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.

Faculty advisor(s), the Graduate Coordinator, and the Graduate Director support students. While the advisor is the first person a student should work with for issues related to degree progress, students and advisors should feel free to work with the Graduate Coordinator on questions of policy and procedure around the degree program. The Graduate Director may serve as a resource for students and advisors on all elements of the graduate program, and should be a primary point of contact whenever degree progress is likely to be negatively impacted by any situation.

Kinesiology Graduate Competencies - MA

1. Students will be expected to demonstrate a comprehensive understanding of the interdisciplinary field of Kinesiology, and be able to analyze their own research and locate it in relation to the broader field of kinesiology, and the aims and objectives of the School of Public Health.
2. Students will be expected to identify, apply, and critique the range of empirical foci, concepts and theories, and research methodologies, appropriate to their specialized area of kinesiological inquiry.
3. Students will be expected to originate, develop, and complete individually generated, high quality, and prescient scholarly research appropriate to their specialized area of kinesiological inquiry.
REQUIREMENTS FOR SATISFACTORY PROGRESS

Students must meet minimum requirements for “satisfactory progress” each year in the Master’s 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. The Graduate School will place a student whose cumulative grade point average falls below a 3.0 on academic probation. 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, the Graduate School will dismiss her or him.

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 Master’s 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 timeline 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
<table>
<thead>
<tr>
<th>THESIS OPTION</th>
<th>Suggested Timeline*</th>
<th>Required Timeline and Criteria for Satisfactory Progress</th>
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<tbody>
<tr>
<td>Milestone (M)</td>
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<tr>
<td>M1</td>
<td>Proposed Program of Study (for planning purposes)</td>
<td>Prior to end of 1st semester</td>
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<tr>
<td>M2</td>
<td>Thesis Committee Approval</td>
<td>1st semester of second year</td>
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<td>Thesis Proposal Approval</td>
<td>1st semester of 2nd year</td>
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<tr>
<td>M3</td>
<td>Final Program of Study Approval</td>
<td>Final Semester</td>
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<td>M4</td>
<td>Thesis Defense</td>
<td>Final Semester</td>
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**NON-THESIS OPTION**

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<th>Milestone (M)</th>
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<td>• End of 1st semester</td>
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<td>M2</td>
<td>Final Program of Study Approval</td>
<td>Final Semester</td>
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<td>• Meet with Graduate Coordinator to review uachieve audit</td>
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<td>M3</td>
<td>Project Approval</td>
<td>Final Semester</td>
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<td>• Within the 5 years of initial registration</td>
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<td>• No incomplete grades on transcript</td>
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<tr>
<td>M4</td>
<td>Comprehensive Examination</td>
<td>Final Semester</td>
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<td></td>
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<td>• No incomplete grades on transcript</td>
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**RESEARCH**

Students are involved in research and scholarship throughout their Master’s 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
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 career. While there is no formal service obligation for graduate students, there are numerous opportunities within the Department, School and University to develop 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, either at the School or University level.

**Funding**

Masters students are often funded according to the policies set forth by the University and the Graduate School. Graduate Assistants are, first and foremost, graduate students pursuing an education. The opportunity to work closely with faculty and undergraduate students in teaching, research, or administrative environments is an integral part of that education. The University is committed to ensuring that graduate assistant assignments are productive, enhance student qualifications, meet funding support and workload goals, and are consistent with the educational objectives of the student and his or her program. The **Policies for Graduate Assistantships** may be accessed at https://academiccatalog.umd.edu/graduate/policies/policies-graduate-assistantships/

**Expectations**

Students should meet with their faculty advisor or the lead instructor for their assigned TA course before the semester to design mutual expectations. The template for mutual expectations can be found here: https://gradschool.umd.edu/forms (under general forms).

**Overloads**

At times students may be offered an overload to teach additional courses; all overloads must be approved by the student’s Advisor and Graduate Director. Students and Advisors should factor in the time needed for the extra teaching and determine if it will impede progress.

**Funding Extensions**

The Department strives to provide funding for MA students for 2 years of their graduate studies assuming a funded student is making satisfactory progress as determined by the Annual Progress Meeting (described below). Occasionally, there may be additional requirements and timelines.
did not require a formal leave of absence. An MA student may formally request a semester extension of Departmental funding support. All requests will be reviewed by the Graduate Committee and decisions will be communicated by the Graduate Director. The student’s advisor may be asked to meet with the Graduate Committee to discuss the request.

