



**THE COLLEGE OF APPLIED  
HEALTH SCIENCES**



**DEPARTMENT OF  
KINESIOLOGY & COMMUNITY HEALTH**

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# UNIVERSITY OF ILLINOIS URBANA-CHAMPAIGN

## DEPARTMENT OF KINESIOLOGY & COMMUNITY HEALTH

### GRADUATE HANDBOOK

This *Handbook* has been prepared to provide a convenient source of information and general guidance about graduate study in the Department of Kinesiology and Community Health at the University of Illinois at Urbana-Champaign. It contains information about rules, regulations, procedures, service, and facilities. The information contained is for general guidance on matter of interest to faculty and graduate students. It is a good idea to consult this Handbook throughout your course of study. The *Handbook* is regularly updated, but is subject to edits at any time. If there are discrepancies, the Graduate College or University policies take precedence.

The *Handbook* summarizes campus/university policies as a convenient reference tool. However, information on campus and university policies contained herein is for informational purposes only and is subject to change without notice. For the most current information, please see the official campus/university versions of these policies as posted on official web sites. (Graduate College: *Graduate College Handbook of Policy and Requirements for Students, Faculty and Staff*, available at <http://www.grad.illinois.edu/gradhandbook>; Campus: Campus Administrative Manual (CAM) available at <http://www.cam.illinois.edu/>).



#### **COLLEGE OF APPLIED HEALTH SCIENCES**

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*Revised 08-2021*

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# KINESIOLOGY AND COMMUNITY HEALTH (KCH) GRADUATE HANDBOOK

## INTRODUCTION

Every academic institution strives for excellence, according to its own understanding of what the term means. Certainly there are categories of achievement that almost all would agree upon: an institution's rankings in educational surveys, the breadth of its programs, the quality of its faculty and students, the placement of its graduates, and the career achievements of its alumni. In these categories of achievement, the University of Illinois at Urbana-Champaign (UIUC) consistently ranks among the nation's top academic institutions. However, there are subtle and perhaps even more fundamental indications of quality that relate to the nature of the institution's commitment to its students—commitment that is based on an intimate awareness of what the students themselves require for success and well-being, and not merely what is required of them by an institution. In these categories of achievement, the University of Illinois has also been a leader, often of visionary stature. The UIUC provides an educational environment where creative thinking and personal commitment are respected and encouraged—an environment in which you, as a graduate student, can successfully prepare to meet your highest personal and professional aspirations. The commitment of the University of Illinois to the most fundamental principles of academic freedom, equality of opportunity, and human dignity requires that decisions involving students and employees be based on individual merit and be free from various discrimination in all its forms. It is the policy of the University of Illinois to not engage in discrimination or harassment against any person because of race, color, religion, sex, national origin, ancestry, age, marital status, disability, sexual orientation, unfavorable discharge from the military, or status as a disabled veteran or a veteran of the Vietnam era and to comply with all federal and state nondiscrimination, equal opportunity and affirmative action laws, orders, and regulations. This University's nondiscrimination policy applies to admissions, employment, access to and treatment in the University's program and activities. Complaints of discrimination prohibited by University policy are to be resolved within existing University procedures. <https://oae.illinois.edu/discrimination-and-harrasment-prevention.html>

## GREETINGS

### MESSAGE FROM THE DEPARTMENT HEAD

I am pleased that you have selected the Department of Kinesiology and Community Health as the institution in which you will complete your graduate studies. The Department has a long and storied history and is recognized nationally and internationally as a premier destination of higher learning. Faculty are world-recognized for their research achievements, instructional excellence, and significant service contributions to the profession. They were also selected as members of the faculty because of their commitment to students and dedication to educating the next generation of scholars. You were selected because we believe in your promise and potential. The resources the Department and University offer are exceptional and abundant, and I hope you will take advantage of the multiple opportunities afforded to you. There will be times in your journey when you will be challenged in ways that you had not previously imagined, but it is through these challenges that you will grow, mature, and exceed your current personal expectations. It won't always be easy, but it will ultimately be rewarding. You are now part of the Illinois family, and we are pleased to accompany you on this part of your educational excursion. Welcome!

**Kim Graber**

*Interim Department Head*

(ph) 217-244-0823

[kgraber@illinois.edu](mailto:kgraber@illinois.edu)

### MESSAGE FROM THE ASSOCIATE HEAD FOR GRADUATE STUDIES

On behalf of the graduate faculty of the Department of Kinesiology and Community Health, welcome to the University of Illinois at Urbana-Champaign. Graduate study is often exciting, challenging and stimulating, but it is demanding and can be frustrating at times. This *Handbook* has been prepared in order to minimize as many procedural difficulties that you may encounter as possible. Please read this *Handbook* carefully and consult it throughout your studies. You will also need to refer to other publications such as the *Graduate College Handbook of Policy and Requirements for Students, Faculty and Staff*, available on the Graduate College website (<http://www.grad.illinois.edu/gradhandbook>), and *Courses Catalog, Programs of Study*, and *Course Timetable*, which can be obtained online. If at any time you have questions regarding graduate studies and procedures, you are encouraged to discuss them with your advisor and other faculty. If you have any questions about any of the graduate programs, please contact the Department of Kinesiology & Community Health Graduate Office for assistance. Best wishes for a productive and enjoyable time during your graduate studies here at Illinois.

**Steven J. Petruzzello (Dr. P)**

*Associate Department Head for Graduate Studies*

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## THIS HANDBOOK

This document identifies the academic policies, regulations, and procedures for graduate students in the Department of Kinesiology and Community Health<sup>1</sup>. It is important that you familiarize yourself with this *Handbook* because it contains answers to most of the questions that will arise about your program. The policies and procedures in the *Handbook* are based on the following Graduate College and University of Illinois publications:

- *The Graduate College Handbook of Policy and Requirements for Students, Faculty and Staff* (<http://www.grad.illinois.edu/gradhandbook>).
- *Code on Campus Affairs and Handbook of Policies and Regulations Applying to All Students*. (<http://admin.illinois.edu/policy/code/>)
- *Instructions for Preparation of Theses* (<http://www.grad.illinois.edu/thesis-dissertation>).

If discrepancies exist, the Graduate College or University policies take precedence. These publications are available at the website <http://www.grad.illinois.edu>, or you may request copies from the Graduate College, 507 East Green Street, Suite 101, MC-434, Champaign, IL 61820 ([grad@illinois.edu](mailto:grad@illinois.edu)).

The following topics are covered in detail in the *The Graduate College Handbook of Policy and Requirements for Students, Faculty and Staff*: Credit Loads, Credit/No Credit Time Limits, Travel for Conferences, Travel for Dissertation Research, Stipend Payments, Payroll Forms, Tax Status, Health Insurance, Vacation, Sick Leave, University Resources for Teaching Assistants, Mediation of Conflicts Between Faculty Supervisors and Assistants Resources and Procedures for Grievance Outside the Department, Academic Professional Codes of Conduct, and Academic Misconduct Policies (e.g., plagiarism, discrimination, sexual harassment).

## KNOWING THE RULES

Responsibility for familiarization with, and adherence to, Departmental and University requirements and regulations rests with the student. Questions concerning interpretation of specific requirements should be directed first to the advisor, then to the Graduate Program Coordinator (Julie Jenkins or Staci Baxley) and, if necessary, to the Associate Head for Graduate Studies.

# GRADUATE STUDIES IN KCH

## MISSION STATEMENT OF THE DEPARTMENT

The Department of Kinesiology and Community Health is an interdisciplinary unit dedicated to the study of health, rehabilitation, and human movement. The advancement and dissemination of knowledge related to health, rehabilitation, and human movement are central to the Department's mission. Faculty in the Department utilize a broad variety of approaches in the integrative study of health, rehabilitation, and human movement, including research themes such as lifespan physical activity, community health, rehabilitation counseling, disability, well-being and inclusion, physical culture and education, pedagogy, human factors, and human performance.

## DEPARTMENT STRUCTURE

The Department of Kinesiology and Community Health is organized around eleven (11) curricular groups:

**Applied Health Data Analytics:** This area of study is concerned with the analysis of data related to various health outcomes. This includes electronic health records (EHR), operational data, spatially and temporally organized data, dyadic data, and other sources of data information.

**Cultural, Interpretive & Science Studies:** Faculty in this area draw on theories and methodologies of sciences, arts, and humanities; studies and creates knowledge related to physical culture, health, and the human body.

**Exercise Physiology:** Exercise physiology is the study of work output, energy transfer, and metabolism from a molecular, cellular, and whole body viewpoint. Faculty in this area conduct research to better understand the physiological and health consequences of acute and chronic exercise on body systems such as the musculoskeletal, neuroendocrine, cardiovascular, pulmonary, immune, and gastrointestinal systems.

**Exercise Psychology:** Faculty in the Exercise Psychology group examine the psychological antecedents (e.g., motivation, personality) and consequences (e.g., mental health, cognitive function) of involvement in physical activity and exercise.

**Health Disparity:** Faculty aligned with this area study disparities in health from a variety of perspectives, including global health, immigrant health, minority health, and within rural communities.

**Health Promotion & Behavioral Intervention:** Faculty in this area study a number of different factors and issues including health behavior, physical activity, nutrition, physical and mental health, perinatal woman health, healthy aging.

<sup>1</sup> If you a student in one of the professional MS degree programs (e.g., MPH, MHA, MHT), please also refer to the specific handbook for that program.

**Health Technology from Design to Implementation:** Faculty in this area develop and answer essential questions related to human factors, technology use in diverse populations, the experience of using technology of daily life, and the impact of technology on health and well-being.

**Motor Control/Biomechanics:** The faculty aligned with this area examine the neural, physiological, and/or behavioral aspects of the control of movement across the lifespan and in health and disease.

**Pedagogy & Physical Activity:** Faculty in this area examine how knowledge and skills are imparted in an academic context, focusing on curricula and instruction that helps individuals develop knowledge, skills, and confidence needed to adopt and maintain a physically active lifestyle.

**Public Health:** Faculty in the public health group examine population-based approaches to public health. Translating research into public health practice is a cornerstone of the group focus.

**Rehabilitation, Disability & Chronic Illness:** Faculty aligned with this area examine a variety of dynamic interactions that impact the overall health of communities, including wellness, quality of life, psychosocial adjustment, transition, and social participation. Faculty in rehabilitation examine the impact of disability in the population and the emotional, environmental, vocational, and educational issues surrounding adjustment to disability.

KCH faculty are affiliated with at least one of these groups, but often may be affiliated with several. Graduate students would be affiliated by virtue of their advisor's group(s). Each group is managed by a designated faculty coordinator who is responsible for coordinating the review of graduate students.

### GRADUATE DEGREES OFFERED IN KINESIOLOGY AND COMMUNITY HEALTH

Degree programs are individually designed with each student planning, in consultation with their faculty advisor, a program of course work and involvement in research activities appropriate to the student's academic interests and professional goals. Exceptions to this include the MPH, MHA, and MSHT master's degree programs, all of which are professional master's degrees with more specialized and predetermined programs of study.

The *KINESIOLOGY PROGRAM* offers graduate programs leading to the Master of Science (MS) and the Doctor of Philosophy (PhD) degrees. Major areas of specialization at both the master's and doctoral degree levels include:

**Cultural, Interpretive & Science Studies, Exercise Physiology, Exercise Psychology, Motor Control/Biomechanics, and Pedagogy & Physical Activity.**

The *COMMUNITY HEALTH PROGRAM* offers graduate programs leading to the Master of Science (MS) in Community Health and Doctor of Philosophy (PhD) in Community Health. The major areas of specialization include:

**Applied Health Data Analytics, Health Disparity, Health Promotion & Behavior Intervention, Health Technology from Design to Implementation, Public Health, and Rehabilitation, Disability and Chronic Illness.**

Included under the umbrella of the Community Health Program are several professional master's degree programs. These include the Master of Public Health (MPH; more specific information about this program can be found at <http://mph.illinois.edu/>), the Master of Health Administration (MHA; more specific information about this program can be found at <https://ahs.illinois.edu/msha-overview>), and the Master of Science in Health Technology (MSHT; <https://ahs.illinois.edu/ht-overview>). Questions about these specific degree programs should be sent to the directors of these various programs (see websites for contact information).

