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1. DEPARTMENT OF KINESIOLOGY OVERVIEW

1.1 The Department of Kinesiology

Welcome to graduate study in the Department of Kinesiology. The Department offers strong, specialized research and professional programs. It is up to you to take full advantage of the opportunities available. Please keep in mind that graduate education is more than course work, that interaction with other graduate students is an important aspect of your experience, and that you will want to seek opportunities to work with many faculty members. We hope you will enjoy your work and gain from your experience.

We take pride in the fact that all graduate programs are individually tailored. Students' concerns come first. **However, you will need to accept responsibility for your own progress, requesting advice and assistance as needed.** Checklists for each degree are at the back of this handbook to help you chart your progress and meet deadlines.

1.2 The College of Education and the Graduate School

The Department of Kinesiology is part of the College of Education (https://coe.uga.edu/). The College of Education coordinates and provides administrative support for the activities of its departments and allocates funds to support their activities. However, the Department works directly with the Graduate School in carrying out its graduate programs. The Graduate Coordinator and assistant, Dr. Michael Schmidt and Bradley Holmes, are the official liaisons between the Department and Graduate School.

1.3 Department of Kinesiology Graduate Programs

All graduate programs at the University are offered and coordinated by the Graduate School. As a graduate student, you are a member of the Graduate School even though the program you are enrolled in is within the Department of Kinesiology. Information about the Graduate School and deadlines can be found on the web at http://grad.uga.edu/.

1.3.1.1 Department Graduate Programs Office

The main Graduate Program Office for the Department of Kinesiology is in Room 313 of the Ramsey Center. The Graduate Program Assistant works with the Graduate Coordinator to complete the following duties: receive applications for admission, maintain Department copies of student records, process forms to the graduate school, advise students, and assist students with registration.

Graduate Coordinator - Dr. Michael Schmidt (schmidtm@uga.edu), 115J Ramsey
Graduate Program Assistant – Bradley Holmes (bholmes3@uga.edu), 313 Ramsey
1.3.1.2 Graduate Student Advisory Committee

The Department of Kinesiology’s Graduate Student Advisory Committee consists of seven graduate students from differing specializations and degree tracks. The committee serves to enhance communication and feedback amongst the department, develop community across programs, and provide leadership opportunities and recognition for members. Students are asked to serve one year terms. Representation is determined using the structure below.

<table>
<thead>
<tr>
<th>Doctoral Students</th>
<th>Master’s Students</th>
</tr>
</thead>
<tbody>
<tr>
<td>Biomechanics and Athletic Training (1)</td>
<td>Clinical Exercise Physiology and Strength, Conditioning, and Fitness (1)</td>
</tr>
<tr>
<td>Motor Behavior and Exercise Psychology (1)</td>
<td>Sport Management and Policy (1)</td>
</tr>
<tr>
<td>Exercise Physiology (1)</td>
<td></td>
</tr>
<tr>
<td>Sport Management (1)</td>
<td></td>
</tr>
<tr>
<td>Sport Pedagogy (1)</td>
<td></td>
</tr>
</tbody>
</table>

1.4 Department of Kinesiology Faculty

Department faculty involved with graduate education are highly productive in research across many specialized areas of kinesiology. The general research interests of faculty involved with the department’s graduate programs can be found on Kinesiology’s directory website (https://coe.uga.edu/directory/list/departments/kinesiology). An organizational chart of the department’s faculty per area of emphasis can also be found below.

<table>
<thead>
<tr>
<th>Department Head: Dr. Janet Buckworth</th>
</tr>
</thead>
<tbody>
<tr>
<td>Area of Emphasis</td>
</tr>
<tr>
<td>--------------------------------------</td>
</tr>
<tr>
<td><strong>Exercise Science</strong></td>
</tr>
<tr>
<td>Program Coordinator: Chris Mojock</td>
</tr>
<tr>
<td><strong>Physical Education</strong></td>
</tr>
<tr>
<td>Program Coordinator: Dr. Bryan McCullick</td>
</tr>
<tr>
<td><strong>Sport Management and Policy</strong></td>
</tr>
<tr>
<td>Program Coordinator: Dr. James Zhang</td>
</tr>
</tbody>
</table>
2. GRADUATE PROGRAM PROCESSES AND POLICIES

2.1 Academic Honesty

Students at the University of Georgia are expected to conform to the University Honor Code and Academic Honesty Policy. All academic work must meet the standards contained in “A Culture of Honesty”. Students are responsible for informing themselves about these standards before performing any academic work. “A Culture of Honesty” may be viewed at the following website: https://honesty.uga.edu/Academic-Honesty-Policy/.

2.2 UGA Email Account

Students are required to have a University of Georgia e-mail account and to check their e-mail on a regular basis. Many important messages from the Graduate School are sent to your UGA email account. This account is required to be your primary method of communication for university-related business.

2.3 General Graduate School Degree Requirements

The following are key points excerpted from University of Georgia Graduate School Bulletin. See http://grad.uga.edu/index.php/current-students/policies-procedures/graduate-bulletin/graduate-bulletin-a-c/ for complete information.

- A cumulative average of 3.0 for all graduate courses must be maintained on the program of study used to satisfy degree requirements, and no grade below C will be accepted.
- All course work credited toward any graduate degree must be completed within six years. Extension of time may be granted only for conditions beyond the control of the individual.
- Master’s degree students may apply to transfer credit for graduate courses. No more than 6 hours may be transferred, and these courses must have been taken in the past six years. No grade below B may be transferred. Doctoral students may not transfer credit.
- Non-degree students who are later admitted as prospective degree candidates may apply up to 9 hours of course work taken in non-degree status toward a graduate degree program, subject to the approval of the major professor, the departmental graduate coordinator, and the dean of the Graduate School.
- All Incomplete grades must be removed within two semesters following assignment. When an Incomplete is not removed after two semesters the "I" automatically becomes an "F". After two semesters have expired, any request for change of grade will be approved only under exceptional circumstances. Any such request must be accompanied by a letter of justification from the instructor and approval from the head of the department in which the course was taught. It is the student’s responsibility to monitor the two-semester deadline.
- A student will not be allowed to graduate with an Incomplete grade on his/her transcript if conversion of the Incomplete to another letter grade will drop the student's grade point average below the 3.0 grade point average required for graduation.
- Graduate students must register for a minimum of 3 hours for at least two semesters in each academic year (fall, spring, and summer). If a student misses more than one semester, they must reapply for admission to the Graduate School.
- Students must be registered for at least three semester hours during the semester in which
they are completing all degree requirements.

