

POLICIES AND
PROCEDURES FOR
GRADUATE STUDIES

DEPARTMENT OF KINESIOLOGY

LOUISIANA STATE UNIVERSITY

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All policies and procedures in this document follow those specified by the Graduate School and the Department of Kinesiology. All students should consult the General Catalog of the Graduate School Bulletin for further information about policies and procedures not described in this document.

MASTER OF SCIENCE (M.S.) DEGREE

CONCENTRATION AREAS

Exercise Physiology

Applied/Clinical Exercise Physiology (Thesis and Non-Thesis)

Basic Exercise Physiology (Thesis)

Motor Behavior (Thesis and non-thesis)

Biomechanics

Motor Learning

Motor Control

Pedagogy

Pedagogy (Thesis and Non-Thesis)

Sport Pedagogy (Non-Thesis)

Sport Management (Non-Thesis)

Recommended courses to be taken in each M.S. Concentration are presented in the website.

A minimum of 30 semester credit hours are required for thesis program, 24 of which must be in course work and six in thesis research (KIN 8000). For non-thesis programs, the minimum requirement is 36 semester hours. At least one-half of all M.S. degree programs must be in courses at or above the 7000 level. Transfer work from other institutions may not be counted toward this requirement.

A maximum of 6 semester credit hours of independent study can be included in a non-thesis M.S. program.

A total of 12 semester hours of transfer credit from other schools and/or credit taken at LSU as a non-matriculating student may be used in the M.S. degree program, except as noted above. Approval for these hours must be obtained from the student's M.S. advisor, the department chair, and the dean of the Graduate School.

TIME LIMIT FOR MASTER'S DEGREES

Courses to be counted toward a master's degree must have been taken within the five year period preceding the awarding of the degree. According to the graduate bulletin, credit for individual courses taken at LSU more than five years before the termination of a program may be revalidated by the student's graduate committee through an examination that is approved by the

members of the graduate committee. Courses in the Department of Kinesiology can be revalidated only under extenuating circumstances, and a maximum of 12 credit hours can be revalidated to count toward the degree.

M.S. ADVISORY COMMITTEES

All students must have an advisor (i.e., a committee chair) to be enrolled in either a thesis or a non-thesis program in the Department of Kinesiology.

Thesis Programs

The M.S. thesis committee will consist of three or more graduate faculty members from the Department of Kinesiology or other departments. The student's advisor, who must be from the Department of Kinesiology, serves as committee chair. At least one of these members must be a full Member of the LSU graduate faculty (see the LSU General Catalog to find a faculty member's of graduate status). Students should ask a faculty member to be their thesis advisor. This selection should be done in consultation with the Coordinator of the Concentration area in which the student is studying or the Department Chair. Faculty members may accept or decline the invitation to serve in this capacity. Final approval of the advisor will come from the Department Chair. Selection of committee members should be agreed upon by the student, his/her advisor, the Coordinator of the Concentration area, and the Chair of the Department of Kinesiology. This committee is responsible for approving the thesis proposal and conducting the thesis defense (M.S. final examination). A copy of the Thesis proposal report form is in the Appendix. Committee members must sign this form when they approve the proposal. The thesis advisor should keep a copy of the signed form and proposal. In addition, the signed form and copy of the proposal should be kept in the student's file folder in the graduate secretary's office.

Non-Thesis Programs

The advisory committee for students in non-thesis programs should consist of three members. These may be from the Department of Kinesiology or other departments. The student's advisor must be from the Department of Kinesiology and serve as committee chair. At least one of these members must be a full Member of the LSU graduate faculty (see the LSU General Catalog to find a faculty member's of graduate status). Students should ask a faculty member to be their thesis advisor. This selection should be done in consultation with the Coordinator of the Concentration areas or Department Chair. Faculty members may accept or decline the invitation to serve in this capacity. Final approval of the advisor will come from the Department Chair. Selection of committee members should be agreed upon by the student, his/her advisor, the Coordinator of the Concentration area, and the Chair of the Department of Kinesiology. This committee is responsible for conducting the M.S. comprehensive examination.

Changing Advisors and Committee Members

Changing an advisor may be desirable when such change will enhance the student's ability to achieve his or her academic and professional goals. Should a student decide that it is in his/her

best interests to change to a new advisor, the student should first discuss this matter with his/her advisor, the Coordinator of the Concentration area, the KIN Graduate Coordinator, or the Department Chair. No change can be made unless another faculty member has agreed to assume the responsibilities of being the student's advisor or major professor. It should be noted that such changes should come from the student's initiative and should not be the result of other faculty solicitation of the student.