Fall Deadline: Monday after Thanksgiving
Spring Deadline: Monday after spring break

ANNUAL PROGRESS MEETING

Annually and prior to June 1st, each student is required to meet with his or her advisor and a committee of faculty (minimum of two) 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 **seven** 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)

In addition, students should describe their plans and timeline for attaining their next degree milestone, as well as discuss their present career goals. The annual progress meeting allows a chance for students to not only receive feedback on their strengths and weaknesses with regard to academic progress but also to gain advice and direction regarding career planning.

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. The student may be advised of unsatisfactory progress at this time, based on poor academic or research performance. A student with a coursework incomplete on the transcript for longer than a year, or two coursework incompletes for six months, will be deemed as making unsatisfactory progress. In the case of unsatisfactory progress, the student is placed on academic probation, and the student’s advisor and APR committee must write a detailed plan of action for the student that describes what is needed for the student to reach satisfactory
meeting within six months, which will be attended by the APR committee plus the Graduate Director. If the student is still advised of unsatisfactory progress due to failure to address the concerns described in the detailed plan of action at this next meeting, he/she will lose Department funding and may be encouraged to withdraw from the program. APR meetings will then be held every 6 months thereafter, though students with repeated unsatisfactory performance will be asked to leave the program.

The advisor is responsible for completing an **Annual Progress Report** 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 member attending the satisfactory progress meeting. The KNES **Annual 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 Master's program and *each successive semester* until graduation. Master’s 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 at least 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. A Department committee must approve the Program of Study Plan 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
- All coursework must have advisor approval
- M.A. Programs of Study are subject to the approval of the Graduate Director

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<tr>
<th>REQUIREMENTS AND CREDIT DISTRIBUTION FOR M.A. DEGREE</th>
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<tbody>
<tr>
<td>Courses</td>
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<tr>
<td>KNES 600, Kinesiology in Public Health</td>
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<tr>
<td>SPHL600, Foundations of Public Health</td>
</tr>
<tr>
<td>Research Skills and Methods</td>
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<tr>
<td>Research Tools/Processes</td>
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<td>Professional Ethics</td>
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<tr>
<td>Specialization</td>
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<tr>
<td>Outside Specialization</td>
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<tr>
<td>Other Courses</td>
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</tbody>
</table>
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. The advisor must approve written requests for extensions accompanied by a rationale and a detailed projected monthly timeline 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. The Graduate Director, the Graduate Committee, and the Graduate School must approve subsequent time extensions.

MANDATORY TERMINATION DUE TO UNSATISFACTORY PROGRESS

An advisor may consult with the Director of Graduate Studies about unsatisfactory progress of a student. The DGS may facilitate a meeting between the advisor and student. The student may request an individual meeting with the DGS. Only after this can the Director consider, upon the recommendation of the advisor, the Annual Progress committee, and the Graduate Committee, to ask a student to withdrawal.

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

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<tr>
<th>Comprehensive Examination</th>
<th>none</th>
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<th>Students should work with their advisor to facilitate this process.</th>
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<tbody>
<tr>
<td>KNES 789</td>
<td>-</td>
<td>3</td>
<td>Required “Project” credits</td>
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<tr>
<td>KNES 799</td>
<td>Minimum 6</td>
<td>none</td>
<td>Required “Thesis” credits</td>
</tr>
<tr>
<td>Total</td>
<td>30 (minimum)</td>
<td>30 (minimum)</td>
<td>Minimum credits for MA degree</td>
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</tbody>
</table>

- Students may take additional coursework beyond the 30 required credits.
- Students with an MPH are exempt from SPHL600.
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 Coordinator and requires the approval of the Graduate Director, Graduate Committee, 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.

To satisfy full-time status, students must have 48 graduate units per semester.

- Graduate Assistantships carry 24 units
- 400-level courses carry 4 units per credit hour
- 600-800 level courses carry 6 units per credit hour
- KNES 799 carries 12 units per credit hour

**GRADUATE CREDITS**
Master’s degree programs typically included coursework at the 600 - 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 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 nine credits of 600 or higher level coursework with approval of the Program of Study Committee.
• 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.
  https://gradschool.umd.edu/sites/gradschool.umd.edu/files/uploads/request_for_transfer_or_inclusion_of_credit_for_masters_degrees_0.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 Master’s 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 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 Coordinator 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.

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, the student in consultation with the advisor can propose minor modifications. The student must submit to the KNES Graduate Coordinator 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. At a minimum, each proposal will consist of an introduction; review of literature; and method. Students may have no more than six 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 Coordinator 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 Coordinator a minimum of 1 month 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 AND PROPOSAL CIRCULATION

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

- Circulate the abstract and proposal to the full committee 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). 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;

**PROPOSAL MEETING**

- The student is responsible for scheduling the Thesis Proposal meeting with the graduate coordinator.

