

*Kinesiology Doctoral Program*

**Graduate Student Handbook**

**2005 – 2006**

**Department of Kinesiology  
Texas Woman's University**

## Receipt of Handbook and Graduate Catalog

It is the responsibility of each student enrolled in the Department of Kinesiology to be familiar with the information in this handbook.

I have received a copy of the Graduate Student Handbook and Graduate Catalog which describes the information with which I am to be familiar.

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Student's Signature

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Student's Name Printed

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Student ID #

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Mailing Address

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Phone

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Date

Please sign, date and remove this page from the handbook and return to the main office of the Department of Kinesiology (PH 208).

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## *Philosophy Statement*

The faculty of the Department of Kinesiology believes it is essential to provide opportunities for its students to gain a rich and varied philosophical, educational, and scientific background to guide their work as professionals and their contributions as world citizens. Central to this philosophy is assisting students in developing their critical thinking and problem solving capabilities through studies related to the science of human movement. The faculty further believes it has the responsibility to provide academic advisement to students and facilitate satisfactory completion of their program requirements.

## *Mission Statement Kinesiology Department*

To be the foremost institution in the development of professionals, especially women, for leadership, scholarship, research, and practice in the movement disciplines that contribute to active, healthy lifestyles.

## *Introduction*

Texas Woman's University is a comprehensive public university, primarily for women. A teaching and research institution, the University emphasizes the liberal arts and specialized or professional studies. TWU is accredited by the Commission in Colleges of the Southern Association of Colleges and Schools.

The Department of Kinesiology is one of six departments in the College of Health Sciences. The mission of the College of Health Sciences is as follows:

*The mission of the College of Health Sciences is to promote health and well-being. To achieve this mission, the College, acting upon the highest professional standards:*

- *Offers outstanding transdisciplinary, professional training programs*
- *Provides quality services that benefit the University, the community and the profession*
- *Promotes collaboration among faculty, students, and professionals within the community*
- *Promotes scholarly activities*
- *Models and fosters life-long learning, critical thinking, the acquisition of leadership skills, and the acceptance of social and ethical responsibility*

The chair of the department and faculty members designated to serve as graduate faculty teach and advise graduate students. Faculty are dedicated to working closely with students in advising, teaching, and research roles.

Pioneer Hall, the home of Kinesiology contains the Kitty Magee Arena, an indoor swimming pool, classrooms, aerobic studios, indoor track, racquetball courts, weight room, training room, fully integrated computer classrooms and labs, faculty offices and research and teaching laboratories.

The major laboratories are the biomechanics laboratory, exercise physiology laboratory, and the pedagogy/motor behavior laboratory. These research and teaching laboratories are state-of-the-art facilities in which graduate students experience research type activities.

For more information about graduate studies visit the website of the Graduate School at <http://www.twu.edu/o-grad/>. An orientation for new graduate students can also be found on the Graduate School website at <http://www.twu.edu/o-grad/orientation.html>

## *Admission Policies*

1. Hold an earned bachelor's degree or equivalent from a U. S. college or university accredited by a regional or general accrediting agency, or an equivalent degree from a foreign college or university.
2. Have a minimum 3.0 GPA for the last 60 hours of undergraduate study and a minimum 3.5 GPA for all prior graduate work. The Department of Kinesiology may choose to consider files of applicants with lower GPAs.
3. The applicant will submit three satisfactory letters of recommendation that may include one from the last employer if the student has had work experience and others from the last school attended.
4. The applicant will present at least 6 hours of course work in Kinesiology. Each specialization will determine the appropriateness of additional requirements for the students.
5. The applicant will submit a vita (or resume) with special emphasis on training and work experience in physical education or related areas.
6. The applicant will submit a statement of intent that briefly describes his/her background, personal growth and development, future goals, and reasons for applying to the Department of Kinesiology doctoral program.
7. The applicant will specify an area of specialization (Adapted Physical Education, Biomechanics, Exercise Physiology, or Sports Administration).
8. The applicant will have a formal interview with the Doctoral Admission Committee (or its designated representatives).
9. Students who have not written a master's thesis will complete an original research project with an individual faculty member during the first year in the doctoral program. A total of 3 credit hours may be earned.
10. Any applicant may submit additional materials that they deem appropriate to his/her application.
11. The appropriate Doctoral Admissions Committee will review the total application and forward their decision to the Graduate Coordinator.

All written materials (application, transcripts, letters of recommendation, vita, statement of intent, designation of an area of specialization, and any other material deemed important by the applicant) need to be submitted according to the following deadlines:

For admission for the following fall semester	July 1
For admission for the following spring semester	November 1
For admission for the following summer semester	April 1

A limited number of graduate teaching assistantships and scholarships are available for qualified students. Both assistantships and scholarships are awarded for the academic year (fall and spring) and decisions are made the preceding spring, some as early as March 1. For those students who desire an assistantship, an application for an assistantship (available at <http://www.twu.edu/o-grad/gaappl.doc>), along with the accompanying “Activity Preference” form (available at <http://www.edu/hs/kines/docs/kapf.pdf>) must be submitted to the graduate coordinator prior to May 15. Students **must be** admitted to the graduate program before any type of assistantship or other financial aid can be awarded.

The application, transcripts, and application fees are submitted to the Graduate Admissions Office. The remaining written materials to be presented by the doctoral degree-seeking individuals are to be submitted to the Graduate Coordinator of the Department of Kinesiology.

Students who have applied for the non-degree seeking admission **may not** apply more than **12 semester credit hours** toward a degree. If a student has the status of non-degree seeking and wishes to continue and pursue a degree it is advised that the student complete the admission process before completing 12 semester credit hours. Under no circumstances will semester credit hours taken after twelve (12) be counted toward the doctoral degree.

At least fifty percent of the work counted toward a doctoral degree program must be composed of courses having residence status at Texas Woman’s University.

## *Graduate Degrees Offered*

### **Doctor of Philosophy**

The Department of Kinesiology offers a Ph.D. in Kinesiology, with emphasis available in Adapted Physical Education, Biomechanics, Exercise Physiology, and Sports Administration. The Ph.D. requires a minimum total of 96 hours including transfer credits from the master's degree.