### DUAL DEGREE PROGRAMS

It is possible, with the prior approval of both departments, to pursue two post-baccalaureate (i.e., graduate) degrees simultaneously. Such dual degree programs require students to complete all requirements for each degree; however with the approval of both departments, students will have the opportunity to integrate their studies rather than completing the degrees in series. A student pursuing two post-baccalaureate degrees simultaneously also must be registered in each department or program for at least 12 hours for at least one term in order to obtain both degrees. Students interested in completing a dual degree should contact the Associate Head for Graduate Studies.

### THE ADVISORY SYSTEM

During their graduate careers students will receive advice and guidance from many faculty members both individually and collectively. The general nature of student advisement is outlined below.

### THE ACADEMIC ADVISOR

A student is admitted for graduate study when there is a faculty member who is willing to serve as the student's advisor. This individual will typically serve as a student's major professor and will usually chair and direct a student's thesis or dissertation. However, as students' research interests and career goals often change, a student may request to change advisors at any time. Students should not hesitate to change advisors, but they **must**: (1) find a faculty member who is willing to serve as their new advisor; (2) inform their current advisor of the change; and (3) file necessary paper work with the appropriate Departmental Graduate Office. In most cases, your academic advisor will act as your thesis/dissertation advisor and mentor. However, it is not unusual to have a faculty member other than your academic advisor as your Director of Research.

## GUIDANCE COMMITTEES

Students will have a number of committees appointed to guide and evaluate their work, including: (1) master's thesis committee, (1) doctoral candidacy review committee, (3) dissertation committee, (4) doctoral preliminary examination committee, and (5) doctoral final examination committee. See the appropriate graduate program description for specific guidance committees for your degree.

## FINANCIAL ASSISTANCE

Financial assistance is available to graduate students in a number of forms including departmental teaching and research assistantships, Graduate College fellowships, and student loans.

## DEPARTMENT SUPPORT

Research and teaching assistantships are available on a competitive basis to qualified master's and doctoral candidates. Stipends vary and may include a waiver of tuition and some fees. These assistantships serve as a valuable source of experience in research and teaching and, thus, graduate students should endeavor to obtain both kinds of appointments during their period of study. These assistantships may include tuition and fee waivers (if assistantship appointment is at least 25%) and a minimum stipend negotiated with the Graduate Employee Organization. A 50% assignment includes a 20 hour per week work commitment. The maximum assistantship appointment for graduate students is generally 50%. It is expected that students will not accept assistantship loads above 50% without prior notification of the Departmental Graduate Office. This notification should be in writing and pertains to any funding over 50% regardless of the source of support. **NOTE:** MPH, MHA, and MSHT students are not eligible for tuition waivers because these are tuition recovery programs. MPH students **may** be eligible for teaching assistantships at a level that is less than 25%, but this is not guaranteed and is subject to availability.

Most teaching and research assistantships awarded by the Department are for the nine-month academic year with continuation of the tuition waiver through the Summer Session. Assistantships are subject to review for re-appointment each year. In general, assistantships are awarded for no more than two (2) academic years for master's degree students and for no more than three (3) academic years for doctoral degree students. Every effort is made to secure financial aid for graduate students during their period of study. It should be noted that graduate assistantships are not an entitlement and that acceptance into the program does not guarantee an assistantship in the future. The vagaries of state and university funding, successful procurement of external grant funds by faculty, and opportunities across campus dictate assistantship offerings. Examples of the types of departmental financial support available for graduate students are outlined below. Details about financial aid and particular forms of financial support may be obtained from the Departmental Graduate Office and the Graduate College.

## TEACHING ASSISTANTSHIPS

Department Teaching Assistantships (TAs) are awarded to graduate students for instructional duties in the Department. There are a variety of teaching assignments. TAs assigned to graduate and undergraduate courses are typically responsible for discussion and/or laboratory sections, some grading, and an occasional lecture. A graduate student holding a half-time appointment (50%) should not be expected to work in excess of 20 hours per week on the average. The professor to whom the teaching assistant reports determines the responsibilities of the student. This professor is also the main source of information and feedback to the student and to the Department about the student.

## RESEARCH ASSISTANTSHIPS

Research Assistantships (RAs) are available through grant funds obtained by faculty members in support of their research. Responsibilities of RAs vary widely and are arranged individually with professors and/or laboratory directors. Some assignments require RAs to work with fixed schedules throughout the period of their appointment, while others require large and concentrated investments of time. Both types of schedules should conform to the standard that assistants with a half-time (50%) appointment not work in excess of 20 hours per week on the average.

## OTHER ASSISTANTSHIPS

In addition to TAs and RAs other types of graduate assistantships may be awarded upon occasion. For example, a graduate student may be given an administrative assistantship to perform a variety of tasks for the department head or another administrator.

Frequently graduate students secure assistantships in other departments on campus. It should be noted that these assistantships **do not** include a tuition and fee waiver in the Department of Kinesiology & Community Health unless the work being performed is **directly** related to the student's degree program. Prior to accepting an assistantship from outside the Department, it is advisable to check with the Departmental Graduate Office in regard to the tuition waiver.

## TRAVEL AND ABSENCE FROM CAMPUS

Graduate students supported by the Department of Kinesiology and Community Health as Teaching Assistants should never cancel a class (lecture, lab/discussion section) they are teaching. In only very rare circumstances does the University ever cancel classes. An 'alternative educational activity' should be prepared for the occasion when a graduate student with a TA appointment is unable to teach (e.g., acute illness). Such alternative activities can then be communicated to the students in their course via email or the course learning management system (e.g., Canvas). The KCH Graduate Program Office should also be notified when this happens.

## GRADUATE COLLEGE SUPPORT

In addition to departmental support, graduate students may apply for financial aid from the Graduate College. Financial support from the Graduate College includes: (1) university fellowships, (2) Graduate College fellowships, (3) dissertation completion awards, (4) dissertation travel grants, (5) conference travel support. Below are a few descriptions of support available through the Graduate College. Further information on this support may be found on the Graduate College website at: <http://www.grad.illinois.edu/funding-jobs>

### UNIVERSITY FELLOWSHIPS

These fellowships are awarded based on academic and scholarly achievement. Students in all fields of graduate study are eligible.

### GRADUATE COLLEGE FELLOWSHIPS (<https://www.grad.illinois.edu/fellowships/about>)

As described on the Graduate College website:

"Fellowships are [financial aid](#) awards that provide a stipend with no expectation of service in return. A traineeship is a research fellowship providing educational training in a particular disciplinary area. Most fellowship and traineeship awards also [cover tuition and selected fees](#). Fellowships may be awarded by the graduate program, the University, or an external organization.."

### DISSERTATION COMPLETION FELLOWSHIPS

Dissertation Completion Fellowships are designed to help outstanding students complete the doctoral degree in a timely fashion by providing a one-year stipend of \$20,000, a full waiver of tuition, service fee, health service fee, AFMFA fee, Library fee, as well as basic dental and vision coverage. In addition, the Fellow will receive partial payment of the graduate student health insurance fee per semester. The intent is to free Fellows from assistantships and other such obligations, allowing them to devote full-time to the completion of the dissertation. No concurrent assistantship appointment or employment of any kind is permitted with the Dissertation Completion Fellowship. All applications must be screened and ranked by the Department before being submitted to the Graduate College.

### GRADUATE COLLEGE DISSERTATION TRAVEL GRANTS

Dissertation Travel Grants provide reimbursement to subsidize travel and associated costs necessary for doctoral dissertation research, whether for exploring a potential dissertation topic (i.e., before extensive research has been done) or for conducting dissertation research. Approximately 12 grants at amounts up to \$5,000 will be awarded given sufficient funding. All applications must be screened and ranked by the Department before being submitted to the Graduate College.

### CONFERENCE TRAVEL SUPPORT

The Graduate College provides awards for students to travel to professional conferences each Fall and Spring semester. These Conference Travel Awards are intended to support students who will be presenting papers, posters, or creative work at the conferences they attend. (Please note that the award amount from the Graduate College is based on the distance between the University of Illinois Urbana-Champaign campus and the student's conference destination.) All applications are reviewed and ranked by a faculty committee assigned by the Associate Head for Graduate Studies. The review committee uses the criteria listed below for evaluating the applications.

Scientific merit:

1. Significance of the study;
2. Originality of problem formulation;
3. Soundness of methodology;
4. Quality of presentation

With respect to conference presentations, greater weighting is given to:

1. Invited papers;
2. Conferences prestige (e.g., weighted in order from national, regional, state, and local conference);
3. First or sole authorship;
4. A conference presentation directly related to a student's area of specialization.

The top-ranked applications are then recommended to the Graduate College for funding. Often, though not always, the next highest-ranked applications get some smaller amount of funding from the Department to support their travel.

Other forms of financial aid can be found on the Graduate College website at: <http://www.grad.illinois.edu/fellowships/about>. There are also competitive Departmental scholarships that are available to graduate students. Applications for these scholarships are announced during the Spring semester.

The Office of Student Financial Aid awards scholarships, federal work-study, and loans to graduate and professional students. Scholarships are not available to students holding assistantships. Application for need-based assistance is made separately from an application for fellowships, assistantships, and tuition/fee waivers. A need-analysis document, either the Family Financial Statement (FFS) or the Financial Aid Form (FAF), must be completed. A student applying for a Guaranteed Student Loan must file the FFS or FAF in addition to the loan application. Students are advised to delay processing guaranteed loan applications until they have received

responses to applications for other need-based assistance and fellowships, assistantships and tuition/fee waivers.

## INFORMATION FOR PROSPECTIVE GRADUATE STUDENTS

### KCH GRADUATE ADMISSIONS REQUIREMENTS

Listed below are general admissions requirements for graduate study within the Department of Kinesiology and Community Health:

- Baccalaureate degree from an accredited institution of higher education
- A minimum grade-point average of 3.0 (out of 4.0; 3.5 for Ph.D.) for the last 60 hours of undergraduate work and any graduate work completed (GPA should be at least 3.5 for prior graduate work if a Ph.D. applicant)
- 3 Letters of Recommendation
- Personal Statement that addresses the following prompts:
  - What developed your interest for graduate study
  - Who, from the designated faculty, would you like to work with
  - Why do you believe you would be a good fit with aforementioned faculty
  - What do you expect to gain from a graduate experience and how will this experience prepare you for your intended career.
- Resume
- Official Academic Transcripts
- International students must also submit Test of English as a Foreign Language (TOEFL) scores.
  - A minimum for full status admission: greater than 103 (TOEFL - IBT), or 7.5 (IELTS). Scores cannot be more than 2 years old. For more information about the DUPLINGO test see <https://grad.illinois.edu/admissions/instructions/04c>
  - Students for whom English is not their native language and who wish to be considered for a teaching assistantship must achieve a score on the speaking sub-section of 24 (IBT) or 8 (IELTS)
- GRE scores are not required when submitting your application. However, your application must demonstrate sufficient academic/quantitative preparedness to be considered for admission to the program. Your prior coursework, volunteer and/or work experiences, and recommendations are just a few of the items that will be reviewed to gauge your preparedness for graduate studies. Although the GRE scores are not required to be considered for the program, the scores may provide helpful supporting information in some cases. In addition, some faculty might want to see GRE scores before making a decision on whether to admit (you should check with an identified faculty member to see if they require the GRE or not). Applicants who have taken the GRE and feel their scores would benefit their application are encouraged to submit the scores. If you would like to submit scores, we recommend you scan your official score report as a PDF file and attach it to your application. You do not need to submit official scores through ETS, but if you decide to, please use our University code of 1836.

### ADMISSIONS DEADLINES

Students may apply to either the M.S. or the Ph.D. programs (CHLH, KIN) at any time. Typically, applications for Fall admission are due on January 15 of the same year. Applications for Spring semester are due on October 1 of the previous year.

