

UNIVERSITY FACULTY SENATE FORMS

Academic Program Approval

This form is a routing document for the approval of new and revised academic programs. Proposing department should complete this form. For more information, call the Faculty Senate Office at 831-2921.

Submitted by: Dave Edwards phone number 3363

Department: Kinesiology and Applied Physiology (KAAP) email address dge@udel.edu

Date: October 9, 2013

Action: Revise curriculum and program policy.

(Example: add major/minor/concentration, delete major/minor/concentration, revise major/minor/concentration, academic unit name change, request for permanent status, policy change, etc.)

Effective term 14F
(use format 04F, 05W)

Current degree PhD
(Example: BA, BACH, BACJ, HBA, EDD, MA, MBA, etc.)

Proposed change leads to the degree of: PhD
(Example: BA, BACH, BACJ, HBA, EDD, MA, MBA, etc.)

Proposed name: _____
Proposed new name for revised or new major / minor / concentration / academic unit
(if applicable)

Revising or Deleting:

Undergraduate major / Concentration: _____
(Example: Applied Music – Instrumental degree BMAS)

Undergraduate minor: _____
(Example: African Studies, Business Administration, English, Leadership, etc.)

Graduate Program Policy statement change: Revised Program Policy Statement
(Must attach your Graduate Program Policy Statement)

Graduate Program of Study: Applied Physiology
(Example: Animal Science: MS Animal Science: PHD Economics: MA Economics: PHD)

Graduate minor / concentration: _____

Note: all graduate studies proposals must include an electronic copy of the Graduate Program Policy Document, highlighting the changes made to the original policy document.

List new courses required for the new or revised curriculum. How do they support the overall program objectives of the major/minor/concentrations)?

(Be aware that approval of the curriculum is dependent upon these courses successfully passing through the Course Challenge list. If there are no new courses enter "None")

No new courses are required.

Explain, when appropriate, how this new/revised curriculum supports the 10 goals of undergraduate education: <http://www.ugs.udel.edu/gened/>

NA - This is a graduate program revision.

Identify other units affected by the proposed changes:

(Attach permission from the affected units. If no other unit is affected, enter "None")

No other units are affected by the proposed revision.

Describe the rationale for the proposed program change(s):

(Explain your reasons for creating, revising, or deleting the curriculum or program.)

- 1. Delete BISC 631 Practice of Science from the curriculum. This course is being deleted because it is no longer offered so students do not have the opportunity to take it. This change can be found below and the program policy statement has been revised to reflect this change.*
- 2. The preliminary examination for the program is now just an oral examination. Written examinations in specified areas can be and have been used as conditions in the event a student receives a conditional pass on the preliminary exam. The program policy statement has been revised to reflect these changes.*
- 3. Update the admission criteria to reflect new GRE scoring. The program policy now states that the recommended minimum requirements are a combined quantitative and verbal GRE score of 300.*

Program Requirements:

(Show the new or revised curriculum as it should appear in the Course Catalog. If this is a revision, be sure to indicate the changes being made to the current curriculum and **include a side-by-side comparison** of the credit distribution before and after the proposed change.)

