

# REQUIREMENTS FOR THE Ph.D. DEGREE

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## REQUIREMENTS FOR THE Ph.D. IN KINESIOLOGY

### I. Admission

Faculty in the Department of Kinesiology have varied research interests. A prospective student **MUST** secure permission to work with a specific advisor PRIOR to acceptance into the program. Graduate advisors are listed in 3 general areas, although many professors work in more than one area:

<b><u>Physiology</u></b> <i>Muscle, Molecular &amp; Cardiovascular Physiology, Energy Metabolism</i>	<b><u>Physical Activity</u></b> <i>Fitness, Wellness, Health, Physical Activity Measurement, Interventions</i>	<b><u>Biomechanics</u></b> <i>Biomechanics</i>	<b><u>Movement Neuroscience</u></b> <i>Motor Control, Neuroscience</i>
Edward Debold Jane Kent Mark Miller	Sofiya Alhassan Amanda Paluch Katie Potter John Sirard Christine St. Laurent	Katherine Boyer Wouter Hoogkamer Sarah Roelker	Richard van Emmerik Douglas Martini Christine St. Laurent

### Sponsorship / Funding

Sponsorship indicates a commitment on the part of a faculty member to serve as academic advisor, and to provide research training and financial support to a student. Department policy is to accept only those students who can be supported through assistantships for teaching (TA) and/or research (RA). Graduate Assistantships (TA or RA) include a stipend during each semester, health insurance and a waiver of tuition and most fees. Normally, a student making satisfactory progress towards their PhD degree would be supported with funding for four years. Although some funding is available for the summer term, graduate assistantships are not guaranteed for the summer term. Prior to admission, a prospective student should correspond (phone, e-mail, video call) with a potential faculty advisor concerning possible sponsorship for the Ph.D. It is to the applicant's advantage to contact potential faculty sponsors early in the application process. When students reach out to a faculty member about sponsorship, include a resume, a summary of previous relevant course work, research experience (i.e., Master's Thesis summary or equivalent), and transcripts (if available). A face-to-face meeting with a prospective faculty advisor (on campus and/or meeting at a conference or other off campus site) is strongly encouraged.

### II. Requirements for the Ph.D.

#### A. Academic Deficiencies

Depending on the student's previous academic coursework and training, selected courses may be required to strengthen the student's background academic preparation. If not present in their training prior to admission, the student is required to address the following Academic Deficiencies. All Ph.D. students are required to have taken Human Anatomy & Physiology as part of their background academic preparation. An individual faculty advisor may identify other academic deficiencies that need to be addressed. For example, organic chemistry may be required for a student in Physiology, while a Biomechanics or Movement Neuroscience student may be required to have completed certain engineering or neuroscience courses. The student's faculty advisor will decide specific undergraduate and Masters course deficiencies.

**English Proficiency:** Applicants whose native language is not English must demonstrate English proficiency. Applicants are required to provide an official score report. For more details consult the [International Applicants page](#).

#### B. Course Requirements

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**Formal coursework credits:** The doctoral program consists of a minimum of 72 credit hours. For all doctoral students, the 72 credit hours consist of the following: formal course work, other related courses, and research credit hours. The breakdown of the required formal course work for graduation is dependent on the student's educational background (see below tables). A student's formal coursework plan should include courses (both within Kinesiology and outside the department) that will establish the expertise necessary to further their research goals.

### B.1. UMass KIN MS Thesis → UMass KIN PhD

<b>Table B.1: Requirements for students that completed their Master's <u>Thesis</u> degree in Kinesiology at UMass Amherst</b>		
	<b>Credits Completed During PhD</b>	<b>Credit transferred from MS Degree</b>
<b>General courses (17 credit hours)</b>		
Grad seminar (1 credit x 8 semesters)	**	**
Journal club (1 credit x 8 semesters)	4	4
SPHHS 600	n/a	1
<b>Formal coursework (21 credit hours)</b>		
Statistics	n/a	3
KIN 602	n/a	3
KIN 500-800 (Inside area)*	n/a	3
KIN 500-800 (Outside area 1)*	n/a	3
KIN 500-800 (Outside area 2)*	3	--
KIN 500-800 (Outside area 3)*	3	--
KIN 500-800 or cognate	n/a	3
<b>Research credit hours (42 credit hours)</b>		
Independent studies (research)	24	--
Dissertation	18	--
<b>Credit Subtotals</b>		
	52	20
<b>Credit Total</b>	<b>72 Total Credits</b>	
* Within the Kinesiology department, there are 4 areas of research (Biomechanics, Exercise Physiology, Movement Neuroscience, Physical Activity and Health). Inside area refers to student's primary research area of concentration within the department and outside area refers to the other three areas within the department.		
** 8 credits of graduate seminar are required but do not count towards the credit requirement for the degree		