- **NOTE, this requirement is commonly overlooked by students and faculty.** Students must file an application for graduation no later than the Friday of the second full week of classes (except for summer which will be due after the first full week) the semester of the anticipated graduation. The application must be sent to the Graduate School. If a student misses this deadline, the student will either graduate a semester later or pay a $50.00 late fee and graduate on time. Petitions are not always approved. **Check the Graduate School web page regularly for deadlines** (http://grad.uga.edu/index.php/current-students/important-dates-deadlines/).

2.4 Advisement

Students will be assigned to a major professor or advisor upon admission or prior to the first term of enrollment. The major professor, in conjunction with the student, is responsible for:

- Formulating the program of study and submitting the appropriate course registration form each semester to clear the student to register
- Monitoring completion of academic deficiencies, probation, incompletions, degree status difficulties, etc.
- Approving course overloads
- Filing transfer credit, Preliminary Program of Study, Formal Program of Study, Admission to Candidacy and other forms in accordance with Graduate School and Departmental regulations

Master’s non-thesis students within the Sport Management and Policy specialization will be advised by Bradley Holmes, the program’s staff advisor, in conjunction with Dr. James Zhang as the major professor.

2.5 Registration

- Students are responsible for contacting their assigned major professor to plan their course schedule prior to each semester. After their advisement meeting with their major professor, graduate students need to be cleared by the Graduate Program Assistant (Bradley Holmes) before registering each semester. To do so, students are required to submit a Graduate Student Registration form. The registration form and accompanying instructions can be found here: https://ugeorgia.qualtrics.com/jfe/form/SV_7Uv1eGsZBjoPLTv
- To ensure minimum scheduling problems, students should work with their major professor to complete a Tentative Program of Study as soon as possible. This will facilitate registration for courses not regularly offered each semester. See Degree Descriptions for deadlines for filing Tentative, Preliminary and Formal Programs of Study.
- The University utilizes a computerized registration system, Athena. Students may access Athena on or off campus.
- Credit for assistantship experience will be obtained by registering for KINS 7005 (masters) or KINS 9005 (doctoral). Students on an assistantship outside of the department must send the Graduate Program Assistant a copy of their assistantship offer letter to verify their eligibility to enroll in the course. The maximum load is 18 hours.
- Students who are enrolling in internship/practicum courses must propose their site using the department’s experiential learning application before receiving access to the course(s). The
application can be found here under ‘For Graduate Students’. The University of Georgia requires a signed Memorandum of Understanding (MOU) between the university and all external internship/practicum sites. As this can take several months to initiate and complete, students should meet with their major advisor well in advance to start the proposal process.

- Courses may be dropped or added through the first several days of a semester. Please reference the academic calendar for specific dates (http://www.reg.uga.edu/calendars).
- The maximum course load for a semester is 18 credit hours. The minimum course load for a semester is 3 credit hours. **Graduate assistant registration requirements** can be found in section 3.2 of this document. Permission to exceed the maximum course load is not granted during the summer semester. For more information, visit the following website: http://grad.uga.edu/index.php/current-students/policies-procedures/academics/enrollment-policy/course-load/

### 2.6 Required Forms

Specific forms must be filed with the Graduate School and/or the Department of Kinesiology as students progress through the graduate program. Descriptions of these forms and their due dates are listed in the checklists for the degree programs provided at the end of this handbook. **The responsibility to file these forms on time rests with the student.**

Most of the forms required by the Graduate School are available at http://grad.uga.edu/index.php/current-students/forms/. It is the responsibility of the student to obtain, complete, and print the appropriate forms and to obtain any required signatures. Type the names of faculty members and the Graduate Coordinator in places where they will sign the form. Give completed forms to the graduate program office (313 Ramsey). **Do not send forms directly to the Graduate School.** A summary of required forms is listed below.

<table>
<thead>
<tr>
<th>Degree Track</th>
<th>Required Forms</th>
</tr>
</thead>
</table>
| MS non-thesis| - Program of Study (Non-Doctoral Professional Degrees Program of Study)  
- Kinesiology Final Exam Form (located on Kinesiology’s intranet) |
| MS thesis    | - Advisory Committee for Master of Arts and Master of Science Candidates  
- Program of Study for Master of Arts and Master of Science Candidates  
- Thesis Defense and Final Examination Approval for MS thesis  
- Electronic Thesis and Dissertation (ETD) Submission Approval |
| PhD          | - Preliminary Program of Study  
- Advisory Committee for Doctoral Candidates  
- Prospectus Approval (located on Kinesiology’s intranet)  
- Final Doctoral Program of Study  
- Application for Admission to Candidacy  
- Dissertation Defense and Final Examination Approval  
- Electronic Thesis and Dissertation (ETD) Submission Approval |
2.7 Requirements for MS non-thesis Degrees

