

Graduate Student Handbook

For Master's Students in the
Department of Kinesiology



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Introduction

Welcome to the Graduate Program in the Department of Kinesiology at the University of Northern Iowa. The faculty of the Department of Kinesiology wishes you success in your graduate work and a rewarding graduate experience.

This manual is designed as a supplement to the important information provided to you through the [Graduate College](#) and information delivered in person by your Graduate Coordinator and Research Chair. Many questions and issues related to graduate work, graduate programs, and the logistics of completing your degree are identified in this manual.

Graduate Faculty

Table 1. To access more information about a professor [click here](#)

Coordinator: Fabio Fontana
Forrest Dolgener
Kimberly Hurley
Robin Lund
Mick Mack
Scott McNamara
Sophia Min
Jacob Reed
Lea Ann Shaddox
Jennifer Waldron
Windee Weiss

Academic Advisement Report

The Academic Advisement Report is a valuable tool for charting your progress toward your degree. This report is prepared by the Office of the Registrar and made available to students in their Student Center within [MyUNiverse](#). Please check this report at least once every semester.

Registration for Classes

Online Students

The Office of Continuing Education will send you information about how to register for classes by email.

On-campus Students

You are encouraged to register as soon as possible. Registration planning tools are found in the student information system "Student Center" page in MyUNiverse. These tools may be used to plan for registration prior to your enrollment appointment. The enrollment appointment date and time may also be found in Student Center. Enrollment may occur on or after the enrollment appointment and is a separate process from the planning activities. Use of the Planner and Shopping Cart does not guarantee enrollment in class sections or add the courses to your enrollment; this takes place only during the Enroll process. The Schedule of Classes allows a search for course sections offered for a specific "term" (Fall, Spring, Summer). There are various options (e.g., by day, by time, by instructor, by type of course, etc.) to search for course sections in the new student information system. The Step-by-Step Instructions on Accessing "Student Center" are:

- Navigate to MyUNiverse.
- Enter your log-in credentials.
- Click on the "Student Center" tab.
- Under the "Student Center" pagelet, click on "Go to my Student Center".

Note: Graduate students can only earn credit for courses numbered 5000-level and 6000-level courses.

The tools identified below may be used by you to plan for registration.

- **Schedule of Classes**
(Online - Click on the "My Page" tab)
The Schedule of Classes allows you to search for course sections offered for a specific term. There are many options to search for course sections (e.g., by day, by time, by instructor, by type of course, etc.), so be sure to check it out!

- **Search for Available Classes**

When you utilize the Schedule of Classes (Online Public Search), you have the ability to filter your search by checking the "Show Open Classes Only" flag. Additionally, when browsing the course selection, it displays whether the course is in Open (Noted by a Green Circle), Closed (Noted by a Blue Square), or in Wait List (Noted by a Yellow Triangle) mode.

- **Academic Holds**

Prior to registering, you are strongly encouraged to log into your MyUNiverse account to view possible registration holds. Students with registration holds will not be allowed to register. Therefore, students with a registration hold must contact the appropriate office to resolve the outstanding issue(s), so that the hold can be lifted.

- **Class Approvals**

Students who would like to request approval to enroll, or students who would like to register for a class in which they do not meet the prerequisite(s) for, will need to go to the department offering the course. Academic Departments are able to enter approvals into the system electronically, which will allow students to register for courses. When a department enters approvals electronically, an Add/Drop slip is not required. In the event this is not an option, please complete an Add/Drop slip (available in the School of KAHHS office).

- **Planner**

This feature allows you to select courses from the Academic Catalog and plan which term(s) you would like to enroll in them. As such, this is intended to serve solely as a "planning" feature for you during your time at UNI (*Note: While the Academic Catalog displays what term a course is typically offered [e.g., Fall or Spring], the specific course you have "planned" to take, may not actually be offered. As such, please refer to the Schedule of Classes for the official listing of courses offered in a given term.*)

- **Shopping Cart**

This feature allows you to select course sections from the Schedule of Classes for a given semester (e.g., Spring 2018), to plan which sections you will attempt to enroll in once the Enroll (please see below) function becomes available. Please note, when you add courses to your Shopping Cart, it does not guarantee that you will be able to enroll in them until you actually take the Enroll step. (*Helpful Hint: Think of the shopping cart like online shopping - you don't actually own anything in your Shopping Cart online until you take the step to buy [or, "Enroll" in the case of Registration] your items.*)

- **Enroll**

This function becomes available during - and after - your Enrollment Appointment, and it allows you to actually enroll (i.e., register) in course sections for a given term.