- 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 Coordinator.

**INSTITUTIONAL REVIEW BOARD (IRB)/ HUMAN SUBJECT APPROVAL and/or INSTITUTIONAL ANIMAL CARE AND USE COMMITTEE (IACUC) 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://research.umd.edu/rco](http://research.umd.edu/rco)). Applications must be routed and shared with the Department IRB liaison via the IRBNet website. See IRB website for latest polices and procedures for protection of human subjects.

If data collection involves working with animals or animal tissues, the candidate must submit an IACUC Application ([http://www.umresearch.umd.edu/IACUC](http://www.umresearch.umd.edu/IACUC)). See IACUC website for latest polices and procedures for protection of animals.

**CITI Training**

CITI (Collaborative Institutional Training Initiative) Training ([CITI Program](http://research.umd.edu/rco)) is widely considered the standard in online human subject research training. Ongoing education and training in protection of human participants is a federal requirement. Enhanced oversight, new requirements, and recent guidance provided by the Office of Human Research Protections (OHRP) have required actions to strengthen human research protections programs.

Please review the [CITI Training Completion Guide](http://research.umd.edu/rco).

All Graduate Students should plan to complete CITI training for degree completion and prior to any substantive involvement with human research participants.

**THESIS FORMAT**

with the expectations in the specialization.

COMPLETED PROGRAM OF STUDY APPROVAL – MILESTONE 3

Early in the graduating semester, the student will meet with the Graduate Coordinator to review the UAchieve audit.

Students with “incompletes” on their University transcript/Program of Study at the time of final achieve 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

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 should make every effort to keep the same committee members who sat for the proposal.

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;

• Students final abstract and thesis to the full committee 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). 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 presentation meeting on ______________. Dr. ____________ and I welcome your comments and questions. Thank you in advance for your assistance in this matter.”

• All Thesis Defense meetings must be held on the campus in the School of Public Health facilities. The student should contact the Kinesiology Main Office receptionist to arrange a room location and necessary equipment for the meeting.

***Students MUST register for a total of SIX thesis credits (KNES799) TO GRADUATE.

FOLLOWING THE MEETING
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 https://www.gradschool.umd.edu/forms;

• 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 Coordinator for the Graduate Director’s signature;

• The KNES Graduate Coordinator will submit the Report of the Examining Committee to the Graduate School after the student has submitted the thesis electronically. MAKE THIS A CHECKLIST

• Students need to upload their thesis to DRUM and complete the publication form; information can be found here: https://gradschool.umd.edu/sites/gradschool.umd.edu/files/uploads/thesis_and_dissertation_electronic_publication_form.pdf
  The form should be submitted to the Graduate Coordinator.

Remote Participation in dissertation defense.
The graduate school policy permits multiple remote participations in a doctoral dissertation defense. The request must be made in advance and provide a compelling reason for the remote participation. The candidate, committee chair and Dean’s Representative are not permitted to participate remotely. The request for remote participation can be done via email and must include the following information: Candidate Name, Advisor/Chair name, date of defense, name of remote participant, reason for need to participate remotely, and acknowledgement of the remote participation policy. Please visit https://academiccatalog.umd.edu/graduate/policies/doctoral-degrees-policies/ for complete details.

DEGREE CONFERRED - MILESTONE 5 PREPARATION FOR GRADUATION

The Application for Graduation is completed on Testudo (http://www.testudo.umd.edu) 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 (http://www.gradschool.umd.edu/).

• The student must be registered for at least one credit in the graduating semester.

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 the approved Program of Study via the M.A. program. The Program
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 Coordinator 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.

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

Early in the graduating semester, the student will meet with the Graduate Coordinator to review the UAchieve audit.

Students with “incompletes” on their University transcript/Program of Study at the time of final uachieve 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.

**PROJECT**

The student under the supervision of the advisor will conduct independent work (KNES 789) 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* (https://www.gradschool.umd.edu/sites/gradschool.umd.edu/files/uploads/DissertationThesis/etd_style_guide_201708.pdf). The format should reflect the style manual within the
INSTITUTIONAL REVIEW BOARD (IRB)/ HUMAN SUBJECT APPROVAL
and/or INSTITUTIONAL ANIMAL CARE AND USE COMMITTEE (IACUC)
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://research.umd.edu/rco). Applications must be routed and shared with the Department IRB liaison via the IRBNet website. See IRB website for latest polices and procedures for protection of human subjects.

