School of Kinesiology is one of nine departments in the College of Education and Human Development. The others are: Institute of Child Development, Curriculum and Instruction, Educational Policy and Administration, Educational Psychology, Family Social Science, Postsecondary Teaching and Learning, School of Social Work, and Work and Human Resource Education.

Each department is administered by a chairperson or director appointed by the Dean of the College. The director of the School of Kinesiology oversees the instructional, research, and service activities and accomplishments of the faculty and students. An administrative director oversees civil service staff and is responsible for the department's facilities and budget.

The School offers M.A. and Ph.D. programs in Kinesiology (eight emphasis areas), an M.A. in Recreation, Park, and Leisure Studies (three emphasis areas), and a Ph.D. in Education-Recreation, Park, and Leisure Studies (three emphasis areas). The School currently has fifteen tenure-track faculty and enrolls 43 master's and 63 doctoral students.

Graduate studies program

The School of Kinesiology graduate program falls under the jurisdiction of the [Graduate School](#). The role of the Graduate School is primarily to maintain and develop high-quality graduate programs. It is the "quality control center" of the University that oversees the administration of approximately 150 graduate programs distributed across the Twin Cities and Duluth campuses. The dean of the Graduate School is responsible for monitoring these graduate programs to ensure that academic standards set by the Graduate School are equitably implemented and maintained. At present, over 10,000 students are actively pursuing their graduate degrees or certification through the Graduate School.

Each graduate program in the University system is coordinated by a director of graduate studies (DGS). In the School of Kinesiology, the director of graduate studies is an appointed position held by a graduate faculty member for a three-year term. The DGS works with the department chair to guide and improve graduate education in kinesiology and recreation, park, and leisure studies. The DGS is responsible for supervising, interpreting, and enforcing the regulations and policies of the Graduate School as well as those of the School of Kinesiology graduate programs. The current School of Kinesiology DGS is Michael G. Wade, who is assisted by Marta Fahrenz, coordinator of graduate studies.

Advising

Students are assigned a faculty adviser upon entry into their program based on areas of interest and the current advising load of faculty. The faculty adviser provides guidance in course selection, filing of program, and general progress. The faculty adviser also serves as the chair of the final examination committee for master's students and reader on the final exam committee for Ph.D. students. Students who elect to add a program minor will have a minor adviser in addition to their major adviser. The minor adviser must serve on the examining committee. A student may request a change of adviser by providing a written request to the DGS. Included in this request must be (a) written verification that the student has notified the current adviser about the intention to change advisers, and (b) written approval of the change from the new adviser. The CGS can provide the student with the departmental Change of Adviser form. Both the DGS and the Graduate School must approve a change of adviser.

Annual student progress review

Each fall semester the department reviews the academic progress of all students. This review process is viewed as a way of supporting students in their professional development and in their progress and completion of the benchmarks towards their degree. This annual review assures that any progress problems are identified early so that students receive timely guidance when appropriate.

If applicable, faculty will identify a timeline by which benchmarks should be completed. Students are responsible for contacting their advisers to develop plans for making satisfactory progress by the deadlines.

Graduate Studies Program Committee

Chaired by the DGS, the Graduate Studies Program Committee is composed of four School of Kinesiology tenure-track faculty members who are elected by the faculty. Each serves a two-year term on the committee. The committee reviews M.A. and Ph.D. programs and requests for travel and research support and makes recommendations to the faculty regarding graduate studies policies within the School. The committee meets monthly during the academic year.

General information, policies, and procedures for M.A. and Ph.D. students

Requirements and expectations for successful graduate degree completion

Following are the school's requirements and expectations for successful completion of M.A. and Ph.D. programs. We support the academic work and progress of all Kinesiology students, whether full time or part time. These requirements and expectations are intended to help active students maintain satisfactory progress toward completion of the degree regardless of their status.

When a student fails to meet degree requirements and expectations, the DGS will call a meeting with the student and adviser(s) to discuss the situation and establish guidelines for making progress in completing the degree. The DGS will follow up with a letter that states the conditions for progress established in the meeting and a date by which the student is expected to have met the conditions. Consistent failure of the student to meet requirements and expectations may result in a recommendation to the dean of the Graduate School to terminate the graduate status of the student.

Requirements:

- **To maintain strong academic standing by successfully completing course work and meeting or exceeding minimum grade requirements.**
The Graduate School requires that at least two thirds of the total number of course credits included on any degree program be taken A-F with no grade lower than a C-. The School of Kinesiology requires a minimum GPA of 3.0 for all master's and Ph.D. graduate course work.
- **To maintain active status in the Graduate School.** See section on [Graduate School registration requirements](#).
- **To submit an annual progress review report.** The form must be discussed with and signed by the adviser. See section on [Annual student progress review](#).
- **To complete the necessary requirements and submit all necessary forms for degree completion within the timelines stipulated in the [Graduate School Catalog](#).**

Expectations:

- **To maintain a commitment to high-quality graduate education and intellectual honesty.** This expectation is described in "Mutual Responsibilities in Graduate Education at the University of Minnesota" (see www.grad.umn.edu/faculty/mutual.html). The School of Kinesiology fully supports the principles outlined in this document and encourages students and faculty to work together to carry out these mutual responsibilities.
- **To work closely with the adviser(s) to make sure that all the program area requirements are understood and completed satisfactorily.** Checklists for M.A. and Ph.D. degree completion have been developed to assist students in staying on track and meeting all requirements. Students must fill out an annual progress survey and meet with their adviser to discuss how they are proceeding through the program.

Provisional acceptance into the program

A student who has not met the preferred minimum requirements for admissions may be admitted to the M.A. or Ph.D. program on a trial basis, at the discretion of the adviser, DGS, and the Graduate School.

The trial program begins the first term of registration. The student is required to take a minimum of 6 credits in 5xxx and 8xxx courses in the major or a field related to the major. (If the student is not able to take 6 credits in the first term, the trial program may be extended to the second term; the total for both terms should be at least 9 credits.) The student must achieve a minimum GPA of 3.5 in all of the courses, with no incompletes or withdrawals, in order to pass the trial program and be granted regular status.

