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WELCOME AND GREETINGS FROM THE FACULTY
We are pleased to welcome you to the Graduate Program in Kinesiology and Applied Physiology at Rutgers University. The wide diversity and expertise of our distinguished faculty ensures that our students are provided with interactive and hands-on instruction, and contemporary knowledge and skills to enhance their ability to think critically and prepare for positions of leadership in exercise and sport settings.

Through teaching and cutting-edge research, our graduate program curriculum provides for critical thinking, scientific inquiry, and practical applications to the demands and needs of the health professions and the sports field. Kinesiology and Applied Physiology have become increasingly valued disciplines within the medical community and health sciences. Given the trends in heart disease, hypertension, obesity (both adolescent and adult), type II diabetes, cancer, and other chronic diseases, the role of physical activity in the prevention and treatment of these conditions has received considerable attention and support. Exercise has even been acknowledged for its role in the treatment of depression, anxiety, and other stress related disorders. The research developed within this field has shaped the guidelines for physical activity promoted by the US Surgeon General, NIH, the Institutes of Medicine, and the Centers for Disease Control. Sports Medicine has also continued to garner attention and be recognized for its contributions to the health and performance of athletes, emergency personnel (i.e., police, firefighters), military personnel, and special populations of all ages. The purpose of this handbook is to help graduate students navigate the curriculum of the Kinesiology and Applied Physiology Graduate Program at Rutgers, The State University of New Jersey. It should be used in conjunction with the Rutgers University Graduate School of New Brunswick catalog. Degree requirements for the M.S. Program in Kinesiology and Applied Physiology and the Ph.D. Program in Kinesiology and Applied Physiology are included, as well as college academic policies and other useful information.

MISSION STATEMENT
It is the mission of the Graduate Program in Kinesiology and Applied Physiology at Rutgers University to provide graduate students with the opportunity to study under the guidance of prominent faculty in the field using state of the art research techniques and principles. Students will gain experience training and testing various populations. An emphasis will be placed on an integration of exercise and health in order to influence public policy and mitigate various disease states. The Graduate Program in Kinesiology and Applied Physiology will be used to train the next generation of researchers and practitioners in the latest techniques and technologies pertinent to the areas of health, human performance, and metabolism.

DIVERSITY STATEMENT
The Graduate Program in Kinesiology and Applied Physiology supports an inclusive learning environment wherein diversity and authenticity are valued. We are committed to creating a culture of equality that respects the diverse voices of our students, faculty and staff. We will continuously strive to create a curriculum and academic environment to reflect the community we serve, and drive innovation, social responsibility and excellence. Our diversity in thought, skill, and academic discipline is a resource and strength, which stands to benefit the whole and positively contribute to University and global reach.
Brandon L. Alderman, Ph.D.
B.S., M.S., University of Wyoming, Ph.D., Arizona State University
Associate Professor and Chair, Department of Kinesiology and Health
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Research: Exercise and the stress response; human performance; sport nutrition and ergogenic aids; exercise endocrinology
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Distinguished Professor, Department of Kinesiology and Health
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University of Pennsylvania, P.A., Ph.D., University of Pennsylvania
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Research: Sleep research aimed at advancing our understanding of how changes in sleep behaviors affect health outcomes, with a focus on weight management and metabolic health.

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Research: Equine nutrition and how it affects the performance of the equine athlete

I. PROGRAM OVERVIEW

The M.S. and Ph.D. programs in Kinesiology and Applied Physiology are interdisciplinary in nature and emphasize fundamental principles derived from the basic sciences that have contributed to the development of our field. Current faculty provides expertise in physiology, nutrition, metabolism, psychophysiology, and endocrinology. Existing ties to outstanding programs at Rutgers (i.e., Nutritional Sciences, Endocrinology and Animal Biosciences, Psychology, and Physiology and Integrative Biology, the Rutgers Cancer Institute of New Jersey, and the Medical School) provide a unique foundation for the education and training of the next generation of scientists in the area of Kinesiology. The programs emphasize training in both basic and applied science. Students will be
taught about hormonal, biochemical, metabolic, cardiovascular, musculoskeletal, and psychological responses to exercise, exercise testing and prescription principles, and application of physical activity to an overall beneficial wellness profile. The strengths of the affiliated faculty are conducive to implementing this model. Furthermore, due to supportive ties to the Institute for Food, Nutrition, and Health (IFNH) at Rutgers, translational research at both a human health, metabolism and clinical application will be priorities of this program.

The Graduate Program in Kinesiology and Applied Physiology offers courses of study leading to the M.S. and Ph.D. degrees. All students take a core curriculum in advanced exercise physiology, advanced applied physiology, neurophysiology of health, seminar, research methods, and statistics. The remainder of course requirements are individualized, depending on the student's goals. Original research leading to a master's thesis or doctoral dissertation is conducted under the guidance of the student's selected faculty mentor.

Applicants are strongly encouraged to contact prospective faculty members before applying to determine whether that faculty member is planning to admit new students to their research group for the upcoming year and to explore their research program to determine if your academic background meets the needs of the research group. It would be helpful if, before contacting prospective faculty, you reviewed the departmental website, as well as faculty publication lists, to determine if your research interests and goals are similar.

