All graduate programs at UGA are administered by the Graduate School. Admissions, approval of degree programs and courses, policies and procedures, and student records including monitoring progress toward degree fulfillment are responsibilities of the Graduate School.

Graduate School [www.grad.uga.edu](http://www.grad.uga.edu) website is critical (graduate bulletin, degree and course descriptions, forms, deadlines, thesis/dissertations requirements, etc.).

Important Dates, Deadlines and ALL Required Forms: [http://grad.uga.edu/index.php/current-students/important-dates-deadlines/](http://grad.uga.edu/index.php/current-students/important-dates-deadlines/)
The Graduate School

A Partnership

KINS Graduate Programs

UGA Graduate School
## Kinesiology Enrollment

- **63 PhD; 8 MS; 92 MS (non-thesis)**

<table>
<thead>
<tr>
<th>Program</th>
<th>Enrollment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Athletic Training</td>
<td>3</td>
</tr>
<tr>
<td>Biomechanics</td>
<td>6</td>
</tr>
<tr>
<td>Clinical Exercise Physiology (MS-NT only)</td>
<td>5</td>
</tr>
<tr>
<td>Exercise Physiology</td>
<td>22</td>
</tr>
<tr>
<td>Exercise Psychology</td>
<td>10</td>
</tr>
<tr>
<td>Motor Behavior</td>
<td>2</td>
</tr>
<tr>
<td>Strength, Conditioning &amp; Fitness (MS-NT only)</td>
<td>14</td>
</tr>
<tr>
<td>Sport Management &amp; Policy (includes MS-NT)</td>
<td>92</td>
</tr>
<tr>
<td>Sport Pedagogy</td>
<td>11</td>
</tr>
</tbody>
</table>
Primary Duties

- Admissions
- Degree Completion
- Awards
  - Scholarships & Fellowships
  - Travel
- HR/Personnel “Issues”
Graduate Program Office

- **Graduate Coordinator:**
  - Mike Schmidt: schmidtm@uga.edu, 115J Ramsey Center
  - Office Hours: By Appointment

- **Graduate Program Office:**
  - KINS@uga.edu
  - 313 Ramsey Center

- **Graduate Program Administrative Assistant:**
  - Bradley Holmes: bholmes3@uga.edu, 313 Ramsey Center
Communications

- **Official UGA E-mail:**
  - Will be primary method of communication, you **MUST** check regularly.
  - Obtain on-line automatically with UGA MyID

- **Mailboxes** (graduate students w/ assistantship only)
  - Room 115B for Exercise Science
  - Room 341 for Physical Educ. & Sports Management

- **COE Intranet**
  [https://coe.uga.edu/intranet/departments/kinesiology](https://coe.uga.edu/intranet/departments/kinesiology)
Procedures

Advisement

- Major professor (advisor) is assigned at the time of admission based on interest/match
- Advisor, in conjunction with student, is responsible for:
  - Planning program of study and courses approval
  - Monitoring completion of degree requirements
  - Filing advisory committee, program of study, admission to candidacy, and approval of final exam forms
  - Guiding research
  - Chairing examinations
  - Assisting with placement
Registration – Key Points

- Graduate students using University facilities or faculty/staff time must register for a minimum of 3 semester hours each semester.
- The maximum load for a full time student without an overload is 18 semester hours.
- Graduate assistants with 33.3-50% EFT appointments must register for a minimum of 12 hrs each semester (9 to satisfy degree requirements and 3 for assistantship experience).
Procedures

Registration - Logistics

- Graduate students MUST be cleared by advisor prior to registration.
- Steps:
  1. Communicate w/ Advisor
  2. Complete Qualtrics Link & Submit: [https://ugeorgia.qualtrics.com/SE/?SID=SV_7Uv1eGsZBjoPLTv](https://ugeorgia.qualtrics.com/SE/?SID=SV_7Uv1eGsZBjoPLTv)
  3. E-mail verification of courses sent to Graduate Student (you) and your Advisor
  4. Advisor forwards approval to KINS@uga.edu
  5. KINS department staff provides clearance
  6. Student completes registration via Athena

- Different process for Experiential Learning
Degree Requirements

All UGA Graduate Students:

- GPA of 3.0 must be maintained; no grade below C accepted on program of study
- Degree completed within 6 years
- No more than 6 hours credit transferred (No grade below B will be accepted) *Only for MS Students
- Cannot graduate with Incomplete on transcript
- Must be registered during semester degree is completed
- An application for graduation must be filed with the Graduate School no later than Friday of the second full week of the semester of graduation
MS Degree Programs

- **MS – Non-Thesis (MS-NT)**
  - Professional degree intended for those who want to be practitioners with an applied focus
  - 36 semester hours of course work; no thesis
  - Completed in 1.5-2 years of full time study
  - Final oral or written exam or national exam

