Policy for doctoral students who do not complete the doctoral degree.

Doctoral students who accumulate at least 30 credits may be awarded a Master's degree if they choose not to continue doctoral studies and meet the following stipulations:

1. The Graduate Committee must agree that the course of study merits a Master’s-level degree.

2. Students must not already hold a Master's degree in Kinesiology.

3. Students must have met all requirements for the Master's degree, including at least one graduate-level statistics course as well as at least 4 credits of coursework taken outside Kinesiology.

Policy for waiving required courses.

On November 26, 2002, the graduate faculty affirmed that the required courses for the Ph.D. program should stand as currently described. The will of faculty is that any or all of the required courses (KIN 615, 2 Advanced Statistics) could be waived when students have previously taken an equivalent as a Master’s student. It was also agreed, that when desirable, a student could substitute a course from another department for KIN 615.

Graduate Program Policies and Procedures

Students beginning the program for a Master’s or Ph.D. degree enroll in the Horace H. Rackham School of Graduate Studies.

Students are referred to the website where they can download the application and materials, or apply on-line. The application fee is $75.

Kinesiology requires:

- **Statement of Purpose.** Please note that on the Graduate School application, the description of personal and academic goals is especially important. Take time to write a thorough description of your objectives and why you believe the University of Michigan would be an appropriate place to accomplish them.

- **Three letters of recommendation,** including one or more from persons who can attest to your academic accomplishments;
Graduate Record Examination (GRE) scores; GRE scores are required for both Master’s and Ph.D. applicants. It takes several weeks after the test date to process scores, so be sure you take them in advance of Kinesiology’s deadline dates. Have ETS send your scores to: The University of Michigan code #0001839

- **One copy of official transcript** of all previous undergraduate and graduate coursework from all colleges and universities attended (including the University of Michigan and U-M extension graduate study center coursework);
- **TOEFL scores**, if applicable.

**Graduate Record Examination**

Application Deadlines

Master’s and Ph.D. admission decisions are made on a rolling basis throughout the year. However, Master’s students are admitted only for fall. Early applications are strongly encouraged. Various campus-wide fellowships are decided early in the year. Applicants who wish to be eligible for these should apply by February 1 for fall term admission. Note: The Graduate committee does NOT meet in July and August.

**Types of Admission**

**Not a Candidate for Degree (NCFD)**

NCFD admission may be granted to qualified students who do not wish to pursue a degree but do wish to elect courses for graduate credit. NCFD applicants must submit the standard application form to the Rackham Graduate School. Subsequent consideration for admission to a degree program is contingent upon full review of credentials in competition with other degree applicants. If a NCFD student achieves regular admission to a Rackham degree program, some courses already taken may, under certain circumstances, be counted toward a graduate degree. If an NCFD student eventually wishes to complete a Rackham degree program, registration as an NCFD student for more than one term is not advisable since inappropriate coursework will not count toward a graduate degree.

**Guest Status**

Guest status is also available through the Rackham Graduate School for one spring half or summer half term. Procedure for admission requires proof that one has a Bachelor’s degree; it does not require the usual application fee. This process is handled at the Rackham Graduate School Admissions Office.

**Visiting Scholar**

Admission as a visiting scholar is granted to qualified individuals who wish to study and conduct research at the University without earning academic credit. Visiting scholar status may be granted to persons who have earned the Doctor of Philosophy degree or its equivalent or who hold the rank of associate professor or higher at an accredited
university. Special admission forms and further information are available from Rackham Graduate School.

**Probationary Admission**

Applicants to the Master’s program who are slightly deficient with respect to Kinesiology’s academic standards may be admitted on probation. Probationary admittance requires the maintenance of a 5.0 (B) average during the first eight credit hours of graduate work at Michigan.

**Deferred Admission**

The Graduate Program admission committee may grant deferred admission for the year following the one originally requested by the applicant. These decisions are made under carefully presented conditions and are few in number. No additional forms or fees are required.

**Notification of Admission**

Applicants for the Master’s degree are typically informed of the action on their applications within one month after their application is complete (all materials received) and their application fee is paid. Review of applications for the doctoral degree takes longer. Students are notified by mail.

Admission is granted for a specific term and year. If the student does not enroll that term, admission is cancelled, and the application and supporting materials are placed in inactive status. Upon written request an application may be reconsidered for the following two full terms. After one full year a new application and fee must be submitted.

**Readmission**

Students in the Rackham Graduate School who have not been enrolled for one full year must apply for readmission through the Rackham Admissions Office. Acceptance depends upon program approval and upon availability of space and facilities for the term in which readmission is desired.

**Registration**

Registration is conducted via the internet on wolverine access and must take place on or after students’ appointment times as assigned by the registrar. Registration information is available at: [http://wolverineaccess.umich.edu/](http://wolverineaccess.umich.edu/)

Students must consult their advisor for approval of course elections. NCFD students are not assigned an advisor but must have course elections approved by the Graduate Committee Chair.
All Rackham graduate students who have not been enrolled or who have been on detached study for 12 consecutive months must apply for readmission one month prior to the term in which they wish to register.

