



Graduate Student Handbook

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INTRODUCTION TO GRADUATE STUDY

Graduate Students:

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 the responsibility for your own progress, requesting advice and assistance as needed.** Checklists for each degree are at the back of the Graduate Student Handbook to help you chart your progress and meet deadlines.

Kinesiology Department Faculty

Department Website

More information than is in this handbook concerning the faculty, students, degrees, degree requirements, research, service, alumni, etc. is available on the web at: <http://www.coe.uga.edu/kinesiology/>. Students should check this website.

Department of Kinesiology Administrators

1. Head: Kirk Cureton
2. Graduate Coordinator: Ted Baumgartner
3. Athletic Training Program Coordinator: Mike Ferrara
4. Exercise Science Program Coordinator: Harry DuVal
5. Physical Education Program Coordinator: Bryan McCullick
6. Sport Management and Policy Program Coordinator: Joel Maxcy

GRADUATE PROGRAM OVERVIEW

The Department offers a major in kinesiology with three program areas (exercise science, physical education, and sport management and policy). About 65 graduate courses are available for students in master's and doctoral professional and research programs. Typically, there are about 110 graduate students. At the master's level, the Department offers the M.S. non-thesis degrees with emphases in several areas. The Department also offers research-oriented master's (M.S. with thesis) programs with emphases in several areas. At the doctoral level, the Department offers the Ph.D. degree. Funds to support about 65 graduate students come from Department teaching and laboratory assistantships, Graduate School assistantships, other department assistantships, income from the department programs, and faculty grants and contracts.

GRADUATE PROGRAM HISTORY

The origin of the current graduate program in Kinesiology can be traced back to the former Department of Physical Education. In 1991, the former Department of Physical Education split into two departments: the Department of Physical Education and Sport Studies and the Department of Exercise

Science. Specialized programs in exercise science, physical education and sport management developed within these two Departments. In 2005, the Department of Exercise Science and the Department of Physical Education and Sport Studies merged into the Department of Kinesiology.

GRADUATE PROGRAM ORGANIZATION

All graduate programs at the University are offered and coordinated by the Graduate School. Graduate admissions, University graduate program policy and procedure, and graduate student records, including monitoring progress toward fulfilling degree requirements, are the responsibility of the Graduate School. The Graduate School offices are at 320 E. Clayton Street, Suite 400. 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://www.grad.uga.edu/>. Students must check this website regularly so they do not miss significant deadlines.**

The Department of Kinesiology is in the College of Education. The College of Education coordinates and provides administrative support for the activities of the departments and allocates funds to support its activities. For example, the College provides some financial support for travel to present papers at professional meetings for graduate students in the College and provides support for the computer network and lab in the Ramsey Center. The College is not involved in graduate program administration. The Department works directly with the Graduate School in carrying out its graduate programs. The Graduate Coordinator, Dr. Baumgartner, is the official liaison between the Department and Graduate School.

FACULTY RESEARCH INTERESTS

The Department has 24 faculty involved with graduate education that are highly productive in research in specialized areas of kinesiology. Research has been supported by grants from a variety of sources. Faculty members collaborate with colleagues in a variety of departments on campus and across the country. Most of the faculty have been recognized internationally, nationally, regionally and by the University for their research accomplishments, and are leaders in their fields. Research interests of faculty involved with graduate programs is given below.

Regular Faculty

- *Thomas Baker - Sport Law, Event Management
- *Ted Baumgartner - Measurement and Evaluation
- *Cathy Brown - Athletic Training, Biomechanics
- *Rose Chepyator-Thomson - Race and Gender Relations, Multicultural Education
- Bud Cooper - Athletic Training, heat injury in sport
- *Elaine Cress - Exercise Physiology, Physical Activity and Aging
- *Kirk Cureton - Exercise Physiology, Human Performance & Fitness
- *Rod Dishman - Exercise and Sport Psychology
- Harry DuVal - Fitness/Cardiac Rehab., Exercise Physiology
- *Mike Ferrara - Athletic Training
- *Billy Hawkins - Sociology of Sport and Cultural Studies
- *Michael Horvat - Movement Studies in Children & Individuals with Disabilities
- Terry Jackson - Physical Education Pedagogy

Ilse Mason - Physical Education Pedagogy, Basic PE Program Coordinator
*Joel Maxcy - Sports Management, Sport Economics
*Bryan McCullick - Teacher Education, Coach Education, Sport Instruction
*Kevin McCully - Exercise Physiology
*Patrick O'Connor - Exercise and Sport Psychology
*Paul Schempp - Teacher/Coach Education, Sport Instruction
*Mike Schmidt - Physical Activity Epidemiology
*Kathy Simpson - Biomechanics, Kinesiology
*Phillip Tomporowski - Exercise Psychology, Motor Skill Acquisition
*Lesley White - Exercise Physiology, Exercise and Multiple Sclerosis
*Doyeon Won - Sport Management and Policy

*Graduate Faculty Members

Adjunct Faculty

Ronald Courson Sports Medicine
Catherine Davis Behavioral Medicine, Childhood Obesity
Robert Dicks, Neurology
Ronald Elliott Sports Medicine
Richard Lewis Nutrition, Physical Activity and Bone Health
Stephen Macciocchi Clinical Psychology
Ormonde Mahoney Orthopedics
Harvey Outz Cardiology

FACULTY AND STUDENT PICTURES

Trying to associate names with faces? Check the Department of Kinesiology web site for pictures of faculty, staff, and graduate students: <http://www.coe.uga.edu/kinesiology/people/index.html>.