Examining committees

Both the M.A. and Ph.D. degrees require students to work with an examining committee consisting of faculty members who hold graduate faculty status in the Graduate School. The examining committee is composed of, at minimum, 3 members (master's) or 4 members (doctoral). One member of the examining committee must represent the supporting program or minor; the others are from the major field and include the adviser. Students who declare a minor will have a minor adviser in addition to a major adviser. The minor adviser is a member of the committee, must sign the degree form, and serves on the final examining committee.

In listing proposed committee members on the [Degree Program Transmittal form](#), the student confirms that each has been contacted and has agreed to serve on the examining committee. (Written confirmation by the committee member is not required.)

A Graduate School faculty roster is updated on a regular basis in the Graduate School and can be found at www.grad.umn.edu/roster/step1.asp.

Requesting an individual without U of M graduate faculty status to serve on the committee

It is possible for a student to request that an individual from an institution outside the University of Minnesota serve on his/her committee in cases where the prospective committee member has particular expertise that cannot be found at the U of M. In such cases, the student, after obtaining approval from his/her adviser, must contact the School's Graduate Studies Office to make the request to award temporary graduate faculty status to the individual. The student/adviser must provide the proposed committee member's current curriculum vitae and a letter explaining the reason for the request. The request must be approved by the Graduate School.

Committee changes

Substitutions on examining committees may be necessary due to a faculty member's temporary absence or leave from the University. The adviser must ask the DGS or CGS to request the Graduate School's approval of such substitutions well in advance of the examination. Substitutions for an oral examination due to emergency situations must also be approved in advance; the adviser should consult with the Graduate School staff by telephone before the start of the examination.

Change of status

Students may request a change of major, track, or degree objective in the Graduate School by filling out the Change of Status/Readmission application online at www.grad.umn.edu/current_students/registration/readmission.html. Students who allow their active status to lapse must file a Change of Status/Readmission application to be readmitted into the program.

Coursework

Course approval and class permission numbers

Approval may be required to register for certain School of Kinesiology courses. You will need to obtain the permission number from the instructor and/or check with staff in the Kinesiology Academic Office (224 Cooke Hall) for a number after communicating with the instructor. Permission numbers can only be given for School of Kinesiology courses.

Minimum grade requirements

The Graduate School requires that at least two thirds of the total number of course credits included on any degree program be taken A-F. Courses with grades of A, B, C (including C-) and S will count towards the degree.

M.A.: The Graduate School requires a minimum GPA of 2.80 for courses included on any official master's degree program. The department expects a minimum GPA of 3.00 for all graduate work. This is considered to be the minimum GPA standard.

Ph.D.: While the Graduate School does not define a minimum GPA for courses included on an official doctoral degree program, the department requires a minimum GPA of 3.00 for all graduate work. This is considered to be the minimum GPA standard.

Graduate School registration requirements

Grad 999. All Graduate School students are required to register every fall and spring semester in order to maintain active status. Students who have completed all course work and thesis credit requirements and do not have to be registered to meet any other internal/external agency registration requirements can register for **Grad 999**, a free, zero credit, non-graded registration mechanism to maintain active status. The Graduate School Web site provides a registration number each semester for Grad 999. (Students are not required to register during the summer to remain active.)

Registration for Grad 999 should be used only when circumstances warrant it. It must not be used as a mechanism for maintaining active status without making progress toward completing the degree. **The use of Grad 999 will be evaluated each year at the time that the Student Annual Progress Report is due.** Students who exceed the number of Grad 999 registrations as determined by their adviser in consultation with the DGS may be required to apply for readmission to the program.

Students not registered are considered inactive and their Graduate School records are deactivated. To be readmitted, students must file a Change of Status/Readmission Request and pay a \$55 fee. For more information, students may visit the Web site at www.grad.umn.edu/gsss/registration.html.

Transfer credits

Under certain conditions, students are allowed to transfer some previous graduate course work. The credits earned must 1) meet criteria described in the [Graduate School Catalog](#), 2) closely match the planned program emphasis, and 3) be approved by the adviser and DGS. Because program course requirements are very specific, students should consult with their advisers about transferring course work to fulfill requirements. Below are some of the general rules that apply to transfer of credits. (Specific application of rules is subject to adviser and DGS approval.)

- M.A. students are permitted to transfer up to 40% of the required credit course work (minus the project or thesis credits) from graduate-level course work completed previous to admission.
- Credits taken for graduate credit as a non-degree seeking student at the U of M may be applied

to the program, but are included in the 40% limit of transfer credits.

- Only course work taken in the 7 years before completing the degree can be transferred and counted toward the degree.
- Graduate level courses taken before the award of the baccalaureate degree cannot be transferred.
- Official transcripts of transfer course work must be attached to the degree program form if it has not been submitted earlier in the admissions process.
- Ph.D. students may transfer an unlimited number of graduate course credits, as approved by the adviser.

Converting quarter credits to semester credits

In 1999, the University changed from quarters to semesters. Courses taken under a quarter system must be converted to semester credits. To convert, multiply the number of quarter credits by .67.

1 quarter credit	=	.67 semester credit
2 quarter credits	=	1.34 semester credits
3 quarter credits	=	2.00 semester credits
4 quarter credits	=	2.67 semester credits
5 quarter credits	=	3.34 semester credits
6 quarter credits	=	4.00 semester credits

Time limits to complete the degree

M.A. All requirements for the master's degree must be completed and the degree awarded within 7 years. The 7-year period begins with the earliest course work included on the official degree program form, including any transfer work. Students who are unable to complete the degree within the seven-year limit may petition the Graduate School for an extension of up to one additional year.

Ph.D. All requirements for the doctoral degree must be completed and the degree awarded within 5 calendar years after passing the preliminary oral examination. Students who are unable to complete the degree within the five-year limit may petition the Graduate School for an extension of up to one additional year.

Other general policies

Fees

You are responsible for paying all fees by the due dates stipulated on the original fee statements; these are billed through Student Accounts Receivable.

