

# UNIVERSITY OF MARYLAND DEPARTMENT OF KINESIOLOGY

## MASTER OF ARTS DEGREE REQUIREMENTS AND PROCEDURES

### DEGREE OVERVIEW

The goal of the Master of Arts degree program at the University of Maryland is to prepare students in the core specializations within the field of Kinesiology. Students meet this goal not only through formal coursework, but also through active engagement in research, departmental activities, current research seminars, and through attendance at professional meetings at the state, regional, national, and international levels. Students may select the thesis (T) or non-thesis (NT) option within the Master of Arts (M.A.) Degree. Both degree options require a *minimum* of 30 credit hours. The Thesis option requires a minimum of 24 hours of coursework and 6 credit hours of thesis. The Non-Thesis option requires a minimum of 27 credits of coursework, a written comprehensive examination, and a 3 credit project.

### REQUIREMENTS FOR SATISFACTORY PROGRESS

Students must meet *minimum* requirements for “satisfactory progress” each year in the masters program to be permitted to continue. Students must meet all degree *Milestones* within the time requirements and must maintain a 3.0 GPA throughout their program (See Graduate School policy on Academic Standing, below). Additionally, students must meet their specialization requirements for satisfactory progress in the categories of academic coursework, research and scholarship, and professional and departmental citizenship. All graduate students must register for at least 1 credit hour each semester. Students should register for the number of credits that will, in the judgment of the graduate program faculty, accurately reflect their involvement in graduate study (Graduate School Requirements). Program expectations for each graduate specialization are listed on the specialization website.

### ACADEMIC

#### ACADEMIC STANDING – GRADUATE SCHOOL POLICY

In order to maintain good academic standing, every graduate student must maintain a cumulative grade point average (GPA) of 3.0 for all courses taken at the University. A student whose cumulative grade point average falls below a 3.0 will be placed on academic probation by the Graduate School. The Graduate School will notify both the student and the Director of Graduate Studies of the student’s program when a student is placed on probation. A student who is on probation requires the permission

of the academic advisor and the Director of Graduate Studies to register for courses for each semester that she or he remains on probation. Probation will be lifted when the student achieves a cumulative GPA of 3.0. A student at the beginning of his or her graduate program whose GPA falls below 3.0 must raise it to 3.0 or above by the end of the semester in which his or her 15 hours of course work are completed, or be dismissed from the Graduate School. A student who has completed 16 or more hours of course work and whose cumulative GPA falls below 3.0 will also be placed on probation and will have one semester in which to raise his or her GPA to a 3.0. If the student does not achieve a cumulative GPA of 3.0 by the end of that semester, she or he will be dismissed from the Graduate School.

## MILESTONES AND TIMELINES

The Master of Arts degree is structured as a series of Milestones that students attain as they complete the requirements leading to the masters degree. Milestones represent major components of the degree that represent significant accomplishments in the process of degree completion. Each milestone is described in depth within the Procedures section. To meet the requirements for Satisfactory Progress, students must reach each milestone within the timelines consistent with the criteria specified in the table, below. The table provides a summary of the M.A. Milestones and suggested target and required timelines leading to satisfactory progress designations. **It is the student's responsibility to be informed of requirements and procedures and to complete all required paperwork/forms in a timely manner.**

### MILESTONES AND TIMELINES FOR SATISFACTORY PROGRESS

<b>THESIS OPTION</b>			
<b>Milestone (M)</b>		<b>Suggested Timeline*</b>	<b>Required Timeline and Criteria for Satisfactory Progress</b>
M1	Proposed Program of Study	Prior to end of 1 <sup>st</sup> semester	<ul style="list-style-type: none"> <li>• End of 2<sup>nd</sup> semester and <u>a minimum of 10 working days</u> prior to thesis proposal approval</li> </ul>
M2	Thesis Committee Approval	1 <sup>st</sup> semester of second year	<ul style="list-style-type: none"> <li>• <u>A minimum of 1 month</u> prior to thesis proposal meeting</li> </ul>
	Thesis Proposal Approval	1 <sup>st</sup> semester of 2 <sup>nd</sup> year	<ul style="list-style-type: none"> <li>• 1<sup>st</sup> semester of 3<sup>rd</sup> year</li> <li>• No more than 6 credits of incompletes in coursework or KNES 689</li> </ul>
M3	Final Program of Study Approval	(Forms only, no meeting)	<ul style="list-style-type: none"> <li>• Early in graduating semester</li> <li>• Submit request to KNES Graduate Secretary</li> </ul>
M4	Thesis Defense	2 <sup>nd</sup> semester of 2 <sup>nd</sup> year	<ul style="list-style-type: none"> <li>• Within the 5 years of initial registration</li> <li>• No incomplete grades on transcript</li> </ul>
M5	Degree Conferred		<ul style="list-style-type: none"> <li>• Within 5 years of initial registration</li> </ul>
* Assumes full time students			