DEPARTMENT GRADUATE OFFICE

The Graduate Programs Office for the Department of Kinesiology is located in Room 115D of the Ramsey Center. The Graduate Program Administrative Assistant assists the graduate coordinator with administration of the program, receiving applications for admission, maintaining Department copies of student records, processing forms to the graduate school, advising students, and assisting students with registration. The graduate coordinator and graduate program administrative assistant are:

Graduate Coordinator - Dr. Ted Baumgartner, 115J Ramsey Center
Graduate Program Administrative Assistant - Marlee Stewart, 115D Ramsey Center

MAIL

Each graduate student in the Department has a mailbox in the Ramsey Center. Students in the Exercise Science program have a mailbox in room 115B. Graduate students in the Physical Education and Sport Management and Policy and Policy programs have a mailbox in room 348. These mailboxes should be checked regularly, as this is a primary vehicle of communication between the faculty and graduate students.

Each Student is 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. You can obtain a University UGA Mail e-mail account online at: <http://www.ugamail.uga.edu>. The UGA e-mail account must be your primary account or roll over to your primary account.

UGA GRADUATE BULLETIN

The UGA Graduate Bulletin is available on the web at <http://www.uga.edu/gradschool/bulletin/>. Policies and procedures in it take precedent over any other references. Graduate students should read sections of the Bulletin: (1) about the University, (2) degrees, and (3) other sections relevant to their program.

ADVISING AND REGISTRATION

Advising

Students are assigned a major professor as follows:

1. Based on the students' academic area of interest, students are assigned to a major professor upon admission or during the first term of enrollment. Faculty and their research interests areas are listed on page 6.
2. The major professor, in conjunction with the student, is responsible for:
 - a. Clearing admissions status - see Marlee Stewart in Room 115D to be cleared before registering.
 - b. Monitoring completion of deficiencies, probation, incompletes, degree status difficulties, etc.
 - c. Approving overloads
 - d. 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.
 - e. Guiding research
 - f. Chairing examinations
 - g. Assisting with placement
3. In the event that a student changes his/her career goals or for other reasons makes the decision to change his/her major professor, the graduate coordinator for the Department shall be consulted. There are specific procedures for changing programs and/or major professors and the graduate coordinator must approve the proposed change.

Registration

1. A graduate student using University facilities and/or staff time must register for a minimum of three hours of credit each semester. In the Department of Kinesiology, a student who holds an assistantship must register for a minimum of 12 hours of credit Fall and Spring semesters (9 hours to satisfy degree requirements and 3 for assistantship experience) and a minimum of 9 hours for Summer

semester (6 hours to satisfy degree requirements and 3 for assistantship experience). Credit for assistantship experience will be obtained by registering for KINS 7005 (masters) or KINS 9005 (doctorate). The maximum load is 18 hours. The University utilizes an early computerized registration procedure in which students arrange their course schedule for the ensuing semester during the first half of a current semester (Phase I Registration). The student is responsible for contacting the assigned major professor to plan this schedule. Once the schedule is selected, and the student is cleared to register, the student registers by computer. There is no single, centralized location for registration at UGA. Many computer terminals are available to students in computer labs around campus, and students may register at any location, on or off campus, including the computer lab in Ramsey 214. For instructions see <http://www.uga.edu/oasis/oasis.html>. In the event that the schedule cannot be completed during Phase I, the student is then expected to register by computer during Phase II late registration (immediately prior to the beginning of the semester) to complete the schedule. The Graduate School requires that students with assistantships register during Phase I, before late registration. Exact dates are found in the OASIS (On-line Access to the Student Information System) - the schedule of classes for each semester. Courses may be dropped or added any time after registering through the first several days of a semester (Phase III Registration).

2. In order to ensure minimum scheduling problems, the student should, with the aid of the major professor, complete a Tentative Program of Study as soon as possible. This will ensure that semester schedules can be arranged to ensure registration for those courses not regularly offered each semester. See Degree Descriptions for deadlines for filing Tentative, Preliminary and Formal Programs of Study.
3. Students should also note that Permission of Department (POD) is required for selected courses. The graduate coordinator or graduate coordinator's assistant in the Department that offers the course of interest must provide permission to register via computer before registration for a POD class can occur.

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 those standards before performing any academic work. A Culture of Honesty may be viewed at the following website: <http://www.uga.edu/ovpi/honesty/academic>.

Students and faculty who suspect that an act of academic dishonesty has taken place should contact the Office of Judicial Programs. This office will investigate the matter and, if appropriate, present the matter in a judiciary or administrative hearing. Since academic honesty is in reference to performance in a course, pending the hearing and any appeals on the University of Georgia campus, if the class in question has not ended the accused student shall continue in class. If the hearing procedure and any appeals have not been completed by the end of the term, an "NR" will be recorded instead of a grade. If there is a finding of "guilty", a faculty member shall assign either: (a) an "F" for the course; or (b) an "O" for the piece of work involved. Any such grade must be computed in the final grade. If there is a finding of "not guilty" the work in question must be graded without punitive action and the grade computed in the final grade.

A student found guilty of academic dishonesty shall be suspended for at least one semester unless he or she has convinced the hearing body that there existed substantial mitigating circumstances to his or her offense. Any sentence handed out by the hearing body will not be served until all appeals on the

University of Georgia campus have been exhausted.

