

# UNIVERSITY OF MARYLAND DEPARTMENT OF KINESIOLOGY

## DOCTOR OF PHILOSOPHY DEGREE REQUIREMENTS AND PROCEDURES

### DEGREE OVERVIEW

The goal of the Doctor of Philosophy degree program at the University of Maryland is to prepare the next generation of researchers, scholars, teachers, and professional leaders 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, research seminars, and through attendance at professional meetings at the state, regional, national, and international levels. Program graduates are expected to understand Kinesiology as a discipline and are expected to develop teaching and presentation skills appropriate to their specialization. The graduate faculty expects all students will be “good citizens” and perform effectively in professional groups.

Completion of the Doctor of Philosophy degree signifies that a student is capable of conducting independent research and has attained a high level of scholarship. Students are expected to demonstrate high scholastic achievement, an understanding of current theoretical foundations, and appropriate research skills necessary to advance knowledge in their specialization. The capability to conduct quality independent research using sound methodology is essential. In addition to coursework, doctoral students are expected to engage in ongoing research under the guidance of their advisor. The graduate faculty is committed to providing both the leadership and experiences necessary to attain these goals.

### REQUIREMENTS FOR SATISFACTORY PROGRESS

Students must meet *minimum* requirements for “satisfactory progress” each year in the doctoral 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 expanded 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, teaching, 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. Program expectations for each graduate specialization are listed on the specialization website (Graduate School Requirements).

### 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 Doctor of Philosophy degree is structured as a series of Milestones that students attain as they complete the requirements leading to the doctoral 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 and consistent with the criteria specified in the table, below. The table provides a summary of the Ph.D. Milestones and suggested 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 correctly and in a timely manner.**

<b>Doctor of Philosophy Satisfactory Progress Milestones and Timelines</b>			
<b>Milestone (M)</b>	<b>Suggested Timeline*</b>	<b>Required Timeline and Criteria for Satisfactory Progress</b>	
<b>All</b> students must maintain a 3.0 GPA and be enrolled each semester for a minimum of 1 credit.			
M1	Program of Study: Coursework Plan	Approved prior to completing 20 credits	<ul style="list-style-type: none"> <li>Plan of Study must be approved prior to completing 30 credits of coursework</li> <li>Must be approved a <u>minimum</u> of 9 mo. prior to the first written comprehensive examination (M3)</li> </ul>
M2	Program of Study: Research Plan	Approval 3 – 6 mo. prior to the 1 <sup>st</sup> written	<ul style="list-style-type: none"> <li>Must be approved 1 mo. prior to the 1<sup>st</sup> written comprehensive exam (M3)</li> </ul>

		comprehensive examination	
M3	Comprehensive Examinations	2 <sup>nd</sup> summer – early in the 3 <sup>rd</sup> year of study	<ul style="list-style-type: none"> <li>• No more than 6 cr. of KNES 689 incompletes on transcript.</li> <li>• No incompletes in formal coursework</li> <li>• 70% of non-dissertation credits completed</li> <li>• A minimum of 9 mo. after Coursework Plan (M1) approved</li> <li>• A minimum of 1 mo. after Research Plan (M2) approved</li> </ul>
M4	Advancement to Candidacy		<ul style="list-style-type: none"> <li>• Must occur within 5 years of initial enrollment in the degree program (GS req)</li> </ul>
M5	Dissertation Proposal	Within 1 semester of Advancement to Candidacy (M4)	<ul style="list-style-type: none"> <li>• No more than 6 credits of incompletes on transcript other than those for KNES 899</li> <li>• Within 1 calendar year of Advancement to Candidacy (M4)</li> </ul>
M6	Dissertation Defense	Within 1 year of dissertation proposal (M5)	<ul style="list-style-type: none"> <li>• No incompletes on transcript other than for KNES 899</li> <li>• Within 4 years after Advancement to Candidacy (M4) (GS req.)</li> <li>• A minimum of 3 weeks prior to date the degree will be conferred (GS req.)</li> </ul>
7.	Degree Conferred (date)		<ul style="list-style-type: none"> <li>• A minimum of 6 mo. following Advancement to Candidacy (GS req.)</li> </ul>
* Assumes full time students based on Fall semester admission (GS req.): Graduate School requirement			

## RESEARCH

Students are involved in research and scholarship throughout their doctoral 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, 899) are instrumental in the conceptualization and completion of the dissertation research. This process is documented in the Research Plan of Study, discussed in more depth in this document under the section, Program of Study.

## TEACHING

Upon graduation, many Ph.D. graduates accept faculty positions that require undergraduate teaching. To prepare students for these responsibilities, the faculty offer several options to enhance practical experience and teaching knowledge. An explanation of how the student plans to meet the teaching expectation should be stated clearly in the Coursework Program of Study (M1). The teaching expectation can be fulfilled in one (1) of the following ways:

- Complete the Teaching Certificate Program sponsored by the University Teaching & Learning Program (<http://www.cte.umd.edu/UTLPreqs.html>).
- Complete the department course: KNES 689W: Teaching Kinesiology in

Higher Education (3 cr.)