<b>NON-THESIS OPTION</b>			
<b>Milestone (M)</b>		<b>Suggested Timeline*</b>	<b>Required Timeline and Criteria for Satisfactory Progress</b>
M1	Proposed Program of Study	Prior to end of 1 <sup>st</sup> semester	<ul style="list-style-type: none"> <li>End of 2<sup>nd</sup> semester and <u>a minimum of 10 working days</u> prior to thesis/project proposal approval</li> </ul>
M2	Final Program of Study Approval	(Forms only, no meeting)	<ul style="list-style-type: none"> <li>Graduating semester</li> <li>Submit request to KNES Graduate Secretary</li> </ul>
M3	Project Approval	2 <sup>nd</sup> semester of 2 <sup>nd</sup> year	<ul style="list-style-type: none"> <li>Within the 5 years of initial registration</li> <li><u>No incomplete grades</u> on transcript</li> </ul>
M4	Comprehensive Examination	1 <sup>st</sup> semester of 2 <sup>nd</sup> year	<ul style="list-style-type: none"> <li><u>No incomplete grades</u> on transcript</li> </ul>
M5	Degree Conferred		<ul style="list-style-type: none"> <li>Within 5 years of initial registration</li> </ul>

\* Assumes full-time student

## RESEARCH

Students are involved in research and scholarship throughout their masters program. Often, they begin as members of a research group or team and gradually assume more responsibilities for methodological and conceptual contributions within the team. These and other skills developed through independent research (e.g., KNES 689, 799) are instrumental in the conceptualization and completion of the thesis research and the non-thesis project. This process is discussed in more depth in this document under the section, "Program of Study."

## PROFESSIONAL AND COLLEGIAL

During the degree process, students will find a number of opportunities to present themselves in a professional or a collegial context. Students are expected to become involved in both academic meetings and social gatherings at the department, college, and university levels that help create a sense of community among scholars. Further, students learn from interactions with each other, from faculty both within the department and university, and by acting as a university representative to visitors. Students are encouraged to attend state, regional, national, and international conferences, first as an attendee and then as an active participant. The image students present should be prepared, professional, and reflect the high standards of scholarship that positively represent themselves, their advisors, the research team, the department, and the university at large.

Part of this shared learning experience comes through shared resources. The privilege of studentship comes with some responsibilities to others that may be affected by student actions. Maintaining good working relationships with others assists in moving research projects forward. Being a good citizen in the laboratory, office, and teaching areas includes respecting the space, work, schedules, equipment, and research

participants of all fellow researchers.

After graduation, service is often part of the professional careers many students choose. While there is no formal service obligation for graduate students, there are numerous opportunities within the department and across the University to develop service experience. Students may hold seats on department committees, represent their individual laboratory group to the Department Chair, support social, fraternal, or intramural sports organizations, or participate in some form of Graduate Student Government.

## **ANNUAL PROGRESS MEETING**

Annually and prior to February 1st, each student is required to meet with his or her advisor and a committee of those faculty (minimum of two total) with whom the student has worked closely to report on their progress and to receive direction regarding future study. The meeting may include other faculty in the specialization.

Students are required to provide (a) a **brief** written assessment (1-2 pages) of their progress and (b) an unofficial transcript to the advisor and other faculty attending the meeting a minimum of 7 working days prior to their annual progress meeting to provide adequate time for review. The written assessment must include a self-evaluation of strengths and weaknesses and progress in the following categories:

- Academic coursework (consistent with the Program of Study: M1)
- Research and scholarship (preparation, if appropriate, for the thesis or non-thesis project)
- Department and professional citizenship (see Professional and Collegial Expectation Section, above)

At the annual progress meeting, the student will provide an oral summary of the written assessment. The committee and the student will discuss the student's strengths and weaknesses and work with the student to develop a plan to address the weaknesses prior to the next annual progress meeting. At the conclusion of the annual progress meeting, the committee will evaluate the student's accomplishments and determine if the student is making satisfactory progress. Students may be advised of unsatisfactory progress at this time and encouraged to withdraw from the program. Failure to meet satisfactory progress requirements in two consecutive years may lead to termination.

The advisor is responsible for completing a **Faculty Assessment of Progress** written report documenting the student's strengths and weaknesses in each of the three assessment categories: coursework, research and scholarship, and professional and department citizenship. The report must be signed by the advisor, student, and the area faculty members attending the satisfactory progress meeting. The **KNES Faculty Assessment of Progress** report requires approval of the Graduate Director. Copies of the report will be given to the student and placed in the student's academic folder in the

graduate office.

## CONTINUOUS REGISTRATION

All graduate students must be registered the first semester of their masters program and *each successive semester* until graduation. Masters students must register for the number of graduate units/credits that will, in the judgment of the advisor and the Graduate Director, accurately reflect the student's involvement in graduate study and use of university resources. In no case will registration be for less than one credit.

A student who has not registered for graduate courses for two consecutive semesters and has not received written permission for a time-limited leave of absence from the Graduate Director will be terminated from the graduate program. See current Graduate School policies for latest information on this policy.