The Ph.D. is a research degree that prepares students to become independent scholars. It signifies that the holder is capable of original and ethical research in a particular field and of making a significant contribution to that field. To attain this degree, graduate students, guided by their own interests and by the expertise of their graduate faculty, develop an individual plan of research within the context of a broad general structure. The goal of the graduate program is to assist students in becoming scholars who are skilled in the research practices of the discipline and aware of its ethical and professional standards.

Although the specifics may vary by discipline, the four major stages that must be completed satisfactorily for the doctoral degree are: classes and seminars, qualifying examination (written and oral), submission and oral defense of research proposal and dissertation. At each of these stages, the student, the individual faculty member, and the graduate program (that is, the entire faculty under the leadership of the program director) share joint responsibility; without a cooperative effort, a student's academic and professional development may be hindered and the integrity of the program jeopardized. Although the whole process is broadly directed by the Rutgers School of Graduate Studies–New Brunswick, successful mentoring is best achieved using a tripartite model, where students, individual faculty members, and the graduate program all cooperate to ensure that students stay involved and active in the program, making good progress.

Within this tripartite model, a more traditional mentor/student relationship should develop. Historically, in both the U.S. and European university systems, a close and sustained relationship between an experienced faculty mentor and an advanced graduate student has been a central, respected component of graduate education, a tested and effective method for preparing the next generation of scholars and researchers. Students benefit from the knowledge, experience, and counsel of an established scholar or researcher who facilitates the apprentice scholar’s socialization to a particular discipline. Mentors act, variously, as advisers, guides, role models, supervisors, and collaborators, with the goal of enabling graduate students to make the transition from student to independent investigator. This one-to-one relationship can be a rich experience for both parties.
Please refer to the link below for a detailed outline of the interconnected responsibilities of each of the parties at each stage of the graduate program; clearly, every situation is different, and this is not intended to be prescriptive or exhaustive. While it has been written with the Ph.D. in mind, many of the practices may be applicable to professional doctoral degree programs as well.


An additional non-thesis graduate education option is the Master of Business & Science (MBS) Program in Kinesiology and Applied Physiology. The objective of the MBS Program is to educate students about the systemic adaptations and responses to exercise, and the implications for application of these principles to the health, fitness, biotechnological, nutraceutical, supplement, and wellness industries. The MBS is designed for students with a background in science who also hold an interest in business as it combines kinesiology course-work with business and finance course-work. Additional information about the MBS option can be found here:

http://psm.rutgers.edu/programs/kinesiology-and-applied-physiology

II. DEGREE REQUIREMENTS

M.S. Program in Kinesiology and Applied Physiology
The minimum requirement to earn the Master's degree is 30 credits of successful graduate study in coursework. There are two tracks within the MS option:

Track 1: Thesis Option
The required course credits for this option is minimum 22 credits. Thesis/research credits required would be a minimum of 6. Remaining credits are unrestricted in terms of coursework or research.

The 22 coursework credits, representing at least one academic year of advanced study, must be completed no later than three years after first registration unless an extension of time is granted by the Rutgers School of Graduate Studies - New Brunswick. The student's registration in the Rutgers School of Graduate Studies - New Brunswick must be continuous from the time of admission to graduate study until the time the degree is conferred. In fulfilling course requirements, courses may be selected from a single program or from several related programs.

The final thesis defense for Track 1: Thesis option consists of the written thesis and oral defense. The Master's Thesis Committee must consist of at least three members of the graduate program faculty, one of whom is the student’s thesis advisor serving as the Chair of the committee. Just before a student is to make the thesis defense, he or she must obtain, from the Office of the School of Graduate Studies, a copy of the previously filed application and submit that copy to the Chair of the committee. The Chair and committee members record the results of the defense on this form. It is the responsibility of the candidate to obtain the approval of the Graduate Program Director and to return the form to the Office of the School of Graduate Studies. The form should be returned soon after the examination and no later than the announced deadline for completion of degree requirements. The names of those failing to meet the deadline will be removed automatically from the commencement lists.

Track 2: Non-thesis Option
The minimum course requirements for the non-thesis option would be 25 credits plus 3 research/project credits. The remaining credits are unrestricted as coursework or research.
Instead of a thesis, this track would require a 3 credit (minimum) capstone project which could also include an internship in the field of Kinesiology (particularly Sport Science, Strength & Conditioning, Cardiac Testing, Corporate Wellness and Fitness, etc.). A presentation and a paper are required for this track. A successful “defense” will be defined by their presentation and an acceptable paper as determined by their committee. There would be a primary advisor for each student plus a review committee of 2 additional faculty. For those students doing internships as part of the project, the internship supervisor would also be part of the evaluation process. For those students as well, the paper could focus on a case-study related to their internship. For others, a comprehensive literature review or project related to their interests would be appropriate.