- Present documentation to the Graduate Committee that the student has had primary responsibility for planning and teaching undergraduate courses in their discipline (Note: This expectation emphasizes 3 credit classroom-oriented courses. Physical activity, discussion, or laboratory teaching will NOT fulfill the expectation).

## **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 can 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, then as an active participant and eventually as a first author on scholarly presentations. 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 aids in moving research projects forward. Being a good citizen in the lab, 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 often hold seats on department committees, represent their individual lab 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 faculty members in their specialization a minimum of 7 working days prior to their annual progress meeting to provide faculty 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 Coursework Program of Study, M1)

- Research and scholarship (consistent with the Research Program of Study, M2)
- Department and professional citizenship (see Professional and Collegial Expectation Section, above)

At the annual progress meeting, the student will provide a brief oral summary of the written assessment. Area faculty and the student will discuss the student's strengths and weaknesses and work with the student to develop a concrete plan to address the weaknesses prior to the next annual progress meeting. At the conclusion of the annual progress meeting, faculty 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 **KNES 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 committee members attending the satisfactory progress meeting. The **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 doctoral program and each successive fall and spring semester until graduation. Graduate 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. Students must register for a minimum of 1 credit prior to Advancement to Candidacy.

Following Advancement to Candidacy (M4), the Graduate School requires that candidates register for a minimum of 6 credits of KNES 899 each fall and spring semester until the degree is conferred.

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.

## TIME LIMITATIONS

Advancement to Candidacy, Milestone 4 (M4), must be accomplished within 5 years after admission to the doctoral program. The candidate then has 4 *additional* years in which to complete the dissertation and final oral defense. Continuous registration is required throughout the doctoral degree. See KNES Continuous Registration policy, above, and the Graduate School website for the latest information on this policy.

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 a 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 on Advancement to Candidacy and 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 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 the Graduate School website for latest information on this policy.

### **GRADUATE COURSE LOAD**

No full-time graduate student may 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
- KNES 899 carries 18 units per credit hour

Students receive 24 units for holding a graduate assistant and are awarded full-time status upon registration for an additional 24 graduate units (a minimum of 48 total units). See Graduate School website for latest information on this policy.

## GRADUATE CREDITS

Ph.D. programs typically included coursework at the 600 - 800 levels. Occasionally, students may receive Program of Study Committee approval for 3-6 credits of 400 or 500 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 cannot be counted as graduate credits toward the minimum 60 credit requirement for the Ph.D.

## PROCEDURES FOR PH.D. MILESTONE COMPLETION

### PROGRAM OF STUDY (Milestones 1 & 2)

#### OVERVIEW

The Program of Study is a formal plan which incorporates courses, research, and other experiences significant to the culture of scholarship. Program of Study approval represents **Milestones 1 and 2** in the Ph.D. program and is a formal plan that lists courses, teaching, and research experiences that meet the requirements of the Ph.D. degree. Coursework and research plan components of the Program of Study may be approved in one inclusive committee meeting or may be separated into two separate meetings: a coursework plan meeting and a research plan meeting.

**The Coursework Plan approval must be completed at least 9 months prior to the first written Comprehensive Examination. If a separate meeting is held for Research Plan approval, it must occur in a formal committee meeting at least 1 month prior to the first written Comprehensive Examination.**

<b>Courses</b>	<b>Credits</b>	<b>Additional Information</b>
<b>Research Skills &amp; Methods</b>		Requirement may be met through a variety of 600 or above level courses reflected in Coursework Program of Study
<b>Research Issues</b>	KNES 609 or other issues-related course	A maximum of 6 credits of KNES 609 may be applied to the Ph.D. degree
<b>Teaching Expectation</b>	KNES 689W	3 credits if met through KNES course reflected in Coursework Plan of Study (M1)
<b>Coursework</b>	Minimum 48	Reflected in Coursework Plan of Study (M1)
<b>Dissertation</b>	KNES 899 Minimum 12	Students may <u>NOT</u> register for KNES 899 until the semester they apply to take Comprehensive Examinations (M4)
<b>Total</b>	<b>Minimum 60</b>	

The Doctor of Philosophy Degree requires a minimum of 60 credit hours *beyond* the Masters degree. This total includes a minimum of 12 credit hours for the dissertation. If a master's degree student in the Department of Kinesiology (UM) continues into the doctoral program, the minimum total of course credits for both programs (M.A. & Ph.D.) is 90 credit hours. This total includes a minimum of 30 credits required for the Master of Arts degree (24 hours of coursework + 6 hours of thesis (KNES 799) and a minimum of 12 credits of dissertation (KNES 899). The actual credit hours and related experiences approved by the student's Program of Study Committee may exceed 60 credits and should be based on the student's previous experiences and future scholarly goals. The graduate faculty anticipates that credit hours and ancillary experiences taken by doctoral students will vary considerably from student to student. The Program of Study committee determines the number of credits required in the specialization.

