

**COLLEGE OF EDUCATION  
& HUMAN ECOLOGY**

**Kinesiology Graduate Handbook**

**2014-2015**

**Kinesiology**

135 PAES Building

305 W. 17th Ave.

Columbus, OH 43210

**Phone:** (614) 292-5679

**Fax:** (614) 292-7229

<http://che.osu.edu/human-sciences/graduate/kinesiology/>

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<b>COMMITTEE:</b>	<b>Email address</b>	<b>Phone</b>
Dr. Sue Sutherland, Chair	<a href="mailto:sutherland.43@osu.edu">sutherland.43@osu.edu</a>	247-6964
Dr. Brian Focht	<a href="mailto:focht.10@osu.edu">focht.10@osu.edu</a>	292-2165
Dr. Jackie Goodway	<a href="mailto:goodway.1@osu.edu">goodway.1@osu.edu</a>	292-8393
Dr. Weidong Li	<a href="mailto:li.832@osu.edu">li.832@osu.edu</a>	247-6506
Dr. Rick Petosa	<a href="mailto:petosa.1@osu.edu">petosa.1@osu.edu</a>	292-8345
Dr. Brian Turner	<a href="mailto:turner.409@osu.edu">turner.409@osu.edu</a>	247-8374
Dr. Melissa Wiser (ex officio)	<a href="mailto:wiser.13@osu.edu">wiser.13@osu.edu</a>	688-1437
Graduate Admissions Website	<a href="http://gradadmissions.osu.edu">http://gradadmissions.osu.edu</a>	
Graduate School website:	<a href="http://www.gradsch.ohio-state.edu">http://www.gradsch.ohio-state.edu</a>	
Graduate School Forms	<a href="http://gradforms.osu.edu">http://gradforms.osu.edu</a>	
College of Education & Human Ecology website	<a href="http://ehe.osu.edu">http://ehe.osu.edu</a>	
Kinesiology website	<a href="http://ehe.osu.edu/human-sciences/graduate/kinesiology/">http://ehe.osu.edu/human-sciences/graduate/kinesiology/</a>	

**Dr. Carl Maresh**  
**Department Chair**  
**Department of Human Sciences**  
**A150 PAES Building**  
**305 W. 17<sup>th</sup> Avenue**

**Mr. Tim Graham**  
**Assistant Director for Graduate Programs and Recruitment**  
**Phone: 292-6787**  
**Email: [graham.257@osu.edu](mailto:graham.257@osu.edu)**

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## INTRODUCTION

The graduate faculty of the Kinesiology program of the Department of Human Science is dedicated to providing the best opportunities for the education and development of its graduate students. Carefully considered policies and procedures are followed to ensure that (a) a quality graduate education with appropriate alternatives is available, (b) fairness and support are continuing, (c) merit is recognized, and (d) proper credit is awarded.

*The Graduate Studies Committee and the Graduate Faculty, in order to provide information and to set forth policies and procedures pertinent to graduate study in Kinesiology have developed the Kinesiology Graduate Handbook.* Students and faculty should be aware that this publication is a supplement to regulations contained in the *Graduate School Handbook and Graduate School Newsletter* and generally does not duplicate the standard policies and procedures presented in these documents.

All graduate students should possess and be familiar with the contents of the *Graduate School Handbook*, the *Kinesiology Graduate Handbook*, and the appropriate mentoring document.

**The primary responsibility for following policies, regulations, deadlines, and degree requirements rests with the student.**

**Students should be aware that each faculty member has an off-duty semester (typically summer semester). Students must consult their advisors if they wish to take a Master's Examination, Candidacy Examination, defend the Master's thesis or doctoral dissertation, or graduate during a faculty member's off-duty semester. Unless otherwise arranged, a faculty member is technically off duty during that semester.**

**Note that post-candidacy students must be continuously enrolled in three semester hours each semester until graduation unless an exemption has been granted by the graduate school**

The format of this publication generally follows the sequence of information outlined in the *Graduate School Handbook*. When possible, specific reference notations are provided. It is suggested that the two publications be consulted for reference when seeking information.

For course descriptions, see the Course Catalog at <http://buckeyelink.osu.edu>. For class schedules, see the Master Schedule of Classes at <http://buckeyelink.osu.edu>.

Throughout this document the terms "Graduate Studies Committee" and "Graduate School" are used extensively. The *Graduate Studies Committee* is the selected committee of the Kinesiology Section responsible for the oversight and implementation of policy and procedures at the section level. The *Graduate Studies Committee Chairperson* ensures that policies and procedures are followed according to the established regulations of the graduate faculty of the section. The *Graduate School* refers to The Ohio State University office established as the University's representative body that oversees graduate education.

## SECTION 1

### ORGANIZATION OF KINESIOLOGY

**Kinesiology** is the study of human movement in its' many forms, including a wide variety of different physical activities, physical education, and sport. Within Kinesiology, the study of human movement will be addressed across the lifespan and with diverse constituents from the perspectives of three different specialization areas:

- Health and Exercise Science
- Physical Education
- Sport Management

The Kinesiology program is involved in instruction, scholarship, and service related to sport and physical activity in a variety of settings and with many different constituents. The Kinesiology faculty demonstrates its effectiveness and impact through the education of a diversity of professionals, scholars, and leaders in the promotion of sport, physical education, sport management, and exercise science regionally, nationally, and globally. Each of the three specializations within Kinesiology is connected and interrelated through addressing various ways in which the value placed on physical activity in society is manifested. The teaching, research, and service work of Kinesiology faculty, students, and staff targets: (a) the increasing rates of obesity; (b) the impact of physical activity throughout the lifecycle and for a diversity of individuals; (c) the crisis in physical education in our schools; (d) the historical and cultural context of sport; (e) the business and consumer dimensions of sport and athletics; and, (f) the challenges of promoting physical activity and health.

#### **Mission**

Consistent with a land grant institution, our mission is the creation and application of knowledge related to physical education, sport and physical activity through high quality research, synthesis, and integration of existing knowledge designed for students, the scholarly community, and constituents within the state of Ohio, the nation, and abroad. Our mission also includes the professional preparation of leaders who represent diverse backgrounds in the fields of education, such as physical educators, coaches, administrators, and researchers in sport and physical activity. We also prepare scholars and researchers in physical education, sport, physical activity and health to provide innovation and leadership in the promotion of an active and healthy lifestyle and to lessen the health burden of an inactive lifestyle.

#### **Vision**

The vision for the Kinesiology program is to be at the forefront of innovation for the enhancement of research, teaching, learning, health, physical education, and physical activity in order to improve the overall quality of life for constituents within the state of Ohio, nationally, and internationally.

#### **Values**

We value education and health for all individuals and we seek to inspire in our stakeholders a lifelong commitment to learning and wellbeing. We value research to inform and guide our teaching, practice, and policy making related to health, physical education, sports, and physical activity. We commit to equity and to celebrating and learning from our diversity. We will pursue

freedom of inquiry, communication, and the pursuit of knowledge.

## **ORGANIZATION**

1. Kinesiology is a section within the Department of Human Sciences in the College of Education and Human Ecology at The Ohio State University (see University Rule 3335-3-34).
2. The Kinesiology section is composed of three specializations:
  - Health and Exercise Science
  - Physical Education
  - Sport Management

## **GOVERNANCE**

The graduate faculty of Kinesiology organizes and conduct the graduate program according to this Graduate Studies Handbook, the Pattern of Administration adopted by the Department of Human Sciences, other documents and guidelines appropriately adopted by the graduate faculty, and the rules of the Graduate School.

## SECTION 2

(Also see Section XIV of the *Graduate School Handbook*)

<http://gradsch.osu.edu/section-xiv.html>

### GRADUATE STUDIES COMMITTEE

The Graduate Studies Committee is composed of two members from health and exercise science, physical education, and sport management. In addition, a Kinesiology Graduate Student and a designated alternate will serve a one-year term. The Graduate Studies Committee is responsible for assuring the appropriate conduct and administration of the Kinesiology graduate program. The committee formulates rules and procedures relevant to the School's graduate program within the policies established by the Council on Research and Graduate Studies of the Graduate School and the graduate faculty of Kinesiology. Other responsibilities of the Graduate Studies Committee are identified in Section XIV of the *Graduate School Handbook*. In addition, the Kinesiology Graduate Studies Committee is responsible for the following:

1. Maintaining records and monitoring progress of each graduate student through graduation, insuring compliance with established policies and procedures;
2. Assisting in recruitment of graduate students to the graduate program;
3. Arranging for guest lecturers and graduate convocations in conjunction with the graduate faculty;
4. Reviewing new course proposals;
5. Appointing faculty for Category M membership on the Graduate Faculty and nominates faculty for Category P membership to the Graduate School, approving emeritus faculty members to continue specified Graduate Faculty functions, and reviewing Graduate Faculty membership;
6. Evaluating old and new areas of specialization;
7. Evaluating and monitoring seminar course offerings; and
8. Delegating with proper authority aspects of oversight of graduate student progress to the school's office of student services and graduate studies committee chairperson.

### GRADUATE STUDIES COMMITTEE CHAIRPERSON

The Chairperson of the Graduate Studies Committee performs the following tasks:

1. Chairs the Graduate Studies committee and graduate faculty meetings;
2. Maintains graduate student files with the assistance of the Office of Student Services;

3. Schedules and conducts a minimum of two graduate faculty meetings per academic year (usually during Autumn & Spring semesters);
4. Conducts the daily business of the Graduate Studies Office under the auspices of the Graduate Studies Committee, according to the Kinesiology Graduate Handbook and the Graduate School;
5. Conducts information and orientation sessions about policies and procedures related to the graduate degree programs, including “Guidelines for Scholarly Misconduct,” for new faculty and students;
6. Works with the faculty and other units on campus to help assure professional development of graduate associates; and
7. Liaises between the Kinesiology Graduate Studies Committee, the appropriate committees of the Council of the College of Education and Human Ecology, and the Graduate School of the University.

### **GRADUATE STUDIES OFFICE**

Located in A146 PAES Building (614-292-6787), this office houses Kinesiology’s official files for graduate students in the Department of Human Sciences graduate programs. This office is the location of the day-to-day management of the graduate program. This office maintains graduate student files and insures that appropriate procedures have been followed relative to the policies of the Graduate Handbooks of Kinesiology and the Graduate School.

The graduate faculty members associated with an approved area of specialization are responsible for the preparation of informational materials about the area of specialization. All materials developed for distribution must be approved by the Chairperson of the Graduate Studies Committee and the Chair of Human Sciences to ensure consistency with approved university programs and policies. These will be developed according to the format requested by the Graduate Studies Committee. All inquiries requesting information about programs of study shall be referred to the Department of Human Sciences Graduate Studies Office for appropriate action.

The Graduate Studies Office will be the depository of all materials related to the graduate program of Kinesiology. Retention and destruction of these materials will be followed according to the State of Ohio Revised Code.