Requirements for all Kinesiology Ph.D. students include:

### **Core Courses (22 hours)**

KINS 5033	Applied Statistical Principles or equivalent
KINS 6043	Statistical Inference or equivalent
KINS 6143	Research Designs in Kinesiology or a Research Design course approved by the student's advisory committee
KINS 6111	Seminar in Kinesiology (taken 3 times for a total of 3 credit hours)
KINS 6811	Independent Study – minimum of 4 hours taken during dissertation
KINS 6983 & 6993	Dissertation

### **Specialization**

A minimum of 21 hours in one of the available specializations (see the appendix for degree requirements for each specialization).

### **Related Studies or Minor (15-24 hours)**

Nine of these hours must be taken outside the Department of Kinesiology and outside the area of specialization.

### **Research Tools**

The students in communication with their advisory committee will determine the appropriate research tools. Credits for research tools **will count** towards the program of study. Doctoral studies require skills and techniques (tools) that vary with the specific needs of the discipline. The degree-granting components determine the suitability of specific research tools for their programs. Such tools comprise coursework equivalent to a minimum of 6 credit hours for each tool for a total of 12 credit hours. Equivalent competencies may, if acceptable to the component, be demonstrated by examination. A selection of the following courses is recommended:

CSCI 5613	Computers in Education	PSY 6203	Multivariate Statistics
CSCI 5653	Technology Issues	PSY 6204	Advanced Research Methods
CSCI 5703	Computer Science I	PSY 6213	Non-Parametric Statistics
CSCI 5713	Computer Science II	SOCI 5773	Qualitative Research Methods
CSCI 5793	Statistical Packages I	SOCI 5363	Survey Research
CSCI 5893	Statistical Packages II	SOCI 6203	Seminar on Research Methods
CSCI 5843	Microcomputer Applications	LS 5563	Advanced Online Searching
MATH 5573	Statistical Methods I	LS 5573	The Internet
MATH 5583	Statistical Methods II		Grant Writing Course
KINS 5033	Applied Stat Principles		2 Semesters of Language/Sign Language
KINS 5043	Stat Inference		
KINS 6143	Research Designs in Kinesiology		
	Courses in Nonlinear and Chaos Type Analyses		

### **Research & Teaching Requirement**

The faculty of the department of Kinesiology are of the opinion that doctoral students should gain proficiency in both teaching and research during their doctoral program. In order to achieve those proficiencies, the following will be required of all doctoral students **before they are allowed to take their comprehensive exams**:

- A minimum of 2 presentations at a local, state, regional, national or international conference
- Involvement in a minimum of 2 research projects at TWU
- Submission of at least one manuscript for publication as first or co-author
- Mentoring on teaching by a faculty member culminating in the teaching of at least one section of an upper division undergraduate class

Evidence of achieving these objectives must be provided in the student's portfolio which must be submitted to the advisory committee prior to taking comprehensive exams.

### **Time Limit for Degree**

All requirements toward the degree, beyond the master's degree or its equivalent, must be completed within a period of **10 consecutive calendar years** from the date doctoral credit is first earned. In addition, Ph.D. students **pay out-of-state tuition** for all credit hours beyond 99 hours. Courses for which the student received PR, WR, or I do count towards the total of 99. Counting starts from the day the student is classified as a doctoral student.

### **Credit by Transfer**

There is no automatic transfer of graduate credit, but the student's advisory committee has the prerogative to recommend to the Dean of the Graduate School the acceptance of transferable credits.

Only work completed at accredited institutions may be considered for transfer. A student may apply for consideration of transfer of credits after satisfactorily completing a minimum of nine hours of graduate credit at Texas Woman's University and upon filing the degree plan. The rule governing the time limit for doctoral work also applies to transferable credits.

Only graduate courses in which a grade of B or better has been earned are acceptable for transfer. No credit toward a graduate degree may be obtained by correspondence; and no credit toward a graduate degree may be obtained by extension work from another institution.

## *Advisory Committee*

When a student is accepted into the Department of Kinesiology, the graduate coordinator (or another designated faculty member) will initially act as an academic advisor. The graduate coordinator will be responsible for the student's program until a permanent advisor is selected.

During the first or second semester, the student in correspondence with the graduate coordinator will select an advisor of her/his choice and develop a degree plan with the advisor. Only graduate faculty members whose major appointment (half time or more) is in the Department of Kinesiology qualify to serve as advisors. Non-tenure track faculty who are associate graduate faculty may serve as members on advisory and research committees. The degree plan will be reviewed by the advisory committee which shall consist of **at least 3** faculty members for those pursuing the doctorate degree. When the advisor and student agree on which faculty should make

up the advisory committee, the student then formally asks each faculty member if he/she will be willing to serve. After all members have agreed to serve, the student will complete the Request for Appointment of Graduate Committee form (available at [www.twu.edu/hs/kines/docs/caf.pdf](http://www.twu.edu/hs/kines/docs/caf.pdf)) have each participating faculty member initial her/his name, and submit the completed form to the Graduate Coordinator and Chair of the Department of Kinesiology. This committee shall have authority to review the student's course work and to evaluate it through written and/or oral examinations with respect to the student's program. The student's advisor chairs the advisory committee and administers this authority. When a student presents a minor/related area, a faculty member from the minor/related area department must approve the proposed program through a signature on the degree plan.

It is the student's responsibility to work with the advisor to develop the degree plan, which must be forwarded through the department's chairperson to the Dean of the Graduate School **before completion of 18 semester hours** for the doctoral degree. Prior to the completion of 2 semesters at TWU, each **doctoral** student will have started their **personal portfolio**.

## *Doctoral Students Portfolio Procedures*

The doctoral student's portfolio development and evaluation of progress towards the student's competencies are the primary responsibility of the student and the major professor. Secondary responsibility rests with the members of the program advisory and research committees. Whether the portfolio is used as a development or assessment tool, or both, is the choice of the student and the major professor.

The following procedures will be used to monitor portfolio development and evaluate the student's progress towards general and specific competencies:

### **1. Program Meeting**

The student presents the following sections of the portfolio to the program advisory committee at least 2 weeks before the meeting so that each committee member has an opportunity to access the direction and background of the student.