Forms

Department forms and resources are available online at www.education.umn.edu/kin/students/

Petitions

Petitions are used to make the following requests:

- change course work on an approved degree program form
- transfer course work not listed on an approved program
- request time extension to complete the degree

Petitions may be found online at www.grad.umn.edu/gsss/forms.html.

University and college policies

General policies of the University and college can be found at education.umn.edu/catalogs/FAQs/policies.html.

What you need to know as a graduate student

Expectations for doctoral students

The School expects that all Ph.D. students will publish the results of their research in peer-reviewed venues (e.g., journals or edited books). The Ph.D. may serve either as a “professional” degree or as a prerequisite to an academic career, and the market for university and college assistant professors is extremely competitive. The importance of publishing early and often cannot be overemphasized if your goal is to find a faculty position at a university. For most faculty searches, candidates who are about to receive or have recently received a Ph.D. will need to have at least 2-3 high-quality papers published or “in press.” If you don’t meet this minimum it may be very difficult to obtain a tenure-track faculty position without first spending a year (or more) in a post-doctoral position, which can allow you to build up your publication record. These positions are also highly competitive. For applicants who are several years past the Ph.D. the expectations are considerably higher than for recent graduates; a typical “formula” for determining adequate research productivity is 3 publications per year since receiving the Ph.D. The level of publication expected at teaching-oriented institutions is somewhat lower, but most such schools expect that you will also maintain some level of independent research (typically around 1-2 publications per year) and will look for evidence of your future research potential in your past record.

Publications and presentations

Graduate students, particularly doctoral students, are expected to have demonstrated an ability to write and submit articles for publication. Your graduate adviser is committed to enhancing your employability by helping you to develop professional skills in writing reports, papers, and grant proposals; encourage participation in professional meetings; and establish professional networks and make use of professional contacts for the benefit of students.

Scholarly written products

The School of Kinesiology has high expectations for student scholarly written work. Student writing should reflect an appropriate level of composition skill, accepted professional writing style, and appropriate attribution.

It is important to note that the standards for scholarly writing are determined by the discipline as well as the cultural context. At the University of Minnesota, you will be expected to follow the standards and conventions of scholarly writing that prevail in the U.S.

Quality of writing. A high level of writing skill is expected of graduate students. While the program offers courses to assist students in research understanding and skills, students are responsible for attaining an appropriate level of writing skill. The University of Minnesota offers a variety of writing courses and workshops through the Center for Teaching and Learning (www1.umn.edu/ohr/teachlearn/).

The Center for Writing (www.writing.umn.edu/tww) provides face-to-face or online writing support by appointment. Staff can help you get started on papers or other writing projects, provide reader commentary on drafts, assist in learning and understanding the writing process, and teach how to revise, edit, and proofread your own work. Student Writing Support is not a proofreading service; instead, writing consultants provide instruction and guidance to help students learn how to improve their own work by providing constructive feedback and using writing resources. Students can call or make an appointment online at the Center for Writing’s Web site.

Academic dishonesty/plagiarism

A major purpose of graduate education at the University of Minnesota is to instill in each student an understanding of and capacity for scholarship, independent judgment, academic rigor, and intellectual honesty. To maintain the highest ethical standards of professional conduct and integrity, the University has articulated the complementary responsibilities of faculty and graduate students in support of intellectual honesty.

Scholastic dishonesty means plagiarizing; cheating on assignments or examinations; engaging in unauthorized collaboration on academic work; taking, acquiring, or using test materials without faculty permission; submitting false or incomplete records of academic achievement; acting alone or in cooperation with another to falsify records or to dishonestly obtain grades, honors, awards, or professional endorsement; altering, forging, or misusing a University academic record; or fabricating or falsifying of data, research procedures, or data analysis.

Students must be aware of the potential consequences of plagiarism. Any work taken from another source must be documented, and in no case should another person's work be presented as one's own. The use of exact words of others, and previous research clearly requires citation; citing another's ideas through paraphrasing or restating someone else's analysis or conclusions may be less obvious but is considered plagiarism if presented without attribution. Inadequate citations constitute plagiarism and can result in failing a course and possible dismissal from the University. If in doubt, students should check the APA Manual or consult with their professor or adviser.

Grievance policy

Students with grievance issues should consult the CEHD Grievance Procedure available from the office of Student and Professional Services (SPS) (www.education.umn.edu/SPS/default.html). Other sources of information regarding grievances include:

Senate Grievance Policy

<http://www.umn.edu/usenate/policies/stugrieve.html>

Student Conflict Resolution Center

<http://www.umn.edu/sos/>

Access to educational records

In accordance with regents' policy on access to student records, information about a student generally may not be released to a third party without the student's permission. (Exceptions under the law include state and federal educational and financial aid institutions.) Some student information—name, address, e-mail address, telephone number, dates of enrollment and enrollment status (full-time, part-time, not enrolled, withdrawn and date of withdrawal), college and class, major, adviser, academic awards and honors received, and degrees earned—is considered public or directory information. Students may prevent the release of public information. To do so, they must notify the records office on their campus.

Students have the right to review their educational records and to challenge the contents of those records. The regents' policy is available for review on the Web, at 200 Fraser Hall, Minneapolis, and at records offices on other campuses of the University.

Questions may be directed to the Office of the Registrar, 200 Fraser Hall, 612-624-1111.

Master of arts degree (Plan A and Plan B)

The information following describes how Graduate School requirements are applied in Kinesiology and Recreation, Park, and Leisure Studies programs. Please refer to the Graduate School Web site www.grad.umn.edu/ for more detailed information on requirements and procedures.

Graduate School forms are available at 316 Johnston Hall or on the Web at www.grad.umn.edu/current_students/forms/masters.html.

The School of Kinesiology offers a master of arts (M.A.) Plan A and Plan B degree in Kinesiology and in Recreation, Park, and Leisure Studies. Each degree has areas of specialization, or emphasis areas, grouped under a broader discipline.