## B.2. UMass KIN MS Course-Based → UMass KIN PhD

<b>Table B.2: Requirements for students that completed their Master's (Course-based) degree in Kinesiology at UMass Amherst</b>		
	<b>Completed During PhD</b>	<b>Credit transferred from MS Degree</b>
<b>General courses (17 credit hours)</b>		
Grad seminar (1 credit x 8 semesters)	**	**
Journal club (1 credit x 8 semesters)	4	4
SPHHS 600	n/a	1
<b>Formal coursework (21 credit hours)</b>		
Statistics	n/a	3
KIN 602	3	--
KIN 500-800 (Inside area )*	n/a	3
KIN 500-800 (Outside area 1)*	n/a	3
KIN 500-800 (Outside area 2)*	n/a	3
KIN 500-800 (Outside area 3)*	n/a	3
KIN 500-800 or cognate	n/a	3
<b>Research credit hours (42 credit hours)</b>		
Independent Studies (research)	24	--
Dissertation	18	--
Credit Subtotals	49	23
Credit Total	72 credit hours	
<p>* Within the Kinesiology department, there are 4 areas of research (Biomechanics, Exercise Physiology, Movement Neuroscience, Physical Activity and Health). Inside area refers to student's primary research area of concentration within the department and outside area refers to the other three areas within the department.</p>		
<p>** 8 credits of graduate seminar are required but do not count towards the credit requirement for the degree</p>		

### B.3. MS Thesis Other Institution → UMass KIN PhD

<b>Table B.3: Requirements for students that completed their <i>Master's degree in Kinesiology at another institution in the United States</i></b>		
	<b>Completed During PhD</b>	<b>Credit Transferred from MS Degree</b>
<b>General courses (17 credit hours)</b>		
Grad seminar (1 credit x 8 semesters)	**	--
Journal club (1 credit x 8 semesters)	8	--
SPHHS 600	1	--
<b>Formal coursework (21 credit hours)</b>		
KIN 602	3	--
KIN 500-800 (Inside area)*	3	--
KIN 500-800 (Outside area 1)*	3	--
KIN 500-800 (Outside area 2)*	3	--
KIN 500-800 (Outside area 3)*	3	--
Transfer credits of 500 – 800 graduate STEM courses from MS degree	--	6 ***
<b>Research credit hours (42 credit hours)</b>		
Independent studies (research)	24	--
Dissertation	18	--
Credit Subtotals	66	6
Credit Total	72 credit hours	
* Within the Kinesiology department, there are 4 areas of research (Biomechanics, Exercise Physiology, Movement Neuroscience, Physical Activity and Health). Inside area refers to student's primary research area of concentration within the department and outside area refers to the other three areas within the department.		
** 8 credits of graduate seminar are required but do not count towards the credit requirement for the degree		
*** The transfer credit hours ( <b>6 credit hours</b> ) have to be in STEM-related courses		
<b>NOTE:</b> If student did not take a statistics course during MS degree, they will have to take one during the PhD degree.		