## PROGRAM OF STUDY: DEGREE CREDITS AND REQUIREMENTS

The Program of Study for the M.A. degree must reflect a minimum of 30 required credits consistent with the criteria specified below. The Program of Study Plan must be approved by a department committee by the end of a full time student's second semester in the program. The advisor and the student are responsible for planning the Program of Study. Graduate coursework for the M.A. degree must be distributed as follows:

- At least 18 credits must be earned in courses numbered 600 or higher
- A maximum of 6 credits of 400-level courses may be included
- Coursework at or below the 300 level may be included in the Program of Study, but the credits may not count toward the degree requirement. This also is the case for other specific courses (e.g., EDMS 645) as identified by the graduate faculty
- No more than 3 credits of KNES 609 may be included
- All coursework must have advisor approval
- M.A. Programs of Study are subject to the approval of the Graduate Director

REQUIREMENTS AND CREDIT DISTRIBUTION FOR M.A. DEGREE			
Courses	Thesis Credits	Non-Thesis Credits	Additional Information
KNES 610	3	3	<b>Required:</b> KNES 610: "Methods & Techniques of Research"
Research Tools/Processes	3	3	<b>Research tool course is required.</b> (e.g., analytical techniques) KNES 610 or EDMS 645 or equivalent may NOT be taken to meet this requirement.

Specialization	Minimum 6	Minimum 6	A minimum of 6 credits of formal coursework
Outside Specialization	Minimum 3	Minimum 3	A minimum of 3 credits of formal coursework
Other Courses	9	12	Either inside or outside specialization; may include KNES 689
Comprehensive Examination	none	required	
KNES 689	none	3	Required "Project" credits
KNES 799	Minimum 6	none	Required "Thesis" credits
<b>Total</b>	<b>30</b>	<b>30</b>	Minimum credits for M.A. Degree
<ul style="list-style-type: none"> <li>• Students may take additional coursework beyond the 27 required credits.</li> <li>• "formal coursework" <u>excludes</u> 609s and 689s</li> </ul>			

### TIME LIMITATIONS TO DEGREE COMPLETION

**The M.A. degree must be conferred within five (5) years of initial student registration (Graduate School Requirement).**

An initial time extension of up to one year is possible if the student can document extenuating circumstances. Written requests for extensions accompanied by a rationale and a *detailed* projected monthly timeline must be approved by the advisor and Graduate Director before requests are granted. Requests without required documentation (i.e., rationale, advisor supporting letter, detailed timeline) are unlikely to be approved. Appeals of denied requests may be made to the Graduate Committee, with supporting documentation.

Students may request additional time extensions (beyond the first extension described above) due to extenuating circumstances. All requests should include rationale for the request, advisor supporting letter, and detailed monthly timeline for degree completion. Subsequent time extensions must be approved by the Graduate Director, the Graduate Committee, and the Graduate School.

### MANDATORY TERMINATION DUE TO UNSATISFACTORY PROGRESS

The advisor at any time may notify the student of unsatisfactory progress and advise her/him to withdraw voluntarily from the program. Mandatory termination due to unsatisfactory progress will be considered following two reports of unsatisfactory progress at the student's Annual Progress meeting. Decisions to terminate a student due to unsatisfactory progress will be made by the Graduate Director upon the recommendation of the advisor, the Annual Progress committee, and the Graduate Committee.

### LEAVE OF ABSENCE

Students may request a leave of absence for a period normally not to exceed

one year. During this period, the Graduate School time limitations for graduation will be suspended and the termination date will be extended for the leave period. Reasons for a leave of absence request may include, but are not limited to, family and medical leave and other exceptional circumstances (e.g., foreign student visa application delays, military assignment, etc.) Requests for a leave of absence must include (a) a rationale for the request and (b) an advisor's letter of support. The request should be submitted to the KNES Graduate Secretary and requires the approval of the Graduate Director and the Graduate School. If a student requests a one semester leave and then must extend the leave to a second semester, this request constitutes only one leave of absence. See current Graduate School policies for latest information on this policy.

## **GRADUATE COURSE LOAD**

Full-time graduate students may not carry more than 15 hours of credit during any one semester. Students who have been granted graduate assistantships will not be permitted to enroll in more than 10 credits of coursework. Full-time summer-term students may not enroll in more than 6 hours of credit in a six-week period.

Registration for a minimum of 48 graduate *units* per semester is necessary to satisfy full-time status.

- 400-level courses carry 4 units per credit hour
- 600-700 level courses typically carry 6 units per credit hour
- KNES 799 carries 12 units per credit hour

A graduate assistant is awarded full-time status upon registration for a minimum of 24 graduate units. See current Graduate School policies for latest information on this policy.

## **GRADUATE CREDITS**

Masters degree programs typically included coursework at the 500 - 700 levels. Students may receive Program of Study approval for no more than 6 credits of 400 level courses. Undergraduate courses (i.e., 300 level and below) and selected courses identified by the graduate faculty (e.g., EDMS 645) may be included in the graduate coursework program of study (for 0 credit) but may not be counted as graduate credits toward the minimum 30 credit requirement for the M.A. degree.

## **TRANSFER CREDIT**

A maximum of six (6) semester hours of coursework taken at other nationally or regionally accredited institutions may be applied toward the Master's degree with the approval of the advisor, Graduate Director, and the Graduate School.

- The courses must be completed within the five-year limit prior to the date the degree is conferred,
- The courses must not have been used to satisfy the requirements for any other degree.

- A grade of B or better must be earned in such courses
- Advanced Special Students may transfer no more than 12 credits of 600 or higher level coursework with approval of the Program of Study Committee (M1).
- Transfer credits must be deemed relevant and approved by the advisor, Graduate director and the Graduate School.
- The student must submit the **Request for Transfer of Credit** form ([http://www.vprgs.umd.edu/gss/forms/Transfer\\_of\\_Inclusion\\_Form.pdf](http://www.vprgs.umd.edu/gss/forms/Transfer_of_Inclusion_Form.pdf)).