The M.S.-non-thesis in Kinesiology is a professional program designed to provide advanced training in specialized areas of kinesiology for students who do not plan to conduct research as part of their career and do not plan to continue for a Ph.D. A minimum of 36 semester hours of course work is required. The Department requires that a course in research methods (KINS 7150 or equivalent) be taken as part of your program of study. Non-thesis students must also complete a final exit exam in accordance with their specialization. For more information, see the degree checklists in the appendix and the Graduate School’s bulletin page for professional Master’s degrees: http://grad.uga.edu/index.php/current-students/policies-procedures/academics/types-of-degrees-offered/professional-masters-degrees

2.8 Requirements for MS thesis degrees

The M.S. in Kinesiology programs are designed to provide an opportunity to pursue research and advanced scholarly activity in specialized areas of kinesiology. The Department requires that the program of study for the M.S. include a course in research methods (KINS 7150 or equivalent) and one additional research course (a course in statistics or qualitative research methods) appropriate for the student’s research. A minimum of 30 hours of coursework is required for degree completion, including 3 credits of KINS 7300 (Master’s Thesis). For more information, see the degree checklists in the appendix and the Graduate School’s bulletin page for Master’s degrees: http://grad.uga.edu/index.php/current-students/policies-procedures/academics/types-of-degrees-offered/masters-degrees/

2.8.1.1 Advisory Committee Instructions

The master’s advisory committee must consist of a minimum of three members. The chair and at least one other member must be members of the graduate faculty of the University of Georgia. The third member may be a member of the graduate faculty or a person with a terminal degree holding one of the following ranks at the University of Georgia: professor, associate professor, assistant professor, public service assistant, public service associate, senior public service associate, assistant research scientist, associate research scientist, or senior research scientist. A UGA employee who holds one of these ranks or who holds a terminal degree in his/her field may be appointed as a third member upon approval by the departmental graduate faculty and the dean of the Graduate School. The third member can also be a non-UGA faculty member with a terminal degree in his/her field of study. No more than one non-UGA committee member may be appointed as a voting member. If there are more than three members on the committee, a majority of graduate faculty members must be maintained. Co-major professors count as one graduate faculty member. The committee will be recommended to the dean of the Graduate School by the graduate coordinator after consultation with the student and faculty members involved. Once the committee is established, submit the Advisory Committee Form in Grad Status (https://gradstatus.uga.edu/Forms/G130). Non-UGA faculty will require submission of a CV and letter of justification from the major professor.
2.8.1.2 Thesis Approval and Defense

Committee meetings for examinations and defense of the thesis must be scheduled during the time that classes are in session (not during final exam days, vacations, or breaks between semesters). When the major professor is satisfied with the completed thesis, he/she will certify that it has his/her approval and is ready to be read. The major professor will then distribute copies of the thesis to the remaining members of the advisory committee, and will schedule a final oral defense and notify the Graduate School through the Graduate Coordinator’s office (kins@uga.edu) at least two weeks before the defense date. The Graduate School will then announce the time and place of the thesis defense to the University community. Committee members should be given at least one week to read and evaluate the completed thesis prior to the defense. Students are expected to present their research to Department faculty and graduate students prior to their formal oral defense. The defense of the thesis will be chaired by the student's major professor. All but one of the student’s advisory committee must approve the thesis and oral defense and must certify their approval in writing. The results of the thesis defense must be reported to the Graduate School at least two weeks prior to graduation.

2.8.1.3 Thesis Format

The format of the thesis must conform with the style manual or guide approved by the department and the Graduate School, as well as with the Graduate School dissertation and thesis manual. For guidelines, visit the following website: http://grad.uga.edu/index.php/current-students/policies-procedures/theses-dissertations-guidelines/theses-and-dissertations-overview/

2.9 Requirements for PhD degrees

The Ph.D. in Kinesiology programs are designed to provide the opportunity to pursue research and scholarly activities beyond the point possible in master’s degree programs. These programs prepare students for careers involving research in colleges and universities, government, or business and industry. Requirements for the Ph.D. are outlined on the Graduate School’s bulletin: http://grad.uga.edu/index.php/current-students/policies-procedures/academics/types-of-degrees-offered/doctor-of-philosophy-phd/doctor-of-philosophy-programs-of-study/.

In addition, the Department has the following requirements for its Ph.D. programs:

KINS 8990 Research Seminar in Kinesiology: Research seminars in the student’s area of specialization are required for a minimum of four total credit hours.

Research Tool Requirement: Doctoral students in Kinesiology must complete a two-course sequence at the 7000-level or above in statistics (e.g., ERSH 8310 and 8320, or equivalent) or qualitative methods (e.g., QUAL 8400 and 8410, or equivalent). If the student has the equivalent of these courses upon admission, higher level courses can be taken. At least the second course in the sequence, or a course for which it is a prerequisite, must be taken on this campus. A grade of “B” or better must be obtained in the second course or course for which it is a prerequisite.
Research Experience in Lieu of Master’s Thesis: If a student is admitted to the Ph.D. program with a master’s degree but without having completed a master’s thesis, or admitted to the Ph.D. program with a bachelor’s degree but no master’s degree, the student must conduct or contribute in a substantial way (planning, data collection, data analysis, writing manuscript) to a research study prior to approval of the dissertation prospectus. A manuscript based on the research must be submitted to a scholarly publication. This requirement provides an initial, in-depth research experience prior to commencing the dissertation project.

2.9.1.1 Advisory Committee Instructions

The committee must consist of a minimum of three graduate faculty members. Provisional graduate faculty may serve in the same capacity as regular graduate faculty but cannot serve as chair or co-chair of the committee. Additional voting members may be appointed to the committee, including no more than one non-UGA faculty, who must hold the terminal degree in their field of study. If there are more than three members, there must be greater than 50% graduate faculty representation. The committee will be recommended to the dean of the Graduate School by the graduate coordinator after consultation with the student and faculty members involved. Once the committee is established, submit the Advisory Committee Form in Grad Status (https://gradstatus.uga.edu/Forms/G130). Non-UGA faculty will require submission of a CV and letter of justification from the major professor.