#### B.4. BS → UMass KIN PhD

Table B.4: Requirements for students that do not have a Master's degree (BS to PhD degree plan)	
	Completed During PhD
<b>General courses (17 credit hours)</b>	
Grad seminar (1 credit x 8 semesters)	**
Journal club (1 credit x 8 semesters)	8
SPHHS 600	1
<b>Formal coursework (24 credit hours)</b>	
KIN 602	3
Statistics	3
KIN 500-800 (Inside area)*	3
KIN 500-800 (Inside area)*	3
KIN 500-800 (Inside area)*	3
KIN 500-800 (Outside area 1)*	3
KIN 500-800 (Outside area 2)*	3
KIN 500-800 (Outside area 3)*	3
<b>Research credit hours (39 credit hours)</b>	
Independent study – Qualifying Project by the 3 <sup>rd</sup> semester	3
Independent studies (research)	18
Dissertation	18
	72 credit hours
<p>* Within the Kinesiology department, there are 4 areas of research (Biomechanics, Exercise Physiology, Movement Neuroscience, Physical Activity and Health). Inside area refers to student's primary research area of concentration within the department and outside area refers to the other three areas within the department.</p>	
<p>** 8 credits of graduate seminar are required but do not count towards the credit requirement for the degree</p>	

**Qualifying Project:** BS students entering the PhD program may have limited to no experience in research (compared to MS students entering the program). It is important to determine early in the program if these students have the capacity to do a dissertation. In addition, it is possible that after starting the program, BS students may decide that they do not want a PhD. The goal of the Qualifying Project is to determine if a student has the potential and the interest in further pursuing a PhD degree and complete a dissertation. The Qualifying Project will consist of either a brief literature review or a small project that is assigned to the student and must be completed by the 3<sup>rd</sup> semester. At the completion of the Qualifying Project, faculty and student decide what the next phase of the program should be. Students that satisfactorily complete the Qualifying Project can continue with the PhD program. Students that do not complete the Qualifying Project or do not wish to stay in the PhD program will be able to graduate at this time with a MS non-thesis degree. The course work for this degree is designed so that students that decide not to complete the PhD degree can still graduate with a MS non-thesis degree.

## All PhD Students

All credit requirements are minimum recommendations. Faculty sponsors may require additional coursework and research credits, with specific requirements made on a case-by-case basis.

A minimum of 72 credit hours post-baccalaureate is required for the Ph.D. degree. This includes both research and formal course credits.

**Research credits:** The doctoral degree in Kinesiology is designed to foster excellence in research. Students are therefore required to be involved in research projects throughout their Ph.D. program. Research credits are attained through independent study (KIN 596, 696, 796, etc.) based on active research projects within, and when appropriate, outside the department. The 18 credits for the dissertation (KIN 899) are included in the total required research credits.

**Graduate seminar:** Ph.D. students must enroll in the graduate seminar (KIN 891) every semester they are in residence. Ph.D. students are required to present in seminar twice (Thesis and Dissertation proposals and defenses cannot be presented during graduate seminar). Graduate seminar will be graded on a Pass/Fail basis. Graduate seminar credits are NOT included in the total 72 credits needed to graduate.

### C. Comprehensive Exam

Doctoral students are eligible to take their Comprehensive Exam after meeting the following requirements.

- For BS-PHD students, comprehensive exam can be completed after a student has completed;
  - KIN 602,
  - 1 course in each of the 4 areas,
  - qualifying project, and
  - when their advisor agrees that the student is ready.
  
- All other PhD students, comprehensive exam can be completed after a student has completed;
  - KIN 602,
  - 1 course in each of the 4 areas, and
  - when their advisor agrees that the student is ready.

In most cases, this exam will occur toward the end of the 2<sup>nd</sup> year or beginning of the 3<sup>rd</sup> year as a doctoral student. Students who have completed most or all of their formal coursework will be best prepared for this exam. The exam is designed as an evaluation of the student's understanding of the general field of study to be pursued in the dissertation. The Comprehensive Exam Committee will consist of 3 UMass faculty, chaired by the student's advisor. One of the three committee members may be external to the department, if appropriate. This committee will likely form the basis of the dissertation committee, although this is not a requirement. The advisor will inform the Graduate Program Director (GPD) of the Committee's membership and the date of the oral exam at least 3 weeks in advance of the oral examination.