## GRADUATE PROGRAMS IN KINESIOLOGY AND COMMUNITY HEALTH

In the following sections the specific requirements for graduate degrees offered by the Department of Kinesiology and Community Health are provided. While each degree has unique requirements, there are a number of factors common to all degrees. Some of these requirements are outlined here and additional requirements may be found in *The Graduate College Handbook of Policy and Requirements for Students, Faculty and Staff* available on the Graduate College web page (<http://www.grad.illinois.edu/gradhandbook>).

### **SATISFACTORY PROGRESS TOWARD DEGREE: ANNUAL ACADEMIC PROGRESS REVIEW POLICY**

Consistent with Graduate College policy, the Department of Kinesiology and Community Health will conduct Annual Academic Progress Reviews of **all** graduate students enrolled in degree-seeking programs (see <https://ahs.illinois.edu/kch-progress-review> for links to specific forms to be completed and submitted). The purposes of the Annual Academic Progress Review are to ensure (a) the completion of a face-to-face meeting between a graduate student and their faculty advisor and (b) written and signed documentation of program progress agreed upon between the graduate student and their faculty advisor. The Annual Academic Progress Review may be a process involving only a graduate student and the faculty advisor, or a faculty advisor may choose to conduct the review by involving a faculty committee during one or more years of a graduate student's academic program. Examples of such faculty committees include an area of study faculty committee, a preliminary examination committee, or a final examination committee.

Annual Academic Progress Reviews will include the following elements:

- Written self-assessment of academic progress that is prepared by the graduate student using the standardized KCH Department form
- Written review of graduate student academic progress that is prepared by the faculty advisor using standardized KCH Department form
  - Input on the review of graduate student academic progress may be provided by a faculty committee (e.g., area of study faculty committee, preliminary examination committee, final examination committee)
- Face-to-face meeting between the graduate student and the faculty advisor to discuss the student self-assessment and advisor review
  - The face-to-face meeting may occur between the graduate student and a faculty committee (e.g., area of study faculty committee, preliminary examination committee, final examination committee)
- Signed copies of graduate student self-assessment and faculty advisor review forms should be submitted to the KCH Graduate Program Office by the advisor for placement in the student's file by March 31 each year.

## PRELIMINARY AND FINAL EXAMINATIONS

The PhD is a research-oriented degree. In the Department of Kinesiology and Community Health (KCH), the PhD is also advisor-driven, that is, doctoral students are admitted only when there is a designated faculty member who serves as their advisor. Thus, the doctoral student and her/his advisor work closely together throughout the student's program of study. In addition to formal coursework, the Graduate College requires all PhD students to complete two major examinations: (1) the Preliminary Examination, which is signified by the successful completion of all course and language requirements; and (2) the Final Examination, which constitutes the public defense of a completed dissertation. The purpose of the Preliminary Examination is to assess the student's readiness for commencing dissertation research. The purpose of the Final Examination is to assess whether the student has made a sound and substantial contribution to knowledge and is accordingly worthy of being granted a PhD. What follows is the specific information for doctoral students and faculty relative to these examinations in KCH.

### I. SPECIFIC INFORMATION RELATED TO PRELIMINARY AND FINAL EXAMINATIONS

#### THE PRELIMINARY EXAMINATION

The purpose of the Preliminary Examination is to assess the doctoral student's readiness for commencing dissertation research.

Prior to scheduling the Preliminary Examination, a doctoral student should have successfully completed all course and language requirements, with the exception of thesis hours (599).

The Preliminary Examination consists of three related, but distinct parts: Written Exam, Oral Exam, and Dissertation Proposal.

The date of the Oral portion of the exam constitutes the official date of the examination.

#### PREPARING FOR THE PRELIMINARY EXAMINATION

The doctoral student is encouraged to discuss the process of the Preliminary Examination with his/her advisor and well in advance of scheduling the exam. There are different paths through the Preliminary Examination that are primarily at the discretion of the advisor. One path involves the Preliminary Examination being successfully completed *prior to* a proposal of a dissertation project. Another path involves the proposal of the dissertation project as part of the exam itself. The discussion of how the process will unfold should take place between the student and advisor before the student begins the process of preparing.

Once the process has been delineated, the student should contact the members of the Preliminary Examination Committee (see section on ***Dissertation and Doctoral Examination Committees*** below) well in advance of the Preliminary Examination (e.g., 3-6 months before) and request guidance on what she/he should be expected to prepare for regarding the exam. This may include suggestions on areas of knowledge to become familiar with, the provision of an extensive reading list (which may include book chapters, articles, course content, etc.), and may include example questions. This information will be the basis for the student's preparation for taking the written portion of the Preliminary Examination. Doctoral students are also encouraged to provide a written copy of the dissertation proposal to the committee prior to commencing the Preliminary Examination if that is the process the student and advisor have agreed upon.

#### FORMAT

The Preliminary Examination is administered in multiple parts: (a) an initial written examination; (b) an oral examination; and (c) the proposal of the dissertation. The date of the oral examination constitutes the official date of the examination. The faculty advisor (i.e., chair of committee) will inform the Department Graduate Office of the dates for the examination and the Department Graduate Office will then request a ***Preliminary Examination Result (PER)*** form from the Graduate College. This will be forwarded to the chair of the committee.

- The written portion of the examination should evaluate the student's: (1) general understanding of the disciplinary and professional aspects of kinesiology or community health; (2) knowledge of the literature and theoretical perspectives in the student's major area of study; and/or (3) knowledge of the methodological perspectives and research techniques in the student's major area of study. If the dissertation proposal is included as part of the Preliminary Examination process, the student should also demonstrate the ability to integrate 1, 2 and 3 in the design, preparation, implementation, and defense of a dissertation proposal. The manner in which this knowledge is determined can vary (e.g., number of questions, length of time allowed to answer questions, amount of accessibility to source materials, etc.), but should be agreed upon by the committee and clearly communicated to the student by the advisor prior to the examination taking place.
- The oral portion of the examination involves two parts. Part I focuses on follow-up questions related to written exam responses that committee members believe require further clarification. Such questions should reflect an in-depth assessment of the student's understanding of any part of the written examination that was evaluated as failing to convey adequate understanding or viewed as not providing a satisfactory answer. When appropriate, it is allowable for in-depth assessment to occur during the proposal of the dissertation study (see Part II). Each member of the committee must be provided an opportunity to examine the student thoroughly. The result of the written and oral examination should be communicated to the student.

- Part II of the oral examination could be immediately following Part I, or it could occur on a separate day altogether (this should be established ahead of time by the student and her/his advisor and agreed upon by the committee). The focus of this portion of the examination is on the student's proposed dissertation topic. All committee members must be satisfied that the student has a solid knowledge of the research literature and research methods related to the dissertation topic along with the scholarly abilities to satisfactorily complete a sound and substantial dissertation. At the conclusion of this portion of the examination, the student and the committee will have an agreed upon dissertation plan for the student to execute.
- The specific format and rules (e.g., closed-book, time allowed for written responses, etc.) of Preliminary Examinations are determined by the faculty advisor. However, the format and rules must be clearly communicated to the student in advance. Once the examination is completed, the student must be promptly notified about examination result.
- All voting members of the committee must participate in the oral examination, the deliberation, and determination of the results of the oral examination.
- ***No audio or video recording of the examination or deliberation may be made without the expressed permission of the student and all members of the committee.***

## RESULTS

Decisions of the Preliminary Examination committee must be unanimous and are recorded on the ***Preliminary Examination Result*** form. The committee may make one of three decisions:

- **Pass the candidate.**
- **Fail the candidate.** The exam committee may, but is not required to, grant the student another opportunity to take the examination after completing additional course work, independent study, or research, as recommended by the committee. However, if a second attempt is given, a new committee must be appointed by the Graduate College. The new committee may, but does not have to, consist of the same members as the original committee.
- **Defer the decision.** If this option is chosen:
  - the same committee must re-examine the student,
  - the second exam must occur within 180 calendar days of the date of first exam, and
  - the outcome of the second exam must be Pass or Fail.

After a Fail result, a student will only be allowed to take the preliminary examination one additional time while working toward the completion of any one program of study.

The ***Preliminary Examination Result (PER)*** form verifies that the student has completed the examination, regardless of the outcome. All voting members must record their vote and the results of the examination must be recorded with the Graduate College on one form. The unit's executive officer or authorized person must affirm the accuracy of the result. The result of the examination is communicated to the student and to the Graduate College as soon as possible after the conclusion of the exam. The result must be received by the Graduate College no later than 180 days after the appointment of the committee. Examination result decisions are maintained by the Graduate College.

**Second preliminary exam.** If more than five (5) years elapse after a doctoral student's Preliminary Examination and the Final Examination has not yet taken place, the student is required to demonstrate that their broad knowledge of the field is current by passing a second preliminary examination (see [Chapter 6.2 of the Graduate College Handbook](https://go.grad.illinois.edu/handbook) for details; <https://go.grad.illinois.edu/handbook>).

## THE FINAL EXAMINATION (DEFENSE)

The purpose of the Final Examination is to assess whether the student has made a sound and substantial contribution to knowledge and is accordingly worthy of being granted a PhD. The Final Examination consists of a public, oral examination, which constitutes the public defense of a completed dissertation project.

## FORMAT

- Students must adhere to KCH procedures and requirements.
- The student, with the approval of the chairperson and/or director of the dissertation, submits the final draft of the dissertation to each committee member in either paper or electronic format, depending on committee member preference. Each committee member must be provided a minimum of two (2) weeks to review and evaluate the final draft of the dissertation **before** the Final Examination.
- The examination consists of a public, oral examination followed with a closed-door deliberation by the committee. The student is informed of the result immediately following the deliberation.
- The examination should proceed in an orderly fashion with the student first being provided the opportunity to summarize his/her research. Each committee member then must be provided ample time to examine the student. At the discretion of

the chairperson, visitors may be asked to leave the room following the candidate's oral presentation and prior to questions from the committee. They *may* also be permitted to address questions to the candidate, but this is not required.

- Upon completion of the examination, the student and any visitors are requested to leave the room. The committee then convenes to deliberate and reach a decision regarding the acceptance or rejection of the dissertation.
- Finally, the student is asked to return to the room and is informed of the decision of the committee by the chairperson.
- All voting members of the committee must participate for the entire duration of the Final Examination, the deliberation, and determination of the result.
- The final draft of the dissertation is defined as the version to be submitted to the Dean of the Graduate College (i.e., deposited). This version must include any revisions required by the committee.
- ***No audio or video recording of the examination or deliberation may be made without the expressed permission of the student and all members of the committee.***

## RESULTS

The decision of the Final Examination committee is recorded on the ***Final Examination Result*** form. The voting members of the committee must make one of two decisions:

- **Pass the candidate.** The candidate passes the Final Examination if the Director(s) of Research vote pass and no more than one of the remaining Committee members votes fail. The Committee will indicate on the ***Final Examination Result*** form if revisions are required. The Committee will sign the ***Thesis/Dissertation Approval*** form following the examination and after the completion of any required revisions.
- **Fail the candidate.** The candidate fails the Final Examination if a Director of Research votes fail or if two or more Committee members vote fail. A program may, but is not required to, grant the student an opportunity to retake the examination after completing additional research or writing, as recommended by the committee. However, a new committee must be appointed by the Graduate College. The new committee may, but does not have to, consist of the same members as the original committee.

After a fail result a student will only be allowed to take the Final Examination one additional time while working toward the completion of any one program of study.

The ***Final Examination Result (FER)*** form verifies that the student has completed the examination, regardless of the outcome. The results of an examination must be recorded with the Graduate College on one form. All voting members must record their vote. The unit's executive officer or authorized person must affirm the accuracy of the result. The result of the examination is communicated to the student and to the Graduate College as soon as possible after the conclusion of the exam. The result must be received by the Graduate College no later than 180 days after the appointment of the committee. Examination result decisions are maintained by the Graduate College.