The advisory committee, in consultation with the student, is charged with planning the student’s program of study. It is also charged with approving the program of study, arranging the comprehensive written and oral examinations, approving a subject for the dissertation, approving the completed dissertation, and approving the student’s defense of his or her research. The committee should advise the student of required research skills and other requirements.

Departmental recommendations for the advisory committee, and any replacements, shall be determined by procedures approved by a majority of the graduate faculty of the department.

2.9.1.2 Comprehensive Examinations

Doctoral students must pass formal, comprehensive written and oral examinations before being admitted to candidacy. The purpose of these examinations is to assess: (a) the breadth of knowledge in Kinesiology, (b) the breadth and depth of knowledge and familiarization with the literature in their area(s) of specialization and research, (c) knowledge of research methods and procedures, and (d) oral and written communication skills.

Students are required to choose one of two options to conduct the comprehensive examinations. Permission for either option must be approved by the student’s advisory committee. The advisory committee has the ultimate authority regarding which comprehensive examination option the student will take although the advisory committee should consult with the student in making its decision. If a student fails in part or in whole the comprehensive examinations, a re-examination may be requested by the student and recommended by the advisory committee. At least
one semester of additional preparation is required before any re-examination.

**Option 1: Traditional Approach**

This option involves formal written and oral examinations covering courses in the specialization, research, methodology, and cognate areas. There is no prescribed content or format for the written and oral exam. This is determined by the doctoral committee members and will vary depending on the make-up of the committee and the candidate’s background and interests. All types of questions are appropriate, including definitions, short-answer, discussion/essay, analysis of case studies, problem solving, experiment design, and evaluation of research. Oral exams often include, but are not limited to, questions not answered or not answered well on the written exam. Candidates should not assume the format or content of their written or oral exam will be the same as that of other candidates.

To prepare for the written and oral exams, doctoral candidates should meet with each committee member well in advance (3-6 months) to discuss expectations or specific preparation needed for the examination. Committee members may or may not provide specific direction for study. Students should be aware that agreement on certain topics for examination does not necessarily mean these will be the only topics examined.

**Written Comprehensive Examinations**

This examination is administered by the advisory committee on dates recommended by the major professor and approved by the graduate coordinator and must be scheduled during the time that classes are in session (not during final exam days, vacations, or breaks between semesters). The major professor will notify the Graduate Coordinator’s office (kins@uga.edu) of the preferred dates at least 2 weeks prior to the written examination.

- The examination will usually require approximately 20 hours over a 3-5 day period.
- The examination will be prepared and approved in advance by the advisory committee.
- The examination will be evaluated by the entire advisory committee. A single grade of pass or fail will be reported to the major professor by each examiner. Regardless of committee size, only one negative vote is allowed for a student to pass the examination. The results will be reported to the student, the committee and the graduate coordinator by the major professor.
- A student who fails the written preliminary examination may be scheduled for reexamination once only.
- Mechanics of Administration - The student may sit for the examination during the regular University workday (8:00 a.m. - 5:00 p.m.) as determined by the major professor.
- The student is permitted to bring to the examination area a dictionary, thesaurus, and other tools which could be of assistance in aiding writing style and clarity.
- The student should use a computer to complete the exam.

**Oral Comprehensive Examination**

After the written preliminary examination is passed, the oral comprehensive examination is given. The oral comprehensive examination is open to all members of the faculty and shall be
announced by the Graduate School. The Graduate Coordinator’s office (kins@uga.edu) must be notified at least two weeks in advance of the date, time, and location of the oral comprehensive examination so that the UGA Graduate School can post the required university-wide announcement. The examination will be scheduled within one month following notification of successful completion of the written preliminary examination.

- The content of this examination will be based on the expectations of doctoral students described above, and must not be replaced by consideration of the dissertation prospectus, which is considered at a separate meeting.
- Each member of the advisory committee will cast a written vote of "pass" or "fail". Regardless of committee size, only one negative vote is allowed for a student to pass the examination.
- The results will be reported by the major professor to the departmental graduate coordinator who will forward a formal report to the Graduate School.
- A student who fails the oral comprehensive exam may schedule a reexamination once only.

**Option 2: Research Project Approach**

For this option, students will conduct two research projects that cover both major and cognate course subjects (nicknamed ‘mini-dissertation’) as a substitute for the written comprehensive exam. Project One is a conceptual paper entailing a comprehensive review of literature and identification/development of a theoretical framework(s). Project Two is an independent investigation that involves an empirical inquiry entailing original data collection, data analyses, and manuscript preparation for submission to a scholarly journal. Both Project One and Project Two must be submitted together to the advisory committee in written format and, if deemed satisfactory, subsequently defended in an oral examination. During the oral examination, the advisory committee may ask questions directly related to the two projects and/or course work that support the topic area of these projects. Similar to those evaluation procedures required for traditional written and oral examinations, the written document(s) and the oral examination are evaluated respectively with ‘pass’ or ‘fail’ criteria set forth by the student’s advisory committee members. One key evaluative component is that the written document reflects only the student’s work – not faculty rewriting. A student who fails the written document or oral examination may be scheduled for re-examination only. The re-examination should be scheduled only when substantial improvement has been made. The Graduate Coordinator’s office (kins@uga.edu) must be notified at least two weeks in advance of the date, time, and location of the oral comprehensive examination so that the UGA Graduate School can post the required university-wide announcement. When choosing Option 2, a student is required to take at least 3 credit hours of KINS9000.

2.9.1.3 **Dissertation Planning**

Students pursuing a doctoral degree must present a dissertation on a subject connected with their major field of study. The dissertation must represent originality in research, independent thinking, scholarly ability, and technical mastery of a field of study. Its conclusions must be logical; its literary form must be acceptable; and its contribution to knowledge should merit publication.