Kinesiology

- Biomechanics/neural control
- Exercise physiology
- Human factors/ergonomics
- Motor learning/motor development
- Sport management
- Sport psychology
- Sport sociology
- Adapted physical education

Recreation, Park, and Leisure Studies

- Outdoor education/recreation
- Park and recreation administration
- Sport management

Coursework

The M.A. degree requires a minimum of 30 semester credits including 14 credits in the major field (not including master's thesis credits) and 6 credits in one or more related fields outside the major. Students may, but are not required to, pursue a minor outside of their program. The degree culminates in a thesis (Plan A, 10 credits) or research project (Plan B, 4 credits) and final oral exam.

By the end of their program of study, both master's Plan A and Plan B students must demonstrate familiarity with the tools of research or scholarship in their major field, the ability to work independently, and the ability to present the results of their investigation effectively.

Major coursework

Major course work is determined by the chosen emphasis area and includes a combination of required and optional courses. Each emphasis area has a different set of course requirements. The specific requirements for each area are available on the School of Kinesiology Web site, <http://education.umn.edu/kin/>. Students must work closely with their adviser to plan their program.

Research coursework

All M.A. students are required to take KIN 8980 or REC 8980, Graduate Research Seminar, and KIN 5981 or REC 5981, Research Methods. These courses cover ethics and the responsible conduct of research as well as quantitative and qualitative methods of research. Plan A students take 10 master's thesis credits (KIN 8777 or REC 8777) and Plan B students take 4 research project credits (KIN 8995 or REC 8995).

Minor or supporting programs

Students are required to take a minimum of 6 credits in a minor or supporting area selected by the student and adviser. However, individual departments outside the School of Kinesiology may have additional requirements for their minor. See the Graduate School Catalog for more information.

Filing the degree program

M.A. degree programs include a list of the course work for the degree and recommended graduate faculty who will serve on the examining committee. M.A. degree programs should be submitted to the Graduate School after approximately 10 credits have been taken. The degree program is first reviewed by the adviser(s), who sign off on it, then forwarded to the DGS for review and approval. The program is then forwarded to the Graduate School for final approval. The Graduate School takes six weeks to review and approve the program. The degree program transmittal form can be downloaded from the Graduate School Web site at www.grad.umn.edu/current_students/forms/masters.html. The Graduate School is currently developing an online system for degree program preparation and transmittal, which is scheduled to be available in 2008.

Filling out the Graduate School Degree Program Transmittal Form

- List the courses you have taken or plan to take to complete the program
- List the term in which you took or plan to take the course
- Check whether the courses are “major” or “other” program courses. Major courses are those courses with KIN or REC prefixes.
- List the number of credits for each course
- Total the number of credits in each category and enter the final total. Do **not** include thesis or research project credits in the total.

Selecting the committee

The examining committee is composed of, at minimum, 3 members. One member of the examining committee must represent the supporting program or minor; the others are from the major field and include the adviser. Students who declare a minor will have a minor adviser in addition to a major adviser. The minor adviser is a member of the committee, must sign the degree form, and serves on the final examining committee.

In listing proposed committee members on the Degree Program Transmittal form, the student affirms that each has been contacted and has agreed to serve on the examining committee. (Written confirmation by the committee member is not required.)

Occasionally an academic from outside the University may serve on a committee if the Graduate School agrees to confer temporary graduate faculty status to the individual. See the DGS or CGS for more information.

Making changes to the approved program

Once approved by the Graduate School, the program must be followed in every detail to meet graduation requirements. Changes to the degree program must be requested by petition and require adviser and DGS signatures. Petitions may be found on line at www.grad.umn.edu/current_students/forms/masters.html.

Approval by the Institutional Review Board for research projects

Most master's students participate in research or projects that involve work with human subjects. Before a graduate student can begin any research or collect data, the research protocol must be submitted and approved by the Institutional Review Board (Use of Human Subjects in Research Committee). The application also must be approved by a School of Kinesiology review committee before the IRB will review it. Information and forms are available at www.irb.umn.edu/applying or the Institutional Review Board (IRB) Office. The University of Minnesota and federal policies require that each project involving human subjects be reviewed with respect to: 1) the rights and welfare of the individual involved, 2) the appropriateness of the methods used to secure informed consent, and 3) the risks and potential benefits of the investigation.

Questions concerning exemptions or other aspects of human subjects research review should be addressed to the IRB, Human Subjects Committee. The Web site provides detailed information about the process and the conditions for each of the possible levels of review. There are three form/level options: a "full committee review," an "expedited review," and an "exempted review." The full review may take four to six weeks for the IRB to review and notify of their decision. The full-review option is appropriate for research designs that may involve a potential threat to the human subjects and thus may involve more deliberation.

The forms must be signed by student, adviser and department chair; no DGS signature is required. If, however, the adviser and the department chair are the same person, the College dean will need to sign the form.

Research may not be initiated until written notification of exemption is received. This includes recruiting subjects, advertising, mailing or distributing consent forms, and gathering data. Any requirements indicated in the response of the Human Subjects Committee must be addressed before commencement of the research project.

Ordering the Graduation Packet

When you are close to finishing your course work and your degree program has been approved, order a Graduation Packet from the Graduate School online at www.grad.umn.edu/current_students/forms/grad_packet/masters/confirm.html

Thesis (Plan A) or Plan B project

Master's students should work with their advisers on the structure and framework for their thesis or research project and must get approval from each committee member before beginning the project.

Student and adviser work out the schedule of the thesis/project together and the means for keeping in touch during design, conduct of research (if applicable), and writing. The adviser will determine when the paper is ready to present to the committee. When the thesis/project is completed, it is sent to each

member of the examining committee. Plan A theses are prepared in the format prescribed by the Graduate School; Plan B projects are prepared in a format set by the adviser.

Plan A. When the thesis is ready for defense, deliver the complete draft, including the abstract, to all members of the examining committee at least two weeks prior to the scheduled oral examination date. You must obtain the committee's signatures on the Thesis Reviewer's Report Form (included in the Graduation Packet) and submit the form to the Graduate School, which will generate your Final Examination Report Form immediately. (An approved Degree Program must be on file.) Bring the Final Examination Report Form to the final oral and give it to your adviser.

