

University of Tennessee, Knoxville
College of Education, Health, and Human Sciences
Department of Kinesiology, Recreation, and Sport Studies



GRADUATE HANDBOOK
2022-2023

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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 UTK 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, PhD). 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.

Best wishes for the current academic year!

Lars Dzikus, PhD
Associate Professor and Interim Department Head
lars@utk.edu

Introduction

Students are *required* to read the [Graduate Catalog](#) and this department handbook.

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.

Purpose of Handbook

The Department of Kinesiology, Recreation, and Sport Studies 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.

The Department Graduate Handbook generally 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. *There are, however, instances when the department's requirements and policies are more stringent than those of the Graduate School.* These cases are noted in this handbook.

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](#), to [Hilltopics \(hilltopics.utk.edu\)](#), and to the publications on the [Appeals Procedure](#).

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.

Diversity and Inclusion

The department's Diversity and Inclusion Committee is headed by Dr. Love (alove@utk.edu).

The purpose of the Diversity and Inclusion committee is to enhance diversity and inclusion to benefit students, faculty, staff, and others we serve. It is charged with implementing components of the department's strategic plan as related to diversity and inclusion. Responsibilities include periodic review and recommendations concerning goals, metrics, and initiatives of the strategic plan, gathering benchmark data, preparing an annual progress report and discussion at departmental faculty meetings, soliciting wider participation from departmental citizens, and advising the Department Head on matters pertaining to diversity and inclusion.

The department supports the goals of the University of Tennessee [Diversity Plan](#):

- Culture and Climate: Create and sustain a welcoming, supportive and inclusive campus climate.
- Faculty/Staff Recruitment and Retention: Attract and retain greater numbers of individuals from underrepresented populations into faculty, staff, and administrative positions (particularly department heads, directors, deans, and vice chancellors).
- Student Recruitment and Retention: Attract, retain, and graduate increasing numbers of students from historically underrepresented populations and international students.
- Engagement and Outreach: Develop and strengthen mutually beneficial partnerships with diverse communities in Tennessee and globally.
- Curriculum: Ensure that curricular requirements include significant intercultural perspectives.
- Graduate Student Professional Development: Prepare graduate students to become teachers and researchers in a diverse world.

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

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Recreation & Sport Management and Sport Studies Program Coordinator

Robin Hardin, PhD

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KRSS Graduate Faculty Members

All faculty listed below are approved to direct master's theses and projects. Only those faculty noted 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).

Faculty Member	Concentration/Specialization	Approved to Direct Dissertations
Kinesiology		
Kevin Becker, PhD	Sport Psychology and Motor Behavior	No
Jedediah Blanton, PhD	Sport Psychology and Motor Behavior	No
Dawn Coe, PhD	Exercise Physiology	Yes
Scott Crouter, PhD	Exercise Physiology	Yes
Eugene Fitzhugh, PhD	Physical Activity Epidemiology	Yes
Lyndsey Hornbuckle, PhD	Exercise Physiology	Yes
Jessica Kutz Fleming, PhD	Exercise Physiology	No
Jared Porter, PhD	Sport Psychology and Motor Behavior	Yes
Kelley Strohacker, PhD	Exercise Physiology	Yes
Rachel Tatarski, PhD	Biomechanics	No
Kip Webster, PhD	Sport Psychology and Motor Behavior	No
Dixie Thompson, PhD	Exercise Physiology	Yes
Joshua Weinhandl, PhD	Biomechanics	Yes
Rebecca Zakrajsek, PhD	Sport Psychology and Motor Behavior	Yes
Songning Zhang, PhD	Biomechanics	Yes
Recreation and Sport Management		
Jim Bemiller, JD	Sport Management	Yes
Lars Dzikus, PhD	Socio-cultural Studies	Yes
Hailey Griffiths, PhD	Therapeutic Recreation	No
Jeffrey Graham, PhD	Sport Management	Yes
Robin Hardin, PhD	Sport Management	Yes
Sarah Hillyer, PhD	Socio-cultural Studies	No
Adam Love, PhD	Socio-cultural Studies	Yes
Jason Scott, PhD	Therapeutic Recreation	Yes
Sylvia Trendafilova, PhD	Sport Management	Yes
Angela Wozencroft, PhD	Therapeutic Recreation	Yes
Steven Waller, PhD	Sport Management	Yes

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.

