Kinesiology Graduate Program
Information and Policy Statements
2022-2023
### 2022-23 Program Administrators

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department Chair</td>
<td>Dr. Jennifer Etnier</td>
<td><a href="mailto:jletnier@uncg.edu">jletnier@uncg.edu</a></td>
</tr>
<tr>
<td>Graduate Program Director</td>
<td>Dr. DeAnne Brooks</td>
<td><a href="mailto:dbrooks@uncg.edu">dbrooks@uncg.edu</a></td>
</tr>
<tr>
<td>APSP Program Director</td>
<td>Dr. Jennifer Farrell</td>
<td><a href="mailto:jfarrell@uncg.edu">jfarrell@uncg.edu</a></td>
</tr>
<tr>
<td>EdD Program Director</td>
<td>Dr. Pam Brown</td>
<td><a href="mailto:plkocher@uncg.edu">plkocher@uncg.edu</a></td>
</tr>
<tr>
<td>MSAT Program Director</td>
<td>Dr. Aaron Terranova</td>
<td><a href="mailto:abterran@uncg.edu">abterran@uncg.edu</a></td>
</tr>
<tr>
<td>Activity Course Director</td>
<td>Dr. Greg Daniels</td>
<td><a href="mailto:gldaniel@uncg.edu">gldaniel@uncg.edu</a></td>
</tr>
<tr>
<td>Graduate Student Awards Coordinator</td>
<td>Dr. Paul Davis</td>
<td><a href="mailto:pgdavis@uncg.edu">pgdavis@uncg.edu</a></td>
</tr>
<tr>
<td>Interim Graduate School Dean</td>
<td>Dr. Greg Bell</td>
<td><a href="mailto:gcbell@uncg.edu">gcbell@uncg.edu</a></td>
</tr>
<tr>
<td>Graduate Studies Coordinator</td>
<td>Ms. Carol Booth</td>
<td><a href="mailto:clbooth@uncg.edu">clbooth@uncg.edu</a></td>
</tr>
</tbody>
</table>

**TABLE OF CONTENTS**
INTRODUCTION

ROLES AND RESPONSIBILITIES
This section describes key personnel in the Department of Kinesiology as well as roles and responsibilities. When students have questions, this manual will direct them toward the appropriate source of support.

The Student
The Advisor
The Program Advisory Committee and Dissertation/ Thesis Committee
The Graduate Program Director
The Graduate Studies Coordinator
The Graduate Studies Committee

DEPARTMENT OF KINESIOLOGY
MISSION
GRADUATE PROGRAMS
STUDENT LEARNING OUTCOMES
Master of Science (M.S.)
Master of Science in Athletic Training (M.S.A.T.)
Doctor of Philosophy (Ph.D.)
Doctor of Education (Ed.D.)

KIN GRADUATE CURRICULUM

GRADUATE REGULATIONS, POLICIES, AND PROCEDURES
OFFICIAL PROGRAM COMMUNICATION
INFORMATION FOR TEACHING AND GRADUATE ASSISTANTS
Mandatory Asynchronous Online Training Modules
Teaching Assistant (TA) Training for Physical Activity Courses
Visit Orientation for New International Students
FERPA– Student Rights under the Family Educational Rights and Privacy Act
Certification
Key Requests
Work Calendar

ACADEMIC POLICIES
Application Review Process
Academic Integrity
Academic Advisor Assignments
Advisory Committee Membership
EdD – Advisory Committee
M.S. Thesis Advisory Committee
Dissertation Advisory Committee
Plans of Study & Course Registration 16
Plan of Study – EdD 16
Comprehensive (Preliminary) Examinations for EdD and PhD Students 16
Thesis Proposal and Defense 17
   Announcement Format and Details 17
PhD Dissertation Proposal and Defense 18
EdD Dissertation Proposal and Defense 18
Filing for Admission to Ph.D. Candidacy 18
Auditing A Course 19
Satisfactory Progress Toward Degree 19
   Annual Review of Progress 19
   Continuous Enrollment 19
Visa Requirements for International Students 20
Leave of Absence 20
Change of Catalog 20
Grading Policy 20
Academic Appeals and Grievances 20
Academic Probation and Dismissal Policies 20
Establishing In-State Residency for Tuition Purposes 22
Colloquium 22
Post- Baccalaureate Certificates & Doctoral Minors 22

FINANCIAL SUPPORT 23
Graduate Assistantships 23
   Teaching Assistant (TA): 23
   Research Assistant (RA): 23
   Graduate Clinical Assistantships (GA): 23

AWARDS 23
   Summer Research Assistantships 24
   External Grants, Fellowships, Internships, and Assistantships 24
Susan Stout Scholarship Fund in Kinesiology 24
Graduate Student Association - Professional Development Funds (up to $500, amount may vary) 24
Graduate Student Association - Research Capstone Fund (up to $300, amount may vary) 24
School of HHS Travel Awards 25

FORMS FROM KIN GRADUATE PROGRAM CANVAS PAGE 26

FACULTY FORMS ON GRADUATE SCHOOL WEBSITE 27

INTRODUCTION
This Manual provides information about the policies, regulations, and program requirements for graduate programs in the Department of Kinesiology (KIN) at UNCG. It is designed for KIN graduate students and their advisors. The information provided adds to that already covered in the UNCG Graduate School Policy Handbook. It is the responsibility of the Graduate Program Director (GPD) to keep the manual current. After consultation with your academic advisor and the UNCG University Catalog, any questions that are not answered in this manual should be directed to the GPD and copied to the Graduate Studies Coordinator.

The KIN Graduate Manual focuses on expectations, guidelines, and requirements that are held specifically for graduate students in the Department of Kinesiology at UNC Greensboro. The expectations described represent the minimum requirements agreed on by the KIN faculty. Depending on students’ academic background, interests, advisors, and/or thesis/dissertation committees, additional coursework, research, or professional development activities may be required. All such issues are matters for discussion among students, their advisors, and the GPD.

Graduate students are advised to read this manual in its entirety and to familiarize themselves with University regulations and policies in the University Catalog and Graduate School Policies Handbook.

ROLES AND RESPONSIBILITIES
This section describes key personnel in the Department of Kinesiology as well as roles and responsibilities. When students have questions, this manual will direct them toward the appropriate source of support.

The Student
In addition to meeting UNCG’s graduation requirements, KIN graduate students assume several responsibilities:

- With rare exception, students must adhere to all Graduate School policies. Approval of any appeal of these policies lies at the discretion of the Graduate School Dean or their designate, and not within the KIN Department. It is suggested that a student consult with their academic advisor and/or KIN’s Graduate Program Director before filing an appeal.
- While several helpful resources exist, a student’s timely path to graduation is their own responsibility. This includes filing all required paperwork by the appropriate deadlines. While other dated requirements might exist, the two below are of particular importance:
  - A program of study (PoS) listing all the courses a student intends to complete to meet graduation requirements must be approved and filed with the Graduate School before completion of 50% of course work for Master’s students, and before completion of 18 credit hours for Doctoral students. If necessary, students may submit a revised plan of study at any point in their program up until the final semester of the graduate program.
  - Students must apply to graduate early in the semester during which they plan to graduate. If a dissertation or thesis is required for graduation, the student should also check for the defense deadline and make sure that their mentor and
committee are available to meet by that date. These deadlines are released by the Graduate School at the beginning of each semester and are also generally published in The Blast after they are released.