Plan B.: When the thesis is ready for defense, deliver the complete draft, including the abstract, to all members of the examining committee at least two weeks prior to the scheduled oral examination date. Bring the Final Examination Report Form (included in the Graduation Packet) to the final oral and give it to your adviser.

Final Oral Examination

The final oral is conducted as a closed examination, attended by the student and all examining committee members, and usually lasts around 90 minutes. (The absence of any member results in an invalid examination.) The adviser or chair of the student's examining committee coordinates the examination. Students typically give a formal summary of their project before questioning, including the purpose, framework, data analysis, major findings, and conclusions.

Scheduling the final exam

Students are responsible for scheduling the final oral examination with committee members at least one week prior to the exam. Students are responsible for securing a location for the closed exam by scheduling through the School's UMCal.

Outcome

A majority vote of the committee is required to pass the examination. A student who fails the examination may be terminated from the graduate program or may be allowed, on unanimous recommendation of the examining committee, to retake the examination, providing the reexamination is conducted by the original examining committee.

If the student passes the exam, s/he must submit the examination report to the Graduate School in 316 Johnston Hall. A copy of the examination report should be given to the CGS for the student's file.

If the committee passes the student but requires minor revisions to the paper, the committee members sign the defense form. If substantial revisions are required, signatures are withheld until revisions have been made. If the signatures are withheld, the Graduate School must be notified in writing of the revisions required within one week of the examination. The letter is written by the adviser in consultation with committee members and the student is provided with a copy. Upon approval of the revision, committee members sign the form, which is copied, filed by the CGS, then delivered to the Graduate School.

For Plan A, two bound copies of the thesis must be submitted to the Graduate School and one bound copy to the adviser. The adviser signs all copies to confirm that they are complete and that all revisions required by the examining committee have been made. Instructions for the preparation of the thesis, including format, binding specifications, and adviser's signature requirements, should be obtained from

the Graduate School, 316 Johnston Hall, or online at www.grad.umn.edu/forms. **For Plan B**, one bound copy of the project must be submitted to the adviser.

All degree requirements must be completed within seven years of the first course work in the degree program including transfer credits. A minimum grade-point average of 3.0 is required for courses included in the degree program.

Refer to the *University of Minnesota Graduate School Catalog* (www.grad.umn.edu/catalog/) for complete details about scheduling and reporting results of the final examination.

Graduation and commencement

Clearance for graduation

Degrees are awarded at the end of each month. To qualify for graduation for a particular month, a student must submit the Application for Degree form on or before the first workday of that month and must complete the examination and all other requirements (including necessary forms and fees) by the last workday of that month. Graduation instructions and necessary forms are found at www.grad.umn.edu/current_students/forms/masters.html.

Commencement ceremony

Two Graduate School commencement ceremonies are held each year, in December and May. Graduates are encouraged, but not required, to attend. To make sure their names appear in the commencement ceremony program, students must submit the commencement attendance form by the deadline specified in the Graduate School section of the Class Schedule. Commencement information can be found at www.grad.umn.edu/current_students/forms/masters.html.

[Checklist for M.A. requirements and procedures](#)

Doctor of philosophy degree

The information following describes how Graduate School requirements are applied in Kinesiology and Recreation, Park, and Leisure Studies programs—please refer to the Graduate School Web site (www.grad.umn.edu) for more detailed information on requirements and procedures.

All Graduate School forms are available at 316 Johnston Hall or on the Web at www.grad.umn.edu/forms/list.html#gssp.

The School of Kinesiology offers a doctor of philosophy (Ph.D.) degree in Kinesiology and in Education-Recreation, Park, and Leisure Studies. Each degree has areas of specialization, or emphasis areas, grouped under a broader discipline.

Kinesiology

- Biomechanics/neural control
- Exercise physiology
- Human factors/ergonomics
- Motor learning/motor development
- Sport management
- Sport psychology
- Sport sociology

Education-Recreation, Park, and Leisure Studies

- Outdoor education/recreation
- Park and recreation administration
- Sport management

Requirements and procedures for completing the Ph.D.

The Kinesiology Ph.D. degree program requires a minimum of 72 semester credits, including 48 course and 24 thesis credits. The Education-RPLS degree program requires a minimum of 86 semester credits beyond the bachelor's degree, including 24 thesis credits. A minimum GPA of 3.00 is required to maintain good standing and to graduate. At least two-thirds of all course credits must be taken A-F. Major course work is determined by the chosen emphasis area and includes a combination of required and optional courses. Each emphasis area has a different set of course requirements. The specific requirements for each area are available online at the School of Kinesiology Web site, www.education.umn.edu/kin. Students must work closely with their adviser to plan the program.

Filing the degree program

A degree program should be developed in consultation with the adviser and filed with the Graduate School at least one semester before the Preliminary Oral Examination. The form outlines the course of study, including any transfer courses, and identifies the examining committee members. The committee is made up of, at minimum, 3 major field and 1 minor, related field, or supporting program examiners. Faculty with Graduate Faculty status in the student's major field are included as major field examiners.

The minor, related field, or supporting program examiner must have Graduate Faculty status in a field outside the student's major field. The degree program is first reviewed by the adviser(s), who sign off on it, then forwarded to the DGS for review and approval. The program is then forwarded to the Graduate School for final approval. The Graduate School takes six weeks to review and approve the program. The degree program transmittal form can be downloaded from the Graduate School Web site at www.grad.umn.edu/current_students/forms/g89a.pdf.

Filling out the Graduate School Degree Program Transmittal Form

- List the courses you have taken or plan to take to complete the program
- List the term in which you took or plan to take the course
- Check whether the courses are “major” or “other” program courses. Major courses are those courses with KIN or REC prefixes.
- List the number of credits for each course
- Total the number of credits and grade received in each category and enter the final total. Do **not** include thesis credits in the total.

Transfer credits. Students may transfer courses taken as part of an M.A. or M.Ed. degree to their Ph.D. program. The decision to allow transfer courses is made by the adviser.

