DOCTOR OF PHILOSOPHY DEGREE:

KINESIOLOGY

GRADUATE MANUAL

DEPARTMENT OF HEALTH, HUMAN PERFORMANCE & RECREATION
Ph.D. in Kinesiology  
(Exercise Science & Pedagogy Concentrations)  

University of Arkansas  

Introduction  

The Ph.D. program in Kinesiology offers two concentration areas (Exercise Science, Pedagogy). Graduates of the Ph.D. Kinesiology program are qualified to secure employment as teachers/scholars and leaders in University housed Kinesiology (Exercise Science, Pedagogy) programs and/or Human Performance Laboratory settings (Exercise Science).

The Human Performance Laboratory, located within the HHPR department serves both the undergraduate and graduate programs in Kinesiology. The HPL mission is to produce quality research; to provide research opportunities for HHPR faculty and graduate students; to support the department’s instructional objectives by providing laboratory experiences, demonstrations, and practical research experiences for graduate and undergraduate students; to serve the University and community with specific “wellness” programs in exercise, nutrition, and stress; and to solicit funding for research activities. The Office for Studies on Aging serves as a resource for students interested in gerontology curriculum and specialties, addressing research needs in the field.

Admission Requirements  

A master’s degree or its equivalent in Kinesiology or a closely related field and meet the general admission requirements of the Graduate School. An application should include identification of the applicant’s objectives, supportive background information, including three letters of recommendation supporting the applicant’s ability to successfully pursue a Ph.D. in Kinesiology, a GPA of at least 3.00 on all graduate course work, and an acceptable score on the Graduate Record Examinations (GRE). Additional prerequisites may be prescribed after review of application materials. Furthermore, applicants who present a GRE score of 308 or greater on the combined verbal/quantitative portions, a GRE writing score of 5.5 or greater, an overall GPA of 3.85 or higher, and faculty approval may apply for
admission to the Ph.D. Kinesiology program after completion of their bachelor’s degree.

Advising

Once admitted to the degree program a student will be assigned an academic advisor typically based upon the student’s specific area of study and research interests. Advisors work with the students to develop an academic plan (program of study) and appropriate committees (Doctoral Program Advisory and Doctoral Dissertation). It is expected that the academic advisors and students meet periodically each semester to discuss degree progress and program expectations. Graduate reviews involving both the academic advisor and student are conducted annually and submitted to the University of Arkansas Graduate School. Academic advisors may only be changed by another faculty member with Faculty Status I agreeing to serve in this capacity. The process of formally changing advisors requires the completion of the “Change of Advising Form” which can be obtained from the HHPR Department secretary. The signature of both the new and previous advisor is required for the change to take place.

Advisory Committee

Selection of the Doctoral Program Advisory Committee should occur prior to the completion of twelve semester credit hours of course work. The student, after consultation with the academic advisor will form a Doctoral Program Advisory Committee consisting of a minimum of four faculty members with graduate faculty status. Two of the four faculty members including the committee chair must be from the student’s specific academic discipline e.g. Exercise Science or Pedagogy. The Doctoral Advisory Committee officially approves the student’s program of study and is responsible for administering and evaluating the candidacy examination (written and oral). Once the student successfully completes the candidacy examination the major advisor will send the candidacy exam report to the UA Graduate School. Then it is the student’s responsibility to form a Doctoral Dissertation Committee which serves to give guidance and direction to the student in regards to the dissertation. The composition of the dissertation committee must include a minimum of four faculty of which two must be from the student’s academic program area, one must be from the student’s academic department, and one must be from outside the student’s department. The chair of the doctoral
dissertation committee must have Faculty I Graduate Status and be from the student’s academic program area.