**Core Courses:**

- Advanced Exercise Physiology 3
- Statistics 3
- Advance Applied Physiology 3
- Neurophysiology of Health 3
- Research Methods in Exercise Science 3

![image]

Total Required Credits = 15

**Potential Electives:**

- Exercise Testing and Prescription 3
- Exercise Biochemistry 3
- Exercise Endocrinology 3
- EKG Use and Interpretation 3
- Nutrition for Sports and Exercise 3
- Metabolic Responses to Exercise 3
- Exercise Psychophysiology 3
- Theories of Strength & Conditioning 3
- Comparative Physiology 3
- Molecular and Cell Physiology 3
- Cardiovascular Physiology 3
- Equine Exercise Physiology 3
- Neuroendocrinology 3
- Nutrition: A Biochemical and Physiological Basis 4
- Nutrition Epidemiology 3
- Physiological Basis of Disease 3
- Advanced Topics in Exercise Physiology Seminar 3
- Research in Kinesiology and Applied Physiology 3-6+

Total Required Core Credits (Track 1) = 15
Total Electives Course Credits Track 1 (minimum) = 7
Unrestricted Credit (Track 1) = 2
Total Course Work Credits Track 1 (minimum) = 24
Thesis Research Credits Track 1 (minimum) = 6

Total Required Core Credits (Track 2) = 15
Total Elective Course Credits Track 2 (minimum) = 10
Unrestricted Credit Track 2 (minimum) = 2
Total Course Work Credits Track 2 (minimum) = 27
Capstone Project Credits Track 2 (minimum) = 3

Total Required Credits = 30

Master’s Completion
An application for candidacy for the Master’s degree must be submitted to the Dean of the Rutgers School of Graduate Studies - New Brunswick at least two months before the final oral defense of the thesis. If a student expects to make the defense at the end of the Summer Session or at the beginning of the fall semester, the application must be filed before the Summer Session starts. Forms for this purpose are available at the Office of the School of Graduate Studies, and responsibility for filing the application lies with the student.

Calendar for the Master’s Degree Program
The candidate must file an application for a Master’s degree in the same semester that included the scheduled final thesis defense. It is assumed at this point that grades from previous courses are available. The thesis and the completed candidacy form must be filed according to the announced deadline for completion of degree requirements. Finally, the diploma application must be filed by the appropriate deadline.

At no point during this sequence should the student allow academic year registration in the School of Graduate Studies-New Brunswick to lapse. Master’s students writing theses must maintain continuous registration for a minimum of one research credit per semester; a maximum of three such semesters is allowed. The entire program must be completed within the period specified under “Time Limits for Degrees”.

http://catalogs.rutgers.edu/generated/nb-grad_current/pg136.html

Ph.D. Program in Kinesiology and Applied Physiology
Doctoral students must complete all requirements for the Ph.D. degree, including within the area of specialization, supporting cognate area(s), research design and statistics, comprehensive exams, and dissertation. The exact program of study is developed in consultation with the student’s advisor and approved by a faculty committee. Doctoral candidates are required to complete a total of 72 semester credits. Courses completed at the Master’s degree level may be accepted by the student’s Guidance Committee in conjunction with approval by the Curriculum Committee and graduate director in partial fulfillment of departmental requirements, but they may not be included in the 72-credit minimum requirement for the Doctoral degree.

Core Courses:
Advanced Exercise Physiology 3
Advanced Applied Physiology 3
Neurophysiology of Health 3
Research Methods in Exercise Science 3
Statistics 3
Kinesiology and Applied Physiology Seminar 1

Total Required Course Credits = 16
Potential Electives:
Exercise Testing and Prescription 3
Exercise Biochemistry 3
Exercise Endocrinology 3
Exercise Psychophysiology 3
EKG Use and Interpretation 3
Nutrition for Sports and Exercise 3
Metabolic Responses to Exercise 3
Theories of Strength & Conditioning 3
Comparative Physiology 3
Molecular and Cell Physiology 3
Cardiovascular Physiology 3
Equine Exercise Physiology 3
Neuroendocrinology 4
Nutrition: A Biochemical and Physiological Basis 3
Nutrition Epidemiology 3
Biochemistry & Molecular Biology 3
Molecular Basis of Physiology 3
Advanced Topics in Exercise Physiology Seminar 3
Research in Kinesiology and Applied Physiology 3-6

Total Electives Course Credits (minimum) = 12
Total Course Work Credits (minimum) = 32
Dissertation Research (minimum) = 24
Additional Credits (Research/Coursework) = 16

Total Credits (minimum) = 72

Doctoral Candidacy
In order to proceed to doctoral candidacy and completion of the dissertation, the following must be completed in addition to coursework: (1) Passage of the written and oral qualifying exam; (2) Submission and approval of a dissertation research proposal; and (3) Successful oral defense of that research proposal.

Doctoral Qualifying Examinations
Prior to submission and defense of the dissertation proposal, doctoral students must successfully pass Qualifying Exams. The student’s committee will determine the format and content of the written exam for each student and ensure that it addresses competency in the core areas designated by the Graduate Program Faculty relevant to the student’s area of study. The general format is that each of four (4) Graduate Program Faculty as part of the student’s advisory committee will supply two questions each, for a total of eight (8) questions. The student must answer one question from each faculty member, plus an additional two questions, for a total of six (6) answers. Within three weeks of the written portion, the student will also complete an oral
examination with his/her committee. Examination questions will be graded by the faculty whose question(s) were used in the examination. The student's Committee Chair will report the exam results in writing to the student and the Program Director within two weeks of the examination date. The student must successfully pass the written section of the exam as well as an oral exam component administered by the committee in order to advance to candidacy. Should a student fail to pass, they will be permitted to retake the entire exam one time only. The time lapse between the first and second examination will be no longer than six (6) months. In the event that the student has achieved an overall exam grade of passing but exhibits deficiencies in specific core competency areas, the committee will decide on a remedial course of action. This may include but is not limited to rewriting the question, completing additional tasks assigned by the Graduate Program Member, or taking additional classroom courses.