It is most important that the persons who serve on the advisory committee at the time the dissertation research is undertaken be those faculty members most knowledgeable in the areas of the student’s research. They should be selected irrespective of their departmental affiliation. Sometimes it
will be appropriate for the membership of the advisory committee to remain unchanged during a student's entire doctoral program while at other times changes in the original committee will be necessary.

The major professor has the primary responsibility for guiding research but the student should consult all members of the advisory committee to draw upon their expertise in relevant areas. After admission to candidacy, students must register for a minimum of three hours of dissertation credit for each of two semesters (and a minimum total of 10 hours). They must register for a minimum of three semester hours in any semester they use University facilities and/or staff time.

2.9.1.4 Examination of the Dissertation Prospectus

Committee meetings for examinations and defense of the dissertation must be scheduled during the time that classes are in session (not during final exam days, vacations, or breaks between semesters). When the major professor certifies that the dissertation prospectus is satisfactory, it must be formally considered by the advisory committee in a meeting with the student. Normally, this meeting will take place before data are collected for the dissertation. In the event that data must be collected before the thesis prospectus is prepared because (1) pilot data are needed, (2) the study is part of a grant, or (3) research participants are available, etc., an informal meeting with the advisory committee should be held to obtain committee approval for the general aims and procedures of the proposed research.

The student will provide copies of the prospectus to all members of the committee at least one week prior to the examination. Approval of the prospectus signifies that members of the advisory committee believe that it proposes a satisfactory research study. Approval of the prospectus requires the agreement of all but one of the members of the advisory committee as endorsed by their signatures on the appropriate form which, together with this approved prospectus, is filed with the graduate coordinator. The review and approval of the dissertation prospectus may not take the place of the comprehensive oral examination.

2.9.1.5 Dissertation Approval and Defense

Committee meetings for examinations and defense of the dissertation must be scheduled during the time that classes are in session (not during final exam days, vacations, or breaks between semesters). When the major professor is satisfied with the completed dissertation, he/she will certify that it has his/her approval and is ready to be read. The major professor will then distribute copies of the dissertation to the members of the advisory committee, and will schedule a final oral defense and notify the Graduate School through the Graduate Coordinator’s office (kins@uga.edu) at least two weeks before the defense date. The Graduate School will then announce the time and place of the defense of the dissertation to the University community. The committee members will have at least one week to read and evaluate the completed dissertation. Prior to the final oral defense (usually just before), students are expected to present their research to Department faculty, graduate students, and the University community. The defense of the dissertation will be chaired by the student's major professor. All but one of the student’s doctoral advisory committee must approve the dissertation and defense and must certify their approval in writing. The results of the defense of the dissertation must be reported to the Graduate School at least two weeks prior to graduation.

The approved, completed dissertation must be submitted to the Graduate School. The Department of Kinesiology requires electronic submission, with bound paper copies for the Department and
2.9.1.6 Dissertation Format

The format of the dissertation will be in conformity with the style manual or guide approved by the student’s department, as well as with the Graduate School Style Manual. The Publication Manual of the American Psychological Association (6th edition, 2009; see http://www.apastyle.org/manual/index.aspx) is the default style manual used by the Department of Kinesiology. Documentation and format must be consistent throughout the dissertation. For guidelines, visit the following website: http://grad.uga.edu/index.php/current-students/policies-procedures/theses-dissertations-guidelines/theses-and-dissertations-overview/

2.9.1.7 Annual Review of Doctoral Students

The progress of doctoral students toward completion of their degrees will be evaluated annually by their major professor and the Kinesiology Graduate Program Office. This evaluation is conducted to advise students as to the feasibility of continuing in the program, and their continued eligibility for State-funded graduate assistantship support. The department uses the Graduate School criteria for academic probation and dismissal as the minimum criteria for satisfactory academic progress (see http://grad.uga.edu/index.php/current-students/policies-procedures/academics/probation-and-dismissal/). The policy on continuing graduate assistantship support is detailed in the section on Graduate Assistantships and Financial Aid. Following this review, students will be informed in writing on their progress toward degree completion.

2.10 Areas of Emphasis

The Department of Kinesiology has a single graduate major, Kinesiology, under the MS, MS non-thesis and PhD degrees. Within these degree programs, there are three broad disciplinary specializations: exercise science, physical education, and sport management and policy. The faculty advisors, programs of study, and career goals of the students within these specializations are different. Most graduate courses with specialized content within the Department can be categorized into one of these areas. In applying for positions or post-doctoral fellowships, it is often important for students to be able to document that their graduate program was specialized in one of the three areas. Therefore, the Department of Kinesiology has created three formal areas of emphasis (Exercise Science, Physical Education, and Sport Management and Policy), so that the area of specialized study appears on the transcript along with the graduate major.

The requirement for an area of emphasis is 12-credit hours of course work on the program of study in courses with specialized content in the specialization area as categorized below. The same credit-hour requirement will apply to students in thesis and non-thesis master’s degree programs and to students in Ph.D. programs. Students in Ph.D. programs may count relevant 6000- and 7000-level courses in the area of specialization taken for a master’s degree that appear on the Ph.D. program of study. For students in M.S. programs requiring a thesis and Ph.D. programs, it is expected the thesis or dissertation will be on a topic related to the area of emphasis.
2.11 Exit Questionnaire

There is a Department of Kinesiology exit questionnaire which graduate students are asked to complete the semester they graduate. Students will be emailed the link to complete the survey the month prior to graduation. Be assured that your responses are anonymous. Your responses to the questionnaire help us assess the graduate program and make changes if necessary.

3. FINANCIAL MATTERS

3.1 Tuition

Tuition and fee information can be found on the University of Georgia’s Bursar & Treasury Services website here: [http://busfin.uga.edu/bursar/bursar_quick_links/](http://busfin.uga.edu/bursar/bursar_quick_links/).