- a) Personal beliefs on teaching, service, research, and major area of study
- b) Professional history
  - Vitae
  - Teaching, service, and research experiences
- c) Educational history
  - Transcripts
- d) Overall student goals and objectives for the study at TWU (Why do you want this degree?)
- e) Graduate program
  - Checklist of graduate program of studies and coursework
  - Admission letter
  - Program
    - Course timeline
    - Objectives
- f) Competencies
  - General (Departmental)
    - Checklist

How the student envisions meeting these competencies  
 Specific (Area of Study)  
 Checklist  
 How the student envisions meeting these competencies

## 2. **Readiness for Qualifying Exams**

At least one full semester prior to the student taking the qualifying examinations, the major professor will circulate the portfolio among the advisory committee members for intermediate review of progress towards the general and specific competencies. At this time the student will have updated the portfolio to include the following:

- a) Personal philosophies regarding teaching, service, research, and major area of study.
- b) Transcript of courses taken during enrollment at TWU.
- c) Copy of manuscript submitted as first or co-author
- d) Copy of lecture given to undergraduate class as part of teaching requirement
- e) Appendices containing documentation serving as evidence to show that competencies have been attained.
- f) Updated semester goals and objectives and their evaluations.

The committee will share their perceptions about the student's progress prior to the qualifying examinations. The student who shows inadequacies is strongly advised to postpone the qualifying exams until the inadequacies are addressed. Nonetheless, the student may elect to take the qualifying examinations despite inadequacies in competencies. Moreover, the student is advised that removing the inadequacies does not guarantee successful completion of the examination. Final signature by the Department Chair on the qualifying examination will not occur until the portfolio is reviewed by the Chair.

## 3. **Final Examination (Dissertation Defense)**

The student's research committee will review the portfolio during the 2 weeks preceding the final oral examination to determine the completion of competencies and provide feedback.

## 4. **Exit Interview**

Following the conclusion of the final examination, the student will schedule an exit interview with the Chair of the Department of Kinesiology and share their portfolio with the chairperson.

## *Filing Degree Plan Procedures*

During the program meeting the student and the advisory committee will formalize the degree program (see Appendices E & F for sample degree program forms). At least 2 of the 3 committee members must be present at the meeting during which the doctoral degree program is approved. In addition to approving the degree program, the doctoral student's advisory committee will comment on the student's portfolio.

After the committee has met and approved the student's degree program, the completed form should be submitted to the departmental chair for approval (The form can be found at <http://www.twu.edu/o-grad/doctoral.doc>). The chair will forward the approved program to the

Dean of the Graduate School through the graduate coordinator and the Dean of the College of Health Sciences.

It is not unusual for a degree plan to include “electives” or “special topic.” When this is the case, it is the student’s responsibility to update the degree plan. The degree plan can be updated or modified by completing a Change in Degree Program form (available at <http://www.twu.edu/o-grad/change.doc>). The Change in Degree Program request should be submitted to the student’s advisor for approval. If the modifications being requested are substantial, the advisor will discuss the request with all committee members before approving the change. The student’s advisor will then forward the approved change to the Departmental Chair for review and approval. The Departmental chair will send the form to the Dean of the Graduate School via the Dean of the College and the Graduate Coordinator.

## *Grade Requirements*

Ph.D. students must obtain a “B” or better in all courses.

## *Grade Change*

No grade, except I or # may be removed from a student’s record once properly recorded. After thirty (30) days from the time of recording the grade with the Registrar’s Office, no change will be permitted except to correct clerical errors.

Request for error correction should be made immediately after the close of the semester for which the grade is given but no later than (1) year from the date of issuance of the grade.

A faculty member who believes that an error has been made in calculating or recording a grade may submit a request for a grade change through the appropriate academic channel to the Dean of the College of Health Sciences. The Registrar will accept requests for grade changes only from the Dean of the College or School.

The grade assigned to replace an I or # when submitted by a faculty member within the year permitted for completion of course work, does not require signatures other than that of the instructor of record. The faculty member may submit these requests directly to the Registrar.

## *Change of Evaluation for Written or Oral Examination for the Master or Doctoral Degree*

The evaluation of a written or oral examination for the Doctoral degree may not be changed after thirty (30) days from the date of the examination. A request for a change of the evaluation must be directed, in writing, by the faculty member through the appropriate academic channels to the Dean of the College of Health Sciences. The Dean of the College will forward the recommendation to the Dean of the Graduate School. The faculty member who evaluated the examination must give specific reasons, in writing, for changing the examination.

## *Qualifying Examination for Doctoral Students*

The purpose of the qualifying process and examinations is to ascertain that the student has acquired the necessary skills and knowledge to perform successfully in the profession. The qualifying process includes completing prerequisites, research tools, residency requirements, course work, and passing a written and an oral examination over specified areas of study. After completing all research requirements, all prerequisites (if admitted provisionally) and the majority of course work, students should request permission to take the written qualifying examination from their advisory committee chair. Once approval is granted from the committee chair, the Department Graduate Coordinator should be consulted for the current policy and procedures.

The student's advisory committee in consultation with the student shall determine the exact nature of the exam and may involve the student in this decision-making process. The student may take the complete exam in-house at the University using the more traditional format. The exam may also consist of all take-home questions. A combination of these two formats is also possible.

The policies for an entire in-house exam format are as follows: Students will be expected to write a minimum of 4 hrs and a maximum of 6 hrs a day for a total of four days. No lunch break will be taken. Writing starts at 9:00 AM and finishes no later than 3:00 PM. In general, if the traditional format is chosen the following exam schedule will be used. However, the exact nature of testing on any one day can be changed at the discretion of the advisory committee and the student.

- **Day One:** General discipline knowledge of history/sociology/philosophy, critical analysis of literature, and research design and statistics;
- **Day Two:** Core knowledge related to the declared area of specialization (at least one research design question must be included);
- **Day Three:** Specific knowledge, typically the student's research interest, related to the declared area of specialization (at least one research design question must be included);
- **Day Four:** Questions related to each declared minor or related area of study (at least one research design question must be included).

If another format for the exam is chosen (all take-home or a combination) then the exact exam schedule will be decided upon by the advisory committee.

The area of specialization may require a pre-comprehensive exam evaluation of the student's knowledge by means of written, oral, or practical examinations. The student is encouraged to consult with members of their advisory committee and/or the graduate coordinator for guidance in preparing for the examination.

If a computer is to be used to write the in-house qualifying examinations, the student must provide appropriate storage media (floppy disks, zip disk, USB drive) to the graduate coordinator along with the computer. All files except application program files must have been removed from the computer. The diskette (or equivalent) must be given to the proctor at the end of each day's writing period.