## II. SPECIFIC INFORMATION ON DISSERTATION AND DOCTORAL EXAMINATION COMMITTEES

### DISSERTATION COMMITTEE

The Dissertation Committee does not need to be formally appointed or approved by the Graduate College. In KCH it is usually comprised of the same members who serve on the Preliminary and Final Examination Committees. The purpose of the Dissertation Committee is to advise the student with her/his dissertation research and effectively monitor the student's progress with that research. Because the Preliminary Examination in KCH may include the presentation of a proposal for the dissertation research, the Dissertation Committee membership may be substantially the same as the Preliminary and Final Examination committees, but the Dissertation Committee is normally the same as the Final Examination Committee. There is no time limit on the duration of service of the Dissertation Committee, other than the length of time the student is allowed to complete the degree.

### PRELIMINARY AND FINAL EXAMINATION COMMITTEES

**Committee appointment process.** Both the Preliminary and Final Examinations are conducted by a committee appointed by the Dean of the Graduate College upon recommendation of the appropriate Associate Head for Graduate Studies (for either Community Health or Kinesiology). The committee must be appointed ***before*** the exam takes place. The Graduate College strongly recommends submission of the form for ***Request for Appointment of Doctoral Examination Committee*** at least three (3) weeks in advance of the exam date.

Once a committee has been appointed it remains active for 180 days or until a Pass or Fail result is submitted to the Graduate College (an exception occurs in the case of a Defer result, see below). Any revisions to the membership of an active committee must be approved by the Graduate College in advance of the examination.

If the examination did not take place within 180 calendar days after the date on which the Graduate College appointed the committee, the committee is dissolved and a new committee must be appointed before the examination occurs. The newly appointed committee may, but is not required to, consist of the same members as the dissolved committee.

## PRELIMINARY EXAMINATION COMMITTEE

The Doctoral student, in consultation with their Graduate Faculty advisor (who most often will serve as the Director of Research and Dissertation Committee Chair/Chairperson), will develop a Preliminary Examination Committee.

This Preliminary Examination Committee must consist of at least four voting members, three of whom must be members of the UIUC Graduate Faculty (e.g., tenured or tenure-track professors) and at least two must be tenured, Illinois faculty. This committee must be approved, appointed, and registered by the Graduate College, preferably at least 3-weeks before the Preliminary Examination. The Chair is responsible for submitting the **Request for Appointment of Doctoral Examination Committee** to the KCH Graduate Office. Note, the Chair must be a member of the Graduate Faculty. At the department's discretion, a co-chair may be appointed. If appointed, a co-chair must meet all the requirements that apply to the chair. If there are more than four voting members on the committee, at least half of the voting members must be members of the UIUC Graduate Faculty. The tenure requirement can be met by term members of the Graduate Faculty who retired or resigned with tenure for a period following their resignation or retirement, according to the Policy on Graduate Faculty Membership (See [Part II, Chapter 1 of the Graduate College Handbook](#) for details; <https://go.grad.illinois.edu/handbook>). Individuals especially qualified to participate in a particular examination, from the University of Illinois at Urbana-Champaign or another institution, may be appointed to the committee. A brief description of the individual's qualifications should be included on the **Request for Appointment of Doctoral Examination Committee** form (Note: neither the Graduate College nor the Department defray any expenses such as appointments may incur).

Once a committee has been appointed it remains active for 180 days or until a Pass or Fail result is submitted to the Graduate College. Any revisions to the membership of an active committee must be approved by the Graduate College in advance of the examination. If the examination did not take place within 180 calendar days after the date on which the Graduate College appointed the committee, the committee is dissolved and a new committee must be appointed before the examination occurs. The newly appointed committee may, but is not required to, consist of the same members as the dissolved committee.

All voting members of the committee must participate in the oral examination, the deliberation, and determination of the results of the Preliminary Examination.

**Role of the committee chair.** The Preliminary Examination committee must have a chair. The Chair is responsible for convening the committee, conducting the examination, ensuring all members can participate fully, communicating any required revisions to the student, and submitting the appropriate forms to the KCH Graduate Office for submission to the Graduate College.

## SUMMARY OF PRELIMINARY EXAMINATION MEMBERSHIP REQUIREMENTS

- The Preliminary Examination Committee must include at least four voting members, at least three of whom must be members of the UIUC Graduate Faculty, and at least two of whom must also be tenured at the Urbana-Champaign campus.
- The Chair must be a member of the UIUC Graduate Faculty. At the department's discretion, a co-chair may be appointed. If appointed, a co-chair must meet all the requirements that apply to the chair.
- If there are more than four voting members on the committee, at least half of the voting members must be members of the UIUC Graduate Faculty.
- The tenure requirement can be met by term members of the Graduate Faculty who retired or resigned with tenure for a period following their resignation or retirement, according to the Policy on Graduate Faculty Membership (See [Part II, Chapter 1 of the Graduate College Handbook](#) for details; <https://go.grad.illinois.edu/handbook>).
- A committee member(s) may be appointed to the committee from another institution if they bring a special degree of expertise or qualification. Such individuals (along with a brief description of their qualifications) should be included on the **Request for Appointment of Doctoral Examination Committee** form.
- Upon departmental request, the Dean of the Graduate College may also appoint non-voting members to doctoral committees. Non-voting members do not need to be present at the examination. Non-voting members may be appointed, but are rare on Preliminary Examination committees.

## FINAL EXAMINATION COMMITTEE

The Doctoral student, in consultation with their Graduate Faculty advisor (who most often will serve as the Director of Research and Dissertation Committee Chair/Chairperson), will develop a Final Examination Committee (note that this is often the same group as the Preliminary Examination committee).

The Final Examination Committee must consist of at least four voting members; three of these members must be members of the UIUC Graduate Faculty (e.g., tenured or tenure-track professors) and at least two must be tenured, Illinois faculty. If there are more than four voting members on the committee, at least half of the voting members must be members of the UIUC Graduate Faculty. The tenure requirement can be met by term members of the Graduate Faculty who retired or resigned with tenure for a period following their resignation or retirement, according to the Policy on Graduate Faculty Membership (See [Part II, Chapter 1 of the Graduate College Handbook](#) for details; <https://go.grad.illinois.edu/handbook>). This committee must be approved, appointed, and registered by the Graduate College before the Final Examination. The Chair is responsible for submitting the **Request for**

**Appointment of Doctoral Examination Committee** to the KCH Graduate Office *if the Final Examination Committee differs from the Preliminary Examination Committee*. Note, the Chair must be a member of the Graduate Faculty. At the department's discretion, a co-chair may be appointed. If appointed, a co-chair must meet all the requirements that apply to the chair. For the Final Examination Committee, the student's Graduate Faculty advisor (i.e., director of research) need not be the chair of the committee. Co-directors of research are acceptable. Individuals especially qualified to participate in the Final Examination, from the University of Illinois at Urbana-Champaign or another institution, may be appointed to the committee. A brief description of the individual's qualifications should be included on the **Request for Appointment of Doctoral Examination Committee** form (Note: neither the Graduate College nor the Department defray any expenses such appointments may incur).

#### SUMMARY OF FINAL EXAMINATION MEMBERSHIP REQUIREMENTS

- Committee members should be chosen for their expertise in the student's research area but may also be chosen to give diversity in viewpoint, methodology, or academic discipline.
- Membership of the Final Examination committee should be agreed upon by the student in consultation with her/his advisor (e.g., by including members from more than one sub-discipline within the department, from other departments, or from other institutions).

**ROLE OF THE COMMITTEE CHAIR.** The Final Examination committee must have a chair. The Chair is responsible for convening the committee, conducting the examination, ensuring all members can participate fully, communicating any required revisions to the student, and submitting the appropriate forms to the KCH Graduate Office for submission to the Graduate College.

**REMOTE PARTICIPATION.** Synchronous remote participation by the student or committee member(s) is permitted on Preliminary and Final Examination committees under the following conditions:

- Technology must allow all participants to communicate throughout the examination and to access all materials presented. Video technology is encouraged for remote committee members and required for a student participating remotely.
- The chair (or co-chair) and at least one additional voting member must be physically present in the examination room on campus. The chair is responsible for coordinating the use of any technology, for recessing the examination if technical problems prevent full participation, and for making arrangements to resume the examination promptly.
- In extraordinary circumstances, the student can petition to participate remotely. Approval must be received from all members of the committee. The Graduate College strongly encourages the student to participate in person.

**INCLUSION OF NON-GRADUATE FACULTY MEMBERS.** A request may be made for inclusion of non-Graduate Faculty members as voting members of the committee. Such individuals could be selected if they make a significant contribution, particularly regarding the dissertation research project. These individuals must be approved in advance by the Dean of the Graduate College. To request the approval of a non-Graduate Faculty member to serve as a voting member, a curriculum vitae for the individual and a justification from the chair of the committee must accompany the **Request for Appointment of Doctoral Examination Committee**. Non-Graduate Faculty voting members must have earned a terminal degree in their field of study and must have demonstrated expertise that qualifies them to judge the quality of the student's research and its contribution to the field. Each voting member must be well-positioned to vote independently and must be free from conflicts of interest. Additional guidance for nominating external members is available on the Graduate College website.

#### SUMMARY TABLE OF DOCTORAL AND DOCTORAL EXAMINATION COMMITTEES

	Graduate College Appointment & Approval Required	Minimum Voting Members Required	Minimum Graduate Faculty Members Required	Minimum Tenured Illinois Faculty Members Required
Preliminary Examination Committee	Yes	4	3 (Chair must be member of Graduate Faculty)	2
Dissertation Committee	Not required by the Graduate College			
Final Examination (Defense) Committee	Yes	4	3 (Chair must be member of Graduate Faculty)	2

## OTHER RELEVANT INFORMATION

### GOOD STANDING

To remain in good standing a graduate student must maintain a cumulative GPA of 3.0, carry a normal load unless exceptions are granted, and complete required courses in the expected time period. Guidance of students towards completion of degree requirements is a responsibility of the student's faculty advisor. Failure to comply with any Graduate College requirement, such as maintenance of a 3.0 GPA, or completion of degree in the overall time limit, results in notification by the Graduate College and appropriate action by the Department.

If a student fails to meet the requirements for good standing in any given semester, the student may be given a grace period of one semester to meet the requirements. However, if an Advisory Committee concludes that a student will be unable to meet the requirements within the allowable period, the student can be terminated immediately.

### GRADING SYSTEM

Final grades for courses are recorded as follows: A+, A, A-, B+, B, B-, C+, C, C-, D+, D, D- and F (failure), with numerical computations of grade point averages based on a system where A = 4.0. Faculty are not required to use plus and minus grades. Other symbols in use, but not included in the computation of grade-point averages are:

- W -- Officially withdrawn from a course
- Ex -- Temporarily excused. Used by the instructor if he/she is granted an extension of time to a student who has not completed the final examination or other requirements for the course. An excused grade must be replaced by a letter grade no later than the designated date the next semester in which the student is registered or one year from the date the excused grade was incurred if the student does not register. Failure to complete the work within these time periods results in a grade of F. This is termed the "F by rule".
- Df -- Grade temporarily deferred. Used only in thesis research courses and other approved courses that extend beyond one semester.
- S or U -- Satisfactory or unsatisfactory. Used only as final grades for thesis research, courses offered for 0 credit, and for certain approved courses.
- CR/NC -- Credit or No Credit. Used only if a graduate student has registered for a course under the credit-no credit option with the approval of his or her major department.

### MINIMUM GRADE POINT AVERAGE

The Graduate Programs in Kinesiology and Community Health follow the Graduate College in requiring that its "Graduate students must maintain satisfactory progress in all aspects of their degree programs in order to continue as students. The Graduate College monitors cumulative graduate grade point average, and the graduate programs monitor all other aspects of academic progress. There are three categories of Academic Standing: Good Standing, Probation and Dismissal." Specific information related to these issues, including how grade point average (GPA) is computed and minimum GPA can be found in the Graduate College Handbook (<http://www.grad.illinois.edu/gradhandbook/2/chapter3/academic-standing>).

### EX GRADES

Students are cautioned against a practice of taking Ex (temporarily excused) grades instead of completing coursework in a timely manner. An Ex grade represents part of one semester's work that is undone and must be added to the next semester's load. It tends to diminish the benefits gained from any course and blur the focus of the material covered. Worst of all, Ex grades can seriously jeopardize a student's academic standing. An Ex is not counted in the computation of a student's grade point average, but does when it reverts—automatically—to an F.

Several alternatives present themselves to a student whose Ex grade is about to revert to an F. One, of course, is to complete the work for the course. A second is to petition the Graduate College to drop the course retroactively. If the instructor does not object and there is no clear reason why that would be inappropriate (e.g., a minimum course requirement), the Department is likely to recommend approval of such a petition. A third alternative is to petition the Graduate College for an extension of the excused period. Such a petition will generally NOT be looked upon favorably by the Department. The second extension would exacerbate the ills inherent in Ex grades and make a travesty of the idea of good progress through graduate study. In certain exceptional cases, brief extensions may be recommended by the Department but only if the overdue work has been completed. Even though an Ex grade has reverted to an F, it may still be changed by the instructor. Both the Department and the Graduate College look unfavorably on both retroactive dropping of courses and Ex grades. Students are strongly advised to avoid such practices whenever possible.

### CREDIT LOADS

The typical graduate student credit load is 12 hours if not supported with an assistantship or 8 hours if the student is awarded as assistantship. The number of hours taken depends on the students' assistantship duties or outside employment. University maximum

and minimum credit loads are listed below.

### MAXIMUM CREDIT LOADS

Within the following credit load ranges, graduate students with various percentages of University appointments are considered to be making normal progress toward a degree. Students are not encouraged to carry loads above or below these limits, although advisers may permit exceptions when good reasons are presented. The lowest normal load is the highest permissible minimum which a department may require.

The maximum amount of credit in which a student can enroll without special overload approval from the Graduate College is:

Fall and Spring terms	24 hours
Summer Term 1	6 hours
Summer Term 2	12 hours

A student who wishes to enroll above the established maximum must have a petition approved by the Department and the Graduate College.

### MINIMUM CREDIT LOADS

A full academic load for insurance, visa, loan, etc., purposes is considered by the University to be 12 or more hours. For international students with assistantships between 25 and 67%, 8 hours is considered full-time. All graduate students with fellowships require 12 hours for full time standing.

## RESIDENCE REQUIREMENTS AND TIME LIMITS

### MASTER'S DEGREE

The Graduate College requires that all master's degree candidates must complete all degree requirements, under normal circumstances, within five (5) years after their first registration in the Graduate College. One half or more of the courses applied towards a master's degree must be earned in courses meeting on the University of Illinois campuses (Urbana-Champaign, Chicago, or Springfield), or in courses meeting in other locations approved by the Graduate College.

Master's degree candidates may petition for registration *in absentia* if they have completed the residence credit required and have not exceeded the time limit for the degree.

### DOCTORAL DEGREE

The Graduate College residence requirement stipulates that at least 64 of the 96 minimum hours, including thesis credit, must be earned in courses meeting on the Urbana-Champaign campus. After the residence requirement has been fulfilled, a student may petition the Graduate College for permission to register *in absentia* for thesis credit.

A doctoral candidate must complete all requirements within seven (7) years of first registering in the Graduate College. A candidate for the doctoral degree who has received a master's degrees elsewhere, however, must complete the requirements within six (6) years after first registration in the doctoral degree program on this campus. If a candidate's program of study has been significantly interrupted after receiving a master's degrees from this University, and if the candidate later returns to work on their doctoral degree, s/he is allowed six (6) years after the return to complete all degree requirements. An interruption is significant only if it lasts longer than twelve (12) months.

## EXCEPTIONS AND REGISTRATION REQUIREMENTS

If minimum course requirements have been met, the Preliminary Examination passed and University facilities are no longer needed, the student simply does not register until the semester when the Final Examination will be scheduled and the degree granted. The student must register on campus or petition for *in absentia* registration during the degree granting semester. In either instance the student applies for readmission (no fee is necessary if within five (5) years of initial date of entry) and may register for 599 with zero credit. When this route is chosen the advisor should notify the Departmental Graduate Office of this intention in order that the Department and the Graduate College will know that the student is still a degree candidate and that s/he need not be alerted to the encumbrance of further registration.

If more than five (5) years elapse between a doctoral student's Preliminary and final examinations, the student will be required to demonstrate that his or her knowledge is current by passing a second preliminary examination, which is a prerequisite for admission to the final examination.

If an International student wishes to leave campus and return later for the final dissertation defense, they should consult with the International Students Office prior to leaving campus.

## GRADUATE STUDENT PETITIONS

The right to petition is virtually unlimited with regard to any Graduate College requirement or regulation. However, frivolous

petitions are not often granted and both the petitioner and those recommending approval lose credibility with the Graduate College. Although there may be exceptions, the Departmental Graduate Office does not often recommend approval of petitions not recommended and supported by the student's advisor. Similarly, the Graduate College does not often approve petitions not recommended and supported by the Departmental Graduate Office. A petition approved at a lower level may still be denied at a higher level.

The Graduate Student Petition form should be completed by the student in consultation with his/her advisor to request any exceptions to Graduate College rules, regulations, or requirements. More specifically, (1) the petition should be well prepared; and (2) a clear, cogent and convincing rationale must be provided by both the student and his/her advisor as to why the petition should be approved.

Petition forms are available in the Department Graduate Office or on-line from the Graduate College (<http://www.grad.illinois.edu/petitions>). After the student justifies the request on the petition, the student gives the petition to his or her academic advisor. The advisor provides their recommendation and sends it to the Departmental Graduate Office. The Associate Head for Graduate Studies makes a recommendation and forwards the form to the Graduate College. ***Petitions should not be sent directly to the Graduate College.***

### RESEARCH AND HUMAN SUBJECTS

University policy for the use of human subjects in research is applicable to any activity conducted at, or sponsored by, the University of Illinois at Urbana-Champaign which involves human subjects (i.e., living individuals) about whom an investigator (student or professional) conducting research obtains (1) data through intervention or interaction with the individual, or (2) identifiable private information. The policy applies to research involving human beings whose physical, emotional, or behavioral conditions, responses, tissues, or fluids are investigated for any purpose other than to solely benefit the subject as an individual. It applies to the use of interviews, tests, observations, and inquiries to obtain nonpublic information about individuals or groups. Pilot projects, student dissertation projects, independent study projects, and course projects must follow this policy if they involve human subjects in research.

The following requirements must be met in order to use human subjects in research:

- All research projects must be reviewed by the Institutional Review Board ([irb.illinois.edu/](http://irb.illinois.edu/)).
- The investigators must adhere to ethical codes and applicable policies of the University of Illinois at Urbana-Champaign, the sponsor, and cooperating institutions. They must train and supervise their staff and students participating in the research to follow these principles. Risk to subjects should be minimized.
- Investigators must make sure that subjects participate in research only as the result of informed voluntary consent. The nature of consent processes and documentation should be designed to fit the research, risks, and types of subject involved. They must conform to University of Illinois at Urbana-Champaign requirements and comply with applicable law and sponsor requirements.
- Information obtained must be kept confidential unless permission to do otherwise was obtained from the subject.

Prior to conducting research, students should be thoroughly familiar with the policies and procedures for conducting human subjects research at the University. All of the relevant information can be found at <https://oprs.research.illinois.edu/>.

### GRIEVANCE PROCEDURES

All graduate students in Kinesiology and Community Health may use the **Graduate College Grievance Policy** to file a grievance. The specific policy and procedures can be found at: <http://www.grad.illinois.edu/gradhandbook/2/chapter9/academic-conflict>

### CAPRICIOUS GRADING

Capricious grading is the assignment of grades on the basis of some standard other than a student's performance in a course, on the basis of more exacting standards than were applied to other students in the course, or by a substantial departure from the instructor's previously announced standards. Capricious grading is dealt with at the departmental level. Each department has a committee that reviews charges of capricious grading brought by students. These committees are made up of elected faculty members and, in some departments, teaching assistant representatives. A student wishing to file a capricious grading complaint should read carefully and follow the procedures given in the appropriate sections of the Student Code, including [http://admin.illinois.edu/policy/code/article3\\_part1\\_3-107.html](http://admin.illinois.edu/policy/code/article3_part1_3-107.html).

## GRADUATE PROGRAM IN KINESIOLOGY

### OVERVIEW

New Master's (M.S.) and Doctoral (Ph.D.) students are typically assigned to a Graduate Faculty advisor, who will act as the student's director of research (i.e., oversees research project and dissertation). It is important to discuss expectations with your assigned Graduate Faculty advisor upon acceptance to the program **and** throughout your graduate studies as expectations of academic and research performance may differ among faculty and across labs.

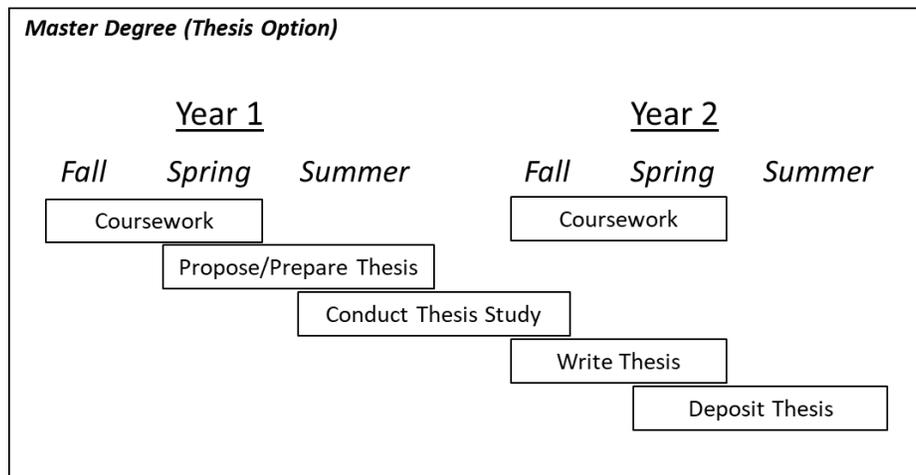
To remain in good standing with the Kinesiology and Community Health Department, you must make sufficient progress on coursework and research (when applicable) each year of your graduate studies. A minimum GPA of 3.0 is required to remain in good standing, with successful completion of 12-credit hours each semester. Doctoral students (i.e., Doctoral Candidates) who have passed preliminary examination are required to maintain a director(s) of research to remain in good standing.

Suggested thesis and dissertation research timelines will be provided below, with few specified department / graduate college requirements. Thesis and dissertation timelines should be discussed upon entry and throughout graduate studies with the assigned Graduate Faculty member. *Note, Kinesiology M.S. students can choose between a thesis and non-thesis option. The main difference is the thesis option includes the development, implementation, and written inferences of a thesis study; while the non-thesis option does not necessitate a thesis study. The thesis option is encouraged for students intending to continue into doctoral studies.*

### MASTER OF SCIENCE (M.S.) DEGREE IN KINESIOLOGY

This degree program is designed for those individuals desiring to study a particular area of interest in depth. A minimum of 32-credits must be accumulated. Of this total: (a) a minimum of 24-credits (not including KIN/CHLH 599) are required to be completed at the University of Illinois Urbana-Champaign; (b) a minimum of 16-credits must be completed in Kinesiology, which should include Kinesiology 501 (Research Methods in Kinesiology) or an equivalent graduate-level research methods course appropriate to a student's program of study; (c) at least 8 hours must come from the identified major area of study, and 4 hours must be taken from one additional area of study in the department; and (d) a minimum of 12-credits are required to be at the 500-level (can include KIN/CHLH 590, 591, and 599). For the thesis-option, a written thesis must be approved by the student's advisor, Department, and must be deposited to the Graduate College. Note that a thesis committee is not required; this decision should be agreed upon by the student and their advisor. However, if a committee is used it does not need to be reported to the Graduate College for the M.S. degree. In addition, neither an oral proposal nor defense is required to earn a M.S. degree within Kinesiology. Again, the faculty advisor may require a committee and enforce both oral proposal and defense of a Master's thesis study.

It is typical for students to complete the M.S. degree program within two academic years (i.e., academic year equals Fall, Spring, Summer semesters; see Timeline in Figure 1). It is also possible for a full-time student to complete the M.S. degree program within one academic year. Students can receive extensions on a needs-basis in the case of extenuating circumstances, but the time extensions must receive prior approval from the assigned Graduate Faculty advisor and the Associate Head for Graduate Studies.



**Figure 1.** Typical timeline for completion of the M.S. degree in Kinesiology.

## SUMMARY: MASTER OF SCIENCE (M.S.) IN KINESIOLOGY

Required Courses:	Thesis option – Required Hours	Non-thesis option – Required Hours
KIN 501 or equivalent	4	4
KIN 591	4	4
Major area of study	8	8
Secondary area within the dept.	4	4
<b>Research/Project Hours (min/max applied toward degree):</b>	0-8	4-8
<b>Thesis Hours Required (min/max applied toward degree):</b>	8	
<b>Total Hours</b>	32	32
<b>Minimum Hours Overall Required Within the Unit:</b>	20 (not including 599)	20 (not including 599)
<b>Minimum 500-level Hours Required Overall:</b>	12	12

### DEGREE REQUIREMENTS

1. Thirty-two (32) credit hours are required. Sixteen (16) of these 32 hours must be in Kinesiology (excluding thesis units – 599).
2. Students are required to take KIN 501 (Research Methods), 8 hours in their identified major area, and 4 hours from an additional area of study within the Department.
3. Twelve (12) of the 32 hours must be earned at the 500 level and may include thesis (599) and independent study (590) units. Eight (8) of these 12 hours must be in Kinesiology.
4. Students choosing the thesis option are required to have a minimum of 8 hours of KIN 599. More hours may be taken, if the student so desires.
5. The non-thesis option requires 4 hours of KIN 590.
6. KIN 591 (seminar, 1 hour) is required each semester.
7. No more than 8 hours of graduate credit from another institution may be substituted for any of the above requirements.
8. Master's degree candidates must complete all degree requirements, under normal circumstances, within five (5) years after initial registration in the Graduate College.

### THESIS REQUIREMENTS

1. If decided on between the student and the advisor, a Master's thesis committee may be established before the initiation of the student's thesis project. The committee would consist of the student's advisor and at least one other graduate faculty member. Academic professionals and advanced graduate students may be asked to serve as additional members of the committee. The Chairperson of the thesis committee must be a member of the Department of Kinesiology and Community Health and the Graduate Faculty of University of Illinois at Urbana-Champaign. The student's graduate advisor typically serves as both the director of the student's research and chair of the Master's thesis committee.
2. The M.S. proposal and the completed thesis must be reviewed by the faculty advisor and, if a thesis committee is used, by that committee as well. The advisor is responsible for obtaining signatures and submitting the Thesis/Dissertation Approval (TDA) form to the departmental Graduate Program Office form, indicating that the advisor and/or committee has reviewed and accepted the thesis. A copy of this form is sent to the advisor from the Graduate Program Office. Theses must conform to the style and format guidelines as stipulated by the Graduate College. Details regarding requirements for thesis preparation can be found at: <http://www.grad.illinois.edu/thesis-dissertation>. An oral defense of the thesis is an option that a thesis committee may require.
3. Once the student's thesis committee has approved the thesis, it is submitted to the Departmental Graduate Office for style and format review. If corrections are needed, the thesis is returned to the candidate and is resubmitted by after corrections are made. The **Departmental Graduate Office needs to be given at least two (2) weeks for this review process**. After the thesis has been deposited with the Graduate College, the student should also leave a copy with the Department.

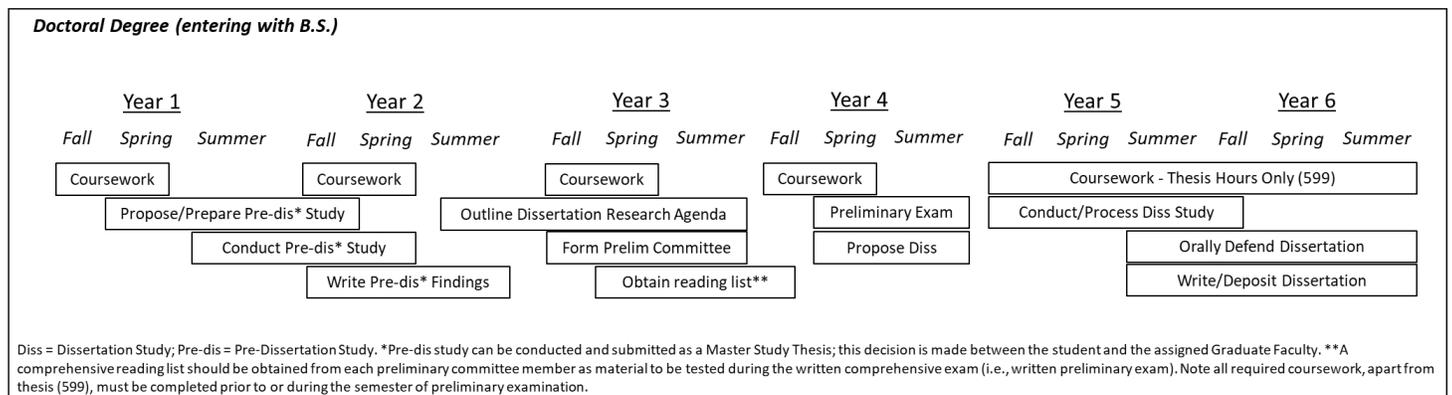
**Note: It is important to keep in mind when trying to schedule committee meetings and putting the final touches on your thesis, that faculty attend many conferences throughout the year, most faculty are on nine-month appointments, and some may not always be easily accessible during the summer. Thus, it is imperative that you work with your advisor and committee well in advance of any deadlines that you are trying to meet so that there is the least amount of disruption for all concerned.**

## DOCTOR OF PHILOSOPHY (PH.D.) DEGREE IN KINESIOLOGY

This degree program is designed for individuals who wish to pursue an advanced program of study and research in preparation for careers in research and teaching. Students wishing to pursue a doctoral degree have two different options: 1) they may apply directly after graduating from an accredited baccalaureate institution; or 2) they may apply after having completed a master's degree, either from the University of Illinois or from another institution.

**For Doctoral Students entering with an approved B.S. degree,** a minimum of 96-credits must be accumulated. Of this total, a minimum of 64-credits (not including KIN/CHLH 599) are required to be completed at the University of Illinois Urbana-Champaign campus, the University of Illinois-Chicago campus, or in courses meeting in other locations that have been approved by the Graduate College. In addition: (a) a minimum of 12-credits are required to be at the 500-level (can include KIN/CHLH 590, 591, and 599); (b) a minimum of 12 credits are required in research methodology appropriate to the area of study; (c) a minimum of 40 hours must be taken in Kinesiology; (d) KIN 591 (seminar) is required each semester; (e) KIN 565 (teaching in the professoriate) is required; and (f) a minimum of 32 credits of dissertation research (KIN 599) is required. Successful completion and documentation of approval (i.e., Preliminary Exam, Final Dissertation Defense, and Dissertation Deposit) of examinations and dissertation are required. Note that a preliminary and final examination committee are required (see specific information related to this below) and must be reported to the Graduate College for approval, appointment, and registration. Doctoral students are required to have at least four voting preliminary and final examination committee members of which three are Graduate Faculty members (which can include members outside of KCH) and at least two are tenured faculty at the University of Illinois Urbana-Champaign. Note, the chair of the committee, often the assigned Graduate Faculty / director of research upon entry, must be a Graduate Faculty member. Generally, the same individuals serve on both preliminary and final examination committees, but it is possible committee members differ between preliminary and final examination. Additional information on specific course and dissertation requirements can be found within the respective Kinesiology and Community Health sections below.

It is required for students entering with an approved B.S. to complete the Ph.D. degree program within seven (7) academic years (i.e., academic year equals Fall, Spring, Summer semesters). It is possible, and typically encouraged, for a full-time student to complete the Ph.D. degree program within a faster timeline. A suggested timeline is provided below, but this is meant to be a suggestion – not a required timeline. It is imperative to discuss timelines with the assigned faculty advisor. Students can receive extensions on a needs-basis in the case of extenuating circumstances, but the time extensions must receive prior approval from the assigned faculty advisor, the Associate Head for Graduate Studies, and the Graduate College.

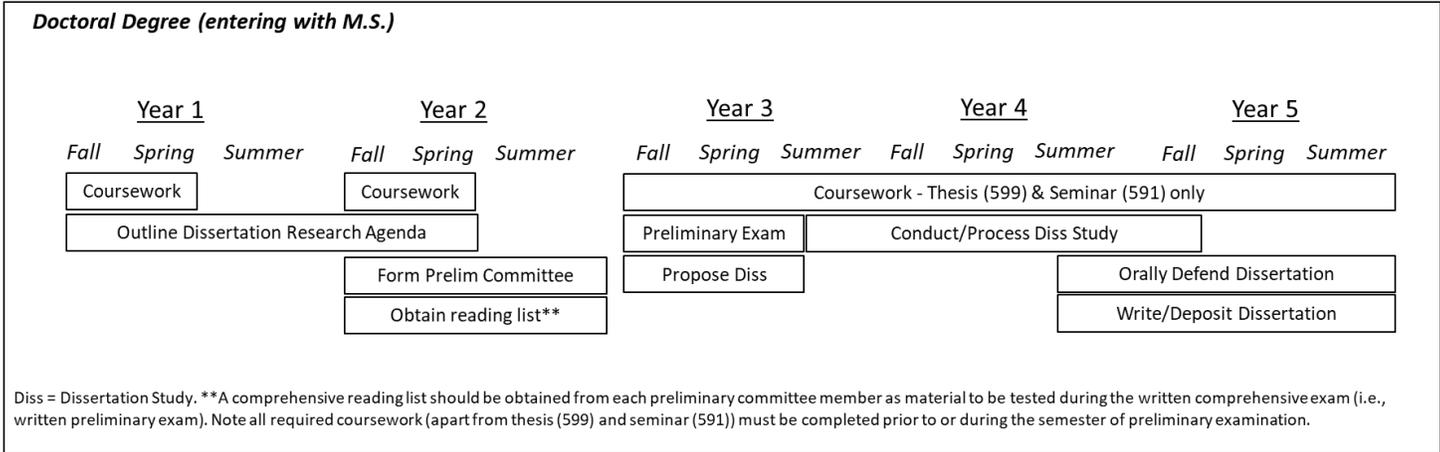


**Figure 2.** Suggested timeline for completion of the Ph.D. degree in Kinesiology when entering the program with a B.S. degree.

**For Doctoral Students entering with an approved M.S. degree,** a minimum of 64-credits must be accumulated. Of this total, a minimum of 64-credits (not including KIN/CHLH 599) are required to be completed at the University of Illinois Urbana-Champaign campus, the University of Illinois-Chicago campus, or in courses meeting in other locations that have been approved by the Graduate College. In addition: (a) a minimum of 12-credits are required to be at the 500-level (can include KIN/CHLH 590, 591, and 599); (b) a minimum of 12 credits are required in research methodology appropriate to the area of study; (c) a minimum of 24 hours must be taken in Kinesiology; (d) KIN 591 (seminar) is required each semester; (e) KIN 565 (teaching in the professoriate) is required; and (f) a minimum of 32 credits of dissertation research (KIN 599) is required.

Successful completion and documentation of approval (i.e., Preliminary Exam, Final Dissertation Defense, and Dissertation Deposit) of examinations and dissertation are required. Note that a preliminary and final examination committee are required (see specific information related to this below) and must be reported to the Graduate College for approval, appointment, and registration. Doctoral students are required to have at least four voting preliminary and final examination committee members of which three are Graduate Faculty members (which can include members outside of KCH) and at least two are tenured faculty at the University of Illinois Urbana-Champaign. Note, the chair of the committee, often the assigned Graduate Faculty / director of research upon entry, must be a Graduate Faculty member. Generally, the same individuals serve on both preliminary and final examination committees, but it is possible committee members differ between preliminary and final examination. Additional information on specific course and dissertation requirements can be found within the respective Kinesiology and Community Health sections below.

It is required for students entering with an approved M.S. to complete the Ph.D. degree program within six academic years (i.e., academic year equals Fall, Spring, Summer semesters), unless the M.S. degree was earned at the University of Illinois Urbana-Champaign to which the student has seven years to complete the Ph.D. degree program from the time of admission to Master’s program. It is possible, and typically encouraged, for a full-time student to complete the Ph.D. degree program within a faster timeline. A suggested timeline is provided below, but these are meant to be suggestions – not requirements. Students can receive extensions on a needs-base in the case of extenuating circumstances, but the time extensions must receive prior approval from the assigned Graduate Faculty, the Associate Graduate Department Head, and the Graduate College.



**Figure 3.** Suggested timeline for completion of the Ph.D. degree in Kinesiology when entering the program with a M.S. degree.

**SUMMARY: DOCTOR OF PHILOSOPHY DEGREE (PH.D.) IN KINESIOLOGY**

<b>Required Courses:</b>	<b>Required Hours – Entering with approved M.S. degree</b>	<b>Required Hours – Entering with approved B.S. degree*</b>
KIN 591 (enrollment required each semester)	8	12
<b>KIN 565</b>	4	4
Competency in research methods	12	12
<b>Research/Project Hours (min/max applied toward degree):</b>	max 8	max 16
<b>Elective hours to bring total course work hours to</b>	28	60
<b>Thesis Hours Required (min/max applied toward degree):</b>	32	32
<b>Total Hours</b>	64	96
<b>Minimum Hours Required Within the Unit:</b>	24 (not including 599)	40 (not including 599)
<b>Minimum 500-level Hours Required Overall in Program:</b>	8	12
<b>Other Requirements:*</b>		
<b>Qualifying Exam Required</b>	No	No
<b>Preliminary Exam Required</b>	Yes	Yes
<b>Final Exam/Dissertation Defense Required</b>	Yes	Yes
<b>Dissertation Deposit Required</b>	Yes	Yes

**DEGREE REQUIREMENTS**

1. Ninety-six (96) hours are required beyond the bachelor's degree; sixty-four (64) hours are required beyond the Master's degree. Of the 96 total hours required for masters and doctoral degrees, 64 must be taken on the University of Illinois at Urbana-Champaign campus, the University of Illinois-Chicago campus, or in courses meeting in other locations that have been approved by the Graduate College.
2. Competency in research methodology appropriate to the area of study is required. This competency is normally demonstrated by completion of 12 hours of research methods/statistics with a grade of B or better. KIN 501 may be counted towards these 12 hours of course work.
3. A minimum of 24 hours (excluding KIN 599) must be taken in Kinesiology beyond the Masters degree. Students admitted to the doctoral program with only a baccalaureate degree must take a minimum of 40 hours in Kinesiology.
4. KIN 591 (seminar, 1 hour) is required each semester.
5. KIN 565 (4 hours; this is currently pending approval from the Graduate College).
6. Up to 8 hours of independent study (KIN 590) may be counted toward the 64 hours beyond the master's degree. However, because independent research is such an integral part of doctoral studies, students are encouraged to take additional 590 units.
7. A minimum of 32 hours of dissertation research (KIN 599) is required.
8. Doctoral candidates must complete all requirements within seven (7) years of their initial registration in the Graduate College. However, candidates for the doctoral degree who have received a master's degree elsewhere, must complete their requirements within six (6) years after their initial registration.

## GRADUATE PROGRAM IN COMMUNITY HEALTH

### OVERVIEW

New Master's (M.S.) and Doctoral (Ph.D.) students are typically assigned to a Graduate Faculty advisor, who will act as the student's director of research (i.e., oversees research project and dissertation). It is important to discuss expectations with your assigned Graduate Faculty advisor upon acceptance to the program **and** throughout your graduate studies as expectations of academic and research performance may differ among faculty and across labs.

To remain in good standing with the Kinesiology and Community Health Department, you must make sufficient progress on coursework and research (when applicable) each year of your graduate studies. A minimum GPA of 3.0 is required to remain in good standing, with successful completion of 12-credit hours each semester. Doctoral students (i.e., Doctoral Candidates) who have passed preliminary examination are required to maintain a director(s) of research to remain in good standing.

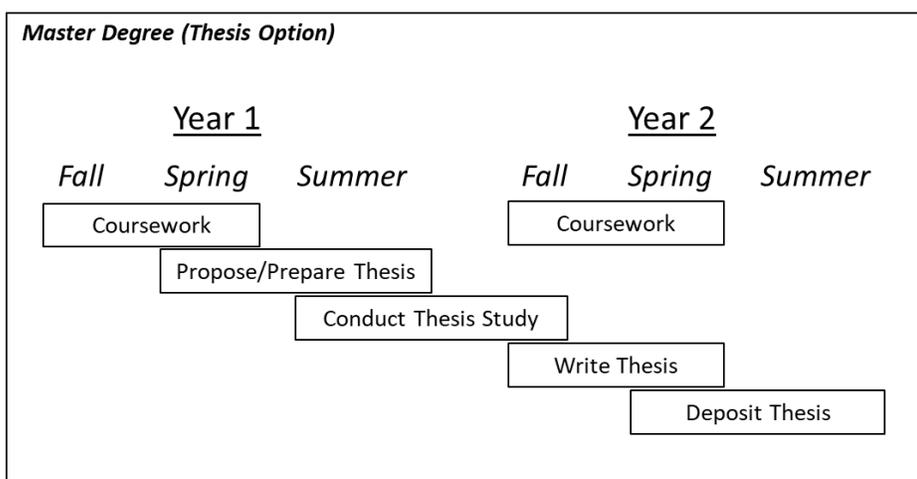
Suggested thesis and dissertation research timelines will be provided below, with few specified department / graduate college requirements. Thesis and dissertation timelines should be discussed upon entry and throughout graduate studies with the assigned Graduate Faculty member. *Note, Kinesiology M.S. students can choose between a thesis and non-thesis option. The main difference is the thesis option includes the development, implementation, and written inferences of a thesis study; while the non-thesis option does not necessitate a thesis study. The thesis option is encouraged for students intending to continue into doctoral studies.*

### MASTER OF SCIENCE (M.S.) DEGREE IN COMMUNITY HEALTH

This degree program is designed for those individuals desiring to find solutions to the health-related problems facing our society today and into the future. The Community Health M.S. at Illinois offers students the opportunity to focus their studies in various areas of health, allowing them to do work that is important to them. This program provides the training for individuals to become future community health researchers and practitioners as they address some of our greatest health challenges.

A minimum of 32-credits must be accumulated. Of this total: (a) a minimum of 24-credits (not including KIN/CHLH 599) are required to be completed at the University of Illinois Urbana-Champaign; (b) a minimum of 20-credits must be completed in Community Health, which should include CHLH 429 (Research Techniques) and CHLH 540 (Health Behavior: Theory); a minimum of 4 credits related to health data analysis, epidemiology, or biostatistics); (c) at least 8 hours of elective courses chosen in consultation with the advisor; (d) 4-credits of seminar; a minimum of 12 credits are required at the 500-level (can include CHLH 590, 591, and 599). A written thesis must be approved by the student's advisor, Department, and must be deposited to the Graduate College. Note that a thesis committee is not required; this decision should be agreed upon by the student and their advisor. However, If a committee is used it does not need to be reported to the Graduate College for the M.S. degree. In addition, neither an oral proposal nor defense is required to earn a M.S. degree within Community Health. Again, the faculty advisor may require a committee and enforce both oral proposal and defense of a Master's thesis study.

It is typical for students to complete the M.S. degree program within two academic years (i.e., academic year equals Fall, Spring, Summer semesters; see Timeline in Figure 4)). It is also possible for a full-time student to complete the M.S. degree program within one academic year. Students can receive extensions on a needs-basis in the case of extenuating circumstances, but the time extensions must receive prior approval from the assigned Graduate Faculty advisor and the Associate Head for Graduate Studies.



**Figure 4.** Typical timeline for completion of the M.S. degree in Community Health.

**SUMMARY: MASTER OF SCIENCE (M.S.) IN COMMUNITY HEALTH**

Required Courses:	Thesis option – Required Hours
CHLH 429 – Research Techniques	4
CHLH/KIN 540	4
<i>Choose one from the following:</i>	
CHLH 421 – Health Data Analysis	4
CHLH 576 – Analytical Epidemiology	4
CHLH 578 – Applied Epidemiology	4
CHLH – Advanced Biostatistics	4
Electives (chosen in consultation with advisor)	8
CHLH 591	4
<b>Research/Project Hours (min/max applied toward degree):</b>	0-8
<b>Thesis Hours Required (min/max applied toward degree):</b>	8
<b>Total Hours</b>	32
<b>Minimum Hours Overall Required Within the Unit:</b>	20 (not including 599)
<b>Minimum 500-level Hours Required Overall:</b>	12

**DEGREE REQUIREMENTS**

1. Thirty-two (32) credit hours are required. Twenty (20) of these 32 hours must be in Community Health (excluding thesis units – 599).
2. Students are required to take CHLH 429 (Research Techniques) and CHLH 540 (Health Behavior: Theory), a minimum of 4 credits related to health data analysis, epidemiology, or biostatistics, and at least 8 hours of elective courses chosen in consultation with the advisor.
3. Twelve (12) of the 32 hours must be earned at the 500 level and may include thesis (599) and independent study (590) units. Eight (8) of these 12 hours must be in Community Health.
4. Students are required to have a minimum of 8 hours of KIN 599. More hours may be taken, if the student so desires.
5. CHLH 591 (seminar, 1 hour) is required each semester.
6. No more than 8 hours of graduate credit from another institution may be substituted for any of the above requirements.
7. Master’s degree candidates must complete all degree requirements, under normal circumstances, within five (5) years after initial registration in the Graduate College.

**THESIS REQUIREMENTS**

1. If decided on between the student and the advisor, a Master’s thesis committee may be established before the initiation of the student’s thesis project. The committee would consist of the student’s advisor and at least one other graduate faculty member. Academic professionals and advanced graduate students may be asked to serve as additional members of the committee. The Chairperson of the thesis committee must be a member of the Department of Kinesiology and Community Health and the Graduate Faculty of University of Illinois at Urbana-Champaign. The student’s graduate advisor typically serves as both the director of the student’s research and chair of the Master’s thesis committee.
2. The M.S. proposal and the completed thesis must be reviewed by the faculty advisor and, if a thesis committee is used, by that committee as well. The advisor is responsible for obtaining signatures and submitting the Thesis/Dissertation Approval (TDA) form to the departmental Graduate Program Office form, indicating that the advisor and/or committee has reviewed and accepted the thesis. A copy of this form is sent to the advisor from the Graduate Program Office. Theses must conform to the style and format guidelines as stipulated by the Graduate College. Details regarding requirements for thesis preparation can be found at: <http://www.grad.illinois.edu/thesis-dissertation>. An oral defense of the thesis is an option that a thesis committee may require.
3. Once the student’s thesis committee has approved the thesis, it is submitted to the Departmental Graduate Office for style and format review. If corrections are needed, the thesis is returned to the candidate and is resubmitted by after corrections are made. The **Departmental Graduate Office needs to be given at least two (2) weeks for this review process**. After the thesis has been deposited with the Graduate College, the student should also leave a copy with the Department.

**Note: It is important to keep in mind when trying to schedule committee meetings and putting the final touches on your thesis, that faculty attend many conferences throughout the year, most faculty are on nine-month appointments, and some may not always be easily accessible during the summer. Thus, it is imperative that you work with your advisor and committee well in advance of any deadlines that you are trying to meet so that there is the least amount of disruption for all concerned.**

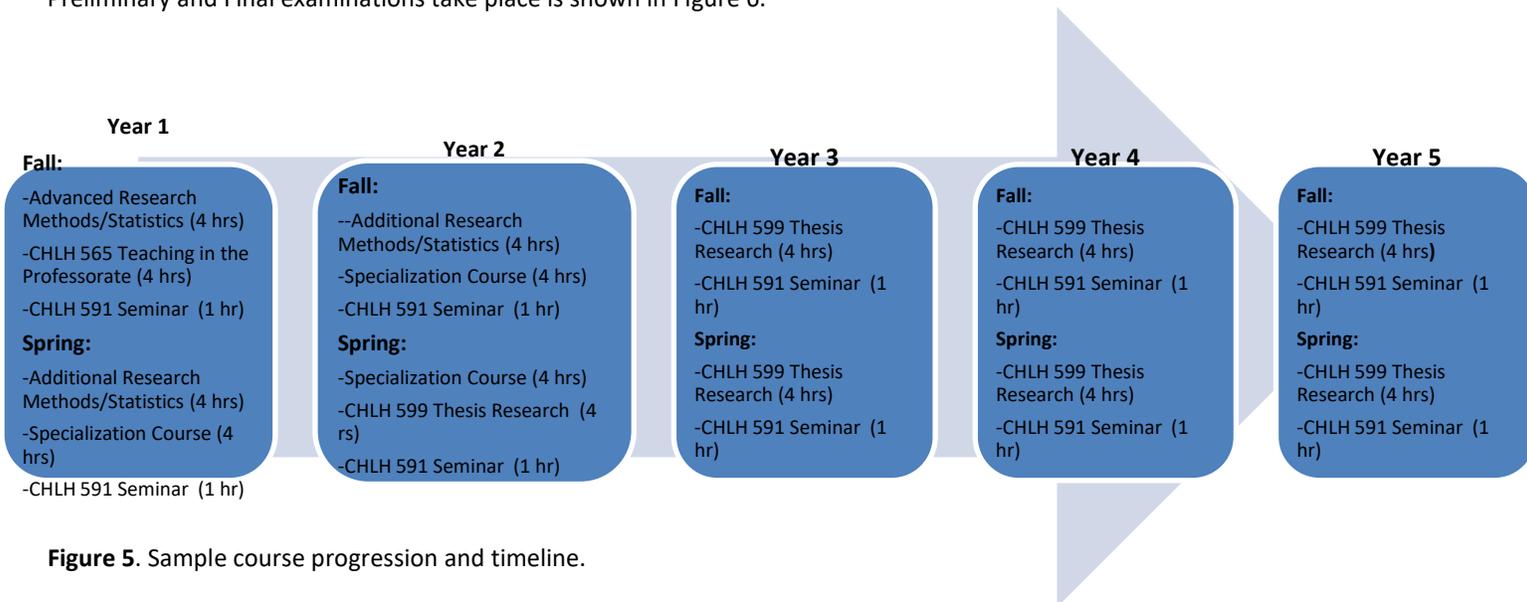
## DOCTOR OF PHILOSOPHY (PH.D.) DEGREE IN COMMUNITY HEALTH

The Community Health Ph.D. prepares students for academic and research careers that will enable them to find solutions to the health-related problems facing our society today and into the future. The Community Health Ph.D. at Illinois offers students the opportunity to focus their studies in six major areas of concentration, allowing them to do work that is important to them. This program trains future community health researchers and practitioners as they address some of our greatest challenges. Students wishing to pursue a doctoral degree have two different options: 1) they may apply directly after graduating from an accredited baccalaureate institution; or 2) they may apply after having completed a master's degree, either from the University of Illinois or from another institution.

**For Doctoral Students entering with an approved B.S. degree**, a minimum of 96-credits must be accumulated. Of this total, a minimum of 64-credits (not including KIN/CHLH 599) are required to be completed at the University of Illinois Urbana-Champaign campus, the University of Illinois-Chicago campus, or in courses meeting in other locations that have been approved by the Graduate College. In addition: (a) a minimum of 12-credits are required to be at the 500-level (can include KIN/CHLH 590, 591, and 599); (b) a minimum of 12 credits are required in research methodology appropriate to the area of study; (c) a minimum of 40 hours must be taken in Kinesiology; (d) KIN 591 (seminar) is required each semester; (e) KIN 565 (teaching in the professoriate) is required; and (f) a minimum of 32 credits of dissertation research (KIN 599) is required.

It is required for students entering with an approved B.S. to complete the Ph.D. degree program within seven (7) academic years (i.e., academic year equals Fall, Spring, Summer semesters). It is possible, and typically encouraged, for a full-time student to complete the Ph.D. degree program within a faster timeline. A suggested timeline is provided below (see Figure 5), but this is meant to be a suggestion – not a required timeline. It is imperative to discuss timelines with the assigned faculty advisor. Students can receive extensions on a needs-basis in the case of extenuating circumstances, but the time extensions must receive prior approval from the assigned faculty advisor, the Associate Head for Graduate Studies, and the Graduate College.

Successful completion and documentation of approval (i.e., Preliminary Exam, Final Dissertation Defense, and Dissertation Deposit) of examinations and dissertation are required. Note that a Preliminary and Final examination committee are required (see specific information related to this below) and must be reported to the Graduate College for approval, appointment, and registration. Doctoral students are required to have at least four voting preliminary and final examination committee members of which three are Graduate Faculty members (which can include members outside of KCH) and at least two are tenured faculty at the University of Illinois Urbana-Champaign. Note, the chair of the committee, often the assigned Graduate Faculty / director of research upon entry, must be a Graduate Faculty member. Generally, the same individuals serve on both Preliminary and Final examination committees, but it is possible committee members differ between Preliminary and Final examination. Additional information on specific course and dissertation requirements can be found in the summary table and section below. A sample timeline for when the Preliminary and Final examinations take place is shown in Figure 6.



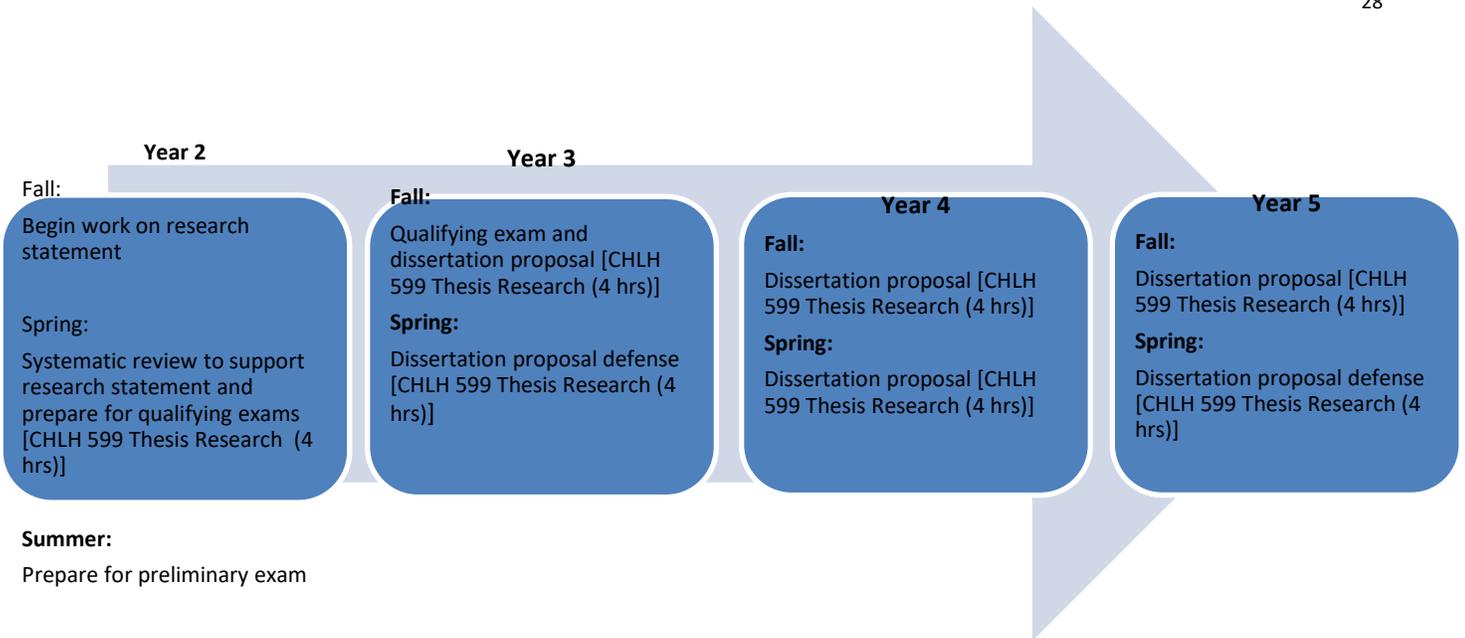
**Figure 5.** Sample course progression and timeline.

### SUMMARY: DOCTOR OF PHILOSOPHY DEGREE (PH.D.) IN COMMUNITY HEALTH

Required Courses:	Required Hours – Entering with approved M.S. degree	Required Hours – Entering with approved B.S. degree*
Advanced research methods/statistics	4	
KIN 591 (enrollment required each semester)	8	12
<b>CHLH/KIN/SHS 565/RST 560 – Teaching in the Professoriate</b>	4	4
Competency in research methods		12
Two courses in area of specialization	8	8
Additional research methods/statistics		
<b>Research/Project Hours (min/max applied toward degree):</b>	max 8	max 16
<b>Elective hours to bring total course work hours to 64</b>	12	12-28
<b>Thesis Hours Required (min/max applied toward degree):</b>	32	32
<b>Total Hours</b>	64	96
<b>Minimum Hours Required Within the Unit:</b>	24 (not including 599)	40 (not including 599)
<b>Minimum 500-level Hours Required Overall in Program:</b>	8	12
<b>Other Requirements:*</b>		
<b>Qualifying Exam Required</b>	No	No
<b>Preliminary Exam Required</b>	Yes	Yes
<b>Final Exam/Dissertation Defense Required</b>	Yes	Yes
<b>Dissertation Deposit Required</b>	Yes	Yes

#### DOCTORAL DEGREE REQUIREMENTS.

1. Sixty-four (64) hours are required beyond the Master's degree.
2. A student must complete the course requirements as determined by an individually planned program. In contrast to the master's degree programs in Community Health, the doctoral program allows greater flexibility in the selection of courses to allow students to plan their coursework to best suit their research objectives.
3. It is assumed that doctoral candidates will have completed a master's degree in the health or disability field with coursework in public health, epidemiology, health behavior, health data analysis, and research and quantitative methods. Areas of weakness will be determined by the Graduate Program Coordinator and advisor and a suitable course program prescribed. Students may be required to take up to 12 hours of additional coursework to strengthen course experience lacking in their master's degree.
4. A minimum of 8 hours must be taken in an area of specialization, which may include courses from another department. Students are to choose these courses in consultation with their advisor.
5. Competency in research methodology/statistics appropriate to the area of study is required. This competency is normally demonstrated by completion of 12 hours of research methods/statistics with a grade of B or better. Of these 12 hours, 8 must be at the 500-level (4 on advanced research methods, and 4 on advanced quantitative methodology). The remaining additional research methods/statistics coursework may be taken at the 400 or 500 level, and may focus on quantitative, qualitative, or mixed methods.
6. CHLH 591 (seminar, 1 hour) is required each semester.
7. A minimum of 32 hours of dissertation research (CHLH 599) is required.
8. Doctoral candidates must complete all requirements within seven years of their initial registration in the Graduate College. Candidates for the doctoral degree who have received a master's degree elsewhere, however, must complete their requirements within six years after their initial registration.



**Figure 6.** Example Preliminary examination and dissertation timeline.