3.2 Graduate Assistantships

The Department offers funding thorough assistantships involving teaching responsibilities, clinical responsibilities, research, and special services. Information on application procedures is available here: [https://coe.uga.edu/students/assistantships/kinesiology](https://coe.uga.edu/students/assistantships/kinesiology). Should you be awarded an assistantship, the following rules apply. In the Department of Kinesiology, a student who holds an assistantship that requires from one-third to one-half time service must register for a minimum of 12 hours of credit each semester (9 hours to satisfy degree requirements and 3 hours for assistantship experience). Credit for assistantship experience will normally be obtained by registering for KINS 7005 (masters) or KINS 9005 (doctoral). The maximum load is 18 hours each semester. Audits will not be counted when considering maximum and minimum course load requirements.

The University offers assistantships and fellowships which are awarded on a competitive basis. Students are encouraged to visit the Graduate School’s website for more information on these opportunities: [http://grad.uga.edu/index.php/current-students/financial-information/graduate-school-based-financial-assistance/funding-from-graduate-school/](http://grad.uga.edu/index.php/current-students/financial-information/graduate-school-based-financial-assistance/funding-from-graduate-school/).

All graduate assistants in the Department of Kinesiology must meet all department standards and academic requirements. This policy is essential to maintain the academic integrity and rigor of the Department of Kinesiology. Graduate students who have an assistantship in another department (e.g., the Athletic Association, Recreational Sports, etc.) will be required to meet the same standards and academic requirements as students who have an assistantship in the Department of Kinesiology, even if those standards and academic requirements exceed those of the unit supporting the graduate assistant.

Important Department of Kinesiology standards and academic requirements are listed below.

- The department does not accept non-degree students on assistantship.
- Students are expected to take at least 9 credit hours of course work toward the degree plus 3 hours of KINS 7005 or 9005 for being on assistantship.
- Students will take independent study credits only when the credits are an important part of the academic training of the student. Thus, students will seldom take independent study credit at the beginning of their academic training.
When the faculty in the Department of Kinesiology advise a graduate assistant, they are expected to assign the student at least 12 credit hours (9 toward the degree and 3 for being on assistantship) using the electronic graduate student registration form available on the COE intranet.

It is the policy of the Department of Kinesiology to continue support of a student once appointed as a graduate assistant, unless the appointment is temporary, if the student’s performance in fulfilling assistantship responsibilities is satisfactory and if the student is making satisfactory academic progress. It is expected that master’s students should be able to complete a program of study in two years and doctoral students with a master’s degree should be able to finish in three or four years, depending on the program requirements. Therefore, funds permitting, support for students from Departmental State funds will be continued for up to two years for master’s students and up to four years for doctoral students, except in two special circumstances: (1) Doctoral students who enter the doctoral program without a master’s degree will be supported for up to five years on Departmental State funds; and (2) doctoral students who have completed a master’s degree in the UGA Department of Kinesiology will be supported for up to three years of doctoral study (total of five years for both degrees) on Departmental State funds. Funding from Departmental State funds for additional years will be approved only under very unusual circumstances involving a non-typical program of study or research. Slow progress or problems in completing a normal program of study is not a satisfactory reason for extended funding. Students may be supported for longer periods of time by external funds.

Graduate students who have an assistantship within the Department will be assigned a mailbox in the Ramsey Center. Mailboxes may be located on the 3rd floor or in 115B. 

### 3.3 Financial Aid

The University participates in the Federally-sponsored Work/Study Program. Based on evidence of financial need, students may qualify for this program and be assigned to a variety of responsibilities in the College or around the campus. This program permits the student to work 10-25 hours per week. Approval of the Graduate School is required for work hours and course load. More information can be found here: [https://osfa.uga.edu/fws/](https://osfa.uga.edu/fws/).

The University also has many loan funds to assist students, including a variety of scholarship funds for minority applicants. These are administered by the Office of Financial Aid ([http://osfa.uga.edu/index.html](http://osfa.uga.edu/index.html)) located in the Academic Building. Students desiring information regarding financial aid should explore these possibilities with the Financial Aid staff.

### 3.4 Professional Travel Funding

There are a number of sources of financial support for students when traveling to present papers at professional conferences. The Kinesiology Department provides funding for qualified travel by both Masters and Doctoral students. Doctoral students presenting the results of their dissertation may also be eligible for additional funding from the UGA Graduate School (domestic travel) or the UGA Office of the Vice President for Research (international travel).

Deadlines, rules, and requirements vary for each funding source so be sure to read and follow
application directions carefully. Information on the travel funding application process and eligibility criteria can be found using the department’s Travel Funding Guidelines under the ‘For Graduate Students’ Section.

Briefly, graduate students who are traveling for academic purposes shall complete the Department of Kinesiology’s Graduate Student Travel Funding Application. If a student meets eligibility requirements for funding through the department or the Graduate School, they shall indicate their interest within the application and upload the required documentation accordingly. https://ugeorgia.qualtrics.com/jfe/form/SV_4HJixje515nKI49. Guidelines for completing travel authorities, as well as reimbursement instructions can be found here under the ‘For Graduate Students’ Section.

4. STUDENT RESOURCES

4.1 Research with Human or Animal Subjects

Research projects involving human participants will not be carried out until a complete research protocol describing the project has been submitted and approved by the Human Subjects Institutional Review Board. The detailed guidelines of this policy and the forms necessary to obtain approval of a research protocol are available from the Human Subjects Office of the Office of the Vice President for Research online at https://research.uga.edu/hrpp/hso/. Research using animal subjects must be proposed through the Institutional Animal Care and Use Committee (https://research.uga.edu/oacu/iacuc/).

4.2 Student Appeals

The process for appealing decisions regarding admissions and academic matters in which an applicant or student disagrees with the decision rendered (for example: grades, termination from a program, etc.) have been established by the Department, College and the University.