Should a student wish to change committee members, the student should seek the approval of his/her advisor. No changes can be made unless another faculty member has agreed to serve on the committee.

M.S. FINAL EXAMINATIONS

Students in a thesis or non-thesis program must submit to the Graduate School a request for the appointment of the examination committee at least three weeks prior to the final examination. If the student is a degree candidate in the semester in which the final examination is to be taken, this request must be submitted to the Graduate School by the published current semester deadline. Normally, the final examination is taken in the graduation semester. If a student wishes to take the final examination at an earlier date, the student's committee must furnish the Dean of the Graduate School with a sound academic reason for doing so. M.S. final examinations may not be scheduled between semesters.

Thesis Program

Specific information about the thesis format required by the LSU Graduate School can be found in the document *Guidelines for the Preparation of Master's Theses and Doctoral Dissertations*, which is available online in the Graduate School's website at <http://gradlsu.gs.lsu.edu/guidelines2001.pdf> . Students who complete a thesis must hold a proposal meeting and a final defense. These meetings are open meetings and faculty members and fellow students are encouraged to attend.

Thesis proposal. The thesis proposal is considered a contract between the student and his/her advisory committee. Thus, a written proposal must be developed and approved by the student's committee and kept on file for future reference. The major professor, in consultation with committee members, will establish the format and content requirements for the proposal. There should be a proposal oral defense meeting scheduled for the student and committee after the major professor determines that the written proposal is ready to submit to committee members. Committee members should receive the proposal no less than one week prior to the meeting. If the proposal is approved without revisions required, committee members should sign the M.S. Thesis Proposal Report Form at the meeting (A copy of this form is in the Appendix). Committee members must sign this form when they approve the proposal. If further revision is necessary, the major professor will assume the responsibility of ensuring that the revised version is distributed among the committee members for their approval and signatures on the proposal approval form. A committee meeting does not need to be called to consider the revised proposal unless the committee agrees that one should be called. The major professor should keep a copy of the approved version of the proposal and the signed approval form. The original copy of the

signed approval form and a CD-R copy of the approved version of the proposal should be filed in the student's folder in the Department graduate secretary's office. Copies of the approved proposal should be distributed to committee members who request a copy.

Thesis format. The format of the thesis will be determined by the student's advisory committee. Several formats are acceptable for the Department of Kinesiology and the Graduate School. The most popular option for students in Kinesiology has been the journal manuscript format, in which the main body of the thesis is a manuscript or manuscripts prepared for submission to a journal.

Each committee member must receive a copy of the thesis two weeks prior to the final examination (the form in which this copy is received, i.e. electronically or paper, will be determined by the thesis committee). The final examination will be an oral examination with all the committee members present. The format and content of this examination will be determined by the advisor and committee members. To pass this examination, the student must receive no more than one dissenting vote from the examining committee. All votes must be recorded on the examination report cards provided by the Graduate School. Also, committee members approving the thesis, must sign the thesis title page provided by the Graduate School. The signed report cards should be completed and forwarded to the Kinesiology Department graduate secretary, who will forward them to the Graduate School.

Final versions of theses. Final versions of theses must be submitted to the Graduate School electronically as pdf documents. Because of this, students are encouraged to include in the thesis relevant still photos, video, movement analysis graphics, etc. that would enhance the thesis and would not be possible to include in a paper version. Final versions of theses must be submitted to the Graduate School electronically as pdf documents. Because of this, students are encouraged to include in the thesis relevant still photos, video, movement analysis graphics, etc. that would enhance the thesis and would not be possible to include in a paper version. In addition to submitting the electronic version of approved thesis required by the Graduate School, the student should prepare one copy of this final version on compact discs (CD-R) to be given to the Kinesiology Department graduate secretary for the Department's Thesis and Dissertation Library. The major professor should also receive a copy of the approved thesis; the form of this version (paper or CD-R) will be determined by the major professor.

Non-Thesis Program

Students in non-thesis programs of study must pass a written comprehensive final examination that will be given by the student's advisory committee and should be approximately three hours in length. Committee members will be solicited by the committee chair (the student's advisor) for questions. These questions will be compiled by the committee chair and given to the Kinesiology department graduate secretary, who will monitor the exam. The examination will be given on one day each semester and summer session; the date and time is set by the KIN Graduate Coordinator.