**Changing or Revising a Committee**

If a committee has been approved and is on file with the Graduate School, any proposed changes or revisions to the committee must be submitted to the Graduate School for approval. Each member leaving or being removed from a committee must submit authorization agreeing to the change. The only exception to this pertains to the chair of the thesis/dissertation committee. The Graduate School considers the thesis or dissertation to be based on a mutual agreement between the faculty member and the student to work cooperatively on a research project of shared interest. Either the graduate student or the faculty member may dissolve this relationship by notifying the other party, the departmental chairperson, and the Graduate Dean. However, the student and the advisor should be warned that this may require that all data gathered for the dissertation be abandoned and a new research project undertaken, with a new faculty advisor. See the Graduate Student Grievance Policy. NOTE: Leaving the employment of the University does not constitute automatic removal from approved committee assignments. Most faculty members complete their graduate committee responsibilities; therefore, removal from an approved committee must be initiated by the departing faculty member.

**Program of Study**

A minimum of 96 graduate credit hours beyond the baccalaureate is required for the degree. Student’s may transfer up to and including 36 credit hours of graduate course work from another degree program into their program of study in order to satisfy the 96 hour minimum requirement if approved by the student’s Doctoral Program Advisory Committee. Specific degree program requirements for the Kinesiology concentrations (Exercise Science and Pedagogy) are listed below.

**Exercise Science Concentration:**

Departmental Core Requirements
Required Pre-requisites: (12)

HHPR 5353 Research in HHPR
KINS 5323 Biomechanics I
KINS 5513 Physiology of Exercise I
KINS 5593 Practicum in Laboratory Instrumentation

Required Courses: (6)
   KINS 6323 Biomechanics II
   KINS 6343 Physiology of Exercise II

Research and Statistical Requirements: (18 credits)
(A minimum of 18 hours approved by the Doctoral Advisory Committee.)

Field of Study: (18)

The student, in consultation with the Doctoral Advisory Committee, will identify further course work comprising a field of study in Kinesiology and consistent with the goals and objectives of the student and institution. Course work may be selected from several related disciplines or a single discipline.

Dissertation: (18 credits)

**Pedagogy Concentration:**

Departmental Core Requirements

Required Pre-requisites: (6)
   PHED 5233 Research in Teaching Physical Education
   HHPR 5353 Research in HHPR

Required Courses: (9)
   PHED 6363 Supervision in Physical Education
   KINS 674V Internship: College Teaching
   HHPR 6893 Independent Research

Research and Statistical Requirements: (18)
(A minimum of 18 hours approved by the Doctoral Advisory Committee.)
Cognate: (6)
(A minimum of 6 hours approved by the Doctoral Advisory Committee.)

Field of Study: (12)

The student, in consultation with the Doctoral Advisory Committee, will identify further course work comprising a field of study in Kinesiology and consistent with the goals and objectives of the student and institution. Course work may be selected from several related disciplines or a single discipline.

Dissertation: (18)

Note – Officially approved program of study forms may only be changed or modified by a unanimous vote of the Doctoral Program Advisory Committee faculty. The voting will be conducted by email ballot and the official vote will be kept in the student’s file.

**Satisfactory Grades**

Students are expected to receive satisfactory grades in order to continue in the program. The HHPR Department adheres to the University of Arkansas’ Graduate School guidelines in regards to probationary status and program dismissal. The official Graduate School policy states “Whenever a regularly admitted graduate student earns a cumulative grade-point average below 2.85 on graded course work taken in residence for graduate credit, he/she will be warned of the possibility of academic dismissal. When a graduate student has accumulated a minimum of 15 hours of graded course work taken in residence for graduate credit with a cumulative grade-point average below 2.85, and has received at least one warning he/she will be academically dismissed from the Graduate School.” (UA Graduate Catalog)

A minimum cumulative grade point average of 3.0 is required for graduation. Grades of either “D” or “F” count toward grade point average but do not satisfy degree requirements and must be either re-taken or another course substituted in place of it with advisor and committee approval.
Comprehensive Examinations

Successful completion of a comprehensive examination is a degree requirement for all doctoral students. The doctoral comprehensive examination should be taken during the student’s last semester of coursework excluding dissertation hours. Comprehensive exam questions will be prepared by members of the student’s advisory committee. All members of the advisory committee will be provided an opportunity to write exam questions. All advisory committee members may read the student’s responses for each item, though each faculty member is only required to read his/her questions. Specific dates and times for the written and oral comprehensive exams are to be determined by the student in collaboration with the academic advisor. An oral defense of the written responses should be scheduled within three weeks after completion of the written exam. The student is responsible for scheduling the orals.