Current	
<p>PHD IN APPLIED PHYSIOLOGY</p> <p>Telephone: (302) 831-8006 http://www.udel.edu/kaap Faculty Listing: http://www.udel.edu/KAAP/fac_list.htm</p> <p>Program Overview The mission of the Applied Physiology PhD program is to provide advanced training to students in the field of Applied Physiology with the goal of preparing students for research-based careers. Areas of in-depth study are driven by faculty research and encompass cardiovascular physiology, exercise physiology, musculoskeletal physiology, and neurophysiology. The programmatic emphasis is on the regulation, adaptation, and integration of mechanisms across all levels of biological organization from molecules to organ systems. New knowledge on health, aging, chronic disease, and injury prevention will be generated and disseminated. Along with in-depth, laboratory-based immersion, the mission of the program is to provide high quality classroom-based instruction through a core graduate curriculum, electives, and seminars.</p> <p>Admission Requirements Admissions decisions are made by the Applied Physiology Program Committee. Students will be admitted to the program based on enrollment availability and their ability to meet the following minimum recommended entrance requirements:</p> <ol style="list-style-type: none"> 1. BS, MS or equivalent degree from an accredited college or university. 2. GRE scores of at least 600 on math and at least 450 on verbal 	<p>PHD IN APPLIED PHYSIOLOGY</p> <p>Telephone: (302) 831-8006 http://www.udel.edu/kaap Faculty Listing: http://www.udel.edu/KAAP/fac_list.htm</p> <p>Program Overview The mission of the Applied Physiology PhD program is to provide advanced training to students in the field of Applied Physiology with the goal of preparing students for research-based careers. Areas of in-depth study are driven by faculty research and encompass cardiovascular physiology, exercise physiology, musculoskeletal physiology, and neurophysiology. The programmatic emphasis is on the regulation, adaptation, and integration of mechanisms across all levels of biological organization from molecules to organ systems. New knowledge on health, aging, chronic disease, and injury prevention will be generated and disseminated. Along with in-depth, laboratory-based immersion, the mission of the program is to provide high quality classroom-based instruction through a core graduate curriculum, electives, and seminars.</p> <p>Admission Requirements Admissions decisions are made by the Applied Physiology Program Committee. Students will be admitted to the program based on enrollment availability and their ability to meet the following minimum recommended entrance requirements:</p> <ol style="list-style-type: none"> 1. BS, MS or equivalent degree from an accredited college or university. 2. Combined quantitative and verbal GRE score of 300

3. An undergraduate GPA of 3.0 or higher
4. Written statement of goals and objectives (the personal statement) that clearly identifies the applicant's research and curriculum interests and explains how admission to the program will facilitate his/her professional objectives.
5. Current résumé and three letters of recommendation.

All students will be expected to be sufficiently conversant in English and knowledgeable in the written word to convey clear, logical and complex written expressions. Knowledge of mathematics and statistics is expected.

Admission is selective and competitive, based on the number of well-qualified applicants and the limits of available faculty and facilities. Those who meet stated minimum academic requirements are not guaranteed admission, nor are those who fail to meet those requirements necessarily precluded from admission if they offer other appropriate strengths. See Graduate Admissions for additional information.

Requirements for the Degree

The Doctor of Philosophy in Applied Physiology requires a minimum of 48 credits including 9 credits of dissertation. The program is designed to be completed in 4 years. The 48 required credits are specified in the student's plan of study and normally include:

Required courses (30 credits)

<u>KAAP 615</u>	Advanced Mammalian Physiology I	4
<u>KAAP 616</u>	Advanced Mammalian Physiology II	4
<u>BISC 631</u>	Practice of Science	3
<u>KAAP 868</u>	Research	12
<u>KAAP 602</u>	Data Analysis and Interpretation	3
or		
<u>BISC 643</u>	Biological Data Analysis	3
<u>KAAP 801</u>	Seminar in Applied Physiology	4*

*Seminar taken 8 semesters, 4 semesters for credit and 4 semesters as listener

Elective Courses (9 credits)

Students who have had substantially similar courses to one or more of those required prior to entering the Applied Physiology Program may substitute other appropriate courses with the approval of the advisor and the Program Committee.

Only those courses in the 600, 800, and 900 levels will apply towards the doctoral degree. Independent study courses will be accepted based on approval of the advisor and the Department Chair. A maximum of 9 independent study credits may be included in the program of study.

3. An undergraduate GPA of 3.0 or higher
4. Written statement of goals and objectives (the personal statement) that clearly identifies the applicant's research and curriculum interests and explains how admission to the program will facilitate his/her professional objectives.
5. Current résumé and three letters of recommendation.

All students will be expected to be sufficiently conversant in English and knowledgeable in the written word to convey clear, logical and complex written expressions. Knowledge of mathematics and statistics is expected.