If data collection involves working with animals or animal tissues, the candidate must submit an IACUC Application (http://www.umresearch.umd.edu/IACUC). See IACUC website for latest polices and procedures for protection of animals.

Prior to beginning data collection, the candidate must submit a copy of the IRB and/or IACUC approval letter to the Graduate Coordinator to be placed in the candidate’s academic file. Substantial IRB- or IACUC-required changes to the Thesis Proposal require additional approval by the Thesis 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 or IACUC approval.

PROJECT APPROVAL COMMITTEE – MILESTONE 3
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 Coordinator 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
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 Coordinator.

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

The student must submit the KNES Application for the Comprehensive Examination to the KNES Graduate Coordinator a minimum of 7 working days before the Exam can be scheduled.

Scope: The scope of the Examination should reflect the integration if 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.

Questions for each examination must be provided to the Graduate Coordinator at least 48 hours in advance of the written examination. Exam scheduling will not occur until the coordinator receives the questions.

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

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

DEGREE CONFERRED - MILESTONE 5

PREPARATION FOR GRADUATION

The Application for Graduation is completed on Testudo
semester.

- The student must be registered for at least one credit in the graduating semester.

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

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<tr>
<th>M.A. Milestone</th>
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<th>Who Submits</th>
<th>Timeline for Submission*</th>
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<tbody>
<tr>
<td><strong>NOTE: Graduate School Deadlines</strong></td>
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<td><strong>APR</strong></td>
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<td><a href="http://sph.umd.edu/sites/default/files/images/knes/MA%20Annual%20Progress%20Report.pdf">http://sph.umd.edu/sites/default/files/images/knes/MA%20Annual%20Progress%20Report.pdf</a></td>
<td>Advisor</td>
<td>Meeting should be conducted by June 1)</td>
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<tr>
<td><strong>M1</strong></td>
<td>Proposed Program of Study Approval</td>
<td></td>
<td>student</td>
<td>Used in this milestone for planning purposes only</td>
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<tr>
<td><strong>IRB Application</strong></td>
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<td><a href="http://research.umd.edu/rco">http://research.umd.edu/rco</a></td>
<td>Student</td>
<td>After proposal has been approved</td>
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</table>
### M3
**Final Program of Study Approval** - uachieve
- [https://uachieve.umd.edu/](https://uachieve.umd.edu/)
- **Coordinator**: Graduating semester; Done with Graduate Coordinator

### M4
**Nomination of Thesis Defense Committee**
- **Student**: Graduating semester, must include IRB approval, if appropriate

**Report of the Examining Committee**
- N/A (sent to KNES by Grad School)
- **Advisor**: Following thesis defense

**Application for Diploma**
- [http://www.testudo.umd.edu](http://www.testudo.umd.edu)
- **Student**: Early in the graduating semester

### M5
**On-line submission of Thesis to Graduate School**
- **Student**: At the time the KNES Graduate Coordinator submits final forms to the Graduate School

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### NON-THESIS OPTION

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### APR
**Annual Progress Report Form**
- **Advisor**: Annually in conjunction with the Annual Progress Report (APR) Meeting (June 1)

**Proposed Program of Study Approval**
- **Student**: Used in this milestone for planning
| M1 | IRB/Human Subjects Application Or Institutional Animal Care and Use Committee application | http://research.umd.edu/rco | student | After proposal approval, as needed |
| M2 | Final Program of Study Approval- uachieve | https://uachieve.umd.edu/ | student | Graduating semester; Done with Graduate Coordinator |
| M3 | Project Approval Form | http://sph.umd.edu/sites/default/files/files/MA_NT_Project_Completion_Form_Revised.pdf | advisor | After project approved by examining committee |
| M4 | Application for the Comprehensive Examination | http://sph.umd.edu/sites/default/files/files/MA_NT_Comprehensive_Exam_Completion_Form.pdf | student | 1 month prior to the Exam date |
| | Comprehensive Examination Completion | http://sph.umd.edu/sites/default/files/files/MA_NT_Comp_Exam_Completion_Form.pdf | advisor | At the successful completion of examination |
| | Certification of | http://sph.umd.edu/sites/default/files/files/Certification_of_Masters_Form.pdf | student | Early in the |
| M5 | Completion of Master's Degree Without Thesis |  |  |  |
| | Application for Diploma | http://www.testudo.umd.edu/ | student | First 2 weeks of graduating |