Based upon the student’s responses (written and oral) and subsequent discussion, the committee members will determine if the student successfully passed the exams, needs to retake portions of the exam, or failed the candidacy examination. Successfully passing the exam requires a majority vote by the advisory committee. Once the student passes the exam he/she becomes a candidate for the degree and must register for a minimum of 1 credit hour every semester until degree completion.

If the student responses on any portion of the comprehensive exam, written or oral, are deemed to be weak or questionable as judged by the advisory committee, the student will be asked to rewrite either one part or even multiple parts of the exam. The content of the rewrite question(s) will be the same as the content for the original question or questions. On the rewrite, the student may defend his/her answers to the full committee or to the advisor, as determined by the committee. If after the rewrite the student responses to the question or questions are still determined to be either weak or questionable the student will fail the exam. Students will be recommended for program dismissal by the advisor if they fail the comprehensive exam a total of three times. Students who completely fail the exam will be required to rewrite the entire examination prior to rescheduling oral defense. The content of the questions will be decided upon by the student’s advisor and/or the advisory committee.
A. Exercise Science Concentration

The student in consultation with the major advisor will determine two primary topic areas that the student will be tested over during the written portion of the comprehensive exam. The determination of topic areas should be based upon the student’s specific area of expertise, interest and/or cognate areas. Committee members write exam questions relating to the student’s two selected topic areas and submit them to the student’s major advisor who is responsible for compiling the exam questions. The exam is typically administered over a two day period. Each day the student will have four hours to answer questions about one of the topic areas.

B. Pedagogy Concentration

The student in consultation with the major advisor will determine four topic content areas that the student will be tested over during the written portion of the comprehensive exam. Three of the four topic content areas must be research, pedagogy, and cognate area. Advisory committee members submit questions to the student’s advisor who is responsible for compiling the exam questions. The comprehensive exam typically is administered over a two-four day period. Each of the four committee member questions will have a three hour time limit to complete.

Dissertation Chair and Committee

The dissertation is designed to provide students with a significant research experience. For the Ph.D., 18 hours of dissertation credit is required. Students will complete the majority of their dissertation credits after completion of required coursework and comprehensive exams. Students should familiarize themselves with, and follow all procedures set forth in the Graduate School’s Guide for Preparing Dissertations, available through the Graduate School’s web page.

The student should begin the process by selecting a qualified dissertation chair. Dissertation chairs must be from the student’s academic discipline and have Graduate Faculty I status. Note – Refer to the advisory committee section of this document for the composition requirement for the doctoral dissertation committee. The next step is the development of a proposal (original research idea). The proposal includes Chapters 1 (Introduction), 2 (Review of the literature) and 3 (Methodology) of the dissertation. During the preparation of the proposal, the
student may consult with members of the committee for advice and direction. At least two weeks prior to the the proposal presentation, and AFTER receiving permission from their Chair, the student submits the proposal to each committee member. The presentation of the proposal is considered a rigorous procedure, because the approved proposal will serve as a contract between the committee and the student. Approval of the proposal indicates that if the students completes the project as described (and appropriately interprets the results), the student will be in favorable standing at time of defense. The proposal presentation will be open to all departmental faculty and students.

Students will make a formal presentation (10-15 minutes) and will respond to questions from dissertation committee members. The dissertation committee will then discuss the proposal, recommend how the student should proceed with the dissertation, and indicate changes to be made within the proposal. The committee chair and the student prepare a written list of changes, which is attached to the proposal along with the committee approval page. With the approval of the committee, the student should begin data collection.

After the Dissertation Advisory Committee has approved the dissertation, the final step is completion of the study. If necessary, chapters 1-3 are revised according to comments made by the committee at the proposal defense. Students should follow the procedures approved in the dissertation proposal defense to collect data, analyze data, and prepare the dissertation.