Admission is selective and competitive, based on the number of well-qualified applicants and the limits of available faculty and facilities. Those who meet stated minimum academic requirements are not guaranteed admission, nor are those who fail to meet those requirements necessarily precluded from admission if they offer other appropriate strengths. See Graduate Admissions for additional information.

Requirements for the Degree

The Doctor of Philosophy in Applied Physiology requires a minimum of 45 credits including 9 credits of dissertation. The program is designed to be completed in 4 years. The 45 required credits are specified in the student's plan of study and normally include:

Required courses (27 credits)

<u>KAAP 615</u>	Advanced Mammalian Physiology I	4
<u>KAAP 616</u>	Advanced Mammalian Physiology II	4
<u>KAAP 868</u>	Research	12
<u>KAAP 602</u>	Data Analysis and Interpretation	3
or		
<u>BISC 643</u>	Biological Data Analysis	3
<u>KAAP 801</u>	Seminar in Applied Physiology	4*

*Seminar taken 8 semesters, 4 semesters for credit and 4 semesters as listener

Elective Courses (9 credits)

Students who have had substantially similar courses to one or more of those required prior to entering the Applied Physiology Program may substitute other appropriate courses with the approval of the advisor and the Program Committee.

Only those courses in the 600, 800, and 900 levels will apply towards the doctoral degree. Independent study courses will be accepted based on approval of the advisor and the Department Chair. A maximum of 9 independent study credits may be included in the program of study.

ROUTING AND AUTHORIZATION:

(Please do not remove supporting documentation.)

Department Chairperson Will B. Egan Date 10/29/13

Dean of College Susan J. Hall Date 11/25/13

Chairperson, College Curriculum Committee Wald Date 11/8/13

Chairperson, Senate Com. on UG or GR Studies _____ Date _____

Chairperson, Senate Coordinating Com. _____ Date _____

Secretary, Faculty Senate _____ Date _____

Date of Senate Resolution _____ Date to be Effective _____

Registrar _____ Program Code _____ Date _____

Vice Provost for Academic Affairs & International Programs _____ Date _____

Provost _____ Date _____

Board of Trustee Notification _____ Date _____

**PH.D. IN APPLIED PHYSIOLOGY
WITHIN THE DEPARTMENT OF KINESIOLOGY AND APPLIED PHYSIOLOGY**

Program Policy Statement

Part I. Program History

A. Mission Statement

The mission of the PhD program is to provide advanced training to students in the field of **Applied Physiology** with the goal of preparing students for research-based careers. Areas of in-depth study are driven by faculty research and encompass cardiovascular physiology, exercise physiology, musculoskeletal physiology, and neurophysiology. The programmatic emphasis is on the regulation, adaptation, and integration of mechanisms across all levels of biological organization from molecules to organ systems. New knowledge on health, aging, chronic disease, and injury prevention will be generated and disseminated. Along with in-depth, laboratory-based immersion, the mission of the program is to provide high quality classroom-based instruction through a core graduate curriculum, electives, and seminars.

B. Origin of the Program

During spring 2009 the Exercise Science program within the Department of Kinesiology and Applied Physiology (KAAP, formerly Health, Nutrition & Exercise Sciences) underwent an Academic Program Review. One of the specific recommendations of the external review team was the establishment of a doctoral program within the Department of Kinesiology and Applied Physiology in the area of physiology. The reviewers noted that the department's physiology faculty, while extremely productive, were hampered by the absence of a doctoral program for training students. Although these faculty belonged to the Biomechanics and Movement Science program, it has proved difficult to attract doctoral students who wish to specialize in physiology to a program named Biomechanics and Movement Science. The reviewers specifically recommended that the new doctoral program be housed within the department and not be configured as an interdisciplinary program shared by multiple departments in order to keep it sufficiently focused. It is also requisite for the department to have a Ph.D. program in order to be nationally ranked by the American Academy of Kinesiology and Physical Education. The department welcomes participation in the Applied Physiology program by interested researchers from other departments who wish to seek joint faculty appointments in Kinesiology and Applied Physiology.

