# Table of Contents

- DEPARTMENT HEAD WELCOME STATEMENT ................................................................. 3
- INTRODUCTION ............................................................................................................ 4
- KRSS GRADUATE FACULTY MEMBERS ..................................................................... 7
- GENERAL DUTIES AND RESPONSIBILITIES .............................................................. 8
- ADMISSIONS REQUIREMENTS AND APPLICATION PROCEDURE ......................... 11
- FINANCIAL SUPPORT ................................................................................................. 13
- STUDENT TRAVEL PROCEDURE & POLICY ............................................................ 15
- NEW GRADUATE STUDENT ORIENTATIONS AND EVENTS .............................. 20
- REGISTRATION AND ADVISING .............................................................................. 21
- DEGREE REQUIREMENTS SPECIFIC TO THE DEPARTMENT ................................. 26
- ADDITIONAL DEGREE INFORMATION ................................................................... 43
- EXAMINATIONS ........................................................................................................ 48
- POLICY ON HUMAN RESEARCH PARTICIPANT PROTECTION ............................ 50
- OTHER INFORMATION ............................................................................................. 51
- APPENDICES ............................................................................................................ 52
DEPARTMENT HEAD WELCOME STATEMENT

Welcome to graduate study in the Department of Kinesiology, Recreation, and Sport Studies (KRSS)! You were admitted into your respective concentration (MS level) or specialization (PhD level) based on your accomplishments so far and the promise of even greater achievements in the upcoming years. Your knowledge and experience will undoubtedly strengthen our programs even as you continue to learn and grow through interactions with faculty and the UTK community. I hope you embrace the challenge of graduate studies and push yourself in the sometimes-uncomfortable enterprise that is genuine learning.

As you know, learning is driven largely by the student, but we do our best to help you in this endeavor. We take seriously our responsibility to provide experiences to deepen your knowledge and foster understanding of important topics. This effort will likely expose you to a variety of learning environments, including—to list just a few—classrooms, laboratories, field settings, libraries, online settings, independent studies, seminars, and research projects. We hope you take advantage of the many opportunities here at UT and enthusiastically engage in the learning process. You will also find the university outside our department has much to offer, from concerts, plays, speakers, and sporting events to academic and personal support services, top-notch recreation facilities, and a vibrant community of people committed to learning.

Navigating the requirements of graduate school can at times be a daunting task. There are forms and applications to complete and many deadlines. These processes are designed to keep you on track and they are almost entirely your responsibility. We’re here to help, but it will ultimately be up to you to make sure you meet requirements. I strongly recommend that you learn the policies and procedures in the Graduate Catalog and this handbook. Additionally, Hilltopics and the Graduate School’s website will be critical “go-to” resources.

Your fellow graduate students will also be valuable sources of information and perspectives. Our students have traditionally formed strong social networks, which foster a culture of success and provide a sense of support and belonging. We encourage and value these interactions. There is, however, a caveat when it comes to understanding your responsibilities. I strongly encourage you to always verify the accuracy of information related to critical aspects of your experience here. This is especially critical when it comes to appropriate academic behavior and meeting deadlines. Many deadlines require multiple steps before a form or application can be submitted. When you have questions, look in the catalog and handbook or contact someone in the department. We may not have the answer, but will always help you find the person or resource that does.

Before your first semester, you will have a faculty advisor. (If not, please see our Graduate Admissions Coordinator, Scott Smith). The Graduate School requires your advisor to approve your program each semester. I recommend meeting at least once every semester to discuss classes, your progress, and other relevant issues.

Welcome again to UT and good luck!

David R. Bassett, PhD
Professor and Department Head
dbassett@utk.edu
INTRODUCTION

Graduate School Introduction
In order to serve the mission and vision of the Graduate School and preserve the integrity of Graduate Programs at the University of Tennessee, Knoxville, information related to the process of graduate education in each department is to be provided for all graduate students. Based on Best Practices offered by the Council of Graduate Schools, it is important that detailed articulation of the information specific to the graduate degrees offered in each department/program be disseminated.

The Department Graduate Handbook does not deviate from established Graduate School policies noted in the Graduate Catalog, but rather provides the specific ways in which those policies are carried out.

Purpose of Handbook
The Kinesiology, Recreation, and Sport Studies Department Graduate Handbook serves as a resource to help graduate students in the department understand the various university, college, and department policies and procedures relevant to graduate study at The University of Tennessee, Knoxville. In addition, it provides descriptions of department’s mission, structure, and programs of study.

Graduate Student Expectations
Graduate students are expected to be aware of and satisfy all regulations governing their work and study at the university.” Students should be directed to the Graduate Catalog (http://tiny.utk.edu/grad-catalog), to Hilltopics (hilltopics.utk.edu), and to the publications on the Appeals Procedure (gradschool.utk.edu/graduate-student-life/understanding-your-rights-and-obligations/).

College of Education, Health, and Human Sciences Mission Statement
To promote a healthy, educated, and civil society; to encourage life-long learning; and to enhance the quality of life within the diverse, global community by preparing professionals to lead and serve by conducting research and by engaging in service and outreach activities.

The college motto is: Enhancing Quality of Life through Research, Outreach, and Practice

Department of Kinesiology, Recreation, and Sport Studies Mission Statement
We prepare scholars, practitioners, and leaders in exercise, sport, and recreation by conducting cutting-edge research and maintaining a commitment to inclusive excellence, social justice, and global initiatives.

Goals of the University of Tennessee Diversity Plan
1. Create and sustain a welcoming, supportive, and inclusive campus climate.
2. Attract and retain greater numbers of individuals from underrepresented populations (particularly department heads, directors, deans, and vice-chancellors)
3. Attract, retain, and graduate increasing numbers of students from historically underrepresented populations and international students.
4. Develop and strengthen partnerships with diverse communities in Tennessee and globally.
5. Ensure that curricular requirements include significant intercultural perspectives.
Department and Program Structure for Graduate Administration

Academic Graduate Program Structure:
The department is divided into two academic program areas:

**Kinesiology**
- **Degree:** PhD
- **Major:** Kinesiology and Sport Studies
- **Concentration:** Kinesiology
- **Specializations:** Biomechanics, Exercise Physiology, Physical Activity Epidemiology, Sport Psychology and Motor Behavior

**Degree:** MS
- **Major:** Kinesiology
- **Concentrations:** Biomechanics, Exercise Physiology, Sport Psychology and Motor Behavior

**Recreation and Sport Management**
- **Degree:** PhD
- **Major:** Kinesiology and Sport Studies
- **Concentration:** Sport Studies
- **Specializations:** Socio-Cultural Studies, Sport Management

**Degree:** MS
- **Major:** Recreation and Sport Management
- **Concentrations:** Sport Management, Therapeutic Recreation

**Director of Graduate Studies:**
Lars Dzikus, PhD
HPER 335
865-974-0451
ldzikus@utk.edu

**Admissions Coordinator:**
Scott Smith
351 HPER
(865) 974-8171
scottsmith@utk.edu

**Department Head:**
David R. Bassett, PhD
HPER 328
865-974-8766
dbassett@utk.edu
Associate Department Head:
Steven Waller, PhD
HPER 325
865-974-1279
swaller2@utk.edu

Kinesiology Program Coordinator:
Rebecca Zakrajsek, PhD
HPER 344
865-974-9253
raz@utk.edu

Recreation & Sport Management and Sport Studies Program Coordinator:
Robin Hardin, PhD
HPER 354
865-974-1281
robh@utk.edu

Graduate Committees:
Each graduate student will be assigned a temporary advisor upon admission to the program. As early as possible, the student should identify a faculty member who is willing to serve in the role of major professor. The major professor and student will then work together to identify and invite other faculty members to serve as members of the student’s graduate committee.

Graduate Admissions Committees:
Recommendations for admission to the department’s graduate programs are made by ad-hoc committees comprised of faculty members who typically supervise students in the specialization and/or concentration to which the application is made.
KRSS Graduate Faculty Members

All faculty listed below are approved to direct master’s theses and projects. Only those faculty noted with an asterisk* are approved to direct doctoral dissertations. Additional approvals for direction of doctoral dissertations may be granted during the academic year. Please check with the faculty members you plan to have direct your research or serve on your committees. Instructors not listed below but holding the title of Adjunct Assistant Professor may also serve on master’s and doctoral committees (check with your major professor for help determining who is eligible to serve).

<table>
<thead>
<tr>
<th>Faculty Member</th>
<th>Rank</th>
<th>Program Area</th>
<th>Conc./Spec.</th>
</tr>
</thead>
<tbody>
<tr>
<td>David Bassett, PhD*</td>
<td>Asst. Prof.</td>
<td>KNS</td>
<td>EP</td>
</tr>
<tr>
<td>Jim Bemiller, JD*</td>
<td>Assoc. Prof.</td>
<td>RSM</td>
<td>SM</td>
</tr>
<tr>
<td>Jedediah Blanton, PhD</td>
<td>Asst. Prof. of Practice</td>
<td>KNS</td>
<td>SPMB</td>
</tr>
<tr>
<td>Dawn Coe, PhD*</td>
<td>Assoc. Prof.</td>
<td>KNS</td>
<td>EP</td>
</tr>
<tr>
<td>Scott Crouter, PhD*</td>
<td>Assoc. Prof.</td>
<td>KNS</td>
<td>EP</td>
</tr>
<tr>
<td>Lars Dzikus, PhD*</td>
<td>Assoc. Prof.</td>
<td>RSM</td>
<td>SCS</td>
</tr>
<tr>
<td>Jeffrey Fairbrother, PhD*</td>
<td>Prof. &amp; Interim Dean</td>
<td>KNS</td>
<td>SPMB</td>
</tr>
<tr>
<td>Leslee A. Fisher, PhD*</td>
<td>Prof.</td>
<td>KNS</td>
<td>SPMB</td>
</tr>
<tr>
<td>Eugene Fitzhugh*</td>
<td>Assoc. Prof.</td>
<td>KNS</td>
<td>PAE</td>
</tr>
<tr>
<td>Hailey Griffiths, PhD</td>
<td>Asst. Prof. of Practice</td>
<td>KNS</td>
<td>TR</td>
</tr>
<tr>
<td>Jeff Graham, PhD</td>
<td>Asst. Prof.</td>
<td>RSM</td>
<td>SM</td>
</tr>
<tr>
<td>Rob Hardin, PhD*</td>
<td>Prof.</td>
<td>RSM</td>
<td>SM</td>
</tr>
<tr>
<td>Sarah Hillyer, PhD</td>
<td>Clinical Asst. Prof.</td>
<td>RSM</td>
<td>SCS</td>
</tr>
<tr>
<td>Lyndsey Hornbuckle, PhD</td>
<td>Asst. Prof.</td>
<td>KNS</td>
<td>EP</td>
</tr>
<tr>
<td>Jessica Kutz, PhD</td>
<td>Asst. Prof. of Practice</td>
<td>KNS</td>
<td>EP</td>
</tr>
<tr>
<td>Adam Love, PhD*</td>
<td>Assoc. Prof.</td>
<td>RSM</td>
<td>SCS</td>
</tr>
<tr>
<td>Jared Porter, PhD</td>
<td>Assoc. Prof.</td>
<td>KNS</td>
<td>SPMB</td>
</tr>
<tr>
<td>Jason Scott, PhD</td>
<td>Asst. Prof.</td>
<td>RSM</td>
<td>TR</td>
</tr>
<tr>
<td>Kelley Strohacker, PhD*</td>
<td>Assoc. Prof.</td>
<td>KNS</td>
<td>EP</td>
</tr>
<tr>
<td>Rachel Tatarski, PhD*</td>
<td>Asst. Prof. of Practice</td>
<td>KNS</td>
<td>BIO</td>
</tr>
<tr>
<td>Dixie Thompson, PhD*</td>
<td>Prof., Vice Provost</td>
<td>KNS</td>
<td>EP</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sylvia Trendafilova, PhD*</td>
<td>Assoc. Prof.</td>
<td>RSM</td>
<td>SM</td>
</tr>
<tr>
<td>Steven Waller, PhD*</td>
<td>Prof. &amp; Assoc. Dept. Head</td>
<td>RSM</td>
<td>SM</td>
</tr>
<tr>
<td>Josh Weinhandl, PhD*</td>
<td>Assoc. Prof.</td>
<td>KNS</td>
<td>BIO</td>
</tr>
<tr>
<td>Angela Wozencroft, PhD*</td>
<td>Assoc. Prof.</td>
<td>RSM</td>
<td>TR</td>
</tr>
<tr>
<td>Rebecca Zakrajsek, PhD*</td>
<td>Assoc. Prof.</td>
<td>KNS</td>
<td>SPMB</td>
</tr>
<tr>
<td>Songning Zhang, PhD*</td>
<td>Prof.</td>
<td>KNS</td>
<td>BIO</td>
</tr>
</tbody>
</table>

Notes:
Assoc.—Associate; Asst.—Assistant; Prof.—Professor;
KNS—Kinesiology; RSM—Recreation and Sport Management
BIO—Biomechanics; EP—Exercise Physiology; PAE—Physical Activity Epidemiology; SCS—Socio-Cultural Studies; SM—Sport Management; SPMB—Sport Psychology & Motor Behavior; TR—Therapeutic Recreation
GENERAL DUTIES AND RESPONSIBILITIES

Expectations of Graduate Students
All graduate students are expected to give a full commitment to the graduate program, which includes active participation in various professional activities. These activities may include (but are not limited to) participating in non-credit seminars, lab meetings, journal clubs, and reading groups; attending regional, national, and international conferences; and assisting faculty with research and teaching projects.