Selecting the committee. The examining committee is composed of, at minimum, 4 members. One member of the examining committee must represent the supporting program or minor; the others are from the major field and include the adviser. Students who declare a minor will have a minor adviser in addition to a major adviser. The minor adviser is a member of the committee, must sign the degree form, and serves on the final examining committee.

Occasionally an academic from outside the University may serve on a committee if the Graduate School agrees to confer temporary graduate faculty status to the individual. See the DGS or CGS for more information.

List your proposed committee members for the final oral examination on the cover page of the degree transmittal form. By listing committee members you are confirming that all proposed committee members have been notified and have agreed to serve on your committee. (Written confirmation by the committee member is not required.)

Making changes to the approved program. Once approved by the Graduate School, the program must be followed in every detail to meet graduation requirements. Changes to the degree program must be requested by petition and require adviser and DGS signatures. Petitions may be found on line at www.grad.umn.edu/current_students/forms/g59.pdf.

Pre-thesis and thesis credits

Pre-thesis credits. KIN 8666 and REC 8666 are Doctoral Pre-Thesis Credits. These credits are available for doctoral students who have not yet passed their preliminary oral examination but need to be registered in the Graduate School to meet requirements of agencies or departments outside the Graduate School. Doctoral pre-thesis credits are not graded. Registration for doctoral pre-thesis credits cannot be used to meet any Graduate School degree requirements other than to maintain active status.

Beginning summer 2007, the Graduate School will limit the number of credits of KIN 8666 and REC 8666 for which a doctoral student may register in any fall, spring or summer term to 6 credits. The Graduate School will also limit registrations of 8666 to two instances and 12 credits without departmental permission. With departmental consent, students may register for 8666 up to four times, for a total accumulation of 24 credits in 8666 registration. Doctoral students enrolled previous to summer 2007 will be grandfathered under this change and will be permitted to register for 8666 up to 4 times totaling 60 credits. **Pre-thesis credits should never be used by graduate assistants to maintain full-time status in order to qualify for tuition reimbursement.**

Thesis credits. All students complete the program with a minimum of 24 semester thesis credits (KIN 8888 or Educ 8888). Students may not register for thesis credits until the semester after they have passed their preliminary oral examination. Thesis credits are not graded.

Preliminary written examination

The Graduate School and the School of Kinesiology require all doctoral students to take a preliminary written examination in the major field. After completing the majority of the course work and with approval of the adviser, the preliminary written examination can be scheduled. The current preliminary written examination is a flexible, open-book exam. Students admitted prior to Fall 2007 may choose to follow, in consultation with their advisers, either the open-book exam the procedure (timed, closed-book) that was in place when they were admitted. Check with the School's Graduate Studies office for procedures related to the timed, closed-book exam.

Content and conduct: Consistent with Graduate School guidelines, this examination may cover any work completed in the major field and may include any course work fundamental to the field. Because of the highly individualized nature of Ph.D. degree programs in Kinesiology and in Education-Recreation, Park and Leisure Studies, the final content and organization of the examination question(s) are up to the discretion of the adviser and other committee members. It is the responsibility of the adviser to solicit questions from committee members, and to achieve their consensus about the final composition of the questions on the examination. The number of exam questions is at the discretion of the adviser in consultation with the full committee.

The examination is scheduled with, compiled by, and administered by the major adviser. It is conducted as a take-home, open-book examination. At the discretion of the adviser in consultation with the committee, the student will have a minimum of one week up to a maximum of four weeks to complete the exam. In preparing for this examination the student should meet well in advance with the adviser and other committee examiners members to be briefed on what might be expected on the examination and how best to prepare for it. At least 30 days prior to the exam, the adviser, on behalf of committee members, is expected to clearly convey expectations about the examination to the student, such as length and depth of response(s) expected, use of reference citations, and format in which the exam should be prepared. The committee reserves the right to submit the student's responses to electronic plagiarism detection procedures such as Turnitin.com.

The nature of the exam will be determined by the adviser in consultation with the student's committee members. The exam may consist of specific questions submitted by each of the student's examining committee members, in which case each committee member submits and grades his/her question. If the adviser in consultation with the committee feels that the student would be better served by an exam that would allow for a more integrated approach, the exam may consist of one or two questions of a broader

nature, in which case each committee member would be asked to contribute to the formation of the questions and to independently grade the exam in its entirety.

Evaluation: When the student's answers are received, the adviser copies them and distributes them to the graders along with a copy of these procedural guidelines. The graders must choose one of the following three evaluations for each question on the exam if questions were submitted independently by committee members, or provide an evaluation of the overall exam if the broader, more integrated exam was administered. Committee members then submit their written evaluations to the adviser for compilation.

- **Pass:** Acceptable answer(s); responded to all portions of the question(s) adequately and accurately as would be expected of a typical Ph.D. student in these degree programs
- **Pass with Reservations:** Marginally acceptable response(s), some inaccuracies or inadequacies that must be corrected in a manner specified by the student's adviser
- **Fail:** Did not respond to all parts of the question(s); answers were incomplete, inadequate, or inaccurate

In addition to evaluating each question or the overall exam using the above choices, graders will provide written comments about their evaluation to the adviser. The adviser summarizes these evaluations and shares the results and comments with the student.

In order for the student to pass the examination, the majority of graders must indicate that the student has passed. If more than one grader gives a Pass with Reservations grade for the examination, the adviser follows the procedures for Pass with Reservations as outlined below. If more than one grader gives a Fail grade, the student does not pass the exam and the adviser follows the procedures for Retake procedures as outlined below. The adviser shares the results with the student both verbally and in writing, and provides the summary written evaluations and a completed "Ph.D. in Kinesiology and Education: Recreation, Park, and Leisure Studies Internal Form for Reporting Preliminary Written Examination Results to DGS." Outside members are allowed to decline submitting questions for the exam. In cases where the outside committee member declines to submit questions for the exam a vote of the majority of the remaining members of the committee will be needed to pass the exam.