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.

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,

Trust and respect are diminished when a person in a position of authority abuses – or appears to abuse – his or her power. Faculty members are in positions of authority and exercise power over students in many ways, whether in giving praise or criticism, evaluating academic or clinical work, evaluating research, making recommendations for further studies or future employment, or in many other subtle expressions of authority over students. An amorous or sexual relationship with a student greatly increases the potential for a faculty member's abuse of power because of the inherently unequal status of the persons involved in the relationship. Even in cases where such a relationship begins with the mutual consent of the participating persons, it can result in exploitation of the student or the creation of a hostile learning or work environment for the student. Other students and employees may also be adversely affected by the amorous or sexual relationship because the faculty member is positioned to favor or advance one student's interest at the expense of others. In all such cases, the trust and respect essential to the university's instructional mission are diminished.

Such potential abuse of power prohibits consenting romantic or sexual relationships, including consenting relationships (see the [Faculty Handbook](#)) as well as supervisor-student relationship (either as a paid assistant or a student working with a faculty supervisor/major professor).

Application Procedures and Admission Policies

For information regarding application and admission to graduate school, please see the [Graduate Catalog](#), which includes the following topics:

- Application Steps for Admission
- Admission Classifications
- Prerequisites
- Admission Requirements for Domestic Students
- Admission Requirements for International Students
- Admission Requirements for International Exchange Graduate Students
- Graduate Restart Program
- Residency Classification: Admissions and University Fees
- Academic Common Market
- Admissions Application Fee
- Readmission
- Conditional Admission Registration
- Application Information about Student Conduct
- Graduate School Enrollment Deposit

Application to the Department of Kinesiology, Recreation, and Sport Studies can be accomplished through Dr. Scott Smith, the department's Graduate Admissions Coordinator. For more information by concentration/specialization, see the department's [Graduate Programs](#) site.

Graduate Admissions Committees

Recommendations for admission to the department's graduate programs are made by committees comprised of faculty members who typically supervise students in the specialization and/or concentration to which the application is made.

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](#) 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.

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 the student's responsibility to initiate action to revise the degree status. See the [Graduate Catalog](#) for more information.

Academic Standards, Standing, Grades and Appeals

Students are *required* to read the [Graduate Catalog](#) section on Academic Standards, Standing, Grades and Appeals, including:

- Academic Honesty and Integrity
- Research Compliance
- Plagiarism
- Academic Standing
 - Good Standing
 - Academic Probation
 - Academic Dismissal

For information on grievances and appeals, see the next section.

Grades, Credit Hours, and Grade Point Average

Students are *required* to read the [Graduate Catalog](#) section on Grades, Credit Hours, and Grade Point Average, including:

- Graduate Credit
- Grievances and Appeals

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 Dr. Scott Smith, Director of PEAP at scottsmith@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 Graduate Studies Canvas site for detailed announcements.

Departmental New Graduate Student Orientation

All new KRSS graduate students *must attend* (see admissions letter). The orientation typically takes place during the first week of fall classes in HPER. Contact the Program Coordinators for more information: Dr. Zakrajsek (Kinesiology) and Dr. Hardin (Recreation & Sport Management and Sport Studies). See the KRSS Graduate Studies Canvas site for detailed announcements.

Advising, Registration, and Enrollment

Students are *required* to read the [Graduate Catalog](#) section on Enrollment and Registration, including:

- Course Loads
- Auditing Graduate Level Courses
- Continuous Enrollment
- Leave of Absence (LOA) and Reinstatement Following a LOA
- Registration and Enrollment Requirements

Advising

The name of the department's Director of Graduate Studies appears in your records as you advisor only as a "placeholder" or default contact. The actual advisor will be in the student's concentration. Incoming graduate students should contact the respective program coordinator for assistance with initial course selection and guidance in identifying an advisor (KNS: Dr. Zakrajsek, RSM: Dr. Hardin).

The student's advisor is also the student's major professor. 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.

Registration Procedures and Timelines

The University controls registration procedures. See the [Graduate Catalog](#) section on Registration and Enrollment Requirements for details regarding registration. Additional information concerning registration is available at the [One Stop Student Services web page](#). Registration for courses is completed online using the Banner registration system accessed through the [MyUTK](#) web page.

Types of Courses and Course Credit

Most 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*, *internship*, *research participation*, or *special project*, which require the student to work on a specified project independently of a regularly occurring class:

KNS 501 Special Project	RSM 501 Scholarly Inquiry
KNS 590 Practicum	RSM 590 Practicum
KNS 593 Independent Study	RSM 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

SPST 693 Independent Study
SPST 694 Directed Reading

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, which can be obtained at the front desk of the department.

Before registering for these courses, the student must receive permission from the instructor. Professors have different sections of these courses assigned to them. Students must enroll in the section specific to the respective instructor.

When signing up for these courses, students must register for the correct number of credit hours. The default is typically one credit. If students take the course for three credit hours, they might have to adjust the amount manually.

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](#), [Academic Policies and Requirements for Graduate Students](#) 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.

Committees

The student's advisor is also the student's major professor, who 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

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.

Degree Requirements

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

PhD

Major	Degree	Concentrations	Specializations
Kinesiology and Sport Studies	PhD	Kinesiology	
			Biomechanics
			Exercise Physiology
			Physical Activity Epidemiology Sport Psychology and Motor Behavior
	PhD	Sport Studies	
			Socio-Cultural Studies
			Sport Management

Master's

Major	Degree	Concentrations
Kinesiology	MS	
		Biomechanics
		Exercise Physiology
		Sport Psychology and Motor Behavior
Recreation and Sport Management	MS	
		Sport Management
		Therapeutic Recreation

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).

For course and non-course requirements for each concentration and specialization, please see the [Graduate Catalog](#).

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.

For course and non-course requirements for each concentration and option, please see the [Graduate Catalog](#).

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.

For course and non-course requirements for each concentration and option, please see the [Graduate Catalog](#)

Additional Degree Information

Doctoral Degree

The department offers a Doctor of Philosophy Degree (PhD). The doctoral degree is evidence of exceptional scholarly attainment and demonstrated capacity in original investigation. Requirements for the degree, therefore, include courses, examinations, and a period of resident study, as well as arrangements which guarantee sustained, systematic study and superior competency in a particular field.

Students are *required* to read the [Graduate Catalog](#) section on Doctoral Degree, including the following topics:

- Doctoral Program of Study
- Doctoral Degree Requirements
- Doctoral Admission to Candidacy
- Residence Requirement
- Doctoral Degree Time Limit

Students are *required* to read the [Graduate Catalog](#) section on Doctoral Examination, including the following topics:

- Doctoral Comprehensive Examination

Students are *required* to read the [Graduate Catalog](#) section on Dissertation Defense, including the following topics:

- Remote Participation in Oral Defenses
- Preparation and Submission of Theses and Dissertations

Note: In March 2020, in response to the outbreak of COVID-19, the Graduate School temporarily waived the Remote Participation Form for dissertation and thesis defenses. Students must check with their advisor if this is still the case at the time of their defense.

The following sections contain information specific to the Department of Kinesiology, Recreation, and Sport Studies:

Foreign Language Requirements

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

Submitting Written Materials to Committee Members

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

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.

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.

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

The department offers a Master of Science (MS) degree. The master's degree is evidence of successful completion of a body of coursework, advanced understanding, and the ability to apply knowledge within a major field. Many master's degrees require a culminating experience. Examples of culminating experiences include an advanced seminar, creative product, exhibit, independent project, integrated case study or simulation, internship, practicum, recital, or thesis. Through this experience, the student will demonstrate skills associated with the particular degree program, such as applied performance, critical analysis, organization and writing.

Students are *required* to read the [Graduate Catalog](#) section on Master's Degree, including the following topics:

- Minimum Graduate School Requirements to Earn a Degree
- Master's Committee
- Master's Admission to Candidacy
- Degree Options
- Master's Degree Time Limit
- Preparation and Submission of Theses and Dissertations

Students pursuing a master's degree *required* to read the [Graduate Catalog](#) sections on:

- Thesis Option: Thesis Registration
- Thesis Option: Final Examination
- Non-Thesis Option: Comprehensive Exam

The following sections contain information specific to the Department of Kinesiology, Recreation, and Sport Studies:

Submitting Written Materials to Committee Members

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

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.

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

Depending on the concentration, the available non-thesis degree options in KRSS are: "course-only with comprehensive exam" and "course-only without comprehensive exam." To learn what options are available in a specific concentration, please see the [Graduate Catalog](#) under "Majors/Minors, A-Z."

Non-thesis students in a concentration that only offer "course-only with comprehensive exam," 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.

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. Dr. 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 Graduate Studies Canvas site.

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.

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 Federal-wide 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 Medical 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 p.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.

Finances for Graduate Education

Students interested in funding opportunities, should review the [Graduate Catalog](#) section on Finances for Graduate Education for details regarding financial assistance offered by the University of Tennessee, Knoxville. Current graduate assistants are *required* to read this section of the Graduate Catalog. Topics include:

- Financial Assistance
- Health Insurance
- Student Accounts: My UTK
- University Fees
- Refunds and Repayments
- Policy for the Administration of Graduate Assistantships
- Graduate Education and the Role of Assistantships
- What is an Assistantship?
- Types of Assistantships
- Work Assignments and Related Factors
- Qualifications of Graduate Teaching Associates
- Accepting or Declining an Assistantship
- Evaluation and Supervision of Graduate Assistants
- Orientation and Training of Graduate Assistants
- Rights of Graduate Assistants
- Termination of a Graduate Student on an Assistantship

Graduate Assistantships in the Department

An assistantship is a financial award to a graduate student for part-time work in teaching, administration or research while pursuing study toward an advanced degree. Appointments are normally on a one-quarter to one-half time basis (25 percent or 50 percent fulltime equivalent, FTE). The appointment may be for either nine or twelve months. In addition to the stipend, Graduate Teaching Assistants, Graduate Teaching Associates, Graduate Assistants, Graduate Research Assistants and Graduate Research Associates are entitled to a waiver of some fees for the period of appointment in accordance with university policy. University fees include a maintenance fee (required of all students), tuition (additional for out-of-state students), and various other fees (some of which are mandatory). **The waiver of fees for assistantships applies to maintenance and tuition fees only; it does not include any other fees (see information about fees in Finances of Graduate Education).** Graduate assistants must pay the University Programs and Services Fee and all other mandatory fees, even if they have a waiver of fees (tuition and/or maintenance). For Graduate Research Assistants the maintenance fee is paid by institutional funds or a granting agency and is in addition to the stipend paid. For a list of all fees, see information provided at [One Stop Student Services website](#).

Maintenance fees and tuition waivers apply to appointments at a 25 percent FTE or higher. Additionally, all graduate assistants are provided student Health Insurance.

Graduate Assistantships in KRSS

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 full tuition waiver for the period of the appointment, and the tuition waiver carries over into the summer (even if the GTA does not teach in summer). 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 the department's [Graduate Programs](#) site. 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. Note that this is different from the TOEFL test.

A student wanting to resign from an assistantship should contact their 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.

Duties and Key Responsibilities for Graduate Teaching Associates (GTA) in the Department

The following list outlines typical duties expected of GTAs. The list is not exhaustive and GTAs may be required to undertake other duties, normally these will be broadly in line with the listed key responsibilities. Roles and responsibilities may also be subject to change.

- Attend all required GTA orientations and training sessions.
- Be on campus a week before the beginning of classes.
- At the end of semester, remain on campus up through the time of the course's final exam. Remain available to answer student inquiries (in person, by phone, or by email) up through the last day of the grading period.
- Work closely with the faculty member(s) assigned teaching supervisors and follow their instructions.
- Construct or adapt a course syllabus that contains all of the [essential elements](#) including catalog description, readings (required, recommended, and/or optional), course objectives, learning outcomes, student evaluation criteria with a breakdown of major assignments and respective percentages of final grade, a grading scale for final grades, student responsibilities, a schedule of class activities on each day of the course, exam dates, and dates when assignments are due. Also include the items contained in the University syllabus.
- Design or adapt all course materials (e.g., presentation slides, assignment guidelines).
- Deliver course content and facilitate class meetings, including lectures, discussions, presentations etc.
- Attend all scheduled class meetings, or make suitable arrangements on days when you cannot attend.

- This means notifying the assigned teaching supervisor *in advance*, and whenever possible obtain
- alternative class coverage. (We do not cancel classes except as a last resort.)
- Maintain course website for each course/section on [Online@UT](#) (e.g., Canvas).
- Post and observe regular office hours each week (i.e., two one-hour sessions).
- Post grades of assignments and exams in a timely manner.
- Maintain a reasonable response time for all student inquiries, such as less than one or two working days.
- Following adhere to the policies/procedures listed in the [Hilltopics Student Handbook](#), including:
 - “Academics”
 - “Campus Policies and Procedures”
 - “Student Code of Conduct”
- Collaborate with fellow GTAs, if applicable (e.g., for course coverage when attending conferences and coordinating multiple sections of the same course).
- Treat all students fairly and with respect.

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.

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](#).

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 Alley Haney (ahaney13@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 Alley Haney (ahaney13@utk.edu or 974-1271).

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 Alley Haney 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 Alley Haney 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
- A student may NOT purchase plane tickets, hotels, registration, etc. for another student or for a professor

____ INTERNATIONAL Travel Request

- Only if you're traveling internationally will you include this step
- <https://cge.utk.edu/travel/#intltravel> and follow the steps listed on the website
- This should be done before the next step or your request in CONCUR will NOT be approved
- Once you get approval, email it to Alley Haney (ahaney13@utk.edu)

____ CONCUR Request

- Only if you are traveling out of state or internationally will you include this step
- <https://finance.tennessee.edu/travel/> and select the travel.tennessee.edu link to take you to CONCUR
- If you have not already, please set Alley Haney (ahaney13) and Danielle Johnson up as delegates in the CONCUR system.
- You will set up a 'New Request' under the 'Request' tab at the top of the page.
- Trip name should be '*Destination* - *Last Name* *Dates*' (ex. 10/01-10/05/21).' This may depend on the length of characters, so please abbreviate if necessary.
- Travel Dates of when you leave and when you return.
- Travel Business Purpose is 'Conference/External Training' from drop down menu
- Comments: Please list what conference you are attending and why.
- Fill out the destination information; Where, Trip Type (out of state or international, see first bullet), UT will be paying for the trip, and Yes, there are students on this trip.
- The Budget Entity most always Knoxville. Object Type (please see Alley Haney for this), and same for Cost Center or WBS (see Alley); she will give you this information.
- Once finished submit your request (red button top right)

Please note: if you do not know your Personnel Number, please contact Alley Haney)

____ 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 CONCUR 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 Alley Haney with help on submitting expenses. She will help walk you through it, but the awesome part of this system is it is all traveler friendly!
- 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 Alley Haney 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
- Alley can pay for your registration fees if you have an APPROVED request in concur
- 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 CONCUR request and approved and must send Alley Haney all information for the conference registration at least 3 weeks in advance

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

Meal Allowances/ Per Diem

- 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
- GSS funding CANNOT be used on food
- If you are doing meals, you MUST keep itemized receipts and alcohol CANNOT be on the receipt

Air Travel

- Limited to standard coach fare
- Alley can purchase your ticket, but you MUST have an APPROVED request in Concur, otherwise 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
- Will reimburse for mandatory fees imposed by airline with receipt or proper receipts/documentation
- You won't be reimbursed until AFTER the trip
- 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

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 Alley Haney
- 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 Alley Haney no later than 6 weeks after completion of travel to allow time to process and approve documents)
- CONCUR – 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 – submitted on CONCUR and goes through Alley & Danielle then the travel office

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 receipts 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

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 Graduate Studies Canvas site
 - 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/>. 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/>. 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](#).

Doctoral Degree Forms

Graduate School forms for doctoral students can be found at <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](#).

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>)
- College Request for Travel Support (<http://cehhs.utk.edu/for-staff/> (near bottom of page))
- Graduate Student Senate Travel Award Application (<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.