No degree shall be conferred or transcript indicating that degree requirements have been completed on behalf of a student while an academic honesty case is being considered or appealed on the University of Georgia campus. If the result of the finding is "not guilty", the degree will be granted if all academic requirements have been fulfilled and the student is qualified to graduate. If the student is found "guilty", the degree or transcript indicating that degree requirements have been completed shall be withheld for the period of time set by the hearing body.

APPEALS PROCEDURES

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

With exception of grade appeals the following steps for appeal occur:

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 is written to the Dean of the Graduate School and the Dean of the Graduate School refers 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 and he 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 of 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.

GENERAL GRADUATE SCHOOL DEGREE REQUIREMENTS

Items one through seven are excerpted from University of Georgia Graduate Bulletin (www.grad.uga.edu) and then click on Index to Online Bulletin:

1. A cumulative average of 3.0 on all graduate courses must be maintained on the program of study

- used to satisfy degree requirements, and no grade below C will be accepted.
2. 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.
 3. 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; work taken elsewhere is included on the program of study.
 4. Not more than 12 semester hours taken in off-campus workshops or in Area Teacher Education Service programs may be included in a program of study.
 5. 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.
 6. All Incompletes must be removed within two semesters following assignment. When an Incomplete is not removed after two semesters the "I" automatically becomes an "F". After the two semester period has 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.
 7. 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. In order to remove the Incomplete and thereby complete degree requirements, the student would be subject to the rule requiring graduate students to be registered at The University of Georgia for a minimum of three hours of credit the semester in which he/she completes all degree requirements.
 8. Graduate students must register for a minimum of 3 hours for at least two semesters in each academic year (fall, spring, summer). If a student misses more than one semester, he/she will have to reapply for admission to the Graduate School.
 9. Students must be registered for at least three semester hours during the semester in which they are completing all degree requirements.
 10. **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.**

STATE OF GEORGIA LICENSURE

Students seeking license to teach physical education in the State of Georgia must meet the state requirements by completion of approved graduate programs.

1. The following programs in physical education and sport management and policy and policy provide course work which is recognized by the Georgia Professional Standards Commission as meeting licensure guidelines. **However, simply taking these courses does not ensure certification. Please see Dr. McCullick for more information.**
M.S. non-thesis (Pedagogy including adapted physical education)

- Ph.D. (Pedagogy including adapted physical education)
2. Those students who do not hold a teaching license in Georgia or the equivalent from another state should consult with the Physical Education Program Coordinator regarding additional requirements.
 3. A teaching license in physical education requires 6 hours of appropriate Health Promotion and Behavior coursework in addition to the major coursework for the degree.
 4. Students interested in a service or leadership license certification should consult the appropriate departments outside of the Department of Kinesiology.

DEGREE CHECKLISTS

There are certain things which must happen as a student progresses through a degree program such as submit to the Graduate School a list of classes taken. It is difficult for students to remember to do these things and the faculty do not always remember to remind students of deadlines. Missing a deadline can be financially expensive and prolong the time of the degree program. In an effort to keep students informed of when things are supposed to happen a checklist for each degree (M.S. thesis, M.S. non-thesis, Ph.D.) is in the back of this handbook. Students should look at the appropriate checklist at the beginning and end of each semester.

CONTINUOUS ENROLLMENT

There is a Graduate School policy that a student must enroll for at least three (3 credit hours two (2) out of the three (3) semesters (Fall, Spring, Summer) of a year. Students who are out-of-compliance with the policy are dropped from graduate study. To resume graduate study, a student must re-apply for admission to the Graduate School and pay the required application fee. In addition, the student must pay a re-enrollment fee for each semester since the last semester of enrollment. It is expensive to get out-of-compliance and resume graduate study.

Once a Ph.D. student is admitted to candidacy the student can enroll for three credit hours a semester to meet the Graduate School policy and pay the in-state tuition rate. A similar arrangement is available for M.S. thesis students. Questions concerning this arrangement should be addressed to the department graduate coordinator.

PROGRAM OF STUDY FORM and ADVISORY COMMITTEE FORM

All students have to file a Program of Study form listing the courses they have taken or will take to complete their degree requirements. In addition, the M.S. thesis and Ph.D. students must file an Advisory Committee form. Since there has been some confusion as to the forms required, the required forms are listed below.

M.S. non-thesis students use the Program of Study for M.A. and M.S. Candidates. For degree, the student must put "M.S. non-thesis". The Master's Advisory committee part of the form must be completed with the names of committee members and their signatures. An Advisory Committee form is not needed.

M.S. with thesis students use the Program of Study of M.A. and M.S. Candidates. For degree, the student puts "M.S.". An Advisory Committee form is needed.

Ph.D. students use the Doctoral Program of Study forms and the Advisory Committee for Doctoral

Candidates form.

If an advisory committee form is required (M.S., Ph.D.), the form must be filed with the Graduate School prior to or when the final program of study is filed.

DEGREE PROGRAMS

Information on degree programs and the courses required and/or recommended for each option within a degree are listed at the Kinesiology Department website – <http://www.coe.uga.edu/kinesiology>. At the first screen click on Academic Programs. Then, click on the degree option of interest.

Doctoral Examinations - Ph.D.

