



UNC GREENSBORO

Department *of* Kinesiology

**Kinesiology Graduate Program
Information and Policy Statements**

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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 list 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 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 during 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 (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 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 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 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 pre-candidacy phase of their academic program. Doctoral and MS thesis students will invite trusted faculty members with expertise to guide and mentor their specific research projects to serve 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. 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 defense of 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 research project itself, and conducts 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 \(Ph.D.\)](#)

PROGRAM GOALS & 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.

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 in the field of Kinesiology. This item is linked to our program goal that graduates will be able to “Integrate interdisciplinary knowledge to link theory with practice.”
2. Students will demonstrate teaching skills within their chosen professional practice, including teaching in an online environment. This learning outcome is tied to two program goals: Apply interdisciplinary knowledge to enhance professional practice; and demonstrate competencies for professional practice (e.g. leadership, advocacy, teaching).
3. Students will apply knowledge to develop a unique program, product, or approach that informs their professional practice. This learning outcome is tied to two program goals: Apply interdisciplinary knowledge to enhance professional practice; and demonstrate competencies for professional practice (e.g. leadership, advocacy, teaching).
4. Students will develop leadership and advocacy skills for professional practice in the field of Kinesiology. This learning outcome is tied to three program goals: Integrate interdisciplinary knowledge to link theory with practice; Apply interdisciplinary knowledge to enhance professional practice; and Demonstrate competencies for professional practice (e.g., leadership, advocacy, teaching).

KIN GRADUATE CURRICULUM

Refer to the most recent [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.

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.

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 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 option. 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).

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.

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 a 36-hour set of courses within Kinesiology as well as outside disciplines. Most of the courses are applied in various community settings. Boys and Girls Clubs, YMCAs, Parks and Recreation Centers, schools, and various for profit and non-profit youth programs provide the "hands-on" course experiences. A capstone experience is included in the program of study for which 250 hours of work in a community setting is required. In some instances, international sites are provided for this clinical experience.

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.

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.

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. [MSAT Handbook](#)

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.

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.

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 assistantships

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.

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.

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 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. [EdD Handbook](#)

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 applying 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 opening, 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). 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. If they are not, or have questions, they should contact the Interim 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 workshop will be held over the course of two full days on Tuesday and Thursday in the first week of classes. Students receive an email from the activity director outlining the requirements, dates, times, and agenda.

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 receive 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.

Key Requests

Timing: The week before classes begin

Method: Google Form

If you are a graduate assistant, please contact your supervisor to determine what rooms you will need to access, including all that need to be programmed onto an intellikey. Once you have that information, 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 \$38.00 deposit in the KIN Administration office. This is refundable when you graduate. The 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 and be prepared to work through the end date of the contract. Students are not expected to work during holidays, nor will they be required 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, 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 clearly compensated at a rate higher than that of the typical assignment.

ACADEMIC POLICIES

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](#).

Milestone Requirements

Milestones are a series of scholarly requirements and exams. Each graduate program concentration in the Department of Kinesiology makes its own policies regarding milestones. Advisors and committee chairs will communicate with students about milestone requirements based on each individual student's academic and professional goals.

Academic Advisor Assignments

Advisors are assigned at the time of admission based on the concentration area chosen.

Academic Advisor Assignments – EdD

Students will be assigned an advisor and an initial advisory team when admitted into the program. This committee will be chaired by one of the EdD in KIN 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 students 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. 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.

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.

Changing Advisors or Committee Members

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).

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](#). 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 BOX 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 should also complete and update their record of progress before advising and registration each semester. The record of progress form is available on the KIN website under "Graduate" at this [link](#). Students will need advising codes to register via Genie; the codes will be provided to all faculty via email to a BOX file at least a week before registration begins. The Summer Advising Codes are the same as the codes for the previous Spring Semester. The Fall advising codes are different from the Spring/Summer codes.

A Plan of Study for the doctoral degree must be filed with the Graduate School no later than the close of the registration window for the third semester of study for approval by the Dean of the Graduate School. This is generally before the completion of eighteen (18) credit hours. For Master's students, the PoS is filed no later than the close of the registration window for the second semester of study and before completion of 50% of course work. Students are advised to consult with their advisors frequently and to request changes to the POS as needed. A revised

POS is not required for every single change but would be advisable for any major changes to the path of study and coursework. Final, revised master's plans should be submitted by the end of the 3rd week of classes in the semester the student expects to graduate.

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 (updated annually). 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 coordinator will coordinate the paperwork completion and submission. 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.

Thesis Proposal and Defense

At least 2 weeks prior to a thesis proposal, 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 a Zoom 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)

Abstract Title:

Location: Physical Location if applicable; 'Teams' if virtual

Teams Link: Link to the virtual meeting, if applicable (NOTE: Do not password protect the Teams 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

Doctoral Dissertation Proposal and Defense

At least 2 weeks prior to a thesis or dissertation *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 BOX 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.

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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 BOX 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 carbon copy 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.

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. Also, please remember that 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.

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, a doctoral 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.

Auditing A Course

For a graduate student to audit a course students must first obtain written permission from the course instructor and the academic program chair. 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:

- 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.

Annual Review of Progress

Advisor 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, [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. This coursework must be approved for the student's program of study and selected in consultation with the departmental Graduate Program Director and/or advisor or committee chair. State funds may not be applied to support 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 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 \(p. 5\)](#) if they have concerns about the fairness of their evaluations.

Academic Probation and Dismissal Policies

UNCG's policies for academic probation and dismissal are outlined in the University Catalog [<https://catalog.uncg.edu/academic-regulations-policies/graduate-policies/graduate-policies.pdf>]. 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. 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 Deal 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 7 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/regeest_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 in BOX.

Colloquium

The Kinesiology department hosts graduate student colloquia monthly in the Fall and Spring Semesters. They are generally from 2:00 pm – 3:30 pm September – November (Fall Semester) and February – April (Spring Semester). The announcements for colloquia will be made via a Outlook 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 may be recorded via Teams 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). 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) and demonstrate a clear record of progress toward degree completion. New students must have earned a grade point average of 3.0 or higher in their previous academic program. 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 exercise activity classes (you may list any experience that speaks to your ability to teach such classes on your resume). Advanced students may also assist with the instruction of undergraduate theory courses.

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, literature searches, and teaching of laboratory sections in undergraduate courses. 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 and contact Anne Brady at aobrad@uncg.edu.

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

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

Dr. Ron G. Morrow Graduate Fellowship

This fellowship is to support a HHS graduate student with the intention to conduct research in the area of diversity, specifically issues related to sexual orientation.

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.

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 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 \$400)

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. They need to be turned into the GSA office at 222U Elliott University Center.

Graduate Student Association - **Thesis/Dissertation Funds** (up to \$400)

These funds are provided by the Graduate Student Association (GSA) to refund up to \$400 to help offset the cost of completing a thesis or dissertation. Applications are reviewed on a first

come, first serve basis so apply early. They need to be turned into the GSA office at 222U Elliott University Center.

Graduate Student Association - **Research Travel Grant**

The GSA offers two (2) highly competitive, \$1,000 Research Travel Grants per funding cycle (Fall, Spring, Summer I, and Summer II).

School of HHS Travel Awards

Travel awards up to \$200 are available for students travelling 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>.

Please visit the [Graduate School's website](#) 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](#)