## COMPONENTS

The completed Program of Study includes both the Coursework Plan and the Research Plan and should consist of the following five (5) components:

### Coursework Plan (Milestone 1):

- 1) Coursework in the area of specialization;
- 2) Coursework outside the area of specialization that provides important knowledge in support of the area of specialization;
- 3) Coursework or documentation that meets the KNES teaching expectation;
- 4) Coursework (e.g., KNES 689s, statistics, computing, critical analysis) that provides competencies in research skills needed in the specialization, but without details to be added in Research Plan (M2);

Note: Students are not required to project the semester in which courses will be taken, although a coursework timeline is often helpful in planning.

### Research Plan (Milestone 2):

- 5) Describes experiences necessary to conduct research in the area of specialization. The Research Plan may or may not be approved simultaneously with the Coursework Plan of Study. **If the student does not**

**present the Research Plan at the time the Coursework Plan is presented, an *additional* meeting of the Program of Study Committee must be convened to discuss and approve the Research Plan.** The Research Plan must be approved a minimum of 1 month prior to writing the first Comprehensive Examinations (M3) to provide adequate time for processing these requests. The Research Plan should include a detailed summary of research experiences completed, abstracts of presentations, manuscripts submitted (or accepted) for publication, copies of published work and a plan for additional research experiences that will serve as the basis for the dissertation research.

## TIMELINES

Required: Coursework Plan (M1) approval is required nine (9) months prior to writing the first Comprehensive Examination. *Note:* The Program of Study (Coursework and Research Plans) can be completed in a single meeting of the Program of Study Committee (recommended) or the Coursework Plan and the Research Plan can be approved in separate meetings. If the plans are presented in separate meetings, the Research Plan must be presented in a second formal committee meeting and approved a minimum of 1 month prior to writing the first Comprehensive Examination.

Suggested: The Coursework Plan should be approved approximately 20 – 30 credit hours into the Ph.D. program. Full time graduate students are encouraged to complete Milestone 1 by the 3<sup>rd</sup> semester of the Ph.D. program. Further delay may postpone reaching other Ph.D. Milestones, extending time to degree completion. *Note:* Once the Coursework Plan has been approved, minor modifications can be made with minimal effort (See Revisions or Modifications to the Program of Study, below).

## COMMITTEE

The Doctoral Program of Study Committee is responsible for examining and approving the student's Coursework and Research Plans.

Membership Qualifications: Consistent with the criteria for all doctoral 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 in consultation with the advisor selects a minimum of three (3) other committee members early in the student's program (a minimum of 4 total).

- Three committee members should be selected for their expertise relevant to the doctoral student's area of research and study.
- The student submits the committee members' names on the **KNES Program of Study Committee Appointment Form** to the graduate secretary a minimum of 10 working days prior to the Coursework Program of Study Meeting to allow adequate time to process this request.
- Typically, committee members for the Coursework and Research Plan of Study Committees will remain the same.

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

## **FORMAT**

Note: Before circulating your Coursework Program of Study to the graduate faculty, make an appointment with the Graduate Secretary to review the format to avoid errors and delays.

Using the five (5) components (4 coursework & 1 research) as a guide, list the courses (department, suffix & number, title, and credits,) for each course proposed. The Coursework Plan of Study contains (a) completed coursework, (b) current semester coursework, and (a) proposed coursework taken in preparation for the Comprehensive Exam and Dissertation within the student's Ph.D. area of specialization.

The Program of Study should consist of a Preface page and three sections:

### Preface Page:

- Student Name
- University ID#
- Current Date
- Proposed date of the committee meeting
- Specialization - Area of Specialization (e.g., Pedagogical Studies - Curriculum Theory)
- Name of Advisor
- Names of other committee members
- Student's Undergraduate Degree: List degree awarded, institution, date awarded
- Student's Graduate Degree(s): List previous degrees awarded, institution, date awarded

### Section I: Graduate Coursework Completed (use column format)

- Include coursework from master's degree and other graduate credits completed
- List: course prefix, number, title, semester/year completed, grade, credit
- Total credits for Section I.

### Section II: Coursework Plan (current and proposed coursework; use column format)

- Arrange courses in Sections I – V
  - I. Courses in Area of Specialization
  - II. Support Courses outside Specialization
  - III. Courses or Experiences to meet Teaching Expectation
  - IV. Courses to meet Research Competencies
  - V. Research Lab Meetings/ Independent Study/ Dissertation
- Within each section, first list courses completed and in progress, semester and grade (if applicable).
- Next list proposed courses. Although, it is not necessary to project the semester

in which the course will be taken, you are encouraged to project a coursework timeline by contacting department representatives, professors, the web, etc. to determine the semester in which the course will be offered.

### Section III: The Research Plan

In consultation with the advisor, the student designs a plan that includes research competency coursework (e.g., lab group, independent studies, etc., also included in the Coursework Plan (M1)), other pilot or collaborative research, and professional experience, such as scholarly presentations, publications, and grant writing that comprise a comprehensive Research Plan. Explain how each research study or experience contributes skills and competencies leading to the dissertation.