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 breath 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. Doctoral candidates in the exercise science program are expected to have a general knowledge in at least three of the four Kinesiology specializations at the University of Georgia (biomechanics, exercise physiology, exercise psychology, measurement and evaluation, and motor learning and control). Doctoral candidates in the physical education program and the sports management and policy program are expected to have a general knowledge in their program. All doctoral candidates are expected to have a knowledge of descriptive statistics, inferential statistics and research design. Assessment of general knowledge in areas outside of the candidate's primary area(s) of specialization will be limited to information typically contained in the undergraduate and graduate course work taken at UGA and other institutions.

Doctoral candidates are expected to have breadth and depth of knowledge in their primary area(s) of specialization gained from course work as well as from study in addition to that required for courses. This knowledge should go beyond the level of understanding attained at the undergraduate level where frequently broad principles and recall of textbook information is sufficient. It should be at a professional level and based on an understanding of the experimental methods used to obtain scientific data and derive principles and generalizations, rather than on conclusions others have drawn by application of these methods. Knowledge should reflect familiarization with the scientific literature and important recent developments based on reading and analysis of original research and scholarly reviews. It is expected that doctoral candidates can effectively integrate information from various sources to answer questions, address issues or solve problems.

Doctoral candidates are expected to have detailed knowledge of the research literature in their area of research, and be skilled at posing original research questions and designing research studies. They should have indepth knowledge of methods of research data collection, reduction, analysis, and interpretation.

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 make the mistake of assuming the format or

content of their written or oral exam will be the same as that of other candidates.

To prepare for 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. The expectations described above apply to all doctoral candidates.

Written Comprehensive Examinations

- a. This examination is administered by the advisory committee on dates recommended by the major professor and approved by the graduate coordinator.
- b. The major professor will notify the graduate coordinator of the preferred dates at least 3 weeks prior to the examination. Committee meetings for examinations and defense of the thesis or dissertation must be scheduled during the time that classes are in session (not during final exam days, vacations, or breaks between semesters).
- c. The examination will require approximately 20 hours over a 3-5 day period. The content of the examination will be based on the expectations of doctoral students described above.
- d. The examination will be prepared and approved in advance by the advisory committee.
- e. 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. 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.
- f. A student who fails the written preliminary examination may be scheduled for reexamination once only.
- g. **Mechanics of Administration** The student is allowed to sit for the examination during the regular University workday (8:00 a.m. - 5:00 p.m) as determined by the major professor. The time frame for the examination must be made available to the departmental graduate coordinator three weeks prior to the examination.
 - a. 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.
 - b. The student should use a computer/word processor.
 - c. Smoking will not be permitted in the examining room.

The criteria below have been developed to give guidance to students taking the examination. The nature of responses will vary from question to question and from area to area. In general, however, responses will be evaluated on the basis of the following criteria:

- a. The response should be relevant to the question.
- b. There should be detail and depth in the response.
- c. Ideas should be logically developed.
- d. Statements and ideas shall be documented, by available research.
- e. Writing should be scholarly in paragraph development, grammar, spelling and clarity.

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 departmental graduate coordinator must notify the Graduate School of the time and place of this examination at least two weeks before the date of the examination. The examination will be scheduled within one month following notification of successful completion of the written preliminary examination.

- a. The content 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.
- b. Each member of the advisory committee will cast a written vote of "pass" or "fail". Only one negative vote is allowed for a student to pass the examination.
- c. The results will be reported by the major professor to the departmental graduate coordinator who will forward a formal report to the Graduate School.
- d. A student who fails the oral comprehensive exam may be scheduled for reexamination once only.

The Dissertation

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.

Examination of the Dissertation Prospectus

Committee meetings for examinations and defense of the thesis or 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 committee must be conducted and

committee approval for the data collection must occur. This meeting must be followed by a meeting at which the prospectus is formally considered. This formal consideration may **not** take the place of the comprehensive oral examination.

- a. The student will provide copies of a 10-25 page prospectus to all members of the committee at least one week prior to the examination.
- b. 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 departmental graduate coordinator.

Dissertation Approval and Defense

Committee meetings for examinations and defense of the thesis or 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 remaining members of the advisory committee, and will schedule a final oral defense and notify the Graduate School. Subsequently, the Graduate School will 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) the student is expected to make a one hour presentation on the dissertation research to the Department of Kinesiology faculty and graduate students. 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 major professor. The Graduate School shall not accept a thesis or dissertation until the student has been admitted to candidacy for the degree. The date (year) on the title page of the thesis or dissertation shall be the same as the date (year) on which the thesis or dissertation is approved by the dean of the Graduate School (following approval by the student's advisory committee).

ANNUAL REVIEW OF DOCTORAL STUDENTS

The Graduate Faculty of the Department of Kinesiology will meet annually to evaluate the progress of doctoral students toward completion of their degrees. This evaluation is conducted in order to advise students as to the feasibility of continuance in the program, and their status with respect to eligibility for State-funded graduate assistantship support. The Department of Kinesiology uses the Graduate School criteria for academic probation and dismissal (<http://www.uga.edu/gradschool/academics/regulations.html>) as the minimum criteria for satisfactory academic progress. The policy on continuing graduate assistantship support is detailed in the section of this Handbook on Graduate Assistantships and Financial Aid. Students will be informed by letter of the meeting of the graduate faculty and will be apprized by letter of the decision on their progress toward degree completion.