**Institutional Review Board (IRB) Approval**

IRB approval is required PRIOR to collecting data. Students may not begin dissertation research until the IRB protocol has been approved by the University. All necessary forms are available online. The *Protocol Form* must be signed by the student’s Dissertation Chair. Also, the IRB application (protocol) should be submitted after (not before) a committee-approved dissertation proposal (first three chapters).

If necessary, during the data collection and analysis process, the student may request a meeting of the Dissertation Committee to review procedures, discuss problems, and/or approve modifications. After completing date collection and analysis, the student writes chapter 4 (results) and chapter 5 (discussion, implications, and suggestions for future study). Any major deviations from the
proposal should be presented in writing and approved by the dissertation committee.

**Dissertation Defense**

The defense of the completed dissertation should follow the guidelines established at the University of Arkansas, College of Education and Health Professions. At least two weeks prior to the defense, and AFTER receiving approval from their Chair, the student provides a complete dissertation draft to the committee that includes all 5 chapters, as well as tables, figures, appendices, and reference notes. The defense presentation will include aspects of chapters 1 and 2, but will primarily focus on the methods, results, and conclusions. Approximately 2 weeks prior to the formal defense, the student will announce the presentation to be open to all departmental faculty and students. The student’s Dissertation Chair is responsible for notifying the University of Arkansas’ Graduate School about the defense so it can be advertising on the graduate school’s website. When the dissertation is successfully defended the committee members sign the Record of Progress Form. The student then makes final changes on the dissertation manuscript and submits the final completed copy to the Graduate School.

For the doctoral degree the graduate school requires that the following forms be completed by the student: doctoral program advisory committee form, doctoral dissertation committee form (after passing comps), doctoral dissertation title form (after proposal approval), and IRB approval form. The student must also submit his/her completed dissertation to the graduate school. Faculty must complete and send the candidacy examination form (pass/fail) to the graduate school after written and oral comps. Faculty must also send a note to the UA Graduate School announcing the defense at least two weeks prior to the defense so it can be posted on the graduate school website and submit in duplicate the “hard copy” record of progress with appropriate signatures. Note – our department requires that a program of study form be completed by the student and approved by the students doctoral advisory committee. Also, our department requires that students dissertation proposals be approved by all doctoral dissertation committee members. Lastly, both masters and doctoral students must apply for graduation at the UA Graduate School Office early in the semester in which they plan on graduating and must meet the official thesis/dissertation deadline date established by the graduate school each semester.
Required Forms to Graduate

For the doctoral degree the graduate school requires that the following forms be completed by the student: doctoral program advisory committee form, candidacy examination report form, doctoral dissertation committee form (after passing comps), doctoral dissertation title form (after proposal approval), and IRB approval form. The student must also submit his/her completed dissertation to the graduate school. Faculty must also send a note to the UA Graduate School announcing the defense at least two weeks prior to the defense so it can be posted on the graduate school website and submit in duplicate the “hard copy” record of progress form with appropriate signatures. Note – our department requires that a program of study form be completed by the student and approved by the student’s doctoral advisory committee. Also, our department requires that student’s dissertation proposals by approved by all doctoral dissertation committee members.
# Doctoral Program Completion Guidelines