All graduate students are responsible for ensuring that they satisfy all university regulations in a timely fashion.

Please note the section below on Employment, Work Assignments and Additional Pay for Graduate Assistants, Graduate Teaching Assistants/Associates, and Graduate Research Assistants.

The university has several policies regarding academic standards for graduate students. Students are advised to become familiar with them by reading the Graduate Catalog, Hilltopics, the Graduate School’s publication on the Appeals Procedure, and the UT Teaching Guide.

Expectations of Graduate Faculty
All graduate faculty members are expected to give a full commitment to the graduate program, which includes actively mentoring graduate students in activities related to research and professional development.

Academic Standing
Graduate education requires continuous evaluation of the student. This includes not only periodic objective evaluation, such as the cumulative grade point average, performance on comprehensive examinations, and acceptance of the thesis or dissertation, but also judgments by the faculty of the student’s progress and potential. Continuation in a program is determined by consideration of all these elements by the faculty and the head of the academic unit.

The academic records of all graduate students are reviewed at the end of each semester, including the summer term, to determine academic standing.

Departments and programs may have requirements for continuation or graduation in addition to the minimum requirements set forth in this catalog for all graduate programs. It is the student’s responsibility to be familiar with the special requirements of the department or program, as some have standards that exceed those of the Graduate School.

There are three types of academic standing set at the end of every term of enrollment: good standing, academic probation, and academic dismissal.

Good Standing
To achieve good standing, graduate students must maintain a cumulative grade point average (GPA) of at least 3.00 on all graduate courses taken for a letter grade of A-F. Grades of S/NC, P/NP, and I, which have no numerical equivalent, are excluded from this computation.
Academic Probation
Upon completion of 3 or more credit hours of graduate coursework, a graduate student will be placed on academic probation when their cumulative GPA falls below 3.00. A student will be allowed to continue graduate study in subsequent semesters if each semester’s grade point average is 3.00 or greater. Upon achieving a cumulative GPA of 3.00, the student will be removed from probationary status and returned to good standing.

Academic Dismissal
If a student is on academic probation, the degree or non-degree status will be terminated by the Dean of the Graduate School if the student’s semester GPA falls below 3.00 at the end of the next semester while on probation. When the particular circumstances are deemed to justify continuation, and upon recommendation of the appropriate academic unit and approval of the Dean of the Graduate School, a student on probation whose semester GPA is below 3.00 may be allowed to continue on a semester-by-semester basis.

Dismissal of a graduate student by a department or program is accomplished by written notice to the student, with a copy to the Graduate School. Specific reasons for the dismissal should be provided. See the Graduate Catalog, Academic Policies and Requirements for Graduate Students.

Academic Honesty
Integrity is the responsibility of all those affiliated with the University of Tennessee. Your application for admission contains the honor statement that you signed. It states:

An essential feature of the University of Tennessee, Knoxville is a commitment to maintaining an atmosphere of intellectual integrity and academic honesty. As a student of the university, I pledge that I will neither knowingly give nor receive any inappropriate assistance in academic work, thus affirming my own personal commitment to honor and integrity.

Academic honesty also includes the concept of plagiarism. Plagiarism means “using the intellectual property or product of someone else without giving proper credit. The undocumented use of someone else’s words or ideas in any medium of communication (unless such information is recognized as common knowledge) is a serious offense, subject to disciplinary action that may include failure in a course and/or dismissal from the university.” See the Graduate Catalog, Academic Policies and Requirements for Graduate Students, and Hilltopics.

The Graduate Catalog notes examples of plagiarism, which include:
- Using without proper documentation (quotation marks and citation) written or spoken words, phrases, or sentences from any source;
- Summarizing without proper documentation (usually a citation) ideas from another source (unless such information is recognized as common knowledge);
- Borrowing facts, statistics, graphs, pictorial representations, or phrases without acknowledging the source (unless such information is recognized as common knowledge);
- Collaborating on a graded assignment without the instructor’s approval; and
- Submitting work, either in whole or partially created by a professional service and used without attribution (e.g., paper, speech, bibliography, or photograph).

All theses and dissertations must be scanned with university-approved plagiarism detection software prior to thesis or dissertation defense. Major professors must confirm, at the time the thesis or
dissertation is submitted to the Graduate School, that documents have been analyzed using the university-approved plagiarism detection software.

**Student/Faculty Relationships**
Several university resources provide information regarding professional and private relationships between students and faculty, including UTK’s Faculty Handbook, Hilltopics, and the Office of Equity and Diversity. For example, Hilltopics, addresses several topics including freedom of expression, academic evaluation, and academic integrity. Regarding the relationship between faculty and students, the Faculty Handbook notes,

UTK’s educational mission requires an atmosphere of professional behavior based upon mutual trust and respect between faculty and students. Relationships between students and their teachers, advisors, and others holding positions of authority over them should be conducted in a manner that avoids potential conflicts of interest or exploitation. Given the inherent differences in power between faculty and students, all members of the university community should recognize the possibility of intentional or unintentional abuse of that power.

Such potential abuse of power prohibits consenting romantic or sexual relationships, including consenting relationships (see Appendix 7 of UTK’s Faculty Handbook) as well as supervisor-student relationship (either as a paid assistant or a student working with a faculty supervisor/major professor).

**Grievances and Appeals**
The Graduate Council Appeal Procedure can be obtained at the Graduate School Appeals Committee website. In brief, appeals should be handled first at the department level through the student’s academic advisor, the director of graduate studies, or the department or program head. Further appeal may be made to the dean of the respective college, the Graduate Council Appeals Committee through the Assistant Dean of the Graduate School, and ultimately to the Dean of the Graduate School. Per Board of Trustees bylaws, Article V, Section 5, “Any employee or student of the University who feels that he or she may have a grievance against the University shall have the right of appeal through the appropriate Chancellor or Vice President to the President of the University, except as otherwise provided by University policy.” In the case of UT students, they may appeal the decision of the Dean of the Graduate School to the Provost and then the Chancellor.

Appeals may involve the interpretation of and adherence to university, college, and department policies and procedures as they apply to graduate education and the issuance of grades based on specific allowable reasons stipulated in the Graduate Council Appeal Procedure.

Appeal procedures in regard to allegations of misconduct or academic dishonesty are presented in Hilltopics, under Student Code of Conduct.

Students with grievances related to race, sex, color, religion, national origin, age, disability or veteran status should file a formal complaint with the Office of Equity and Diversity, 1840 Melrose Avenue
ADMISSIONS REQUIREMENTS AND APPLICATION PROCEDURE

Admission to the Program and through Graduate Admissions

MS and PhD Degrees
The application process has two parts. Prospective students must apply to:

1. University of Tennessee Graduate School
Application to the University of Tennessee Graduate School can be accomplished through the Graduate Admissions Office. A description of admissions requirements is available in the Graduate Catalog, Academic Policies and Requirements for Graduate Students. A complete application file must include the following:

- Completed Graduate Application for Admission
- Application fee
- Official academic transcripts
  - Sent directly from all colleges and universities attended
- TOEFL (Test of English as a Foreign Language) or IELTS (International English Language Testing System) scores
  - Only required of non-native English speakers (see section below “English Certification”)
- Financial documentation
  - Only required for international students
  - See the Graduate Catalog, Academic Policies and Requirements for Graduate Students for details and other requirements for international applicants

Applications by U.S. citizens and permanent residents received after the application deadline (February 1) will be considered as space allows. Additional information is required and different application dates are established by Graduate Admissions for international students. Further details about application to the various degree programs in the department are available in the Graduate Catalog and on the department’s Graduate Programs web page.

2. Department of Kinesiology, Recreation, and Sport Studies
Application to the Department of Kinesiology, Recreation, and Sport Studies can be accomplished through Scott Smith, the department’s Graduate Admissions Coordinator. Details and forms are available on the department’s Graduate Programs and Admissions/Application web pages. The complete application file must include the following:

- Completed department application
  - To be considered for a department teaching assistantship, the Graduate Assistant Application section must be completed
- Applicant’s resume
- Three Ratings Forms (the University of Tennessee’s recommendation forms)
  - Two of these should be completed for you by professors who are familiar with your work; the third can be completed by either an academic or an employment reference
- GRE scores (for Sport Management, Biomechanics, and Exercise Physiology MS applicants, as well all PhD applicants)
English Certification
The department’s requirements for the English certification are more stringent than those of the Graduate School.

Any person whose native language is not English must submit results of the Test of English as a Foreign Language (TOEFL) or the International English Language Testing System (IELTS). A minimum score of 550 on the paper test or 80 on the Internet-based test typically with a score of 20 on each of the sections of the test (reading, listening, writing, and speaking) is required for admission consideration. For the IELTS, a minimum score of 6.5 is required. The score must be no more than two years old from the requested date of entry. Applicants who have received a degree from an accredited U.S. institution within the past two years are exempt from the TOEFL requirement.

Special Admission Classifications
The department does not normally use special admission classifications (e.g., non-degree admission). Refer to the Graduate Catalog, Academic Policies and Requirements for Graduate Students for details regarding admission classifications.

If a student is admitted pending the completion of prerequisite courses, the admission letter from the department will detail the specific requirements. It is the student’s responsibility to ensure that all stipulated conditions are completed.

Readmission
Readmission is required when a graduate student does not register for courses at UTK during either fall or spring semesters. See the Graduate Catalog, Academic Policies and Requirements for Graduate Students for details regarding readmission.

Change of Admission to Degree Status
If you were admitted by the university as a non-degree student and are considering applying to a degree program in the KRSS department, no more than 15 credit hours with the grade of B or better earned while in non-degree status may be counted towards a master’s degree. It is your responsibility to initiate action to revise your degree status. See the Graduate Catalog, Academic Policies and Requirements for Graduate Students for details regarding degree status.
FINANCIAL SUPPORT

See the [Graduate Catalog](#), [Academic Policies and Requirements for Graduate Students](#) for details regarding financial assistance offered by the University of Tennessee, Knoxville.

In the Department of Kinesiology, Recreation, and Sport Studies, Graduate Teaching Associateships (GTA) are the primary source of funding for graduate students. A GTA is a financial award to graduate students for part-time work in teaching while pursuing a graduate degree. Appointments are normally on a one-fourth (25%) to one-half (50%) time basis requiring 10-20 hours of service per week. In addition to a stipend, GTAs on a one-fourth or one-half assignment also receive a tuition waiver for the period of the appointment. These appointments also include a benefit of health insurance. A limited number of GTAs are available in the KRSS Department for qualified students to teach in the Physical Education Activity Program or to teach undergraduate RSM courses. At times, there may also be assistantships for students whose primary responsibility is working in the Exercise Physiology, Biomechanics, or Motor Behavior Laboratories. Some faculty members have grants that may also be a source of funding for certain students.

An application for assistantships is included with the department application available on the department’s [Admissions/Application](#) web page. Priority is given to PhD students who submit their applications by January 1, and MS students who submit their applications by February 1. Current students should contact their temporary advisor or major professor for additional information on potential assistantships. A student awarded an assistantship will receive an appointment letter that will outline the length of the appointment, renewal conditions, workload, payment, and requirements for maintaining the position. International students must pass the [OPIc English Test](#) to be cleared for teaching.

A student wanting to resign from an assistantship should contact his or her immediate supervisor and department head.

Except for extenuating circumstances, Graduate Assistants/Associates who accept a departmental assistantship are obligated to stay through the end of the academic year and fulfill their contract.

Other Financial Assistance

**KRSS Department Graduate Student Awards and Scholarships**

The department gives out a number of monetary awards each year to recognize outstanding graduate student achievements. Details about these awards are typically circulated to faculty members early during the spring semester.

**Positions available on Graduate School website**

Information about other sources of funding for graduate school can be found on the Graduate School’s web page for [Fellowships, Assistantships, and Other Funding Sources](#).

**Employment, Work Assignments and Additional Pay for Graduate Assistants, Graduate Teaching Assistants/Associates, and Graduate Research Assistants**

Graduate work requires a full commitment from the student. Accordingly, students employed on campus may generally hold no more than the equivalent of a one-half time appointment. For a one-fourth (25%) time appointment, the graduate assistant’s normal work time should not exceed 10 hours per week. For a one-half (50%) time appointment, the average number of hours should not exceed 20 hours per week. All on-campus employment counts toward this total. Appointments and
additional pay exceeding 20 hours must have prior approval of the Dean of the Graduate School, excluding summer term and the period between semesters. International graduate and professional students may not work over 50% time (20 hours) during the academic fall and spring terms. All graduate and professional students with assistantships may work additional hours beyond 20 without prior approval if the work is done between semesters or during the summer term.