### **PROCEDURE TO CHANGE THE POLICIES OF THE GRADUATE HANDBOOK**

Graduate faculty members may submit proposals to change the policies of the graduate faculty contained in the Kinesiology Graduate Handbook. Proposals may be submitted at any time. However, the Graduate Studies Committee Chairperson will request proposals from the faculty to change policies every Spring Semester. Proposals submitted during the year will be considered by the Kinesiology Graduate Committee for discussion and recommendations before being presented to the Graduate Faculty at the Spring Semester meeting of the Graduate Faculty. Proposals to change policy should contain the current policy, the proposed change, a rationale for the proposed change, and arguments for and against the proposed change. The proposed change will be discussed at the faculty meeting, and after two weeks an email ballot will determine the vote of the graduate faculty with regular appointments (defined in section 3). If a proposal to

change a policy is adopted by a majority vote of the graduate faculty, it will be implemented in the coming academic year. For example, changes approved Spring 2014 will go into effect Autumn 2014. If a proposal to change a policy fails adoption, it may not be reconsidered by the graduate faculty for one academic year.

## SECTION 3

(Also see Section XV of the *Graduate School Handbook*)

<http://gradsch.osu.edu/section-xv.html>

### GRADUATE FACULTY MEMBERSHIP

The Graduate Faculty are those members of the general faculty approved to conduct graduate education at the university. Although appointment to the faculty must precede appointment to the Graduate Faculty and is a condition of it, a faculty appointment does not in itself confer Graduate Faculty membership. Graduate Faculty appointing procedures and criteria are outlined below.

### ELIGIBILITY

**Regular Faculty.** Regular (appointments at 50 percent time or more) tenure-track faculty and regular research track faculty are eligible for appointment as Category M and P Graduate Faculty. Regular clinical faculty are eligible for appointment as Category M Graduate Faculty.

**Auxiliary Faculty.** Auxiliary faculty are “persons with adjunct titles, clinical titles, visiting titles, and lecturer titles; also professors, associate professors, assistant professors, and instructors who serve on appointments totaling less than 50 percent to the university” ([University Rule 3335-5-19D](#)). Auxiliary faculty are not eligible for appointment to the Graduate Faculty. Auxiliary faculty may serve on master’s and doctoral examination committees upon petition by the Graduate Studies Committee of the student’s program and approval by the Graduate School. Auxiliary faculty may, under extraordinary circumstances, serve as advisors upon petition by the Graduate Studies Committee and approval by the Graduate School.

**Ex Officio Members.** Ex officio members of the Graduate Faculty are the Senior Vice President for Academic Affairs and Provost, the Vice President for Research, the Vice Provost for Graduate Studies and Dean of the Graduate School, the deans of the colleges, and the Director of Libraries.

### FUNCTIONS

Only regular Graduate Faculty members are authorized to perform one or more of the following functions:

1. Serve as advisor or co-advisor for master’s degree students;
2. Direct master’s theses;
3. Serve as advisor or co-advisor for doctoral degree students;
4. Direct doctoral dissertations or D.M.A. documents;
5. Serve as Graduate Faculty Representative on Candidacy Examination and Final Oral Examination Committees; and

6. Participate in the governance of graduate education at all levels within the University.

**Preclusion.** A faculty member whose highest degree was awarded by this university and who is approved for Graduate Faculty membership at any category may not serve as an advisor for or serve on the master's examination, candidacy examination committee, or final oral examination committee of former fellow students.

**Graduate Faculty Representative.** The Graduate Faculty Representative is a Category P Graduate Faculty member who is neither a faculty member in the student's graduate program nor a member of the student's candidacy examination committee or final oral examination committee. The Graduate Faculty Representative is appointed by the Graduate School to serve on all second attempts at the candidacy exam and on all final oral exams. In addition to being a full voting member of the examination committee, the Graduate Faculty Representative reports a judgment of the quality of the examination and the student's performance to the Graduate School. If the examination is reviewed, the Graduate Faculty Representative also reports on the fairness of the conduct of the examination and its conformity to Graduate School rules to Graduate Council.

## CATEGORY LEVEL

The appropriate category level (P or M) is determined by the faculty member's qualifications and the functions the faculty member is expected to perform by the graduate program.

**Nominations, Appointment, and Notification.** The Graduate Studies Committee appoints Category M Graduate Faculty members and notifies the Graduate School of its actions. The Graduate Studies Committee submits nominations for Category P membership on the Graduate Faculty to the Graduate School and certifies by appropriate documentation that those nominated meet published university-wide criteria. Graduate programs may establish additional local criteria.

**Multiple Appointments.** Faculty may hold Graduate Faculty appointments in more than one graduate program. For faculty already holding Category P status in one program, a Category P appointment in another program is made by the Graduate School upon written nomination by that program's Graduate Studies Committee.

**Advisor's Appointment.** The advisor of a master's or doctoral student must hold Graduate Faculty membership at the appropriate level (at least Category M for a master's student and only Category P for a doctoral student) in the graduate program of the student. Under rare circumstances, a non-member of the Graduate Faculty may be approved to serve as advisor.

## QUALIFICATIONS AND SPECIAL RIGHTS AND RESPONSIBILITIES

Appointment can be directly to either Category P or M. The two categories do not imply a sequence.

**Minimum Category P Qualifications.** The faculty member:

1. Holds appointment as a regular, tenure-track, faculty member;
2. Holds an earned Ph.D., D.M.A., Ed.D., or equivalent; and
3. Is engaged in an active program of research, scholarship, or creative activity, or demonstrates significant promise of establishing such a program.

**Rights and Responsibilities of Category P Graduate Faculty.** The faculty member:

1. Acts as the advisor for master's and doctoral students;
2. Participates in the governance of graduate education at all levels within the university;
3. Serves on doctoral examination committees; and
4. Serves as a Graduate Faculty Representative on candidacy examinations and final oral examinations.

**Minimum Category M Qualifications.** The faculty member:

1. Holds a regular, tenure-track, or regular clinical faculty appointment; and
2. Holds a master's degree or higher, or equivalent.

**Rights and Responsibilities of Category M Graduate Faculty.** The faculty member:

1. Acts as the advisor for master's students;
2. Participates in the governance of graduate education at all levels within the university; and
3. Serves on doctoral examination committees at the discretion of the Graduate Studies Committee.

## **COMMITTEE SERVICE AND ADVISING BY NON-MEMBERS OF THE GRADUATE FACULTY**

**Committee Service.** Persons who are not Graduate Faculty members at The Ohio State University may serve on master's and doctoral (candidacy and final oral) examination committees upon the recommendation of the Graduate Studies Committee of the student's program. Approval by the Graduate School is granted upon special petition by the Graduate Studies Committee, outlining the special qualifications and expected contributions of the proposed committee member.

**Advising.** Under extraordinary circumstances, individuals who are not Graduate Faculty members at The Ohio State University may serve as advisors for master's and doctoral students. They must be employed by the university or one of its affiliated units, must have credentials that qualify them for such service, and must be recommended by the Graduate Studies Committee of the student's program and endorsed by a vote of its full Graduate Faculty. The final decision on eligibility will be made by the Graduate School. Approval to serve as Master's or doctoral advisor does not bring with it the right to participate in the governance of graduate education.

## **REVIEW**

The Graduate Studies Committee should review on a regular basis the membership categories of Graduate Faculty in its graduate program. Based on that review, the Graduate Studies Committee may recommend to the Graduate Council that the category level be reduced or removed, or that the faculty member's Graduate Faculty status be considered probationary until certain specified

conditions are met. Appropriate documentation must accompany such a recommendation, including verification that the faculty member has been notified of the possible action and has been allowed to respond in writing within a timeline specified by the Graduate Studies Committee. The faculty member's response, if any, must be included in the information sent to the Graduate School. The Graduate Council will review the recommendation and forward its findings to the Dean of the Graduate School for final action.

## SECTION 4

(Also see Section II of the *Graduate School Handbook*)

<http://gradsch.osu.edu/section-ii.html>

### ADMISSION

#### 1. Graduate Programs

A graduate degree in Kinesiology is offered at the M.S. and Ph.D. degree levels. Within each degree there are three specializations:

Sport Management

Areas of study in sport management

Physical Education

Areas of study in physical education, adapted physical education

Health and Exercise Science

Areas of study in exercise physiology, health and physical activity behavior

The areas of specialization approved by the Graduate School are noted above. When a student graduates from a program in Kinesiology, the appropriate paperwork is automatically submitted to the Graduate School to designate the area of specialization on the student's transcript.

### ADMISSION CRITERIA

#### 2. Selection for admission into specialization within the graduate program of the Department of Human Sciences is based upon the following:

*a. Baccalaureate Degree and Professional Experience*

A baccalaureate degree in an appropriate discipline and suitable experience (if required) in the designated area of specialization.

*b. Grade-Point Average*

A cumulative undergraduate grade point average of 3.0 for regular admission into the master's program and both an undergraduate and graduate cumulative grade point average of 3.0 for admission into the doctoral program.

*c. Scholastic Aptitude*

The Graduate Record Examination (GRE) must be taken within the previous 5 years. Competitive scores for regular admission into the PhD programs Autumn 2015, scores of at least 150/151 on the quantitative and verbal sections are required. Competitive scores for regular admission applying Autumn 2016, scores of at least 153/152 on the quantitative and verbal sections are required. The faculty of the specialization will consider these scores in the context of the applicant's credentials when deciding regular or conditional admission.

*d. Other Factors Considered in the Review Process Include:*

- 1) Strength of letters of recommendation;
- 2) Evidence of clearly stated goals of graduate study;
- 3) Considerations to enhance the racial, ethnic, and cultural diversity of the graduate student population of the Department of Human Sciences;
- 4) Evidence of qualifications to serve as a graduate teaching, research, or administrative associate, when applicable;
- 5) Experience in the field; and
- 6) Results of personal interview.

*e. Faculty Review*

Upon review by graduate faculty members in the designated area of specialization, a graduate faculty member must agree to serve as the applicant's advisor.

### 3. Conditional Admission

Applicants whose academic records indicate that they may have difficulty performing satisfactorily in a graduate specialization may be designated as "conditional" by the Graduate Studies Committee. Conditional admission, which can only be recommended by the Graduate Studies Committee and is formally awarded only by the Dean of the Graduate School, provides the student with an opportunity to compensate for deficiencies and to demonstrate the ability to perform satisfactorily in the graduate program. It is recommended that conditional students not enroll for more than 9 credit hours per semester. Students admitted conditionally may not hold graduate associate appointments, except by approval of the Dean of the Graduate School. Petitions on behalf of students must be approved by the Graduate Studies Committee.

This conditional classification may be assigned for one or more of the following reasons. The applicant has:

- 1) A baccalaureate or professional degree from an unaccredited college or university;
- 2) An undergraduate cumulative grade point average of less than 3.0;
- 3) A graduate cumulative grade point average of less than 3.0; and
- 4) Subject matter deficiencies as specified by the specialization admitting the student. Specialization faculty and advisors may exercise the option of treating subject matter deficiencies by requiring completion of certain courses on the student's plan of study rather than by conditional admission.

For a student to be admitted conditionally, the faculty of the specialization admitting the student must vote unanimously to approve admission of the student. The faculty will recommend to the Graduate Studies Committee the conditions under which the student will be admitted. The graduate faculty member who agrees to serve as the advisor of a student admitted conditionally will write a letter of support for the admissions.