● It is essential that students communicate well with their academic advisor and, when appropriate, other faculty members (instructors, assistantship supervisors, etc.). Professional behavior is always expected. Faculty are available to help students work through problems, but they can only do this when they are made aware that problems exist. Depending on the situation, the academic advisor or assistantship supervisor should generally be the first person of contact when problems arise. Other resources include the KIN Graduate Program Director, KIN Department Chair, and UNCG’s Dean of Students Office.

● Students should confirm faculty members’ availability well before scheduling anything in the summer months. Faculty often take vacations and attend conferences during the summer so early planning is essential. Most faculty are on 9-month contracts and are not paid for work between the end of spring semester and the beginning of fall semester. While faculty are often willing to work with students on theses, dissertations, internships, etc. during the summer months, students should not assume that this will be the case.

The Advisor
Advisors (also called academic advisors and mentors) are the first point of contact for all KIN graduate students. Students can expect advisors to do the following:

● Provide general guidance regarding the student’s plan of study, research agenda, internship placements, and overall academic plans.

● Determine the format of each student’s comprehensive examination, thesis, dissertation, or capstone project. The Department of Kinesiology does not have standard formatting for these summative assignments. The advisor, in consultation with appropriate advisory committee personnel, determines what form is most appropriate given each student’s program of study and professional and academic goals.

● Advocate on behalf of the student. The advisor is responsible for advocating on behalf of the student. If the student wishes to be considered for grant, awards, scholarships, fellowships, or service opportunities, they should communicate with their advisor who can then recommend the student to the appropriate parties.

The Program Advisory Committee and Dissertation/Thesis Committee
The program advisory committee guides the student in the coursework phase of their academic program. Doctoral and MS thesis students will invite trusted faculty members with relevant expertise to guide and mentor their specific research projects through serving on dissertation (doctoral) or thesis (MS) committees.

● Faculty serving on committees may be expected to approve the Plan of Study; evaluate any diagnostic or qualifying exams; rule on special programmatic decisions and policy applications; prepare, approve, and evaluate the preliminary (written and oral) examination; guide the dissertation or thesis; and serve as the examining board for the oral defense of the dissertation or thesis. Only the approved dissertation or thesis
committee has the authority to determine if the proposal has been accepted and the dissertation or thesis defense has passed.

- The thesis or dissertation committee should be finalized prior to the thesis or dissertation proposal. The Chair serves as the primary mentor and in consultation with the committee, guides the student in the preparation of the proposal, the conduct of the research project, the preparation of the final document, and the conduct of the final oral examination (defense). Only the committee may accept the thesis or dissertation.

**The Graduate Program Director**
The Graduate Program Director (GPD) is the primary responsible party for graduate education in the Department of Kinesiology and serves as the liaison with the Graduate School. Other responsibilities include:

- Advocating for the needs of new and continuing graduate students and degree program(s), both within and outside the department
- Working with Graduate School personnel on cases involving student complaints and grievances, student conduct, students in psychological difficulty, and other issues
- Serving as the final authority in certifying the Plan of Study prior to submission to the Graduate School for final audit and degree clearance.
- Interpreting Graduate School rules and regulations on behalf of the Department of Kinesiology.
- Chairing departmental graduate recruiting, admissions, and fellowship committees—or delegating such responsibilities where appropriate.

**The Graduate Studies Coordinator**
The Graduate Studies Coordinator provides specialized administrative and programmatic support to the Graduate programs in the Department of Kinesiology. This includes:

- Serving as the primary administrative support for the department’s graduate programs in assisting Graduate Students and the Director of Graduate Studies with program management, maintenance of student files and other documents, accessing student data files and databases for requested information, being primary information source for graduate faculty on graduate processes and procedures, maintaining graduate information resources for the department, and report generation.
- Acting as the central contact, communication conduit, and source of information for prospective and current graduate students.
- Providing general administrative support to the Director of Graduate Studies, Department Chair, and faculty.

**The Graduate Studies Committee**
The Graduate Studies Committee of the Department is responsible for making recommendations to the faculty regarding the formation of policies, procedures, and curriculum changes affecting KIN graduate programs in accordance with the policies established by the UNCG Graduate School. The GPD and Graduate Studies Committee also are responsible for implementing these policies and procedures. The Graduate Studies Committee typically consists of seven members representing the various graduate concentration areas in the Department.
DEPARTMENT OF KINESIOLOGY

MISSION
Through excellence in teaching, research and service, the Department of Kinesiology integrates the multi-disciplinary study of movement and application of lifetime physical activity to prepare professionals (teachers, clinicians, scientists, faculty) at both the undergraduate and graduate level to enhance the health, physical activity, physical performance, and well-being of individuals across the lifespan in diverse contexts.

GRADUATE PROGRAMS
- Master of Science (M.S.)
- Master of Science in Athletic Training (M.S.A.T.)
- Combined M.S./Ph.D.
- Doctor of Education Online (Ed.D.)
- Doctor of Philosophy (Ph.D.)

STUDENT LEARNING OUTCOMES

Master of Science (M.S.)
1. Students will be able to demonstrate knowledge of core theories in one or more concentrations within Kinesiology.
2. Students will demonstrate their ability to critically appraise empirical literature in a relevant area of study.
3. Students will demonstrate their ability to synthesize empirical research relevant to the field of Kinesiology.
4. Students will apply scientific evidence relevant to their field of practice.
5. Students will demonstrate competence in the conduct of scientific research (required of MS thesis-option students only).
6. Students will develop professional behaviors to successfully transition from academics to practice.

Master of Science in Athletic Training (M.S.A.T.)
1. AT students will demonstrate entry-level competence for patient care and clinical decisions on body regions, patient populations, and clinical settings.
2. AT students will be able to critically analyze the athletic training body of knowledge and interpret its impact on the profession.
3. AT students will perform the majority of their clinical rotation objectives on real-life patients.

Doctor of Philosophy (Ph.D.)
1. Students will demonstrate knowledge of core theories in a specialized knowledge base within their concentration.
2. Students will acquire the analytical, communication and research tools to do independent research in their area of specialization.
3. Students will learn to develop applications for external funding.
4. Students will demonstrate proficiency in teaching at the college level.
5. Students will develop professional behaviors to successfully transition from academic to practice.

**Doctor of Education (Ed.D.)**
1. Integrate interdisciplinary knowledge to link theory with practice
2. Apply interdisciplinary knowledge to enhance professional practice
3. Demonstrate competencies for professional practice (e.g. leadership, advocacy, teaching).
4. [Link to EdD Mission, Vision and Program Goals]

**KIN GRADUATE CURRICULUM**
*Refer to the 2022-23 University Catalog for specific curriculum requirements*

**MS Applied Neuromechanics (thesis only):**
The Applied Neuromechanics and Sports Medicine areas integrate knowledge across the fields of Biomechanics, Motor Behavior, Sports Medicine, and Athletic Training. This collaborative environment prepares practitioners, researchers, and educators to reduce injury risk, return to normal function following injury or disease, and improve health and performance of physically active individuals of all ages. The MS Program in Kinesiology with a concentration in Applied Neuromechanics is primarily intended for individuals who wish to gain an advanced knowledge base in the areas of biomechanics & motor behavior. Additionally, there is a heavy research emphasis with all students required to complete a thesis. A total of 36 credit hours work is required. The credit hours are divided into 30 credits for coursework and 6 for thesis. It takes about 2 years to complete the degree program.