If the work is to be done during the semester, all graduate and professional students with assistantships must request prior approval to work more than 20 hours per week. However, please note that our department prohibits graduate students on a 50% assistantship from taking on additional work at UT during the semester, unless it is for short-term assignments, such as assisting with conferences or other special events. Such approval of additional hours over the course of a semester is generally reserved for advanced students for whom the work is related to professional and/or academic development and cases where there is a clear benefit to the department.

Whether the proposed assignment will be done within the student’s program or for an external unit, requests for approval must be sent by the department head to the Dean of the Graduate School and indicate the student’s current assistantship assignment, a brief description of and timeline for the additional work that will be done, indication of the student’s good academic standing, and a justification for requesting that student for the assignment.

Students interested in possible additional appointments and pay are responsible for contacting their advisor with a rationale for the exception request prior to committing to such opportunities. Students must have the support of their advisor when requesting an exception, and the advisor must submit a written request to the department head. Only the department head can submit the written request to the Dean of the Graduate School. There is no guarantee such a request will be granted. No work for additional pay should be undertaken without prior approval from the department. Further, the department strongly discourages any additional off-campus employment that would require the student’s total work commitment to exceed 20 hours per week.

**Support for Travel**
For conference presentations of invited or refereed papers, graduate student travel is typically supported by both department and college funds. Requests for support originate in the department and are then forwarded to the Dean’s Office for consideration. Questions about travel support should be directed to Samantha Childress (schldr7@utk.edu or 974-1271).

Department and College travel policies are based on UT Travel Policy, F10705. Among the many details in the policy, a key expectation is “prior approval.” UT Travel Policy, F10705 details allowable expenses for in-state, out-of-state, and international travel. Travel and associated expenses must be directly related to the traveler’s responsibilities in the College of Education, Health, and Human Sciences.

Appropriate and timely reimbursement is dependent upon filing a travel request and a request for funds in support of appropriate incurred expenses prior to the expected travel. It is important to seek authorization for travel at least five weeks in advance. Request for Travel Support forms are submitted to the KRSS Office.

Another funding possibility for graduate student travel is the Graduate Student Senate Travel Fund. Guidelines and submission dates for this fund are available on the Graduate Student Senate’s Travel Award web page. In order for your GSS Travel Award application to be complete, it is now
completely online. Students must be signed into their UT Google account. After filling out the application, Google Form, at this link https://gss.utk.edu/travel-awards/, the student will receive an email confirmation. They will then forward the email to their advisor, department head, and Dr. Cihak (dcihak@utk.edu). These individuals will be able to click “Edit Response” in the top-left corner of the forwarded email to view the application and provide funding and electronic signature. It is the students’ responsibility to ensure that all signatures are obtained prior to the application deadline. If you have any question about the GSS Travel Fund Application process, please contact schildr7@utk.edu

Graduate Student Travel Support
1. The applicant for support must be on a conference program with an invited or refereed paper for presentation.
2. The conference the applicant is proposing to attend must be directly associated with the student’s academic field.
3. No more than two student presenters for the same presentation will be considered for funding.
4. Graduate students making research (data-based) presentations will receive priority consideration.

Other Guidelines
1. Graduate student requests for travel support must be co-submitted by a faculty sponsor (such as major professor or research collaborator).
2. In general, graduate students will be funded for a maximum of one trip per fiscal year.
3. The amount of the award will vary depending on the site of the conference, as well as the level and significance of the conference (top tier, state, national, international).
4. The amount of the award may also be dependent upon available resources as the fiscal year progresses.

Student Travel Procedure & Policy

Please read the following travel policy guidelines very carefully. All travel reimbursement requests must strictly adhere to UT policies. If policies are not followed, travelers risk their expenses not being reimbursed by the university.

KRSS students may apply for the money to travel to professional conferences and will be awarded a limited amount per fiscal year in travel funding from the department. Other funds may be available to help with travel, but this is the limit of support provided by the department budget.

The college will provide CEHHS students with limited support for research presentations. When several students are participating in the same presentation, the amount of funding per student will be reduced to ensure that College resources to support students are distributed equitably across departments and programs.

Students can seek additional support through the Graduate Student Senate Travel Award (set deadlines each semester). All requests must be made prior to the travel dates and comply with all related policies associated with this resource. More information regarding this fund and the required application can be found at http://web.utk.edu/~gss/travelawards/information.php.
Travel Request and Reimbursement Steps

Step One: Submit GSS Travel Award Application

If applying for a Graduate Student Senate (GSS) Travel Award:

____ Submit the Graduate Student Senate (GSS) Travel Award application and supporting materials to Samantha Childress at least 3 business days before the GSS application deadline

Step Two: Complete Travel Request Forms

The traveler is responsible for submitting all of the following travel request forms and required documentation to Samantha Childress at least 5 weeks before travel is initiated.

____ CEHHS Graduate Student Travel Form
  • This form is located online at http://cehhs.utk.edu/for-staff/ or in KRSS office, HPER 322
  • Traveler must provide detailed information regarding the purpose of the trip and complete the Estimated Costs section

____ Travel Request Worksheet (T-18)
  • This form is located online at http://treasurer.tennessee.edu/travel/Travel%20Forms.htm
  • If you use abbreviations or acronyms, please spell them out
  • A student may NOT purchase plane tickets, hotels, registration, etc. for another student or for a professor

Please note: if you do not know your Personnel Number, please contact Samantha Childress

____ Class Coverage Form
  • This form is located in the KRSS office, HPER 322
  • The Class Coverage Form is required for all travel even if it does not affect the traveler’s class schedule. If classes will not be missed, please note that on the form.

Step Three: Requesting Reimbursement

____ Upon completion of your trip, submit ALL required documentation for reimbursement to Samantha Childress in a timely manner
  • To receive reimbursement for travel expenses, the traveler must provide a receipt and/or supporting documentation of each charge (meals are the only exception since they are based on a per diem rate). UT Travel Policy will NOT allow us to reimburse without receipts, NO EXCEPTIONS!
  • Please see Travel Policy Guidelines below for additional receipt requirements.
  • Traveler should submit claims for reimbursement for travel expense no later than sixty (60) days after completion of travel, otherwise, it might be considered as taxable income.
  • Notify Samantha Childress if you traveled, roomed, or shared any costs with another individual, faculty, staff, or student(s), both UT and Non-UT.
Please familiarize yourself with UT Travel Policy, F10705. Travel support is frequently rejected due to inappropriate documentation and/or incorrect information on forms. When travel is rejected, it can delay the reimbursement process by several weeks.

Below is a summary of some important UT Travel Policy guidelines you must adhere to during the travel process to receive reimbursement for your trip expenses:

Registration Fees

- Registration fees paid by traveler will not be reimbursed prior to trip completion; must have itemized receipt
- Can have conference registration fee prepaid by UT; must complete a T-30 form with supporting registration documentation OR invoice billed to UT from the vendor (showing traveler’s name, date/location of conference and itemization of fees)

**IMPORTANT:** If requesting to have conference registration fee prepaid, the traveler is responsible for submitting the T-30 and supporting documents to Samantha Childress at least 3 weeks before the registration deadline. T-30 Forms submitted after this deadline will not be accepted.

- Will not prepay conference registration more than 6 months in advance of trip (unless early bird rate applies)

Meal Allowances

- Meal allowances are based on where the traveler spent the night
- Meal rate for days of departure and return are 75% of the daily CONUS/OCONUS rate
- One-day trips – no meal per diem allowed
- If a meal is covered in the registration fee or as part of an entertainment meal, that meal must be deducted from the per diem for that day; the deduction must be made even if the traveler elects not to eat this meal

Air Travel

- Limited to standard coach fare
- Traveler must purchase own ticket
- Original passenger coupon needed for reimbursement (to include traveler’s name, dates of travel, complete itinerary, amount, class of service, and name of airline)
- Travel must be by most direct route
- Direct bill of airfare is available for all travelers (complete a T-25 form; see Samantha Childress for information)
- Will reimburse for mandatory fees imposed by airline with receipt or proper receipts/documentation
- Have to use a US carrier even if more expensive

Automobile

- Personally-owned vehicles – show official business mileage; current rate applies; can claim gas receipts only if it does not exceed what the mileage rate would be; cannot claim both gas and mileage
- Rental at destination – need itemized, final receipt; receipts needed for all gasoline purchases (regardless of amount)
Non-reimbursable items:
- Personal Accident Insurance
- Collision Damage Insurance (except for foreign travel)
- Upgrades (must select most economical vehicle)
- GPS systems

- Rental at International destination – recommend that collision waiver insurance be purchased
- UT owned rental – should use the gas card provided with car and receipts submitted to motor pool; restricted to continental US
- Direct bill car rental is available for all travelers (must complete a T-25)

Lodging
- Original itemized receipts are required showing traveler’s name, daily room rate charge, taxes, total charges, and hotel address
- CONUS rates are used to define maximum rate (updated every October) – sites shown on Travel page of Treasurer’s Office website) – based on where the individual spends the night – if staying with friends/relatives, the city of residence must be listed
- Traveler must pay for their own lodging
- If 2 travelers do share a room and the total amount of the room (for both) is equal to or less than the per diem allowed, one employee can claim the lodging but must provide the name of the other traveler
- If the room rate exceeds the allowable per diem, each employee must claim their own portion; should each have their own receipt
- Early departure fees will be reimbursed provided a business reason is given and a receipt is provided
- Will be reimbursed up to the maximum official conference lodging rate
- Must provide conference brochure showing designated and overflow hotel(s) names; if no brochure/literature, then CONUS/OCONUS rate will apply
- If traveler stays at a hotel of their choice, reimbursement will be limited to the conference hotel rate. Rate must be documented by conference literature and submitted to Samantha Childress
- OCONUS rates include all tax amounts

International Travel
- Lodging, meals, and incidentals will be in accordance with federal rates – OCONUS
- Lodging rates include taxes and therefore, limited to the amount shown
- Must be able to read receipts – if translation is done, the individual who did the translation must sign the receipt/document

Other Expenses
- Personal expenses will not be reimbursed
- Travel packages must have an itemized receipt to be reimbursed
- Taxi fare receipts are required; must provide destination and reason for each fare

Reimbursement Procedures
- Should submit claims for reimbursement for travel expenses no later than sixty (60) days after completion of travel (note that documentation should be submitted to Samantha Childress no later than 6 weeks after completion of travel to allow time to process and approve documents)
• IRS – domestic trip expenses submitted 60 days (International trips submitted 90 days) after the end date of the trip may be considered taxable income
• Reimbursement per diem amounts (meals, lodging, and mileage) can be found in the Travel Reimbursement Rate Schedule
• An acceptable itemized receipt must be submitted for lodging, registration fees, airline tickets, rental cars, or any other allowable expenses
• Expense Report – traveler’s signature on the travel expense report MUST be original

Frequent Travel Audit Issues
• Reason/purpose of trip needs to be more specific
• Dates on receipts must agree with travel dates
• Receipts must be in the name of the traveler
• Hotel folios must be itemized
• No supporting documentation with the conference hotel name
• Airfare receipts must include class of fare
• Receipts from booking sites (Orbitz, Expedia, etc.) are incomplete
• Failure to submit all required documentation, receipts, and/or information to department for processing
NEW GRADUATE STUDENT ORIENTATIONS AND EVENTS

Each fall, new graduate students are invited to participate in a number of orientations, training sessions, and events; some are mandatory, others are voluntary. They include the following:

New International Student Check-in & Orientation
All new international students must attend. If you do not check-in and attend, your program will be terminated. Sessions are typically available from late-July to mid-August. Check website for dates, times, and registration: http://international.utk.edu/check-in-and-orientation/students/

International Teaching Assistant (ITA) Testing Program
All prospective teaching assistants or associates whose native language is not English must take and pass the OPIc English test. Failure to take and pass the exam will prevent ITAs from teaching. The test is typically offered in the first week of August on the UTK campus. For more information, contact Beth Bradley at 974-9177 or jobeth@utk.edu.

Graduate School’s New Student Orientation
All new graduate students are highly encouraged, but not required, to attend. The orientation typically takes place in the second week of August in the University Center Auditorium. Check website for dates, times, and registration: http://gradschool.utk.edu/graduate-student-life/fall-orientations/

Graduate School’s New GTA Orientation
All new Graduate Teaching Assistants and Associates with an appointment must attend. The orientation typically takes place in the second week of August in the University Center Auditorium. The department will automatically register students with a GTA appointment. Check website for dates and times: http://gradschool.utk.edu/graduate-student-life/fall-orientations/

Departmental NEW PEAP GTA Orientation
All new PEAP GTA with an appointment must attend. The orientation typically takes place in the second week of August in HPER. For more information, contact Director of PEAP Margy Wirtz-Henry at mwirtz@utk.edu

Departmental New & Returning KRSS Grad Student, Faculty & Staff Social
All new and returning KRSS graduate students are encouraged to attend. The event typically takes place during the first week of fall classes in HPER. See the KRSS Grad Announcements Page (GAP) for detailed announcements.