## PROCEDURES FOR ACHIEVING M.A. MILESTONES

### THESIS OPTION

#### OVERVIEW

The Thesis option includes coursework and thesis research leading to the Master of Arts degree. The thesis is the culminating experience in the program and reflects the student's ability to conduct original, independent research that will expand the body of knowledge in the specialization. To reach **Milestone 1**, students must submit a Proposed Program of Study early in the M.A. program. The Program of Study is a blueprint for the courses and research experiences throughout the M.A. degree. The Thesis Proposal and Oral Defense represent **Milestones 2 and 3**, respectively, in the masters degree. The thesis topic must be within the advisor's and student's specialization and consistent with the student's proposed Program of Study. Research skills necessary to complete the thesis are developed gradually through the "research methods and tools" requirement as documented in the Program of Study. **Milestone 4** is the completion of course work and requires final confirmation and approval of Graduate Director that all courses and experiences have been completed. **Milestone 5** is degree completion.

#### PROPOSED PROGRAM OF STUDY- MILESTONE 1

The Proposed Program of Study is a plan of coursework to be completed during the student's M.A. degree. It the first Milestone in the M.A. degree and should include both coursework required for the degree and optional coursework and research experiences that individualize the program for that student (See M.A. requirements). The student working with his/her advisor designs the Proposed Program of Study and submits it to the KNES Graduate Secretary for approval by the Graduate Director. Satisfactory Progress requirements for M.A. students require full-time students to have an approved Program of Study by the completion of their second semester.

**A detailed table listing the required forms, PDF link and timeline for submission is provided at the end of this document.**

During the student's graduating semester, s/he is responsible for submitting the Final Program of Study with the Graduate School **Program of Study Approval** form ([http://www.vprgs.umd.edu/gss/forms/Approved\\_Program\\_Form.pdf](http://www.vprgs.umd.edu/gss/forms/Approved_Program_Form.pdf)) to the Graduate

Secretary for final approval by the Graduate Director. The KNES Graduate Secretary will send the approved form to the Graduate School.

## REVISIONS OR MODIFICATIONS TO THE PROPOSED PROGRAM OF STUDY

The Program of Study is a plan to guide the student's coursework and research experiences throughout the degree. It is **not** unusual for the student and advisor to seek revisions or modifications to the plan because of discontinued or newly offered coursework, minor refocusing within the specialization, unavailable research experiences, or new opportunities for coursework or research.

Once the Program of Study has been approved, minor modifications can be proposed by the student in consultation with the advisor. The student must submit to the KNES Graduate Secretary a written summary of the modification(s) signed and dated by the advisor. The Graduate Director must approve the modification which is then placed in the student's academic file.

## THESIS PROPOSAL - MILESTONE 2

M.A. students work closely with their advisor to prepare the thesis proposal. The proposal must meet the standards and expectations established by the advisor prior to distribution to the Thesis Proposal Committee. Students may have no more than 6 credits of incompletes on their transcript at time of the thesis proposal.

The Master's Thesis Proposal Committee is responsible for examining and approving the student's thesis proposal.

Membership Qualifications: Consistent with the criteria for all graduate committees, the majority of faculty on the committee must be full-time, tenure-track graduate faculty in the Department of Kinesiology who are currently conducting research in their discipline. The Graduate Director is responsible for approving all committees.

- Whenever possible, the members of the thesis proposal and the defense committees should remain the same.
- The committee must be composed of at least three (3) graduate faculty members including the advisor who serves as the Committee Chair. At least one of the other members must be from the Department of Kinesiology.
- Non-UM Faculty committee members must be approved by the Graduate School (see procedures below).
- Students must submit a **KNES Nomination of Thesis Committee Form** with the KNES Graduate Secretary a minimum of 1 month prior to the Thesis Proposal meeting.

### Non-UM Faculty Members

To nominate non-UM Faculty to serve on the Thesis Committee, students must consult with the KNES Graduate Secretary *a minimum of 2 months* prior to the

submission of the **Nomination of the Thesis Committee** form for procedures necessary to nominate non-UM members to permit adequate time to process the request.

## ABSTRACT CIRCULATION

Once the advisor has approved the proposal, the student must:

- Circulate the abstract a minimum of 7 working days prior to the proposal meeting:
- Distribute a copy of the abstract (1 page) to all KNES graduate faculty members ([knesgradfac@umd.edu](mailto:knesgradfac@umd.edu)) and submit the abstract to the KNES Graduate Secretary for distribution to the KNES graduate students. For example the email to the faculty might read:

“Consistent with department policy, I am forwarding a copy of my thesis abstract (attached) for your review. Please submit your comments to my advisor, Dr. \_\_\_\_\_ (advisor’s email address) prior to the proposal presentation meeting on \_\_\_\_\_. Dr. \_\_\_\_\_ and I welcome your comments and questions. Thank you in advance for your assistance in this matter.”

- The student should state in the email to the graduate faculty that comments should be sent to the student’s advisor and include the advisor’s email address.
- Post a copy of the abstract on the Graduate Bulletin Board in the designated area outside HHP room 2334. The posting should include the student’s and advisor’s names, committee members, and date, time, and location of proposal meeting.