EXIT QUESTIONNAIRE

There is a Department of Kinesiology exit questionnaire which graduate students are asked to complete the semester they graduate. Information concerning the exit questionnaire can be obtained from the Graduate Program Administrative Assistant in room 115D. Be assured that by returning the questionnaire to the Graduate Program Administrative Assistant your responses are anonymous. Your responses to the questionnaire help us assess the graduate program and make changes if necessary.

INDIVIDUALIZED STUDY

Students may undertake individualized study through several types of course offerings. These include individualized research projects, practicums, internships and directed readings courses. For example, KINS 6000, 7000, 7300, 9000, 9300, and 9630.

RESEARCH WITH HUMAN SUBJECTS

As a matter of University policy, research projects involving human participants will not be carried out until a complete research protocol describing the project has been submitted and approved. This policy applies to all research, regardless of whether or not it is funded. Human participation is considered to be involved even if only data are collected and there is no contact with the participants. The policy extends to all projects involving faculty, staff, students or facilities of the University, including research performed by students as part of their degree or class requirements. For students' projects, the major professor is responsible for seeing that the project is approved. For a project to be approved the major professor, student and all those involved with helping to collect data must complete an online human subjects protection training module (see <http://www.ovpr.uga.edu/compliance/hso/faqs/training>).

Approval is necessary for any type of research in any area of study. Some, but not all examples include marketing research, behavioral or psychological studies, research involving children in classrooms and on-the street interviews.

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 <http://www.ovpr.uga.edu/hso/irb101.html>. Questions concerning these guidelines may be directed to that office. Projects involving no risk to subjects can usually be approved expeditiously, but it is recommended that the forms be submitted well in advance of beginning the research and, if applicable, prior to submitting a proposal for external funding.

ACADEMIC WRITING

Style Guide

The Publication Manual of the American Psychological Association (6th edition, 2009; see <http://www.apa.org>) is the default style manual used by the Department of Kinesiology as the writing guide. Other writing styles are acceptable as long as an identifiable, consistent style is used throughout. The exception is that in the manuscript thesis/dissertation style (see below), individual articles are expected to be prepared in the format required by the journals.

Projects, Theses & Dissertations

In writing the master's thesis or doctoral dissertation, the student should secure from the Graduate School or the graduate program administrative assistant, "Theses and Dissertations: Student Guide to Preparation and Processing" prepared by the Graduate School. These guidelines should be carefully followed since each thesis or dissertation is closely scrutinized by review personnel before being accepted by the Graduate Dean. This review will include quality of typing, margins, consistency of presentation of material, and type of paper used.

Ph.D. Dissertation

The dissertation is the final component of a series of academic experiences which culminate in the awarding of the Doctor of Philosophy. The dissertation fulfills four major functions: (1) It presents original research or scholarship. (2) It demonstrates the student's ability to understand and critically evaluate the literature of the field. (3) It reflects the student's mastery of appropriate research methods and tools. (4) It shows that the student can address a major problem, arrive at successful conclusions, and report in a literate fashion. The findings of a dissertation should be worthy of publication in a refereed journal or other scholarly medium.

General Requirements

The dissertation or thesis must demonstrate unity and purpose. All parts of the dissertation or thesis must contribute to the stated objectives of the research. The methods used in the research must be described adequately to permit an independent investigator to repeat the work.

The dissertation or thesis may be written in either the traditional or the manuscript style described below. In both styles, there must be an introduction and a literature review with the purposes of defining problems, presenting hypotheses or theories, stating objectives, and thoroughly reviewing pertinent literature. In both styles, there must be a concluding chapter or section which unites the preceding chapters or sections and which may consist of a general discussion integrating the major findings. In the manuscript style, the introduction, literature review, and concluding chapter or section will be presented separately from their briefer presentation in each manuscript to allow thoroughness not usually permitted by space limitations in scientific journals.

Acceptable Styles for the Dissertation or Thesis

Traditional Style

While not all projects will fit the same format, most will be prepared with the following chapter headings:

- I. Introduction
 - II. Related Research
 - III. Procedures
 - IV. Results and Discussion
 - V. Summary, Conclusions and Recommendations
- References
Appendices

The format of the dissertation or thesis will be in conformity with the style manual or guide approved by the student's department and the Graduate School, as well as with the Graduate School dissertation and thesis manual. Documentation and format must be consistent throughout the dissertation or thesis.

The Manuscript Style

The manuscript style permits the inclusion of two or more manuscripts for the doctoral degree and the inclusion of one or more manuscripts for the master's degree, submitted or to be submitted to scholarly journals, as chapters or sections of the dissertation or thesis. Each manuscript must be prepared in the style of the appropriate scientific journal, but instructions peculiar to submission of manuscripts to editors must be eliminated. Each manuscript must blend appropriately with the other parts of the dissertation or thesis, with the exception of the particular differences required by journals (e.g., literature citations, table designations). Paper with numbered lines, as required by some journals, will not be used. Captions must accompany each figure on the same or facing page of each manuscript. No reprints or photocopies of reprints will be permitted.

If the manuscript style is used, the student must be the first author of each manuscript. The names of all authors, in journal-submitted order, and the name of the journal (with volume, page numbers, and date, if known) must be given as a footnote to the title on the first page of each manuscript, so as to indicate the current status of each manuscript.

Continuous pagination is required throughout the dissertation or thesis. The usual requirements for margins, consistency in chapter or section titles, and other mechanics as specified in the Graduate School dissertation and thesis manual will apply.

Electronic submission of the dissertation to the Graduate School for internet access is required by the Department, with bound paper copies for the Department and major professor. See <http://www.grad.uga.edu> for information.