The steps for appealing departmental admissions decisions are:

1. Applicant writes letter of appeal to the Departmental Graduate Coordinator within 30 days of receiving a decision letter from the UGA Graduate School.
2. Appeal is referred to the graduate faculty within the specialization program which denied admission for consideration. Program faculty recommends to the Graduate Coordinator whether to uphold or change the initial admissions decision. The Graduate Coordinator notifies the applicant and Graduate School of this decision.
3. If the applicant does not accept the department’s decision regarding their appeal, they may further appeal to the Graduate School within 30 days of receiving the department’s decision.

With the exception of grade appeals, the steps for appealing academic matters are:

1. Student writes letter of appeal to the Department Head.
2. Appeal is referred to the Graduate Faculty of the Department for a decision.
3. If the student does not accept the decision of the Department Graduate Faculty, a letter of appeal can be written to the Dean of the College. The decision by the College Dean can be further appealed to the Graduate School within 30 days of receipt. The Dean of the Graduate
School will refer the case to the appropriate committee for a hearing.

4. The student has the right to appeal to the President of the University and Board of Regents if the decision at the preceding level is not accepted. The procedures are the same, in that a letter must be written requesting a hearing on the matter.

In the case of an appeal of a grade:

1. The appeal must be initiated within one calendar year from the end of the semester in which the grade was recorded.
2. A letter of appeal is written to the Department Head who refers the matter to a faculty committee.
3. If the student does not accept the committee’s decision an appeal is written to the Associate Dean for Academic Affairs in the College of Education.
4. If the student does not accept the decision from the Associate Dean, he/she may appeal to the Academic Affairs Committee of the University.
5. As in the case of other appeals, the student may take his or her case to the President and then, Board of Regents.

An appeal letter should contain the facts of the case and state the student's reasons for disagreement with the situation. It is not sufficient to say that one wishes to appeal a matter. The burden of proof is on the student. In instances in which a matter is under appeal, the initial decision stands until the matter is settled at the highest level at which the request for review is made.

### 4.3 Campus and Online Resources

- **Graduate School**: [http://grad.uga.edu/](http://grad.uga.edu/)
- **Kinesiology**: [http://www.coe.uga.edu/directory/departments/kinesiology](http://www.coe.uga.edu/directory/departments/kinesiology)
- **UGA Food Services**: [https://dining.uga.edu/](https://dining.uga.edu/)
- **UGA Health Center**: [http://www.uhs.uga.edu](http://www.uhs.uga.edu)
- **College of Education**: [http://www.coe.uga.edu](http://www.coe.uga.edu)
- **Tuition and Fee Schedule**: [http://www.busfin.uga.edu/bursar](http://www.busfin.uga.edu/bursar)
- **UGA Parking Services**: [https://tps.uga.edu/parking](https://tps.uga.edu/parking)
- **UGA Bookstore**: [https://auxiliary.uga.edu/services/profile/uga-bookstore](https://auxiliary.uga.edu/services/profile/uga-bookstore)
- **Campus Bus Schedule**: [https://routes.uga.edu/map](https://routes.uga.edu/map)
- **UGA Libraries**: [http://www.libs.uga.edu/](http://www.libs.uga.edu/)
- **Recreational Sports**: [https://recsports.uga.edu/](https://recsports.uga.edu/)
Appendix A

DEGREE CHECKLISTS

You can access the forms from the Graduate School website (http://grad.uga.edu/index.php/current-students/forms/). All forms are to be typed, including the major professor, graduate coordinator, and/or committee member’s names. Appropriate signatures should be on the forms in all spaces where names are typed. Submit forms to the Graduate Program Assistant.

CHECKLIST FOR MS (Non-Thesis)

1. TRANSFER CREDITS to be included in your program of study (maximum of 6 semester hours) must be approved on the Transfer of Credit Form.
2. A TENTATIVE PROGRAM OF STUDY, approved by major professor, must be developed prior to pre-registration for the second semester. If admissions status is provisional it must be changed before the second semester of residency. This is a temporary status and can remain for one semester only unless an extension is requested and approved.
3. Complete course work and other requirements advised by major professor.
4. File a FORMAL PROGRAM OF STUDY form one semester prior to graduation or by the end of the second full week of classes in the semester you expect to graduate. Changes in the program must be approved by the major professor, Department graduate coordinator, and the Dean of the Graduate School. Change in Program forms are required for changes occurring once the FORMAL PROGRAM OF STUDY has been filed. They are available on the Graduate School website.
5. File an APPLICATION FOR GRADUATION with the Graduate School no later than Friday of the second full week of classes in the semester of the anticipated graduation date (except for Summer which will be due the first full week of classes).
6. Complete exit questionnaire the semester of graduation. The questionnaire will be distributed by a departmental staff member via email.
7. FINAL ORAL/WRITTEN EXAMINATIONS. Consult your major professor. A Final Exam is required prior to the end of the semester of expected graduation. Committee meetings for examinations must be scheduled during the time that classes are in session (not during final exam days, vacations, or breaks between semesters).
8. Be sure the Registrar’s Office has a correct mailing address to ensure receipt of your diploma.