Online and on-campus students

- **Nongraded Credit**

Up to 3 credit hours of graduate non-graded (credit/no-credit) course work may be applied to the degree with the approval of the Graduate Coordinator and the Graduate College. Exceptions are courses offered only on a non-graded basis and 6299, which must be graded credit. A grade of C- or better is required to earn credit. Credit/no-credit will not be used to circumvent the maximum 6 hours of C grades applied to the degree.

- **Probation, Suspension, and Readmission**

A student who has attempted 9 to 17 semester hours in a program of study and attained a cumulative GPA less than 3.00 in that program will be placed on probation. If the student attempts 8 or more hours while on probation without qualifying as a degree candidate (GPA of 3.00), the student is reviewed at the end of the term for suspension from graduate degree programs. A student who has attempted 18 or more semester hours in a program of study and attained a cumulative GPA less than 3.00 in that program will be suspended. Students placed on academic suspension cannot enroll in non-degree graduate status or take courses in the student's program of study during the year of academic suspension.

- **Reinstatement**

When a student is suspended, at least one calendar year must elapse before application for readmission to a graduate degree program may be made. After one full calendar year on suspension, a suspended student who wishes to enroll in classes must submit an Application for Readmission to Graduate Study and receive approval from the graduate program/department and the Graduate College for reinstatement and removal from suspension. The Application for Readmission to Graduate Study is not available online. It may only be obtained in the Graduate College.

A student reinstated after suspension who fails to attain a cumulative GPA of 3.00 in the program of study for the first enrollment period will be permanently suspended from the graduate program. In determining a graduate student's grade index, all graded course work attempted at this university within the student's program of study will be used as a basis of computation. **If the student does not yet have a program of study** (this can occur if the student's admission file is incomplete), **all graduate courses will be used as a basis of computation. If a graduate student repeats a course, both grades will be used in computing the index.**

If a student feels there has been some procedural irregularity concerning her/his suspension from the university, the student may request a review by the Graduate College. This review may be conducted by the Dean of the Graduate College (or her/his designee).

- **Transfer Credit**

All transfer credit, including work taken prior to formal admission, is subject to review by the Office of Admissions, Dean of the Graduate College or designee. The Graduate

Coordinator will make recommendations regarding the applicability of transfer credit. A maximum of 6 credits can be applied.

- **Course Grades of Incomplete**

In the event of course requirements not being met by the last date of class, an incomplete can be requested. It is the discretion of the instructor to allow an incomplete for the grade. In accordance with the [Graduate College policy](#), work must be completed by June 1 (course registered in the fall semester) or January 1 (for course in either the spring or summer semester). If the work is not made up by the deadlines, an “F” is assigned on the student’s grades.

- **Continuous Registration**

If you have completed all coursework except your research credits (or comprehensive exam if required), you must continually enroll in 629C Continuous Registration. In accordance with the [Registration Regulations](#), a fee is required every semester; however, continuous registrations allows students to use university resources (library, computer labs, wifi) and receive emails from the Graduate College and the departmental advisor. The student’s record will reflect “RC” (research continuing) for these credits until the final grade for research has been submitted.

- **Programmatic Probation and Dismissal Policy Procedures**

In accordance with the University’s “Departmental Programmatic Probation and Dismissal Policy Procedures” (described in the Graduate College document grad.uni.edu/nonacademic-discipline and in the University Catalog), the department may ask a student to withdraw from the program for nonacademic reasons. These reasons include, but are not limited to: 1) deficiencies in the student’s ability to demonstrate professional conduct (deficiencies in professional conduct include conduct which demonstrates a lack of professional integrity); or 2) behavior that is inconsistent with the “UNI’s student handbook (<https://studentaffairs.uni.edu/deanofstudents/handbook>). In the event that a faculty member or another graduate student should have concerns about a student’s nonacademic conduct or continued matriculation in the program, the faculty member or student should notify the Graduate Coordinator. The Graduate Coordinator will notify the student in writing about the concerns raised about him/her and invite him/her to meet with the Graduate Coordinator to discuss the concerns. The student will be given a reasonable amount of time (e.g., a minimum of 10 school days) in which to respond to the notification and to meet with the Graduate Coordinator. If warranted by the situation, the Graduate Coordinator will attempt to work out remedial steps aimed at helping the student meet expected levels of professional conduct. In some instances, the Graduate Coordinator may ask the Department Head to convene an ad hoc Graduate Retention Committee and appoint three tenured or tenure-track faculty members to serve on this committee, which is charged with reviewing students’ nonacademic conduct and making recommendations to the Graduate Coordinator about students’ continuation in the program, to convene and consider the student’s case. In such a case, the student will be notified in writing about the purpose of the meeting and invited to attend and to provide information. The committee may meet with the faculty member(s), student(s), and/or other professionals directly involved with the student’s situation in its deliberations. As

stated in the University's "Departmental Nonacademic Probation and Dismissal Policy Procedures," the student may request a review of the department's actions by the Graduate College if he/she believes "there has been unfairness or some procedural irregularity concerning probation or dismissal." If a student is suspended or terminated on these grounds, the system will indicate programmatic suspension or dismissal.