More and more theses and dissertations are being submitted to the Graduate School using the alternative manuscript style. This style includes articles that are published, accepted for publication, submitted for publication or intended for publication. There is increasing concern over copyright issues related to the articles that have already been published or those accepted and being readied for press.

In response to this concern, we now ask that a statement of copyright release from the publisher for each published or accepted article be given to the Graduate School at the time that the thesis/dissertation is submitted in final form. We will keep this release statement in the student's file as a part of their permanent record. You, the student, are responsible for securing this release and you should begin the process of acquiring the copyright release very early in your thesis/dissertation preparation.

RESOURCES AND SPECIAL AIDS TO STUDENTS

Libraries

The University of Georgia Library is the largest university library in the state and is a member of the Association of Research Libraries. Thus, the Library is equipped to provide comprehensive services to students involving nationwide resources for both curricular and research needs. On-line literature searches are possible. The three major units of the Library are the Main Library (on North Campus), the South Branch (located in Boyd Graduate Studies building, containing most science material and some health and physical education materials) and the Law Library. A complete description of all available services may be secured at the Main Library or the South Branch.

There are several homepages for use to students:

1. UGA Library: <http://www.libs.uga.edu>
2. GIL (UGA Libraries on-line catalog): <http://gil.uga.edu> or reference from Library homepage.
3. Galileo (state-wide database): <http://www.galileo.peachnet.edu> or reference from Library homepage.

Computers

Many labs are available on campus. These labs have Macintosh and Windows-based computers. Software check-out is possible in several of these labs. One of the bigger labs is in Aderhold Hall, Rooms 232 and 224. Some computers and printers are on the sixth floor of Aderhold.

There is a computer laboratory for use by students in Room 214 of the Ramsey Center. The lab contains 20- 25 networked Windows-based computers with a separate teacher's work station and file server. A variety of software is available on these computers. The computers can access the UGA library and databases for computer literature searchers. In addition to the computer laboratory in room 214, all of the Department laboratories and Fitness Center have computers to support their activities.

The Department of Kinesiology has a number of laptop computers that can be checked out for up to two days from Kim Norton (Ramsey room 111).

Computer Consulting Services

There are consultants in the bigger remote sites around campus. The College of Education maintains a data analysis and consulting service. Services include assistance in research design, data analysis, and scoring of answer sheets. Call 542-5230 for an appointment and further information.

Survey Research Center

This center provides assistance to researchers doing survey research in terms of survey design, data coding, data analysis, etc. It is located in the Graduate Studies Building.

Student Professional Travel

There are two sources: (a) Graduate School, and (b) College of Education.

The Office of the Vice President for Research and the Graduate School have limited funds to assist graduate students when traveling to present papers at professional conferences. Because of limitations on resources, travel funds will be primarily for doctoral students with a grade point average of at least 3.5 who are at advanced stages in their graduate programs and are presenting results of their dissertation research findings. If travel is to an international conference to be held outside of North America, requests for assistance are to be sent to the Office of the Vice President for Research. If the conference is to be held within North America, requests for travel assistance are to be sent to the dean of the Graduate School. All requests for travel assistance are made through the Department of Kinesiology graduate coordinator.

International Travel. A student receiving an invitation to present a paper at an international conference may submit a travel request to the Office of the Vice Present for Research. Forms for this purpose are available in the Office of the Vice President for Research. The request must be endorsed by the student's major professor and be accompanied by a copy of the invitation to participate in the conference. Each request will be evaluated in terms of its own merit and in accordance with the guidelines

for foreign travel support. Students seeking travel assistance must be properly registered during the semester in which the request is submitted and for the semester for which the trip is scheduled. Assistance will not be granted in those instances where travel was undertaken prior to receiving written approval from the Office of the Vice President for Research.

Domestic Travel. A student receiving an invitation to present a paper at a professional meeting within North America may submit a travel request to the Graduate School. Each request form must be accompanied by evidence that the student’s research has been accepted for presentation and by an abstract of the research to be presented. The following guidelines will be used in considering all such requests: (1) First preference will be given to doctoral students nearing the completion of their degree (final year). A request from a master’s student will be given consideration only if the department in which the student is enrolled does not offer a doctoral degree. (2) The meeting or conference to be attended must be of regional or national importance. (3) Approval of travel requests for a student will be limited to one (1) per fiscal year (July 1 - June 30). (4) A student submitting a request must possess a minimum cumulative graduate grade point average of 3.50 based on at least two years of full-time graduate study at The University of Georgia with no grades of “Incomplete” or “No Report”. (5) Funding will not be provided to students employed as instructors or classified employees. (6) The applicant must be registered during the semester in which the travel funds are requested. (7) Each travel request must be approved prior to the date of travel. Reimbursement for expenses will not be made if travel is undertaken prior to receiving written approval.

All requests should be thoroughly reviewed at the departmental level before submission to the Graduate School. This review should include an assessment of the quality of the research to be presented, the stature of the organization to which the presentation will be made, as well as a review of each applicant’s academic record to ensure that he/she meets all of the criteria cited above. **Each department’s request(s) for each semester must be received in the Graduate School’s business office as a group. The request(s) must be accompanied by a letter from the graduate coordinator or department head evaluating the request(s) in light of the review above.** Requests must be submitted (check for exact dates) as indicated below:

<u>Travel Dates</u>	<u>Request Deadline</u>
6/15 - 9/30	6/10
10/1 - 12/31	9/15
1/1 - 3/31	12/15
4/1 - 6/14	3/15

The amount of the award will be based on such factors as prevailing costs at the meeting site, distance traveled, whether the meeting is national or regional, stage of degree completion and the availability of funds. No student will be reimbursed more than the actual cost of the trip.