Pass with Reservations: If the student passes the examination with reservations, the graders are permitted one week to convey their reservations to the student in writing and inform the student of the steps required to remove them. The graders have the discretion to determine what is required for reservations to be removed. The adviser sends this notification to the DGS along with a copy of the student's exam, exam questions, and grading forms indicating grades and comments from each grader. The student has up to three months following the date of the letter to satisfy reservations. When the student has satisfied the graders' reservations, the adviser sends written notification to the student and DGS that the reservations have been removed and that the student may proceed toward the degree. The adviser completes GSF 17 indicating that the exam has been passed, signs it, and submits to the DGS for his/her signature. *The preliminary oral examination may not be scheduled until GSF 17 has been filed with the Graduate School.* If the student is unable to satisfy the committee's reservations, his or her doctoral candidacy and graduate status may be terminated by the program, or the student may be required to retake the examination, as specified below.

Retake: If the student does not pass the Preliminary Written Examination, the exam must be retaken in its entirety with a new set of questions and within six months after the date that the student receives the graders' written feedback on the exam. The retake again must be scheduled with, compiled by, and

administered by the adviser and evaluated by the original committee, unless the adviser agrees to a proposed committee substitution. Only one retake is permitted. If the student does not pass the retake exam, his or her doctoral candidacy and graduate status may be terminated by the program.

Preliminary oral examination

Students take the preliminary oral examination after completing a substantial part of the course work and passing the preliminary written examination, but before writing the dissertation. The preliminary oral is a closed examination between the student and the four committee members.

Before the oral examination can be scheduled, the Graduate School must have:

- an approved degree program form on file
- a preliminary written examination report form indicating that the student has passed the exam

The student is responsible for scheduling the preliminary oral with the committee members and with the Graduate School (316 Johnston Hall) at least one week in advance. Preliminary oral examinations should not be scheduled during the summer unless the members of the assigned committee can be assembled without substitution.

The examination covers the major field and the minor field or supporting program, and may include a discussion of plans for thesis research. Immediately after the examination, the candidate is excused from the room and a written secret ballot is taken before discussing the examination. Following the discussion, a final vote is taken, and the participants sign the report form, which is returned to the Graduate School (316 Johnston Hall) no later than the first workday after the examination. More detailed information about the examination and the possible outcomes can be found in the Graduate School Catalog at www.grad.umn.edu/catalog.

Possible outcomes to the preliminary oral examination include pass, pass with reservations, or fail. If the student passes with reservations, he or she is informed immediately, and the committee must outline their reservations and the steps the student must take to remove them within one week. If the student fails, the committee may unanimously recommend that the student retake the examination at least 10 weeks later, provided the original examining committee conducts the retake.

Doctoral candidacy is established when the preliminary oral examination is passed, including a pass with reservations, and the five-year time limit for degree completion begins.

The preliminary examination committee officially dissolves after the written and oral examinations have been successfully completed. A new committee is proposed for the final oral examination (dissertation defense), though its members are often the same as those who served on the preliminary examination committee.

Approval by the Institutional Review Board for Research Projects

Before a graduate student can begin any research or collect data, the research protocol must be submitted and approved by the Institutional Review Board (Use of Human Subjects in Research Committee). The application also must be approved by a School of Kinesiology review committee before the IRB will review it. Information and forms are available at www.irb.umn.edu/applying or the Institutional Review Board (IRB) Office. The University of Minnesota and federal policies require that

each project involving human subjects be reviewed with respect to: 1) the rights and welfare of the individual involved, 2) the appropriateness of the methods used to secure informed consent, and 3) the risks and potential benefits of the investigation.

Questions concerning exemptions or other aspects of human subjects research review should be addressed to the IRB, Human Subjects Committee. The Web site provides detailed information about the process and the conditions for each of the possible levels of review. There are three form/level options: a “full committee review,” an “expedited review,” and an “exempted review.” The full review may take four to six weeks for the IRB to review and notify of their decision. The full-review option is appropriate for research designs that may involve a potential threat to the human subjects and thus may involve more deliberation.

The forms must be signed by student, adviser and department chair; no DGS signature is required. If, however, the adviser and the department chair are the same person, the College dean will need to sign the form.

Research may not be initiated until written notification of exemption is received. This includes recruiting subjects, advertising, mailing or distributing consent forms, and gathering data. Any requirements indicated in the response of the Human Subjects Committee must be addressed before commencement of the research project.

Ph.D. thesis

The thesis must demonstrate the student’s originality and ability for independent investigation, and the results of the research must constitute a contribution to knowledge. The thesis must exhibit the student's mastery of the literature in the subject area and familiarity with the sources. The subject matter must be presented with a satisfactory degree of literary skill. The student works closely with the adviser(s) to develop a dissertation topic and design the research.

The Thesis Proposal form must be filed with the Graduate School no later than the first semester after the student passes the preliminary oral examination. Before beginning any research, the research protocol must be submitted and approved by the Institutional Review Board.

Dissertation or thesis proposal and review

The thesis proposal is submitted to the thesis panel for review once the adviser has approved the thesis title and preliminary proposal. Suggested contents of the thesis proposal include the following:

- *Title*. Summarizes the main idea of the study in no more than 15 words.
- *Introduction*. Includes a statement of the problem, background and rationale, and statement of specific research questions or hypotheses.
- *Method*. Includes a description of the proposed subjects and site for the research, materials or instruments to be used, and the proposed procedures for data collection and analysis.
- *Preparation and qualifications for conducting the research*. Includes a description of your qualifications for dealing with both the content and methodology of the study. Include relevant course work, independent reading, experiential background, and involvement with previous studies on the topic.
- *References*. Lists the references for sources cited in the proposal, following a consistent style such as the [APA Style Manual](#).

The student schedules a meeting with the reviewers to discuss the proposal. Together they agree on the final proposal, content, and scope of the dissertation. Revisions and additional meetings may be required. The Thesis Proposal Form is submitted to the Graduate School and the chair of the final oral examining committee is assigned. The chair must be a full member of the graduate faculty and cannot be the student's adviser.