KAHHS Research Credit, Independent Research, and 6299

Institutional Review Board (IRB)

Graduate students who plan to collect data for a project involving human participants must successfully complete IRB training in human research participant protections. Before data collection for any project involving human participants, you are required to get approval for your project from the UNI IRB office.

Information about IRB training and IRB review forms can be obtained from the [Office of Sponsored Programs](#) at 213 East Bartlett (phone: 319-273-3217).

Thesis (6 credit option)

A thesis is an option for all candidates for the master's degree. Students are encouraged to select the topic of the thesis early in the program.

Committee

The thesis committee will consist of a minimum of three members of the UNI Graduate Faculty (see Table 1). Two of the three members must be from the Division within the School of KAHHS which offers the program. Except in unusual cases, the chair must be from the student's home division. A fourth committee member is optional.

Please refer to [forms](#) related to thesis committee and submission.

Outcomes

The outcomes for the thesis option include both a written paper (Thesis) and a formal thesis defense.

Paper (Thesis)

The thesis is to be prepared and submitted in accordance with the most current edition of the Graduate College [Thesis and Dissertation Manual](#). You should read this manual thoroughly prior to writing the thesis.

Defense

Upon completion of the thesis, the candidate must defend their research using a formal oral presentation to the committee. The presentation is open to all faculty, staff, and students at UNI. The presentation is a public examination over the content, methodology, and results of the research, and it serves as evidence to the ability of the student to disseminate information in a professional setting. You should work with a departmental secretary to ensure that an email detailing the title, location, and time of the presentation is sent to all faculty and peers in the student's home division approximately 2 weeks ahead of the presentation.

Guidelines for thesis/dissertation defenses

There are actually two stages to passing the defense: one is the oral defense of the project, and the other is the written document. If a student does not initially pass the oral portion of the defense, he/she may be given up to two more chances to successfully defend the project at the discretion of the thesis committee. However, no student will be allowed more than three chances. If a student does not pass the oral defense on the third try, he/she will not be allowed to graduate with the M.A. in Physical Education (i.e. student will be terminated from the program). Committee members will generally also request minor or major changes to the written document. These changes should be made in consultation with the thesis supervisor. Again, care should be taken to complete all changes requested before the document is given back to the committee member(s). The thesis committee will not pass a document it meets their requirements.

Non-Thesis (Culminating Paper or Applied Research Project; 2 credit option)

Students may choose to complete an applied research project as opposed to a research thesis. Only two hours of research credit (6299) can be taken with the remainder of hours being completed through program requirements and electives (with 12 hours being taken from 6000 level or higher courses exclusive of 6299 credit). The focus of this project should provide evidence that reflects the content knowledge and inquiry skills of the graduate student.

Committee

Students opting for this track must form a committee and choose a committee chairperson. The committee should consist of a minimum of two professors. One of the committee members must be from within the Division offering the degree.

Outcomes

The outcomes for the non-thesis option include both a written culminating paper and formal oral presentation.

Paper

The committee will decide the format of the culminating paper, but the culminating paper should provide substantial background information on the selected topic. Typical paper format include but are not limited to a thesis format (similar to the thesis requirements) or a manuscript submission format. The manuscript format serves as evidence to the ability of the student to write a research report ready to be shared with professionals in scientific journals.

Presentation

Upon completion of the paper, the candidate must defend their research using a formal oral presentation to the committee. The presentation is open to all faculty, staff, and students at UNI. The presentation serves as evidence to the ability of the student to disseminate information in a professional setting. You should work with a departmental secretary to

ensure that an email detailing the title, location, and time of the presentation is sent approximately 1 week ahead of the presentation to all faculty and peers in the student's home division.

Graduation

The term “graduation” applies to two things: completing your course requirements and participating in the graduation ceremony (commencement).

Completing course requirements

When a student has completed all course requirements, he/she applies for graduation through the Office of the Registrar, see [Application for Graduation](#). Students have seven years from the beginning of their coursework to complete all course requirements ([recency requirements](#)).

Commencement (Graduation Ceremony)

Students may choose to participate in commencement at the end of the Fall or Spring term that their final degree requirements are completed or the next later term. You can officially graduate in the summer term, but there is no summer commencement ceremony. Summer degree candidates may participate in Spring or Fall Commencement. [Information about commencement](#) is available from the Registrar’s Office.

Resources for Graduate Students

[University of Northern Iowa Graduate College](#)

[Rod library](#)

[Informational Technology Services \(ITS\)](#)
319-273-5555.

[UNI eLearning](#)

[Financial Aid](#)

[Graduate Assistantships and Scholarships](#)