The Comprehensive Exam will consist of both a written document and an oral exam. Following discussions with the advisor and each member of the committee to determine the research area, the student will prepare a 5-page text document (plus 1-page conceptual framework diagram/figure) as justification for the area of research to be undertaken for the dissertation (bibliography and conceptual model do not count towards the 5-page limit). The document should be formatted as follows: single-spaced, 1" margins, Times New Roman, 12 pt font. The 1-page conceptual framework MUST be either a figure or a diagram (with diagram or figure legend). The document should also include a title page. The document should succinctly summarize the "state of the science" in the chosen area of research and provide a rationale and direction for the specific area of research that will form the basis of the dissertation proposal. At the end of the document, student should identify the knowledge gaps within the chosen area. An oral exam will be held by the committee to evaluate the student's depth of understanding of the area of research.

Starting three weeks out from the oral defense date, the student will have two weeks to prepare the written document. This document represents independent work from the student and is confidential. Student should  
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NOT share the document with other students or faculty and should NOT get feedback from faculty or fellow students. The written document will be submitted to the Comprehensive Exam Committee one week prior to the oral defense date. The student should prepare a 10 to 15-minute presentation to be given at the start of the oral defense. Student should also be prepared to answer questions on topics associated with the student's general field of studies. One of the outcomes of the meeting should be an understanding of the work required (more critical review of the literature, sharpening of the objectives, preliminary data to show proof of concept, additional course work to address knowledge deficiencies, etc.) before the student is prepared to present the formal dissertation proposal. The intent of the comprehensive exam is for the student to defend the proposal topic/area of research, not the proposal itself. The committee will decide if the student has sufficient understanding of the area to be advanced to candidacy and move forward on the proposal. If the Comprehensive Exam Committee is not satisfied with the student's level of understanding or writing ability the student will receive a no pass, and the committee will determine what steps are required to remedy the situation to prepare the student for a subsequent re-examination. After the re-examination, if the committee still does not believe the student has sufficient understanding, the student must leave the program.

#### **D. Dissertation**

Following successful completion of the Comprehensive Exam, the Ph.D. student is advanced to candidacy and should prepare a dissertation proposal. The dissertation committee will comprise at least three graduate faculty members (a minimum of two from Kinesiology and at least one UMass Amherst faculty member from outside the department). The committee should be formed before the dissertation proposal; the student's advisor should send an e-mail to the GPD with the names, affiliations and role (e.g. Chair, Member, Outside Member) of the proposed committee. The GPD will submit the proposed committee to the Graduate School for approval.

The proposal must include Chapter I (Introduction), Chapter II (Literature Review), and Chapter III (Methods). This proposal will then be presented in a formal seminar that is open to the university community. At least two weeks prior to the proposal date, copies of the proposal document should be presented to the dissertation committee. At the same time, a copy of the proposal document, a short abstract, and an announcement flyer must also be given to the GPD for public display in the Kinesiology Department. A failure to provide a copy of the proposal to both the committee and the GPD assistant (at least 2 weeks) prior to the scheduled proposal presentation will necessitate a rescheduling of the proposal presentation date. The PhD proposal is open to the public and will follow the format of a 30- to 40-minute presentation followed by questions and discussion from the audience. Following this discussion, the student will have a closed discussion with their committee members.

The dissertation defense cannot occur until seven months have elapsed following the filing of the approved dissertation proposal with the Graduate School.

The final dissertation will include the proposal (Chapters I to III) and two or more manuscripts that are either published or prepared for submission to peer reviewed journal(s). One manuscript-style chapter may be appropriate for some rare cases and this will be reviewed with the student, the faculty advisor, and the GPD on a case-by-case basis. The dissertation defense will be an open formal seminar with committee members in attendance along with other faculty and students from the university community. In accordance with Graduate School rules, the student must notify the GPD of the dissertation title and the defense date, time, and location so that a memo from the GPD may be sent to the Graduate School no later than 4 weeks in advance of the defense date. As with the proposal, copies of the dissertation should be presented to the committee at least two week prior to the defense date. At the same time, a copy of the dissertation, a short abstract, and an announcement flyer must also be given to the GPD for public display in the Kinesiology Department. A failure to provide a copy of the proposal to both the committee and the GPD assistant (at least 2 weeks) prior to the scheduled defense will necessitate a rescheduling of the final defense date. The PhD defense is open to the public and will follow the format of a 30- to 40-minute presentation followed by questions and discussion from the audience. Following this discussion, the student will have a closed discussion with their committee members. Upon successful completion of the oral defense, the student's advisor sends an email to the GPD indicating this milestone achievement. Once the student has made all required edits to their dissertation



document (from committee feedback) the advisor notifies the GPD and the student takes further action (see below – Ph.D. Degree Checklist, Dissertation Defense and Preparing for Graduation)