Departmental New Graduate Student Orientation
All new KRSS graduate students must attend (see admissions letter). The orientation typically takes place on the first Friday of fall classes in HPER. Contact the Program Coordinators for more information: Dr. Zakrjasesk (Kinesiology) and Dr. Hardin (Recreation & Sport Management and Sport Studies). See the KRSS Grad Announcements Page (GAP) for detailed announcements.
REGISTRATION AND ADVISING

Registration Procedures and Timelines
The University controls registration procedures. See the Graduate Catalog, Academic Policies and Requirements for Graduate Students for details regarding registration. Additional important information can be found on the Registrar’s web page for Current Students. Registration for courses is completed online using the Banner registration system accessed through the MyUTK web page.

Types of Courses and Course Credit
The majority of courses offered by the Department of Kinesiology, Recreation, and Sport Studies involve student-instructor interaction in classroom and laboratory settings. There are a number of course offerings, however, that merit additional explanation.

Courses Involving Independent Student Work
The department offers a variety of courses with titles that include the terms independent study, supervised research, directed independent research, directed readings, supervised readings, practicum, research participation, or special project, which require the student to work on a specified project independently of a regularly occurring class. Before registering for these courses, the student must receive permission from the instructor. Normally, the student and instructor will develop a plan describing the nature of the work and evaluations. These courses require the student and instructor to complete an Independent Study Contract.

Satisfactory/No Credit (S/NC) Grade
The S/NC grade carries hours, but no quality points. S is equivalent to a grade of B or better and NC means no credit earned. If an NC is received in a course, it may be repeated for a grade of S. S/NC is only permitted in those courses that are designated in the Graduate Catalog. No more than one-fourth of the total credit hours required may be taken for S/NC. The S/NC grading option must be selected by the student during the registration process. If this selection is not made, the letter grade option will be used by default.

Transfer Credits
See the Graduate Catalog, Academic Policies and Requirements for Graduate Students for details regarding transfer credits to the University of Tennessee from other institutions.

Repeating Courses
A graduate student may repeat up to two courses in which they earned a grade of D or F.

- The decision to repeat a course is made between the student and the advisor / major professor.
- Each course may only be repeated once.
- The original and repeat grades will be included in the calculation of the cumulative grade point average (GPA).
- Credit hours will only be counted once towards meeting degree/program requirements.

Approval Process: To re-enroll in a class in order to improve an earned grade, the graduate student must complete a petition for consideration by the Dean of the Graduate School.
Course Loads
The maximum load for a graduate student is 15 credit hours during fall and spring semesters. While 9 credit hours are considered full time, the typical full academic load varies by discipline. For the summer semester, graduate students may register for a maximum of 12 credit hours in an entire summer semester or for a maximum of 6 credit hours in a five-week summer session. Students may enroll in only one course during a mini-term session.

Students holding a one-half (50 percent full-time equivalent, FTE) time assistantship normally should enroll in at least 6 credit hours during the semesters of the assistantship. A one-fourth (25 percent FTE) time graduate assistant normally should take at least 9 credit hours during the semesters of the assistantship. **A student must be enrolled in at least 9 credit hours to be considered full-time for federal financial aid purposes, even if the student has an assistantship.** The section entitled Policy for the Administration of Graduate Assistantships contains additional information about assistantships.

Registration for more than 15 credit hours during any semester, or for more than 12 credit hours in the summer semester, is not permissible without prior approval. The academic advisor may request registration of up to 18 credit hours during a semester if the student has achieved a cumulative grade point average of 3.60 or better in at least 9 credit hours of graduate work with no outstanding incompletes. The Graduate Course Overload form can be found on the [Forms Central](https://formscentral.page) page on the Graduate School website.

Courses audited do not count toward minimum credit hours required for financial aid purposes.

See the [Graduate Catalog](https://graduatecatalog.page), [Academic Policies and Requirements for Graduate Students](https://academicpoliciesandrequirements.page) for details regarding appropriate course loads.

Proper Use of KNS/RSM 502, Registration for Use of Facilities
Students using university facilities, services or faculty time, including summer semester, must be registered. Normally, students are registered for coursework or thesis/dissertation credit hours. Students who are not taking coursework and are not yet eligible to register for thesis or dissertation credit hours, must register for course 502 Use of Facilities if they wish to have borrowing privileges in the University Libraries or to use computer labs, other labs, or other university resources.

Students may register for 502 in their respective program areas (i.e., KNS or RSM).

KNS 502 and RSM 502 may not be used to fulfill degree requirements for graduation or to reach full-time enrollment status.

Proper Use of KNS/RSM 500 Thesis and KNS/RSM 600 Dissertation Hours

KNS/RSM 500, Thesis Hours
Students pursuing the thesis option for a master’s degree must enroll in at least six hours of either KNS 500 (for Kinesiology majors) or RSM 500 (for Recreation and Sport Management majors). These hours are taken while the student completes work on the thesis. At least three hours must be taken during the semester in which the thesis is accepted by the Graduate School. See the [Graduate Catalog](https://graduatecatalog.page), [Academic Policies and Requirements for Graduate Students](https://academicpoliciesandrequirements.page) for details regarding thesis hours.
KNS/RSM 600, Dissertation Hours

Doctoral students are required to enroll in 24 credit hours of either KNS 600 (for specializations in Biomechanics, Exercise Physiology, Physical Activity Epidemiology, and Sport Psychology and Motor Behavior) or SPST 600 (for specializations in Socio-cultural Studies and Sport Management). These hours are taken while the student completes work on the dissertation. Once work on the dissertation begins, students are expected to be continuously enrolled in at least three credit hours of 600 (including summer term). See the Graduate Catalog, Academic Policies and Requirements for Graduate Students for details regarding dissertation hours.

Advisor and Committee

Temporary Advisor and Major Professor

Master’s and doctoral students entering all programs in the department are assigned a temporary advisor who advises the student regarding courses. As early as possible, the student asks an eligible faculty member to serve as major professor. The major professor advises the student through his or her course study and facilitates communication within the department regarding the student.

The major professor (or temporary advisor) must approve the student’s courses each semester to ensure that adequate progress is made toward the degree.

The major professor will work with the student to identify appropriate potential committee members who are eligible to serve and can facilitate the student’s degree work. It is important that the graduate student stay in close contact with the major professor and committee throughout the duration of his or her graduate program.

Master’s Committee

A master’s committee is composed of the major professor from the student’s academic program and at least two other faculty members, all at the rank of assistant professor or above and should be formed as early as possible in a student’s program, and must be formed by the time a student applies for admission to candidacy. If the student is pursuing a minor, the student in consultation with the major professor, should consider adding a committee member from the minor department.

The responsibility of this committee is to

- assist the student in planning a program of study and carrying out research or other scholarly work,
- serve as the review panel for thesis or project proposals,
- prepare a final comprehensive examination, and
- assure fulfillment of the program’s degree requirements.

For more details on the comprehensive exam, please see the section Examinations below.

Doctoral Committee

The doctoral committee is composed of the major professor who directs the student’s dissertation and chairs the dissertation committee, plus at least three other eligible faculty members. The student and major professor work together to identify potential committee members who are then invited by the student to serve. The full guidelines for PhD Committee Service can be found in the Graduate Catalog. Here is the short version of the general rules for PhD Committees Committee membership:
• The committee must have at least 4 members.
• At least 2 committee members must be UT tenured or tenure-track faculty members.
• At least one committee member must be from outside of the student's department/interdisciplinary program. This external member can be from outside UT.
• UT tenured or tenure-track faculty without a doctoral degree and other experts in the field may serve on PhD committees with department head approval.
• Emeritus faculty can serve on committees on which they are serving in that capacity at the time of retirement.

UT Graduate School requirements for committee chairs:
• Committee chairs must hold a doctoral degree.
• UT tenured, tenure-track, and joint faculty holding a doctoral degree may chair PhD committees.
• The chair is typically from the student's department/interdisciplinary program, but department heads can make exceptions.
• UT employees holding a non-tenure track assistant professor, associate professor or professor title may co-chair committees if their appointment is within the student's major. (The other co-chair must be a UT tenured, tenure-track or joint faculty member.)
• Emeritus faculty can chair committees on which they are serving in that capacity at the time of retirement.

KRSS requirements for committee chairs (important):
Tenured faculty in KRSS may direct doctoral dissertations. Tenure-track faculty in KRSS may direct doctoral dissertations following approval by the Department Head in consultation with the Associate Department Head and faculty mentor. (Note: This department policy is more restrictive than the UTK policy spelled out in the Graduate Catalog. For directive status of other categories of faculty, see the Graduate Catalog.) It is generally expected that faculty serve on and make valuable contributions to graduate committees prior to approval. This is a one-time process and the faculty member seeking approval shall initiate the process.

The policy provides for exceptions to the above, and in the case that exceptions are needed the department head petitions the Graduate School Dean using the committee approval form.

The committee members approve all course work for the degree, write and evaluate the comprehensive examination, approve the dissertation proposal, evaluate the candidate’s defense of the dissertation, and evaluate the written dissertation.

The committee should be formed as early as possible during the degree program. It is the student’s responsibility to invite committee members and have those that agree to serve sign the Doctoral Committee Appointment Form available on the Graduate School’s Graduate Student Forms web page. Once the committee has signed, the student must also obtain the Department Head’s signature before submitting it to the Graduate School. Previous or current work with a specific faculty member does not obligate the student to include that person on the doctoral committee.

Ordinarily, the major professor serves as chairperson of the committee, but in some circumstances, another member of the committee may be designated as the chair of the dissertation committee. In preparation for the first meeting with the committee to approve coursework, the student should prepare a list of all the courses taken, indicating the school at which they were taken, whether
undergraduate or graduate credit was received, the grade received, and the credit hours for the course. It is the student’s responsibility to initiate this meeting with the committee.

Remote Participation in Oral Defenses
It is expected that all members of graduate committees should be physically present at all required oral thesis or dissertation defenses. Under special circumstances, however, it is permissible for the student, and/or committee members to participate from a remote location provided the conditions listed below are met:

- Advance agreement of the student and all committee members has been obtained;
- All participants join in with two-way audio and video connections; audio only connections must be approved by the major professor if the video connection is not possible. When the student is the remote participant, his or her connection must be an audio and video connection;
- Any visual aids or other materials have been distributed in advance to the remote participants;
- The committee members participate in real time during the entire, complete meeting, discussion, presentation, and evaluation;
- The student is responsible for making the scheduling arrangements, and the major professor accepts responsibility for the oversight of any logistical arrangements necessary;
- Any costs associated with remote participation are not the responsibility of the Graduate School, and must be arranged in advance; and
- The UT requirement of a public presentation for oral defense of dissertation is still in effect.

The student is required to submit the Remote Participation at Oral Defense Notification Form together with the Scheduling of the Defense Form to the Graduate School when the student or member(s) of the committee participate remotely.
DEGREE REQUIREMENTS SPECIFIC TO THE DEPARTMENT

The Department of Kinesiology, Recreation, and Sport Studies offers programs of study as indicated in the following table.

<table>
<thead>
<tr>
<th>Majors</th>
<th>Degrees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kinesiology and Sport Studies</td>
<td>PhD</td>
</tr>
<tr>
<td>Kinesiology concentration</td>
<td></td>
</tr>
<tr>
<td>Specializations:</td>
<td></td>
</tr>
<tr>
<td>Biomechanics</td>
<td></td>
</tr>
<tr>
<td>Exercise Physiology</td>
<td></td>
</tr>
<tr>
<td>Physical Activity Epidemiology</td>
<td></td>
</tr>
<tr>
<td>Sport Psychology and Motor Behavior</td>
<td></td>
</tr>
<tr>
<td>Sport Studies concentration</td>
<td></td>
</tr>
<tr>
<td>Specializations:</td>
<td></td>
</tr>
<tr>
<td>Socio-Cultural Studies</td>
<td></td>
</tr>
<tr>
<td>Sport Management</td>
<td></td>
</tr>
<tr>
<td>Kinesiology</td>
<td>MS</td>
</tr>
<tr>
<td>Biomechanics concentration</td>
<td></td>
</tr>
<tr>
<td>Exercise Physiology concentration</td>
<td></td>
</tr>
<tr>
<td>Sport Psychology and Motor Behavior concentration</td>
<td></td>
</tr>
<tr>
<td>Recreation and Sport Management</td>
<td>MS</td>
</tr>
<tr>
<td>Sport Management concentration</td>
<td></td>
</tr>
<tr>
<td>Therapeutic Recreation concentration</td>
<td></td>
</tr>
</tbody>
</table>

Kinesiology and Sport Studies Major, PhD

The PhD degree with a major in Kinesiology and Sport Studies is a research-intensive degree focused on preparing individuals in the areas of kinesiology and sport studies. The program can usually be completed in 3 years (2 years of course work and 1 year for the dissertation).

Concentrations (Required)
Kinesiology
Sport Studies

Admissions Standards/Procedures
Students must complete a Master’s degree prior to admission into the program.

Kinesiology Concentration
The PhD major in kinesiology and sport studies offers a concentration in kinesiology, which deals with the study of human movement. Emphasis is placed on the acquisition of skills needed for high quality research and innovative teaching. Students are expected to become proficient in research methods within their respective areas of specialization. The program prepares students for postdoctoral or faculty positions in higher education, or positions in applied sport and clinical settings and has specializations in Biomechanics, Exercise Physiology, Physical Activity Epidemiology and Sport Psychology and Motor Behavior.
Credit Hours Required
72 graduate credit hours beyond the baccalaureate degree (At least 24 of these credit hours, exclusive of the dissertation, must be beyond the Master’s level)

Required Courses
- Concentration (15 credit hours)
  - For options, please consult with faculty members in the concentration/specialization.
- Research (18 credit hours)
  - For options, please consult with faculty members in the concentration/specialization.
- Specialization (9 credit hours)
  - For options, please consult with faculty members in the concentration/specialization.
- Cognate (6 credit hours)
  - Must come from an area related to and supportive of the concentration and specialization
- Dissertation (24 credit hours)
  - KNS 600

Additional Course Requirements
- The above are viewed as minimum requirements and are subject to modification by the student’s committee.
- Specialization Options
  - Biomechanics: The PhD specialization in biomechanics focuses on mechanisms, prevention, and rehabilitation of musculoskeletal injuries and diseases. Doctoral students in the biomechanics specialization receive research training under the direct supervision of a faculty member in the areas of lower extremity injury mechanisms, rehabilitation, and prevention, effects of impact loading to lower extremity joints during dynamic movements, gait mechanics following total joint replacement, gait retraining using real-time feedback, and evaluation of medical orthoses and footwear. They gain instructional experience by teaching laboratory sections of undergraduate biomechanics and anatomy courses. Students take courses in biomechanics, and supporting coursework in biomedical engineering, mechanical engineering, statistics, and/or mathematics.
  - Exercise Physiology: The PhD specialization in exercise physiology focuses on applied human physiology, and uses a systems approach to study the acute responses to exercise and the chronic adaptations to physical training. Doctoral students in the exercise physiology specialization gain hands-on experience in research by working under the direct supervision of a faculty member in the areas of physical activity assessment, metabolism, the health benefits of exercise, and body composition assessment. They also gain experience in instruction by teaching undergraduate laboratories under the mentorship of a faculty member. The supporting coursework (i.e. cognate) can be taken in a number of areas, including Nutrition, Statistics, or Nursing.
  - Physical Activity Epidemiology: The PhD specialization in physical activity epidemiology examines how the burden of chronic disease at the population-level can be impacted through the frequency, intensity, type and duration of physical activity. Doctoral students will receive training in physical activity assessment techniques, research designs, field-based skills, and secondary data analysis. In addition, doctoral students will have the opportunity to learn geographic information system and
statistical techniques as well as design community-based interventions to promote physical activity across the lifespan.

- Sport Psychology and Motor Behavior: The PhD specialization in sport psychology and motor behavior emphasizes an interdisciplinary approach to course work and research as well as the development of students’ proficiency in both qualitative and quantitative research methods. Students are expected to obtain a significant grounding in the allied parent disciplines. Students must have completed all requirements for a master’s degree in kinesiology, physical education, psychology, sport studies, or a related field prior to beginning the doctoral program.

Non-Course Requirements
- Students must pass comprehensive exams and file admission to candidacy paperwork prior to taking dissertation hours.
- The doctoral committee approves the course of study.

Sport Studies Concentration
The PhD degree with a major in kinesiology and sport studies offers a concentration in sport studies with areas of specialization in socio-cultural studies and sport management. The program stresses an interdisciplinary approach to course work and research and expects students to become proficient in qualitative and quantitative research methods. Students are expected to obtain a significant grounding in the allied, parent disciplines. The program prepares students to obtain faculty or administration positions in higher education.

Credit Hours Required*
78 graduate credit hours beyond the baccalaureate degree (At least 24 of these credit hours, exclusive of the dissertation, must be beyond the Master’s level)

Required Courses*
- Concentration (15 credit hours)
  - For options, please consult with faculty members in the concentration/specialization.
- Research (18 credit hours)
  - For options, please consult with faculty members in the concentration/specialization.
- Specialization (9 credit hours)
  - For options, please consult with faculty members in the concentration/specialization.
- Cognate (6 credit hours)
  - Must come from an area related to and supportive of the concentration and specialization
- Professional Seminar (6 credit hours)*
- Dissertation (24 credit hours)
  - SPST 600

*The change from 72 to 78 credit hours required will appear in the 2020-2021 Graduate Catalog. Currently, the Professional Seminar is offered as SPST 680.

Additional Course Requirements
- The above are viewed as minimum requirements and are subject to modification by the student’s committee.
- Specialization Options
  - Socio-Cultural Studies: The PhD specialization in Socio-Cultural Studies derives its primary intellectual identity from the disciplines of history, philosophy, and
sociology. The program draws upon perspectives from cultural studies, feminist theory, global studies, ethics, and other specialized forms of inquiry in critically examining all levels of competitive sport and other organized movement activities. We teach students to forge connections between theoretical considerations and potential solutions to a wide variety of real-world challenges. We are committed to the principles of diversity and social justice and to the provision of positive sport and movement experiences for all people. The majority of doctorate students pursue careers as faculty in higher education after completing their degree. However, some have obtained positions outside of academia, for example in diversity services for major corporations.

- **Sport Management**: The Sport Management doctoral specialization within Sport Studies prepares graduates for positions as faculty members in higher education. The coursework for the program is developed between the student and the faculty advisor to meet the educational goals of the student. Students have the flexibility to develop a program that allows them to focus on the area of Sport Management in which they have an interest. Doctoral students will receive training in research design and methodology and are expected to conduct research outside the requirements of the classroom. The program consists of 15 credit hours within the concentration, 18 credit hours of research courses, nine credit hours within the specialization and a minimum of six credit hours in an outside or cognate area.

**Non-Course Requirements**

- Students must pass comprehensive exams and file admission to candidacy paperwork prior to taking dissertation hours.
- The doctoral committee approves the course of study.

**Faculty**

*Approved to Direct Doctoral Dissertations*

**Kinesiology**

David R. Bassett, Jr., PhD, Professor & Department Head, University of Wisconsin*
Jedediah Blanton, PhD, Assistant Professor of Practice, Michigan State University
Dawn Coe, PhD, Associate Professor, Michigan State University*
Scott Crouter, PhD, Associate Professor, University of Tennessee*
Jeffrey Fairbrother, PhD, Professor & Interim Dean, Florida State University*
Leslee A. Fisher, PhD, Professor, University of California, Berkeley*
Eugene C. Fitzhugh, PhD, Associate Professor, The University of Alabama*
Lyndsey Hornbuckle, PhD, Assistant Professor, Florida State University
Jessica Kutz, PhD, Assistant Professor of Practice, Penn State University
Jared Porter, PhD, Associate Professor, Louisiana State University
Kelley Strohacker, PhD, Assistant Professor, University of Houston*
Rachel Tatarski, PhD, Assistant Professor of Practice, Ohio State University
Dixie L. Thompson, PhD, Professor Vice Provost & Dean of the Graduate School, University of Virginia*
Josh Weinhandl, PhD, Assistant Professor, University of Wisconsin-Milwaukee*
Joe Whitney, PhD, Adjunct Assistant Professor, University of Tennessee
Margy Wirtz-Henry, MS, PEAP Program Director, University of Florida
Rebecca Zakrajsek, PhD, Associate Professor, West Virginia University*
Songning Zhang, PhD, Professor, University of Oregon*
Sport Studies
Larry Brown, MS, Internship Coordinator, University of Tennessee
Jim Bemiller, JD, Associate Professor, University of Tennessee*
Lars Dzikus, PhD, Associate Professor, The Ohio State University*
Hailey Griffiths, PhD, Assistant Professor of Practice, Clemson University
Jeff Graham, PhD, Assistant Professor, University of Texas
Rob Hardin, PhD, Professor, University of Tennessee*
Sarah Hillyer, PhD, Clinical Assistant Professor, University of Tennessee
Adam Love, PhD, Assistant Professor, University of Tennessee*
Jason Scott, PhD, Assistant Professor, Pennsylvania State University
Sylvia Trendafilova, PhD, Associate Professor, University of Texas*
Steven Waller, PhD, Professor & Associate Department Head, Michigan State University*
Margy Wirtz-Henry, MS, PEAP Program Director, University of Florida
Angela Wozencroft, PhD, Associate Professor, Clemson University
Kinesiology Major, MS
Kinesiology is an academic discipline that involves the study of human movement, especially the role of physical activity and its impact on health, human performance, society, and quality of life. Three concentrations are offered at the master’s level: (1) Exercise Physiology, (2) Biomechanics, and (3) Sport Psychology and Motor Behavior. The study of kinesiology can lead to a variety of careers in teaching, research, and delivery of services. These careers are usually related to physical activity, fitness, health promotion, rehabilitation, sports medicine, athletic training, coaching, and sport psychology consulting. Positions are found in a variety of settings including schools, colleges and universities, public and private agencies, clinical environments, government, business and the military.

Concentrations (Required) and Options Available
- Biomechanics Concentration — Thesis, Project, Course Only with Comprehensive Exam
- Exercise Physiology — Thesis, Project, Course Only with Comprehensive Exam
- Sport Psychology and Motor Behavior — Thesis, Course Only with Comprehensive Exam

Admissions Standards/Procedures
- Applicants are required to complete the online application found on the Office of Graduate Admissions website
- Applications from persons who have less than a 3.0 GPA will, in general, not be considered.

Academic Standards
- The following retention policy applies to all graduate students seeking a degree in the department.
  - Graduate students are required to maintain an overall 3.0 GPA.
  - Any student who falls below this standard will be advised in writing by the department head of the need to discuss the matter with his/her advisor.
  - If a student’s overall GPA remains below 3.0 for a second semester, the student will have his/her degree status revoked.

Biomechanics Concentration, Thesis Option
The biomechanics concentration (Master of Science) focuses on the mechanisms, prevention, and rehabilitation of musculoskeletal injuries. The primary emphasis is on biomechanical considerations related to exercise and rehabilitation. Master’s students may elect to do a 6-credit thesis, which is recommended for those intending to pursue a doctorate in the field. Graduate students work with biomechanics faculty to pursue research in the areas of biomechanics of lower extremity function, footwear biomechanics, and the biomechanics of injury mechanisms and injury prevention.

Credit Hours Required
30 graduate credit hours

Required Courses
- Required Courses (16 credit hours)
  - KNS 508 (3 credit hours)
  - KNS 513 (3 credit hours)
  - KNS 515 (3 credit hours)
  - KNS 531 (3 credit hours)
  - KNS 634 (3 credit hours)
  - KNS 662 (1 credit hour)
- **KNS 500** (6 credit hours)
- Electives (8 credit hours), thesis option students must take a statistics course approved by the advisor.
  - KNS 521
  - KNS 532
  - KNS 533
  - KNS 534
  - KNS 535
  - KNS 536
  - KNS 543
  - KNS 567
  - KNS 569
  - KNS 593
  - KNS 622
  - KNS 635
  - KNS 664
  - KNS 693
  - BME 529
  - BME 531
  - BME 631
  - BME 632
  - SOWK 605
  - SOWK 606
  - STAT 531
  - STAT 532

**Non-Course Requirements**
- Preparation of a written thesis and undergo an oral defense

**Biomechanics Concentration, Project Option**

**Credit Hours Required**
30 graduate credit hours

**Required Courses**
- Required Courses (16 credit hours)
  - KNS 508 (3 credit hours)
  - KNS 513 (3 credit hours)
  - KNS 515 (3 credit hours)
  - KNS 531 (3 credit hours)
  - KNS 634 (3 credit hours)
  - KNS 662 (1 credit hour)
- Electives (14 credit hours) project option requires a minimum of one additional 3 credit hour Kinesiology course
  - KNS 501
  - KNS 521
  - KNS 532
  - KNS 533
  - KNS 534
Non-Course Requirements
- Written comprehensive exam
- Project report (presentation to project committee)

Biomechanics Concentration, Course Only with Comprehensive Exam

Credit Hours Required
30 graduate credit hours

Required Courses
- Required Courses (16 credit hours)
  - KNS 508 (3 credit hours)
  - KNS 513 (3 credit hours)
  - KNS 515 (3 credit hours)
  - KNS 531 (3 credit hours)
  - KNS 634 (3 credit hours)
  - KNS 662 (1 credit hour)
- Electives (14 credit hours) project option requires a minimum of one additional 3 credit hour Kinesiology course
  - KNS 521
  - KNS 532
  - KNS 533
  - KNS 534
  - KNS 535
  - KNS 536
  - KNS 543
  - KNS 567
  - KNS 569
  - KNS 593
  - KNS 622
Non-course Requirements
- Written comprehensive exam

Exercise Physiology Concentration, Thesis Option
The exercise physiology concentration (Master of Science) involves the study of the acute and chronic effects of exercise on the human body. Master’s students may elect to do a 6-credit hour thesis, which is recommended for those intending to pursue a doctorate in the field. Graduate students collaborate with an exercise physiology faculty member to perform research in the areas of physical activity assessment, metabolism, the health benefits of exercise, and body composition assessment.

Credit Hours Required
30 graduate credit hours

Required Courses
- Required Courses (17 credit hours)
  - KNS 508 (3 credit hours)
  - KNS 532 (3 credit hours)
  - KNS 565 (3 credit hours)
  - KNS 567 (3 credit hours)
  - KNS 635 (3 credit hours)
  - KNS 661 (2 credit hours)
  - KNS 500 (6 credit hours)
- Electives (7 credit hours) Must include at least one additional 3 credit hour Kinesiology course
  - KNS 513
  - KNS 515
  - KNS 521
  - KNS 531
  - KNS 533
  - KNS 535
  - KNS 543
  - KNS 569
  - KNS 570
  - KNS 593
  - KNS 622
  - KNS 624
• Thesis option, you must take a statistics course approved by your advisor (SOWK 605 or STAT 531 are recommended).

Non-Course Requirements
• Preparation of a written thesis and undergo an oral defense

Exercise Physiology Concentration, Project Option

Credit Hours Required
30 graduate credit hours

Required Courses
• Required Courses (17 credit hours)
  o KNS 508 (3 credit hours)
  o KNS 532 (3 credit hours)
  o KNS 565 (3 credit hours)
  o KNS 567 (3 credit hours)
  o KNS 635 (3 credit hours)
  o KNS 661 (2 credit hours)
• KNS 501 (3 credit hours)
• Electives (10 credit hours) must include at least one additional 3 credit hour Kinesiology course
  o KNS 513
  o KNS 515
  o KNS 521
  o KNS 531
  o KNS 533
  o KNS 535
  o KNS 543
  o KNS 569
  o KNS 570
  o KNS 593
  o KNS 622
  o KNS 624
  o KNS 664
  o KNS 693
  o NURS 505
  o SOWK 605
  o SOWK 606
  o STAT 531
  o STAT 532
Non-Course Requirements
- Written comprehensive exam
- Project report (presentation to project committee)

Exercise Physiology Concentration, Course Only with Comprehensive Exam Option

Credit Hours Required
30 graduate credit hours

Required Courses
- Required Courses (17 credit hours)
  - KNS 508 (3 credit hours)
  - KNS 532 (3 credit hours)
  - KNS 565 (3 credit hours)
  - KNS 567 (3 credit hours)
  - KNS 635 (3 credit hours)
  - KNS 661 (2 credit hours)
- Electives (13 credit hours) must include at least one additional 3 credit hour Kinesiology course
  - KNS 513
  - KNS 515
  - KNS 521
  - KNS 531
  - KNS 533
  - KNS 535
  - KNS 543
  - KNS 569
  - KNS 570
  - KNS 593
  - KNS 622
  - KNS 624
  - KNS 664
  - KNS 693
  - NURS 505
  - SOWK 605
  - SOWK 606
  - STAT 531
  - STAT 532

Non-Course Requirements
- Written comprehensive exam

Sport Psychology and Motor Behavior Concentration, Thesis Option
The sport psychology and motor behavior concentration (Master of Science) involves the study of psychological theory relevant to the performance of sport and movement skills, systematic research of both a quantitative and qualitative nature, the application of psychological concepts to the performance and learning of physical activities in a variety of settings. Students acquire the knowledge and skills necessary to critically examine the literature in sport psychology and motor behavior, provide psychological assistance for sport performers in a variety of forms (e.g., mental...
training, injury rehabilitation, skill refinement, stress management, etc.), and design evidence-based approaches for teaching movement skills. The majority of graduates of the sport psychology and motor behavior master’s concentration obtain positions in teaching, coaching, athletic training, and strength and conditioning when they finish their thesis. The remaining students apply for PhD programs after completing master’s degree requirements and aspire to careers as faculty members at the university level.

Credit Hours Required
30 graduate credit hours

Required Courses
- Required Courses (12 credit hours)
  - KNS 533 (3 credit hours)
  - KNS 534 (3 credit hours)
  - KNS 535 (3 credit hours)
  - KNS 538 (3 credit hours)
- KNS 500 (6 credit hours)
- Additional Course (3 credit hours) selected from the following
  - KNS 490 (must be taken for graduate credit)
  - KNS 536
  - KNS 543
  - KNS 544
  - KNS 545
  - KNS 633
- Other Graduate Courses (9 credit hours)
  - Additional graduate courses may be selected from either Kinesiology or other departments, with the advisor’s approval.

Additional Course Requirements
- In addition, if a student takes any 400-level classes in the Graduate Catalog, the student must consult with the instructor regarding the additional class requirements needed to earn graduate credit.

Non-Course Requirements
- Preparation of a written thesis and undergo an oral defense

Sport Psychology and Motor Behavior Concentration, Course Only with Comprehensive Exam Option

Credit Hours Required
30 graduate credit hours

Required Courses
- Required Courses (12 credit hours)
  - KNS 533 (3 credit hours)
  - KNS 534 (3 credit hours)
  - KNS 535 (3 credit hours)
  - KNS 538 (3 credit hours)
- Additional Course (3 credit hours) selected from the following
• KNS 490 (must be taken for graduate credit)
• KNS 536
• KNS 543
• KNS 544
• KNS 545
• KNS 633

• Other Graduate Courses (15 credit hours)
  o Additional graduate courses may be selected from either Kinesiology or other departments, with the advisor’s approval.

Additional Course Requirements
• In addition, if a student takes any 400-level classes in the Graduate Catalog, the student must consult with the instructor regarding the additional class requirements needed to earn graduate credit.

Non-Course Requirements
• This option, which consists of 30 graduate credit hours and a written comprehensive exam, is designed for graduates seeking positions as practitioners (e.g., teachers, coaches, athletic trainers, etc.).

Recreation and Sport Management Major, MS

Two concentrations are offered at the master’s level in Recreation and Sport Management: Sport Management and Therapeutic Recreation. One of the primary features of the concentrations is an emphasis on the experiential education approach to academic preparation. Students graduating from this program will gain practical experience to accompany their academic degree.

Concentrations (Required) and Options Available

Sport Management — Thesis, Project

Therapeutic Recreation — Thesis, Course Only with Comprehensive Exam

Admissions Standards/Procedures

• Sport Management Concentration
  o A minimum overall grade point average of 3.00 on a 4.00 scale or a 3.00 GPA during the senior year of undergraduate study from a regionally accredited university or college is required.
  o Applicants must first be admitted to the Graduate School as a graduate student, and then be admitted to the Sport and Recreation Management Graduate Program, Sport Management Concentration.
  o Admission priority is given to applications completed by February 1.
  o Application requirements to the Sport Management Graduate Program includes submission of the online application to Office of Graduate Admissions along with the following items through the application portal:
    ▪ Department Application Form
    ▪ Transcripts
    ▪ Three (3) Rating Forms
- Resume
- Submission of GRE scores

**Therapeutic Recreation Concentration**
- Applications are reviewed prior to beginning of the fall semester.
- Application deadline for fall admission is August 1.
- A minimum grade point average of 3.00 on a 4.00 scale or a 3.00 GPA during the senior year from an accredited university or college is required.
- Applicants must first be admitted to the Graduate School as a graduate student, and then be admitted to the Recreation and Sport Management Graduate Program, Therapeutic Recreation concentration.
- Application requirements to Therapeutic Recreation Graduate Program includes submission of the online application to Office of Graduate Admissions along with the following items through the application portal:
  - Department Application Form
  - Transcripts
  - Three (3) Rating Forms
  - Resume

**Sport Management Concentration — Thesis**

The Sport Management concentration provides the opportunity for students to have a quality academic experience and to gain professional experience as they prepare for careers in the sports industry.

**Credit Hours Required**

36 graduate credit hours

**Required Courses**

- Required Courses (9 credit hours)
  - RSM 508
  - RSM 511
  - RSM 535
- Recreation and Sport Management Electives (12 credit hours)
  - RSM 510
  - RSM 512
  - RSM 514
  - RSM 515
  - RSM 530
  - RSM 540
  - RSM 544
  - RSM 550
  - RSM 554
  - RSM 560
  - RSM 570
  - RSM 580
- **RSM 556** or select one Sport Studies course (3 credit hours) from the following:
  - SPST 504
Electives (6 credit hours)
- These courses can be taken within the department. A total of three (3) credit hours may be earned in RSM 590 and six (6) credit hours in RSM 595 combined. Students cannot earn credit hours toward graduation in both.
- RSM 500 (6 credit hours)

Non-Course Requirements
- Preparation of a written thesis and undergo an oral defense

Sport Management Concentration — Project

The Sport Management concentration provides the opportunity for students to have a quality academic experience and to gain professional experience as they prepare for careers in the sports industry.

Credit Hours Required

36 graduate credit hours

Required Courses

- Required Courses (9 credit hours)
  - RSM 508
  - RSM 511
  - RSM 535
- Recreation and Sport Management Electives (12 credit hours)
  - RSM 510
  - RSM 512
  - RSM 514
  - RSM 515
  - RSM 530
  - RSM 540
  - RSM 544
  - RSM 550
  - RSM 554
  - RSM 560
  - RSM 570
  - RSM 580
- RSM 556 or a Sport Studies course (3 credit hours) selected from the following:
  - SPST 504
  - SPST 507
  - SPST 515
  - SPST 542
  - SPST 543
• Electives (9 credit hours)
  o These courses can be taken within the department. A total of three (3) credit hours may be earned in RSM 590 and six (6) credit hours in RSM 595 combined. Students cannot earn credit hours toward graduation in both.

• RSM 501 (3 credit hours)

Non-Course Requirements

• Successful completion of comprehensive exams

Therapeutic Recreation Concentration — Thesis

The therapeutic recreation concentration prepares students for employment in management and leadership positions with agencies that deliver health care services. Students are successful in gaining employment in physical rehabilitation hospitals, children’s programs, drug and alcohol rehabilitation and treatment centers, programs serving individuals with developmental disabilities, long-term care and assisted living facilities, and in community, outdoor and school-based therapeutic recreation programs. Graduates of the program fulfill the requirements for national certification by the National Council for Therapeutic Recreation Certification (NCTRC) and have been successful in completing the national exam.

Credit Hours Required

36 graduate credit hours

Required Courses

• Required Courses (18 credit hours)
  o RSM 405
  o RSM 511
  o RSM 515
  o RSM 521
  o RSM 522
  o RSM 525

• RSM 596 (6 credit hours)
  o Must meet national certification requirements

• RSM 508 (3 credit hours)

• Course in statistical reasoning, selected in consultation with the major professor (3 credit hours)

• RSM 500 (6 credit hours)

Non-Course Requirements

• Preparation of a written thesis and undergo an oral defense

• Professional Certification
  o Students enrolled in the Therapeutic Recreation concentration are urged to prepare for and take the professional certification examination offered by The National Council for Therapeutic Recreation. Many public, quasi-public and nonprofit employers are mandating professional certification as a condition of employment. Courses in the
The degree program prepare the student to do so. The primary purpose of certification is to ensure that personnel employed in therapeutic recreation meet high standards of performance.

**Therapeutic Recreation Concentration — Course Only with Comprehensive Exam**

The therapeutic recreation concentration prepares students for employment in management and leadership positions with agencies that deliver health care services. Students are successful in gaining employment in physical rehabilitation hospitals, children’s programs, drug and alcohol rehabilitation and treatment centers, programs serving individuals with developmental disabilities, long-term care and assisted living facilities, and in community, outdoor and school-based therapeutic recreation programs. Graduates of the program fulfill the requirements for national certification by the National Council for Therapeutic Recreation Certification (NCTRC) and have been successful in completing the national exam.

**Credit Hours Required**

36 graduate credit hours

**Required Courses**

- Required Courses (18 credit hours)
  - RSM 405
  - RSM 511
  - RSM 515
  - RSM 521
  - RSM 522
  - RSM 525
- RSM 596 (6 credit hours)
  - Must meet national certification requirements
- RSM 508 (3 credit hours)
- Course in statistical reasoning, selected in consultation with the major professor (3 credit hours)
- Advisor-approved electives (6 credit hours)

**Non-Course Requirements**

- Students take a written comprehensive exam.
- Professional Certification
  - Students enrolled in the Therapeutic Recreation concentration are urged to prepare for and take the professional certification examination offered by The National Council for Therapeutic Recreation. Many public, quasi-public and nonprofit employers are mandating professional certification as a condition of employment. Courses in the degree program prepare the student to do so. The primary purpose of certification is to ensure that personnel employed in therapeutic recreation meet high standards of performance.
ADDITIONAL DEGREE INFORMATION

Doctoral Student Residence Requirement
Doctoral programs at the University of Tennessee require intensive study over consecutive semesters, including summers. Doctoral students may satisfy the residence requirement in either of two ways:

- Enroll in 2 consecutive semesters of 9+ credit hours.
- Enroll in 3 consecutive semesters of 6+ credit hours.

For the doctoral degree, a minimum of two consecutive semesters of residence is required, except in programs where alternative or additional residence requirements have been approved. In these cases, the details can be found in the program description.

A statement as to how and during what period of time the residence requirement has been met will be presented with the Application for Admission to Candidacy along with signatures of approval from the major professor and the department head/program director.

Dissertation
The dissertation (24 hrs. credit) is the culminating research experience for the doctoral student. The subject of the dissertation research project is chosen by the student in consultation with the major professor. Students who have not identified a research problem for the dissertation are encouraged to explore possibilities by working with graduate faculty members on a variety of research projects through independent studies. Students should follow the guidelines set forth in the current edition of the Guide to the Preparation of Theses and Dissertations, which may be found on the Graduate School’s UTK Graduate School Thesis and Dissertation Review and Approval web page.

A proposal meeting is held with the student’s committee in order to have the dissertation proposal approved before data collection begins. The doctoral candidate must formally present the completed dissertation to the committee and pass an oral examination at the defense. The student must file a Scheduling Defense of Dissertation Form available on the Graduate School’s Graduate Student Forms web page one week prior to the examination. The dissertation defense is announced publicly and is open to faculty and students.

It is the student’s responsibility to post information regarding the defense (i.e., student’s name; date, time, and place of defense; title and abstract of dissertation; and list of committee members) on the College of Education, Health, and Human Sciences List Serve (CEHHS-All), so that the defense may be formally announced. A copy of the dissertation must be distributed to all committee members at least two weeks prior to the defense. The dissertation must be defended and passed at least two weeks before the date of submission and the acceptance of the dissertation by Graduate Student Services (see on-line Calendar for Deadline Dates for Doctoral Students. The major advisor must submit the results of the defense by the dissertation deadline. See the Graduate Catalog, Academic Policies and Requirements for Graduate Students and the Graduate School webpage for details regarding thesis requirements).

Master’s Degree Project Option
Depending upon the concentration pursued, a Project Option may be available to earn the master’s degree. This includes an original research requirement in the form of a project (3 credit hours of KNS 501 or RSM 501). A project can be a good choice for students planning to become practitioners in their field (e.g., coach, cardiac rehabilitation specialist, or strength and conditioning coach). Since a project is usually less time consuming than a thesis, it allows more time to complete internships...
(e.g., at area hospitals or sports medicine clinics) or gain other practical experience (e.g., serving as a coaching graduate assistant in one of the Athletics Departments). The format of the project is flexible. It might consist of a literature review on a certain topic, an exercise manual, a computer program to analyze fitness levels, a biomechanical or video analysis of a sport skill, or an instructional videotape. Examples of projects include an instructional guide for cardiac rehabilitation patient, one-year detailed training program for sports teams, and a manual on exercise for cancer patients. In some concentrations, the project is presented formally to the student’s master’s committee for evaluation. The student’s major professor can provide details regarding specific project requirements.

**Master’s Degree Thesis Option**

Depending upon the concentration pursued, a Thesis Option may be available to earn the master’s degree. The thesis (6 credit hours) is an original research project conducted by the student as the culmination of his or her master’s degree program. Choosing to complete a thesis is an appropriate option for students wishing to pursue a PhD or career in research. Thesis preparation must follow the guidelines set forth in the *Guide to the Preparation of Theses and Dissertations* which may be found on the Graduate School’s UTK Graduate School Thesis and Dissertation Review and Approval web page. There are many steps involved in completing a thesis, including:

- Approval of the idea by the student’s committee
- Obtaining permission from the Institutional Review Board (IRB)
- Collecting data
- Analyzing the data
- Writing the thesis report
- Oral defense of the thesis

If the thesis is approved by the student’s committee, approval sheets are signed certifying that the committee members examined the thesis and found it to be satisfactory. An electronic copy of the thesis must be accompanied by one signed approval sheet when turned in to the Graduate School. See the Graduate Catalog, Academic Policies and Requirements for Graduate Students and the Graduate School webpage for details regarding thesis requirements.

**Minors-Area of Study**

Minors provide an opportunity for both master’s and doctoral students to demonstrate training in a field of study outside the major. For students pursuing a graduate degree, a minor consists of no fewer than 6 credit hours in a field of study outside the major.

The student’s graduate committee must approve the minor area of study, and at least one member of the student’s graduate committee must be selected from the minor area. Students declare a minor at the time of filing the Admission to Candidacy form. The minor is awarded simultaneously with the degree conferral and is listed on the transcript.

Academic units request approval for minors through the curricular approval process. A complete list of approved graduate minors can be found at Majors/Minors A-Z.

**Foreign Language Requirements**

There are no foreign language requirements for graduate programs within the Department of Kinesiology, Recreation, and Sport Studies.
**Timetable for Completion of Degree**

**Submitting Written Materials to Committee Members**

When submitting project, thesis, or dissertation documents to committee members, students must submit at least two weeks ahead of the scheduled date for a proposal or defense meeting.

**Doctoral Degree**

**Admission to Candidacy.** Admission to Candidacy indicates that the student has made satisfactory progress toward the degree and has demonstrated the ability to do graduate work. This also indicates that prerequisites to admission have been completed and the program of study has been approved by the committee. After maintaining a B average in all graduate coursework and passing the comprehensive examination, a student may apply for candidacy. The application must be approved and signed by the student’s doctoral committee. This application is due in the Graduate School no later than the last day of classes of the semester before the semester in which the student plans to graduate. The department deadline for submitting this application to the Director of Graduate Studies is typically two weeks in advance of the Graduate School deadline. It is the student’s responsibility to complete the application and submit it to committee members so they have ample time to review it prior to the department deadline date. The student will submit the completed and signed application to the Graduate Admissions Coordinator, pick it up approximately 10 days later, and then deliver it to the Graduate School. The Admission to Candidacy form is available on the Graduate School’s [Graduate Student Forms](#) web page. Specific deadline dates are published each semester and are available on the Graduate School’s [Current Graduate Students](#) web page. Instructions on how to complete and submit the Admission to Candidacy application to the department are included in the Forms and Additional Information section of the appendices.

Admission to candidacy must be applied for and approved by the Office of the University Registrar at least one full semester prior to the date the degree is to be conferred.

**Dissertation Proposal.** The dissertation proposal must be defended by the student and approved by the doctoral committee prior to the start of data collection. It is the student’s responsibility to work in conjunction with the major professor to schedule the proposal. Once the proposal is approved, the student can then submit an application to the Office of Research Institutional Review Board seeking approval to work with human subjects.

**Defense of Dissertation.** A PhD candidate must pass an oral examination on the dissertation. The dissertation, in the form approved by the major professor, must be distributed to the committee at least two weeks before the examination. The examination must be scheduled through the Graduate School at least two weeks prior to the examination. Academic units determine the appropriate venue for the comprehensive examination. The examination is announced publicly and is open to all faculty members. The defense of dissertation will be administered by all members of the doctoral committee after completion of the dissertation and all course requirements. This examination must be held at least two weeks before the final date for acceptance and approval of dissertation as given at the [Graduation Deadlines](#) webpage. The major professor must submit the results of the defense Pass/Fail form with original signatures provided by the Graduate School by the deadline date.

After the defense has been scheduled, subsequent emergency situations concerning participation of committee members require that the Director of Graduate Studies from the student’s academic unit
consults with the Dean of the Graduate School or his/her designee to determine whether the emergency situation warrants a rescheduling of the dissertation defense. The guiding principle for resolving such ad-hoc emergency situations will be to guard the integrity of the process.

**Posting of Doctoral Defense.** The defense is announced publicly and is open to all faculty members and students. It is the doctoral candidate’s responsibility to post the Dissertation Defense Announcement on CEHHS-ALL one week in advance of the defense date. Each announcement should include the student’s name, major, concentration, dissertation chair’s name, committee members’ names, dissertation title, abstract, and day, time, and place of defense.

**Time to Complete Degree.** Comprehensive examinations must be taken within five years, and all requirements must be completed within eight years, from the time of a student’s first enrollment in a doctoral degree program. The semester(s) and/or year(s) of an approved Graduate Student Leave of Absence (LOA) will not be counted toward time to degree, and milestone deadlines such as Admission to Candidacy will be adjusted accordingly.

See the [Graduate Catalog](#), [Academic Policies and Requirements for Graduate Students](#) and the [Graduate School](#) webpage for further details.

**Master’s Degree**

**Admission to Candidacy.** Admission to candidacy indicates that the student has made satisfactory progress toward the degree and demonstrated ability to do graduate work with a 3.0 average or higher after taking at least nine credit hours in graduate courses. The master’s committee signs the Admission to Candidacy application, which lists the courses in the student’s program of study. This application is due in the Graduate school no later than the last day of classes of the semester before the semester in which the student plans to graduate. The department deadline for submitting this application to the Director of Graduate Studies is typically two weeks in advance of the Graduate School deadline. It is the student’s responsibility to complete the application and submit it to committee members so they have ample time to review it prior to the department deadline date. The student will submit the completed and signed form to the Graduate Admissions Coordinator, pick it up approximately 10 days later, and then deliver it to the Graduate School. The Admission to Candidacy form is available on the Graduate School’s [Graduate Student Forms](#) web page. Specific deadline dates are published each semester and are available on the Graduate School’s [Current Graduate Students](#) web page. Instructions on how to complete and submit the Admission to Candidacy application to the department are included in the Forms and Additional Information section of the appendices.

**Time to Complete Degree.** Master’s candidates have six calendar years to complete the degree, starting at the beginning of the semester of the first course counted toward the degree. Students who change degree programs during this six-year period may be granted an extension after review and approval by the Dean of the Graduate School. Courses used toward a master’s degree must have been taken within six calendar years of graduation.

See the [Graduate Catalog](#), [Academic Policies and Requirements for Graduate Students](#) and the [Graduate School](#) webpage for further details.
Graduation

Graduation ceremonies are held in December and May each year. There is no summer graduation ceremony. Graduate Students may take part in the Graduate Hooding Ceremony and the Commencement. Summer graduates may participate in the fall graduate hooding ceremony. Students needing 12 hours or fewer to complete a non-thesis program may participate in the spring Graduate Hooding Ceremony. Specific dates for graduation are published on the Graduate School’s Graduate Student Deadline Dates for Graduation web page.

The Graduation Application form can be found on the Graduate School’s Graduate Student Forms web page. It must be submitted to the Office of the University Registrar no later than the last day of classes of the term prior to the term you intend to graduate. A graduation fee is charged when the application is submitted. Information on this fee can be found on the Bursar’s Office’s Charges and Fees/Tuition web page.

See the Graduate Catalog, Academic Policies and Requirements for Graduate Students and the Graduate School webpage for further details.
EXAMINATIONS

Comprehensive Examination

Doctoral Degree
The comprehensive examination (or the final part of this examination, when parts are given at different times) is normally taken when the doctoral student has completed all or nearly all prescribed courses. Thus, its successful completion indicates that, in the judgment of the faculty, the doctoral student can think analytically and creatively, has a comprehensive knowledge of the field and the specialty, knows how to use academic resources, and is deemed capable of completing the dissertation. The comprehensive examination must be passed prior to Admission to Candidacy. A written examination is required. The faculty of the graduate program and/or the student’s doctoral committee will determine the content, nature, and timing of the comprehensive examination and certify its successful completion.

See the Graduate Catalog, Academic Policies and Requirements for Graduate Students and the Graduate School webpage for further details.

Master’s Degree Thesis Option
Thesis students must pass an oral defense of their thesis. No final comprehensive exam is required. See the Graduate Catalog, Academic Policies and Requirements for Graduate Students and the Graduate School webpage for further details. The University sets strict deadlines for the thesis defense and submission of the final thesis. Specific deadline dates are published each semester and are available on the Graduate School’s Current Graduate Students web page.

Master’s Degree Non-Thesis Option
Each non-thesis student must pass a final comprehensive written examination. A department may require an additional oral examination. The examination is not merely a test over course work, but a measure of the student's ability to integrate material in the major and related fields. Except with prior approval from the Dean of the Graduate School, the examination must be given in university-approved facilities. It should be scheduled through the academic department at least two weeks prior to the examination. Students taking the final examination but not otherwise using university facilities may pay a fee equal to one credit hour of graduate credit instead of registering. The results of the comprehensive exam (Pass/Fail form with original signatures) must be submitted to the Graduate School by the deadline date indicated on the Graduate Student Deadline Dates. In case of failure, the candidate may not apply for reexamination until the following semester. The result of the second examination is final.

See the Graduate Catalog, Academic Policies and Requirements for Graduate Students and the Graduate School webpage for further details.

Administration Procedure and Grading

Schedule for Comprehensive Examinations
MS students whose degree option includes a comprehensive exam need to plan their exams with their major advisor and other committee members. Scott Smith, Graduate Admissions Coordinator, coordinates these examinations. Comprehensive exams for non-thesis master’s degree students are scheduled for specific days during each semester, typically one month prior to the Graduate School deadline. The exact dates will be posted as an announcement on the KRSS Grad Announcements Page (GAP) website.
The initial comprehensive exam should be a written exam, not an oral exam (unless directed otherwise by Student Disability Services). Led by the student’s advisor, the committee members will communicate regarding the pass/fail decision of each part of the exam and the exam overall. The advisor should notify the student via email regarding pass/fail/follow-up decisions. If a student fails one or more parts of the exam, the student may be allowed one follow-up per part. If the student fails that part again, she or he has to take the entire exam again the next semester. The result of that second examination is final. Outright failure of any part of the exam—based on the assessment of the respective faculty member—constitutes failure of the entire exam.

The department submits the results of the comprehensive exam (Pass/Fail form with original signatures) to the Graduate School by the deadline date indicated on the Graduate Student Deadline Dates.

For PhD and MS thesis option students, comprehensive examinations are administered to students individually. The format for these examinations will vary depending on the degree, major, concentration/specialization, the nature of the research project, and the committee’s judgment regarding how best to evaluate the student.
POLICY ON HUMAN RESEARCH PARTICIPANT PROTECTION

The Institutional Review Board (IRB) regulates all research activities involving human subjects on the UT Knoxville campus. The IRB is a committee appointed to ensure rights, safety, and welfare of human research subjects; ensure compliance with all applicable federal and state laws/regulations; and conduct ethical reviews of human research activities including initial, continuation, modification, unanticipated problems and alleged noncompliance. Its primary responsibility is to assure UT Knoxville researchers operate within the provisions of the Federalwide Assurance of Compliance filed with the U.S. Department of Health and Human Services (DHHS) Office for Human Research Protections (OHRP).

All UTK research involving human participants must be reviewed following IRB procedures and approved prior to the initiation of research activity and contact with potential human participants. All applications for IRB approval must be entered into the Integrated Medial Research Informational System (iMedRIS). You can find helpful guides and instructions for navigating the iMedRIS application process here. For more information on iMedRIS, visit the Office of Research and Engagement’s resource page. The best place to start this process is with your advisor. Although certain research is exempt from review, these projects must be certified by the UTK-IRB. There are no exceptions to this policy.

All researchers involved in the study, including students, are required to successfully pass the CITI Human Subjects Research online course as mandatory training for all faculty and students working on UTK IRB/Human Subjects Research protocols.

KRSS Department Procedure
Prior to conducting research, students will enter all IRB applications in iMedRIS. You may not collect any data prior to receiving prior IRB approval. The student should develop the application in iMedRIS in consultation with the faculty advisor. Start this process early! Depending on the type of study and attention to detail, the full approval process, including revisions, can take several weeks and months. The application will be routed first to the student’s advisor; second to the Department Review Committee (DRC) Chair, Dr. Scott Crouter; and third to the Associate Department Head, Dr. Steven Waller (as designee for the Department Head). Students will have to enter this routing order in iMedRIS. The application then goes to the IRB office for review. Only after you receive approval in writing from the University IRB may you begin your data collection with human participants. Failure to comply with these regulations can result in denial of approval to conduct research.

After Hours, Weekend and Holiday KRSS Research Policy
To enhance best practices in risk management for the personal safety of the investigators and study participants, the following policy is enacted.

- After hours, at least two investigators should be present at all testing and data collection in the HPER Building.
  1. ‘After hours’ is defined as any time after 5:00 m. and before 8:00 a.m., or on weekends and holidays when the building is not regularly or consistently staffed.
  2. If a second observer is required during this time frame that is not listed on the IRB, he/she should execute a written Research Observer confidentiality agreement that includes an affirmation of adherence to this policy. The second observer should not assist with data collection.

If you have any questions regarding this policy, please contact your advisor.
OTHER INFORMATION

Graduate Student Colloquium
During the month of March, the College of Education, Health & Human Sciences, in conjunction with the Dean’s Graduate Advisory Council, sponsors a Graduate Student Colloquium. The Colloquium provides graduate students with an opportunity to present their research in oral or poster format. The KRSS Department has had excellent representation at the Colloquium by our graduate students. Since research is the foundation of graduate study, please consider submitting your work for presentation in this forum. This is a wonderful opportunity for graduate students across the college to interact with each other as well as to experience the different forms of research that will be presented. More information will be provided regarding the Graduate Student Colloquium.

Graduate Student Senate
The Graduate Student Senate (GSS) represents the interests of all graduate and professional students at the University of Tennessee. GSS is the official voice of graduate students and is the organization that administrators turn to when the opinion of the graduate student body is desired. Each graduate and professional program of study has a representative elected by his or her fellow students while the GSS President and Vice President are elected in the annual Student Government Association elections. GSS has representatives on various university-wide committees including the Graduate Council. In addition, GSS receives funding through the Office of the Vice Chancellor of Student Affairs to assist graduate student travel. GSS coordinates the delivery of travel monies for those graduate students attending to conferences. GSS has meetings once every three weeks where program representatives and any interested graduate students meet to discuss important issues. There are committees set up by GSS to work on various issues including Communication, Travel Fund Awards, Fun Run and Graduate Student Bill of Rights. Any interested graduate or professional student is encouraged to get involved. For more information see Hilltopics, the Graduate Student Senate web site, or email the Graduate Student Senate President at gss@utk.edu.

KRSS Student Associations
All KRSS graduate students are encouraged to get involved in the KRSS student associations.

The Kinesiology Student Association is an organization for students interested in Kinesiology and related fields. It hosts many events for our members, including socials, fitness activities, and networking nights with other students, faculty, and professionals in different fields of interest. Graduate school representatives come speak to our group about admission and their particular schools.

Partners in Sports is the student organization for Sport Management majors and other students at The University of Tennessee who are interested in pursuing careers in the sport or recreation industry. The organization is active within the university and region sports community. The mission of the organization is to create opportunities for tomorrow’s sports leaders through practical experiences and professional development opportunities.

The Therapeutic Recreation Student Association provides a professional organization for students interested in the field of Therapeutic Recreation. The club will provide resources, and opportunities to professionally and developmentally support Therapeutic Recreation students and community around The University of Tennessee – Knoxville, through outreach and engagement.
APPENDICES

Pertinent Graduate Student Web Pages

- International students
  - Center for International Education (international.utk.edu)
  - International House (ihouse.utk.edu)
  - ITA Testing Program (tiny.utk.edu/ita-testing)

- Professional development & training
  - Office of Graduate Training and Mentoring (gradschool.utk.edu/training-and-mentorship)
  - Best Practices in Teaching Program (tiny.utk.edu/bpit)
  - UT Libraries Information for Graduate Students (libguides.utk.edu/graduate)
  - Center for Career Development (career.utk.edu)
  - Tennessee Teaching and Learning Center (tenntlc.utk.edu)
    - UT CIRTL: Center for Integration of Research and Teaching (tlc.utk.edu/cirtl-program-center-for-integration-of-research-and-teaching/)
  - Experience Learning (experiencelearning.utk.edu)

- Funding
  - Costs and funding opportunities (tiny.utk.edu/grad-funding)
  - Graduate Student Senate Travel Awards (gss.utk.edu/travel-awards)
  - Financial Aid and Scholarships (onestop.utk.edu/financial-aid)

- Student resources
  - Counseling Center (counselingcenter.utk.edu)
  - KRSS Grad Announcements Page (GAP) (krssdg.wordpress.com/)
  - Department of Kinesiology, Recreation, and Sport Studies (http://krss.utk.edu/)
  - College of Education, Health, and Human Sciences (cehhs.utk.edu/)
  - Graduation Deadlines (tiny.utk.edu/grad-deadlines)
  - Graduate School Forms (gradschool.utk.edu/forms-central)
  - Graduate Catalog (tiny.utk.edu/grad-catalog)
  - Student obligations and appeals process (tiny.utk.edu/rights-obligations)
  - Graduate Student Senate (gss.utk.edu)
  - Office of Graduate Admissions (gradschool.utk.edu/admissions)
  - Student Conduct and Community Standards (studentconduct.utk.edu)
  - Office of Equity and Diversity (oed.utk.edu)
  - Sexual Misconduct, Relationship Violence, and Stalking (sexualassault.utk.edu)
  - Office of Multicultural Student Life (multicultural.utk.edu)
  - Office of Research Integrity (research.utk.edu/compliance)
  - Thesis/Dissertation Consultant (gradschool.utk.edu/thesesdissertations)
  - Office of Information Technology (oit.utk.edu)
  - UTK Pride Center (http://pridecenter.utk.edu/)
  - The Writing Center (https://writingcenter.utk.edu/)
  - Frieson Black Cultural Center (http://multicultural.utk.edu/fbcc/friesonbcc/)
Forms and Additional Resources

Deadline Dates
The Graduate School publishes three separate *Deadline Dates for Graduation* pdf files each semester, one for non-thesis master’s degree programs, one for thesis programs, and one for doctoral programs. They can be found at [http://gradschool.utk.edu/graduation/graduation-deadlines/](http://gradschool.utk.edu/graduation/graduation-deadlines/). It is the student’s responsibility to meet these deadlines.

Master’s Degree Forms
Graduate School forms for master’s students can be found at [http://gradschool.utk.edu/forms-central/](http://gradschool.utk.edu/forms-central/). They include the *Admission to Candidacy Application*, *Revision to Master’s and Ed.S. Candidacy Application*, and *Report of Final Exam/Defense of Thesis (Pass/Fail) Form*.

When completing the *Admission to Candidacy Application*, the column labeled “Course Name Prefix” should indicate the course prefix listed on the student’s academic history (e.g., KIN, RSM, SPST). For Therapeutic Recreation students, a copy of the department admissions letter and transcripts should also be submitted to verify that courses listed as conditions of admission were successfully passed. All committee members must review and sign the application before it is submitted to the Graduate Admissions Coordinator **two weeks in advance** of the Graduate School deadline.

The *Application to Graduate* can instead be accessed [MyUTK](http://myutk.utk.edu).

Doctoral Degree Forms
Graduate School forms for doctoral students can be found at [http://gradschool.utk.edu/forms-central/](http://gradschool.utk.edu/forms-central/). They include the *Admission to Candidacy Application*, *Doctoral Committee Appointment Form*, *Scheduling Defense of Dissertation Form*, *Report of Final Exam/Defense of Dissertation (Pass/Fail) Form*, and *Survey of Earned Doctorates*.

When completing the *Admission to Candidacy Application*, the column labeled “Course Name Prefix” should indicate the course prefix listed on the student’s academic history (e.g., KIN, RSM, SPST). All committee members must review and sign the application before it is submitted to the Graduate Admissions Coordinator **two weeks in advance** of the Graduate School deadline. Review of the application will be faster if the student attaches a memo indicating which courses are intended to be used in each category of the degree requirements (i.e., concentration, research, specialization, and cognate).

The *Application to Graduate* is no longer available on the Graduate School’s website. It can instead be accessed through [MyUTK](http://myutk.utk.edu).

Graduate Student Travel Forms
Graduate students requesting support for travel (e.g., to present at a conference) should complete the following forms and submit them to the department well in advance of the planned trip.

- T-18 Travel Request Worksheet ([http://treasurer.tennessee.edu/travel/Travel%20Forms.htm](http://treasurer.tennessee.edu/travel/Travel%20Forms.htm))
- College Request for Travel Support ([http://cehhs.utk.edu/for-staff/](http://cehhs.utk.edu/for-staff/)) (near bottom of page)
- Graduate Student Senate Travel Award Application ([http://gss.utk.edu/travel-awards/](http://gss.utk.edu/travel-awards/))
• Class Coverage Form (located in KRSS office, HPER 322) Note: This form is required for all GTAs even if the travel does not conflict with the teaching schedule. If classes will not be missed, please note that on the form.

Independent Study Contract
Copies of the Independent Study Contract can be obtained at the front desk of the department. This contract is to be completed in cooperation with the supervising faculty member for the following courses:

KNS 501 Special Project
KNS 590 Practicum
KNS 593 Independent Study
KNS 594 Directed Readings
KNS 622 Directed Independent Research
KNS 664 Research Participation in Kinesiology
KNS 681 Practicum
KNS 693 Independent Study
KNS 694 Supervised Reading
RSM 501 Project
RSM 590 Practicum
RSM 593 Independent Study
SPST 693 Independent Study
SPST 694 Directed Reading

Note: When signing up for these courses, make sure to register for the correct number of credit hours. The default is typically one credit. If you are taking the course for three credit hours, you will have to adjust the amount manually.