### Order of Events for Qualifying Examinations

1. There is no deadline date for registration as students may take the exam at any time. However, the advisory committee must be given at least **4 weeks** notice to prepare the exam.
2. Once the student, in consultation with the committee chair, decides on a date for the exam, the graduate coordinator and the advisory committee should be informed as soon as possible **but at least 4 weeks prior to the start date.**
3. The Chair of the Advisory Committee calls a meeting of the entire committee to formulate questions, regarding general, specific, and core areas of study, including statistical and research questions for each of the examination days. The Graduate Coordinator may be consulted on core questions.
4. The Chair of the Advisory Committee sends questions to the Coordinator who compiles the complete examination and prepares the procedures for the days of the examination. The committee chair will inform the graduate coordinator about the format in which the student will take the exam.
5. At the conclusion of each-in house writing day, the graduate coordinator will collect the questions and the student's answers. Immediately after completion of the entire exam, copies will be made and the departmental secretary will distribute them to all members of the committee. The major professor will receive the original.
6. If necessary, Faculty members of the Department of Kinesiology will rotate as proctors during the examination.
7. The student will not be provided with a copy of the examination questions or the answers, nor may the student save the materials on the hard disk. This is considered fraudulent behavior and may have severe consequences.
8. The student should schedule the oral examination **within 3 weeks** following completion of the written portion. For those students who wish to have the oral exam in the same semester in which they complete the written exam, the entire written portion of the exam **must be** completed a minimum of **5 weeks prior to the end of the semester.**

### Oral Examination

The purpose of the oral examination is to give the student the opportunity to expand on answers given and/or to correct any errors made during the written portion of the exam. The committee members are expected to question the student to ascertain knowledge in all areas tested.

Should the advisory committee deem that the student did not pass the written portion of the examination, then the oral portion of the examination will not be held and is considered a failed attempt of qualifying examinations. In such a case, the chairman of the advisory committee will inform the student and give advice about repeating the written examination.

At the end of the oral examination, the committee members will discuss the performance and decide on the results. The following options are available to the committee members:

1. Agree that the student has satisfactorily completed the entire examination.
2. Agree that the student has clearly passed portions of the examination, but failed other portions.
3. Agree that the student has failed all portions of the examination.

If the student passed some portions of the examination, but failed other portions, the advisory committee will determine what remediation is necessary. Remediation options might require (but are not limited to) independent studies to strengthen weak areas, specific course work, additional readings/assignments, or repetition of sections of the test within a specific timeline.

If the student failed all portions of the examination, the written and oral examinations must be repeated. In this case, the committee may require remedial course work, independent study, or practical experiences prior to rescheduling the examination.

A student who fails any portion of a second qualifying examination will not be permitted to remain in the doctoral program.

Admission to candidacy – when the student satisfactorily completes all portions of the examination and additional requirements (if necessary) the Dean of the Graduate School will be sent a request that the student be admitted to candidacy for the doctoral degree. The student's advisor completes the form (available at <http://www.twu.edu/o-grad/forms.htm>) and routes the form through the departmental graduate coordinator and chair to the Graduate School.

## *Research Committee Policies*

### **Doctoral Research Committee**

When students in the doctoral program have satisfactorily completed their qualifying examinations, they may enroll in Dissertation 1 (KINS 6983). It is the graduate student's responsibility to recommend the membership of the Research Committee to the advisor. The Research Committee consists of not fewer than three voting members of the graduate faculty. The chairperson and one additional member must be from the area of specialization, and minimally two members must be from the Department of Kinesiology. If the student has a minor, one member of the committee should be a faculty member from the minor area. The committee chair administers this authority. This committee also examines the student on the dissertation. A person selected to serve as one of the voting members on a committee should hold a regular, fulltime appointment at TWU, hold a doctoral degree and be a member of the Graduate Faculty. Exceptions to committee membership may be made by the Dean of the Graduate School.

The student will ask faculty if they are willing and able to serve on the committee. Appropriate forms (available at <http://www.twu.edu/hs/kines/forms.htm>) are completed and forwarded to the Graduate Coordinator of the department who then forwards it to the Chair of the Department. Each faculty member should be asked to initial the form before it is given to the Graduate Coordinator. Changes in the composition of the committee must be approved by the Chair of the Department.

### **Dissertation Review Policies**

1. The research committee chair and the student are responsible for APA style, references, and forms.
2. Research committee members are responsible for reacting to the global view of the paper.
3. Research committee members are to return the paper to the chair (without reviewing it) if they discover the APA style, references, and/or forms are incorrect.
4. Research committee members are to communicate their concerns about a paper to the research committee chair, not the student.
5. The advisor (not the student) will distribute and collect all portions of the dissertation from other committee members. The research committee chair will distribute a cover letter with each portion of the paper to indicate whether committee members are expected to read for major changes or just to polish.
6. Research committee members will indicate written approval or disapproval when returning any section of a manuscript. If approval is indicated, it means the faculty members will request no further content changes. If disapproval is indicated, the faculty members may wish to read the section again after specified changes have been made.

7. Faculty require a **2-week** reading timeline for each portion of the dissertation they are given to read. This holds true during the fall, spring, and summer sessions. **Do not ask** for special consideration; plan accordingly.
8. Students are required to prepare chapters one through three prior to the proposal meeting. At the discretion of the committee, other options are possible. After the proposal is approved, a 10-page prospectus will be prepared and submitted to the Dean of Graduate Studies and Research.
9. No committee meetings (research or advisory) may be scheduled during the last **2 weeks of any semester**. These 2 weeks are to be considered “dead weeks.”
10. Committee members who will serve during the summer must be appointed before spring graduation. After that time, requests for changes in committee makeup must be accompanied by a written resignation from the faculty member who is being replaced.
11. Students wanting to complete their dissertation during the summer must verify that their committee members are available to read and meet for the final defense. When committee members are not available during the summer, the student must notify the Department Chairperson prior to **May 1** that a committee member has agreed to be replaced and an appropriate substitute has agreed to serve. The department chairperson has authority to approve/disapprove a change in committee members. Committee chairs may not be replaced in order for the student to meet degree requirements during the summer.