## Ph.D. Degree checklist

### Comprehensive Exam

- \* Advisor sends email to Graduate Program Director (GPD) that student has completed all required coursework and appointed committee for student's Comprehensive Exam (cc: Departmental Academic Program Manager)
- \* Advisor sends email to GPD stating when student will start writing for Comprehensive Exam
- \* Advisor sends email to GPD stating that student has passed Comprehensive Exam (cc: Departmental Academic Program Manager)
- Departmental Academic Program Manager sends Comprehensive Exam results memo to Graduate School

### Candidacy

- Departmental Academic Program Manager creates Nomination to Candidacy form to be signed by GPD

### Dissertation Proposal

- \* Advisor sends email to GPD appointing dissertation committee (cc: Departmental Academic Program Manager)
- Departmental Academic Program Manager sends signed memo announcing student's dissertation committee to Graduate School
- \* Advisor sends email to GPD that student is ready to propose (cc: Departmental Academic Program Manager)
- Student works with the Departmental Academic Program Manager to reserve a room for the Proposal
- Flyer posted, emailed, and uploaded to OneDrive as soon as the room has been reserved and the title of dissertation proposal is known
- Student uploads copy of dissertation proposal to OneDrive
- \* Advisor sends email to GPD that the dissertation proposal has been passed and that all edits to the document have been made (cc: Departmental Academic Program Manager)
- Student uploads final version of dissertation proposal to OneDrive
- Signature page - Proposal. One signature page must be given to The Graduate School. Two options.
  - Hardcopy with wet signatures. Student prints out their blank signature page. Student obtains signatures of committee members in **black** ink. The original signature page is turned in to the Academic Program Manager. The student should make a copy for their own records.
  - DocuSign. Signatures for the title page will be obtained by DocuSign. The Academic Program Manager will prepare your signature page in DocuSign and distribute to your committee for their signatures. The Academic Program Manager will submit the signature page to the Graduate School once all signatures are obtained.
- signature page to Departmental Academic Program Manager
- Departmental Academic Program Manager sends proposal signature page and proposal document to Graduate School
- Student must complete a degree audit form to enable them to graduate on time.

### Dissertation Defense

- \* Advisor sends email to GPD that the student is ready to defend (cc: Departmental Academic Program Manager)

- If less than 7 months between submission of proposal outline and defense, Grad School needs to approve
- Student works with the Departmental Academic Program Manager to reserve a room
- Departmental Academic Program Manager sends memo announcing student's defense to Graduate School
- Flyer posted, emailed, and uploaded to OneDrive as soon as the room has been reserved and the title of the dissertation is known
- \* Advisor sends email to GPD that dissertation defense has been passed and that all edits/revisions have been made (cc: Departmental Academic Program Manager)
- Signature page. One signature page must be given to The Graduate School. Two options.
  - Hardcopy with wet signatures. Student prints out their blank signature page on high quality paper (100-130 g/m<sup>2</sup>). Student obtains signatures of committee members in **black** ink. The original signature page and full Thesis document is turned into the graduate school by the student. A copy of the signed signature page is given to the Kinesiology Academic Program Manager. Please check with the Graduate Student Service Center for up-to-date information on this process or additional details.
  - DocuSign. Signatures for the title page will be obtained by DocuSign. The Academic Program Manager will prepare your signature page in DocuSign and distribute to your committee for their signatures. The completed page will be added to your full Thesis/Dissertation document by the Academic Program Manager. Then it is ready for you to submit to the Graduate School.
- Departmental Academic Program Manager sends copy of final oral defense results memo to Graduate School
- Student uploads final version of dissertation to OneDrive