### **DISTRIBUTION TO THE GRADUATE FACULTY FOR COMMENT**

Following the advisor's approval, the student should make an appointment with the Graduate Secretary to review the format to avoid errors and delays. Following this appointment, the student should prepare an electronic version of the Program of Study (Coursework Plan and/or Research Plan) for distribution to all members of the graduate faculty via email attachment ([knesgradfac@umd.edu](mailto:knesgradfac@umd.edu)). The email should be sent to the graduate faculty a minimum of 7 working days prior to the Coursework and/or Research Plan Committee Meetings to allow faculty adequate time to review the program of study. The email should include:

- A brief message requesting the graduate faculty members (a) review the program of study and (b) use the Program of Study Rating Sheet (include PDF link in email; see link below) to provide comments to the advisor within the next 7 working days. For example, the email might read:

“Consistent with department policy, I am forwarding a copy of my (Coursework/Research) program of study (attached) for your review. Please use the attached Program of Study Rating sheet and submit your comments to my advisor, Dr. \_\_\_\_\_ (advisor's email address) prior to the committee meeting on \_\_\_\_\_. Dr. \_\_\_\_\_ and I welcome your comments and questions. Thank you in advance for your assistance in this matter.”

- The advisor's email address should be included in the email
- Attach Program of Study
- Attach **KNES Program of Study Cover/ Rating Sheet**

### **APPROVAL MEETING(S)**

The student is responsible for typing the introductory section of the Program of Study Approval Form and taking the form to the meeting.

During the formal Program of Study Committee meeting:

- The student provides an oral summary of previous educational and professional experiences and projects future plans and career aspirations following degree completion.
- Committee members review coursework and research experiences in each

section/plan and suggest revisions or recommendations

- Committee members and student review responses from graduate faculty not on the committee submitted to the advisor in response to Program of Study email
- Committee members may require revision and resubmission of the plan(s)
- Committee makes final decisions and may indicate their approval by signing the **KNES Program of Study Approval Form**.
- Conversely, the committee may determine that the student is not making satisfactory progress (See guidelines for Satisfactory Progress) and recommend that the student withdraw from the Ph.D. program.

If the Program of Study is approved, the advisor submits the signed Program Approval Form with a copy of the final approved Program of Study to the Graduate Secretary.

- The Program of Study Approval Form for the Coursework Plan must be completed a minimum of 9 months prior to the written comprehensive examinations.
- The advisor is responsible for responding to non-committee members' comments, suggestions, and concerns regarding the Program of Study

Research Plan (if presented in a separate meeting)

- The student distributes the plan to the graduate faculty for comment as described in the Coursework Program of Study procedure section.
- The student orally summarizes the written research plan and explains how each research component provides a foundation for dissertation research.
- The student and committee members review each component of the plan and compare it to the research experiences listed in the Coursework Plan of Study (M1).
- Once committee members and the student agree to revisions, committee members may indicate their approval by signing the Research Plan section of the Program of Study Approval Form.
- Conversely, if the committee members determine that the student is not making satisfactory progress (See guidelines for Satisfactory Progress), they may recommend the student withdraw from the Ph.D. program.
- If the Research Plan is approved, the advisor submits the signed Program of Study Approval form for the Research Plan to the graduate secretary a minimum of 1 month prior to the first written Comprehensive Exam to provide adequate time to process this request.
- **Note:** Modifications to the Coursework Plan as a result of the Research Program of Study may be approved by the committee members at the time of the Research Plan meeting. The student should complete a written summary of the changes and have this summary signed by all Program of Study committee members. The signed modification is then submitted to the Graduate Secretary, approved by the Graduate Director, and placed in the student's academic file.

## **REVISIONS OR MODIFICATIONS**

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 minor 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 and committee members (e.g., via email). If the committee members agree to the modifications, the student must submit to the Graduate Secretary a written summary of the modification(s) signed and dated by the advisor and committee members. The Graduate Director must approve the modification which is then placed in the student's academic file.

If major modifications are required to the Program of Study (e.g., substantial refocusing of degree coursework, research focus, or area of specialization), the Program of Study Committee must meet formally to review the changes and approve the new program. Major modifications require committee members to sign a new Program of Study Approval form that the advisor submits with the new Program of Study to the Graduate Secretary. All changes require the approval of the Graduate Director. Substantial changes may require the formation of a new Program of Study committee which then considers new Coursework and Research Plans.

Distinctions between minor and major modifications will be determined by the Graduate Director in consultation with the advisor.

## **COMPREHENSIVE EXAMINATION (Milestone 3)**

### **OVERVIEW**

Successful completion of Comprehensive Examinations represents **Milestone 3** in the Ph.D. program and leads directly to **Milestone 4**, "Advancement to Candidacy." As such, these examinations represent an opportunity to assess whether the student has demonstrated the necessary knowledge and ability to successfully pursue creative, independent research that will advance the body of knowledge within the specialization.

The examinations are not simply a retesting of course content. Instead, both the written and oral portions of the comprehensive examination assess the student's ability to integrate knowledge and pursue creative, independent research in their Ph.D. specialization. The student may elect to write the comprehensive examination (a) with permission of their advisor, (b) a minimum of 9 months after submission of an approved Coursework Plan (M1) and a minimum of 1 month after the submission of the Research Plan (M2), and (c) upon completion of a minimum of 70% of the courses proposed in the Program of Study (exclusive of dissertation credits).