The Graduate Studies Committee is responsible for specifying the conditions of admission on the HS applicant review form and on the graduate student admissions "Referral Notice." Admission

of a conditional student requires a two-thirds affirmative vote by the Graduate Studies Committee. The committee will state the requirements of conditional admission, the means by which the requirements will be satisfied, and the time limit for completing the requirements for conditional admission. The Graduate School, Graduate Studies Office, advisor, and student will retain a copy of the HS applicant review form or a copy of the graduate student admissions "Referral Notice." If a course required by conditional admission is deactivated or not offered regularly, the student and faculty advisor may petition the Graduate Studies Committee to make substitutions. A two-thirds affirmative vote is required for approval to substitute a course for one specified on the HS applicant review form or the graduate student admissions "Referral Notice."

It is the responsibility of the Graduate Studies Committee, the Graduate School, and advisor to monitor the progress of students in the conditional classification. The Graduate Studies Committee will review the performance of students admitted in the conditional classification at the end of each semester. Upon completion of the conditional requirements, the Graduate Studies Committee Chairperson notifies the Graduate School to change the student's classification to "regular."

Failure to meet the conditional admission requirements by the student within the time limit specified by the Graduate Studies Committee results in the student being denied further registration in that graduate program by the Graduate School. When the conditional admission criteria are not met, the student may solicit a letter of endorsement from the advisor to modify or waive the conditional requirements. A unanimous affirmative vote by the specialization faculty is required before the advisor will draft the endorsement letter. Upon approval by the specialization faculty, the Graduate Studies Committee will review the petition. A unanimous affirmative vote by the Graduate Studies Committee is required to approve the modifications.

#### 4. Applications Process

- a. All applications must be submitted through the online process at the graduate school: [http://gradadmissions.osu.edu/apply\\_online.htm](http://gradadmissions.osu.edu/apply_online.htm). Components of the application process may include: the application form, an autobiographical/career goals statement, official transcripts, at least three letters of recommendation, and Graduate Record Examination scores (for Ph.D). A Graduate Associate application form (if appropriate), and other materials that may be requested by specialization faculty. International applicants must submit an affidavit of financial support and the official results of the TOEFL test (required of individuals who are applying from non-English-speaking countries);
- b. Application review and acceptance dates are established by each specialization of the Department. The deadline for application to the Department is December 1st to be considered for admission the following Autumn semester;
- c. Prospective students who wish to be considered for Graduate School fellowships should submit their entire set of completed application materials by December 1st. The graduate faculty are responsible for nominating applicants to the Graduate Studies Committee for Graduate School Fellowships;
- d. Faculty members in each specialization are responsible for reviewing applications in a timely fashion to ensure that applicants are apprised of their status as soon as possible.

Each specialization will have on file in the Graduate Studies Office the procedures that are followed to evaluate applications; and

- e. If appointed to a Graduate Associate position, master's-level candidates are generally supported for up to two years, and doctoral-level candidates are generally supported for up to three years. Continuation of such an appointment is contingent upon adequate performance and budgetary matters.

## SECTION 5

(Also see Section III of the *Graduate School Handbook*)

<http://gradsch.osu.edu/section-iii.html>

### ADVISORS, REGISTRATION, AND SCHEDULING

Most areas of specialization are developed by the graduate faculty of Kinesiology with options implemented through the action of the student, the advisor, and the advisory committee. Schedules must be endorsed by the advisor each semester.

If a student is not registered in a previous semester, the student must request that current registration materials be forwarded or obtain them at the Graduate School.

### GRADUATE FACULTY ADVISING LOAD LIMITS

The determination of advising load will include both full-time and part-time students.

The master's student advising loads are established as follows:

1. Thesis: no more than five new master's advisees may be accepted by a graduate faculty member in a two-year period;
2. Non-thesis: no more than twenty new master's advisees may be accepted by a graduate faculty member in a two-year period.

The doctoral student advising loads are established as follows:

1. No more than five new doctoral advisees may be accepted by a graduate faculty Category P member in a two-year period;
2. A graduate faculty Category P member shall have no more than ten active doctoral advisees at any one time.

Doctoral students who are co-advised by Category M and P graduate faculty will be counted toward the Category P advising load. The Graduate Studies committee may waive these advising limits upon petition by a graduate faculty member and approval of the petition by the Graduate Studies Committee. The Graduate Studies Committee may consult the faculty in considering such petitions.

### ASSIGNMENT OF ADVISORS

The assignment of advisors is ultimately the responsibility of the Graduate Studies Chairperson. Assignments are made and changed in consultation with specialization faculty, graduate studies committee members, and the Department Chair when necessary. The Chairperson makes these decisions based on a mutual academic interest of the applicant and graduate faculty member, advising load limits, graduate faculty advising status, and career aspirations of the applicant. Recommendation of admission to the Graduate School by the Graduate Studies Committee

Chairperson is contingent upon the availability and consent of an advisor in the specialization of the applicant's interest.

Frequently the student has been in contact with a graduate faculty member, and there is a mutual agreement regarding advisor assignment. Under these circumstances, the graduate faculty member informs the Graduate Studies Committee Chairperson of this mutual agreement. Every attempt is made to respect a student's request for a particular advisor.

A student will not be admitted unless a graduate faculty member of the Department *agrees* to serve as advisor, based on the new advisor's thorough review of the candidate's dossier, personal interview (where appropriate), and concurrence. This is indicated by the faculty member's *signature* on the *Human Sciences Action* form.

By agreeing to be a student's advisor, the graduate faculty member commits to this obligation until the student completes the degree program or fails to meet the standards of reasonable progress or other criteria set forth in the *Graduate School Handbook* and the *Kinesiology Graduate Handbook*.

If a graduate student is approved to continue from the master's degree to the doctoral degree, it cannot be assumed that the student will retain the same advisor.

## **CHANGE OF ADVISOR**

Occasionally a student or graduate faculty member may feel that it would be beneficial for the student to change advisors. This might be due to a desire to change specialization or dissatisfaction on the part of either the advisee or advisor. Changes of this nature are infrequent and are subject to approval by the Graduate Studies Committee.

If a change in the area of specialization is desired, the student must apply for admission to the new specialization according to the specialization application procedures.

If a change of advisor within a specialization is desired, a written agreement providing a brief explanation for the change and signed by the student, former advisor, and new advisor must be forwarded to the Graduate Studies Office. When the student or advisor cannot facilitate an amicable change of advisors, the student will petition the Graduate Studies Committee for a new advisor. The Graduate Studies Committee Chairperson will contact graduate faculty members to solicit a qualified advisor if the rationale for the requested change appears appropriate. If a qualified alternate advisor cannot be located, the student and the current advisor will comply with the final decision of the Graduate Studies Committee related to the request to change advisor.

## **WHEN FACULTY LEAVE THE UNIVERSITY**

Graduate Faculty play a significant role in the graduate student's academic experience, and collaboration between student and committee members is an integral component of the degree-completion process. The Graduate School recognizes that these important relationships develop over time and, when faculty leave the university either through resignation or retirement, there remains a responsibility to advise the student through the dissertation and to completion of the degree.

With the approval of the graduate program and the Graduate School, Graduate Faculty members

who retire or resign from the university may remain as a regular member of a dissertation committee of a student who is in candidacy at the time of the Graduate Faculty member's departure and for a period up to the expiration of the student's initial five-year candidacy status.

Only one such member of any dissertation committee can be identified as counting toward the required number of valid Ohio State committee members.

Such Graduate Faculty members who are serving as the student's primary advisor may remain in that capacity; they will, however, be designated as the Dissertation Advisor, and a current Ohio State Graduate Faculty committee member must be named to serve as the student's Academic Advisor.

Graduate programs must submit to the Graduate School a Continuing Graduate Committee Exemption Form prior to the faculty member's retirement or resignation.

Graduate Faculty who leave the university for any reason may not serve as the advisor for a new student. They may serve on dissertation committees as an extra member with the approval of the student's graduate program and the Graduate School.

**Note:** Emeritus Faculty. The designation "emeritus" may be conferred at retirement upon recommendation by the regular faculty member's chair, dean, and the executive vice president and provost. See University Faculty Rules <http://trustees.osu.edu/rules/university-rules/rules5/ru5-19.html>.

## **PROGRAM OF STUDY**

Areas of specialization provide a basic outline for a program of study. The student has the opportunity, in conjunction with the advisor and committee, to develop his/her program beyond this basic program of study. For depth of study and development of advanced competencies, programs of study will almost always include more course work than the minimum number of credit hours required for graduation. Time limits, requirements, and the constituents of the advisory committee for master's and doctoral degrees are provided in sections 8 and 9 below, respectively.

## SECTION 6

(Also see Section IV of the *Graduate School Handbook*)

<http://gradsch.osu.edu/section-iv.html>

### LIMITATION OF CREDITS

The Course Catalog at <http://buckeyelink.osu.edu> should be consulted about maximum credits allowed for certain course work including internship, practicum, group studies, independent study, and research hours.

### NONGRADUATE CREDIT

A student enrolled in the Graduate School does not earn graduate credit in a course for any of the following reasons:

1. The course is numbered at the 3999 level or below;
2. The course is numbered at the 4000-4999 level in the student's academic unit;
3. The course is one of the following foreign language courses: German 6101 or 6102, Russian 6171 or 6172, French 6571 or 6572;
4. The course is designated "non-graduate credit" (undergraduate "UG" option) by the student's advisor at the time the student registers or adds the course; and
5. The course is taught by a graduate student enrolled at this university.

A student registered for a non-graduate credit course must complete the course requirements. A grade is reported by the instructor. The course title, credit hours, and grade appear on the student's official permanent record. The credit hours are not included in the cumulative or earned graduate credit hours, and the credit points are not included in the cumulative points. The "Course Enrollment Permission" form or change ticket is marked with a "UG" to indicate that the course is a non-graduate credit course.

### GRADUATE CREDIT TRANSFER

The rules for transfer of graduate credit are outlined in Section IV.2 - <http://gradsch.osu.edu/4.2-marks-grades.html> of the *Graduate School Handbook*. For transfer credit to count toward a master's or doctoral degree, the courses transferred must have been taken within six years of entering the graduate program. For doctoral study, the section admitting the student will indicate if the master's degree will count 30 credit hours toward the doctoral degree on the "HS Kinesiology Graduate Applicant Review" form. If this is not completed at the time of admission, the advisory committee determines the acceptability of the master's degree counting 30 credit hours toward the doctoral degree at the time the program of study is filed.

While the Graduate School places no limit on the graduate credit hours that may be transferred, residence and minimum degree requirements determine the number of graduate credit hours that may be counted toward a graduate degree at this university.

For transfer credits to be acceptable, they must meet the requirements of the specialization in which the student is enrolled. The student's committee members and Graduate Studies Committee Chairperson will decide if the requirements are met by the course(s) taken at the former institution.