## PROPOSAL MEETING

A minimum of 7 working days prior to the proposal meeting, the student must:

- Schedule the Thesis Proposal meeting. The meeting must be held within the College of Health and Human Performance facilities
- Post meeting information adjacent to the thesis abstract on Graduate Office bulletin board. This information should include: type of meeting (i.e., proposal presentation), names of student, advisor, and committee members, meeting time, date, and location
- Schedule the department conference room (or alternate location) for the meeting. To reserve the department conference room and equipment contact the Department of Kinesiology secretary at (301) 405-2450.
- Following proposal approval, the advisor and committee members sign the **KNES Thesis Proposal Acceptance form** and the advisor submits this form to the KNES Graduate Secretary, along with a copy of the revised proposal.

## INSTITUTIONAL REVIEW BOARD (IRB)/ HUMAN SUBJECT APPROVAL

If data collection involves working with human subjects, including use of surveys,

interviews, inventories, or questionnaires, the student must submit an **IRB/ Human Subjects Application** (<http://www.umresearch.umd.edu/IRB/IRBreqpolsops.html>). Applications may be submitted directly to Dr. Rogers ([mrogers1@umd.edu](mailto:mrogers1@umd.edu)), or electronically via the IRB website. See IRB website for latest polices and procedures for protection of human subjects.

Prior to beginning data collection, the student must submit a copy of the IRB approval letter to the KNES Graduate Secretary to be placed in the student's academic file. Substantial changes required by the IRB also will require approval by the Thesis Proposal Committee and may require an additional formal meeting of that committee. Likewise, any student or advisor-generated changes to the research design, methods, or data collection/management procedures must receive official IRB approval.

## THESIS FORMAT

- The thesis format and style must be consistent with the **Graduate School Style & Policy Manual** available on the Graduate School website (<http://www.vprgs.umd.edu/publications/ETDStyleGuide.pdf>)
- The advisor determines the editorial style (e.g., APA, MLA, etc.) consistent with the expectations in the specialization.

## COMPLETED PROGRAM OF STUDY APPROVAL – MILESTONE 3

**Early in the graduating semester, the student will submit the Graduate School Program of Study Approval form:** ([http://www.vprgs.umd.edu/gss/forms/Approved\\_Program\\_Form.pdf](http://www.vprgs.umd.edu/gss/forms/Approved_Program_Form.pdf)) to the KNES Graduate Secretary for approval by the Graduate Director and the Graduate School. At this time the Graduate Director will conduct a final review of the program of study, compare it with the student's transcript, and confirm that there are no incompletes (other than 799s) on the transcript. Students will be notified when this process has been completed.

Students with "incompletes" on their university transcript/Program of Study at the time of final program of study review will not be permitted to schedule a thesis defense. Students must complete all work and submit a final change of grade form before the defense date will be scheduled.

## THESIS DEFENSE – MILESTONE 4

Committee Membership Qualifications: Consistent with the criteria for all graduate committees, the majority of faculty on the Thesis Defense committee must be full-time, tenure-track graduate faculty in the Department of Kinesiology who are currently conducting research in their discipline. The Graduate Director is responsible for approving all committees.

- The Thesis Committee must be composed of at least three (3) members including the advisor who serves as the Committee Chair. At least one other member must be from the Department of Kinesiology.
- Students interested in selecting a person outside of UM faculty, must submit the Graduate School **Graduate Faculty Nomination** form (See section, Non-UM Faculty, above, for procedure).
- After the advisor has approved the thesis, the student must distribute copies of the thesis to the committee members a minimum of seven (7) working days prior to the thesis defense to provide adequate time for faculty review.
- A final copy of the abstract must be posted in the designated area on the Graduate Office bulletin board a minimum of seven (7) working days prior to the meeting. Along with the abstract, the following information should also be provided on a separate sheet or card: Student's Name, Type of Meeting (Master's or Dissertation Defense), Date, Time, Location of Meeting, Committee Members. All of the above information must also be sent to the KNES Graduate Secretary via email.
- The student must then send an electronic copy of the abstract via email attachment to the graduate faculty: ([knesgradfac@umd.edu](mailto:knesgradfac@umd.edu)). Note: Although the oral defense is open to all, only committee members may ask questions.
- All Thesis Defense meetings must be held on the campus in the College of Health and Human Performance facilities. The student should contact the Kinesiology Main Office receptionist to arrange a room location and necessary equipment for the meeting.

## **FOLLOWING THE MEETING**

- After the Committee approves revisions and corrections and with final approval by the advisor, the student prepares and submits the formal thesis to the Graduate School in an electronic format. Submission instructions can be downloaded from the Graduate School website at [www.vprgs.umd.edu](http://www.vprgs.umd.edu)
- The student must submit the final abstract and title page to the KNES Graduate Secretary.
- When the student has completed all revisions and the final version of thesis is ready for submission, the advisor submits the signed and dated Graduate School form, **Report of the Examining Committee**, to the KNES Graduate Secretary for the Graduate Director's signature.
- The KNES Graduate Secretary will submit the **Report of the Examining Committee** to the Graduate School after the student has submitted the thesis electronically.