The College of Education program of travel support is for graduate students in the College of Education. Funds are available on a competitive basis. Many graduate students may be able to apply for travel support from the Graduate School as well as from the College of Education. Eligibility criteria, application procedures, and deadlines for applying differ some from the Graduate School. Generally the College of Education eligibility requirements are less restrictive than the Graduate School. Requests may be submitted to the Department of Kinesiology graduate coordinator to forward to the COE (check for exact dates) as indicated below:

<u>Travel Dates</u>	<u>Request Deadline</u>
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6/25 - 9/30	6/1
10/1 - 12/31	9/1
1/1 - 3/31	12/1
4/1 - 6/14	3/1

Graduate Assistantships and Financial Aid

Graduate assistantships. The Department offers assistantships involving teaching responsibilities, clinical responsibilities, research, and special services. A one-third to one-half time (13-20 hr/wk) workload is required, with compensations based on responsibility and previous professional preparation. Students should check with the Department graduate coordinator for details. It is the policy of the Department 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 Department State funds will be continued for up to two years of a program of study for master's students and up to four years of a program of study 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 of a doctoral program of study on Department 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 a doctoral program of study (total of five years for both degrees) on Department State funds. Funding from Department State funds for additional years will be approved by the Department faculty only under very unusual circumstances involving a non-typical program of study or research. Slow progress or problems in competing 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.

The University offers assistantships and fellowships which are awarded on University-wide competitive basis. These include the Presidential Graduate Fellows Program, Recruitment Assistantships, Recruitment Opportunities Assistantships, and Dissertation Completion Assistantships. See the Graduate School website (<http://www.grad.uga.edu/>) for additional information. Out-of-state students not supported by an assistantship may apply through their department to the graduate school for a waiver of out-of-state tuition.

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 for assistantship experience). Credit for assistantship experience will normally be obtained by registering for KINS or KINS 7005 (masters) or KINS or KINS 9005 (doctoral). The maximum load is 18 hours. Audits will not be counted when considering maximum and minimum course load requirements.

To exceed the maximum course load, a student must obtain approval from his/her major professor and the dean of the Graduate School. The department head or the departmental graduate coordinator may sign the overload request in the absence of the student's major professor.

Generally, a request to exceed the maximum course load will not be approved unless the student satisfies the following guidelines: (1) is a prospective candidate (or candidate) for a graduate degree, (2) has a cumulative graduate average of 3.5 or higher, (3) has no incompletes on his/her graduate record, and (4) is not a first-semester student.

The maximum course load for an eight-week summer long session is 18 hours. The minimum course

load for any summer session is 3 hours. The maximum course load during pre-summer session (Maymester) is 6 hours. For students on an assistantship, the minimum course load during summer sessions is 6 hours. Permission to exceed the maximum course load is not granted during the summer semester.

Because of the intensive nature of class work in the summer semester, graduate assistants are required to enroll for six hours of course work. Summer semester rules for maximum loads (10 hours for short session, 9 hours for short session and thru session course work).

To be eligible to receive a waiver of fees, holders of assistantships must (1) perform at least one-third time service (thirteen hours per week) for the University, and (2) be paid at the approved rate for graduate assistants in the particular school or college in which they are employed.

Any graduate student in degree programs of the Department of Kinesiology who has 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. 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.

It is the philosophy of the Department of Kinesiology that graduate assistants are students first and graduate assistants second. This means that standards and academic requirements can not be compromised by graduate assistantship duties. Several important Department of Kinesiology standards and academic requirements are listed below.

- A. Student admission will follow a standard time table.
- B. The department does not accept non-degree students on assistantship.
- C. Students are expected to be making progress toward a degree by taking at least 9 credit hours of course work toward the degree plus 3 hours of KINS or KINS 7005 or 9005 for being on assistantship.
- D. 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) on the yellow advisement form following C and D above. Department of Kinesiology staff will only clear students to register for the courses identified on the yellow advisement form.

Other 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 School 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.

The University has a large number of loan funds to assist students. These are administered by the Office of Financial Aid located in the Academic Building. These have varied stipulations regarding their use. In addition, there are a variety of scholarship funds for minority applicants.

Any student desiring information regarding financial aid should explore these possibilities with the Financial Aid staff and/or with his/her academic advisor.

Housing

The University offers graduate student housing for single individuals as well as individuals with families. For more information, contact the Department of University Housing, Russell Hall, Athens, GA 30602, phone 706-542-1421 or the Office of Family Housing, 710 East Campus Road, Athens, GA 30602, phone: 706-542-1473.

The Department of University Housing maintains a bulletin board (on first floor of Russell Hall) that is used to advertise off-campus rental housing (apartments, houses, duplexes, trailers, rooms, and roommate ads). Additionally, the Department of Housing has compiled an Apartment Listing handout that notes the name, address, size and whether or not local apartment units are furnished or unfurnished. For more information, contact the Department of University Housing. Additionally, listing and inserts (such as the Apartment Blue Book; Rental Community Guide) in the local newspapers as well as notices on bulletin boards located around campus, may be helpful in locating available housing.