**Timeline Reminder: The student must complete the written and oral comprehensive examinations and be Advanced to Candidacy within 5 years of their admission to the program.**

## CRITERIA

Responses to Comprehensive Examination questions provide students an opportunity to integrate knowledge gained from formal coursework, independent reading and study, and research competencies. As such, examination answers should demonstrate synthesis and critical analysis of material, rather than the repetition of isolated content previously assessed in formal coursework.

The student should be able to discuss theoretical issues and frameworks from the body of knowledge, synthesize findings from current research, and pose the next logical research steps to advance knowledge in the area. The student should demonstrate a high level of scholarship as evidenced by clear, logical, and scholarly thinking in both written and oral portions of the examination.

## ELIGIBILITY

- The student, advisor, and Program of Study committee must agree that the student is properly prepared and ready to take the Comprehensive Exam before the examination can be scheduled.
- The student must have completed a minimum of 70% of the non-dissertation credits in the Coursework Program of Study.
- A nine (9) month period **must** elapse between Coursework Program of Study approval and the first written Comprehensive Examination, and
- A one (1) month period **must** elapse between Research Plan approval and the first written Comprehensive Examination.
- The student must submit an **KNES Application for the Comprehensive Examination** a minimum of one (1) month prior to the first scheduled exam to provide adequate time to process this request.

## COMMITTEE

The Comprehensive Examination Committee is responsible for the preparation and evaluation of the student's comprehensive examination. All committee members shall be selected for their relevant expertise in the student's area of specialization.

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

The Comprehensive Examination Committee consists of

- A minimum of 4 graduate faculty members (including the advisor; see qualifications, above).
- The committee members should possess expertise appropriate for the student's doctoral emphasis.

Special considerations/regulations apply to the nomination of members from outside the University (see the Graduate secretary). This process requires an additional 1 month time period for Graduate School approval.

## **ADMINISTRATIVE PROCEDURES**

### ***Written Examination:***

#### **Time Frame**

- The student shall be given a maximum of 2 months to complete the written portion of the examination, although written examinations may be completed within a shorter time period.
- Four days of writing are scheduled at the advisor's discretion in consultation with the student.
- The total examination writing time shall be no less than 12 hours and no more than 20 hours overall. Additional time can be allotted for editing at the advisor's discretion.

#### **Procedures**

- The examination format is determined by the advisor in consultation with the Comprehensive Examination Committee.
- Prior to the examination, the student shall meet with the advisor and each committee member to be apprised of the subject areas tested.
- Student responses must be typed on a Department of Kinesiology computer that is not accessible to the student prior to the examination. The wireless card in the computer should be removed by the advisor prior to the examination.
- Open-book examinations are not permitted.
- The advisor is responsible for securing and monitoring the academic integrity of the testing environment.

### ***Oral Examination:***

Upon successful completion of the written examination, an oral examination will be scheduled for all students. Oral examinations need not be scheduled for a student who fails the written exam.

The oral examination may address any relevant issue related to the specialization and may include direction for the dissertation.

- The Oral Examination is scheduled following the written portion of the exam.
- The interim period between the completion of the written and the oral examinations *shall not exceed one month*

## **RESULTS**

The advisor is responsible for reporting the results of the Comprehensive Examination, in the form of a consensus judgment, to the Graduate Director using the **KNES Comprehensive Examination Report** form.

Candidates who fail either the written or oral examinations may be permitted a one time opportunity to strengthen the identified weaknesses and retake all or a portion of the examination. The committee, however, may choose to deny this opportunity and require that the unsuccessful candidate's doctoral program be terminated.

### **ADVANCEMENT TO CANDIDACY (Milestone 4)**

Students who have successfully completed the Comprehensive Examination should complete an Graduate School **Application for Admission to Candidacy** form. This form should be submitted to the department's Graduate Secretary for processing. After the final signature of the Graduate Director, the student will be notified of approval. The Graduate Secretary will submit these forms to the Graduate School. At this time, the student officially becomes a "Candidate" for the Doctor of Philosophy degree.

Note: Admission to Candidacy must occur within 5 years following admission to the Ph.D. program and a minimum of 6 mo. prior to the date the degree will be conferred (Graduate School requirement).

Following Advancement to Candidacy (M4), the Graduate School requires that candidates register for a minimum of 6 credits of KNES 899 each fall and spring semester until the degree is conferred.

### **THE DISSERTATION (Milestones 5 and 6)**

#### **OVERVIEW**

The dissertation is the culminating experience in the doctoral program. It reflects the candidate's ability to conduct original, independent research that will expand the body of knowledge in the specialization. The Dissertation Proposal and Oral Defense represent **Milestones 5 and 6**, respectively, in the doctoral degree.

The dissertation topic must be within the advisor's and candidate's specialization and consistent with the student's Program of Study and Comprehensive Examination tested areas. Research skills necessary to complete the dissertation are developed gradually throughout the curriculum as documented in the Program of Study Research Plan.