## **DEGREE CONFERRED - MILESTONE 5**

### **PREPARATION FOR GRADUATION**

The **Application for Diploma** is a Graduate School form due during the **first 2 weeks of the graduating semester**. All Graduate School deadline dates and forms are listed on the KNES graduate bulletin board and the Graduate School website

[www.vprgs.umd.edu](http://www.vprgs.umd.edu). Click the “deadlines link.”

- The **Application for Diploma** form can be submitted thru TESTUDO ([www.testudo.umd.edu](http://www.testudo.umd.edu)). The student must be registered for at least one credit in the graduating semester.
- **Forms:** At the beginning of the graduating semester (see Graduate School Deadlines posted on Graduate Bulletin Board for exact date), the student must submit the following forms to the Graduate School:
  - **Graduate School Nomination of Thesis Committee** form (<http://www.vprgs.umd.edu/gss/forms/Nomination&Thesis.pdf>). A copy of the IRB approval letter must accompany this form.
  - **Graduate School Program of Study Approval** form ([http://www.vprgs.umd.edu/gss/forms/Approved\\_Program\\_Form.pdf](http://www.vprgs.umd.edu/gss/forms/Approved_Program_Form.pdf))

One month prior to the date the degree is to be conferred and after completion of the project, the student must submit the Graduate School **Certification of Completion of Masters Degree** form ([http://www.vprgs.umd.edu/gss/forms/Certification\\_of\\_Masters\\_Form.pdf](http://www.vprgs.umd.edu/gss/forms/Certification_of_Masters_Form.pdf)) to the Graduate School.

**The M.A. degree must be conferred within 5 years of initial registration in the masters degree program. See Graduate School Deadlines posted on KNES Graduate Bulletin Board for exact dates.**

#### SUMMARY OF REQUIRED FORMS, RELATED HTML LINKS AND TIMELINES

All forms must be typed or completed on-line. Hand-written forms will not be accepted.

<b>THESIS OPTION</b>				
<b>M.A. Milestone</b>	<b>Forms</b>	<b>Links</b>	<b>Who Submits</b>	<b>Timeline for Submission*</b>
	NOTE: Graduate School Deadlines		FYI	KNES Dept deadlines occur prior to Graduate School deadlines*
M1	Proposed Program of Study Approval	KNES	student	Prior to the end of the 2 <sup>nd</sup> semester
	<b><i>Graduate School Style &amp; Policy Manual</i></b>	<a href="http://www.vprgs.umd.edu/publications/ETDStyleGuide.pdf">http://www.vprgs.umd.edu/publications/ETDStyleGuide.pdf</a>	FYI	Thesis style/format must be approved by Graduate School prior to date degree is conferred
M2	Nomination of	KNES		A minimum of 1

	Thesis Proposal Committee		student	month prior to the Thesis Proposal Meeting.
	Thesis Proposal Acceptance Form	KNES	advisor	After proposal has been accepted by committee. Include copy of revised proposal.
	IRB Application	<a href="http://www.umresearch.umd.edu/IRB/IRBreqpolso ps.html">http://www.umresearch.umd.edu/IRB/IRBreqpolso ps.html</a>	student	After proposal has been approved
<b>M3</b>	Final Program of Study Approval	<a href="http://www.vprgs.umd.edu/gss/forms/Approved_Program_Form.pdf">http://www.vprgs.umd.edu/gss/forms/Approved_Program_Form.pdf</a>	student	Early in the graduating semester Submit to KNES Graduate Secretary
<b>M4</b>	Nomination of Thesis Defense Committee	<a href="http://www.vprgs.umd.edu/gss/forms/nomgradfac.pdf">http://www.vprgs.umd.edu/gss/forms/nomgradfac.pdf</a>	student	Graduating semester, must include IRB approval, if appropriate
	Report of the Examining Committee	<a href="http://www.vprgs.umd.edu/gss/forms/nomgradfac.pdf">http://www.vprgs.umd.edu/gss/forms/nomgradfac.pdf</a>	advisor	Following thesis defense
<b>M5</b>	Certification of Completion of Masters Degree	<a href="http://www.vprgs.umd.edu/gss/forms/nomgradfac.pdf">http://www.vprgs.umd.edu/gss/forms/nomgradfac.pdf</a>	student	Early in the graduating semester one month before graduation
	Application for Diploma	<a href="http://www.testudo.umd.edu/Registrar.html">http://www.testudo.umd.edu/Registrar.html</a>	student	Early in the graduating semester
	On-line submission of Thesis to Graduate School	<a href="http://dissertations.umi.com/umd/">http://dissertations.umi.com/umd/</a>	student	At the time the KNES Graduate Secretary submits final forms to the Graduate School
*All deadlines and forms are listed on the KNES graduate bulletin board and on the Graduate School website <a href="http://www.vprgs.umd.edu">www.vprgs.umd.edu</a> . Department deadlines <u>always precede</u> Graduate School deadlines and are necessary to provide time for consideration, review, and department signatures.				