The procedure for processing the form to transfer graduate credit is as follows:

1. Student obtains the form – “Transfer of Graduate Credit”  
<http://gradsch.osu.edu/Depo/PDF/TransferCredit.pdf>
2. Student completes the “Student Information” section of the form;
3. Student attaches a copy of the transcript, (course description[s] and syllabus[i] from the institution from which the credit is to be transferred may be requested as needed) and submits the request to the advisor;
4. Advisor in consultation with the student's committee members completes the Transfer Credit section of the form, and attaches a written recommendation. The Transfer Credit form, transcript, and recommendations are sent to the Graduate Studies Committee Chair; and
5. The Graduate Studies Committee Chairperson evaluates the submitted materials and, if appropriate, endorses and forwards the forms to the Graduate School. The Graduate Studies Committee Chairperson may request a meeting with the student and advisor and/or call a meeting of the Graduate Studies Committee to review the submitted materials.

**SECTION 7**  
**(Also see Section V of the *Graduate Student Handbook*)**  
<http://gradsch.osu.edu/section-v.html>

**ACADEMIC STANDARDS**

Through the selection process, the graduate faculty anticipates that graduate students will have little or no difficulty maintaining a cumulative point-hour average of 3.0 or better in all graduate credit courses.

**PETITIONING FOR READMITTANCE AFTER DEACTIVATION**

A student is deactivated from graduate study by the Graduate School if the student has not enrolled for two years. Regardless of whether the deactivation has been entered into the system, the department considers the student deactivated without enrollment after two continuous semesters. To register for classes, the student's graduate status must be reactivated. To reactivate graduate student status, the student must submit a "Reactivation of Graduate Status" form to the Graduate Studies Office. The Graduate Studies Committee Chairperson will determine if the student's advisor will continue to advise the student. If the former advisor does not agree to serve as advisor, or is otherwise not available, the student may petition the Graduate Studies Committee for a new advisor. The Graduate Studies Committee will solicit documents from the student and the advisor. Thereafter the Committee will make a decision about reactivation of the student and advising to which both student and advisor are bound. It is unlikely that the Graduate Studies Committee will rule in favor of the student if the cumulative grade point average is less than 3.0 (M.A.)/3.3 (Ph.D.) or there is evidence for a lack of reasonable progress by the student. If a student will miss two years of graduate enrollment, it is prudent for the student to discuss the potential for "reactivation" with the advisor.

The *deactivated* student must submit in writing to the Graduate Studies Committee a petition containing the following information:

1. An overview of academic background and professional goals;
2. Reason for requesting reconsideration and for expecting greater success;
3. Written endorsement from the advisor and specialization coordinator indicating support for reinstatement, and acceptance of advising responsibilities; and
4. A specific program of academic work to complete the degree requirements.

Based on the above, the Graduate Studies Committee will make a decision about reinstatement and inform the student. If the decision is in the affirmative, the request will be recommended to the Graduate School. If the petition is not supported, a letter will be sent to the student and advisor that will include the reason(s) for the decision.

## **PETITIONING RENEWAL OF DOCTORAL CANDIDACY AFTER EXPIRATION**

In such cases in which a candidacy has lapsed, with the approval of the advisor and Graduate Studies Committee, the student may take a Supplemental Candidacy Examination. The lapsed candidacy student must submit the following:

1. Concurrence of the specialization faculty to be reconsidered for candidacy;
2. Acceptance by an appropriate Category P Graduate Faculty member to serve as advisor;
3. Acceptance by the appropriate number of graduate faculty to serve on the supplemental Candidacy Examination committee;
4. Develop and submit an approved program of study supporting administration of the supplemental Candidacy Examination, including a timeline for course work, content, and administration of the written and oral portions of the supplemental Candidacy Examination (it must include written and oral components); and
5. Discussions with the appropriate potential dissertation advisory committee members and tentative approval of a dissertation topic and proposal. Timeline for completing the dissertation project within two years after the supplemental Candidacy Examination is also required.

After the above items one through five have been completed by the lapsed candidacy student, the Graduate Studies Committee will consider the request to take the supplemental Candidacy Examination. Also, after consideration of these stipulations the Graduate Studies Committee will make a recommendation to the Graduate School.

## **REASONABLE PROGRESS**

The master's program typically requires three to six semesters of full-time enrollment. An approved program of study must be filed in the Graduate Studies Office by the end of the second semester of enrollment.

Doctoral programs typically require three to five years of full-time study. A doctoral student is making reasonable progress if he or she has filed an approved program of study in the Graduate Studies Office by the end of the first semester of the second year of enrollment, completed the Candidacy Examination, and has a dissertation proposal accepted by the end of the fourth year of study, and has defended the dissertation by the end of the sixth year of study.

## **STANDARDS IN KINESIOLOGY**

The graduate faculty anticipates that each graduate student will maintain high ethical standards in all aspects of their graduate education and related professional activities. Many professional organizations often require a signature on an ethics statement for membership. Nevertheless, the graduate faculty endorses the Public Health Service Definition of scholarly misconduct:

“Fabrication, falsification, plagiarism, or other practices that seriously deviate from those that are commonly accepted within the scientific community for

proposing, conducting, or reporting research. It does not include honest error or honest differences in interpretations or judgments of data.

The phrase ‘other practices that seriously deviate...’ is included to ensure coverage of serious misconduct that might not technically be considered fabrication, falsification, or plagiarism. The definition does not include violations of human or animal experimentation requirements, or financial mismanagement or misconduct.”

It is expected that suspected instances of scholarly misconduct by graduate students or graduate faculty would be reported to the Graduate Studies Committee Chairperson. Thereafter, the procedures outlined in The Ohio State University Institutional “Scientific Misconduct Guidelines” will be followed.

It is expected that suspected instances of academic misconduct would be reported to the University Committee on Academic Misconduct. The definition of academic misconduct and the process for reporting academic misconduct are printed in the OSU Student Handbook.

It is expected that suspected instances of sexual harassment would be reported to the Chair of the Department of Human Sciences who will follow institutional guidelines for reporting sexual harassment. Copies of the OSU Sexual Harassment policies may be obtained from the Office of Human Resources, the Office of Legal Affairs, or the Office of Student Services and Academic Programs.

Any graduate student found to be in violation of any university policy will automatically receive a warning from the graduate school that he or she may be subject to dismissal the semester after which the violation is determined. The Graduate Studies Committee, in consultation with the Department Chair and Program Specialization Head, will assess the violation relative to the expected professional standards of the graduate faculty and may rule to sanction or dismiss the student.

Complaints related to graduate faculty responsibilities, performance, scientific misconduct or sexual harassment should be brought to the attention of the Chair of Human Sciences for action according to university policy. Beyond the standards specified by the Graduate School, the Kinesiology graduate faculty members have expectations and aspirations for their graduate students. For depth of study and development of advanced competencies, programs of study will almost always include more course work than the minimum number of credit hours required for graduation. In addition to completing formal requirements for a degree, graduate students in Kinesiology are expected to demonstrate such characteristics as:

1. Interest and willingness to become active in institutional affairs by participating in student organizations, serving on department and college committees, and attending open and department-sponsored meetings;
2. Leadership, dependability, and intellectual capacity when voluntarily engaged in research studies, projects, and in school/community related activities;

3. Commitment to professional responsibilities, standards, and ethics through active membership and participation in professional organizations and through attendance at conferences, workshops, institutes, convocations, colloquia, and guest lectures; and
4. Communication and social skills with individuals and groups - particularly those from different cultural and ethnic backgrounds.

A variety of opportunities beyond the classroom are available to graduate students intending to enhance their education and development of professional competencies. Advisors and graduate faculty members recognize those active students and reflect support for them when recommending graduate students for awards and positions. Graduate students are especially encouraged to become involved in the Council of Graduate Students, the university-recognized council that represents the graduate students to the university committees.

#### **DENIAL OF REGISTRATION AND/OR DISMISSAL FROM THE PROGRAM**

A student can only be denied further registration or dismissed from a program (degree or graduate-certification program) following rules and procedures established by the Graduate School. Graduate School rules related to warnings and probationary status must also be followed.

## SECTION 8

(Also see Section VI of the *Graduate School Handbook*)

<http://gradsch.osu.edu/section-vi.html>

### MASTER'S DEGREE PROGRAM

Graduate faculty in Kinesiology offer a Master of Science degree in Health and Exercise Science, Physical Education, and Sport Management.

Students have the option of pursuing either thesis or non-thesis programs (unless otherwise stipulated). The thesis option is strongly recommended to those intending to pursue doctoral study.

### PROGRAM OF STUDY

The development of an individualized course of study is the responsibility of the graduate student, the advisor, and a second member of the graduate faculty who may come from outside of Kinesiology. There may be more than two graduate faculty members of the advisory committee as determined by the student in consultation with the advisor.

Consideration is given to:

1. The student's background or preparation, goals and aspirations, and special talents or capabilities;
2. Department and faculty standards and expectations;
3. Professional standards and requirements; and
4. Requirements of the Graduate School.

A minimum of 31-38 graduate credit hours are required to earn a master's degree depending on the specialization area. Please refer to the following Program Sheets for specific degree requirements.

Health and Exercise Science – <http://ehe.osu.edu/downloads/academics/program-sheets/health-and-exercise-science-specialization-in-kinesiology-ms.pdf>

Physical Education – <http://ehe.osu.edu/downloads/academics/program-sheets/physical-education-specialization-in-kinesiology-ms.pdf>

Sport Management - <http://ehe.osu.edu/downloads/academics/program-sheets/sport-management-specialization-in-kinesiology-ms.pdf>

The program of study outline must include the following:

1. A list of tentative courses to be taken;

2. A time sequence for completing the degree;
3. Areas of specialization; and
4. The semester in which the candidate plans to take the master's examination or complete a thesis.

This program of study proposal must be signed by:

1. The student;
  2. The advisor; and
  3. The other committee member(s);
- A copy must then be filed with the Graduate Studies Office.

An example of the format for the program of study document is provided in master's Appendix A. Modifications to the approved program of study must be approved by the student's committee and notification sent to the Graduate Studies Office.

The master's degree course work will include at least six graduate credit hours of appropriate research methodologies for the area of specialization. The choice of thesis or non-thesis must be declared in consultation with the advisor when the program of study is approved. Any change of thesis or non-thesis option must be approved by the advisor and recommended through the Graduate Studies Committee to the Graduate School.

### **TIME LIMIT**

The Graduate Studies Committee does not impose a time limit on completion of the master's degree (see Reasonable Progress in Section 7). However, courses taken more than four years earlier are subject to review and may no longer be acceptable to advisors and advisory committees.

### **MASTER'S EXAMINATION**

Masters degree students cannot take the comprehensive exam when their GPA is below 3.0. At least one month before the semester in which the master's examination will be taken, the student will file a "Statement of Intent to take the Master's Examination" form (Master's Appendix C) in the Graduate Studies Office. On this form should be listed:

1. The proposed date of the examination;
2. The area of specialization;
3. A brief description of the examination that has been agreed to by the master's candidate, his/her advisor, and the other committee member(s); and
4. This form should be signed by all three parties.

Ordinarily, examinations will not be scheduled during the advisor's off-duty semester (usually summer). However, an examination may be scheduled during the off semester with the concurrence of all committee members and the student. If the student anticipates the need for an examination during the "off-duty" semester, and the advisor is unavailable to administer the master's examination, the advisor should obtain concurrence from another graduate faculty member who agrees to conduct and possibly evaluate the Master's examination. Such concurrence should be indicated on the "Statement of Intent to Take the Master's Examination" form.