Student Employment

The student Employment Office at Clark Howell Hall (phone 706-542-3375) offers assistance to students in finding part-time employment in town as well as on campus. **Please note: Students holding assistantships are limited in the number of hours that they can hold concurrent hourly rate employment on campus. For more information, contact the Graduate Coordinator.**

Graduate School Forms

Some forms must be filed with the Graduate School and/or the Department of Kinesiology as student progresses through the graduate program. When these forms are due is indicated in the checklists for the degree programs on the following pages. The responsibility to file these forms on time rests with the student. The student would be wise to look at the appropriate checklist at the beginning of each semester in order to check off what has been accomplished and see what needs to be done that semester.

Most of the forms required by the Graduate School are on the internet. It is the responsibility of the student to obtain the appropriate form from the internet, complete the form, and print the completed form. Type the names of faculty members in places where they will sign the form. Give two copies of the printed form to the graduate program administrative assistant. Faxed forms are not accepted by the Graduate School. The graduate program administrative assistant sends the form to the Graduate School. Graduate School forms on the internet are found at <http://www.grad.uga.edu/>. Once at the internet site, click on **Current Students** at the top of the screen; under **Academics** click **Forms**. There are instructions on how to use the forms. Click on the form you want, complete the form, and finally print the form. M.Ed. students use form 6. Forms available are:

Advisory Committee for Master of Arts and Master of Science Candidates (M.S. thesis)
Program of Study for Master of Arts and Master of Science Candidates (M.S. non thesis, and M.S. thesis)
Program of Study (MHP, MLA, LLM) Program of Study for Non-Doctoral Professional Degrees
Program of Study (Master of Arts for Teachers Degree)
Approval Form for Master's Thesis, Defense, and Final Examination Master of Arts and Master of Science Candidates
Approval Form for Master's Thesis and Final Oral Examination (MHP, MLA & LLM degrees)
Electronic Thesis and Dissertation (ETD) Submission Approval Form
Application for Admission to Candidacy Doctoral Degree
Advisory Committee for Doctoral Candidates

Preliminary Doctoral Program of Study
Final Doctoral Program of Study
Approval Form for Doctoral Dissertation and Final Oral Examination
Electronic Thesis and Dissertation (ETD) Submission Approval Form
Application for Graduation Late Filing for Graduation Form
Graduation Change Form Doctoral Graduation Ceremony Information Form (EdD, PhD, DMA only!)
Academic Probation Advisement Form
Request for Change of Degree Objective
Recommended Change in Program of Study
Summer Assistantship Commitment Form

Forms required by the Department of Kinesiology and some Graduate School forms pertaining to the M.S. non-thesis are not on the internet. These forms are obtained from the Department graduate program administrative assistant, completed, and two copies given to the graduate program administrative assistant. The graduate program administrative assistant sends the forms to the Graduate School and/or puts the form in the student's file in the Department office. The M.S. non-thesis final oral examination form called Report of Final Examination is one form obtained from the graduate program administrative assistant.

Additional Websites

Kinesiology	http://www.coe.uga.edu/kinesiology
Office of the Registrar	http://www.reg.uga.edu/
UGA Food Services	http://www.uga.edu/food-serv
UGA Health Center	http://www.uhs.uga.edu
College of Education	http://www.coe.uga.edu
Tuition and Fee Schedule	http://www.busfin.uga.edu/bursar
UGA Parking Services	http://www.parking.uga.edu
UGA Bookstore	http://www.bookstore.uga.edu
Campus Bus Schedule	http://www.transit.uga.edu

CHECKLIST FOR MS non-thesis

You can access the forms from the Graduate School website (<http://www.grad.uga.edu>). 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. Give the form to the Graduate Program Administrative Assistant to be forwarded to the Graduate School.

- ___ 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 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 at <http://www.gradsch.uga.edu:5080/forms/newgradms.htm>.
- ___ 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. See the graduate program administrative assistant for the exit questionnaire.
- ___ 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

You can access the forms from the Graduate School website (<http://www.grad.uga.edu>). 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. Give the form to the Graduate Program Administrative Assistant to be forwarded to the Graduate School.

- ___ 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 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. Application for KINS 7300 must be made one semester in advance of expected date of enrollment. 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-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 at <http://www.gradsch.uga.edu:5080/forms/newgradms.htm>.
- ___ 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. See the graduate program administrative assistant for the exit questionnaire.

- 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/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).
- 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.
- 13. Arrange for binding of any thesis copies required.
- 14. Be sure the 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

You can access the forms from the Graduate School website (<http://www.grad.uga.edu>). 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. Give the form to the Graduate Program Administrative Assistant to be forwarded to the Graduate School.

- ___ 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 status is provisional, 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 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. Satisfy Graduate School RESIDENCY requirements of two consecutive semesters of full-time study.
- ___ 8. Complete course requirements within six-year period from date of admission.
- ___ 9. 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.
- 10. File an APPLICATION FOR GRADUATION with the Graduate School no later than Friday of the second full week of classes the semester of the anticipated graduation date (except for Summer which will be due the first full week of classes).
 - 11. Complete the DISSERTATION (a minimum of 3 credits in 9300). Submit to the major professor for approval, and submit to the Advisory Committee.
 - 12. Complete Exit Questionnaire the semester of graduation. See department graduate program administrative assistant.
 - 13. 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).
 - 14. 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.
 - 15. 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