C. Description of the Planning Process

The exercise science faculty met to discuss the Academic Program Review Report and during that meeting voted unanimously to move forward with the development of a proposal for a new Ph.D. program. Faculty agreed that the title "Applied Physiology" best captured the areas of research encompassed by those who wished to be involved. Professors Edwards, Farquhar, and Hall volunteered to take the lead in drafting the written proposal for the degree program. Professor and Department Chair Duncan from Biology was also consulted, as the department wanted to include among the degree requirements selected courses from Biology, but also to make it clear that the new

degree program would not significantly overlap with any existing program in Biology. We also solicited and welcomed Professor Duncan's input on all aspects of the proposal. Draft copies of the proposal were circulated to all exercise science faculty and College of Health Sciences administrators. A meeting of the exercise science faculty was held for discussion of the proposal, with input incorporated into a revised proposal draft. The proposal was approved by the appropriate department and college curriculum committees.

D. Current Status and Funding

This program was approved for initiation beginning in fall 2010. The faculty within the Department of Kinesiology and Applied Physiology who are affiliated with this program have all been supervising graduate students within the interdisciplinary Biomechanics and Movement Science (BMSC) program. In Fall 2009, we had faculty supervising 17 BMSC students, as well as 1 Ph.D. student in Biology and with another student accepted into the Ph.D. program in Biology to start in S10. These students have all been funded through research assistantships on externally funded grants, (primarily from NIH,) department teaching assistantships, or university fellowships. Funding for students in the Applied Physiology program will continue to come from these same sources. **The Department of Kinesiology and Applied Physiology currently has in place the faculty, the laboratories, the courses, and the funding needed in order for the proposed Ph.D. in Applied Physiology to be successful.**

E. Degrees Offered

The degree awarded to those who complete this program will be a Doctor of Philosophy (Ph.D.) in Applied Physiology.

Part II. Admission

A. University Policy on Admission

Admission to the graduate program is competitive. Those who meet stated minimum requirements are not guaranteed admission, nor are those who fail to meet all of those requirements necessarily precluded from admission if they offer appropriate strengths.

B. University Admission Procedures

Applicants must submit all of the following items directly to the University Office of Graduate and Professional Education using the online admission process before admission can be considered:

1. A completed application should be submitted no later than February 1 for the fall semester, and October 1 for the spring semester to ensure consideration.
2. A nonrefundable application fee must be submitted with the application. Credit card payment is accepted with the online application. Checks must be payable to the University of Delaware. Applications received without the application fee will not be processed. International students paying by check must use a check drawn on a US bank or an International Postal Money Order.
3. Applicants must submit essays to specific questions asked on the application; a resume; and a statement of professional goals and objectives.