Dissertation Proposal
The dissertation proposal will be submitted to the doctoral committee at least ten working days prior to the scheduled defense. The student will give an oral presentation summarizing the proposal. The committee members will question the student to verify that the student understands the research problem and the experimental approaches needed to address it. As a result of the meeting, the student may be required to revise the proposal and/or to take additional course work.

Doctoral Dissertation and the Dissertation Committee
To complete Admission to Candidacy for the PhD requirements in Kinesiology & Applied Physiology, students will also (1) submit a written research proposal based on program guidelines and (2) complete the oral defense of that proposal for approval by their graduate committee. An application for candidacy for the Doctoral degree must be submitted to the Dean of the School of Graduate Studies - New Brunswick at least two months before the final oral defense of the dissertation. If a student expects to make the defense at the end of the Summer Session or at the beginning of the fall semester, the application must typically be filed before the Summer Session starts. Forms for this purpose are available at the Office of the Graduate School, and responsibility for filing the application lies with the student.

The final dissertation defense for Kinesiology and Applied Physiology consists of the written dissertation and oral defense. The supervision of the course of study, research for the dissertation and the conduct of the final examination are entrusted to a committee whose members are selected in consultation with the director of the graduate program. In addition to the committee Chair, each committee consists of at least three members or associate members of the graduate faculty in the student’s graduate program and one outside faculty member who is not part of the program faculty. The non-program member must be approved by the director of the graduate program. The student is encouraged to seek advice during the course of study from the graduate director, committee Chair, and professor supervising his or her courses. No graduate student should regard a program of study as the mere accumulation of numerical credits and meeting of formal requirements. Progress toward mastery of a discipline depends largely upon the guidance of the professors in charge of the effort and upon the student’s initiative.
Policy on the "Outside Member":
http://catalogs.rutgers.edu/generated/nb-grad_current/pg111.html

Just before a student is to make the thesis defense, he or she must obtain, from the Office of the School of Graduate Studies, a copy of the previously filed application and submit that copy to the Chair of the committee. The Chair and committee members record the results of the defense on this form. It is the responsibility of the candidate to obtain the approval of the Graduate Program Director and to return the form to the Office of the School of Graduate Studies. The form should be returned soon after the examination and no later than the announced deadline for completion of degree requirements. The names of those failing to meet the deadline will be removed automatically from the commencement lists.

Calendar for the Ph.D. Degree Program
The candidate must satisfy admission conditions early in the academic program and complete any language requirements before taking the qualifying examination. The candidate also must take the qualifying examination at least two semesters before the final examination. In addition, he or she must file the dissertation, complete the final examination, and return the candidacy form (which indicates the results of that examination) by the established deadlines for completing degree requirements. Finally, candidates must file their diploma applications by the appropriate deadline. At no point during this sequence may students allow their registration in the School of Graduate Studies-New Brunswick to lapse (with the exception of a recipient of the master of philosophy degree). The entire program must be completed within the period specified under “Time Limits for Degrees”.

http://catalogs.rutgers.edu/generated/nb-grad_1214/pg117.html

III. THESIS/DISSERTATION PREPARATION

A pamphlet entitled Style Guide for Thesis and Dissertation Preparation is available at the Office of the School of Graduate Studies or online at http://gsnb.rutgers.edu. All theses, dissertations, or essays submitted to the School of Graduate Studies-New Brunswick in partial fulfillment of the requirements for master's and doctoral degrees must conform to the instructions in this pamphlet. A thesis or dissertation may be rejected by the Graduate School Office if it does not adhere to the stylistic and technical requirements specified in the Style Guide for Thesis and Dissertation Preparation.

The Office of Academic Services provides a series of dissertation and thesis workshops to help students prepare their manuscripts for submission in accordance with the requirements of the School of Graduate Studies-New Brunswick. In addition to examining the various guidelines for dissertation and thesis preparation, the workshops give students the opportunity to ask questions about the format of their project. For schedule information, call 848-932-8122.
IV. DEPARTMENTAL POLICIES: ACADEMIC PERFORMANCE

Academic Standing – M.S. Degree
Candidates for the Master’s degree are expected to earn grades of B or better in their coursework. No more than 6 credits bearing grades of C or C+ may be used in meeting the requirements for a Master’s degree. Grades of incomplete are viewed as signs of unsatisfactory progress except in extraordinary circumstances. Those students registered for research credits must demonstrate satisfactory progress (laboratory work and reports) and grades in research.

Academic Standing – Ph.D. Degree
Prospective candidates for the doctorate should understand that they ordinarily will not be permitted to proceed to the qualifying examination unless their record in coursework shows evidence of distinction. Candidates for the Doctoral degree are expected to earn grades of B or better in their coursework. No more than 6 credits bearing grades of C or C+ may be used in meeting the requirements for a Doctoral degree. Grades of incomplete are viewed as signs of unsatisfactory progress except in extraordinary circumstances. Those students registered for research credits must demonstrate satisfactory progress (laboratory work and reports) and grades in research.

The regulations in some programs assume that a student probably should not continue to the doctorate unless he or she demonstrates a capacity to perform with distinction (i.e., grades of A) in at least half of his or her formal studies. This program adheres to this same guiding principle.