To pass the examination, the student must receive a "Pass" evaluation on each section of the examination by the committee member responsible for that section. Should the student receive a "Fail" evaluation on any part of the examination, the student and the committee members(s)

involved will set a date and time to administer re-taking that part of the examination (or equivalent) by the student. If the committee member evaluates this second attempt as "Fail", then the whole committee will evaluate this part of the exam where the student must receive 2 "Pass" votes from the 3 committee members to pass the exam.

M.S. students in the *Applied/Clinical Exercise Physiology* program may substitute for the comprehensive exam the American College of Sports Medicine (ACSM) Written Exercise Specialist Examination. Passing this exam will satisfy departmental requirements for the M.S. non-thesis comprehensive examination. Also, in cases where the student in the *Applied/Clinical Exercise Physiology* program includes on his or her committee one or more faculty members under whom the student has enrolled in classes that are largely clinical skills classes (e.g., KIN 7533), the committee may deem it appropriate to include a "practical" exam as one of the comprehensive exam sections. The content of a "practical" section of the exam should be consistent with the goals of the program and course content, and can be an effective tool for assessing the students' mastery of essential clinical skills and decision-making. This approach is uniformly taken in the comprehensive exam for the MS in clinical exercise physiology. In these cases students are required to administer a symptom-limited graded exercise tolerance test. During the test students are required to make decisions about testing based on the case history of the patient, the signs and symptoms presented during the exam, and the results of the test. In addition, the student is asked to make decisions about the treatment course of the patient, and demonstrate a thorough understanding of all elements of clinical wellness programs including patient education, risk factor modification, and exercise prescription.

DOCTOR OF PHILOSOPHY (PH.D.) DEGREE

CONCENTRATION AREAS

Exercise Physiology
Motor Behavior
Pedagogy

There is no specified minimum number of semester credit hours required for the Ph.D. However, recommended courses to be taken in each Ph.D. concentration are presented in the document *Model Programs of Study for M.S. and Ph.D. Degrees in Kinesiology*, which can be found on the Department's website [www.lsu.edu/kinesiology] in the graduate program link. The actual number of courses and hours taken will be determined by the student's major professor and program of study committee.

All Ph.D. concentrations require a minor, which can be from another department in the university or another concentration within the Department of Kinesiology. A graduate faculty member from that department or concentration must be selected who will approve courses taken to satisfy requirements for the minor and who will serve as a committee member. If the minor is from a different department, the graduate faculty member from that department serves as the minor professor and must be designated as such on the Program of Studies. If a minor is from another concentration in the department, the committee member representing that area is not designated as the minor professor nor is the minor identified on the program of study.

The Ph.D program must be completed within seven years from the time the student is classified as a doctoral student at LSU. Extensions are possible, but only with permission of the Dean of the Graduate School.

PH.D ADVISORY COMMITTEES

To be enrolled in the Ph.D. program in the Department of Kinesiology, a student must have an advisor (i.e., a major professor who serves as the student's Ph.D. committee chair). The student's major professor must be a graduate faculty member from his/her concentration in the Department of Kinesiology. Faculty members may accept or decline the invitation to serve in this capacity. Final approval of the advisor/major professor will come from the Department Chair.

Two different committees are typically involved at two stages of the student's program. The first committee is a three-person committee that is responsible for approving the student's program of studies. This committee consists of the student's major professor, minor professor, and at least one graduate faculty member from either the Department of Kinesiology or another department. At least one of these committee members must be a full member of the LSU graduate faculty (see the LSU General Catalog to find a faculty member's graduate faculty status).

The second committee is responsible for conducting the student's general examination and approving the dissertation proposal, dissertation, and final examination (dissertation defense). This committee consists of two graduate faculty members from the Department of Kinesiology, one of whom is the student's major professor, and two graduate Faculty members from the

Department of Kinesiology or another department. If a minor professor was listed on the program of studies, that person will be a member of this committee also. At least two committee members must be full members of the LSU graduate faculty. The Graduate School will assign one additional committee member (the Graduate Dean's representative) after the Graduate School has received the student's request for the general examination. The person selected for this assignment is from a department other than the Department of Kinesiology or the minor professor's department.