4. Applicants must submit at least three letters of recommendation. All letters of recommendation should be managed electronically through the Office of Graduate and Professional Education .
5. The Graduate Record Examination (GRE) admission test scores are required. Applicants should request Education Testing Services (ETS) to report official test scores directly to the University of Delaware. The University of Delaware's institutional code for ETS is 5811. Applicants are encouraged to submit student copies of test scores in the application packets.
6. One official transcript of all US colleges and universities attended must be sent directly from the institution to the Office of Graduate and Professional Education or be provided in a sealed envelope with the application packet. Students who have attended the University of Delaware need not supply a transcript from Delaware.
7. One official transcript of all non-US based college and university records is required. The transcript must list all classes taken and grades earned. If the transcript does not state that the degree has been awarded, send a degree certificate that states that the degree has been awarded. If the degree has not been awarded or the degree certificate has not been issued, evidence of the awarded degree must be provided prior to the first day of classes in the term of admission. For institutions that issue documents only in English, send the English original. For institutions that issue documents both in English and a foreign language, send both the English language original and the foreign language original. For institutions that issue documents only in a foreign language, send the foreign language original and a certified translation in English. The translation must be certified by an official of the issuing institution, a state- or court-appointed translator, or the Embassy of the issuing country in the United States. If it is necessary to send non-original documents:
 - a. The documents must be original "attested copies", officially attested to by the issuing institution or the Embassy of the using country in the United States, and
 - b. Certified translations must be originals, no copies will be accepted.
8. International student applicants must demonstrate a satisfactory level of proficiency in the English language if English is not the first language. The Test of English as a Foreign Language (TOEFL) is offered by the ETS in test centers throughout the world. The University requires an official paper-based TOEFL score of at least 550, at least 213 on the computer-based TOEFL, or at least 79 on the Internet-based TOEFL for an applicant to be considered for admission. In addition, departments may elect to require that the applicant provide a score from the Test of Spoken English (TSE). TOEFL scores and TSE/SPEAK scores more than two years old cannot be validated or considered official.
9. International students must be offered admission to the University and provide evidence of adequate financial resources before a student visa will be issued. The University has been authorized under federal law to enroll nonimmigrant alien students. International students are required to purchase the University-sponsored insurance plan or its equivalent.
10. All first-time international students are required to attend the Orientation Day for new international students, which takes place before classes begin.
11. It is a Delaware State Board of Health regulation and a University of Delaware mandate that all graduate students with a birth date after January 1, 1957, be immunized for measles, mumps and rubella (MMR). Also, students may be required

to provide evidence of PPD (Mantoux) Tuberculosis Screening Test within 6 months prior to beginning classes. Students who are admitted beginning January 2002 are required to show proof of vaccination against meningococcal disease unless granted a waiver. Students should refer to and complete the Student Health Service Immunization Documentation form upon admission.

C. Expected Minimum Requirements for Admission into the Applied Physiology Program
Admissions decisions are made by the Applied Physiology Program Committee. Students will be admitted to the program based on enrollment availability and their ability to meet the following minimum recommended entrance requirements:

- BS, MS or equivalent degree from an accredited college or university.
- ~~GRE scores of at least 600 on math and at least 450 on verbal~~Combined quantitative and verbal GRE score of 300
- An undergraduate GPA of 3.0 or higher
- Written statement of goals and objectives (the personal statement) that clearly identifies the applicant's research and curriculum interests and explains how admission to the program will facilitate his/her professional objectives.
- Current résumé and three letters of recommendation.

All students will be expected to be sufficiently conversant in English and knowledgeable in the written word to convey clear, logical and complex written expressions. Knowledge of mathematics and statistics is expected.

D. Admission Application Processing

The admission process is completed as follows: First, completed applications consisting of the application form, undergraduate/graduate transcripts, official GRE scores, letters of recommendations, resume, statement of purpose, and written statement of goals and objectives are reviewed by the Program Committee of the Applied Physiology Program. Pending a successful review of the initial application materials, the application is circulated to the entire Applied Physiology faculty in an effort to match the student with an advisor. Faculty members advise students whose background, goals and objectives are compatible with their own research and funding. The Program Committee arrives at an admission decision after reviewing the completed application. To be admitted, a student must have an advisor.

Applications are processed as they are submitted.

E. Admission Status

Students admitted to the Applied Physiology Program may be admitted into one of two categories:

1. Regular status is offered to students who meet all of the established entrance requirements, who have a record of high scholarship in their fields of specialization, and who have the ability, interest, and maturity necessary for successful study at the graduate level in a degree program.
2. Provisional status is offered to students who are seeking admission to the degree program but lack one or more of the specified prerequisites. All provisional

requirements must be met within the deadline given before regular status can be granted. Students admitted with provisional status are generally not eligible for assistantships or fellowships. Students who file an application during the final year of undergraduate or current graduate work and are unable to supply complete official transcripts showing the conferral of the degree will be admitted pending conferral of the degree if their records are otherwise satisfactory and complete.