Individual Development Plan (IDP)
This Individual Development Plan (IDP) helps address two needs. First, it provides a structure to systematically identify training needs and competencies, establish goals and take stock of year-by-year progress during your PhD years. Thus, IDPs help graduate students stay on track with their research, publications, grant writing and skills development. Second, there are many career options for people who have obtained a PhD in the biological/bioengineering sciences. The IDP helps you plan and prepare for your post-PhD future while you are in graduate school. In both these areas, IDPs can serve as tools to facilitate communication between trainees and their mentors. A Sigma Xi survey found that trainees with structured plans are more satisfied, more productive and have fewer conflicts with their PIs. The NIH now requires IDPs for graduate students (http://grants.nih.gov/grants/guide/notice-files/NOT-OD-14-113.html). Furthermore, the NIH Office of Management and Budget has stated that predoctoral and postdoctoral trainees have dual roles as trainees and employees and therefore must be engaged in both training and career development activities (http://grants.nih.gov/grants/guide/notice-files/NOT-OD-15-008.html).

Goals and Benefits
- Establish target dates for academic and research milestones;
- Set goals and sub-goals for the next year, including how to spend your time;
- Define in detail the approach you plan to take in order to obtain the specific skills and strengths needed (e.g., courses, technical skills, teaching, supervision) along with an anticipated time frame for obtaining those skills and strengths;
- Define career goals and create annual plans to reach your goals; and
- Provide structure for conversations between you and your mentor regarding your goals and progress.

Outline of the IDP Process: The development, implementation and revision of the IDP require a series of steps to be conducted by you, and then discussed with your mentor and an IDP committee.
ASSIGNMENTS: IDP forms to be completed by September 1. Meetings for 2nd and 4th year students will be held by Oct 1.

First year students
1) Read pages 1-5 of this Rutgers IDP document but do not complete pages 6-12.
2) Complete the online AAAS IDP: [http://myidp.sciencecareers.org/](http://myidp.sciencecareers.org/)
3) Create a CV in .docx format (see page 13 for template).
4) Upload the certificate of completion for the AAAS IDP and your CV to the Canvas site under Assignment for First Years.

Second year students
1) Read pages 1-5 of this Rutgers IDP document and complete pages 6-13.
2) Upload completed Rutgers IDP document and updated CV to the Canvas site under Assignments for Second Years.
3) Schedule a meeting of the student, PI, and your program director.

Third year students
1) Read pages 1-5 of this Rutgers IDP document but do not complete pages 6-12.
2) Complete the online AAAS IDP: [http://myidp.sciencecareers.org/](http://myidp.sciencecareers.org/)
3) Update your CV in .docx format.
4) Upload the certificate of completion for the AAAS IDP and your CV to the Canvas site under Assignment for Third Years.

Fourth year students
1) Read pages 1-5 of this Rutgers IDP document and complete pages 6-13.

### Academic Difficulty and Procedures
The academic record of all students in the Graduate Program in Kinesiology & Applied Physiology shall be thoroughly reviewed biannually by the Graduate Student Committee. In cases of unusual academic difficulty, the Graduate Student Committee may be convened to review the case at the request of the Program Director, the student's major advisor, or by the student.

- The academic record shall consist of earned course grades, and, for PhD students, satisfactory completion of the Admission to Candidacy Examination (as described in Section 5, b, c).

- The student shall have the right to examine all of the evidence that has led to the assessment of unsatisfactory progress by the Graduate Student Committee and shall be given the opportunity to discuss that evidence with the Committee. All evidence used in evaluating the student shall become a part of the student's file to reside in the Director's Office.

- The Graduate Student Committee shall, after carefully weighing all evidence, formulate a sanction recommendation consistent with its judgment of the weight of the student's unsatisfactory progress. Sanctions shall include academic warning, probation, suspension, or recommended dismissal and shall be based upon definitions presented in I-8, et seq. The student, the student's advisor, and the Program Director shall be informed in writing of the Committee's decision, including the sanction recommendations. Copies of all correspondence concerning the matter shall be placed in the student's file.

- The student shall have up to thirty (30) days to formally acknowledge receipt of the written decision, and shall have the right to file with the Program Secretary his/her intent to appeal the decision within the same thirty-day period.
• The student may appeal the decision to the Executive Committee, or may request formation of an *ad hoc* Appeals Committee to consist of three Members of the Program Graduate Faculty appointed by the Program Director.

• Upon review of the appeal and any additional evidence or information submitted by the student, the Committee hearing the appeal shall report its findings to the Graduate Student Committee in the form of a recommendation to (a) sustain the sanction, (b) repeal the sanction, or (c) modify that sanction to a higher or lower level.

• Sanctions imposed shall be the following:
  
  o **Academic Warning** – Ordinarily warnings shall be issued to students whose academic performance is marginal and/or indicates that more serious academic difficulty and more severe sanctions may result if the unsatisfactory performance continues.

  o **Academic Probation** – Specific conditions of academic performance will be assigned for one or two semesters to those students whose unsatisfactory performance or unsatisfactory progress indicates failure to maintain School of Graduate Studies and Program standards. If the conditions are not satisfied at the end of the period, either suspension or dismissal may result.

  o **Academic Dismissal** – Students can be recommended for dismissal from the Program if the terms of probation or the terms of admission to candidacy are not satisfied; or if a student fails a graduate course or courses, as defined in the Program Bylaws (Article IX, Section 2), or fails the qualifying exam twice.

  o **Suspension from the Program** – This may be recommended under unusual circumstances of unsatisfactory performance mitigated by personal circumstances outside the student’s control; or may be elected by the student to allow time for resolution of special circumstances through ordinary means.