## REQUIREMENTS AND PROCEDURES FOR THE M.A. DEGREE

### NON-THESIS OPTION

#### OVERVIEW

The Non-Thesis option includes coursework, a project, and a comprehensive examination leading to the Master of Arts degree. To reach **Milestone 1**, students must submit a proposed Program of Study early in the M.A. program. The Program of Study

is a blueprint for the courses and research experiences throughout the M.A. degree. **Milestone 2** is reached during the graduating semester when the Graduate Director certifies that the program has been completed consistent with the proposed Program of Study (M1). **Milestone 3**, Project Approval occurs when the project committee accepts the student's work. Research skills necessary to complete the project are developed gradually through the "research methods and tools" requirement as documented in the Program of Study. The written comprehensive examination, **Milestone 4** tests the student's mastery of a broad field of knowledge. **Milestone 5** is degree completion.

Note: The order of Milestone 3 and 4 may be interchangeable, depending on the student's timeline and the discretion of the advisor.

### **PROPOSED PROGRAM OF STUDY – MILESTONE 1**

The Proposed Program of Study is a plan of coursework to be completed during the student's M.A. degree. It is the first Milestone in the M.A. degree and should include both coursework required for the degree and optional coursework and research experiences that individualize the program for that student (See M.A. requirements). The student working with his/her advisor designs the Proposed Program of Study and submits it to the KNES Graduate Secretary for approval by the Graduate Director. Satisfactory Progress requirements for M.A. students require full-time students to have an approved Program of Study by the completion of their second semester.

### **REVISIONS OR MODIFICATIONS TO THE PROPOSED PROGRAM OF STUDY**

The Program of Study is a plan to guide the student's coursework and research experiences throughout the degree. It is **not** unusual for the student and advisor to seek revisions or modifications to the plan because of discontinued or newly offered coursework, minor refocusing within the specialization, unavailable research experiences, or new opportunities for coursework or research.

Once the Program of Study has been approved, minor modifications can be proposed by the student in consultation with the advisor. The student must submit to the KNES Graduate Secretary a written summary of the modification(s) signed and dated by the advisor. The Graduate Director must approve the modification which is then placed in the student's academic file.

**A detailed table listing the required forms, PDF links and timeline for submission is provided at the end of this document.**

### **COMPLETED PROGRAM OF STUDY APPROVAL – MILESTONE 2**

**Early in the graduating semester, the student will submit the Graduate School Program of Study Approval form:**  
([http://www.vprgs.umd.edu/gss/forms/Approved\\_Program\\_Form.pdf](http://www.vprgs.umd.edu/gss/forms/Approved_Program_Form.pdf)) to the KNES Graduate Secretary for approval by the Graduate Director and the Graduate School. At

this time the Graduate Director will conduct a final review of the program of study, compare it with the student's transcript, and confirm that there are no incompletes (other than 799s) on the transcript. Students will be notified when this process has been completed.

Students with "incompletes" on their university transcript/Program of Study at the time of final program of study review will not be permitted to schedule a Project Evaluation meeting. Students must complete all work and submit a final change of grade form before the Project Approval meeting date will be scheduled.

## **PROJECT**

The student under the supervision of the advisor will conduct independent work (KNES 689) on a project related to the specialization.

**Scholarly Writing Ability.** The student is required to write a paper upon completion of the project, as evidence of scholarly writing ability. The graduate faculty defines scholarly writing ability as the ability to present in a clearly organized paper, with proper scholarly documentation, evidence of original research and/or critical analysis, and/or evaluation.

**Format:** The project paper in final form should include an approval sheet, an abstract, title page, and a table of contents. Formatting instructions can be found in the ***Graduate School Style & Policy Manual*** (<http://www.vprgs.umd.edu/publications/ETDStyleGuide.pdf>). The format should reflect the style manual within the area of specialization. Students should consult their advisors for desired final format.

## **INSTITUTIONAL REVIEW BOARD (IRB)/ HUMAN SUBJECT APPROVAL**

If data collection involves working with human subjects, including use of surveys, interviews, inventories, or questionnaires, the student must submit an **IRB/ Human Subjects Application** (<http://www.umresearch.umd.edu/IRB/IRBreqpolsops.html>). Applications may be submitted directly to Dr. Rogers ([mrogers1@umd.edu](mailto:mrogers1@umd.edu)), or electronically via the IRB website. See IRB website for latest policies and procedures for protection of human subjects.

Prior to beginning data collection, the student must submit a copy of the IRB approval letter to the KNES Graduate Secretary to be placed in the student's academic file. Any student or advisor-generated changes to the research design, methods, or data collection/management procedures must receive official IRB approval.

## **PROJECT APPROVAL COMMITTEE – MILESTONE 3**

**Note:** The order in which Milestones 2, 3, and 4 are completed may be interchangeable.

**Membership Qualifications:** Consistent with the criteria for all KNES graduate committees, the majority of faculty on the committee must be full-time, tenure-track graduate faculty in the Department of Kinesiology who are currently conducting research in their discipline. The Graduate Director is responsible for approving all committees.

- The project must be read and evaluated by the advisor and two additional graduate faculty members.
- The adequacy and acceptance of the Project depend upon a consensus judgment of the evaluating faculty members.
- The Project Approval meeting will consist of an oral presentation of the project by the student, followed by questioning by the faculty.

The advisor submits the KNES **Project Completion** form to the KNES Graduate Secretary verifying successful completion of the project.

Note: Students are not required to submit a copy of the completed project to the Graduate School.