Submitting the Thesis Proposal Form

No later than the first semester after passing the preliminary oral examination, students must submit a Thesis Proposal Form to the Graduate School, 316 Johnston Hall. The form must include the proposed thesis title and a 250-word summary of the proposal, describing the research and methods for the project. At this time the student identifies the final oral examining committee, the chair of the final oral examining committee, and the thesis reviewers. The form must be signed by the adviser(s) and forwarded to the DGS for final approval and submission to the Graduate School.

Alternative to the traditional dissertation

Although most students at the University complete traditional dissertations (i.e., a single and extensive quantitative and/or qualitative study described in detail in a five or six-chapter dissertation), students have the option of proposing an alternative format to the traditional dissertation. This may include a series of studies completed during the Ph.D. program and possibly published previously by the student.

The Graduate School allows the thesis to include materials that students have published while University of Minnesota graduate students, provided the research was carried out under the direction of the graduate faculty and approved by the adviser for inclusion in the thesis. Such publication is welcomed as the best demonstration of quality in a student's research, and the Graduate School encourages the practice. The adviser should notify the Graduate School in writing of the intention to publish part of the thesis material, but the Graduate School's approval is not required.

Should a student decide to propose an alternative to the traditional dissertation, s/he must develop a written proposal and present it to the examining committee and DGS for review, discussion, and approval. In addition, the student should contact the Graduate School for information on format and presentation of an alternative thesis.

Final oral examination

To be eligible for the final oral examination, a student must have:

- completed all work on the official Doctoral Degree Program Form, including the language requirement, if any;
- passed both the written and oral preliminary examinations;
- filed an approved thesis proposal on file with the Graduate School;
- maintained active status;
- satisfied the thesis credit requirement
- filed the signed Thesis Reviewer's Report Form on file with the Graduate School (certifying that the thesis is ready for defense)

Thesis Reviewer's Report Form

When the student has completed the thesis and determines, with adviser approval, that it is ready for defense, he/she circulates the thesis to the thesis readers, giving them at least two weeks to review. The

Thesis Reviewer's Report Form must be signed by each reviewer certifying that the thesis is ready for oral defense. This form is then submitted to the Graduate School and the final oral may then be scheduled.

Scheduling the final oral examination

The student must schedule the examination at least one week in advance with both the committee and the Graduate School (see [Clearance for graduation](#)). Contact the CGS in 223B Cooke for assistance in scheduling a room for the defense. The Graduate School will forward the Final Oral Examination Report Form to the chair of the examining committee. If difficulties are apparent, the Graduate School staff will contact the student immediately.

NOTE: A minimum of ten weeks must intervene between the preliminary oral and the final oral examinations. Also, the final oral should not be scheduled during the summer unless the committee members can be assembled without substitution.

The final oral examination is limited to three hours and consists of a seminar in which the candidate presents the thesis. The scholarly community is invited to attend. The exam is followed by a closed meeting between the candidate and the examining committee. A formal vote of the committee is taken. To be recommended for the award of the doctoral degree, candidates must receive a vote with no more than one dissenting member of the examining committee. Refer to the [Graduate School Catalog](#) online for detailed information about possible outcomes. If the student has clearly passed or clearly failed the examination and all members have signed the Final Examination Report Form, the report form must be returned to the Graduate School no later than the first workday following the examination.

The adviser is responsible for working with the student to ensure the inclusion of appropriate modifications and required revisions, if any, in the final thesis. The Final Oral Examination Report Form should not be signed and submitted to the Graduate School until all revisions have been made. A copy should be given to the CGS in 223B Cooke.

Changes in the final oral examining committee

Substitutions on the final oral examining committee may be necessitated by such circumstances as a faculty member's temporary absence or leave from the University. The adviser or the DGS must request the Graduate School's approval of such substitutions well in advance of the examination. Substitutions necessitated by emergency situations must also be approved in advance. In such cases, the committee chair should consult with the Graduate School staff by telephone before the start of the examination.

Refreshments at final oral examinations

NOTE: Effective 11/08, the School will no longer provide food at final oral exams. Students are asked to not bring food to their final orals.

The School of Kinesiology has the following policy in regard to providing food for committee members during the final oral examination:

- The student will not provide food before or during the examination
- The School will provide beverages at all final orals (coffee, juice, sodas, depending upon the time of day scheduled)
- If the exam is scheduled over the lunch hour, the School may provide a light lunch, e.g., bagels and cream cheese, fruit, and beverages

The adviser or student will make arrangements with the Graduate Studies office to provide the food. The student is free to provide food to share in celebration with family, friends, and colleagues *after* the final oral examination is completed.

Award of the degree

Before the degree is awarded, one unbound copy of the final dissertation must be submitted to the Graduate School and one bound copy to the adviser. The adviser signs both copies to verify that they are complete and satisfactory and that all revisions required by the final examining committee have been made.

Instructions for the preparation of the thesis, including format specifications and adviser's signature requirements, can be obtained from the Graduate School or online at www.grad.umn.edu/forms.

Graduation and commencement

“Graduation” is often confused with “commencement.” However, they are different milestones and have different deadlines and procedures. While the Graduate School degrees are awarded monthly, commencement is held only twice a year, in December and May.

Graduation

All Graduate School requirements must be completed by the last working day of the intended month of graduation. To graduate at the end of a particular month students must:

- Submit their Graduate School Application for Degree form to the Student Service Center in 200 Fraser on or before the first workday of the month.
- Complete all other requirements by the last workday of the month.

Graduating before the end of the term may affect eligibility for student loans, housing, etc. Check with the appropriate office if you have questions on eligibility.

Commencement

If you wish to participate in commencement, the Commencement Attendance Approval Form in the Graduation Packet must be submitted by a date set by the Graduate School. The form must be signed by the adviser and the DGS. The adviser's signature indicates that the thesis draft has been completed and that student is ready for but may or may not have taken the final oral exam.

Attending the ceremony does not imply that you have officially graduated. For information on the ceremony, go to www.bookstore.umn.edu/grad/commencement.html.

[Checklist for Ph.D. requirements and procedures](#)