The second committee typically includes the same members of the first (program-of-study) committee plus one or more members added. However, members of the program-of-study committee are not required to be members of the second committee. The second committee must be selected prior to the general examination. This committee is responsible for signing the general examination report forms, the final examination report forms the dissertation title pages (dissenting members do not have to sign the dissertation title page, but must specify their dissenting vote on the examination report forms).

Changing Major Professors

Changing a major professor may be desirable when such a change will enhance the student's ability to achieve his or her academic and professional goals. Should a student decide that it is in his/her best interest to change to a different major professor, the student should first discuss this matter with his/her major professor and the Coordinator of the student's concentration. If necessary, the student may discuss the matter with the graduate program coordinator of the Department of Kinesiology and/or the Department Chair. The student cannot change major professors unless another graduate faculty member has agreed to assume the responsibilities of being the student's major professor. It should be noted that such changes should not be the result of other faculty solicitation of the student. If a change is made after the student's program of study has been filed with the Graduate School, appropriate Graduate School forms must be completed and filed with the Graduate School.

Changing Committee Members

Should a student wish to change committee members, the student should seek the approval of the student's major professor. If a change is made after the student's program of study has been received by the Graduate School, but before the request for the general examination has been submitted to the Graduate School, the student need only to include the name(s) of new committee member(s) on the request for the general examination. As a courtesy to the faculty member being replaced on the committee, the student should discuss this change with that faculty member.

PH.D PROGRAM OF STUDY

During the first or second semester in which a Ph.D student is enrolled, he/she must meet with his/her major professor and determine a program of study for completing the Ph.D. The importance of this document is twofold. First, it establishes a guide for students to follow for completing work needed to obtain the Ph.D. Second, the approval date on this document serves for the Graduate School as the beginning date for satisfying the residency requirement for the Ph.D. It is important to note the date the Graduate School establishes each semester as the deadline for filing this document for that semester to count toward the residency requirement.

The program of study form is available online on the Graduate School's website. The student should first prepare a working draft of the form. As a courtesy to the student's committee members, a separate form should be completed that lists course titles for the course numbers on the program of study form. The minor professor should be selected and requirements for the minor should be agreed upon and included in the program of study. Then, the student, together with his/her major professor, should select the committee members who will review the proposed program of study. As described earlier in the section on Ph.D. Advisory Committees, this committee must include at least three members of the graduate faculty, including the student's major professor and minor professor.

The student should schedule a meeting of the program of study committee to discuss and approve a program of study. The student should provide copies of the draft program of study to the committee members at least one week before the meeting. In the meeting with the committee, the student should first orally present his/her academic and professional background and goals, his/her research interests for the dissertation, and how the proposed program of study will help attain his/her academic and professional goals and carry out his/her dissertation research. The committee may approve, amend, or not approve the program of studies. If the proposed program is not approved, the major professor will assume responsibility for ensuring that the revised version is distributed among committee members for their approval. A committee meeting is not necessary for this revision unless the committee determines one should be called. The student chair will then prepare a final program of study form, have it signed by each committee member, the chair of the Kinesiology Department. Two copies of this form must be filed in the Graduate School. Additional copies should be provided for the major professor, student, and the student's folder in the Department graduate secretary's office.

A student may amend the program of study submitted to the Graduate School. All changes should be submitted to the Graduate School when the request for the general examination is made. These changes must be indicated on a "Request for Change in the Program of Study for the Doctoral Degree" form which can be obtained on the Graduate School website. The "Request for Changes" must be approved by the student's program of study committee before it is submitted to the Graduate School.

PH.D. RESIDENCY REQUIREMENT

The Graduate School requires all Ph.D. students to be enrolled as a full-time student for one academic year of continuous residence at LSU after the student's program of study is received by

the Graduate School. One academic year consists of two consecutive semesters, which may be Fall and Spring or Spring and Fall). Residency cannot be counted until the student's Program of Study has been filed with the Graduate School. (See the Graduate Bulletin for more detailed information about the residency requirement.)