• If, after the Program process of appeal has been completed, the student judges the Program decision unfair, the student may request review by the School of Graduate Studies under procedures outlined in the catalog of the School of Graduate Studies in the section "Student Academic Appeals".

• Final dismissal of a student from the program may be done only by the Dean of the School of Graduate Studies in accordance with established procedures.

• In cases of student academic dishonesty all levels of the review process outlined above shall be followed. Once charges have been formulated by the Program Faculty, the disciplinary procedure outlined in the Rutgers University Academic Integrity Policy shall be followed.

V. **STUDENT APPEALS**

In addition to academic discipline matters and the student appeals process described in the preceding section, students may, on occasion, have reason for requiring assistance related to other aspects of the program or faculty. In these cases, it is recommended that the student appeal to the Graduate Program
Director for assistance in the matter and to serve as a mediator if needed. Should the situation not be resolved to the student’s satisfaction or if additional help is needed, the Graduate Student Association or Office of Labor Relations should be contacted.

VI. DEPARTMENTAL POLICIES: INTEGRITY AND SAFETY IN RESEARCH AND CREATIVE ACTIVITIES

Academic Integrity at Rutgers
http://academicintegrity.rutgers.edu/policy-on-academic-integrity

Principles of academic integrity require that every Rutgers University student:

- properly acknowledge and cite all use of the ideas, results, or words of others
- properly acknowledge all contributors to a given piece of work
- make sure that all work submitted as his or her own in a course or other academic activity is produced without the aid of unsanctioned materials or unsanctioned collaboration
- obtain all data or results by ethical means and report them accurately without suppressing any results inconsistent with his or her interpretation or conclusions
- treat all other students in an ethical manner, respecting their integrity and right to pursue their educational goals without interference. This requires that a student neither facilitate academic dishonesty by others nor obstruct their academic progress
- uphold the canons of the ethical or professional code of the profession for which he or she is preparing.

Adherence to these principles is necessary in order to insure that:

- everyone is given proper credit for his or her ideas, words, results, and other scholarly accomplishments
- all student work is fairly evaluated and no student has an inappropriate advantage over others
- the academic and ethical development of all students is fostered
- the reputation of the University for integrity in its teaching, research, and scholarship is maintained and enhanced.

Failure to uphold these principles of academic integrity threatens both the reputation of the University and the value of the degrees awarded to its students. Every member of the University community therefore bears a responsibility for ensuring that the highest standards of academic integrity are upheld.

Research Policy and Research Centers
All students are governed by the university’s patent policy located on the Rutgers University Policy Library webpage, Research – Section 90:

http://policies.rutgers.edu/view-policies/research-section-90
VII. STUDENT CONDUCT AND CONFLICT RESOLUTION

Student Conduct and Conflict Resolution
Student Academic Regulations and Policies, Code of Student Conduct

http://academicintegrity.rutgers.edu/academic-integrity-policy/

VIII. WORK RELATED POLICIES

Teaching Assistants
When funding permits, assistantships (Teaching or Graduate Research) will be awarded on a competitive basis to qualified graduate students. Normally Ph.D. students will be given first consideration for financial support. General criteria for the appointment/reappointment of Teaching Assistants and Graduate Research Assistants include: academic merit, teaching and/or research effectiveness, length of service, departmental need, and grade point average. A Teaching Assistant or Graduate Research Assistant with a standard appointment is required to work an average of fifteen hours per week over the period of the appointment, or a prorated portion thereof if the appointment is less than standard. The main responsibilities of TAs in the Kinesiology and Applied Physiology Program are to instruct laboratories associated with undergraduate instruction such as Exercise Physiology or Exercise Testing and Prescription, to assist with instruction for large undergraduate lectures, or to teach select undergraduate courses (particularly for more senior TAs).

Teaching Assistant Project (TAP)
The Teaching Assistant Project (TAP) is designed to promote excellence in undergraduate and graduate education at Rutgers–New Brunswick through the professional development of teaching assistants. The fundamental components of this project are an orientation for all new TAs, sponsorship of Introduction to College Teaching I and II, presentation of certificate programs and special issues seminars throughout the year, discipline-specific training within each program, and written, web-based materials designed for TAs. A dedicated telephone line, the TA HelpLine (848-932-111TA), provides daily assistance to TAs who have questions about teaching. The TA Project’s website, http://tap.rutgers.edu, also provides extensive information for TAs about teaching at Rutgers. Videotaping is available for TAs who wish to have a class recorded so they may review and improve their teaching performance. TAP recognizes the dual role of TAs in the university and seeks to assist them in teaching on the college level while balancing their responsibilities as graduate students. Questions about TAP should be directed to the Office of the Dean at the Graduate School-New Brunswick at 732-932-7747.