## *Policies and Procedures for the Development and Completion of the Dissertation*

### **Research Project Procedures**

A guide to preparation of the dissertation and descriptions are online at <http://www.twu.edu/o-grad/>. The policy of the Department stipulates that a 2-week reading period be granted to each member of a research committee who receives a prospectus (tentative outline), a portion of a professional paper, a thesis, a dissertation, or an entire manuscript. An outline of the procedure follows:

1. Consult with advisor regarding feasibility of the project and check that all prerequisites for candidacy are completed.
2. Prepare a draft of a tentative outline of the project. The tentative outline will include the first three chapters of the dissertation.
3. Submit the draft of the tentative outline to the advisor for comments, criticisms, etc.
4. Submit the corrected draft to the advisor for approval.
5. After the advisor gives approval, the draft is submitted to all committee members by the advisor, not the student.
6. Schedule a meeting of the committee at which the tentative outline is clarified and defended by the student. At least two members of a doctoral committee must be present for the meetings to be official.
7. After the Research Committee has approved the proposed topic, a 10-page prospectus will be developed and forwarded to the Graduate School. See item 9 below for what should be included in the 10-page prospectus.
8. Secure permission if needed from the appropriate review board (Institutional Review Board or Institutional Animal Care and Use Committee) to conduct the research as required.
9. Secure permission from any non-university agency which will supply participants (schools, hospitals, etc.).
10. Revise the tentative outline as suggested by the committee and reduce the length to a maximum of 10 pages. The final copy of the prospectus must include:
  - Tentative title
  - Purpose of the study
  - Statement of the problem
  - Rationale for the study
  - Definitions/explanations
  - Hypotheses and/or research questions

### Limitations/delimitations

Review of literature with no more than 3 to 6 representative references

Proposed procedures

References

Secure committee members' signatures of approval (form available at <http://www.twu.edu/o-grad/cover.doc>) and forward two copies of the prospectus to the Departmental Chair for approval and signature. The Department Chair will forward the approved prospectus to the Graduate School. The original signature sheet, agency permissions, and IRB or IACUC approval (as appropriate) must be attached.

11. One copy of the prospectus for the dissertation is filed with the Dean of the Graduate School and the others in the student's folder housed in the Department.
12. Only after the prospectus has been filed can a student enroll in Dissertation II.

As soon as the student is notified of approval of the prospectus, collection of data may begin. Pilot work may be carried out before approval is received and, in some cases, those data may be deemed acceptable for use in the dissertation. A student cannot graduate until copies of the participant's signatures of informed consent and the final report are submitted to the IRB or IACUC (if appropriate)

The graduate faculty adopted the following section headings for theses and dissertations as suggested by Thomas, Nelson & Silverman's textbook *Research Methods in Physical Activity* (2005) with a slight modification to the content of Chapter 5 based on the article by Thomas, Magill, and Nelson (1986) in *Quest*. The format of the thesis or dissertation will be as follows:

#### Preliminary Material

- Title page
- Approval and Submission Form
- Dedication (optional)
- Acknowledgements
- Abstract – Copyright
- Table of Contents
- List of Tables
- List of Figures

#### Chapter 1 – Introduction

- Title
- Introduction
- Problem Statement
- Hypothesis or hypotheses
- Definitions
- Assumptions and limitations
- Significance of the study

#### Chapter II – Review of the Literature

This chapter should aim toward contrasting/comparing of similarities and differences in terms of the present study and completed literature. It should represent an exhaustive search of the literature.

### Chapter III – Method

This chapter should minimally include the following sections:

- Participants
- Instruments and/or Apparatus
- Procedures
- Design and Analysis

### Chapter IV – Presentation of Findings

The results of the data analysis or analyses will be presented in this section. It should contain information indicated by the title of the thesis or dissertation.

### Chapter V – Summary, Discussion, Conclusion, and Recommendations for Further Study

### References

### Appendices

Additional materials as deemed necessary by student and/or advisory committee such as IRB approvals, results of pilot research, instructions to participant, computer programs, data reduction procedures, diagrams of equipment, among others.

### **Preparation of Final Paper**

1. Submit the research paper to the director for comments and criticisms per director's schedule and instructions.
2. Resubmit the corrected draft to director until it is finally approved.
3. After the director has given approval, chapters (either individually or together) are submitted to other committee members by the director, not the student.
4. Committee members forward errors, omissions, and criticisms to the director within 2 weeks (see pp. 18-19 for review policies).
5. Director compiles comments deemed appropriate and shares these with students.
6. Student corrects the paper and secures approval from the director for final oral defense.
7. Director forwards corrected paper to committee members prior to the oral examination.

### **Final Oral Examination Procedures**

The student schedules a meeting for defense of the research project 2 weeks after distributing the paper and at a time all members will be present. At the oral examination (or prior to), the student must submit the dissertation in manuscript form for publication in a journal to be decided upon by

the student in consultation with the Chair of the Research Committee. The manuscript must conform to all guidelines set forth by the journal chosen for submission. In no case will the student be deemed to have passed the oral examination without submission of the manuscript in the proper journal format.

Two forms (the final examination certification form and the signature page of the dissertation) are to be presented by the student at the time of orals (available at <http://www.twu.edu/o-grad/forms.htm>). At the conclusion of a satisfactory oral examination, the final examination certification form is signed by all committee members and is filed by the director with the Dean of the Graduate School. The signed signature page is submitted with final copy of the dissertation.

### **Final Paper Filing Procedures**

Paper must be prepared in accordance with regulations outlined in the TWU Graduate School Guide to Preparation and Processing of Dissertations, Theses, and Professional Papers (available at [http://www.twu.edu/o-grad/degree\\_completion.htm](http://www.twu.edu/o-grad/degree_completion.htm)). The Department Chair may not forward the dissertation unless a clearance from the IRB has been received stating that all required signatures of informed consent from human participants are on file.

Two copies of the dissertation on bonded paper must be turned in to the Graduate School for binding. One copy is sent to the University Library and one to the Department Library. The original version of the dissertation containing the original signature page is also turned in to the graduate school for microfilming and is returned to the student unbound.

For those students completing prospecti and dissertations, the following is required by the office of the Dean of the Graduate School:

Prospecti:      Original signature page  
                     One copy of the prospectus

Final Paper:    Original dissertation  
                     Original signature page  
                     Two copies of the dissertation on bonded paper including four copies of the signature page

Doctoral students must also submit two copies of their vita with the dissertation when it is submitted to the Dean of the Graduate School.

Permission to Publish Graduate Theses/Dissertations in Microform: Kinesiology students granting permission to publish their dissertations must fill out this form (except spaces marked with an X) and submit with other forms indicated above.