### Preparing for Graduation

- Departmental Academic Program Manager sends original signature page and PDF of dissertation to Graduate School
- Student uploads dissertation to ScholarWorks
- Student turns in completed PhD Degree Checklist and unofficial transcripts to Departmental Academic Program Manager at least two weeks prior to graduation deadline
- Student turns in completed PhD Degree Eligibility Form with signatures from Department Chair and GPD at least two weeks prior to graduation deadline
  - NOTE: GPD can NOT sign this form until advisor informs the GPD that all edits have been completed to the dissertation document. This form has to be signed by the GPD before the Department Chair can sign it.
- Student turns in binding receipt for dissertation (2 copies required -- advisor approved version) at least two weeks prior to graduation deadline
- Student takes Survey of Earned Doctorates and emails certificate to Departmental Academic Program Manager
- GPD conducts degree audit at least two weeks prior to the published Graduate school graduation deadline

\* *Indicates items that your advisor needs to do.*

### **Graduate School Requirements**

In addition to Kinesiology requirements, students must satisfy all Graduate School requirements. The University confers degrees three times a year (February, May and September) and sponsors one formal

graduation ceremony held in late May.

- For a February degree, all paperwork must be submitted to the Graduate School by mid-December;
- for a May degree, all paperwork must be submitted to the Graduate School by mid-April;
- for a September degree, all paperwork must be submitted to the Graduate School by the end of August.

**September degree recipients of a preceding year, February degree recipients, and May degree applicants are eligible to participate in the May graduation ceremony.** [Contact the Office of Degree Requirements at the Graduate School for exact dates for all deadlines.] Other helpful resources are the [Graduate School Handbook](#) and [Graduate School Degree Requirements, Guidelines for Master's Thesis and Doctoral Dissertations](#), both found online at the Graduate School web site <http://www.umass.edu/gradschool>.

From the Graduate School, all candidates must satisfy the following requirements:

- Complete all course work
- Comprehensive Exam passed
- Dissertation Committee appointed by the Graduate Dean (recommended by GPD)
- Dissertation Proposal received by Graduate School at least 7 months prior to Dissertation Defense
- Dissertation Defense passed (Must be scheduled and passed before deadline date)
- Submit Doctoral Degree Eligibility Form signed by the student, the Graduate Program Director, and the Department Chair
- Electronic submission of dissertation. See related information on the Graduate School web site <http://www.umass.edu/gradschool>.

## Submission Dates for Graduation

### Items due 5 to 6 weeks before Graduate School Deadline

- 1) Email from advisor that student is ready to defend
- 2) Student works with GPD Assistant to reserve defense room through 25Live. Room requests can take 1-2 weeks to process, depending on how busy the administrators are in that office.

### Items due 4 weeks before Graduate School Deadline

- 1) Last day to schedule defense announcement and have GPD sign memo to be sent to Graduate School. A memo announcing a doctoral student's defense must be filed with Graduate School at least 4 weeks before the defense.
  - Memo cannot be sent to Graduate School until defense room has been scheduled and confirmed.

### Items due 2 weeks before Graduate School Deadline

- 1) Copy of your unofficial transcript turned into front office
- 2) Completed final degree checklist turned into front office. This can be found under Academic Forms on the UMass Kinesiology Graduate Program webpage: <https://www.umass.edu/sphhs/kinesiology/graduate-programs/doctor-philosophy-phd>

### Items due one week before Graduate School Deadline

- 1) Email from your advisor to GPD stating that you have completed all revisions to your dissertation and have finished all requirements for your degree
- 2) Final version of dissertation uploaded to OneDrive
- 3) Final version of dissertation uploaded to [ScholarWorks](#) and email confirmation forwarded to [mckern@umass.edu](mailto:mckern@umass.edu)
- 4) Final oral exam/defense results memo signed by committee and submitted to front office
- 5) Signature page. See options/instructions above in [Dissertation Defense](#) section
- 6) Completed [Degree Eligibility Form](#) signed by both Department Chair and GPD submitted to front office
- 7) [Completed Survey of Earned Doctorates](#) - please send confirmation email to [mckern@umass.edu](mailto:mckern@umass.edu)
- 8) The department requires that students submit a receipt for two bound copies of the dissertation. Most students use either [Grey Seal Bindery](#) or [Amherst Copy & Designworks](#) to get their work bound.