#### **PROPOSAL (Milestone 5)**

Ph.D. candidates work closely with their advisor to prepare the dissertation proposal. The proposal must meet the standards and expectations established by the

advisor prior to distribution to the Dissertation Proposal Committee.

## PROPOSAL COMMITTEE

The advisor and candidate determine the constitution of the Committee within the guidelines established by the Graduate School and the department.

Membership Qualifications: Consistent with the criteria for all doctoral committees, the majority of Dissertation Proposal committee members must be full-time, tenured or tenure-track graduate faculty in the Department of Kinesiology currently engaged in conducting research in their discipline. Dissertation Proposal Committee membership is subject to the approval of the Graduate Director.

- Whenever possible, the members of the proposal and the defense committee should remain the same.
- The Dissertation Proposal Committee consists of a **minimum of five (5) members**.
- One (1) member of the Dissertation Proposal Committee must be the **Graduate Dean's Representative**. The Dean's Representative's role is to ensure that the Dissertation Proposal and Defense is conducted in a manner consistent with the Graduate School's prescribed guidelines and procedures. The Dean's Representative must be a tenured UM faculty member *from a department other than the candidate's home department*, and have a related interest in the candidate's area of study.
- Additional committee members can include distinguished scholars outside the department affiliated with UM or those outside the University of Maryland who hold a terminal degree and who are experts in the area of the dissertation topic. (See the Non-UM Faculty section, below).
- Committee membership may include members of the Program of Study or the Comprehensive Examination Committees, although this is not required.
- The candidate is responsible for working with the department's Graduate Secretary to file the **KNES Nomination of Dissertation Proposal Committee** form to initiate the nomination process

### Non-UM Faculty Members

- No formal procedure is required to nominate non-UM Faculty members to the Dissertation **Proposal** Committee. However, non-UM Faculty members must be approved by the Graduate School prior to serving on the final Dissertation **Defense** Committee.
- Candidates are encouraged to begin the process required by the Graduate School to approve non-UM faculty for the Defense Committee at the time of the **Proposal** Committee meeting.
- To nominate non-UM Faculty to serve on the Dissertation **Defense** Committee, candidates must consult with the KNES Graduate secretary *a minimum of 2 months* prior to the submission to the Graduate School of the **Nomination of the Dissertation (Defense) Committee** form to permit adequate time to process the request and receive Graduate School approval.

- To nominate a non-UM Faculty member to the Graduate Faculty, the candidate must submit to the Graduate secretary the Graduate School **Nomination of Graduate Faculty** form ([vprgs.umd.edu/gems/forms/nomgradfac.pdf](http://vprgs.umd.edu/gems/forms/nomgradfac.pdf)) accompanied by the nominee's curriculum vitae.

The candidate must complete a **KNES Nomination of Dissertation Proposal Committee Form** and submit to the Graduate Secretary 1 month prior to the proposal meeting for approval by the Graduate Director. A second, Graduate School **Nomination of Dissertation Committee** Form is required prior to the Dissertation Defense.

## ABSTRACT CIRCULATION

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

- Include the **KNES Proposal Rating Sheet** and distribute the abstract to the Committee a minimum of 7 working days prior to the Dissertation Proposal meeting to provide adequate time for committee members to review the proposal.
- Distribute a copy of the abstract (1 page) to all KNES graduate faculty members ([knesgradfac@umd.edu](mailto:knesgradfac@umd.edu)) a minimum of 7 working days prior to the Dissertation Proposal meeting. For example the email to the faculty might read:

“Consistent with department policy, I am forwarding a copy of my dissertation 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 candidate should state in the body of the graduate faculty email that comments should be sent to the candidate's advisor and include the advisor's email address.
- Submit the abstract to the Graduate Secretary for distribution to the KNES graduate students.
- Post a copy of the abstract on Graduate Bulletin Board in the designated area outside HHP room 2334. The posting should include the candidate'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 candidate must:

- Schedule the Dissertation Proposal meeting. The meeting must be held within the College of Health and Human Performance facilities
- Post meeting information adjacent to the dissertation 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. Faculty, students, and other interested persons may attend the proposal meeting and may ask questions.

### **PROPOSAL APPROVAL (Milestone 5)**

Following the Dissertation Proposal Meeting, committee requested revisions to the proposal should be circulated to the Committee members for formal approval.

- Upon final approval, the candidate must submit the approved final proposal to the Graduate Secretary.
- The advisor then submits the **KNES Dissertation Proposal Acceptance** form signed by the committee members to the Graduate Secretary.
- The advisor is responsible for responding to any non-committee faculty members' comments and concerns.
- The Graduate Director will approve the Dissertation Proposal Acceptance form after the official Institutional Review Board (IRB) letter approving the research has been received and placed in the student's academic folder.

Note: Any changes or addendum to the proposal at a later date must have the approval of the IRB and the Proposal Committee. The candidate must write a summary of the changes and have committee members sign the summary. If the changes impact the research design, methods, or data collection/management procedures, an application seeking approval for the revision must be submitted and approved by the IRB. The signed summary of changes with a copy of the official IRB approval letter should be submitted to the Graduate Secretary for approval by the Graduate Director. Approval generally extends only until the Ph.D. degree time limitation (termination date) is reached. The committee may request additional changes if time extensions are granted or if new knowledge becomes available in the interim.

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

If data collection involves working with human subjects, including use of surveys, interviews, inventories, or questionnaires, the candidate 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 candidate must submit a copy of the IRB approval letter to the Graduate Secretary to be placed in the candidate's academic file. Substantial IRB required changes to the Dissertation Proposal require additional approval by the Dissertation Proposal Committee and may require an additional formal meeting of that committee. Likewise, any candidate or advisor-generated changes to the research design, methods, or data collection/management procedures must receive official IRB approval.

## DISSERTATION FORMAT

- Guidelines for preparing the dissertation and the submission process can be found on the Graduate School website <http://www.vprgs.umd.edu/>.
- The advisor determines the editorial style (APA, MLA, etc.) consistent with the expectations in the specialization.

## DIPLOMA

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 and can be submitted thru TESTUDO ([www.testudo.umd.edu](http://www.testudo.umd.edu)). The candidate must be registered for at least 6 credits of KNES 899 in the graduating semester.

## THE DISSERTATION DEFENSE (Milestone 6)

Ph.D. candidates work closely with their advisor to complete the dissertation and prepare for the oral dissertation defense. The dissertation must meet the standards and expectations established by the advisor prior to distribution to the Dissertation Defense (Oral Examination) Committee. The Dissertation Defense represents **Milestone 6**, the final milestone in the Ph.D. program. Because the Defense examination typically occurs during the graduating semester, the candidate must complete several Graduate School and department forms early in the semester (See, Table below).

## DISSERTATION DEFENSE COMMITTEE

Membership Qualifications: Consistent with the criteria for all doctoral committees, the majority of committee members must be full-time, tenured or tenure-track graduate faculty in the Department of Kinesiology currently engaged in conducting research in their discipline. Dissertation Committee membership is subject to the approval of the Graduate Director and the Graduate School.

- Whenever possible, the members of the proposal and the defense committee should remain the same.
- The Dissertation Committee consists of a **minimum of five (5) members**.
- One (1) member of the Dissertation Committee must be the **Graduate Dean’s Representative**. The Dean’s Representative’s role is to ensure that the Dissertation Defense is conducted in a manner consistent with the Graduate School’s prescribed guidelines and procedures (link). The Dean’s Representative must be a tenured UM faculty member *from a department other than the candidate’s home department*, and have a related interest in the candidate’s area of study.
- Additional committee members can include distinguished scholars outside the

department affiliated with UM or those outside the University of Maryland who hold a terminal degree and who are experts in the area of the dissertation topic. (See the Non-UM Faculty section, below).

- Committee membership may include members of the Program of Study or the Comprehensive Examination Committees, although this is not required.
- The candidate is responsible for working with the department's Graduate Secretary to file the Graduate School **Nomination of Dissertation Committee form** online to initiate the nomination process. The procedure is strictly governed by Graduate School deadlines (Note: This form must be submitted during the first few weeks of the graduating semester. Failure to meet this deadline will delay graduation until the following semester).
- An official letter of approval from the UM Institutional Review Board (IRB/Human Subjects) must be submitted along with the **Nomination of Dissertation Committee form**.

### Non-UM Faculty Members

- To nominate non-UM Faculty to serve on the Dissertation Committee, candidates must consult with the Graduate secretary *a minimum of 2 months* prior to the submission of the **Nomination of the Dissertation Committee form** for procedures necessary to nominate non-UM members to permit adequate time to process the request and receive Graduate School approval for non-UM Faculty.
- To nominate a non-UM Faculty member to the Graduate Faculty, the candidate must submit to the Graduate secretary the Graduate School **Nomination of Graduate Faculty form** ([vprgs.umd.edu/gems/forms/nomgradfac.pdf](http://vprgs.umd.edu/gems/forms/nomgradfac.pdf)) accompanied by the nominee's curriculum vitae.

### DEFENSE (ORAL EXAMINATION) MEETING

Although the Dissertation Defense is an open meeting primarily concerned with the oral examination of the dissertation, committee members may question the candidate on any aspect of the degree specialization. Specific procedures are as follows:

- The advisor agrees to schedule the dissertation defense when the dissertation is properly prepared and consistent with the approved Dissertation Proposal.
- The candidate must submit the completed dissertation to committee members a **minimum of ten (10) working days** prior to the dissertation defense date to provide adequate time for faculty to evaluate the dissertation.
- The candidate must submit an electronic copy of the abstract to the Graduate Secretary **at least ten (10) working days** prior to the scheduled meeting; and post the abstract on the bulletin board located outside of HHP room 2334 in the designated area.
- The Graduate Secretary will email a formal announcement of the defense, along with the abstract to the KNES faculty, staff, and students.
- The advisor is responsible for bringing the **KNES Report of the Examining Committee form** to the defense meeting
- During the dissertation defense, only committee members may ask questions of

the candidate.

- At the conclusion of the examination, the committee members vote on the candidate's competency and the dissertation's acceptability. Two or more negative votes constitute a failure; the candidate may not be examined more than twice.