Two copies of the abstract are retained by the Department for submission to the AAHPERD publication, Completed Research in Health, Physical Education, Recreation, and Dance (see Appendix O).

## *Graduation Policies*

Graduate students must be enrolled in the University during the semester in which they graduate unless all requirements of the Graduate School are met prior to the first day of registration of the ensuing semester. Students are urged to consult the graduate school website for proper forms, procedures **and deadlines** at least one semester prior to the anticipated semester of graduation. ([http://www.twu.edu/o-grad/degree\\_completion.htm](http://www.twu.edu/o-grad/degree_completion.htm)).

If a student fails to meet the deadline for graduation established by the Graduate School in a given semester, but completes all requirements by the close of that semester, the Dean of the Graduate School will write a letter to that effect to the student's employer. The letter is paramount to the awarding of the degree.

Students in the department who wish to qualify for August graduation should be aware of the following:

1. The first three chapters must be completed and approved prior to spring semester dead week.
2. Students wanting to complete their dissertation during the summer must verify that their committee members are available to read and meet for the final defense. When committee members are not available during the summer, the student must notify the department chair prior to **May 1** that a committee member has agreed to be replaced and an appropriate substitute has agreed to serve. The Department Chair has authority to approve/disapprove a change in committee members. Committee chairs may not be replaced in order for the student to meet degree requirements during the summer.
3. The final examination (dissertation defense) must be scheduled when the research committee chair is available. None of the committee members may be absent during the defense. If a committee member cannot attend the defense meeting a competent substitute must be found.

The procedure for graduation can be found at the internet site:

[http://www.twu.edu/o-grad/degree\\_completion.htm](http://www.twu.edu/o-grad/degree_completion.htm) The following documents must be completed:

1. Request for Approval to Apply for Graduation  
[http://www.twu.edu/o-grad/degree\\_completion.htm](http://www.twu.edu/o-grad/degree_completion.htm)
2. Graduation Packet Request Form  
[http://www.twu.edu/o-grad/degree\\_completion.htm](http://www.twu.edu/o-grad/degree_completion.htm)
3. Graduation Checklist  
[http://www.twu.edu/o-grad/degree\\_completion.htm](http://www.twu.edu/o-grad/degree_completion.htm)
4. Data for Commencement Program  
[http://www.twu.edu/o-grad/degree\\_completion.htm](http://www.twu.edu/o-grad/degree_completion.htm)
5. Fee Sheet  
[http://www.twu.edu/o-grad/degree\\_completion.htm](http://www.twu.edu/o-grad/degree_completion.htm)
6. Thesis/Dissertation Release Form  
[http://www.twu.edu/o-grad/degree\\_completion.htm](http://www.twu.edu/o-grad/degree_completion.htm)

## *Scientific Dishonesty and Fraud*

Scientific dishonesty involves some form of fraudulent behavior that entails an act of deception whereby one's work or the work of others is misrepresented. Fraud is distinguished from honest error and from ambiguities of interpretation that are inherent in the scientific process. Further, fraud or serious misconduct involves significant breaches of research integrity that may take numerous forms such as (but not limited to) those outlined below:

1. Falsification of data:  
Fabrication, deceptive reporting, omission of conflicting data
2. Improprieties of authorship:  
Plagiarism, improper assignment of credit, including individuals on a submission without their knowledge, publishing the same material in multiple journals
3. Misappropriation of other's ideas:  
Improper use of information gained by privileged access on, for example peer review panels, editorial boards, etc.
4. Violation of generally accepted research practices:  
Improper manipulation of an experiment to obtain biased results, improper statistical or analytical manipulations
5. Violation of federal, state, or institutional rules governing research:  
Improper/illegal use of funds, care of animal and human participants, etc.
6. Inappropriate behavior in relation to misconduct:  
Inappropriate accusation of misconduct, failure to report known or suspected misconduct, destruction of information relative to misconduct, retaliation.

For more information on scientific dishonesty and fraud see the Texas Woman's University policy on scientific dishonesty available in the Office of Research and Sponsored Programs or the Department of Kinesiology office.

## *Authorship*

Principal authorship and other publication credits accurately reflect the relative scientific or professional contributions of the individuals involved, regardless of their relative status (from American Psychological Association 1992). *Ethical principles of psychologists and code of conduct*, p. 1609, Section 6.23b.

A student is usually listed as principal author on any multiple-authored article that is based primarily on the student's dissertation or thesis (from American Psychological Association 1992). *Ethical principles of psychologists and code of conduct*, p. 1609, Section 6.23c.

# Appendix

## *Adapted Physical Activity Specialization*

### Requirements for Doctoral Students:

1. It is highly recommended that all students entering this specialization have a minimum of 2 years teaching experience.
2. \*\*Each doctoral candidate will present and complete a research project in at least two classes taken in the Adapted Physical Activity Core area that is identified above with the 3 asterisks. The presentation and research project will be evaluated with the departmental Adapted Physical Activity presentation or scholarship rubric form within each class.

### Recommendations:

1. Information throughout this program will be used as artifacts in a Live-text e-portfolio and matched with the general departmental, Adapted Physical Activity emphasis, and suggested national APA competencies (Jansma & Surburg, 1995).
2. Students will have the opportunity to take Statistics/Research comprehensive exams after completion of 15 hours of their required statistical research tools within their program (i.e., 5033, 5043, 6143, FAM SC #). The student will sit for their statistical/research design portion of their class comprehensive exams no later than the completion for the first 60 hours.
3. We identify that our graduates are highly qualified teacher scholars in the area of Adapted Physical Activity.

#### Kinesiology Core

#### APE Nat'l Competencies

	Kinesiology Core	APE Nat'l Competencies
KINS 5033	Applied Statistical Principles or equivalent	1.1 – 1.10
KINS 6043	Statistical Inference or equivalent	1.1 – 1.10, 1.9, 1.10
KINS 6143	Research Design	1.1 – 1.7, 1.8, 1.9, 1.10 – 1.12
KINS 6111	Seminar in Kinesiology (taken 3 times for a total of 3 credit hours)	1.14 – 1.18
KINS 6811	Independent Study – minimum of 4 hours taken during dissertation	1.4 - 1.8, 1.11, 1.14 – 11.18
KINS 6983 & 6993	Dissertation I & II	1.1 – 1.18

#### Second Research Tool APE Nat'l

#### Competencies

	Second Research Tool APE Nat'l	Competencies
SOCI 6203	Seminar on Research Methods	1.6, 1.8, 1.10, 1.12, 1.15 -1.18
FS 6793	Advanced Qualitative Research Methods in Family Science	
PSY 6863	Qualitative Research Methods & Program Evaluation	

#### APA Specialization

#### APE Nat'l Competenci

	APA Specialization	APE Nat'l Competenci
KINS 5603	Growth and Perceptual Motor Development	2.3, 2.6

KINS 5843	Issues and Trend in Adapted Physical Activity and Adapted Physical Education National Standards (APENS)**	1.2, 2.1 - 2.4, 2.8, 2.9, 2.13, 2.15, 2.17, 2.19, 6.7, 6.11
KINS 5853	*Assessment in Adapted Physical Education	2.4, 2.14
KINS 5863	Pedagogy in Adapted Physical Education**	2.1, 2.3, 2.4, 2.7-2.9, 2.16, 6.1
KINS 5793	Enhancing Behavior and Performance in Physical Education**	2.1, 2.3, 2.7, 2.8, 2.9, 2.15, 2.17, 2.19, 6.7, 6.9

**Required Pedagogy Core  
[at least 9 credit hours]**

**APE Nat'l  
Competencies**

KINS 5263	Systematic Observation in Physical Education and Sport	2.18, 6.1, 6.2, 6.3, 6.8, 6.12, 6.13
KINS 5783	Learning and Teaching Styles in Physical Education***	2.18, 6.1, 6.2, 6.7, 6.10 - 6.13
KINS 6913	*College/University Pedagogy (3 x's 1 credit)	2.1 - 2.4, 2.7, 2.8, 2.9, 2.15, 2.18, 6.1, 6.6, 6.7, 6.10 - 6.13

**Adapted Physical Activity Electives  
[at least 9 credit hours]**

**APE Nat'l  
Competencies**

KINS 5903	Exercise Physiology for Special Population	
KINS 5913	Grantsmanship	1.13, 2.11, 2.17, 2.20
KINS 5923	*Administration, Consultation, and Service Delivery in Public School APE	2.5, 2.7, 2.12, 2.13, 2.16, 6.6, 6.11
KINS 5873	Adapted Aquatics	2.4, 6.1, 6.2
KINS 6133	Professional Internship	2.18, 6.4, 6.5, 6.8
KINS 6853	Practicum: Advanced Assessment in Adapted Physical Education	1.4, 2.4, 2.16

**Minor/Related Area (18 credit hours)**

Select minor/related area based on professional interest and/or proposed dissertation topic with the approval of advisory committee. The basic requirement is that 2 of the courses within the minor/related area must be at the 6000 level or at the 5000 level and require a presentation and a scholarly project which will be evaluated by the Adapted Physical Activity presentation or scholarship rubric form within each class.

## *Biomechanics Specialization*

### **General Requirements and Information**

Doctoral students specializing in biomechanics are required to have the following undergraduate courses on their transcript or complete these courses while enrolled in the program at Texas Woman's University.

Anatomy (Functional Anatomy)	Kinesiology & Biomechanics
Exercise Physiology	College Physics
Calculus I & II	Classical Mechanics (Static & Dynamic)

The biomechanics program consists of three blocks of course work: a) Basic KINS Requirements (21 hours); b) Biomechanics Requirements (36 hours); and c) Related Studies (15 hours).

### **Core Courses (22 hours)**

KINS 5033	Applied Statistical Principles or equivalent
KINS 6043	Statistical Inference or equivalent
KINS 6143	Research Designs in Kinesiology or a Research Design course approved by the student's advisory committee
KINS 6111	Seminar in Kinesiology (taken 3 times for a total of 3 credit hours)
KINS 6911	Independent Study – minimum of 4 hours taken during dissertation
KINS 6983 & 6993	Dissertation

### **Biomechanics Requirements (30 hours)**

KINS 5513	Mechanical Analysis of Human Movement
KINS 6523	Advanced Biomechanics
KINS 6623	Biomechanical Analysis I
KINS 6643	Biomechanical Analysis II
KINS 6813	Advanced Research in Kinesiology (Taken 4 times for a total of 12 credit hours)
KINS 6903	Special Topics (Taken 2 times for a total of 6 credit hours)

### **Additional Electives (17 hours)**

Gross Human Anatomy (cadaver based)  
 Neuromuscular (motor) control  
 Exercise Physiology  
 Teaching styles  
 Other Kinesiology-related courses

### **Related Studies (15 hours)**

Mathematics  
 Computer Science  
 Engineering Mechanics

### **Research Tool**

Computer programming  
 Statistical packages

## *Exercise Physiology Specialization*

### A. Doctoral Requirements and Information

Doctoral students specializing in Exercise Physiology are expected to have completed coursework in biochemistry. The course (or courses) in biochemistry can be completed prior to enrollment at TWU or can be completed while enrolled at TWU. Biochemistry may be completed at the graduate level for credit if approved by the Advisory Committee. A background in general and organic chemistry may be necessary to successfully complete biochemistry, especially if it is taken at the graduate level.

The Exercise Physiology program consists of 96 hours in of course work: (a) Basic KINS Requirements (22 hours), (b) Exercise Physiology Requirements (27 hours), and (c) Minor and Related Studies (approximately 21 hours). Twelve hours of research tools are also required. The remaining hours (approximately 14) can be class electives or research hours as determined by the Advisory Committee in consultation with the student. Credit hours from the master's degree can be applied to the required 96 hours, as deemed appropriate by the Advisory Committee.

### B. Basic KINS Requirements (22 hours)

KINS 5033	Applied Statistical Principles or equivalent
KINS 6043	Statistical Inference or equivalent
KINS 6143	Research Designs in Kinesiology or a Research Design course approved by the student's advisory committee
KINS 6111	Seminar in Kinesiology (taken 3 times for a total of 3 credit hours)
KINS 6811	Independent Study – minimum of 4 hours taken during dissertation
KINS 6983	Dissertation I
KINS 6993	Dissertation II

### C. Exercise Physiology Requirements (27 hours)

KINS 5553	Advanced Exercise Physiology I
KINS 5573	Exercise Electrocardiography and Stress Testing
KINS 5583	Hormonal Responses to Exercise
KINS 5613	Cardiovascular Exercise Physiology
KINS 5653	Advanced Exercise Physiology II
KINS 6811	Topics in Exercise Physiology -to be taken 3 times for a total of 3 hours credit
KINS 6813	Advanced Research in Kinesiology To be taken three times for a total of 9 hours credit. A student may take the course additional times at the discretion of the advisory committee. For the class, students in consultation with a faculty advisor must conduct and complete an IRB-approved research study. The student can conduct the study on their own or in cooperation with other students. However, at least one time when the class is taken, each student must be the primary researcher. The study must be presented at a conference.

D. Minor and Related Studies

Students are required to have a minor area or related area of concentration outside the Department of Kinesiology. The concentration consists of a minimum of 15 hours of coursework approved by the Advisory Committee. The minor is to support the major area of specialization, and it is recommended that it should be in chemistry, biology, or nutrition. The remaining hours in statistics and/or computer science may be taken if they are not previously included.

The hours that may be transferred (including those for the Master's degree) may not be more than one-half of the total (48 maximum). Courses that were taken at other institutions may be substituted for required courses at the discretion of the Advisory Committee where it would not conflict with Graduate School requirements.

E. Research Tools

Students must select four, 3 hour graduate courses (see p. 7) to fulfill the research tools requirement. There must be two separate research tools indicated.

## *Sports Administration Specialization*

### **Kinesiology Core Courses (22 hours)**

KINS 5033	Applied Statistical Principles or equivalent
KINS 6043	Statistical Inference or equivalent
KINS 6143	Research Designs in Kinesiology or a Research Design course approved by the student's advisory committee
KINS 6111	Seminar in Kinesiology (taken 3 times for a total of 3 credit hours)
KINS 6911	Independent Study – minimum of 4 hours taken during dissertation
KINS 6983 & 6993	Dissertation

### **A. Sports Management Requirements (39 hours)**

3	Management in Sport and Fitness Environments
3	Planning and Managing Sport Facilities
3	Budget and Finance in Sport Organizations
3	Human Resource Management in Sport Environments
3	Public Relations and Information Systems in Sport
3	Sports Marketing
3	Trends and Issues in Sport Management
3	Seminar in Motivation
3	Group Dynamics in the Profession
3	Individual Study: Qualitative Research Project
3	Internship
3	Internship
3	Internship

### **B. School of Management (12 hours)**

BUS 5133	Marketing Management
BUS 5243	Administrative Managerial Finance
BUS 5263	Organizational Behavior in Business Administration
BUS 5433	Managerial Accounting

### **C. Government Department (3 hours)**

GOV 5903	Sports Law
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### **D. Psychology Department or School of Management (3 hours)**

BUS 5933 or PSY 6833	Ethics
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### **E. Elective and Appropriate Work from Masters Degree (17 hours)**

**96 Total Credit Hours**

Students are encouraged to work toward:

- 1) A Certificate in Management (School of Management)  
or
- 2) Principal's Certificate in the College of Professional Education

## Graduate Rotation

### GRADUATE ROTATION SCHEDULE

		Fall	Sp	MM	Sum	Fall	Sp	MM	Sum	Fall	Sp	MM	Sum	Fall	Sp
		2005	2006	2006	2006	2006	2007	2007	2007	2007	2007	2008	2008	2008	2008
5023	Methods of Research		X		X		X				X		X		X
5023	Methods of Research - Sball				S								S		
5033	Applied Stat Prin - Sball				S								S		
5033	Applied Stat Prin	X	X			X	X		X	X	X			X	X
5123	Prof Affiliation	X	X		X	X	X		X	X	X		X	X	X
5143	Grp Dyn in Prof	X				X				X				X	
5153	Methods Of Train PE in Elem	X	X			X	X			X	X				
5163	Methods of Train Pe in Sec		X				X				X				
5173	PE in Inclusive Environ		X				X				X				
5213	Softball Case Analysis						S								S
5223	Tactics and Strategies I - Sball									S	S				
5233	Tactics and Strategies II - Sball										S				
5513	Mech Anal of Human Motion					X								X	
5553	Adv Ex Physiology I					X								X	
5573	Ex ECG and Stress Testing	X								X					
5583	Hormonal Res to Exer		X								X				
5603	Growth & Percep Mtr Develop	X				X				X				X	
5613	Cardiovascular Exercise Phys					X								X	
5653	Advanced Ex Physiology II	X								X					
5663	Body Com & Weight Manage		X				X				X				X
5763	Syst Oserv PE Spt					X									
5763	Syst Oserv PE Spt - Sball								S						
5783	Lrng Tch Styles PE & Spt						X								
5793	Enhanc Bev Perf PE & Spt					X				X				X	
5843	Issues in APE				X				X				X		
5853	Assessment in APE		X				X				X				X
5863	Pedagogy in APE		X				X				X				X
5873	Aquatic Spec Pop				X				X				X		
5883	Disability and Sport		X				X				X				X
5903	Special Topics	X	X	X	X	X	X	X	X	X	X	X	X	X	X
5911	Indep Study (One Hour)	X	X			X	X			X	X			X	X
5813	Research in Kinesiology	X	X			X	X			X	X			X	X
5913	Indep Study (Three Hour)	X	X			X	X			X	X			X	X
5923	Adm Ser Del Pub Sch		X								X				
5973	Profession Paper	X	X			X	X			X	X			X	X
5983	Thesis I	X	X			X	X			X	X			X	X
5993	Thesis II	X	X			X	X			X	X			X	X
6043	Stat Inference		X				X				X				X
6103	Adv Sem Grp Dyn		X				X				X				
6113	Seminar	X	X			X	X			X	X			X	X
6133	Prof Adm Intrn	X	X		X	X	X		X	X	X		X	X	X
6143	Res Design Kins	X				X				X				X	
6523	Advanced Biomechanics						X								X
6623	Biomechanical Analysis I									X					
6643	Biomechanical Analysis II										X				
6811	Adv Res in Kinesiology	X	X			X	X			X	X			X	X
6813	Adv Res in Kinesiology	X	X			X	X		X	X	X		X	X	X
6853	Prac Appr APE	X	X		X	X	X		X	X	X		X	X	X
6903	Special Topics								X	X			X	X	
6911	Indep Study (One Hour)	X	X			X	X			X	X			X	X
6913	Indep Study (Three Hour)	X	X		X	X	X		X	X	X		X	X	X
6983	Dissertation I	X	X			X	X			X	X			X	X
6993	Dissertation II	X	X			X	X			X	X			X	X