Part III. Degree Requirements for the Doctor of Philosophy in Applied Physiology

The degree requirements are the same, whether a student is entering the program with a bachelor's degree or a master's degree.

A. Course Requirements

The Doctor of Philosophy in Applied Physiology requires a minimum of 458 credits including 9 credits of dissertation. The program is designed to be completed in 4 years. The 458 required credits are specified in the student's plan of study and normally include:

Required courses (28 credits):

- KAAP615 Advanced Mammalian Physiology I (4)
- KAAP616 Advanced Mammalian Physiology II (4)
- ~~BISC631 Practice of Science (3)~~
- Research (KAAP868/964) (12)
- Biostatistics (KAAP602 or BISC643) (3)
- Seminar (KAAP801) (4)
(Seminar taken 8 semesters, 4 semesters for credit and 4 semesters as listener.)

Elective Courses (9 credits): Suggested courses are listed in Appendix A.

Students who have had substantially similar courses to one or more of those required prior to entering the Applied Physiology Program may substitute other appropriate courses with the approval of the advisor and the Program Committee.

Only those courses in the 600, 800, 900 levels will apply towards the doctoral degree. Independent study courses will be accepted based on approval of the advisor and the Department Chair. A maximum of 9 independent study credits may be included in the program of study.

B. Planned Program of Study and Revisions

Students are required to develop a plan for a program of study with their advisor during the first semester of study. Depending on the student's background and interests, the program of study may include courses beyond the minimum number required for the degree. The planned program of study must first be approved by the advisor and then the Program Committee by the end of the first semester. A typical plan for the program of study (**showing only the minimum requirements for the degree**) is shown below.

Fall - Year I

KAAP615 (4)
 Research I (3)
 Biostatistics (3)
 Seminar (1)

Spring – Year I

KAAP616 (4)
 Research II (3)
[BISC631-Elective](#) (3)
 Seminar (1)

Preliminary Exam at end of year 1

Fall – Year 2

Elective (3)
 Research III (3)
 Seminar (1)

Spring – Year 2

Elective (3)
 Research IV (3)
 Seminar (1)

Fall – Year 3

Seminar (0)
[Elective-Research or](#) (3)
 (3)
[Dissertation](#)

Spring – Year 3

Seminar (0)
 Dissertation

Fall – Year 4

Seminar (0)
 Dissertation (3)

Spring – Year 4

Seminar (0)
 Dissertation (3)

Students may need to alter their approved program of study due to scheduling conflicts, creation of new courses, or change of research focus. Students who wish to make changes to their program of study should first obtain permission from their advisor. The revised program of study must be approved by the Program Committee.

Students must have a minimum overall cumulative grade point average of 3.0 to be eligible for the degree. Grades in all courses required for the degree must be a minimum of B—. All graduate numbered courses taken with graduate student classification at the University of Delaware are applied to the cumulative index. Credit hours and courses for which the grade is below “C” do not count toward the degree even though the grade is applied to the overall index. Candidates should ensure that all grades have been submitted by their professors. Temporary grades of “S” (Satisfactory) are assigned for Research and Dissertation until a final letter grade is submitted upon completion of the dissertation. Any student receiving a grade of “U” (Unsatisfactory) for Research or Dissertation will be given written conditions which must be met for improving and continuing in the program by the student’s advisor and the Program Committee. Failure to meet these conditions will result in recommendation for dismissal from the program.

C. Residency Requirement

At least 4 academic years of graduate work are required for the PhD degree. At least one continuous academic year must be devoted exclusively to full-time study (9 credit hours per semester) in applied physiology in residence at the University of Delaware.

This residency requirement may be fulfilled using a fall and spring semester combination or a spring and fall semester combination, but summer and winter sessions do not meet the qualifications. Course credit earned in the master's program in Exercise Science at the University of Delaware may be applied toward the doctoral degree residency requirement.