Thesis candidates will have a 1 to 2 hour comprehensive oral examination including the defense of the thesis, and at the discretion of the committee, up to three hours written examination.

Non-thesis candidates will have a minimum of four hours of written examination or complete a culminating project.

The standard passing score for written examinations is 75%. The values for each question will be designated so that the total is 100%.

Students who pass the master's examination should arrange to discuss the results with their advisor and committee members.

Students who do not pass the written master's examination will be given an oral exam during the same semester. If the committee recommends a second examination, it cannot be scheduled during the same semester in which the first master's examination was taken, but must be completed within the subsequent three (3) semesters. Suggestions for preparation to rectify knowledge deficiencies will be provided by the committee to the student, in writing.

The original copy of the master's examination shall be forwarded to the Graduate Studies Office to be placed in the student's permanent file.

## **THESIS**

Master's degree students who plan to apply to doctoral programs are encouraged to complete a thesis. Many doctoral programs do not admit students unless they have completed a thesis. The Graduate School's thesis requirements are explained in the *Guidelines for Preparing and Submitting Theses, Dissertation and D.M.A. Documents* - <http://gradsch.osu.edu/Depo/PDF/GuidelinesMasterTheses.pdf>

A thesis proposal must be presented at a scheduled specialization meeting. The proposal meeting is scheduled via the appropriate specialization faculty of the Department of Human Sciences and announcements (Master's Appendix B) of all scheduled meetings must be provided one week before the presentation as follows:

1. Sent to the graduate faculty in the department using appropriate technology;
2. Forward a copy of the proposal announcement signed by the advisor to the Graduate Studies Office. This will be placed in the student's file to verify the presentation;

3. Posted on the Department of Human Sciences faculty listserv;
4. Posted on the Department of Human Sciences graduate student listserv; and
5. Included in the announcement is an abstract of the research proposal.

Although there are various models for the proposal, it should basically include:

1. Introduction to, statement of, and significance of the problem;
2. Review of literature;
3. Description of research design, analytical procedures and methodology; and
4. Potential interpretation, potential positive, negative, and indeterminate results.

The length of the proposal will be determined by the advisory committee.

A date for the oral presentation of the two-hour-thesis defense must be scheduled. Announcement of the report (Master's Appendix E) must be distributed in the same manner as for the proposal. The report session is open to all faculty and students. Generally, the student will present the thesis report (25 minutes) and respond to questions from the audience (20 minutes). Thereafter, the audience is excused and questions continue from the committee. After the report is completed, the results are sent to the Graduate School on the appropriate forms.

A graduate student must be enrolled in three credit hours in any semester in which any interaction with the advisor is required. For example, the student should expect to enroll in any appropriate course in any semester during which the advisor is evaluating, reading, reviewing, or assisting with any aspect of the thesis.

## **GRADUATION**

Please refer to the following two documents:

1. Master's Degree Graduation Checklist  
<http://www.gradsch.ohio-state.edu/Depo/PDF/MastersChecklist.pdf>
2. Master's Student Procedures – Final Semester - <http://www.gradsch.ohio-state.edu/Depo/PDF/MasterStudentProceduresFinalSemester.pdf>

## **CONTINUING FROM MASTER'S DEGREE TO DOCTORAL STUDY**

In practice, each specialization in Kinesiology has unique graduate admissions processes and criteria for their doctoral programs. Students desiring to continue into the doctoral program from their current master's program must undergo the normal doctoral admissions review process.

## SECTION 9

(Also see Section VII of the Graduate School Handbook)

<http://gradsch.osu.edu/section-vii.html>

### DOCTOR OF PHILOSOPHY DEGREE PROGRAM

The doctoral degree requirements specified in the current *Graduate School Handbook* establish minimum requirements and procedures. Graduate students in the Kinesiology program in the Department of Human Sciences must obtain a minimum of 80 graduate credit hours beyond the baccalaureate degree to earn a doctoral degree. If a master's degree has been earned by the student, then a minimum of 50 graduate credit hours beyond the master's degree is required. If the master's degree was earned at another university, it must be transferred to this university. A student must be registered for at least three graduate credit hours during the semester(s) or session(s) of the candidacy examination, the semester or session of the final oral examination, and the semester or session of expected graduation.

**Master's Credit.** When a doctoral student has taken a master's degree at this university and has earned graduate credit in excess of the minimum required for that degree, the student's advisor, with the approval of the Graduate Studies Committee, notifies the Graduate School of the courses to be counted toward the 50 graduate credit hours required for the doctoral degree. This notification must occur no later than the end of the first semester or session of enrollment beyond completion of the master's degree. Such graduate credit hours would be those normally earned as part of the doctoral degree program.

**Petition.** The Graduate Studies Committee may petition the Dean of the Graduate School to waive the 80 graduate credit-hour requirement when it imposes an undue delay on a student's earning a doctoral degree. The student must fulfill all other doctoral degree requirements.

**Residency.** The purpose of the residency requirements is to give students the opportunity to engage in intensive, concentrated study over an extended period of time in association with faculty members and other students in an atmosphere conducive to a high level of intellectual and scholarly activity.

The following requirements must be fulfilled after the master's degree has been earned or after the first 30 hours of graduate credit have been completed:

1. A minimum of 24 graduate credit hours required for the Ph.D. must be completed at this university;
2. A minimum of two consecutive pre-candidacy semesters or one semester and a summer session with full time enrollment must be completed while in residence at this university; and
3. A minimum of six graduate credit hours over a period of at least two semesters or one semester and a summer session must be completed after admission to candidacy.

**Deactivation.** Enrollment eligibility for a pre-candidacy doctoral student who has not registered in the Graduate School within the preceding two full calendar years will be automatically deactivated. Eligibility for doctoral students who have passed the candidacy examination is automatically deactivated at the end of the five-year candidacy period if they have

not graduated by then. To reenroll, the student must petition the Graduate Studies Committee for reactivation. If the petition is approved, the Graduate Studies Committee notifies the Graduate School, which then reactivates the enrollment eligibility.

Additional requirements established by the Kinesiology graduate faculty for doctoral students are as follows:

1. Twelve (12) hours of graduate credit in course work (beyond the master's) in appropriate research methodologies for the area of specialization;
2. Completion of 3 of the 4 core Kinesiology courses:
3. Some, but not all, specializations require a flexibility. If the specialization requires a flexibility, the flexibility area (from outside the specialization) should include a minimum of 6-9 credit hours, and a member of the advisory committee shall represent the flexibility area; and
4. After admission to candidacy (satisfactory performance on the Candidacy Examination), each doctoral student must present a dissertation proposal in a scheduled colloquium before final approval is given to begin dissertation research.

A graduate student is responsible for securing the signatures of the advisor and all committee members on all forms. Because graduate faculty travel for professional reasons and because most faculty appointments are for nine months, there may be occasions when a faculty member may not be available. The graduate student is expected to use forethought to obtain the necessary signatures. Neither a graduate student nor a graduate faculty member should request a member of the department's support staff to obtain signatures on or provide a signature on any form. In rare instances, at the request of the student and with verbal concurrence of the graduate faculty member, the Graduate Studies Committee Chairperson is permitted by the Graduate School to provide the signature of the graduate faculty member.

#### **ADVISOR AND CANDIDACY EXAM COMMITTEE**

The student's advisor will assist the student with course selection until the Candidacy Exam committee is formed. The candidacy examination committee is composed of at least four authorized Graduate Faculty members and may include the student's advisor consistent with Graduate Studies Committee policy. The advisor of a doctoral student must hold membership at the Category P level in the graduate program of the student. In consultation with the advisor, the student will identify and request three additional qualified members of graduate faculty to serve on the Candidacy Exam committee. One member of the committee must be from the cognate area if a cognate is required by the specialization. A Graduate Faculty Representative may be assigned to an initial candidacy exam at the request of the student and advisor. Each Graduate Studies Committee decides whether the advisor or another member of the Graduate Faculty serves as the chair of the candidacy examination committee and whether the advisor is a member of the committee. Once a policy on this point is established, it must be applied uniformly to all candidacy examinations administered by the graduate program until a change is reported to the Graduate School. The chair of the candidacy examination committee is responsible for coordinating the preparation and conduct of both the written and oral portions of the candidacy examination. The responsibility for the written and oral portion of the candidacy examination

and responsibility for evaluating the entire candidacy examination rest with the candidacy examination committee. Within the rules of the Graduate Studies Committee, other Graduate Faculty members may participate in generating, administering, or scoring parts of the written portion of the candidacy examination. Non-Graduate Faculty members may be appointed to the candidacy examination committee by approval of the Graduate Studies Committee in the student's home program and by petition to the Graduate School. Non-Graduate Faculty are in addition to the required four, current Ohio State Graduate Faculty members.

The functions of the Candidacy Exam committee are as follows:

1. Identify areas of study and courses related to the student's research needs and career interests;
2. Determine the student's readiness for the Candidacy Examination and prepare the questions and materials for the examination;
3. Evaluate the written Candidacy Examination;
4. Conduct the oral portion of the Candidacy Examination;
5. Evaluate the total Candidacy Examination and sign the results form; and
6. Assist in the selection of dissertation topic; if the topic makes it appropriate to change committee members, this may be done at this time (only three members are required for a dissertation committee).

The functions of the dissertation committee are as follows:

1. Assist the student with the preparation of a dissertation proposal;
2. Assist the student with data collection, analysis, synthesis, and interpretation;
3. Read, approve, and sign the "Dissertation Draft Approval" form;
4. Conduct and evaluate the dissertation and the candidate's competence at the oral defense of the dissertation and sign the "Final Approval" form; and
5. Assist the student with development of a manuscript for submission to a professional journal.

## **PROGRAM OF STUDY**

The student will prepare a program of study as soon as possible after enrollment, but before the end of the first semester of the second year of enrollment. The format for the program of study is provided in Doctoral Appendix A. The approved program of study should be dated and signed by committee members and student. A copy of the program of study shall be sent to the Graduate Studies Office and will become a part of the student's permanent file.

Because course schedules are subject to change and schedule conflicts arise, some adjustments and changes in the program of study may be necessary. Modifications to the approved program of study must be approved by the student's committee and notification sent to the Graduate Studies Office. If the student changes goals, or applies and is accepted to a different area of specialization, a new program of study and another committee review is required.

## **THE CANDIDACY EXAMINATION**

The candidacy examination is a single examination consisting of two portions, written and oral, administered under the auspices of the Graduate Studies Committee in conjunction with the student's candidacy examination committee and the Graduate School. The candidacy examination is a test of student's comprehension of the field, allied areas of study, capacity to undertake independent research, and ability to think and express ideas clearly. While the Graduate School does not impose a standard format, each Candidacy Exam Committee must ensure that a rigorous examination is given and that the student's performance is evaluated at the time of the exam.