IN ADDITION TO ABOVE, STUDENTS MUST COMPLY WITH ALL REGULATIONS FOUND IN THE GRADUATE BULLETIN
CHECKLIST FOR MS (Thesis)

1. TRANSFER CREDITS to be included in your program of study (maximum of 6 semester hours) must be approved on the Transfer of Credit Form.
2. Select the ADVISORY COMMITTEE before submission of the Program of Study.
3. A TENTATIVE PROGRAM OF STUDY, approved by major professor, must be developed prior to pre-registration for the second semester. If admissions status is provisional it must be changed before the second semester of residency. This is a temporary status and can remain for one semester only unless an extension is requested and approved.
4. Plan (and secure approval of) a proposed thesis. Major professor must have full graduate faculty status and be approved by the graduate coordinator. The thesis must be submitted to a two-member reading committee who, upon approval, will join the major professor in a final oral examination on both the course work and the thesis.
5. Complete course work and other requirements advised by major professor.
6. File an ADVISORY COMMITTEE form with the Graduate School no later than when the formal program of study is filed. The committee must consist of a minimum of three members of the graduate faculty, including the student’s major professor who will serve as chair of the committee. Additional voting members may be appointed to the committee, including no more than one non-UGA faculty, who must hold the terminal degree in their field of study.
7. File a FORMAL PROGRAM OF STUDY form one semester prior to graduation or by the end of the second full week of classes in the semester you expect to graduate. Changes in the program must be approved by the major professor, Department graduate coordinator, and the Dean of the Graduate School. Change in Program forms are required for changes occurring once the FORMAL PROGRAM OF STUDY has been filed. They are available on the Graduate School website.
8. File an APPLICATION FOR GRADUATION with the Graduate School no later than Friday of the second full week of classes in the semester of the anticipated graduation date (except for Summer which will be due the first full week of classes).
9. Complete exit questionnaire the semester of graduation. The questionnaire will be distributed by a departmental staff member via email.
10. Submit First Electronic Format Check of Thesis. Must be submitted to the Graduate School no later than 4 weeks prior to graduation. Check deadlines/important dates on the Graduate School website.
11. FINAL ORAL EXAMINATION/THESIS DEFENSE. Consult your major professor. A final oral exam and thesis defense by your advisory committee is required prior to the end of the semester of expected graduation. This must be scheduled during the time that classes are in session (not during final exam days, vacations, or breaks between semesters).
12. Submit completed thesis to the Graduate School by the published deadline (2 weeks prior to graduation). The Department of Kinesiology requires electronic submission of the thesis, with bound paper copies for the Department and major professor.
14. Be sure Registrar’s Office has a correct mailing address to ensure receipt of your diploma.

IN ADDITION TO ABOVE, STUDENT MUST COMPLY WITH ALL REGULATIONS FOUND IN THE GRADUATE BULLETIN
CHECKLIST FOR PhD

1. Meet with Major Professor to discuss program of study.

2. A PRELIMINARY PROGRAM OF STUDY, approved by the major professor and advisory committee, must be developed by the end of the first year of residence. If admissions status is provisional, it must be changed before the second semester of residency. This is temporary and can remain for one semester only unless an extension is requested and approved.

3. A FINAL ADVISORY COMMITTEE is appointed by the Dean of the Graduate School prior to application for Admission to Candidacy. (Submit through major professor and Department graduate program administrative assistant.) The committee must consist of a minimum of three members of the graduate faculty, including the student’s Major Professor who will serve as the chair of the committee. This form should be submitted to the Dean of the Graduate School before the end of the first year of residence of a prospective candidate for the degree.

4. File a FORMAL PROGRAM OF STUDY prior to application for Admission to Candidacy. Submit through major professor to the graduate program administrative assistant with the signature of all Final Advisory Committee members. Formal Program of Study must be on file at least two semesters prior to date of graduation.

5. Upon completion of a major portion of course work, make preparations to take the WRITTEN PRELIMINARY EXAMINATION. This must be approved by the major professor and the Department Graduate Coordinator three weeks prior to taking the examination.

6. File for PRELIMINARY ORAL EXAMINATION with the Graduate School two weeks prior to the Preliminary Oral Examination (see Department graduate program administrative assistant). The Advisory Committee form and the Approved Program of Study must be on file at the Graduate School prior to filing for this oral examination. The results of the exam must be reported to the Graduate School on the form provided by the Graduate School within two weeks of the exam.

7. Prepare a dissertation PROSPECTUS and satisfactorily present the proposal to the doctoral advisory committee.

8. Satisfy Graduate School RESIDENCY requirements of two consecutive semesters of full-time study.

9. Complete course requirements within six-year period from date of admission.

10. Be admitted to FORMAL Candidacy for the PhD degree by satisfying the following requirements:
   a. Program of Study approved by (1) Major Professor, (2) Doctoral Advisory Committee, (3) Department Graduate Coordinator, and (4) Dean of Graduate School.
   b. Passing the preliminary examinations, both written and oral; Major professor notifies Department Coordinator and Graduate School.
   c. Application for admission to candidacy filed with the Dean of the Graduate School at least two semesters prior to graduation. After admission to candidacy, the student must register for at least two additional semesters and a minimum of 10 hours of dissertation or other appropriate credits.

11. File an APPLICATION FOR GRADUATION with the Graduate School no later than Friday of the second full week of classes in the semester of the anticipated graduation date (except for Summer which will be due the first full week of classes).
12. Complete the DISSERTATION (a minimum of 3 credits in 9300). Submit to the major professor for approval, and submit to the Advisory Committee.

13. Complete Exit Questionnaire the semester of graduation. The questionnaire will be distributed by a departmental staff member via email.

14. Pass an Oral Defense of Dissertation. Committee meetings for examinations and defense of the dissertation must be scheduled during the time that classes are in session (not during final exam days, vacations, or breaks between semesters).

15. Complete all requirements for the degree and report completion to the Graduate School by the published deadline.
   a. First format check of dissertation. A complete formatted copy must be submitted to the Graduate School no later than 4 weeks prior to graduation.
   b. The approval form for doctoral dissertation and final oral examination is due two weeks prior to graduation. The Graduate Office must have this form before you submit the corrected copy of the dissertation for a second format check. Upon successful completion of the second format check, you will be given approval to make the final official copy of an electronic dissertation.

16. Arrange of binding of dissertation copies required (copies required for the Department and major professor).

   IN ADDITION TO ABOVE, STUDENT MUST COMPLY WITH ALL REGULATIONS FOUND IN THE GRADUATE BULLETIN