MILESTONE EXAMINATION

All Ph.D. students must complete a milestone examination within two years of admission to the Department of Kinesiology. This examination serves as the student's qualifying exam for continuing in the Ph.D. program. The exam consists of carrying out an approved research project that must be approved by the student's program of study committee. The committee will determine the procedures for approving the project. The research project must be written in manuscript format and orally defended before the program of study committee. Substitute options for the milestone exam research project are: (1) an article published in an approved research journal, (2) a manuscript accepted for publication in an approved research journal, or (3) a research presentation at an approved national or international conference. In each case, the student must be the first author. The format of the written document for these substitutes can be: (1) a copy of published article, (2) the manuscript accepted for publication, (3) the manuscript of a research presentation at an approved national or international conference. The student's major professor and program of study committee will determine which research journals or conferences satisfy these substitute options. The research on which the manuscript/article is based may have been completed at another institution (e.g. Master's thesis research). A copy of the Milestone Examination report form is in the Appendix. Committee members must sign this form when they agree that the student has satisfactorily completed the requirements for the exam. The signed form should be kept in the student's file folder in the Department graduate secretary's office. The major professor and student should also keep a copy of the signed form.

PH.D. GENERAL EXAMINATION

At or near the end of the completion of a Ph.D. student's required coursework, the student should schedule the general examination. This exam may not be scheduled between semesters. According to the Graduate School, the general examination should be considered as a comprehensive assessment of the student's "expert competence over broad segments of the major field and a high degree of familiarity with the content of a current progress in one or more minor fields."

In the Department of Kinesiology, this exam is conducted by the student's advisory committee, which is selected at the time of applying to the Graduate School to take the general examination. In addition to the student's advisory committee, a Graduate Dean's representative will be appointed to serve as a committee member for the general examination. This representative will continue to serve on the student's committee through the final examination.

The general examination consists of two parts: one written, the other oral. The written portion consists of writing a research literature review paper. The oral portion is typically a defense of the review paper, although the oral examination need not be limited to topics related to the paper.

The Written General Examination: A Research Literature Review Paper

The purpose of the written portion of the general examination is to develop an original review of the research literature related to the student's dissertation topic. This paper should be a potentially publishable document, suitable for publication in a refereed journal that publishes such reviews or as a chapter in an edited book. This paper will be included as an Appendix in the student's dissertation (if the student chooses to use a journal format for the dissertation) to provide an extended review of the research literature.

Procedures for preparing the review paper. The student should develop a written proposal describing the intended purpose, scope and organization of the review paper. This proposal should be no more than 10 typewritten pages, with the organization and content of the proposed review paper presented in annotated outline form. This proposal should be distributed to the student's doctoral committee no later than one week before a meeting of the student and the committee. The purpose of this meeting is to discuss the proposal in terms of its acceptability and appropriateness for the general examination requirement, its relevance to the dissertation research topic, and its potential for publication. Committee approval of the proposal is required before the student begins writing the paper. The committee and student should also agree on a date for completing this review paper and for having the oral examination of the review paper. The final version of the review paper should be submitted to the examining committee at least two weeks prior to the oral examination. It should be noted that the oral examination is not restricted to questioning concerning the review paper.

Oral Examination

The oral examination will involve the advisory committee plus the Dean's Representative, who will have a vote. To pass the general examination, the student must receive no more than one dissenting vote from the examination committee. All votes of the examining committee must be recorded and signed on the examination report cards provided by the Graduate School. These cards should be given to the Kinesiology Department graduate secretary who will forward them to the Graduate School. If the student fails the general examination, the advisory committee will determine the appropriate steps to be followed by the student with regard to continuing in the Ph.D. program and for re-taking the general examination. A written report of these steps should be completed with copies given to the committee members, the student, and filed in the student's folder in the Department graduate secretary's office.

Given the nature of the oral portion of the general examination, a doctoral student has the prerogative to limit attendance to the committee members for a general exam if he or she wishes to do so. If, however, the doctoral candidate elects to combine the general examination with the presentation of the dissertation proposal, she or he forfeits the right to limit attendance to the committee, as it is the departmental policy that all proposal meetings must be open meetings.

CONTINUOUS REGISTRATION REQUIREMENT

Doctoral students must maintain continuous registration for a minimum of three semester hours credit each fall and spring from the completion of the general examination to the end of the semester in which an approved dissertation is submitted to the Graduate School.

DISSERTATION

According to the LSU Graduate Bulletin, the dissertation "must demonstrate a mastery of research techniques, ability to do original and independent research, and skill in formulating conclusions the in some way enlarge upon or modify accepted ideas".

