



Department of Kinesiology

GRADUATE ACADEMIC POLICIES

2018-2019

Department of Kinesiology

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Note: Students are required to read and adhere to the policies included in the Graduate and Professional Student Handbook. The Handbook is accessible online on the Graduate Kinesiology Current Students website and on the Graduate and Professional Studies website.

The following policies are specifically applicable to the Graduate Program in Kinesiology:

Degree Requirements & GPA

- 1) All students are required to take a total of 30 units of coursework for graduation, including the five (5) core courses listed below (each is 3 units):
 - KINES 300: Introduction to Graduate Study & Research
 - KINES 305: Philosophical Basis of Kinesiology
 - KINES 320: Administration of Kinesiology
 - KINES 330: Supervision & Legal Aspects
 - KINES 370: Psychological Analysis of Sport & ExerciseThe following one (1) unit course is also required and may be repeated for credit:
 - KINES 380: Colloquium
- 2) Graduate students must remain in good academic standing by maintaining a cumulative GPA of no less than 3.0. Failure to do so will result in academic probation for one academic semester. A student whose cumulative GPA remains below 3.0 for two consecutive academic semesters is subject to automatic dismissal from the program. A student must have a cumulative GPA of 3.0 or above to graduate.
- 3) Graduate students may not move forward in the program if they earn below a “B-” grade in KINES 300: Introduction to Graduate Study & Research. Students taking KINES 300: Introduction to Graduate Study & Research may only concurrently enroll in KINES 305: Philosophical Basis of Kinesiology or an elective course. Students earning below a “B-” grade in all other classes may move forward in the program but will need to repeat that particular course in order for it to count towards their degree.
- 4) Graduate students may transfer no more than six credit units into the program. All courses transferred must be graduate level work and have been completed within the past five years. It is strongly suggested that the core classes only be taken at Saint Mary’s College. Transferred classes substantially similar to a Saint Mary’s College course may, upon approval, be substituted for that course. Coursework that is deemed particularly useful or appropriate to an individual student’s academic progress that is dissimilar to courses currently being offered by the College may be accepted upon approval. Students currently enrolled in the program must obtain written approval for both types of transfers before undertaking the outside work. For students transferring into the program all coursework must be reviewed and approved prior to acceptance. All transfer courses will only be accepted if a “B-” grade or higher was/is achieved.

Enrollment

- 5) Graduate students are expected to be continuously enrolled in the program. Students who are not enrolled in classes for two consecutive academic semesters are considered withdrawn and must reapply. The Graduate Program Director may grant exceptions under special circumstances only.
- 6) Due to the intensity of the program and the nature of the courses, attendance is extremely important. Students are expected to attend and participate in all class meetings. Any absence may affect a student's grade, however, specific attendance policies for each course are determined by individual instructors. Generally, no more than two absences are allowed for summer courses and one absence for fall and spring courses. Students are encouraged to contact instructors regarding any planned absences prior to enrollment in the course.
- 7) Students have **FIVE years** to complete their degree. A class will not count toward the degree unit requirement (30) or the GPA (3.0 or higher) requirement after FIVE years have elapsed from the date of initial enrollment in the program. Students wishing to continue the program after their FIVE years have expired will need to reapply and be readmitted. Students who are nearing their FIVE year deadline and will need an extension in order to complete their degree must submit an appeal and receive permission to do so. If an extension is granted, the student may be held to new standards and/or asked to verify currency in any coursework taken more than five years prior.