**Timing.** The candidacy examination may be taken or begun at any time thought appropriate by the student's candidacy examination committee and Graduate Studies Committee but must be completed no later than two semesters or one semester and a summer session before graduation. The student must be in good standing in the Graduate School and registered for at least three credit hours each semester or session in which any part of the candidacy examination is taken. Students who plan to take the candidacy examination during the summer session are responsible for making certain that committee members are on duty in the summer.

### **Written Portion of the Candidacy Examination**

**Procedures.** The written portion of the candidacy examination may be administered within a limited time period or given sequentially over an extended time period. Rules for the form, timing, scheduling, sequence, and conduct of the written portion are determined by the Graduate Studies Committee.

At least one month before the semester in which the Candidacy Examination will be taken, the student will file a "Written Format of Candidacy Examination" form (see Doctoral Appendix B) in the Graduate Studies Office. On this form should be listed the proposed dates of the written examination, the area of specialization, and a brief description of the examination format that has been agreed to by the doctoral student, his/her advisor, and the other committee members. This form shall be signed by all parties.

The student should consult with the Candidacy Exam committee to learn about the format for the candidacy examination. The examination questions are prepared by the four members of the Candidacy Exam committee. At least one component of the written examination should assess appropriate research competency

Before handwritten copies of the handwritten responses to questions may be typed, each page must be signed and/or photographed by the advisor or designee at the end of each writing session. A unanimous affirmative vote for "pass" (including Graduate School representative) is required to advance to candidacy. The original copy of the Candidacy Examination shall be sent to the Graduate Studies Office to become a part of the student's permanent file. For the

candidate to type the responses using a computer, the proper procedures to assure ethical standards should be followed as indicated in the student code of conduct and affirmed by signing the Doctoral Appendix C.

Typed copies of the exam must be distributed to the advisory committee and Graduate School representative at least one week (5 working days) before the oral portion of the examination.

***Waiver.*** If, based on evaluating the written portion, the advisor or another member of the candidacy examination committee see no possibility for a satisfactory overall performance on the candidacy examination, the student may be advised to waive the right to take the oral portion. The candidacy examination committee may not, however, deny a student the opportunity to take the oral portion.

If the student decides to waive the right to take the oral portion, a written statement requesting the waiver must be presented to the candidacy examination committee. In such a case, the candidacy examination committee records an “unsatisfactory” on the Candidacy Examination Report form and returns it with a copy of the student’s waiver request to the Graduate School.

### **Oral Portion of the Candidacy Examination**

***Scheduling.*** The oral portion of the candidacy examination lasts approximately two hours and is held after completion of the written portion. The oral portion normally must be completed within one month of the written portion. The Graduate School must be notified at least two weeks in advance of the oral’s proposed time and place by the submission of a “Notification of Doctoral Candidacy Exam” form. The candidacy examination must take place during announced university business hours, Monday through Friday.

***Deadlines involving Graduate Faculty Representative.*** For second examinations, a typed copy of the questions, the student’s responses, together with a statement of the program’s examination format, policies, and procedures, must be presented to the Graduate Faculty Representative no less than one week before the oral portion of the exam.

***Attendance and Format.*** Attendance is limited to the student and members of the candidacy examination committee. Except when video conferencing is involved, all members of the candidacy examination committee must be present during the entire oral examination. The oral portion of the candidacy examination lasts approximately two hours. Oral presentation of any proposal or other prepared materials must be made prior to or after the oral examination. Questioning of the student should occupy the entire period of the examination. All committee members are expected to participate fully in the questioning during the course of the examination and in the discussion of and decision on the result of the candidacy examination.

***Video Conferencing.*** With the prior approval of the Graduate School, one remote examination site may be linked through video conferencing. All doctoral candidacy oral examinations involving video conferencing must adhere to the Graduate School’s guidelines for video conferencing, available from the Graduate School.

***Halting an Oral Examination in Progress.*** If for reasons of illness, fire, or other emergency, the candidacy examination committee members, including the Graduate Faculty Representative (during second examinations), agree that it is necessary to halt the oral portion of the candidacy

examination, then the examination shall be rescheduled without prejudice to the student. If, however, the committee members unanimously decide that the examination has been sufficient to reach a decision to pass the student, then they shall consider the examination concluded and report the result to the Graduate School.

***Postponement.*** The oral portion of the candidacy examination is expected to be held as scheduled; however, circumstances (other than failure to pass the written portion) may prompt the advisor to postpone it. Before taking this action, the candidacy examination committee chair must consult the student and other members of the candidacy examination committee, which does not include the Graduate Faculty Representative. Prior to the oral examination, the candidacy examination committee chair must notify the Dean of the Graduate School of the postponement. See Section VII.5 regarding the student's waiver of the oral portion when the candidacy examination committee judges the written portion to be unsatisfactory.

### **Result of the Candidacy Examination**

***Decision.*** The decision about the outcome of the candidacy examination is reached in the absence of the student. After discussion, the satisfactory/unsatisfactory decision is reached by means of a vote. Each examiner indicates judgment by signing the "Candidacy Examination Report" form that must be submitted to the Graduate School.

***Satisfactory.*** The student is considered to have completed the candidacy examination successfully only when the decision of the candidacy examination committee is unanimously affirmative.

***Unsatisfactory.*** If the examination is judged unsatisfactory, the candidacy examination committee must decide whether the student will be permitted to take a second candidacy examination and must record that decision on the "Candidacy Examination Report" form.

**Second Candidacy Examination.** The nature of the second candidacy examination is determined by the candidacy examination committee. Normally the second exam will include both a written and an oral portion. In cases where the student's performance on the first written exam was of such a high caliber that the exam committee does not request any rewrites, then only the oral portion needs to be repeated. The advisor should indicate on the "Candidacy Examination Report" form from the first attempt that a new written exam will not be required for the second attempt. If any portion of the first written exam was not satisfactory, the exam committee must administer a second written exam. A second oral exam will always be required.

Students who do not pass the Candidacy Examination will meet with their committee members to review their weaknesses. If the Candidacy Examination Committee recommends a second examination, it cannot be scheduled during the same semester in which the first Candidacy Examination was taken, but must be completed within three semesters. Suggestions for preparation to rectify knowledge deficiencies will be provided by the committee in writing.

## THE COLLOQUIUM AND DISSERTATION

Upon successful completion of the Candidacy Examination, the student is “Admitted to Candidacy.” Candidacy is defined as that period in a doctoral student’s studies when she or he is deemed ready to undertake independent and original research resulting in a dissertation (Ph.D.) Although it is recommended that there be early identification of and pilot studies completed for the dissertation topic, complete attention should now be given to the dissertation.

**Dissertation Committee.** The dissertation committee is composed of the advisor who must be a Category P Graduate Faculty member in the student’s graduate program and at least two other authorized Graduate Faculty members. Additional Graduate Faculty members also may serve on the dissertation committee. The advisor serves as chair of the dissertation committee. Selection of the committee members is the responsibility of the advisor and is subject to the rules of the Graduate Studies Committee. Non-Graduate Faculty members may be appointed to the dissertation committee by approval of the Graduate Studies Committee in the student’s home program and by petition to the Graduate School. Non-Graduate Faculty members are in addition to the required three, current Ohio State Graduate Faculty members. The dissertation committee is established at a time thought appropriate by the student and the advisor. Students are responsible for making certain that committee members are on duty in the semester or summer session of the defense.

The dissertation proposal must be presented for discussion at an open, scheduled specialization colloquium or meeting of the advisory committee. The colloquium or meeting is scheduled via the appropriate Kinesiology specialization faculty and announcements (Doctoral Appendix D) of all scheduled colloquia must be provided one week before the presentation as follows:

1. Send to the graduate faculty in the Department and College using appropriate technology;
2. Forward to the Graduate Studies Office is a copy of the colloquium announcement signed by the advisor. This will be placed in the student’s file to verify the presentation;
3. Post on the Departmental faculty listserv;
4. Post on the Departmental graduate student listserv; and
5. Include in the announcement is an abstract of the research proposal.

Although there are various models for proposal and dissertation outlines, the proposal should basically include:

1. Introduction to, statement of, and significance of the problem, including hypotheses to be tested;
2. Review of literature;
3. Description of research design, analytical procedures, and methodology; and
4. Potential interpretation, potential positive, negative, and indeterminate results.

The length of the proposal will be determined by the dissertation committee.

When possible revisions suggested in the colloquium have been considered by the candidate and the dissertation committee, the “Proposal Acceptance” form (Doctoral Appendix E) is signed and a copy of the form is filed in the Graduate Studies Office. If approval has been granted by the faculty advisor, the committee, and the appropriate institutional review board, then formal research may proceed.

Support for dissertation research may be awarded/obtained through competition for a Graduate Student Alumni Research Award (GSARA) and the Presidential Fellowship Award. For these awards a Graduate School committee selects graduate student applicants for recognition and support for outstanding scholarly accomplishment and potential when embarking upon dissertation research. The GSARA provides a monetary award for research support, while the Presidential Fellowship provides a monthly stipend for 12 months to complete dissertation research unencumbered by other duties. Applications are received by the Graduate School twice per year for the GSARA and twice per year for the Presidential Fellowship. The school’s Graduate Studies Committee nominates applicants for the Presidential Fellowship, whereas the student’s advisor writes a letter of support for the GSARA.

While many avenues for support of doctoral studies exist within and outside the University, it is ultimately the responsibility of the student to secure funding for the dissertation research.

The style of the dissertation, chapter arrangements and referencing techniques are selected in consultation with the candidate’s advisor and dissertation committee. Form and style guidelines may be selected from those such as the American Psychological Association (APA), Turabian, or Campbell/Ballou/Slade. The format of the dissertation including type sizes, graphics, pagination, microfilming and other characteristics and procedures are explained in *Guidelines for Preparing and Submitting Theses, Dissertation, and D.M.A. Documents* - <http://gradsch.osu.edu/Depo/PDF/GuidelinesMasterTheses.pdf>

For graduation, the dissertation committee must approve the first draft of the dissertation no later than the end of the fifth week of the semester of expected graduation. The “Draft Approval” form, signed by the Committee, must be submitted to the Graduate School. A date for the final oral examination, which is two hours in length, must be scheduled. Announcement of the final oral examination (Doctoral Appendix F) shall be posted in the same locations as those for the Candidacy Examination.

**Final Oral Examination.** The final oral examination tests originality, independence of thought, the ability to synthesize and interpret, and the quality of research presented. The final oral examination concerns principles and historic perspective as well as data. The final oral examination includes but is not limited to discussion of the dissertation. The examiners often pursue lines of thought and argument from the data and concepts that have contributed to the research and to its critical evaluation by the student.

**Final Oral Examination Committee.** The final oral examination committee is composed of the student’s dissertation committee, plus the Graduate Faculty Representative. Other Graduate Faculty members may be added to the committee, subject to the rules of the Graduate Studies Committee. The advisor serves as chair of the final oral examination committee. The advisor of a doctoral student must be a Category P member of the student’s graduate program. Responsibility

for conducting and evaluating the final oral examination rests with the student's final oral examination committee.