- **MS - Thesis**
  - Research degree intended for those who desire experience in research in a specialized area
  - 24 hours of course work; completion of thesis (6 semester hours minimum)
  - Completed in 1.5-2 years of full time study
  - Final oral exam and defense of thesis
Program of Study

**MS Degree**

- Must work with advisor for program of study and courses that will need to be taken each semester.
- Every program of study is specific to the discipline.
- Must file program of study with graduate school via the Kinesiology Graduate Program Office.
  - Typically due no later than the 1st week of the semester of graduation.
PhD Degree Programs

- Research-oriented degree providing advanced education in specialized areas for careers that require research and scholarly activity
- Involvement in research throughout program is strongly encouraged
- Final oral exam and dissertation defense required

Requirements
- 30 semester hours course work plus dissertation
- Most course work completed in ~ 2 years
- Oral and written preliminary exams at end of 2nd year
- Typically completed in 3-4 years of full time study
Program of Study

PhD Degree

- Preliminary Doctoral Program of Study
  - End of 1st year

- Final Program of Study
  - Completed prior to scheduling of the Oral Comprehensive Examination
  - Must submit through Graduate Program Office
Annual Review of Doctoral Students

➢ The progress of each doctoral student is evaluated annually to determine
  ▪ whether students are making satisfactory academic progress toward degree completion
  ▪ whether it is recommended they continue in the program.

➢ Will receive a letter in the summer each year
Degree Completion

**Progress Checklists**

- Available in back of [Graduate Student Handbook](#)
- Checklists indicate forms that must be filed and activities completed prior to graduation.
- Discussed in detail in New Doctoral Student Seminary (KINS 8990) taught by Dr. Buckworth each fall.
  - All new PhD students should be registered for this class this semester.
Continuous Enrollment

- Students must enroll for at least 3 credit hours two out of the three semesters (Fall, Spring, Summer) of a year.
  - Students who are out-of-compliance with the policy are dropped from graduate study.
  - To resume graduate study a student must re-apply for admission to the Graduate School and pay the required application fee.
  - In addition, the student must pay a re-enrollment fee for each semester since the last semester of enrollment.

- It is expensive to get out-of-compliance and resume graduate study.
Policies

Academic Honesty

- UGA students are responsible for maintaining and adhering to the strictest standards of honesty and integrity. Honesty and integrity are vital to graduate education.
- Regulations governing student academic conduct are contained in the UGA booklet: A Culture of Honesty
Conducting Research

- Must complete Human Subjects Research Training Requirement

- Research projects involving human subjects cannot be carried out until approval from [UGA Human Subjects Institutional Review Board](http://www.ovpr.uga.edu/hsob/)

- This policy applies to all research by faculty and students, whether or not it is funded.

- Research with animal subjects: [Institutional Animal Care and Use Committee](https://research.uga.edu/oacu/iacuc/)
For those writing a thesis/dissertation, you should consult the UGA Graduate School Style Manual

http://grad.uga.edu/index.php/current-students/policies-procedures/theses-dissertations-guidelines/format-check/
Library Resources

- The UGA library provides comprehensive services for obtaining materials needed for classes and research.

- Most of these resources are available online at University of Georgia Libraries web site (http://www.libs.uga.edu/);

- Services specifically for graduate students
  - https://www.libs.uga.edu/graduates
Grants and Awards

- See Graduate School Website
- Departmental Awards (examples)
  - Kindig Research Award - $1,000 for Ph.D., $500 for MS
  - Ann E. Jewett Award – 1/9 GRA
  - Soule Award
    - 41.6% time GRA for Ph.D.
    - $1000 for MS

- Notifications sent via Listserv
Travel Support

- There are several sources of funds to support professional travel by students to present papers:
  - Kinesiology – funding for 1st author presentation
  - Graduate School/Office of the Vice President for Research - doctoral students in advanced stage (3rd year), GPA of 3.5
- Must [Complete Application](http://grad.uga.edu/index.php/current-students/financial-information/travel-funding/) and have proof of acceptance of presentation/paper
- Do NOT wait until the last minute as funds may be depleted
Additional Resources

➢ The 5-minute Mentor
  ▪ http://grad.uga.edu/index.php/current-students/professional-development/professional-development-seminars/5-minute-mentor/

➢ Software – SPSS, graphing, etc.
  ▪ http://eits.uga.edu/

➢ Writing Center
  ▪ http://writingcenter.english.uga.edu/

➢ Stats Help
  ▪ http://www.coe.uga.edu/epit/center/academic-computing-center/
  ▪ http://www.stat.uga.edu/consulting
Words of Wisdom

- Start planning for graduation NOW
- Actively develop professional skills
- Develop a professional support system
- Assume ownership of your degree/career
- Expect accountability and responsibility from KINS-GRAD office
Questions?