**MS Sports Medicine (coursework only):**
The Applied Neuromechanics and Sports Medicine areas integrate knowledge across the fields of Biomechanics, Motor Behavior, Sports Medicine, and Athletic Training. This collaborative environment prepares practitioners, researchers, and educators to reduce injury risk, return to normal function following injury or disease, and improve health and performance of physically active individuals of all ages. The MS Program in Kinesiology with a concentration in Sports Medicine is primarily intended for certified athletic trainers and other clinicians who wish to gain an advanced knowledge base in the areas of athletic training, sports medicine, biomechanics, or motor behavior. A total of 36 credit hours work is required, including a capstone experience. It takes about 2 years to complete the degree program.

**MS Exercise Physiology:**
The MS in Kinesiology with a concentration in Exercise Physiology includes both thesis and coursework only options. Both are 36-hour programs with the thesis option being more appropriate for students who wish to go on to pursue a doctoral degree and the non-thesis option being more appropriate for those who wish to work in the exercise programming of healthy adults (including athletes) and/or chronically diseased individuals of various ages. The thesis option includes 6 credit hours of thesis, while the coursework only option typically includes 6 credit hours of internship. We have a strong record of placing our students in the top facilities in north central North Carolina; abundant opportunities exist in Greensboro, as well as in Winston-Salem, High Point, Durham, Chapel Hill, etc. Nearly all students are admitted into the non-thesis
Those who show strong initiative in learning laboratory skills and in identifying a mentor and research topic may later be admitted into the thesis track (usually late in the first or early in their second semester). It takes about 2 years to complete the degree programs.

**MS Motor Behavior (coursework only):**
The MS Program in Kinesiology with a concentration in Motor Behavior is primarily intended for individuals who wish to gain an advanced knowledge base in the areas of motor learning and motor control. This is a coursework only degree. The Motor Behavior area focuses on research in the disciplines of motor learning and motor control. This collaborative environment prepares practitioners, researchers, and educators to reduce injury risk, return to normal function post-injury, and improve health and performance of physically active individuals of all ages. A total of 36 credit hours work is required, including a capstone experience. It takes about 2 years to complete the degree program.

**MS Curriculum and Pedagogy Studies in Physical Education:**
The MS Degree in the Curriculum and Pedagogy Studies area consists of two major tracks that suit the individual student’s career goals: thesis option and coursework only option. The thesis option track is for those who would like to continue with their graduate studies to achieve the goal of eventually earning a doctoral degree. The coursework only track is best for those who would like to gain advanced knowledge and skills about curriculum and instruction. A total of 36 credit hours work is required for both tracks. The credit hours are divided into 30 credits for coursework and 6 for thesis (thesis option) or project (coursework only). It takes about 2 years to complete the degree program.

**MS Community Youth Sport Development (coursework only):**
The Master of Science in Community Youth Sport Development (CYSD) is a non-licensure program designed to increase knowledge and understanding in teaching and leading community-based youth serving agencies. CYSD students advance their knowledge and develop skills in a variety of areas through coursework and practical experience, including: (a) teaching; (b) program design, implementation, and evaluation; (c) volunteer and staff training, management, and supervision; (d) fundraising; and (e) community collaboration. Knowledge and exposure to the social and cultural conditions that produce underserved communities are also gained by students through their coursework and field experiences, along with an understanding of how to address social inequalities. Coursework includes 36-39 credit hours of courses, including a capstone experience for which 250 hours of work in a community setting is required. It takes about 2 years to complete the degree program.

**MS Sport & Exercise Psychology:**
The MS degree with a concentration in SEP is intended for individuals who wish to gain an advanced knowledge base in sport and exercise psychology. The MS SEP offers thesis and coursework only options. The coursework only track is a 36-credit degree. Students in this program have the opportunity to take SEP courses and other electives suited to their particular career interests. The SEP thesis program will prepare students for doctoral level study at a research-focused university. Students enrolled in this program will take courses focused on SEP content, research methods and statistics, and other electives suited to their particular research interests. They will also typically work with an advisor with similar research interests. It takes about 2 years to complete the degree program.

**MS Applied Sport Psychology:**
This is a 36-credit coursework only MS degree that will prepare students to sit for the Certified Mental Performance Consultant (CMPC) exam offered by the Association for Applied Sport Psychology (AASP). Students enrolled in this program will take AASP required graduate-level courses and will have the opportunity to obtain hours of mentored experience required for the CMPC. It takes about 2 years to complete the degree program.

**MS Athletic Training:**
The University of North Carolina at Greensboro’s Athletic Training (AT) Program is accredited by The Commission on Accreditation of Athletic Training Education (CAATE). Students who successfully complete this entry-level graduate degree program will earn a Master of Science in Athletic Training (M.S.A.T.) degree and will be eligible to register and take the Board of Certification, Inc. (BOC) certifying examination. A total of 48 credit hours work is required. It takes about 2 years to complete the degree program. More information can be found in the MSAT Handbook.

**MS in Kinesiology - preparation for United States Military Academy teaching assignment:**
This abbreviated, course-work only, one-year program is designed specifically to prepare U.S. Army officers for a follow-on teaching assignment in the Department of Physical Education at the United States Military Academy at West Point. The curriculum integrates content knowledge across the fields of Biomechanics, Motor Behavior, Exercise Physiology, Sport and Exercise Psychology, and Sociology of Physical Activity. Students will also engage in a mentored teaching experience in each of the fall and spring semesters, intended to develop their pedagogical proficiency. A total of 36 credit hours work is required, including a capstone experience. The program must be completed within a 12-month period, normally beginning with the first summer session and concluding at the end of the subsequent spring semester. By permission only.

**Combined MS/PhD Degree**
The MS/PhD program is designed for exceptional students who have demonstrated superior ability and a high level of motivation and dedication to research and learning. This program is expected to span approximately 5 years. Students are expected to meet the requirements of the MS degree during the first 2 years and may elect to complete 6 hours of integrative/research related activity to receive this degree should they choose not to complete the requirements of the PhD. To be eligible for consideration for admittance into the MS/PhD program, applicants must complete a bachelor’s degree from an accredited institution by the enrollment date and have evidence of prior research experience.

Students who are a current master's student can change to the MS/PhD by submitting a new application for admission to the MS doctoral track (MS/PhD). The advantage of a current student changing from the MS to the MS/PhD is that they can utilize the benefits of the reduced total hours allowed by doing the MS/PhD--a total of 78 required hours beyond the baccalaureate. Separately, the two degrees require 36 + 60 required hours--a total of 96. It is not possible for a student to decide to be MS/PHD after the MS is awarded. The MS must still be in progress when the new application/change occurs. Submit applications prior to beginning a capstone or thesis.