#### **WRITTEN COMPREHENSIVE EXAMINATION - MILESTONE 4**

**Note:** The order in which Milestones 2, 3, and 4 are completed may be interchangeable.

The Project should be well along and “incomplete” grades changed to permanent grades before the Comprehensive Examination is scheduled.

The final Comprehensive Written Examination is designed to test the student’s mastery of a broad field of knowledge. The exam is scheduled after the project has been defined and is nearing completion. There may be no incomplete grades on the student’s transcript at the time the **KNES Application for Comprehensive Examination** form is submitted to the KNES Graduate Secretary (See below).

#### **APPLICATION FOR THE EXAMINATION**

The student must submit the **KNES Application for the Comprehensive Examination** to the KNES Graduate Secretary a minimum of 10 working days before the Exam can be scheduled.

Students with “incomplete” grades on their university transcript/Program of Study will not be permitted to schedule their comprehensive exam. Students must complete all work and submit a final change of grade form before the comprehensive exam date will be scheduled

**Scope:** The scope of the Examination should reflect the integration of knowledge within

the student's area of specialization at the Master's level, including research methods and tools that support the area of specialization. The student and advisor should plan three (3) or more test areas for the Examination.

**Time Limits:** The Examination is limited to a total of 4 hours.

## COMPREHENSIVE EXAMINATION COMMITTEE

**Membership Qualifications:** Consistent with the criteria for all KNES graduate committees, the majority of faculty on the committee must be full-time, tenure-track graduate faculty in the Department of Kinesiology who are currently conducting research in their discipline. The Graduate Director is responsible for approving all committees.

The student's advisor and two additional, qualified graduate faculty members (one of whom may be outside the Department) prepare and evaluate the examination.

**Evaluation:** After the examination has been evaluated, the advisor submits the KNES **Comprehensive Examination** form to the KNES Graduate Secretary verifying the results of the Exam.

## DEGREE CONFERRED - MILESTONE 5

### PREPARATION FOR GRADUATION

The **Application for Diploma** is a Graduate School form due during the **first 2 weeks of the graduating semester**. All Graduate School deadline dates and forms are listed on the KNES graduate bulletin board and the Graduate School website [www.vprgs.umd.edu](http://www.vprgs.umd.edu). Click the "deadlines link."

- The **Graduate School Application for Diploma** should be submitted thru TESTUDO ([www.testudo.umd.edu](http://www.testudo.umd.edu)). The student must be registered for at least one credit in the graduating semester.
- **Graduate School Program of Study Approval** form ([http://www.vprgs.umd.edu/gss/forms/Approved\\_Program\\_Form.pdf](http://www.vprgs.umd.edu/gss/forms/Approved_Program_Form.pdf))

**The M.A. degree must be conferred within 5 years of initial registration in the masters degree program. See Graduate School Deadlines posted on KNES Graduate Bulletin Board for exact dates.**

One month prior to the date the degree is to be conferred and after completion of the project, the student must submit the Graduate School **Certification of Completion of Masters Degree Without Thesis** form ([http://www.vprgs.umd.edu/gss/forms/Certification\\_of\\_Masters\\_Form.pdf](http://www.vprgs.umd.edu/gss/forms/Certification_of_Masters_Form.pdf)) to the Graduate School.

## SUMMARY OF REQUIRED FORMS, RELATED HTML LINKS, AND TIMELINES

All forms must be typed or completed on-line. Hand-written forms will not be accepted.

<b>NON-THESIS OPTION</b>				
<b>M</b>	<b>Forms</b>	<b>Links</b>	<b>Who Submits</b>	<b>Timeline for Submission*</b>
	NOTE: Graduate School Deadlines		FYI	KNES Dept deadlines occur prior to Graduate School deadlines*
M1	Proposed Program of Study Approval	KNES	student	Prior to the end of the 2 <sup>nd</sup> semester
	IRB Application	<a href="http://www.umresearch.umd.edu/IRB/IRBreqpolsops.html">http://www.umresearch.umd.edu/IRB/IRBreqpolsops.html</a>	student	After project proposal has been approved
<b>M2</b>	Final Program of Study Approval	<a href="http://www.vprgs.umd.edu/gss/forms/Approved Program Form.pdf">http://www.vprgs.umd.edu/gss/forms/Approved Program Form.pdf</a>	student	Beginning of the graduating semester Graduate Director conducts this review
<b>M3</b>	Project Approval Form	KNES	advisor	After project approved by examining committee
<b>M4</b>	Application for the Comprehensive Examination	KNES	student	<u>1 month</u> prior to the Exam date
	Comprehensive Examination Completion	KNES	advisor	At the successful completion of examination
<b>M5</b>	Certification of Completion of Masters Degree Without Thesis	KNES	student	Early in the graduating semester one month before graduation
	Application for Diploma	<a href="http://www.testudo.umd.edu/Registrar.html">http://www.testudo.umd.edu/Registrar.html</a>	student	Early in the graduating semester
All deadlines and forms are listed on the KNES graduate bulletin board and on the Graduate School website <a href="http://www.vprgs.umd.edu">www.vprgs.umd.edu</a> . Department deadlines <u>always precede</u> Graduate School deadlines and are necessary to provide time for consideration, review, and department signatures.				