### FOLLOWING THE MEETING

- After the committee approves revisions and corrections and with final approval by the advisor, the candidate prepares and submits the formal dissertation 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 candidate must submit the final abstract and title page to the KNES Graduate Secretary.
- After the committee and advisor have approved all revisions and corrections, the advisor submits the signed and dated **KNES Report of the Examining Committee** form to the Graduate Secretary for the Graduate Director's signature.
- The Graduate Secretary will submit the **KNES Report of the Examining Committee** to the Graduate School after the candidate has submitted the dissertation.

### REQUIRED FORMS

The student/candidate is responsible for filing all required forms. All forms must be typed or completed on-line. **Hand-written forms will not be accepted.**

### SUMMARY OF FORMS AND TIMELINES FOR THE PH.D. DEGREE

	<i>Form</i>	<i>Origin</i>	<i>HTML Link</i>	<i>Submitted by:</i>	<i>Timeline for Submission*</i>
<b>SP</b>	Faculty Assessment of Progress	KNES		advisor	Annually following Satisfactory Progress Meeting
<b>M1 &amp; M2</b>	Program of Study Committee Appointment	KNES		student	A minimum of <b>10 working days</b> prior to Coursework Program of Study meeting
<b>M1 &amp; M2</b>	Program of Study Cover/ Rating Sheet	KNES		student	Distributed via email to graduate faculty with Program of Study. Must allow <u>10 working days</u> for circulation.
<b>M1 &amp;</b>	Program of Study Approval Form: Coursework	KNES		advisor	<u>Coursework</u> : a minimum of 9 months prior to the first written comprehensive exam;

<b>M2</b>	and/or Research Plans				<u>Research</u> : a minimum of <b>1 month</b> prior to writing the first comprehensive exam
<b>M3</b>	Application for Comprehensive Examination	KNES		student	A minimum of <b>one (1) month</b> prior to writing the first exam and following completion of 70% of non-dissertation coursework
<b>M3</b>	Comprehensive Examination Report	KNES		advisor	Following the oral examination
<b>M4</b>	Application for Admission to Candidacy	Grad. School	<a href="http://www.vprgs.umd.edu/gss/forms/Admission_to_Candidacy_Form.pdf">http://www.vprgs.umd.edu/gss/forms/Admission_to_Candidacy_Form.pdf</a>	student	Following successful completion of comp. examination. Must be submitted within 5 years of initial enrollment in the program and at least 6 months prior to date degree is conferred.
<b>M5</b>	<b><i>Graduate School Style &amp; Policy Manual</i></b>	Grad. School	<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 acceptance
<b>M5</b>	KNES Nomination of Dissertation Proposal Committee	KNES		candidate	<b>1 month</b> prior to Dissertation proposal
<b>M5</b>	Dissertation Proposal Rating Sheet	KNES		candidate	To Dissertation Committee members with proposal. Must allow <b>7 working days</b> for review before meeting date.
<b>M5</b>	Dissertation Proposal Acceptance	KNES		advisor	After proposal has been revised and approved

<b>M5</b>	IRB/Human Subjects Application	IRB	<a href="http://www.umresearch.umd.edu/IRB/IRBreqpolsops.html">http://www.umresearch.umd.edu/IRB/IRBreqpolsops.html</a>	candidate	After proposal approval
<b>M6</b>	Nomination of Graduate Faculty (for non UM-Faculty Dissertation committee members ONLY)	Grad. School	<a href="http://www.vprgs.umd.edu/gss/forms/nomgradfac.pdf">http://www.vprgs.umd.edu/gss/forms/nomgradfac.pdf</a>	candidate	Two (2) months prior to submission of Nomination of the Dissertation Committee form.
<b>M6</b>	Application for Diploma	Grad. School	<a href="http://www.vprgs.umd.edu">www.vprgs.umd.edu</a>	candidate	At <u>beginning</u> of the graduating semester
<b>M6</b>	Application for Graduation	Office of Registrar	<a href="http://www.testudo.umd.edu/Registrar.html">http://www.testudo.umd.edu/Registrar.html</a>	candidate	At <u>beginning</u> of graduating semester
<b>M6</b>	Graduate School Nomination of the Dissertation Committee	Grad. School	<a href="http://www.vprgs.umd.edu/gss/forms/Nomination%20&amp;Thesis.pdf">http://www.vprgs.umd.edu/gss/forms/Nomination &amp; Thesis.pdf</a>	candidate	Early in graduating semester. <b>See Graduate School deadlines</b>
<b>M6</b>	Report of the Dissertation Examining Committee	KNES		advisor	At completion of dissertation defense
<b>M6</b>	Application for Graduation	Registrar	<a href="http://www.testudo.umd.edu/Registrar.html">http://www.testudo.umd.edu/Registrar.html</a>	candidate	At <u>beginning</u> of graduating semester

\*All deadlines and forms are listed on the KNES graduate bulletin board and on the Graduate School website [www.vprgs.umd.edu](http://www.vprgs.umd.edu). Department deadlines always precede Graduate School deadlines to provide time for departmental review and signatures.