http://catalogs.rutgers.edu/generated/nb-grad_current/pg37.html

Student Health Insurance
Students appointed to full academic-year assistantships have comprehensive health insurance as employees. Most fellows and trainees are also provided single-coverage health insurance through a comparable plan or the student health insurance plan. The university has designed a health insurance plan for Rutgers students with United Healthcare. The fee for the student insurance plan is included in the term bill of all full-time students. If a student has an alternate health insurance plan, he or she can complete an online waiver form and remove the fee. If the waiver is not completed, the student
will be enrolled in the student health insurance plan. The student insurance plan has a maximum benefit of $250,000. Details and waiver and enrollment information, may be found at:


Students also may purchase coverage for their spouses and children at additional cost. For further information, contact the Office of Student Health Insurance, Hurtado Health Center, Rutgers, The State University of New Jersey, 11 Bishop Place, New Brunswick, NJ 08901-1180 (732-932-8285).

http://catalogs.rutgers.edu/generated/nb-grad_current/pg40.html

IV. UNIVERSITY RESOURCES

University Library System
Please refer to the link below for a complete listing of services offered at Rutgers University libraries in New Brunswick:
http://www.libraries.rutgers.edu/libraries_centers

Transfer Credit Information
POLICY: Upon completion of 9 credits of graduate level course work with grades of B or better, in the School of Graduate Studies as a matriculated student, your request can be submitted and eligible for evaluation. Please see below for specifics related to credits and transfer

1. Transfer of credit is allowed only for formal graduate level course work specifically related to the student's program of study in which grades of B or better were received.
2. No credit may be transferred for thesis research work, course work done as independent study, or work in courses which were not graded.
3. Grades of P, R, or S are eligible for transfer if equivalent to a grade of B or better and accompanied by a letter from the instructor of the course testifying to that equivalence.
4. Credit is not normally transferred for courses taken more than six years prior to the application for transfer of credit.
5. Appeals for waiver of this time limit may be made by the graduate director, in writing, with a statement verifying the current level of the student’s information on the subject or that the course material is still current.
6. No more than the equivalent of one year of course work may normally be transferred toward the Ph.D. (i.e., 24 credits).
7. No more than 40% of the credits required for the Master’s degree may be transferred from an outside institution.
8. Quarter credits will be converted to semester credits by reducing the total by 1/3 (i.e., 9 quarter credits = 6 semester credits).
9. Complete the transfer of application form found on the SGS website:
   https://gsnb.rutgers.edu/resources/graduate-student-forms

Financial Aid for Graduate Students
Financial assistance in the form of research and teaching assistantships and excellence fellowships is available for our Ph.D. students. Since the number of assistantships varies, students requesting financial aid are encouraged to submit their applications by January 15th. Most doctoral students receive support throughout their studies. Although we cannot guarantee full financial aid, all of our current continuing doctoral program students receive support.

For complete information, please reference the link below:
http://gradstudy.rutgers.edu/financial/financial-information
Student Assistance
Since the personal welfare of students must be the concern of an academic community, redress of grievances for graduate students at the university is provided through the degree program office and centrally through the graduate school. Depending upon the subject at issue, students matriculated in the School of Graduate Studies -New Brunswick may approach their graduate program director or the associate dean for academic support and graduate student services.
http://catalogs.rutgers.edu/generated/nb-grad_current/pg38.html

Graduate Student Association
The Graduate Student Association (GSA) sponsors a variety of social and cultural activities for graduate students and represents their interests to the university through its legislative body. The GSA provides free legal advice to students and it sponsors academic programs, films, mixers, trips to New York, and community action programs.

Every graduate student, full time, or part time, in any of the New Brunswick graduate and professional schools automatically becomes a member of the GSA. A president, vice president, treasurer, and secretary are elected at large. The GSA's main legislative body is its Council, which meets once a month. Every graduate program may elect one representative for every 40 students enrolled. (NOTE: Programs with less than 40 students also are allowed one elected representative.) If you are interested in being a department representative, check with your program organization or the GSA office. The GSA offices are located in the Graduate Student Lounge (GSL) in the Rutgers Student Center on College Avenue in New Brunswick and may be contacted at 848-932-7995.

The GSL is primarily for the use of graduate students and for the functions sponsored by and for graduate students. It provides a comfortable atmosphere for socializing, lounging, and studying.
http://catalogs.rutgers.edu/generated/nb-grad_current/pg39.html

Kinesiology and Applied Physiology Graduate Student Organization (KAP-GSO)
The purpose of the Kinesiology and Applied Physiology Graduate Student Organization (KAP-GSO) is to provide support and resources for fellow graduate students in pursuit of their degree. The organization meets bimonthly to discuss journal articles, student presentations, and research. The goal of the organization is to expand outreach within the Rutgers community for the education of students and peers on health and fitness. The KAP GSO is made up of the officers, President, Vice President, Secretary, and Treasurer and the students within KAP who chose to attend the meetings and participate in activities. Elections for officers are held in the fall semester and an officer can hold a position for no longer than 2 years. The KAP GSO uses Facebook to communicate to its membership and as a site to post important information like announcements, papers for review, meeting times/agenda, and the KAP GSO Constitution. For more information, please see the following link:
https://www.facebook.com/groups/500720407493271

Grants and Contracts Information:
GradFund
Now in its 20th year, GradFund is the School of Graduate Studies Peer Mentoring Fellowship Advising Service designed to help graduate students learn how to apply for merit-based fellowships and grants to support their graduate study. GradFund's mission is to assist graduate students throughout the process of applying for external fellowships and grants. From helping students to navigate the world of funding and learn about the opportunities available to them, to providing feedback and support as
they craft their most competitive funding application, we are guided by a deep respect for the intellectual work and professional ambitions of Rutgers graduate students.