Dissertation Proposal

The dissertation proposal is considered a contract between the student and his/her advisory committee. Thus, a written proposal must be developed and approved by the student's committee and kept on file for future reference. The major professor, in consultation with committee members, will establish the format and content requirements for the proposal. There should be a proposal oral defense meeting scheduled for the student and committee after the major professor determines that the written proposal is ready to submit to committee members. Committee members should receive the proposal no less than one week prior to the meeting. The Dean's representative should be invited participate in the proposal process, although this participation is not required. Dissertation proposal meetings are open meetings and faculty members and fellow students are encouraged to attend.

If the proposal is approved without revisions required, committee members should sign the Ph.D. Dissertation Proposal Report Form at the meeting (A copy of this form is in the Appendix). Committee members must sign this form when they approve the proposal. If further revision is necessary, the major professor will assume the responsibility of ensuring that the revised version is distributed among the committee members for their approval and signatures on the proposal approval form. A committee meeting does not need to be called to consider the revised proposal unless the committee agrees that one should be called.

The major professor should keep a copy of the approved version of the proposal and the signed approval form. The original copy of the signed approval form and a CD-R copy of the approved version of the proposal should be filed in the student's folder in the Department graduate secretary's office. Copies of the approved proposal should be distributed to committee members who request a copy.

Dissertation Format

Specific information about the dissertation format required by the LSU Graduate School can be found in the document *Guidelines for the Preparation of Master's Theses and Doctoral Dissertations*, which is available online in the Graduate School's website at <http://gradlsu.gs.lsu.edu/guidelines2001.pdf> Final versions of dissertations must be submitted to the Graduate School electronically as pdf documents. Because of this, students are encouraged to

include in the dissertation relevant still photos, video, movement analysis graphics, etc. that would enhance the dissertation and would not be possible to include in a paper version.

The format of the dissertation content is determined by the student's dissertation committee. Several formats are acceptable for the Department of Kinesiology and the Graduate School. The most popular option for students in Kinesiology has been the journal manuscript format, in which the main body of the dissertation is a manuscript or manuscripts prepared for submission to a journal. If this format is used, the Appendix of the dissertation increases in importance. The review paper, if done for general examination, should be included in the Appendix. Additional Appendix materials include detailed descriptions about equipment, instrumentation, computer programs, questionnaires, etc. used in the research, as well as more detailed information about results, such as individual results and statistical analyses not included in the main body of the dissertation. Also, if in press or published journal articles are to be included in the dissertation, these may be included as described in the *Guidelines for the Preparation of Master's Theses and Doctoral Dissertations*.

Department and Major Professor Copies of Dissertation

In addition to submitting the electronic version of the approved dissertation, as required by the Graduate School, the student should prepare a compact disc (CD-R) copy of the approved dissertation to be given to the Kinesiology Department graduate secretary for the Department's Thesis and Dissertation Library. The major professor should also receive a copy of the approved dissertation; the form of this copy (paper or CD-R) will be determined by the major professor.

PH.D. FINAL EXAMINATION (DISSERTATION DEFENSE)

The final examination can be scheduled no earlier than one "academic" year after the student passes the general examination (see Graduate Bulletin for the definition of an academic year). The final examination may not be scheduled between semesters. A request for the final examination must be submitted to the Graduate School on the appropriate Graduate School form at least three weeks prior to the proposed examination date, which must be on or before the published deadline for the current semester. In no case should this request be submitted less than five weeks prior to the final date for submitting approved dissertations and final examination reports to the Graduate School. The examination committee, including the Dean's Representative, must have copies of the dissertation at least two weeks prior to the date of the final examination. The examination committee will determine whether the student should provide paper or electronic copies of the dissertation prior to the dissertation defense.

The final examination will be an oral examination primarily concerned with the dissertation, although the committee may opt to extend the subject matter. There is no prescribed format or length of time for this examination. The major professor and committee members will be responsible for establishing the format and content of this examination. Dissertation defenses are open meetings and faculty members and fellow students are encouraged to attend.

To pass the final examination, the student must receive no more than one dissenting vote from the examining committee. All votes must be recorded on the examination report cards provided

by the Graduate School. Committee members who approve the dissertation should also sign the dissertation title page provided by the Graduate School. The signed examination report cards and dissertation title pages should be completed and forwarded to the Kinesiology Department graduate secretary, who will forward them to the Graduate School.

PH.D. MINORS IN KINESIOLOGY

Ph.D. students from other departments who choose Kinesiology as a minor should be expected to take at least 12 semester hours of graduate credits to satisfy their requirements for a minor. The actual number of semester hours as well as the courses (which can include independent study) required for the minor will be determined by the student's minor professor.