D. Preliminary Examination Requirement

Students must pass a preliminary examination that tests their general knowledge base in applied physiology and their ability to critically evaluate scientific literature. The preliminary examination ~~includes a written component followed by an oral component on a separate day. is an oral exam and~~ content of the exam is usually based on: 1) course work taken during the student's first year of the academic program and 2) an area of study that is consistent with the student's planned dissertation work. The preliminary examination must be completed by the end of the student's first year of enrollment. The results of this examination will be one of the following:

1. Pass. The student may proceed to the next stage of his/her degree training.
2. Conditional pass. In the event that the examination committee feels the student's performance was generally acceptable but with a specific deficiency, condition(s) will be specified that the student must satisfy to achieve a Pass and remain in the Program. These conditions may include a re-examination on one or more question areas in either oral or written form.
3. Re-examination. This result is appropriate for a student whose performance was unsatisfactory, but displayed evidence of the potential to complete graduate degree training. Re-examination must be completed within one semester. The possible outcomes of the re-examination are pass or failure. The student may not take the exam a third time.
4. Failure. This outcome would indicate that examination committee considers the student incapable of completing degree training and the student would be recommended for dismissal from the program.

The advisor and Preliminary Examination Committee will determine on a case by case basis the composition of re-examinations.

E. Dissertation Proposal Defense and Dissertation Defense Requirements

Students in the Applied Physiology Program normally should complete an oral dissertation proposal defense by the end of their sixth semester of enrollment. Prior to the presentation, proposals normally should have received approval from the university Human Subjects Review Board (HSRB) and/or the Institutional Animal Care and Use Committee (IACUC). Similarly, following completion of the dissertation, an oral defense of the dissertation is required.

Procedures for the dissertation proposal defense and the dissertation defense are the same. The written dissertation proposal and the written dissertation will be made available to all members of the Applied Physiology faculty at least two weeks prior to the oral defense dates. The oral defense meetings will include both a defense of the student's proposed or completed dissertation research and an in-depth examination of the student's knowledge of their research specialization. Students are expected to

demonstrate competency in both oral and written communication skills. All members of the Applied Physiology faculty will be invited to attend the oral defense meetings.

Following the oral presentation and questions from faculty in attendance the Dissertation Committee will meet separately and vote on the outcome. The possible outcomes of the oral defense are pass, conditional pass, or failure. The outcome will be presented to the student, along with any conditions or requirements for proposal or dissertation revisions. For conditional pass, requirements must be addressed within six months of the original exam date.

Once the proposal defense has been successfully completed, the student must apply to the graduate school for admission into candidacy. Please see the Recommendation for Candidacy for Doctoral Degree form (PDF) for details.

F. Faculty Advisors and Committees for Preliminary Exams and Dissertation.

- 1. Faculty Advisors.** During the application process, each student must identify a faculty advisor from among the faculty holding appointments in the program. The faculty member must be willing to serve as advisor and to accept responsibility for oversight of the student's academic progress in the program.

If, during the course of a student's academic program, the advisor is unable or unwilling to continue as advisor, it is the student's responsibility to identify a faculty member willing to be the new advisor. The new advisor must be identified within 6 months in order for the student to be considered making satisfactory progress toward the degree.

Students may also elect to switch to a different advisor at any time with the approval of the Program Committee and with the consent of the new faculty advisor. Switching advisors does not change the deadlines for completing the requirements for a degree.