Our goal is to normalize and demystify the process of applying for funding, and to empower Rutgers graduate students to pursue external fellowships and grants. The process of applying for funding, while challenging, can have a profound effect on the professionalization of graduate scholars. When students are successful in their applications, being awarded external funding confers both distinction and financial benefits, both of which can have a transformative impact on their graduate scholarship and future careers. For more information please see: https://gradfund.rutgers.edu/

**Rutgers Research Administration and Proposal Submission System (RU-RAPSS)**
Research and Sponsored Programs (RSP) provide a range of services to faculty, students and staff seeking funding from public and private not-for-profit sponsors. RSP staff assist faculty and departmental staff in navigating through the proposal submission and award set up process. RSP also provides institutional sign off on proposal submissions, accepts incoming awards, and negotiates a wide variety of grant-related agreements, including sub-awards to and from not-for-profit sponsors.

Research Administration and Proposal Submission System (RAPSS) is mandatory for all new submissions of research proposals, corporate contracts, and associated items. RAPSS is used university wide for pre-award grant and contract functions, such as electronic endorsement of proposals and submission. All Rutgers personnel who have a NetID have access to RAPSS.

This is the **electronic gateway** for the submission, review, approval and tracking of funding proposals and related budgets for research at this institution. The Grants and Contract Management office maintains all information regarding grant and contract applications, budgets and on-going annual adjustments to research funding using this system. Again note: **RAPSS is mandatory for all new submissions of research proposals, corporate contracts, and associated items.** Paper submissions will no longer be possible for new activity. RAPSS site: [https://rapss.rutgers.edu/eGrants/sd/Rooms/DisplayPages/LayoutInitial?Container=com.webridge.entity.Entity[OID[78047E6170180D4495B0BA166113E54E]]](https://rapss.rutgers.edu/eGrants/sd/Rooms/DisplayPages/LayoutInitial?Container=com.webridge.entity.Entity[OID[78047E6170180D4495B0BA166113E54E]])

Training for the RAPSS system can be found here -- [https://research.rutgers.edu/rapss/training](https://research.rutgers.edu/rapss/training)

Training guides for the system can be found here -- [https://research.rutgers.edu/rapss/training/reference-guides-and-training-materials](https://research.rutgers.edu/rapss/training/reference-guides-and-training-materials)

Contact Information for Department of Kinesiology and Health:
Colin Coakley (grants): cc1609@research.rutgers.edu
Abigail Allen (contracts): abigail.allen@rutgers.edu
John Anciano (budgets): anciano@dls.rutgers.edu

**Additional Comments Regarding Graduation**
When entering their final semester, candidates who anticipate a faculty recommendation for conferral of the degree are required to follow the procedures listed below:

1. Ensure that all academic requirements are being completed. If a student is unable to do so by the deadline date, both forms listed below must be refilled for a later-dated diploma.

2. Ensure that related fees and any outstanding debts to the university are paid.
3. Submit the completed candidacy application form by the announced deadline, normally in early January, May, or October.

4. Submit a diploma application through the New Brunswick registrar’s website by the announced deadline, normally January 2, March 15, or October 1.

Once the application deadline has passed, the website will not allow an application to be submitted. Permission of the Office of the Dean is required to file exceptionally.

If the application is not filed by the deadline, the degree cannot be conferred as scheduled, and graduation will be delayed. Students must refile for a later degree date if the deadline has passed. All forms are available from the Office of the Dean of the Graduate School. Students are urged to submit the appropriate forms in advance of the deadlines, if possible. It is the responsibility of the student to complete all requirements for graduation by the scheduled dates. All students should consult with the graduate director of their programs and with the Office of the Dean of the Graduate School about completing the requirements for graduation.

Conferral of degrees occurs once a year at the annual spring commencement. However, students who file the applications and complete all other requirements for the degree by the announced October or January dates will get a diploma dated for the respective month. Doctoral diplomas are distributed at the annual spring commencement. Master’s diplomas will be mailed or may be picked up by the student at the registrar’s office in accordance with the student’s expressed preference at the time of filing the online diploma application. Diplomas dated October and January are available by November and February, respectively. Any student who does not wish to attend commencement is asked to indicate that fact on the diploma application. Students may request a temporary certificate of completion by submitting a written request to the university registrar (Administrative Services Building, Busch Campus). This request form may be obtained at the Dean’s Office.

The diploma will be withheld from any student who has a financial obligation to the university. All forms can be found on the graduate school website: http://gsnb.rutgers.edu/forms.

Helpful Web Links:

Graduate Student Forms
http://gsnb.rutgers.edu/resources/graduate-student-forms

University Safety and Security
http://catalogs.rutgers.edu/generated/nb-grad_current/pg87.html

Services for Students with Disabilities
http://catalogs.rutgers.edu/generated/nb-grad_current/pg89.html

Student Records and Privacy Rights under FERPA
http://catalogs.rutgers.edu/generated/nb-grad_current/pg99.html

Policy Prohibiting Discrimination and Harassment
http://catalogs.rutgers.edu/generated/nb-grad_current/pg91.html
Career Services
http://careers.rutgers.edu/

Rutgers Global Advancement and International Affairs
https://global.rutgers.edu/