### Example timeline:

If the Graduate School deadline is April 10<sup>th</sup> (for May graduation) below is a breakdown of the dates that student must meet and the rationale.

Date	Items Due	Rationale
February 13 <sup>th</sup>	Last date student can announce their defense	A memo announcing a doctoral student's defense must be filed with Graduate School (requirement) at least 4 weeks before the defense. Before department can send a memo over to Graduate School, a room needs to be booked through 25Live. Room requests can take 1-2 weeks to process, depending on how busy the administrators are in that office. Ideally, the defense needs to be announced to the GPD much sooner (January 30 <sup>th</sup> or February 6 <sup>th</sup> ).
March 13 <sup>th</sup>	Last day to defend thesis.	It is department policy that graduate students must defend at least 4 weeks before the final Graduate School deadline (April 10 <sup>th</sup> in this example). This gives students time to complete their final edits and revisions to their thesis. This deadline gives students enough time to make final edits, upload the document to ScholarWorks and submit signature page.  *Note a student may still schedule a defense after March 13 but their degree will not be conferred in May, and they cannot participate in the May graduation ceremony.
March 27 <sup>th</sup>	Items needed 2 weeks before Graduate school deadline (see above)	On this date, GPD will begin conducting degree audits for every student who will be graduating. This includes going through Degree Checklists and unofficial transcripts to confirm that the student has completed all degree requirements and is indeed ready to graduate. If there are errors on the Degree Checklist or if there are missing pieces, the form will be sent back for revisions. This gives the Graduate Program Administrator a week to proof

		the documents and a week for the GPD to review the documents and sign off on them.
April 3 <sup>rd</sup>	Items needed 1 week before Graduate school deadline (see above)	This is to enable both the GPD and the Department Chair enough time to sign the Degree Eligibility form and the student to submit all remaining documents.

### III. Evaluation of Satisfactory Progress

**Progress toward the Ph.D. degree:** The Ph.D. candidate is expected to demonstrate academic excellence worthy of the highest academic degree. Satisfactory and reasonable progress toward completion of the Ph.D. degree entails considerably more than completion of formal course work. The Ph.D. student is expected to grow intellectually, not only through acquisition of knowledge and basic research competencies, but also by developing independent thinking beyond the immediate experiences of the classroom and laboratory. The ability to devise strategies for assessment of the validity and limitations of available knowledge should go hand-in-hand with mastery of technical skills and increased comprehension of data systems. Since the linkages between theoretical and applied knowledge cannot always be explicitly presented in formal course work, the Ph.D. candidate is expected to nurture intellectual growth through a variety of experiences beyond formal course requirements, such as:

- Participation as a research subject,
- Literature searches,
- Development of new equipment and test methodologies,
- Involvement in the planning of research projects,
- Participation in daily laboratory activities and assisting in data collection,
- Data analysis including use of statistical methods,
- Formal write-up of research papers leading to submission for publication,
- Presentations at scientific conferences,
- Writing of grant proposals,
- Consultation with and advising of newer graduate students,
- Mentoring Honors Thesis students and other undergraduate students,
- Attending conferences and formal lectures.

**Progress evaluation:** At the beginning of each calendar year (January) the Ph.D. student will submit an Annual Progress Report to their advisor. The Ph.D. advisor will schedule a conference with the student to review and evaluate the report, make suggestions for improvement, and evaluate progress toward the Ph.D. degree as Satisfactory, Marginal, or Unsatisfactory. The Annual Progress Report will then be sent to the GPD by the student's advisor and will become a permanent record in the student's folder.

In the event that an advisor feels that a student is making unsatisfactory progress towards their degree, the advisor will first speak with the student. Following that meeting, the advisor will indicate "unsatisfactory progress" on the Progress Report and will specify in what areas the student is not making progress and will propose corrective actions to be taken. This will be sent to the graduate program director (GPD) and the student. The student, GPD, and advisor will then have a formal meeting to discuss the corrective actions and determine a timeline for those actions to be completed. Once agreed upon, the student, advisor, and GPD will sign off on the action plan. At the end of the proposed action plan timeline, the student's progress will be reassessed and at that point, if they are still making unsatisfactory progress, they may be asked to leave the program.