**Draft Approval.** Before a defense can be held, the student must submit a complete, word-processed dissertation draft to the dissertation committee for review and approval or disapproval. All dissertations submitted for format review and approval must be of a caliber similar to that expected of an article submitted to a journal for review. Draft documents that are missing tables, graphs, citations, chapters or sections, etc., are incomplete. Incomplete drafts cannot be submitted for draft approval or defended.

A dissertation committee member's approval of the dissertation draft means that the committee member judges it to be of sufficient merit to warrant holding the final oral examination. Each dissertation committee member indicates approval of the dissertation draft by signing the "Draft Approval/Notification of Final Oral Examination" form that must be submitted to the Graduate School no later than two weeks before the date of the final oral examination. After the final oral examination committee has been approved by the Dean of the Graduate School, the "Final Oral Examination Report" form is sent to the student's advisor. The final oral examination must take place during announced university business hours, Monday through Friday.

**Graduate Faculty Representative.** Once the final oral examination is scheduled, the Dean of the Graduate School appoints the Graduate Faculty Representative. The Graduate Faculty Representative is a Category P Graduate Faculty member who is neither a Graduate Faculty member in the student's graduate program nor a member of the dissertation committee. The Graduate Faculty Representative is a full voting member of the final oral examination committee. The Graduate Faculty Representative reports a judgment of the quality of the examination, of the dissertation or document, and of the student's performance to the Graduate School. If the examination is reviewed, the Graduate Faculty Representative also reports to the Graduate School on the fairness of the conduct of the examination and its conformity to Graduate School rules.

No less than one week before the final oral examination, a complete, word-processed dissertation or D.M.A. document draft must be presented to the Graduate Faculty Representative for review and approval. If the Graduate Faculty Representative judges the dissertation document unsatisfactory or incomplete, the student's advisor and the Dean of the graduate School are to be informed no later than one day prior to the final oral examination. After consulting with the student and the dissertation committee members, the advisor may elect to hold the examination as scheduled or postpone it until the situation is resolved.

A graduate student must be enrolled in an appropriate course any semester in which any interaction with the advisor is required. For example, the student should expect to enroll in an appropriate course in any semester during which the advisor is evaluating, reading, reviewing, or assisting with any aspect of the dissertation.

## **GRADUATION**

Please refer to the following two documents:

1. Doctoral Degree Graduation Checklist - <http://www.gradsch.osu.edu/Depo/PDF/DoctoralChecklist.pdf> and

2. Doctoral Student Procedures – Final Semester - <http://www.gradsch.ohio-state.edu/Depo/PDF/PhDProceduresFinalSemester.pdf>

## SECTION 10

(Also see Section IX of the *Graduate School Handbook*)

<http://gradsch.osu.edu/section-ix.html>

### GRADUATE ASSOCIATES

Graduate Teaching Associates, Graduate Administrative Associates and Graduate Research Associates are ordinarily appointed at 50% effort for 2 semesters. In addition to stipends, fee waivers are given for Autumn, Spring, and Summer semesters (appointments for less than 2 semesters do not provide summer semester fee waivers). Graduate Associates must enroll for at least nine credit hours per semester, must be in good standing in the Graduate School when the appointment or reappointment becomes effective (cgpa – 3.0). Other eligibility criteria are listed in the *Graduate School Handbook*.

Under certain circumstances, Graduate Associate appointments may be for 25% or 75% time. The appropriate conditions are as follows:

1. Twenty-five (25) percent appointments shall be offered to new Graduate Associates only, unless in exceptional cases, a person holding a 50% appointment requests it;
2. The 25% or 75% appointment must be compatible with the student's academic program and work loads;
3. The teaching expertise of the applicant is limited to areas where specific needs must be met and few sections are offered, or the research expertise of the applicant is essential for an on-going research program; and
4. It is evident that it is in the student's interest to gain valuable teaching or research experience as a result of this appointment.

### APPOINTMENT AND REAPPOINTMENT

The applicant will be considered for a Graduate Associate position if indicated on the "Application for Admission" form and a "Kinesiology Graduate Association Application" form is submitted by the December 1 application deadline. Nomination for Graduate Associate appointments are made to the Department Chair by the specialization faculty based upon availability, vacancies, budget, and capabilities of the applicant. Upon the recommendation of the specialization faculty and concurrence from the Chairperson of the Graduate Studies Committee, the Department Chair offers the applicant a graduate associateship. The letter offering the graduate associate appointment indicates the length of the appointment (typically two semesters, assuming satisfactory performance), the responsibilities associated with the appointment, and the supervisor for the graduate associate appointment.

The number of available graduate associate positions varies and is dependent upon program needs, the number of graduating graduate associates and the budget. Graduate Associate appointments are one academic year appointments with potential for renewal. An appointment in any particular semester or academic year does not guarantee appointments for any subsequent academic year.

Appointments for international students are governed by Graduate School rules covering the preparation of international students. The student must acquire “proficiency in spoken English before assuming GTA duties involving direct student contact (applies only to international non-English speaking graduate students) (Graduate School Handbook, ref. II.1.8).”

Reappointment for subsequent academic years is not automatic. Although master’s students may typically receive support as a graduate associate for two years and doctoral students typically receive support as graduate associate for three years, reappointment is contingent upon satisfactory performance, available funding, and the recommendation by the specialization faculty and the supervisor.

Appointments and offers for reappointment are made as early as possible, typically between February 15 and May 15.

The Graduate Faculty follows the Council of Graduate School’s “Resolutions Regarding Graduate Scholars, Fellows, Trainees, and Assistants” as follows:

Acceptance of an offer of financial support such as a graduate scholarship, fellowship, traineeship, or assistantship for the next academic year by a prospective or enrolled graduate student completes an agreement that both student and graduate school expect to honor. In that context, the conditions affecting such offers and their acceptance must be defined carefully and understood by all parties.

Students are under no obligation to respond to offers of financial support prior to April 15; earlier deadlines for acceptance of such offers violate the intent of this Resolution. In those instances in which a student accepts an offer before April 15, and subsequently desires to withdraw that acceptance, the student may submit in writing a resignation of the appointment at any time through April 15. However, an acceptance given or left in force after April 15 commits the student not to accept another offer without first obtaining written release from the institution to which a commitment has been made. Similarly an offer by an institution after April 15 is conditional on presentation by the student of the written release from any previously accepted offer. It is further agreed by the institutions and organizations subscribing to the above Resolution that a copy of this resolution should accompany every scholarship, fellowship, traineeship, and assistantship offer.

Performance will be assessed by the appropriate evaluator. If performance is judged unsatisfactory, the appointment may be terminated for the next semester upon the recommendation of the supervisor to the Department Chair. This recommendation will be made in writing by the end of the fifth working day before the last day of classes of the semester. If the circumstances for the unsatisfactory performance are adequately presented, the Department Chair may terminate the graduate associate appointment by informing the graduate associate of the termination in writing by the end of finals week.

The student may file a grievance regarding the termination of appointment with the Graduate Studies Committee Chairperson. The Graduate Studies Committee Chairperson will confer with the Department Chair, the specialization coordinator and supervisor. The graduate associate and the supervisor may be asked separately to provide documentation or be present at the meeting. A

majority vote of the three conferees (Graduate Studies Committee Chairperson, Department Chair, and Specialization Faculty Representative) will resolve the grievance.

Summer appointments may be available dependent upon course demand, and availability of funding. When funding is available, currently employed graduate associates are solicited about their interest in a summer graduate associate appointment. Those who are capable to assume the necessary responsibilities for the proposed classes will be given priority.

Stipends vary according to graduate degree classification and the number of years in the classification. Stipends are typically given considering the university/college minimum stipend for the level and classification. Students receiving at least a 50% level appointment for two consecutive semesters (typically Autumn Spring) are automatically eligible for a third semester fee waiver only (typically Summer) immediately following the two semester appointment.

## **RESPONSIBILITIES**

Graduate Research Associates will be responsible for work on research or study projects under the supervision of the principal investigator or research advisor. Graduate Teaching Associates have complete responsibility for the courses they are assigned to teach. Teaching loads typically range from five to seven credit hours. Graduate Research Associates are expected to work 20 hours per week. The graduate faculty expects Graduate Teaching Research and Administrative Associates to be completely involved in their education programs; thus, Graduate Associates may not have outside employment.

Time off during semester breaks is dependent upon the type of appointment and is arranged with the supervisor. Some graduate associate appointments may require no work during semester breaks, whereas other appointments may require 20 hours of work per week during semester breaks. Graduate Associates are not expected to work on University holidays.

Graduate Teaching Associates will prepare or follow established course syllabi. The syllabus for a class should follow guidelines as described in the Curriculum Committee documents. These currently have the following components:

1. Heading of syllabus
2. Description/rationale
3. Relationship to other courses/curricula
4. Knowledge, Skills, and Dispositions
5. Off Campus Experiences
6. Diversity (<http://ehe.osu.edu/diversity>)
7. Technology
8. Topical Outline
9. Course Requirements/Evaluation
10. Texts
11. Statement of Student Rights

Graduate Teaching Associates assigned to the Sport, Fitness and Health Program will be provided a handbook addressing the special interests, needs and requirements of the program. Graduate Teaching Associates assigned to the Sport, Fitness and Health Program are expected to

attend the Autumn semester orientation sessions and to participate in all university and school staff-development programs.

Final examinations must be given as scheduled during finals week. Schedule conflicts may arise that require some rearrangement of schedules during finals week. These must be approved by the Department Chair and by the University Scheduling Office.

Syllabi should show and the students should know at the beginning of the semester how they are to be evaluated and graded. The University grade scale is defined in The Ohio State University Bulletin: Course Offerings.

Office hours (a minimum of two hours per week) should be established, posted and kept.

Outstanding Teaching Associates are selected by the University for Teaching Awards each Spring.

## **ENROLLMENTS**

Class sizes will vary with types of courses and facilities required. Class rosters are available on BuckeyeLink - <http://buckeyelink.osu.edu> .

## **ADMINISTRATIVE ASSISTANCE/OFFICE SPACE**

Administrative assistants are assigned to the Program areas who will be happy to answer questions, furnish keys at the beginning of the school year, provide parking passes for guest lecturers, and reserve meeting rooms, as well as LCDs, when available, for presentations.

Graduate Teaching Assistants are responsible for the preparation of materials for their classes. GTAs can use the program printers and copy machines to prepare class materials.

Graduate associates are typically assigned a desk in an office area that is as close as possible to the location of the primary responsibilities for the appointment.

## **AUDIOVISUAL EQUIPMENT**

Audiovisual equipment is available. Equipment must be signed out by the secretary in charge and returned to the *same* office. Because everyone shares a limited amount of equipment, it is necessary to return it *immediately* after the reserved time. Audiovisual equipment may also be borrowed or delivered for teaching purposes by Teaching Aids in Ramseyer Hall.

## SECTION 11

(Also see Section XII of the *Graduate School Handbook*)

<http://gradsch.osu.edu/section-xii.html>

### PETITIONS

Students are expected to follow the rules approved by the Kinesiology graduate faculty and the Council on Research and Graduate Studies as presented in the respective *Graduate School Handbook* and *Newsletter*. A student who believes circumstances warrant a waiver of a rule may submit a petition to the Graduate Studies Committee.

In all cases, the petition must include a written statement from the student requesting a waiver of a specific rule and describing the specific circumstances justifying the waiver, a written statement from the student's advisor, and the course instructor (if appropriate). The Graduate Studies Committee will consider the petition if the request relates to rules established by the Kinesiology graduate faculty. If the student wishes to appeal the ruling on the petition by the Graduate Studies Committee, all materials and a statement from the Graduate Studies Committee will be submitted to the Dean of the Graduate School for a decision. If the petition relates to rules of the Graduate School, the Graduate Studies Committee will consider the petition and will submit a written statement and other documents to the Dean of the Graduate School for a decision.

Petitions related to the Graduate Associate appointments will be considered according to this document and the *Graduate School Handbook*.

Submit this completed form to [kinesiology@osu.edu](mailto:kinesiology@osu.edu) no later than the end of the first term of enrollment in the Master's Program.

Once you and your faculty advisor sign Appendix A, your faculty advisor must approve any changes made to the planned academic program.

Student Name \_\_\_\_\_

Student ID \_\_\_\_\_ OSU Email \_\_\_\_\_

Program Area \_\_\_\_\_ Advisor \_\_\_\_\_

Admission Date \_\_\_\_\_ Semester \_\_\_\_\_ Year \_\_\_\_\_

Projected Date of Graduation \_\_\_\_\_ Semester \_\_\_\_\_ Year \_\_\_\_\_

M.S.   Thesis Option  Non-Thesis Option

Undergraduate Degree Granting Institution \_\_\_\_\_

**RESEARCH REQUIREMENT**

Complete each section in its entirety. If you prefer, you may attach a specific listing of coursework, however a list of general classes will NOT be accepted.

Course Description	Department	Course Number	Credit Hours

**Total Program Credit Hours** \_\_\_\_\_ (Required)

\_\_\_\_\_  
 Student's Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Advisor's Signature

\_\_\_\_\_  
 Date

Submit this completed form to [kinesiology@osu.edu](mailto:kinesiology@osu.edu) no later than the end of the second term of enrollment in the Doctoral Program.

Your faculty advisor and committee must approve any changes made to the planned academic program.

Student Name \_\_\_\_\_  
 Student ID \_\_\_\_\_ OSU Email \_\_\_\_\_  
 Program \_\_\_\_\_ Advisor \_\_\_\_\_  
 Admission Date \_\_\_\_\_ Semester \_\_\_\_\_ Year \_\_\_\_\_  
 Projected Date of Graduation \_\_\_\_\_ Semester \_\_\_\_\_ Year \_\_\_\_\_  
 Master's Degree Granting Institution \_\_\_\_\_

RESEARCH REQUIREMENT			
Course Description	Department	Course Number	Credit Hours

Residency Requirement: <http://www.gradsch.osu.edu/7.2-credit-hours-and-residency-requirements-doctoral-degree.html>

**Total Program Credit Hours** \_\_\_\_\_ (Required)

\_\_\_\_\_  
 Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
 Advisor's Signature \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
 Committee Member Signature \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
 Committee Member Signature \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
 Committee Member Signature \_\_\_\_\_ Date \_\_\_\_\_



## APPENDIX B

### WRITTEN FORMAT OF CANDIDACY EXAM

#### Doctoral Degree

Submit this completed form to [kinesiology@osu.edu](mailto:kinesiology@osu.edu) at least one month before the start of the term in which the exam is written.

Student Name \_\_\_\_\_

OSU E-mail \_\_\_\_\_

Program Area \_\_\_\_\_ Advisor \_\_\_\_\_

Projected Date of Graduation \_\_\_\_\_ Semester \_\_\_\_\_ Year \_\_\_\_\_

Written Exam Date *(tentative date)* \_\_\_\_\_ Semester \_\_\_\_\_ Year \_\_\_\_\_

Month \_\_\_\_\_ Day \_\_\_\_\_ Year \_\_\_\_\_

Candidacy Exam Committee		
Faculty Name	Department	Cognate Area

**Exam Format**

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Advisor's Signature

\_\_\_\_\_  
Date

**APPENDIX C**  
**STUDENT AGREEMENT ON ACADEMIC HONESTY**  
**Doctoral Degree**

Submit this completed form to [kinesiology@osu.edu](mailto:kinesiology@osu.edu) at least one week prior to the date of the comprehensive exam.

ONLY students taking the Ph.D Candidacy Exam on the computer need to submit Appendix C.

**In using a computer as part of this examination, I understand that I am subject to the CODE OF STUDENT CONDUCT which defines the expectations of students in the area of academic honesty. I understand that any breach of the Code will be reported to and reviewed by the University Committee on Academic Misconduct.**

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student's Printed Name

\_\_\_\_\_  
Advisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Advisor's Printed Name



## APPENDIX E DISSERTATION PROPOSAL ACCEPTANCE Doctoral Degree

Submit this completed form to [kinesiology@osu.edu](mailto:kinesiology@osu.edu) once the revisions suggested in the Dissertation Proposal Meeting have been completed by the Doctoral Candidate and approved by the dissertation committee.

**Student Name** \_\_\_\_\_ **OSUE-mail** \_\_\_\_\_

**Program Area** \_\_\_\_\_ **Advisor** \_\_\_\_\_

**Dissertation Title** \_\_\_\_\_

**Submitted By** \_\_\_\_\_

The Doctoral Dissertation Advisory Committee for \_\_\_\_\_ (candidate)

met in a formal session on \_\_\_\_\_ (date) and approved the dissertation prospectus.

\_\_\_\_\_  
Candidate's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Committee Chairperson's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dissertation Committee Member Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dissertation Committee Member Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dissertation Committee Member Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Graduate Studies Committee Chairperson's Signature

\_\_\_\_\_  
Date

\*The acceptability of the dissertation is determined by the dissertation advisory committee. The student, the advisor, and the committee should engage in timely interactions to maintaining progress toward completion.

**APPENDIX F**  
**NOTICE OF DISSERTATION FINAL ORAL EXAM**  
**Doctoral Degree**

Submit this completed form to [kinesiology@osu.edu](mailto:kinesiology@osu.edu) at least one week prior to the oral exam date. Your faculty advisor MUST email a copy of Appendix F at least one week prior to the oral exam date to [hs\\_faculty@lists.service.ohio-state.edu](mailto:hs_faculty@lists.service.ohio-state.edu).

Student Name \_\_\_\_\_ OSUE-mail \_\_\_\_\_  
Program Area \_\_\_\_\_ Advisor \_\_\_\_\_  
Dissertation Title \_\_\_\_\_  
\_\_\_\_\_  
Oral Exam Date \_\_\_\_\_ Location \_\_\_\_\_ Time \_\_\_\_\_  
Advisor Signature \_\_\_\_\_

**ABSTRACT (Provide a 100 word summary of your thesis.)**

Blank area for writing the abstract.



**APPENDIX B**  
**THESIS PROPOSAL NOTICE**  
**Master Degree**

Your faculty advisor **MUST** email a copy of Appendix B at least one week prior to the proposal date to [hs\\_faculty@lists.service.ohio-state.edu](mailto:hs_faculty@lists.service.ohio-state.edu) . The original **MUST** be submitted to [kinesiology@osu.edu](mailto:kinesiology@osu.edu) at least one week prior to the proposal date.

**Student Name** \_\_\_\_\_ **OSUE-mail** \_\_\_\_\_  
**Program Area** \_\_\_\_\_ **Advisor** \_\_\_\_\_  
**Thesis Title** \_\_\_\_\_  
**Proposal Date** \_\_\_\_\_ **Location** \_\_\_\_\_ **Time** \_\_\_\_\_  
**Advisor Signature** \_\_\_\_\_

**ABSTRACT (Provide a 100 word summary of your thesis.)**

Blank area for writing the abstract.

## APPENDIX C

### INTENT TO TAKE COMPREHENSIVE EXAMINATION Masters Degree

Submit Appendix C to [kinesiology@osu.edu](mailto:kinesiology@osu.edu) by the 3<sup>rd</sup> Friday of the term. Students will meet with their faculty advisor to schedule a date to complete the longhand exam. Notification of the exact date will be announce by the advisor at the beginning of the semester.

Students are required to have a 3.0 cumulative GPA the term in which they plan to take the comprehensive examination (paper, project, or longhand form).

**Student Name** \_\_\_\_\_

**Student ID** \_\_\_\_\_ **OSU Email** \_\_\_\_\_

**Program Area** \_\_\_\_\_ **Advisor** \_\_\_\_\_

**Projected Date of Graduation** \_\_\_\_\_ **Semester** \_\_\_\_\_ **Year** \_\_\_\_\_

**I Intend to Take the Comprehensive Exam** \_\_\_\_\_ **Semester** \_\_\_\_\_ **Year** \_\_\_\_\_

Exam Format	
<input type="checkbox"/> <b>Longhand</b> (schedule with advisor)	
<input type="checkbox"/> <b>Comprehensive Paper</b> (written over an extended period)	<b>Due Date:</b>
<input type="checkbox"/> <b>Project</b>	<b>Presentation Date:</b>

**NOTE:** Ordinarily, examinations are not scheduled during the advisor’s off-duty term (usually summer). However, an examination may be scheduled during the off-duty term with the concurrence of all committee members and the student. If the student anticipates the need for an examination during the “off-duty” term, and the advisor is unavailable to administer the Master’s examination, the advisor should obtain concurrence from another Graduate Faculty member who agrees to conduct and evaluate the Master’s examination.

The Graduate School Examination Report Form will be sent to the student’s academic advisor.

\_\_\_\_\_  
Student’s Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Advisor’s Signature

\_\_\_\_\_  
Date

**APPENDIX D**  
**STUDENT AGREEMENT ON ACADEMIC HONESTY**  
**Masters Degree**

Submit Appendix D to [kinesiology@osu.edu](mailto:kinesiology@osu.edu) at least one week prior to the date of the comprehensive exam.

ONLY students taking the Comprehensive Exam on the computer must submit appendix D.

**In using a computer as part of this examination, I understand that I am subject to the CODE OF STUDENT CONDUCT which defines the expectations of students in the area of academic honesty. I understand that any breach of the Code will be reported to and reviewed by the University Committee on Academic Misconduct.**

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student's Printed Name

\_\_\_\_\_  
Advisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Advisor's Printed Name

**APPENDIX E**  
**NOTICE OF THESIS FINAL ORAL EXAMINATION**  
**Master of Arts Degree**

Your faculty advisor MUST email a copy of Appendix D at least one week prior to the oral exam date to [hs\\_faculty@lists.service.ohio-state.edu](mailto:hs_faculty@lists.service.ohio-state.edu). The original MUST be submitted to [kinesiology@osu.edu](mailto:kinesiology@osu.edu) at least one week prior to the oral exam date.

Student Name \_\_\_\_\_ OSUE-mail \_\_\_\_\_  
Program Area \_\_\_\_\_ Advisor \_\_\_\_\_  
Thesis Title \_\_\_\_\_  
Oral Exam Date \_\_\_\_\_ Location \_\_\_\_\_ Time \_\_\_\_\_  
Advisor Signature \_\_\_\_\_

**ABSTRACT (Provide a 100 word summary of your thesis.)**

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