**PhD Applied Neuromechanics**
The PhD Program in Kinesiology with a concentration in Applied Neuromechanics is primarily intended to prepare individuals as academic researchers and faculty members in areas including athletic training, sports medicine, biomechanics, and/or motor behavior. This track offers opportunities for teaching, mentoring, and research experiences through funded research, teaching, and clinical assistants. The degree requires a total of 60 credit hours’ work in which a minimum of 48 is devoted to coursework and independent studies and the other 12 to dissertation.

**PhD Exercise Physiology**
The PhD in Kinesiology with a concentration in Exercise Physiology is designed to prepare its graduates for careers in both teaching- and research-based academia. Students gain ample experience in both research and teaching while at UNCG. The degree requires a total of 60 credit hours’ work in which a minimum of 48 is devoted to coursework and independent studies and the other 12 to dissertation.

**PhD Curriculum and Pedagogy Studies in Physical Education**
The Ph.D. degree program provides rigorous training for those students who aspire to achieve the highest level of education. The degree requires a total of 60 credit hours’ work in which a minimum of 48 is devoted to coursework and independent studies and the other 12 to dissertation.

**PhD Sport and Exercise Psychology**
The PhD degree with a concentration in SEP is primarily intended to prepare individuals as academic researchers and faculty members in the areas of sport and exercise psychology. There are no clinical or applied sport psychology training opportunities offered within this program. The degree requires a total of 60 credit hours’ work in which a minimum of 48 is devoted to coursework and independent studies and the other 12 to dissertation.

**PhD General Kinesiology (includes specializations in Community Youth Sport Development and Motor Behavior)**
The PhD in Kinesiology with a focus on Community Youth Sport Development is well-suited for students who have a particular interest in the study of sport-based youth development programming. The PhD candidates will be involved in clinical doctoral work that prepares them to direct undergraduate and graduate programs in youth development at colleges and universities. An ultimate goal is for graduates from this concentration to be positioned to prepare other professionals for work in sport-based youth development programs. The degree requires a total of 60 credit hours’ work in which a minimum of 48 is devoted to coursework and independent studies and the other 12 to dissertation.

The Motor Behavior area focuses on research in the disciplines of motor learning and motor control. This collaborative environment prepares practitioners, researchers, and educators to reduce injury risk, return to normal function post-injury, and improve health and performance of physically active individuals of all ages.

**EdD in Kinesiology Online**
The Doctor of Education in Kinesiology Online (EdD in KIN Online) at UNCG is an interdisciplinary, professional degree program specifically designed for practicing professionals who have a minimum of three years of professional experience in Kinesiology or related fields.
and desire a doctorate that is focused on professional scholarship and practice in leadership, advocacy, and teaching. Our aim is to bring together a community of scholars to develop action-oriented leaders. The degree requires a total of 54 credit hours’ work in which a minimum of 42 is devoted to coursework and the other 12 to dissertation.

GRADUATE REGULATIONS, POLICIES, AND PROCEDURES

OFFICIAL PROGRAM COMMUNICATION
Email is the official method of university communications. Students must regularly check their assigned UNCG email address at the uncg.edu domain or they will miss important program communications. Please include your nine-digit UNCG ID# in all emailed communications with the Graduate School.

The Department of Kinesiology has two useful informational resources:
- KIN Graduate Program Canvas Organization. Canvas (canvas.uncg.edu) is UNCG’s learning management system. Once enrolled, KIN graduate students are granted access to the KIN Graduate Program organization. This website contains a wealth of information and links, including but not limited to programs of study and other forms to be submitted to the Graduate School, instructions for obtaining University-accepted electronic signatures, travel policies and procedures, etc.
- The Blast. The Blast is KIN’s graduate newsletter. It is released weekly during the academic year and may be released occasionally during the summer. The Blast contains important announcements, deadline dates, funding opportunities, employment openings, etc. Graduate students are expected to review The Blast weekly, as it is KIN’s main communication source.

INFORMATION FOR TEACHING AND GRADUATE ASSISTANTS

Mandatory Asynchronous Online Training Modules
Mandatory training for all Graduate Assistants (new and returning). Students must start these modules as part of the work contract and complete them by the Graduate School deadline each academic year. Students who do not complete this training by the Graduate School deadline risk a delay in pay or being dropped from their assistantship. Students begin the modules here: go.uncg.edu/gta-training. Students who are not able to complete the modules or have questions, should contact the Graduate School Dean.

Teaching Assistant (TA) Training for Physical Activity Courses
Students who will be teaching assistants for a physical activity course (weight training, basketball, etc.) for the Academic year must attend the Kinesiology Department’s mandatory TA Training Workshop hosted by the Activity Course Director. This two-day orientation session occurs the week before classes start in August. Students receive an email from the activity director outlining the requirements, dates, times, and agenda.
Visit Orientation for New International Students

All international students on F-1 and J-1 visas are required to attend orientation. In addition to face-to-face sessions designed to help you meet other students and get acquainted with campus, you will also be required to complete a series of online modules on Canvas. More information is located on the Orientation tab on the International Programs Center website.

FERPA- Student Rights under the Family Educational Rights and Privacy Act

“Under the federal privacy act of 1974, students have the right of access to their educational records, the right to request an amendment to those records and to have a hearing if the request is denied, the right to consent to disclosure of their information unless consent is not required by FERPA (see list of directory information), and the right to file a complaint with the Family Policy Compliance Office. Students also have the right to suppress directory information.”

Please see this link for additional specific information. All graduate assistants who have access to departmental records need to complete a FERPA form, affirming they understand the requirements of FERPA and agree to abide by them. The vast majority of students who have funding through the Department of Kinesiology will have some access to student records, either as an instructor or a teaching assistant. Anyone working with student records, needs to complete and sign a form showing you understand the provisions of FERPA, the Family Educational Rights and Privacy Act. Students will learn more about FERPA when they go through TA Training.

Certification

The Southern Association of Colleges and Schools (SACS) is the body that accredits UNCG. One of many standards with which UNCG is expected to comply is aimed at ensuring students are receiving quality instruction from instructors who are qualified to teach the subject. UNCG demonstrates its compliance with this standard by certifying all instructors of record. If students are assigned to teach a physical activity course, they will be certified to teach that course prior to the start of the semester.

Instructor Absences

If you must miss a class for a planned event (e.g., professional conference) you should secure a substitute instructor whenever possible. Substitute instructors must be full-time or part-time faculty members or other teaching assistants within the Department of Kinesiology. If you cannot find a suitable replacement, consider assigning a pertinent and meaningful assignment to the students that they can complete without supervision. If you must miss class due to illness or some other unforeseen emergency, make every attempt to notify your class as soon as possible so that your students’ time is not wasted. Only consider cancellation of class as a last resort option. Direct any questions to your advisor or the Director of Graduate Studies.

Inclement Weather Procedures

On those occasions when weather is problematic, but when the University has not officially canceled classes for all or part of the day, it may be necessary to cancel a class if you cannot travel to campus. In such cases, you should notify your advisor and your class as soon as possible.

Instructor Tardiness

All course instructors serve as role models for acceptable class conduct. Attendance and
punctuality are professional attributes. We expect this in our students; therefore, we must set the example. Do not be late for class. In fact, you should arrive at least five minutes early, and even more if your class requires any significant equipment set-up.

Key Requests
Timing: The week before classes begin
Method: Google Form
If you are a graduate assistant please contact your supervisor and/or advisor to determine what rooms you will need to access. Your supervisor/advisor must also email kin@uncg.edu confirming the rooms, including all that need to be programmed onto an intellikey. Once you have that information and the supervisor has confirmed the rooms needed, please submit your request on this Key Request form. You can fill out the key request form even if classes haven't started if you are already registered for classes. This will allow administrative staff to have the paperwork ready for you when you arrive and you to be able to pick up those keys earlier. NOTE: Intellikeys require a deposit in the KIN Administration office. This is refundable when you graduate upon return of the intellikey (note: these cannot be mailed). The key request will not be sent to the facilities key shop until this deposit has been received. Students who are graduating should return their keys to facilities, before leaving campus after graduation, and bring the proof of return from facilities to KIN 250 if they had an Intellikey to get their refund.

Work Calendar
Graduate Teaching Associates must report for work on the opening day of each semester (this is typically 7-10 days prior to the first day of classes) and be prepared to work through the ending date of the contract. Students are not expected to work during Fall Break, Spring Break, the holiday break between fall and spring semesters, State holidays, or when the University is officially closed for emergencies. Students are not expected to make up missed hours due to unexpected University closings. Note: Some work schedules must deviate from the typical calendar (e.g., being present to feed lab animals during holidays, research assistants, community engaged activities, etc.). In such cases, the work schedule must be provided to the student and filed in the Graduate School. Graduate Assistants whose duties require them to work beyond the stated work deadlines should be compensated hourly if outside the paid academic dates.

ACADEMIC POLICIES

Application Review Process
All applications are reviewed by a committee. Successful Ph.D. and MS thesis applicants must receive the endorsement of at least three faculty members, one of whom will serve as the student's primary advisor. MS coursework only applicants must receive the endorsement of at least two faculty members, one of whom will serve as the student’s primary advisor.

Academic Integrity
Academic integrity is founded upon and encompasses the following five values: honesty, trust, fairness, respect, and responsibility. Supporting and affirming these values is essential to promoting and maintaining a high level of academic integrity. Students and staff should be familiar with UNCG’s Academic Integrity Policy.
Academic Advisor Assignments
Advisors are assigned at the time of admission based on the concentration area chosen. If the student desires to change advisors, it is their responsibility to identify a new advisor who is 1.) an appropriate fit relative to the student’s area of study and/or thesis topic and 2.) willing to take them on as an advisee. The student should consider how changing advisors may affect their line of research (if applicable) and/or funding (e.g. if funded by their former advisor on a grant, that funding may not be available if they switch to a new advisor).

Advisory Committee Membership
At least 50% of the students’ committee must be faculty in the Department of Kinesiology. All faculty must be approved by the Graduate School to serve on graduate student committees. Adjunct faculty or faculty external to UNCG are eligible to sit on committees (with Graduate School approval), but they cannot chair the committee.

EdD – Advisory Committee
Students will be assigned an advisor and an initial advisory team at the time they are admitted into the program. This committee will be chaired by one of the EdD in KIN core faculty members. Advising during the first year is done through a team approach with all advisors working together to mentor students along with the program director who leads most of the registration process. This committee will approve the student’s plan of study after the first year (typically in the fall of year 2). In spring of year 2, students will be assigned a dissertation committee to oversee their comprehensive exam. Typically, these committees are comprised of three members (EdD in KIN core faculty primarily serve as chair) who can support the student’s scholarly interests. The assigned dissertation committee will work with the student throughout the development and execution of the dissertation phase of the program, including the dissertation proposal and defense. This mentorship will take place through coursework (particularly KIN 701, 716, 751 & 778), emails/calls, virtual meetings, and during on-campus visits. When the dissertation committee is finalized, students will be guided by the program director and administrative staff to submit a doctoral advisory/dissertation committee revision form to the Graduate School. Note: The dissertation committee may be changed in year 3, if needed to better support the student.

M.S. Thesis Advisory Committee
In consultation with the student’s advisor (who will serve as the MS committee chair), at least two other faculty members should be identified who have complementary expertise relative to the student’s area of study and/or thesis topic. It is the student’s responsibility to ask the faculty members if they are willing to serve on the committee.

Dissertation Advisory Committee
In consultation with the student’s advisor (who will serve as the dissertation committee chair), at least two other faculty members, with a suggested maximum of five, should be identified who have complementary expertise relative to the student’s area of study and/or dissertation topic. It is the student’s responsibility to ask the faculty members if they are willing to serve on the committee. At least 50% of the students’ committee must be faculty in the Department of Kinesiology. All faculty must be approved by the Graduate School to serve on graduate student committees. Adjunct faculty or faculty external to UNCG are eligible to sit on committees (with Graduate School approval), but they cannot chair the committee. If the student desires to change
committee members, they should consult with their advisor on why their current committee member is not a good fit and with whom they desire to replace that committee member.

**Plans of Study & Course Registration**

Graduate students are required to work with their advisor to create a plan of study (POS) that outlines the coursework they intend to take to satisfy their graduate degree requirements. These requirements are described in detail in the University Catalog at this link. Plans of study must be approved and filed with the Graduate School before completion of 50% of course work for Master’s students, and before completion of 18 credit hours for Doctoral students. If necessary, students may submit a revised plan of study at any point in their program up until the final semester of the graduate program.

Once the POS is agreed upon and signed by the student and his/her adviser, the POS should be submitted to the Graduate Program Director and the Graduate Studies Coordinator. The Graduate Studies Coordinator will forward the signed copy to the Graduate School and file in the student’s Academic folder along with a .pdf of the email of submission to the Graduate School. Note that PhD students are required to file a form recommending the membership of their dissertation committee at the same time that they file the first, preliminary plan of study. The dissertation committee form is available here.

The student should follow the POS when registering for courses. Students will need advising codes to register via Genie; the codes will be provided to all faculty via email to a file at least a week before registration begins.

**Plan of Study – EdD**

Students are required to file a Plan of Study during Year 2, which outlines the student’s plan regarding coursework for completing degree requirements. Students should use the EdD in KIN plan of study template provided by the program director. The document must be signed by the student’s advisory committee members (committee assigned during Year 1) and submitted to the Graduate School in conjunction with the advisory/dissertation committee approval form (see section on Required Forms in EdD in KIN Handbook). The EdD staff will coordinate the paperwork completion and submission; please do not send your paperwork directly to the Grad School. Revisions to the plan of study and/or changes to the committee must be submitted during Year 3 when the student’s Dissertation Committee is finalized, or when students are moving to Doctoral Candidacy.

**Comprehensive (Preliminary) Examinations for EdD and PhD Students**

Each program concentration in the Department of Kinesiology makes its own policies regarding comprehensive examinations (comps) for doctoral students. Advisors and committee chairs will communicate with students about comps requirements based on each individual student’s academic and professional goals.

The purpose of the doctoral comprehensive examination is to give both students and faculty information on the student’s progress, and understanding of their completed coursework and associated experiences. Through preparing for and taking the comprehensive examination,
students are expected to gain a comprehensive view of the field and to integrate and synthesize their learning from various courses and experiences.

The comprehensive (or preliminary) examination is taken when a student has completed most of their coursework, and is governed by the policies of the Graduate Bulletin. The examination consists of both written and oral sections; the written part is scheduled and prepared by the dissertation advisor with the assistance of the advisory committee; and the oral exam should be scheduled within one month following the passing of the written examination. Regardless of the exam format, ALL students are expected to demonstrate breadth of knowledge, specialized knowledge for their research area, and critical inquiry/research skills.

The KIN written comprehensive exam questions may be closed book (typically requiring immediate responses without prior knowledge of the specific questions and without using external resources), or Open-book/take-home. Typically closed book questions are written in a 3-4 hour time frame, and are written on-campus, in a space where the student will not be disturbed. Open-book (or take-home) questions may be assigned in combination with closed-book, or as the entire comprehensive examination. Students may be allowed up to 5 days to complete.

The specific content and format of the written exam, as well as specific time allocations, and breadth/depth of areas covered by the exam are determined by the student’s advisor, in consultation with the student’s advisory/dissertation committee. Typically the student will meet with the committee to discuss the content and format of the comprehensive examination before questions are prepared.

Thesis Proposal and Defense

At least 2 weeks prior to a thesis proposal or defense, the student should send an announcement to the Graduate Studies Coordinator, via email, so they can send the announcement to the department. A room for the presentation should have already been scheduled with an office staff member or an on-line meeting established if the meeting will be virtual. Examples of proper formatting of the announcements can be found on the KIN Graduate Program Canvas site and here:

**Announcement Format and Details**

Student Last Name, Student First Name  
Meeting Type - Thesis Proposal or Thesis Defense  
Day of the Week  
Date - Month, Day, Year (particularly if the announcement and meeting date cross calendar years)  
Title:  
Location: Physical Location if applicable; meeting link if virtual  
Meeting Link: Link to the virtual meeting, if applicable (NOTE: Do not password protect the zoom meeting as these meetings are public and anyone can attend.)  
The student’s abstract must be attached to the email.  
This announcement will be included in the Graduate Student Newsletter
Following the defense, the advisor is responsible for collecting the KIN Department’s thesis/dissertation rubric (available here) and submitting it to the Graduate Program Director and the Graduate Studies Coordinator.

**PhD Dissertation Proposal and Defense**

*At least* 2 weeks prior to a dissertation proposal or defense, the same protocol above should be followed. In addition, with a dissertation defense, a Final Oral Examination Schedule form needs to be completed by the dissertation advisor and submitted to the Graduate Program Director and Graduate Studies Coordinator as well. The Graduate Studies Coordinator will file a copy in the student’s Academic folder and will email the electronic copy to the Graduate School. Since this is due to the Grad School at least 2 weeks before the defense, this form should be given to the Graduate Studies Coordinator a couple of days before the 2-week deadline.

**EdD Dissertation Proposal and Defense**

EdD paperwork and scheduling will be coordinated by the EdD Program Director. Proposals are presented in person; defenses are done virtually.

For all MS thesis and doctoral students: Immediately after the defense of a *thesis or dissertation*, a Results of Oral Examination in Defense of Thesis/Dissertation form should be completed by the advisor and submitted to the Graduate Program Director and Graduate Studies Coordinator who, again, will file a copy in the student’s Academic folder and will email the electronic copy to the Graduate School. After you have defended your dissertation or thesis, in addition to the Results of Oral Examination form, you will need to submit the title and approval pages of the dissertation/thesis itself. Please send the unsigned version of these to the Graduate Program Director and Graduate Studies Coordinator in a .pdf document and copy all parties who need to e-sign on that email. Be sure to include any signer outside of the KIN Department. Indicate in your email the order in which the signatories need to sign the form so they can forward to the next person in the queue when they have signed. More information can be found on the Graduate School Website here: https://grs.uncg.edu/enrolled/etd/. Both of the above forms can be found at https://grs.uncg.edu/forms/ and are also available on the KIN Grad Program Canvas site.

**Filing for Admission to Ph.D. Candidacy**

In general, students should advance to candidacy no later than three calendar years after the first enrollment in a UNCG doctoral program, an MS/PhD track student may often take four years. A student who does not achieve candidacy within three years and is not making satisfactory progress may be recommended for academic probation or dismissal.

Students must apply for candidacy by the deadline specified in the academic calendar during the semester they expect to complete all requirements for candidacy. The Graduate Program Director must submit the Admission to Candidacy form and a final plan of study to move a student to candidacy status. This will certify that the requirements for candidacy will have been met by the end of a given semester. As soon as grades are filed for that semester, the Graduate School will inform the GPD and the student if they have been moved to candidacy status. Normally, the enrollment status of a student who achieves candidacy will be changed for the start of the next semester. However, students who achieve candidacy after the start of a semester but prior to
census, will have their status moved to candidacy. Candidacy allows students to retain Graduate School benefits and eligibility for financial aid by enrolling in three (3) credits of KIN 799.

No changes to a Plan of Study are permitted once a student is admitted to candidacy. Students admitted to candidacy are considered all but dissertation (ABD) and may only register for KIN 799 or KIN 801 (dissertation extension).

Auditing A Course
For a graduate student to audit a course, they must first obtain written permission from the course instructor and their academic advisor. This can be in the form of an email communication. Audit requests to the registrar’s office can only be done after the official registration period ends for the semester in which the course is being offered.

- To begin the process the student submits the online Registration Exception Approval Form - Registration Exception Approval Form (Links to an external site.)
- The student will receive an email they then forward to the instructor of the course for permission.
- The instructor forwards the email to the registrar’s office (registrar@uncg.edu) with their decision.
- If the instructor approves, the registrar’s office adds the student to the course.
- An audited course should not be added to the student’s plan of study as there is no credit associated with the course. The course will show on the student’s transcript with a code of ‘NC’ no credit. (This code is explained as No Credit or Audit on the back of UNCG’s transcripts.)

NOTE: Retroactive credit for an audited course is not permitted. If a student requires credit for a previously audited course, the student must enroll for the course and fulfill all assignments to receive a course grade and academic credit.

Satisfactory Progress Toward Degree
Minimum acceptable grades for Master’s Students:
- A master's student must achieve a GPA of B (3.0) overall.
- No more than six semester hours of credit evaluated as C+ (2.3) or C (2.0) may apply toward the minimum hours required for the degree.

Minimum acceptable grades for EdD Students:
- All courses applied toward the degree must be B (3.0) or better.

Minimum acceptable grades for PhD Students:
- All courses applied toward the degree must be B (3.0) or better. A grade of B- (2.7) can be earned in courses taken but not appearing on the plan of study (applied to the degree) but they must be offset by additional hours to maintain an overall GPA of 3.0.

Annual Review of Progress
Advisors are expected to monitor and communicate with students about academic progress. In cases of low performance, faculty and students are expected to submit a formal Annual Review of Progress form to the Graduate Program Director. The form can be located here.

Continuous Enrollment
Students pursuing a graduate degree or certificate program are required to be enrolled from the time of matriculation through degree/certificate completion. Continuous enrollment is defined as completing a minimum of one (1) hour of graduate credit (including 699/799/801/802/803) every
fall and spring semester, or one semester during the academic year in combination with a summer session. State funds may not be applied to support summer classes or tuition for any course that is not documented on the student’s Plan of Study.

**Visa Requirements for International Students**
Failure to maintain continuous and accurately reported full-time registration can have severe consequences, including, but not limited to, loss of visa status and deportation. Each term, the academic department must supply a letter to the International Programs Center verifying that the student remains in good standing and is making satisfactory progress toward completion of the degree. Official information on maintaining visa status is located [here](#) in the International Programs Center. Please note: Certain restrictions may apply on distance and online course enrollments. International students should consult with the Graduate Program Coordinator with questions about maintaining full-time enrollment.

**Leave of Absence**
UNC Greensboro supports a leave of absence policy to assist graduate students who are temporarily unable to continue their programs. The leave of absence may extend for up to one academic year. Current students who must break continuous enrollment may apply for a leave of absence. To request a leave of absence, consult with your advisor, complete and sign this form, then email the completed form to the GPD for their signature and approval. International students on F-1 visas must remain continuously enrolled until the thesis, dissertation, capstone project or directed study is completed, and cannot apply for a leave of absence from the Graduate School. Those international students who wish to apply for a leave of absence are advised to consult with the International Program Center.

**Change of Catalog**
A student may change a catalog year without a change of program or minor, but only to a more recent catalog. The student may request this change formally by contacting the GPD.

**Grading Policy**
Faculty in the Department of Kinesiology determine grading policies and procedures for their courses based on student learning outcomes and course objectives. All grading policies will be outlined in course syllabi.

**Academic Appeals and Grievances**
Students are encouraged to follow the Graduate School’s [Grievance Procedure](#) if they have concerns about the fairness of their evaluations or the application of Graduate School policies.

**Academic Probation and Dismissal Policies**
[UNCG’s policies for academic probation and dismissal](#) are outlined in the University Catalog. Briefly, all graduate students are expected to maintain a grade point average (GPA) of at least 3.0 and a doctoral student may not include courses with grades of B-minus or below on their program of study. A grade of B- (2.7) can be earned in courses taken but not appearing on the plan of study (applied to the degree) but they must be offset by additional hours to maintain an overall GPA of 3.0. Any student whose cumulative GPA for a given degree falls below 3.0 will be placed on academic probation. A student on academic probation is immediately ineligible for assistantships or fellowships. A student on academic probation who does not bring their GPA up
to 3.0 within completing their next nine credit hours will be dismissed from the University. Additionally, a student who meets the criteria for academic probation a second time within a degree program will be dismissed.

In addition, at the master’s level, certain concentrations require that a student must make a grade above B-minus in a designated core course to satisfy degree requirements. The designated course may be taken a maximum of two times to achieve this outcome. If a B or better is not entered after taking the course twice, the student will be automatically withdrawn from the concentration with no opportunity to appeal.

A student may be recommended for dismissal from their degree program and the University for reasons other than unsatisfactory academic performance. Recommending dismissal of a student from a program represents the determination of the faculty that the student has not demonstrated an expected level of performance in academic work, including research tasks, or in other critical areas of professional conduct including, but not limited to, collegiality and academic integrity. At the point of recommended dismissal, the student will not be given additional opportunities to remediate the deficiency. Depending on the circumstances, recommended dismissal might follow a period of academic probation. In other cases, it might not involve probation. With the exception of extreme acute behavior issues (e.g., academic integrity violation), it is expected that the issue at hand has been discussed with the student and that they have failed to meet remediation expectations.

A recommendation for dismissal of a graduate student in the Department of Kinesiology for any reason other than failure to meet the academic standards stated in the University Catalog shall be conducted as follows:

1. All dismissal discussions are confidential.
2. A letter outlining the reason for dismissal recommendation and signed by the student’s academic advisor shall be delivered to the student.
3. The above letter shall describe the student’s rights to have the opportunity to provide the deliberating body with a written statement and the opportunity to appear before the deliberating body. It is the student’s prerogative to take advantage of either, both, or neither of these options. The student would submit their written appeal and/or request to appeal in person to the GPD within seven days of receiving the recommendation for dismissal.
4. The first level of deliberation is with the Department’s Graduate Studies Committee (GSC), with the GPD carrying the tie-breaking vote.
5. If the GSC recommends dismissal, the same process is then followed with the entire graduate faculty of the Department of Kinesiology (to include GSC members), with the Department Chair carrying the tie-breaking vote. The student should submit their written appeal and/or request to appeal in person to the Department Chair.
6. If the Departmental decision is in favor of dismissal, the final recommendation to dismiss the student is communicated in writing to the student and to the Graduate School. The
Dean of the Graduate School makes the final determination. The Department’s written dismissal recommendation shall be provided to the student and the student shall have seven days in which to provide a written statement to the Graduate Dean (this shall be stated in the above-mentioned recommendation letter).

Establishing In-State Residency for Tuition Purposes
As a state supported institution, the tuition rate for legal residents of North Carolina is less than the tuition rate for nonresidents. After 12 months of continuous residence in NC, out-of-state students are expected to apply for NC residency in order to qualify for in-state tuition and to be considered for continued support by the Department. All students wishing to claim North Carolina residency must file through the State’s Residency Determination Service (RDS). More information about the process of applying for NC residency can be found in the KIN Graduate Canvas Page.

NOTE:
Once the student receives notification that their application has been accepted they must let the Graduate School know they have achieved in-state residency. This is the form the Graduate School uses for that notification: https://gradapply.uncg.edu/register/request_residency_review
The student also needs to send a copy of the notification to the Graduate Studies Coordinator, the Graduate Program Director, the Department Chair and their advisor. The Graduate Studies Coordinator will file the notification in the student’s HR folder.

Colloquium
The Kinesiology department hosts graduate student colloquia approximately monthly in the Fall and Spring Semesters. They are generally from 2:00 pm – 3:30 pm, and September – November (Fall Semester) and February – April (Spring Semester). The announcements for colloquia will be made via a Google Calendar Invitation and in the Graduate Student Newsletter which is published weekly (The BLAST). Often there is a social event following the colloquia and those will be announced separately and have a separate calendar. It is essential that you respond to event invitations so that an accurate list of attendees can be maintained. Each colloquium is an informational session often with guest speakers, presentations by current or former Kinesiology Graduate students, or faculty members. Topics will vary and are announced on the invitation. The events are recorded via virtual meeting software or filmed when they are face to face events. Attendance of all colloquia is mandatory for students receiving funding through a Graduate Assistantship. If you are unable to attend, you will need to notify the Graduate Program Director for permission to miss the event and instructions on what will be required of you in lieu of attendance.

Post- Baccalaureate Certificates & Doctoral Minors
Kinesiology graduate students may find certificate programs or doctoral minors that supplement their studies within the Department. Common options include the Gerontology Certificate, Women’s, Gender, and Sexuality Studies Certificate, and the doctoral minor in Educational Research Methodology. Students are encouraged to take extra courses required of these certificates/ minors within the timeframe of their primary plan of study (i.e. take additional courses each semester to satisfy secondary requirements).
FINANCIAL SUPPORT

Graduate Assistantships
Assistantship opportunities for graduate students in the Department of Kinesiology (KIN) include teaching assistantships, research assistantships and clinical assistantships. Assistantships will be awarded based on the information contained in the Graduate School application including the candidate’s academic credentials (GPA, GRE Scores) and KIN application materials (resume, references, goal statement). Accepted students also receive a survey asking about experiences relative to teaching activity courses. To be eligible for any type of assistantship, graduate students must be unconditionally admitted to a graduate degree program in KIN, be enrolled full-time (9 or more credit hours per semester or 3 credits of dissertation enrollment/KIN 799) and demonstrate a clear record of progress toward degree completion. All students awarded an assistantship must maintain a grade point average of 3.0 or higher.

Teaching Assistant (TA):
The department funds several teaching assistantships each year. Responsibilities typically involve teaching sport and physical activity classes. Advanced students may also assist with the instruction of undergraduate theory courses or laboratory sections.

Research Assistant (RA):
Research assistantships are subject to available funding. Responsibilities center on helping faculty to pursue their research. Duties vary greatly depending on faculty interests and expertise, but may include subject recruitment, data collection and reduction, computer entry and analyses, and literature searches. For more information on research assistantships in your area of interest, please contact faculty members directly.

Graduate Clinical Assistantships (GA):
Clinical assistantships include opportunities both within and outside the department. For more information on these opportunities, as well as application instructions, please access the contact information below.

    Athletic Training: Graduate assistant athletic training positions are funded through UNCG athletics and surrounding universities. Eligible candidates must be board certified athletic trainers in good standing. For information on available assistantships each Fall, contact the Assistant Athletic Director for Sports Medicine.

    HOPE (Helping Others Participate in Exercise): Eligible candidates must hold credentials as an NSCA Certified Strength and Conditioning Specialists or ACSM Exercise Physiologist (or higher). For further information read about HOPE contact Anne Brady at aobrady@uncg.edu.

    Office of Recreation and Wellness: For further information contact the Department of Recreation and Wellness at 336-334-5924.

AWARDS
Kate R. Barrett Student Professional Development Award
This award makes possible the attendance of one or two graduate students/year to attend cutting edge professional development.

Pearl Berlin Graduate Student Writing Award
This award is given for excellence in writing. Please see details at the

Theodore & Loretta Williams Research Fund for Arts Health
This award is for a graduate student from any department in the School of HHS who plans to conduct a research project focusing on some aspect of arts health.

EdD in Kinesiology Professional Development Award
Available to students in the Doctor of Kinesiology Online degree program (EdD in KIN) to experience cutting edge professional development. Funds should support professional activities with the potential to have a positive impact on professional development or practice.

Summer Research Assistantships
A limited number of summer research assistantships are awarded every summer by the Graduate School, the School of HHS, and the Susan Stout Research Fund. The awards range from $500 to $2000 for Summer Session I. The Graduate School assistantships are jobs, not fellowships or scholarships. Graduate students may work up to 40 hours per week during the summer but should be aware of the possibility that this assistantship could conflict with or limit your opportunity to work at other research or teaching assistantships during the summer. The application for these assistantships is made available early in January each year. Only PhD students are eligible to receive the Graduate School assistantships. All graduate students are eligible to receive the School of HHS or Stout Research awards.

External Grants, Fellowships, Internships, and Assistantships
Information about Fellowships and other awards can be found here each Academic Year.
Nominations open in November each academic year

Susan Stout Scholarship Fund in Kinesiology
The Susan Stout Scholarship Fund was established in 1985 to assist students majoring in Physical Education. Susan C. Stout graduated from the Woman’s College (now UNCG) with a B.S. in Physical Education in 1958. Eligibility: Graduate and Undergraduate Students - With its growth, the fund now supports six undergraduate and five graduate students in 4 departments in the School of Health and Human Sciences.

Graduate Student Association - Professional Development Funds (up to $500, amount may vary)
These funds are provided by the Graduate Student Association (GSA) to support graduate students' attendance at professional conferences including travel, hotels, food, etc. Applications are reviewed on a first come, first serve basis so apply early. You may access the application in InfoReady.

Graduate Student Association - Research Capstone Fund (up to $300, amount may vary)
These funds are provided by the Graduate Student Association (GSA) to purchase up to $300 worth of items to help with graduate student research. Applications are reviewed on a first come, first serve basis so apply early. You may access the application in InfoReady.

**School of HHS Travel Awards**
Travel awards up to $200 are available for students traveling to a professional conference to present as authors or co-authors of a paper or for poster presentations. More information about these awards and the application can be found at [https://www.uncg.edu/hhs/academics/graduate-programs/travel-awards.html](https://www.uncg.edu/hhs/academics/graduate-programs/travel-awards.html).

Please visit the [Graduate School’s website](https://www.uncg.edu/graduate-school/) for other scholarships that may be available.
FORMS FROM KIN GRADUATE PROGRAM CANVAS

PAGE

KIN Graduate Program and UNCG Graduate School Forms

Results of Oral Examination in Defense of Thesis/Dissertation Form
Examinations (Oral)

Title Page Example

KIN Department’s Thesis/Dissertation Rubric Google Drive

KIN Departmental Independent Study/Supervised Research Agreement

Graduate School/Registrar’s Office Permission To Register for Independent Study

Interinstitutional Registration Approval Form

Graduate School Change of Concentration Form

Summer Research Assistantship Report Form (.pdf Format) - Download

Summer Research Assistantship Report Form (Word Format) - Download

UNCG Graduate School Thesis and Dissertation Guide

Online Registration Exception Approval Form for Course Audit

Annual Graduate Student Progress Report and Procedure

UNCG Graduate School Applicant Forms

Admitted Students

UNCG Graduate School Deferral of Admission/Change of Term Instructions

UNCG Graduate School Application for Graduation Information and Forms

General Enrolled Students

UNCG Graduate School - Request to Change Master's Degree/Track Within Same Area
Request for Student Curriculum Modification

UNCG Graduate School - Declare or Change Concentration/Change of Campus

UNCG Graduate School - Leave of Absence Application

UNCG Graduate School - Masters/Certificate Student Request for Transfer Credit
UNCG Graduate School - Request To Change Catalog Term

UNCG Graduate School - Residency Review Request (Online Form)

UNCG Graduate School - Status Change Form (Graduate to Undergraduate or Undergraduate to Graduate)

Doctoral Students

UNCG Graduate School - Recommendation for Doctoral Advisory/Dissertation Committee and *Plan of Study

UNCG Graduate School - Recommendation for Doctoral Advisory/Dissertation Committee Revision

UNCG Graduate School - Doctoral Plan of Study Revision

UNCG Graduate School - Dissertation Proposal Approval Form

UNCG Graduate School - Results of Doctoral Comprehensive Examination (Written)

UNCG Graduate School - Results of Doctoral Comprehensive Examinations (Oral)

UNCG Graduate School - Application for Admission to Candidacy

UNCG Graduate School - Final Oral Examination Schedule

UNCG Graduate School - Results of Oral Examination in Defense of Thesis/Dissertation

UNCG Graduate School - Dissertations with Multiple Authors

FACULTY FORMS ON GRADUATE SCHOOL WEBSITE

UNCG Graduate School Faculty Forms and Links

UNCG Graduate School Faculty/Admin Resources

UNCG Graduate Council