Registration for Independent Study Courses

All on-campus and off-campus students pursuing graduate work who use University facilities such as offices, libraries, laboratories, or computers, or who consult their advisors concerning their theses or dissertations must be registered. Such students may register for KIN. 682 (Readings), KIN. 684 (Research), or KIN. 686 (Internship) KIN. 619 (Thesis); or, in the case of doctoral students, for KIN. 990 (pre-candidates for the dissertation) or KIN. 995 (dissertation candidates). Prior to registration the student and instructor agree on the amount and type of work to be done and the number of credit hours to be granted. The student then registers for the course using the instructor’s designated section number.

Tuition

The fees and charges of the University are determined by the Board of Regents and are subject to change without notice by the Regents. For further information see the Graduate School publication, Information for Graduate Students, this also gives estimates of an average student’s living expenses at the University of Michigan.

Kinesiology Financial Assistance

The Kinesiology graduate admissions committee awards small scholarships to a limited number of entering students. There is no application procedure; students are considered for scholarship support when they apply to the graduate program. Research assistantships are available occasionally, and are typically supported by grant funds awarded to individual faculty. Thus, applications for these limited resources (which typically go to advanced Master’s and Ph.D. students) are made directly to individual faculty members.

Office of Financial Aid

The Office of Financial Aid administers loan and Work-Study programs on the University of Michigan Ann Arbor campus. Graduate students may apply through this office for a Federal Direct Stafford Loan (FDSL), Perkins Loan, and Work-Study employment. Awards for FDSL, Perkins, and Work-Study programs are made on the basis of demonstrated financial need. Students must enroll at least half time to receive GSL funds, and full time to receive a Perkins Loan and Work-Study. However, since determination of full-time and part-time status differs among graduate and undergraduate programs, students should verify their eligibility status with the Office of Financial Aid. The procedures for
applying for financial aid are outlined in the Rackham Admissions Brochure, or by contacting the Office of Financial Aid.

**Academic Appeals**

The appeals procedures of the Rackham Graduate School provide informal and formal address of grievances for Rackham students. The student and the subject of the grievance must meet certain eligibility criteria; for details concerning the criteria and the process of appeal, check the Academic Grievances Procedures section in the Rackham Bulletin, Vol. I (Student Handbook).

**Academic Discipline**

These types of academic dishonesty are subject to academic discipline: cheating, plagiarism, knowingly furnishing false information to the University, or forging, altering, or misusing University documents or academic credentials. Nonacademic misconduct subject to discipline includes harassment, unprofessional conduct, and misuse of University property. Violations of conduct may result in dismissal from the graduate program. The Office of Student Services administers policies. The Rackham Graduate School guidelines for academic behavior are provided in their publication Academic Integrity, Policies and Procedures.

**Transfer Credit**

Undergraduate level courses may not be counted toward the graduate degree. However, if Rackham approves a 400-level course in any department on campus for graduate credit, it may be elected for credit toward the Master’s degree. Courses numbered in the 400s that are required in order to meet the graduate program prerequisites may not count toward the Master’s degree. Be aware that such 400 level courses do count in the graduate student’s overall G.P.A.

In order to recognize graduate credit earned in other accredited higher education institutions and in other units of this University, the Rackham Graduate School provides, upon specific request, for the transfer of a limited amount of graduate credit to Master’s degrees sought here. Credit may be transferred only if the coursework is applicable to the student’s Master’s or Ph.D. program. Rackham Graduate School differentiates two kinds of Transfer Credit: Inter-University and Intra-University Credit. Rackham accepts credits earned at the University of Michigan for up to half of a student’s program (however, be sure to check with Kinesiology to see if these credits are acceptable). Rackham accepts up to a maximum of six credits earned at institutions other than the University of Michigan. For further details of the University’s Transfer Credit policy, see the Rackham Bulletin, Vol. I (Student Handbook).

**Grading Policies**
Graduate students are graded by the letter grade system (A, B, C, D, E), except for specially designated courses. Grades of + and - may be given whenever such evaluation is possible. Grade point average (G.P.A.) is computed by translating letter grades into honor points for each hour of credit in a course.

\[
\begin{align*}
A+ &= 9 \\
A  &= 8 \\
A- &= 7 \\
B+ &= 6 \\
B  &= 5 \\
B- &= 4 \\
C+ &= 3 \\
C  &= 2 \\
C- &= 1 \\
D  &= 0 \\
E  &= 0
\end{align*}
\]

The total number of honor points divided by the total number of credit hours of the courses is the student’s G.P.A. An average of B, or 5.0, is required to remain in good standing. Grades of D or E cannot satisfy any degree requirement of Rackham Graduate School. Students whose G.P.A. falls below a B in a given term are placed on probation the following term or denied permission to register. Students whose G.P.A. falls below a B for two successive terms may, with permission of their program chairperson, be granted a final term during which the G.P.A. must be brought up to a B. Students whose G.P.A. falls below a B for three successive terms are required to withdraw from the University.

For further information, see the Rackham Bulletin, Vol. I (Student Handbook), or [www.rackham.umich.edu/StudentInfo/index.html](http://www.rackham.umich.edu/StudentInfo/index.html)