STUDENT APPEAL PROCESS FOR EXAMINATIONS

Should a student fail any of the M.S. or Ph.D. examinations described in this Manual and feel that an inappropriate decision was made, he/she may appeal the decision. This appeal should be made in writing to the KIN Graduate Coordinator who will then appoint an ad hoc appeals committee to review this appeal. This ad hoc committee will include the KIN Graduate Coordinator, the Chair of the Department of Kinesiology, and one KIN faculty member who is a full member of the graduate faculty but is not a member of the student's examining committee. The ad hoc committee will review the written appeal and then ask the student, the student's advisor, and any committee member(s) directly involved in the appeal situation, to meet individually with the ad hoc committee. The ad hoc committee will then provide a decision concerning the appeal and present this decision to the student and the advisory committee.

PROCEDURES FOR TAKING KIN 4900, 7505, AND 8900 FOR GRADUATE CREDIT
KIN 4900 (Independent research), KIN 7505 (Problems in Kinesiology) and KIN 8900 (Independent research) are designed to provide students an opportunity to do independent research with individual faculty members. These courses are not designed as alternatives to required courses in a student's program but should be considered as courses in their own right that can be included in a student's program of study. The number of semester credit hours for KIN 4900 and 8900 is variable for any one semester, while KIN 7505 is for three semester credit hours. For KIN 4900 and 8900, the number of credit hours should be based on equivalent hours of work expected for a regular classroom course of similar credit. For example, a course for three semester credit hours requires 45 hrs. in the classroom during the semester plus the expectation of approximately the same number of hours outside the classroom. Similarly, students enrolled in KIN 4900 or 8900 should expect to engage in at least 90 hours of work during the semester. Because both 4900 and 7505 require that a grade of A, B, C, D, or F be given, it is important that bases for evaluation of student work be developed. Students in KIN 8900 receive a Satisfactory (S) or Unsatisfactory (U). It is important for students wishing to sign up for hours in these courses first to discuss this with the faculty member with whom they wish to work. Then, the faculty member and student should complete the Student-Professor agreement form for these courses (a copy of this form is in the Appendix of this manual). This form provides a contract-type agreement between the student and faculty member. The student must register for the section of the course that is designated as the faculty member's section. The faculty member is responsible for submitting the semester grade for the student.

APPENDIX

**STUDENT-PROFESSOR AGREEMENT FOR
GRADUATE CREDIT FOR INDEPENDENT STUDY
[KIN 4900, KIN 7505, KIN 8900]**

Student's Name _____ SSN _____

Advisor/Major Professor _____

I wish to register for _____ semester hours of graduate credit for KIN _____ for the
_____ Semester under the supervision of Professor _____.

To fulfill the requirements for these credit hours, I plan to do the following:

Signed _____

Date _____

For the Professor

I agree to supervise the above named student in KIN _____ for the work described above
for _____ semester credit hours.

Signed _____

Date _____

**LOUISIANA STATE UNIVERSITY
DEPARTMENT OF KINESIOLOGY**

PH.D. MILESTONE (QUALIFYING) EXAMINATION REPORT

Student:

has satisfactorily completed the requirements for the Milestone Examination as specified in the Department of Kinesiology Policy and Procedures Handbook.

Date of examination:

Date student entered Ph.D. program:

Title of research project manuscript:

The manuscript submitted for this examination is based on (check one of the following):

_____ Research project for the milestone exam

_____ Published article -- Cite reference:

_____ Manuscript accepted for publication -- Give journal title, and acceptance date:

_____ Presentation at a research meeting – Give full citation:

Advisory Committee:

Names (please type)

Signatures

Chair:

**LOUISIANA STATE UNIVERSITY
DEPARTMENT OF KINESIOLOGY**

PH.D. DISSERTATION PROPOSAL REPORT

Student:

Title of Dissertation Proposal:

Date of Oral Defense of Proposal:

Date of Approval of Proposal:

Advisory Committee:

Names (please type)

Signatures

Chair:

**LOUISIANA STATE UNIVERSITY
DEPARTMENT OF KINESIOLOGY
M.S. THESIS PROPOSAL REPORT**

Student:

Title of Thesis Proposal:

Date of Oral Defense of Proposal:

Date of Approval of Proposal:

Advisory Committee:

Names (please type)

Signatures

Chair: