

**GRADUATE FACULTY ADVISORS' & STUDENTS' HANDBOOK**  
**Department of Health & Kinesiology**  
**December 2012 Edition**

**HLKN GRADUATE STUDIES OFFICE**

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# **GRADUATE FACULTY MEMBERSHIP POLICIES**

## **Graduate Faculty Membership (University Policies)**

The Graduate Faculty at Texas A&M University consists of the President, the Vice President for Academic Affairs, the Associate Provosts, the Dean of Graduate Studies, the Deans of all subject-matter colleges, selected Directors, and properly qualified academic groups appointed by the Dean of Graduate Studies. Appointees to the Graduate Faculty participate in the graduate degree programs of the University by serving on student advisory committees and teaching graduate courses. Individuals who have not been appointed to the Graduate Faculty may not teach graduate courses or serve on student advisory committees unless special approval is granted by the Dean of the Office of Graduate Studies.

The Graduate Faculty is composed of Members, Associate Members, Adjunct Members, and Special Appointments. Members and Associate Members are selected from qualified individuals of the academic staff of Texas A&M University, from the staff of other parts of the University, from The Texas A&M University System, and from affiliated research organizations (such as USDA).

Appointment to membership on the Graduate Faculty, although considered an honor, serves functional purposes and must be earned. Appointment to membership is not for the purpose of conferring recognition upon an individual, but is designed to assure competence in the directing and counseling of graduate students and in the teaching of graduate courses. Such competence is, in part, a function of experience and knowledge of operational procedure; it is also characterized by ability, motivation, and evidence of continuous scholarship.

The University's general expectation is that membership on the Graduate Faculty is maintained through participation in the graduate program by teaching, by directing or administering graduate work, by doing research and publication, or by other direct and substantial contributions to the graduate programs of the University, such as by service on a Graduate Instruction Committee or by administrative assignments in graduate education. The Graduate Council expects that all Deans and Department Heads will regularly review the Graduate Faculty under their direction and will recommend withdrawal of the appointment of any member(s) who no longer merits membership on the Graduate Faculty on the basis of his or her lack of contribution to graduate education. The Department Head shall notify any faculty member who is non-voluntarily removed from the roles of the Graduate Faculty, and the faculty member has the right to appeal his/her removal through the PPM 2.3.2.6 (Faculty Grievance Procedures).

## **Policy Regarding Graduate Faculty Membership (Department)**

In carrying out its scholarly mission as an academic unit at Texas A&M University, a land grant institution with a recognized research mission, the Department of Health and Kinesiology encourages each graduate faculty Member to be involved in producing and/or disseminating new knowledge. As a corollary, training future scholars is recognized as an important role of faculty. In this light, directing graduate student research

is seen as an outgrowth of each faculty member's own scholarly work. In recognition of the special skills and relevant expertise required to fulfill this critical responsibility, especially in the training of doctoral students, HLKN faculty must meet requirements in addition to those defined for Regular Member status to qualify to mentor and advise graduate students. Membership on the HLKN Graduate Faculty has four main categories: Member (Regular Member and Research Member subcategories), Associate Member, Adjunct Member, and Special Appointment.

## **Regular Member**

### *Eligibility*

Health and Kinesiology tenure track, tenured, and clinical faculty members of professorial rank are eligible to apply as Regular Members of the Graduate Faculty. Additional approval is required by the Dean and the Graduate Instruction Committee of the College of Education and Human Development. A non-tenure-track individual employed by Texas A&M University, TAES, TAEX, TEES, TEEEX, or TTI with professorial rank is eligible to participate as a Regular Member. A person holding the title of Lecturer or Senior Lecturer or any other non-permanent faculty title (e.g., visiting and adjunct titles) may not normally be considered for Regular Member status on the Graduate Faculty. Exceptions to this will be considered only if the person concerned has an unusual or unique contribution to make to the graduate program of the department, and approval is granted by the department, college (via the Graduate Instruction Committee), and Office of Graduate Studies.

### *Requirements*

The nominee for HLKN Graduate Faculty Regular Member status must present evidence that he or she has: (a) taught a graduate class and actively served on a graduate student's advisory committee, or has held a definite administrative assignment in the graduate program of a university; (b) published a scholarly work as primary author (or, in the case of a professional discipline, has exhibited appropriate evidence of professional accomplishment); and (c) accrued at least five scholarly products so defined by the College of Education and Human Development over the last five years.

### *Privileges*

A Regular Member of the HLKN Graduate Faculty may: (a) teach graduate courses; (b) serve as a member or co-chair of any graduate student's advisory committee; and (c) chair Masters non-thesis advisory committees. Regular Members have voting privileges on all graduate curriculum, policy, and Graduate Faculty issues.

### *Appointment*

Regular Members serve five-year terms, at the end of which they are evaluated for continuance.

## **Research Member**

### *Eligibility*

Health and Kinesiology tenure track and tenured faculty members are eligible to apply as Research Members of the Graduate Faculty. Additional approval is required by the Dean and the Graduate Instruction Committee of the College of Education and Human Development. Exceptions to this will be considered only if the person concerned has an unusual or unique contribution to make to the graduate program of the

department, and approval is granted by the department, college (via the Graduate Instruction Committee), and Office of Graduate Studies.

### ***Requirements***

The nominee for HLKN Graduate Faculty Research Member status must present evidence that he or she has: (a) taught a graduate class and actively served on a graduate student's advisory committee, or has held a definite administrative assignment in the graduate program of a university; must provide evidence (b) of at least 10 scholarly products over the last 5 years; (c) that at least 3 of the scholarly products were peer-reviewed research publications on which the nominee was senior author, and that the publications were related to his or her discipline and expertise; (d) of ongoing research experience that would equip him or her to direct Ph.D. and master thesis students in their chosen area of research; **and** (d) of continuing scholarship demonstrated by the fact that no more than 3 years elapsed between some scholarly product accruing over the five-year evaluation period.

### ***Privileges***

A Research Member of the HLKN Graduate Faculty may: (a) teach graduate courses; (b) serve as a member or co-chair of any graduate student's advisory committee; **and** (c) chair Masters non-thesis, Masters thesis, and Ph.D. advisory committees. Research Members have voting privileges on all graduate curriculum, policy, and Graduate Faculty issues.

### ***Appointment***

Research Members serve five-year terms, at the end of which they are evaluated for continuance.

## **Associate Member**

### ***Eligibility***

Any HLKN faculty member (including Instructors and Lecturers) or professional staff employed by Texas A&M University, TAES, TAEX, TEES, TEEX, or TTI who holds the highest earned degree common to that person's discipline may be granted Associate Member status on the HLKN Graduate Faculty, provided that the individual's appointment will be beneficial to the department's graduate program. In addition, employees of federal and state agencies located in the College Station area are eligible for Associate Member status.

### ***Requirements***

It is expected that a nominee for Associate Member status has published a scholarly work as primary author (or, in the case of a professional discipline, has exhibited appropriate evidence of professional accomplishment). In addition to this requirement, a non-tenure-track nominee must present evidence that he or she has: (a) taught a graduate class; (b) actively served on a graduate student's advisory committee; **or** (c) has held a definite administrative assignment in the graduate program of a university.

### ***Privileges***

An Associate Member of the HLKN Graduate Faculty may teach graduate courses and serve as a member or co-chair (but not as chair) with a Member as the other co-chair of a graduate student's advisory committee. Associate Members have voting privileges on all graduate curriculum and policy issues with one exception; they do not have voting privileges on matters related to nominations of faculty for Member status or for a change in Member category.

### *Appointment*

**Associate Members** serve five-year terms, at the end of which they are evaluated for continuance.

## **Adjunct Member**

### *Eligibility*

Recognized scholars who do not hold a permanent appointment to the faculty (including visiting and adjunct academic appointments) of the University, but who otherwise meet the basic requirements for the status of Member of the HLKN Graduate Faculty as described previously, may be eligible for appointment to Adjunct Member status. In addition, individuals not located in College Station and not employed by Texas A&M University may be considered for Adjunct Member status on the HLKN Graduate Faculty provided they are employed by another agency of the Texas A&M University System or are qualified staff of federal or state agencies. Such nominations should be made in those cases in which there is an apparent need, and justification can be presented by the Department Head.

### *Requirements*

The requirements for Adjunct Member status are the same as for Member status. These include evidence that he or she has: (a) taught a graduate class and actively served on a graduate student's advisory committee, or has held a definite administrative assignment in the graduate program of a university; (b) published a scholarly work as primary author (or, in the case of a professional discipline, has exhibited appropriate evidence of professional accomplishment); **and** (c) accrued at least five scholarly products over the last five years.

### *Privileges*

An Adjunct Member of the Graduate Faculty may teach graduate courses and serve as a member or co-chair (but not chair) with a Member as the other co-chair of a graduate student's advisory committee. Adjunct Members have no voting privileges on HLKN graduate faculty issues.

### *Appointment*

Adjunct Members may serve five-year terms, at the end of which they are evaluated for continuance.

## **Special Appointment**

### *Eligibility*

There may be times when it would be advantageous to the department to have a qualified individual teach a graduate course or serve on a student's advisory committee without being permanently on the Graduate Faculty as either a Member, Associate Member, or Adjunct Member. In addition, qualified individuals from other TAMU divisions, other universities, government or industry may be appointed in special cases to teach a graduate course or to serve on a student's advisory committee. In these cases, a Special Appointment may be warranted.

### *Requirements*

The nominee must present a current *Resume* or *Vitae* documenting that he or she is qualified for the specific committee or teaching assignment.

### ***Privileges***

Individuals holding a Special Appointment to the HLKN Graduate Faculty may teach a graduate course or serve as a member on a graduate student's advisory committee. A qualified individual from another university, government or industry who holds Special Appointment status to the graduate faculty and who serves on a graduate advisory committee is not counted toward the minimum number of graduate faculty necessary to form the committee. Special Appointments have no voting privileges on HLKN graduate faculty issues.

### ***Appointment***

The Special Appointment must be limited to one specified committee, to one specified teaching assignment, or to a fixed length of time (e.g., for one to two years).

## **Scholarly Products Used to Evaluate Graduate Faculty Status**

The following are considered "scholarly" products:

- Refereed journal articles
- Successful grants and/or contracts funded from sources external to TAMU
- Refereed presentations at regional, national, or international conferences
- Books or monographs
- Book or monograph chapters
- Edited books or monographs
- Development of materials, e.g., curricula, tests, manuals, etc., that are reviewed
- Responsible and active involvement as a board member, committee chair, or committee member with state, regional, or national accrediting, regulating, or standards setting agencies related to professional practice in the individual's area of expertise.
- Other scholarly products to be reviewed and designated on an ad hoc basis by the nominating department

## **Procedure for Appointment to the Graduate Faculty**

A nomination for membership on the graduate faculty in the Department of Health and Kinesiology is initiated at the faculty member's request. The procedures for filing and approving a request are as follows:

1. A faculty member must submit a request for membership appointment or change in membership status in writing to the Chair of Graduate Programs any time he or she so chooses, but at least 2 weeks prior to a scheduled graduate faculty meeting. An abbreviated *Vitae* (not to exceed 2 pages) which highlights his or her scholarly activities over the last 5 years must accompany the request.
  - a) The written request must specify the membership category(ies) for which he or she is applying, and, in the case of Research Member applicants, include a statement of ongoing, relevant professional or research experience.

- b) Peer-reviewed journal citations for which the applicant is not first author must include the relationship of the first author to the applicant (e.g., professional colleague, student advisee, etc.). A faculty member will be considered senior author **only** if; 1) he or she is first author or 2) the first author is (was) the faculty member's student (faculty member was chair of student's committee) when the data were collected or the paper authored.
2. The request will be reviewed by the Chair of Graduate Programs to determine whether or not the faculty member meets the minimum eligibility criteria and requirements of the category for which he or she is applying. If, in the view of the Chair of Graduate Programs, the minimum eligibility criteria and requirements are not met, the membership request will be denied. The faculty member may appeal the decision of the Chair of Graduate Programs to the Graduate Faculty.
3. A request approved by the Chair of Graduate Programs will be considered at the next regular meeting of the Graduate Faculty. The request and abbreviated *Vitae* will be distributed to all Graduate Faculty at least one week prior to the meeting. Regular meetings of the Graduate Faculty will be held at least once a semester (usually in September and February).
4. At the meeting of the Graduate Faculty, the Chair of Graduate Programs will make a motion to consider the request for appointment to the Graduate Faculty or change in membership status. Provided there is a second, the nomination will be open for discussion. Generally, discussion should center on the degree to which the nominee meets the requirements of the Graduate Faculty status requested.
5. After discussion is completed, a vote of the appropriate members of the Graduate Faculty will be taken. Members (Regular and Research) and Associate Members will have voting privileges on all issues related to Associate Membership, Adjunct Membership, and Special Appointments on the Graduate Faculty. Only Regular and Research Members will have voting privileges on issues related to Regular Member and Research Member appointments to the Graduate Faculty.
6. The vote will be forwarded to the Department Head. Should the Department Head not affirm the recommendations of the Graduate Faculty, the Department Head will provide in writing an explanation of his or her action to the Graduate Faculty. According to the College of Education policy, Member status is granted by the Dean of the College of Education and upon recommendation of the Department Head, as consented to by the departmental graduate faculty. The Graduate Instruction Committee will serve to advise the Dean on these matters. Appointment to Associate Member or Adjunct Member status is accomplished by use of the Personal Record Form, initiated by the Department Head through the College Graduate Instruction Committee and the College Dean to the Dean of Graduate Studies.
7. Special Appointments are accomplished by a letter of request from the Department Head to the Executive Director of the Office of Graduate Studies with the individual's resume attached. In the letter of request, the Department Head should indicate if the Special Appointment status is to be limited to the one specified committee, to one specified

teaching assignment, or to a fixed length of time (e.g., for one or two years). A Special Appointment member cannot be one of the required 3 or 4 committee members for M.S. or PhD. Committees, but often provides valuable expertise as a 4<sup>th</sup> or 5<sup>th</sup> member.



# THE GRADUATE CURRICULUM

The Faculty of the Department of Health and Kinesiology is responsible for departmental programs and curriculum. Therefore, the faculty plays a central role in the proposal and approval of new courses and course changes. The Department Head has final responsibility for approval of curriculum, and must consider curricular issues from the standpoints of program coordination, staffing, and budget.

## Procedure for Approval of New Graduate Courses

The procedures for approval of new graduate courses are as follows:

1. A proposal for a new graduate course begins with an informal discussion involving the member of the graduate faculty submitting the proposal, respective Division Chair, and Graduate Programs Chair. Suggested points for consideration include the following:
  - a. Does the course replace another course?
  - b. Can another course be deleted or revised instead?
  - c. Will the course be required or an elective for students?
  - d. How does it fit into the sequence?
  - e. What are the staffing and budget implications of the proposed course?
2. The Division Chair and Graduate Programs Chair may wish to consult with Department Head.
3. Submit a complete “Departmental Request for New Course” form for graduate courses, and a course syllabus including reading list to the respective Division Chair (see [http://curricularservices.tamu.edu/files/2010/09/new\\_course\\_form.pdf](http://curricularservices.tamu.edu/files/2010/09/new_course_form.pdf)).

The Division Chair will distribute copies of the proposal to members of the graduate faculty in that division. The proposal will be discussed by that group of faculty; recommended changes in the proposal may be incorporated. Following this discussion and after any amendments to the proposal have been made, the graduate faculty will vote on the proposal.
4. Submit the proposal and the divisional graduate faculty vote to the Graduate Programs Chair. The Graduate Programs Chair will distribute copies of the proposal to members of the department graduate faculty. The proposal will be discussed in an open graduate faculty meeting; recommended changes in the proposal may be incorporated. Following this discussion and after any amendments to the proposal have been made, the graduate faculty will vote on the proposal.
5. The proposal and the graduate faculty vote will be submitted, by the Graduate Programs Chair, to the Department Head, who will distribute the proposal and the results of the graduate faculty vote to the members of the Executive Committee. Following consultation with the Executive Committee, the Department Head will approve the proposal and forward it to the Dean of the College of Education, or return the proposal to the Graduate Programs Chair with an explanation for disapproval. Depending on the reasons for disapproval, the proposal may be revised and again routed to the Department Head for consideration. If the revision is substantive, the proposal should again be considered by the graduate faculty.

## Teaching a New Course as a 689 Course

Typically, new courses are taught first under the course number 689; however, there is not an absolute requirement to teach a new course as “689” before routing a proposal with a permanent

course number. Routing of 689 course proposals should be conducted in coordination with the HLKN Administrative Coordinator in charge of curricular issues. The proposal will be submitted on the “Department Request for a 689 Course” form with accompanying “Condensed Course Syllabus” and course syllabus including reading list. This process will be followed each of the two times that a particular 689 course is offered.

### **Procedure for Course Changes**

Course changes will be routed as described above for new graduate courses. The proposal will be submitted on the “Departmental Request for a Change in Course” form for graduate courses. This form may be found at: [http://curricularservices.tamu.edu/files/2010/09/change\\_in\\_course\\_form.pdf](http://curricularservices.tamu.edu/files/2010/09/change_in_course_form.pdf)

### **Procedure for Review of Existing Courses**

Review of existing courses should be done on a continuing basis. Each course should be reviewed by the respective divisional and /or graduate faculties at least once every four years on a rotating basis, with at least one-fourth of the course evaluated every year. The review should encompass evaluation of the stated course objectives, the syllabus, textbooks and readings, laboratory and/or demonstrations, and student performance measures in the course. Questions that should be addressed in the review include the following.

- Does the course meet the curriculum goal of the respective program(s)?
- Does the course present up-to-date information in the field?
- Does the course have redundancies with other course?
- Are enrollments in the course satisfactory? Is the course sequenced appropriately in the program of study (e.g., should it be a 300 level instead of 400 level)?
- Is the course taught by the most appropriate faculty member(s)?

The respective divisional or graduate faculties may arrive at any one of three conclusions for a given course upon which recommendations to the Department Head would be based: (1) the course should remain as is; (2) the course should be changed to meet current needs, or (3) the course should be dropped from the catalog.

The recommendations and the faculty votes supporting the recommendations should be routed as described for new course proposals. When the recommendations are received by the Department Head, he/she will forward the information to the members of the Health and Kinesiology Graduate Curriculum Committee. This Committee’s evaluation of the proposal will be returned to the Department Head. It will then be distributed to the Executive Committee. Following consultation with the Executive Committee, the Department Head will approve the recommendation or return the recommendation to the respective Division Chair with an explanation for disapproval. Depending on the reasons for disapproval, the recommendation may be revised by the respective faculty and again submitted to the Department Head. Following approval by the Department Head, if the recommendation requires paperwork (e.g., a change or drop), the respective division or Graduate Programs Chair will prepare the forms in consultation with appropriate faculty and the Department Head.

Although courses will normally be reviewed on a regular basis as described above, in some cases the faculty may be asked to review a particular course(s) before it would be considered in the normal

four-year cycle. This request for review may be initiated by the Department Head, or by any faculty member through the Department Head. When a faculty member wishes to initiate a review outside of the normal cycle, the request should be presented to the Division Chair in writing with a description of the rationale for the request. When deemed necessary, the information will be forwarded to the Department Head; if the Department Head considers the request to be substantive, it will be submitted to the respective faculty.

# THE EXPERIENCE OF GRADUATE STUDENTS

## The Ph.D. Research Experience

[as amended by HLKN Graduate Faculty –Feb 2011; to take effect January 1, 2012]

It is expected that each doctoral student will be actively engaged in research throughout the duration of his/her graduate study. This should be evidenced by the doctoral student's participation in data collection, research planning and design, data analysis and interpretation, presentation, and publication. The culmination of this on-going experience is the student's dissertation. It is recognized that a significant percentage of the student's training occurs as a result of one-on-one and small group interactions in the research environment. It is also recognized that the Ph.D. is the highest research degree and that it is important for the students to develop the research presentation and publication portion of his/her vita while in the doctoral program. It is also desirable that the student gain experience in the development and submission of grant proposals.

Prior to scheduling of student dissertation proposal meetings (a) the students will have presented, or will have a presentation accepted, as sole or first author, at least one presentation at a state, regional, or national conference, and (b) the student will be an author on at least one research paper submitted to a peer-reviewed national or international journal. The determining factors in authorship and authorship order will be the ethical standards of the American Psychological Association (see the APA Publication Manual). When the student submits the Proposal Title Page form for approval by the Graduate Studies Chair or Department Head, she/he will also submit the HLKN form titled "Dissertation Proposal Requirements"(see Addendum A) along with a) an email or letter documenting acceptance of the required conference presentation and b) a copy of an acknowledgment of manuscript receipt furnished to the author by the journal editor.

The dissertation represents original research conducted by the candidate. It is expected the dissertation will result in one or more publications in leading peer-reviewed journals in the particular area of study. It should therefore conform to a style utilized by a journal or journals, in the student's major area of study and the Office of Graduate Studies Thesis Manual. The University and the Department allow a great deal of latitude in the organization of the dissertation. It should be noted that the scholarship of the work is the primary criterion for evaluation.

Consistent with the emphasis on publishing doctoral level work, it is expected that the student will submit one or more manuscripts derived from the dissertation to a national or international refereed journal(s). Students should be first authors on these reports, although secondary authors may be included. If at all possible, these submissions should be completed before the student departs from Texas A&M upon graduation.

## Grading of Graduate Courses

The graduate faculty member teaching the course is the primary authority with respect to a student's proficiency and assignment of a final grade in a course. However, it is expected that all graduate courses will be current, relevant, and challenging, and that high standards of achievement will be applied in the assignment of grades.

University policy requires the course instructor to provide in writing a grading policy (in addition to other materials) to each class during the first meeting.

- “A” Grade: This grade signifies a superior performance in the course. The student has clearly demonstrated a mastery of all course materials. The grade is reserved for students who achieve at a level above the standards set for the average graduate student in the program.
- “B” Grade: This grade signifies a satisfactory performance in the course. The student has demonstrated a mastery of a significant portion of the course materials. The grade is reserved for students who achieve at least at the standard set for an average graduate student in the program.
- “C” Grade: This grade signifies a minimally acceptable performance in the course. The student has demonstrated a mastery of some of the course material but a minimally acceptable level of knowledge on other portions of the course. The grade is reserved for students that perform at a minimally acceptable level below that of the standard set for an average graduate student in the program.
- “F” Grade: This grade signifies an unacceptable performance in the course. The student has failed to achieve at an acceptable level in a portion of the course material. The student assigned a grade of “F” does not receive credit for the course, although the course may be retaken for a grade.
- “S” Grade: This grade signifies a satisfactory performance in the course. The student has demonstrated a mastery of a significant portion of the course materials and demonstrated a minimally acceptable level of knowledge on all other portions of the course. This grade is reserved for students who achieve at least at the standard set for an average graduate student in the program.
- “U” Grade: This grade signifies an unacceptable performance in the course that is below that of standard set for an average graduate student in the program. The student has failed to achieve at an acceptable level in a portion of the course material. The student assigned a grade of “U” does not receive credit for the course, although the course may be retaken.
- “I” Grade: A temporary grade of “I” (Incomplete) at the end of a semester or summer term indicates that the student has completed the course with the exception of a major quiz, final examination or other work. The instructor shall give this grade only when the deficiency is due to an authorized absence or other cause beyond the control of the student. When an

instructor reports an incomplete grade to the registrar, he or she will fill out an “Incomplete Grade Report”, which is filed with the Department Head. Copies are sent to the student and to the student’s academic dean. This report includes (1) a statement of the instructor’s reason for awarding the incomplete grade and (2) a statement concerning the remaining work to be completed before the last day of scheduled classes of the next semester in which the student enrolls in the university, unless the student’s academic dean, with the consent of the instructor (in the absence of the instructor, the Department Head), grants an extension of time for good reason. *If the incomplete work is not completed within this time or if the student registers for the same course again, the “I” will be changed to an “F” by the registrar.* Grades of “I” assigned to 684 (Professional Internship), 691 (Research), 692 (Professional study), or 693 (Professional Study) are excluded from this policy.

### **Grade Point Ratio (GPR) [as amended by HLKN Graduate Faculty –Feb 2011]**

The Graduate Cumulative GPR is computed by using all graded graduate and advanced undergraduate (300 or 400 level) course work taken at Texas A&M University (as a graduate student) and eligible to be applied toward the student’s current graduate degree program. After a student’s degree plan is approved, the Graduate Degree Plan GPR is also computed using only the graded coursework listed on the approved degree plan. There are four passing grades at the graduate level, A, B, C, and S representing varying degrees of achievement. The grades of A, B, and C carry grade points/semester hour credit and are used in the computation of the student’s GPR. Grades of F or U for courses on the degree plan must be absolved by repeating the course and achieving a grade of C or above or S. Semester credit hours to which grades of Withdraw Failing (WF) and F are assigned shall be included in computing the GPR. Those involving grades of Withdraw Passing (WP), Q-drop, S, and U, X, or NG shall be excluded.

Graduate students must maintain a minimum grade point ratio of 3.00 for the Graduate Cumulative (Grad Cum) AND the Graduate Degree Plan (Grad Deg). If either the Graduate Cumulative OR the Graduate Degree Plan GPR falls below 3.00, he/she will be considered to be on scholastic probation. For more information, see “Procedures Regarding Scholastic Probation” on pp. 25-26.

### **Doctoral Teaching Internship**

Doctoral programs that provide intensive research training often provide graduate students with minimal or no teaching experience. Job descriptions for the kinds of positions our graduates accept (faculty and post-doctoral experiences) invariably include a commitment to teaching. To help prepare doctoral graduates from Health and Kinesiology specializations at Texas A&M University for this eventuality, this department requires all students take a three credit hour Internship (HLTH/KINE 684) in Teaching.

As part of this teaching Internship, the doctoral student must actively assist with an undergraduate course related to his/her area of specialization. The undergraduate course must be approved by the student’s graduate advisory committee and by the instructor of record for the course. The instructor of record for the course will also serve as the Internship Supervisor for the student throughout the Internship experience, provided he or she is a member or associate member of the graduate faculty.

The student will be required to:

1. Attend all required class meetings throughout the semester
2. Teach at least one unit of instruction
3. Teach at least one-third of the lectures in the course

The Internship Supervisor will be responsible to mentor and supervise the student in developing his/her teaching materials for the portion of the class he/she teaches. The Internship Supervisor will also closely monitor all classes the (doctoral) student teaches and provide regular written and/or verbal feedback to the student. The primary purpose of all feedback is to help the doctoral student improve his/her teaching. Finally, the Internship Supervisor will critique and provide guidance in the development of any examinations or other evaluation instruments employed in grading students in the undergraduate class **prior** to their implementation.

The Internship Supervisor, as the instructor of record, will have the right to terminate the Internship any time he or she feels the doctoral student's teaching performance is unacceptable and the educational experiences of the undergraduate students are being compromised. A final written evaluation of the Internship student's teaching performance will be shared with the student, the student's graduate advisory committee, the Chair of Graduate Programs and copied to the student's permanent academic file. Should a student's Internship be terminated, his/her graduate committee will recommend remedial courses or actions prior to allowing that student retake the Internship. The Internship Supervisor will also be responsible for assigning the final grade of Satisfactory/Unsatisfactory to the Internship student.

## **Internship Implementation & Evaluation**

The purpose of the Internship (HLTH/KINE 684) is to help our graduate students grow and improve as teachers. The following contains the expectations and evaluation information to facilitate this experience.

### **A. Internship Supervisor: Responsibilities**

1. Attend all classes during the Internship.
2. Complete two official Instructional Observation Checklist (IOC); a third informal IOC is recommended early in the Internship.
3. Provide ongoing, informal feedback in addition to the formal IOC.
4. Provide assistance in the preparation of all student materials and exams.
5. Decide early in the Internship if teaching is satisfactory; if warranted, terminate the Internship. If termination is necessary, inform the student's graduate committee so appropriate remedial action may be taken.
6. File all documentation in the student's permanent record.
7. Assign final grade of Satisfactory or Unsatisfactory.

### **B. Doctoral Student: Responsibilities**

1. Attend all classes during the Internship.

2. Teach one-third of the course.
3. Participate in the planning and preparation of all teaching materials for that 1/3 of the course-including exams.
4. Demonstrate competence in all IOC categories (competence is defined as no checks in the 'Needs Improvement' category).

### **C. Remedial Suggestions**

1. Contact the Center on Teaching Excellence for teacher assistance.
2. Undertake additional work with mentor teacher in the classroom.
3. Take additional coursework in teaching methodology.
4. Repeat Internship course in its entirety.

### **D. Recommendations**

1. Internship Supervisor conducts an 'unofficial' IOC observation in the first week.
2. Should a student be removed from the Internship, recommendations for remedial action are to be placed in the student's file. Upon successful completion of the Internship, the 'remedial recommendations' paperwork should be removed from the file.
3. Incorporate technology into classroom presentations and assignments\*.

### **E. Final Checklist**

1. Supervisor and student attend all classes (verify).
2. Supervisor completes three IOC observations supplemented with verbal feedback.
3. One unofficial within 1<sup>st</sup> three lectures.
4. Official mid-course IOC.
5. Official end-course IOC.
6. Student prepares all materials and exams; Supervisor assists and critiques.
7. Final written evaluation completed and shared with the doctoral student.
8. Written evaluation completed.
9. Verbal review of the written evaluation with student.
10. All documentation placed in student's permanent folder.

\*e.g., using PowerPoint or slide presentations, videotapes; assign papers or reports requiring use of computer graphics, spreadsheets and word processing.

## **Refreshments at Formal Committee Meetings**

Refreshments are not allowed during formal committee meetings for Masters Student Research Proposal Presentations, and Final Examinations, nor during Doctoral Student Research Proposal Presentations, Preliminary Examinations, and Dissertation Defense/Final Examinations, with the exception that coffee, tea or soft-drinks may be brought for personal use by each individual participant or provided by the Chair of the Graduate Committee.



## **Graduate Research Proposals and Final Examinations**

All graduate research proposal presentations and final examinations (thesis defense and dissertation defense) will be open to the public. Committee deliberations at the end of the formal presentation and questioning will be restricted to the immediate members of the student's advisory committee. It will be the student's responsibility to assure that the event is widely publicized throughout the department and college. At minimum, publicity should include announcements posted throughout the Department of Health and Kinesiology and mailed electronically to each faculty member and student in the department at least 10 working days prior to the event. Furthermore, announcements must be made available to the Office of the Dean of the College of Education and Human Development through the Associate Dean for Graduate Studies and Faculty Development. Wider distribution of the announcement is encouraged to departments and colleges having a logical interest in the topic.

## **Graduate Assistant Funding [as amended by HLKN Graduate Faculty –Feb 2011]**

This policy specifies the period allowed for graduate assistant funding using Department of Health and Kinesiology state budgeted funds.

1. A doctoral degree seeking student can be funded as a graduate assistant (either research or teaching) for no more than 3 years, subject to annual review, availability of funds, and continued satisfactory progress toward meeting the requirements of the degree (including both GPR's  $\geq 3.0$ ).
2. A master degree seeking student may be funded as a graduate assistant (either research or teaching) for no more than 2 years subject to annual review, availability of funds, and continued satisfactory progress toward meeting the requirements of the degree (including both GPR's  $\geq 3.0$ ).
3. Petitions to extend funding past these limits must be made in writing to the Health and Kinesiology Graduate Faculty through the HLKN Chair of Graduate Programs. Each petition must be signed by the student's committee chair, and provide clear rationale for the request.

## **Graduate Student Research Grants [as amended by HLKN Graduate Faculty –Feb 2011]**

This policy specifies the requirements and restrictions for funding graduate student research grants (GSRG) using Department of Health and Kinesiology state-budgeted funds.

1. To be eligible for research support, a graduate student in the Department of Health and Kinesiology must: 1) be in good academic standing (both GPR's  $\geq 3.0$ ), 2) be enrolled in 691-Research or 685-Problems credit hours in the Department of Health and Kinesiology, and 3) have a graduate degree plan on file with the Office of Graduate Studies.
2. The total awarded for any one student will not exceed an amount set by the department each fiscal year.

3. General guidelines for expenditures using state monies will apply.
4. Funding is limited to costs directly associated with conducting thesis, dissertation, record of study (registered for at least 1 credit hour of 691), or problems (registered for at least 1 credit hour of 685) research. Awards will not be made for costs associated with the production of the research report (e.g. typing, paper, copying, etc). However, journal page costs for publication of research (but NOT reprint costs) may be paid from GSRG funds if it can be shown that no other funds are available.
5. Students requesting GSRG support for thesis, dissertation, or record of study research must also apply for funds from the Office of Graduate Studies Research and Presentation Grants Program, if they meet the eligibility requirements of this university program. Proof of submission for this funding support and award amount, or a statement of ineligibility must accompany the GSRG application. GSRG support should be viewed as supplemental to funding available through the Graduate Studies Research and Presentation Program. However, requests denied by the Office of graduate Studies may receive GSRG funding.
6. An application for GSRG can be made by submitting a request on the required application form to the Chair of Graduate Programs. Application will be reviewed at least twice each semester and once during the summer as long as funds are available. Specifically, GSRG deadlines will be the last working day of February, April, June, September, and November. Ordinarily, a graduate student will be notified of the funding decision within 10 working days after the review deadline.
7. Awards will be made on a first-come, first-served basis until budgeted funds are depleted. In the event that funds become limited, priority will be given to students conducting dissertation or record of study research, followed by Ph.D. students conducting research.

### **Graduate Student Travel Grant** [as amended by HLKN Graduate Faculty –Feb 2011]

This policy specifies the requirements and restrictions for funding graduate student travel using Department of Health and Kinesiology state budgeted funds.

1. Students must be in good academic standing (both GPR's  $\geq 3.0$ ) to qualify or receive travel reimbursement off state accounts.
2. Awards will be generally be made only for out-of-state travel to national or international meetings to present the results of research.
3. The total awarded to any one student in a fiscal year will not exceed an amount set by the department each year. No student will receive more than one travel award in a fiscal year.
4. General guidelines for travel using state monies will apply.
5. Students must show evidence when applying for departmental funds that they have applied for Graduate Student Research & Presentation Program support from the Office of

Graduate Studies (OGS), provided they qualify to apply for OGS funds. Should the student receive a travel award from OGS, and this travel award is less than that available in the department, they will be awarded additional funds only to make a up the difference so that the total awards will not be less than that available in the department.

6. Applications for travel support shall be made to the Chair of Graduate Programs using the appropriate departmental application form. A decision on the award will not be made until the student can provide documentation that the research has been accepted for presentation at the professional meeting they plan to attend.
7. Awards will be made on a first-come, first-served basis until budgeted funds are encumbered or expended. In the case that funds become limited, priority will be given to students traveling to present dissertation or record of study research, followed by Ph.D. students traveling to present research.

# ADMISSIONS AND RETENTION

## Graduate Admissions

### Doctoral Applications

Completed applications are forwarded to the respective division faculty for evaluation by posting on our department website. However, if an individual faculty member has specifically recruited the student, that student's application will not be posted on the website unless the original faculty member decides to not accept that doctoral applicant. Appropriate academic qualifications are determined by the accepting faculty member. A Research Members of the HLKN Graduate Faculty must individually accept a doctoral applicant as his/her advisee for the student to be accepted into the program.

#### *Deadlines for priority review (PhD applicants):*

For Summer (June) / Fall (September) start:	December 15
For Spring term (January) start:	October 1

### Masters Applications

Completed applications are reviewed by the Division-specific admissions committee, each of which is comprised of three graduate faculty members within their respective Division. Newly admitted masters students are assigned an initial/temporary faculty advisor; the student is free to change advisors after the first semester in the program (see policy on "Changing Advisors", p. 21). All Masters applicants are considered Non-Thesis M.S. students, unless the applicant submits a written request to do a thesis. A Research Member of the HLKN Graduate Faculty must individually accept a MS-thesis applicant as his/her advisee for the student to be accepted into the program.

#### *Deadlines for priority review (MS applicants):*

For Summer (June) / Fall (September) start:	January 15
For Spring term (January) start:	October 1

## Continuous Enrollment

Students in graduate degree programs requiring a thesis, dissertation, internship, or record of study, who have completed all course work on their degree plans other than 691 (Research), 684 (Professional Internship), or 692 (Professional Study) are required to be in continuous registration with a minimum of 1 semester credit hour each Fall, Spring, and 10-Week summer session <sup>1</sup> until all requirements for the degree have been completed.

Students that are not in compliance with the continuous registration requirements will be blocked from registration by the department. They will be allowed to register only after receiving a favorable recommendation from a department review committee (not the student's advisory committee), the endorsement of the Department Head, and the approval of the Office of Graduate Studies. Graduate students that are not in continuous enrollment for a period of one year or more would have to reapply to the graduate program before being permitted to continue their degree program.

<sup>1</sup> Students that qualify for In Absentia registration are only required to register for Fall and Spring semesters to meet continuous enrollment requirements.

## **CHANGE OF ADVISOR/COMMITTEE CHAIR**

Usually HLKN graduate students work continuously with one committee chair (primary advisor) during their graduate career in our department. It is the student's responsibility to communicate his/her professional goals and priorities to the committee chair. If, however, a currently enrolled student believes his/her interests would be better served with a different committee chair, the student should contact the Graduate Studies Chair and/or the Graduate Studies Coordinator to initiate this process. If the student is a non-thesis MS student, the HLKN Graduate Studies Office can often assist with finding a new advisor. If the student is pursuing an MS with thesis or Ph.D. degree, he/she must pursue negotiations with other Research members of the HLKN Graduate Faculty who are eligible to advise thesis/dissertation students. Before a change of committee chairs is finalized, the student must gain signatures from the former and the new committee chair, as well as the Graduate Studies Chair, on the HLKN Graduate Studies Change of Advisor Form (see Addendum B). If the student has already filed a degree plan, a petition form to change committee members should be submitted to OGS.

## **Annual Review of Doctoral Students** [as amended by HLKN Graduate Faculty –Feb 2011]

The Graduate Faculty of the Department of Health and Kinesiology will meet annually in the Fall semester to evaluate the progress of doctoral students toward completion of their degrees. The primary purpose is to consider progress in the many proficiencies required of doctoral students beyond the minimum requirement to maintain good academic standing (both GPR's  $\geq 3.0$ ). It will be the responsibility of the advisor to assess the student's research productivity and progress toward fulfillment of degree requirements. All decisions regarding "satisfactory progress" or "scholastic deficiency" (defined as any deficiency other than  $GPR < 3.00$ ) will be made by majority vote of the full members of the Health and Kinesiology Graduate Faculty. Students and advisors will be informed by letter in advance of the Annual Review of Doctoral Students meeting.

- **Satisfactory Progress.** Students judged to be making satisfactory progress will be so informed in writing by the Chair of Graduate Programs. When concerns are raised that do not rise to the level of formally placing the student on probation, these may be noted in the letter. The letter will be copied to the student's advisory committee chair and permanent file.
- **Unsatisfactory Progress and Scholastic Probation.** When it is judged that a student is not making satisfactory progress even though his/her GPR is not  $< 3.00$  (which triggers automatic scholastic probation status), the student will be considered scholastically deficient and placed on scholastic probation for a reasonable period of time (end of period to coincide with end of an academic session) to rectify the problem(s). The Members of the Graduate Faculty will specify the conditions and period of the probation by majority vote. These conditions will be communicated in writing by the Chair of Graduate Programs through the Department Head to the student and copied to the student's advisory committee chair, his or her permanent file, and to the Director of the Office of Graduate Studies. It will be explicitly stated in the probation letter that failure to accomplish the

conditions of probation will result in: (1) an immediate block on the student's registration, and (2) a recommendation to the Office of Graduate Studies that he or she be dismissed from the Health and Kinesiology Graduate Program if the conditions for probation are not successfully met by the end of the probationary period. HLKN department policy prohibits any student on scholastic probation from commencing or continuing to hold an assistantship, regardless of the source of the funding (state funds, distance education revenue, external funding, etc.)

- **Successful Completion of Conditions of Probation.** At the end of the probationary period, the student's committee chair shall provide a written status report of the student's progress toward meeting his/her probationary conditions to the Chair of Graduate Programs. If all conditions of the probation period are met, the student will no longer be considered scholastically deficient and will be cleared to register for the next semester. The student will be notified of this decision by letter from the Chair of Graduate Programs through the Department Head of the Department, which letter will be copied to the student's advisory committee chair, permanent file, and to the Director of the Office of Graduate Studies. A student may be removed from scholastic probation before the end of the prescribed probationary period, provided he/she documents successful completion of all conditions of his/her probation in writing to the Chair of Graduate Programs. The written request must include sufficient documentation to judge completion of the conditions of probation, and be signed by the student, the student's committee chair, and all committee members, provided a full committee has been formed.
- **Continued Unsatisfactory Progress and First Dismissal.** As stated previously, the student's committee chair shall provide a written status report of the student's progress toward meeting their probationary conditions to the Chair of Graduate Programs at the end of the probationary period. If it is the view of the Chair of Graduate Programs that the student has failed to accomplish the conditions of his or her probation, he or she will be immediately blocked from registration. Concurrently, the student will be notified by letter that the conditions of his or her probation were not met, and the Department of Health and Kinesiology will recommend to the Director of the Office of Graduate Studies that he or she be dismissed from the Health and Kinesiology Graduate Program. A letter recommending dismissal will be sent to the Director of the Office of Graduate Studies from the Chair of Graduate programs through the Department Head. Both the letter to the student and the letter to the Director of the Office of Graduate Studies will be copied to the student's advisory committee chair and the student's permanent file. The student's advisory committee chair may submit a written request to the Chair of Graduate Programs and Department Head to request a review of the dismissal decision by the HLKN Graduate Faculty as a whole. In this event, a meeting of the HLKN Graduate Faculty will be called as soon as possible to discuss this issue. A majority decision by members of the Graduate Faculty will carry. Readmission after the first dismissal may be possible (see Policy for Readmission of Dismissed Graduate Students, pp. 26-27), but will not be granted until at least one full academic term (Fall or Spring) or two summer sessions have passed following dismissal.
- **Unsatisfactory Progress and Second (Permanent) Dismissal after Readmission.** In the event that a student has previously been dismissed and then readmitted, failure to meet the conditions for readmission in a timely manner will result in a **second and permanent**

**dismissal** from the graduate programs in the Department of Health and Kinesiology. Furthermore, he or she will be permanently blocked from registering for courses in the Department of Health and Kinesiology. The student's advisory committee chair may submit a written request to the Chair of Graduate Programs and Department Head to request a review of the dismissal decision by the HLKN Graduate Faculty as a whole. In this event, a meeting of the HLKN Graduate Faculty will be called as soon as possible to discuss this issue. A majority decision by members of the Graduate Faculty will carry.

## **Reference University Student Policy [updated in August, 2011 to reflect most current policy]**

### 12. Scholastic Deficiency/Probation

(Revised: 2004)

12.3 A degree-seeking graduate student is considered to be scholastically deficient if:

12.3.1 Either his or her cumulative GPR or the GPR for courses listed on the degree plan falls below 3.00 or below a higher standard set by the department or college of affiliation; or

12.3.2 He or she fails to show acceptable proficiency in such other requisites for his or her degree as may be assigned by his or her graduate committee, department or the [Office of Graduate Studies](#) (e.g., qualifying and preliminary examinations, research, writing or a thesis or dissertation, etc.).

12.4 A post-baccalaureate non-degree student (G6 classification) who has completed 12 hours of course work is considered to be scholastically deficient when:

12.4.1 His or her grade point ratio falls below 3.00 or below a higher standard set by the department or college of affiliation; or

12.4.2 He or she fails to show proficiency in such other areas as may be specified by his or her department or the Office of Graduate Studies (e.g., English language proficiency.)

Scholastically deficient post-baccalaureate non-degree students (G6 classification) will be suspended from the university by the Office of Graduate Studies.

12.5 In the event a degree-seeking graduate student becomes scholastically deficient, he or she may be subject to one of the following actions, initiated by a recommendation from the student's department or graduate advisory committee (listed in order of increasing severity):

12.5.1 Warned of scholastic deficiency; or

12.5.2 Permitted to continue in the program on scholastic probation; or

12.5.3 Suspended from the university—because of scholastic deficiency; or separated from the university because of scholastic deficiency by one of the following actions:

- Suspension: Separation of the student from the university for a definite period of time. The student is not guaranteed readmission at the end of this period of time. The student is guaranteed a review of the case and a decision regarding eligibility for readmission.
- Dismissal: Separation of the student from the university for an indefinite period of time. Readmission to the university may be possible in the future, but no specific time for a decision is established.
- Termination: Permanent separation of the student from the university for scholastic deficiency. The student is not eligible for readmission to the university. Termination can occur following a ruling by the Graduate Appeals Panel that does not support the student's appeal.

A recommendation to suspend, dismiss or terminate the student from the university because of scholastic deficiency must be made in writing to the director of the Office of Graduate Studies by the department or the student's graduate advisory committee. If the recommendation is made by the advisory committee, it must be signed by all members of the committee.

## 12.7 Scholastic Probation—Graduate Students

12.7.1 Scholastic probation is a conditional permission for a student to continue in the university after he or she has become scholastically deficient.

12.7.2 For graduate students, this permission is granted by the head of the student's major department. The record made by a student while on probation determines whether he or she shall be cleared to register as a regular student, be granted a continuation on probation or be suspended, dismissed or terminated from the university for scholastic deficiency.

12.7.3 The graduate student shall be informed in writing of the terms of his or her probation and may be required by his or her advisory committee or by the head of his or her department to register for a prescribed schedule of courses. Hour and grade point requirements shall be made consistent with the student's progress toward graduation. The specified hours and grade points are considered to be a minimum only. In addition to, or in lieu of, course work, a graduate student may be required to demonstrate progress toward completion of the degree by completing specified examinations and/or specified milestones in research or other independent study leading to completion of the dissertation or record of study.

12.7.4 A graduate student will remain on probation until the terms of the probation are accomplished and his or her advisory committee or department head recommends that the probation be lifted.

12.7.5 A graduate student blocked or suspended for deficient scholarship may appeal such a decision through the Graduate Panel, following the procedures defined in Part III, Grievance Procedures: Appeal Procedures.



## Procedure Regarding Scholastic Deficiency/Probation

The HLKN Graduate Studies Coordinator will check cumulative GPR's on all HLKN graduate students within the first week after grades are posted each semester and will notify students whose GPR's fall under 3.0. After a check on accuracy of all grades, the Graduate Studies Chair will formally notify (by email and letter mailed to student's address on record) students with GPR's less than 3.0 that they are on scholastic probation and to inform them of the conditions of the probation, with copies sent to the student's committee chair/advisor and to OGS and one placed in student's permanent academic file.

### First Semester on Scholastic Probation

1. The student has one long semester of probation (excluding summer terms) to raise GPR to 3.0 or above, or to demonstrate acceptable proficiency in other requisites of his or her degree as may be assigned by his or her graduate committee, department, or Office of Graduate Studies.
2. If the student fails to make progress toward raising the GPR or otherwise meeting the conditions of his/her probation, the student may be dismissed from the graduate program at the end of the probationary period.

### Second Semester on Scholastic Probation

1. A second semester extension may be granted by the Graduate Studies Chair upon receipt of a written request from the student's committee chair/advisor verifying that the following circumstances apply:
  - a. The student has made reasonable progress during the first semester on probation toward raising the GPR or meeting other designated conditions of his or her probation; and/or
  - b. There are medical reasons for not meeting the terms of the original probation, verified by the committee chair or advisor; and
  - c. A plan is in place to enable the student to raise GPR to acceptable level and meet other designated condition of his or her probation by end of the next long semester (excluding summer terms).
2. If the above conditions are met and the Graduate Studies Chair concurs with the request, a second letter stating the conditions of the **final** probationary period will be sent to the student, committee chair/advisor, OGS, and placed in the student's permanent academic file.
3. If the student fails to meet the conditions of the **final** probation, it will be recommended to the Office of Graduate Studies that he or she be dismissed from the graduate program. The recommendation to dismiss will be made by-a vote of the HLKN Graduate Faculty.

To be readmitted after dismissal, the student must comply with the Policy for Readmission of Dismissed Graduate Students as set forth by the Graduate Faculty of the Department of Health and Kinesiology. See also “Policy Regarding Annual Review of Doctoral Students”, pp. 21-23.

## **Readmission of Dismissed Graduate Students**

### **Purpose**

To provide for the process of readmission for graduate students who have been dismissed from the graduate program.

### **Procedure for Readmission**

**NOTE:** Readmission after the first dismissal will not be granted until at least one full academic term (Fall or Spring) or two summer sessions have passed following dismissal.

1. Advisory Committee Chair and student meet to discuss readmission.
  - a. Chair decision to either support or not support petition for readmission
    - i. Yes; proceed to step 2.
    - ii. No; student denied readmission.
      1. Student may elect to seek new Chair (Chair must be full member of the Graduate Faculty for doctoral students).
2. Advisory Committee Chair and student develop written document entitled Justification for Readmission which will be signed by the student and include:
  - a. Rationale for readmission including:
    - i. Clear statement indicating student understands the reasons for dismissal.
    - ii. Recognition of circumstances which contributed to his/her failure to complete academic requisites for the degree as directed by Graduate Faculty; e.g., employment commitments, personal priorities, etc.
    - iii. Statement of commitment to alter circumstances to ensure completion of the degree in reasonable amount of time; e.g., change employment, priority of completing degree, etc.
  - b. Detailed plan for completion of degree requirements to include:
    - i. Ordered tasks to complete degree; e.g., prelims, proposal, defense, etc.
    - ii. Specific and reasonable deadlines for completion tasks.
  - c. Written statement of understanding by student that, should a favorable decision be made to readmit: 1) he or she will be under probation until completion of all degree requirements; 2) Probation will include the conditions that he or she must make acceptable progress toward completing the degree as evidenced by meeting all specified deadlines in the written plan and must maintain at least a 3.0 cumulative and degree plan GPR; and 3) failure to meet any of the conditions of probation will result in a recommendation to the Office of Graduate Studies that he or she be dismissed from the graduate program with no possibility of readmission to the graduate program in the Department of Health and Kinesiology. Furthermore, he or

she will be permanently blocked from registering for courses in the Department of Health and Kinesiology.

- d. Academic transcript and resume included as an attachment.
3. Committee Chair and student develop petition for readmission that includes as an attachment the Justification for Readmission written document.
4. Committee Chair and student meet with original advisory committee members to discuss petition and Justification for Readmission.
  - a. Committee decision to either support or not support petition for readmission.
    - i. Yes (must be unanimous by committee); proceed to step 5.
    - ii. No; student denied readmission.
      1. Student may elect to seek new member of committee to replace those who will not support petition for readmission.
5. Student submits letter to the Chair of graduate Programs with the petition signed by all advisory committee members and the Justification for Readmission requesting; 1) review by the Chair of Graduate Programs and 2) that the matter be considered by the Graduate Faculty at the next scheduled meeting.
6. Student presents request for readmission, either in person or in writing, at scheduled meetings of Graduate Faculty where quorum of Graduate Faculty members (Members for doctoral students, Associate and Members for masters students) and student's Advisory Committee Chair are present.
7. Graduate Faculty cast secret ballots either for or against readmission.
  - a. Voting by Members and Associate Members of HLKN Graduate Faculty.
  - b. Votes counted by Chair of Graduate Programs, graduate program support staff, and one other appointed member of Graduate Faculty
8. Results of voting reported in writing by Chair of Graduate Programs to Department Head along with student's petition and Justification for Readmission.
  - a. Results of voting copied to student, student's committee chair, and the student's permanent file.
9. Decision on readmission by Department Head.
  - a. Yes; signed petition with attached Justification for Readmission forwarded to Associate Dean for Graduate Studies.
  - b. No; petition not signed and student denied readmission.
10. If readmitted, student will be allowed to register for graduate classes the subsequent academic terms, but will remain on scholastic probation until graduation.
11. Subject: Department of Health and Kinesiology Scholastic Probation Policy
  - a. (GPR related Scholastic Probation)

**Reference OGS Policy:**

1. Graduate Catalog, “graduate students must maintain a GPR of 3.000 for all courses which are listed on the degree plan AND for all graded graduate and advanced undergraduate courses work completed at Texas A&M and eligible to be applied toward a graduate degree...If either of a student’s cumulative GPR **OR** the GPR for courses listed on the degree plan falls below the minimum of 3,000, he or she will be considered to be scholastically deficient...and may be dropped from graduate studies.”
2. Texas A&M University Student Rules section 12, “Scholastic Deficiency/Probation.”

## ADDENDUM A

Department of Health & Kinesiology  
Texas A&M University

### DISSERTATION PROPOSAL DOCUMENTS

Student's Name: \_\_\_\_\_ Date: \_\_\_\_\_

To be submitted to the HLKN Graduate Studies Chair along with OGS Form "Proposal Approval Page for Thesis, Dissertation", with requested documentation listed below.

1. Student must provide evidence of having presented a research presentation or poster at a state, regional, national meeting (as sole or primary author); evidence that a presentation has been accepted for future presentation is also acceptable. *Documentation required:* Email notification of acceptance of presentation, or copy of program/abstract with abstract and all author names.

Title of presentation:

Presented at (conference name/location):

Date of presentation:

2. Student will be a listed author on at least one manuscript submitted to a national/international peer-reviewed journal. *Documentation required:* Email or letter acknowledgment of receipt from journal editor.

Title of manuscript:

Manuscript authors:

Date submitted:

Student's Signature: \_\_\_\_\_

# ADDENDUM B

Department of Health & Kinesiology  
Texas A&M University

## PETITION FOR CHANGE OF ADVISOR

Student's Name: \_\_\_\_\_ Date: \_\_\_\_\_

I request that my Advisor be changed.

Current Advisor

Name	Division	Signature

New Advisor

Name	Division	Signature

Reason for the request:

- My advisor has retired
- My advisor has left Texas A&M University
- I have experienced a change in interest
- My research topic requires expertise of new advisor
- Other: \_\_\_\_\_

Student's Signature: \_\_\_\_\_

Approval Recommended: \_\_\_\_\_

Charles H. Shea, Chair  
Graduate Programs  
Department of Health & Kinesiology