Comprehensive Exams

- 8) Graduate students must have successfully completed a minimum of 27 units of coursework including the five (5) core courses before they are considered eligible to take the comprehensive exams. The comprehensive examinations may not be taken by a student whose GPA is below 3.0. Students must register for KINES 301C: Comprehensive Exam during the open registration period for the semester in which they intend to take the exam.
- 9) The comprehensive exams will be taken electronically and all in one day. All questions must be answered. Failure to answer all questions will result in failure of the comprehensive exam set. Graduate students will be presented with the comprehensive exam questions in the following order: 1) KINES 300: Introduction to Graduate Study & Research, 2) KINES 305: Philosophical Basis of Kinesiology, 3) KINES 320: Administration of Kinesiology, 4) KINES 330: Supervision & Legal Aspects, and 5) KINES 370: Psychological Analysis of Sport & Exercise. Each exam question has a one-hour time limit. Following the KINES 320: Administration of Kinesiology question, a one-hour break will be observed.
- 10) Graduate students undertaking the comprehensive exams will be graded in the following manner for each exam question: Pass or Fail. The following should be noted regarding the comprehensive examinations:
 - a) Blinded student responses to the question sets will be provided to the appropriate faculty. Responses are evaluated on a pass/fail basis.

- b) Five pass grades are required to successfully complete the comprehensive exam capstone.
- c) If a question receives a failing grade, students must retake the entire exam question. Students do not need to retake exam questions they have already passed.
- d) Students who do not pass all five exam questions will receive an “F” on their transcript for their KINES 301C: Comprehensive Exam course grade. This does not impact a student’s GPA.
- e) Students must re-register for KINES 301C: Comprehensive Exam during the open registration period for the semester in which they intend to retake the exam(s).
- f) Failure to retake the failed question(s) **within ONE year** from the date of the first attempt will result in the failure of the comprehensive exam set.
- g) Students may attempt a comprehensive examination question no more than three times. Failure of a third attempt results in termination from the program.
- h) The comprehensive exams will take place on a Friday in mid-December during the fall semester, on a Friday in May during the spring semester, and on a Friday in mid-July during the summer semester for first time test-takers and retakes. At the discretion of the Graduate Program Director, additional dates for retakes may be added.

Independent Studies & Internships

- 11) Students may not take more than five units as internships and/or independent studies. Independent studies cannot replace core courses or elective courses without Graduate Program Director approval.
- 12) Students enrolling in Internship or Independent Study courses must meet with the Internship Coordinator or faculty supervisor, respectively, in the semester *prior* to that of enrollment in the course. In conjunction with either the Internship Coordinator or the faculty supervisor, students will complete an internship or independent study petition in order to determine the scope and expectations of the internship or independent study. Students must then meet with the Internship Coordinator or faculty supervisor by the second week of class during the fall or spring semesters, and the first week of class during the summer semester or they will be administratively dropped from the course. This may result in a late course adjustment fee and the forfeit of tuition paid for the course.

Communication Policy

- 13) Students are expected to check their Saint Mary’s email account on a regular basis. Saint Mary’s email is considered an official form of communication. Professional emailing techniques (e.g., every email should include a short and accurate subject header, a proper salutation, a clear message written in complete sentences, and an appropriate closing) must be followed.

Accommodations for Students with Disabilities

- 14) Reasonable and appropriate accommodations for individuals with qualifying disabilities are extended through the office of Student Disability Services. Students with disabilities are encouraged to contact Student Disability Services at (925) 631-4358 to set up a confidential appointment to discuss accommodation guidelines and available services. Additional information regarding the services available may be found on the Student Disability Services website.

Community & Academic Integrity

- 15) Saint Mary's College expects every member of its community to abide by the Academic Honor Code. According to the Code, "Academic dishonesty is a serious violation of College policy because, among other things, it undermines the bonds of trust and honesty between members of the community." Violations of the Code include but are not limited to acts of plagiarism. For more information, please consult the Graduate and Professional Student Handbook.

Refunds

- 16) Any student requesting to withdraw or take a leave of absence from the program or requesting to drop a class after the start of the semester will be subject to the existing Financial Aid and Business Office policies and schedules regarding refunds. Students are responsible for contacting the Business Office, (925) 631-4209, or Financial Aid, (925) 631-4370, directly to discuss any possible refunds or additional charges.

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Please sign and return the following acknowledgement to the Graduate Program Manager prior to the first day of class. You will not be able to attend class until the waiver has been signed.

I have read and agree to adhere to the Department of Kinesiology Graduate Academic Policies.

Date: _____

Print Name: _____

Signature: _____