<table>
<thead>
<tr>
<th>REQUIREMENT</th>
<th>DEADLINE</th>
<th>HANDLING</th>
<th>PROCEDURE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Submit Declaration of Intent</td>
<td>Before commencing program</td>
<td>Graduate School</td>
<td>Sign form</td>
</tr>
<tr>
<td>Selection of Doctoral Advisory Committee and planning a program of study.</td>
<td>Immediately following admission to program (first 12 hours of coursework).</td>
<td>Major Advisor/Committee Members/Student</td>
<td>Doctoral Program Advisory Committee and Program of Study forms available in 308. Pick up and secure signatures of committee members. Return to Graduate Program Coordinator.</td>
</tr>
<tr>
<td>Application for Candidacy Exam</td>
<td>During the last semester of coursework (excluding dissertation hours).</td>
<td>Major Advisor/Student</td>
<td>Form available in HPER 308. Complete, sign, &amp; return to academic advisor.</td>
</tr>
<tr>
<td>Candidacy Exam Report</td>
<td>After successful completion of exam.</td>
<td>Major Advisor/Committee Members</td>
<td>Form available in HPER 308. Submit completed form to Graduate Coordinator.</td>
</tr>
<tr>
<td>Selection of Doctoral Dissertation Committee. Submission of Dissertation Title and Committee form along with IRB and Dissertation Advisory Committee form.</td>
<td>After completion of exams and at least 6 months prior to date of defense.</td>
<td>Major Advisor/Committee Members/Student</td>
<td>Forms available in HPER 308. Secure signatures, and return to Graduate Coordinator. IRB sent to Research and Sponsored Programs Office.</td>
</tr>
<tr>
<td>Announcement of Defense</td>
<td>At least 2 weeks prior to defense</td>
<td>Major Advisor</td>
<td>Schedule defense time/place. Submit memo to Graduate School and receive Record of Progress form.</td>
</tr>
<tr>
<td>Defense of dissertation and submission of Record of Progress.</td>
<td>Check Graduate School Deadlines.</td>
<td>Major Advisor/Committee Members/Student</td>
<td>Complete, sign and return forms to the Graduate Coordinator.</td>
</tr>
<tr>
<td>Complete Satisfaction of Residency.</td>
<td>Prior to graduation</td>
<td>Major Advisor/Student</td>
<td>Enrollment in 2 consecutive semesters as a full-time (9 hour) student or 6 hours for Graduate Assistants.</td>
</tr>
<tr>
<td>Enrollment in at least 1 hour of dissertation following passing of candidacy exam.</td>
<td>Each semester until graduation including summer.</td>
<td>Student/Major Advisor</td>
<td>Confirm course number of dissertation hours and register.</td>
</tr>
<tr>
<td>Time limit requirement for degree completion.</td>
<td>Deadline in 6 years from submission of Declaration of Intent.</td>
<td>Student</td>
<td>May file for extension.</td>
</tr>
<tr>
<td>Graduation Application Card/Graduation fee payment.</td>
<td>Specific deadline indicated on card. Prior to the end of the semester in which degree is to be awarded.</td>
<td>Student</td>
<td>Card available at Graduate School.</td>
</tr>
<tr>
<td>Preliminary editorial check of dissertation.</td>
<td>Before final copy is sent to printer.</td>
<td>Student</td>
<td></td>
</tr>
<tr>
<td>Final copy submission to Graduate School, Mullins Library, and Department (optional).</td>
<td>Check Graduate School deadlines.</td>
<td>Student</td>
<td>Arrange for the delivery of final copies to the appropriate areas.</td>
</tr>
</tbody>
</table>
HHPR Department Policies

1. Faculty agreed that the two week (10 working days) reading time requirement of thesis/dissertations be enforced among all graduate students.

2. Students are allowed to enroll in a maximum of nine hours dissertation before candidacy (passing written and oral exams).

3. Two formats have been approved for thesis/dissertation. Both use APA style and one conforms to journal format. The journal format requires multiple articles be completed and suitable for journal submission.

4. Ninety-six hours is the minimum number of hours required to complete a Doctoral degree in the HHPR Department. A maximum of thirty-six credit hours from Masters coursework may be transferred into the program if approved by the student’s doctoral program advisory committee.

5. A minimum cumulative G.P.A. of 3.0 is required for graduation. “D” or “F” grades count towards grade point average, but do not satisfy degree requirements and must be either taken again or another course substituted in place of it with advisor and committee approval.

6. In order to walk at graduation ceremonies a doctoral student must have successfully defended his/her dissertation as determined by all committee members. Note – a successful defense of the dissertation implies that all committee members have agreed that the student has passed the defense even thought the student may have to make minor corrections/changes to the document. Also, all committee members may not have completely signed off on either the student’s dissertation or record of progress.

7. Student’s need to be sure to follow all Graduate School procedures, timelines, and deadlines to successfully matriculate through the degree program. This includes deadlines for dissertation submission and graduation.