- 2. Preliminary Exam Committee.** The Program Committee will identify, each year, at least three faculty members who, in consultation with each student's advisor, will have responsibility for writing and assessing the written and oral components of the preliminary exams for those students ready to take this exam. All members of the Applied Physiology faculty are encouraged to participate in the oral portion of the exam. However, responsibility for determining the final outcome of the exam (pass, re-examination, failure) will lie with the named members of the Preliminary Exam Committee. In the event of a re-examination, the same committee members will have responsibility for composing the exam and assessing the outcome.
- 3. Dissertation Committee.** The student and his/her advisor will identify members of a Dissertation Committee within one semester of successful completion of the preliminary examination. Ph.D. dissertation committees must consist of a minimum of four members and a maximum of seven members, including the advisor. At least three of the members should be University faculty with appointments within the Applied Physiology Program. At least one member is to be selected from outside of the Applied Physiology Program and/or from outside of the University. These outside committee members should be chosen based on their expertise in the area of study related to the

dissertation, and in consultation with the advisor and other committee members. Outside committee members will normally hold a doctoral degree. An outside committee member not holding a doctoral degree must be approved by the Program Committee. It is the responsibility of the advisor to replace members who withdraw from the committee during the dissertation process.

Students must convene their dissertation committees at least once every six months. Upon completion of the meeting, the student's advisor must complete a meeting report and submit it to the graduate coordinator. The deadlines for submission of these meeting reports are October 1 and March 1 of each year. Students who do not have committee meetings in a timely manner will be considered as failing to progress and will be required to meet with the Program Committee to determine whether a recommendation for dismissal from the program is warranted.

5. **Laboratory Safety and Research Regulations and Standards of Student Conduct.** Graduate students performing laboratory research are subject to all University regulations regarding safety, human subjects, animal use, and hazardous and radioactive material use and disposal. These guidelines may be found in the University of Delaware Policies and Procedures Manual. Additional information can be obtained from the UD Research Office website: <http://www.udel.edu/research/> All training and regulatory authorizations must be updated at the time of proposal submission.

F. Requirements for Satisfactory Progress towards the Degree

1. **Time Limit for Completing the Degree.** The time limit for completion of degree requirements begins with the date of matriculation and is specifically detailed in the student's letter of admission. Students entering a doctoral program with a master's degree are given 10 consecutive semesters to complete the requirements. Students who change their degree plan and have transferred from one degree program to another degree program are given 10 consecutive semesters from the beginning of the first year in the latest program. Students entering a doctoral program with a bachelor's degree are given 14 consecutive semesters to complete the degree requirements.

An extension of time limit may be granted for circumstances beyond the student's control. Requests for time extensions must be made in writing and approved by the student's dissertation committee and the director of the Applied Physiology Program. The director will forward the request to the Office of Graduate and Professional Education.

2. **Submission of Required University Forms.** When a student has met the requirements for admission to candidacy as previously explained, the department should submit a Recommendation for Candidacy for Doctoral Degree form to the Office of Graduate and Professional Education. The student's classification will change to postcandidacy upon admission to candidacy status. The deadline for admission to candidacy for the fall semester is August 31. The deadline for admission to candidacy for the spring semester is January 31. The deadline for admission to candidacy for the summer is April 30.

Responsibility for seeing that admission to candidacy is secured at the proper time rests with the student.

To initiate the process for degree conferral, candidates must submit an "Application for Advanced Degree" to the Office of Graduate and Professional Education. The application deadlines are February 15 for Spring candidates, January 15 for Winter candidates, May 15 for Summer candidates, and September 15 for Fall candidates. The application must be signed by the candidate's adviser and department chair. There is an application fee of \$50 for master's degree candidates and a \$95 fee for doctoral degree candidates. Payment is required when the application is submitted. Upon completion of the audit, the Office of Graduate and Professional Education notifies students in writing when they have met all degree requirements.

3. Grade Requirements for Satisfactory Progress. Failure to satisfactorily progress in the program will be based on the University Graduate Policy as noted below:

The Office of Graduate and Professional Education monitors the academic progress of all graduate students and notifies students in writing of all academic deficiencies. The cumulative GPA after each 9-hour increment determines academic standing.

The University's Academic Probation Policy is expressed in the following chart:

If student is on:	And earns a GPA of:	The status becomes:
Any status	3.0 or above	Clear
Clear	2.99-2.5	Warning
Clear	2.49-2.0	Probation
Probation	Below 3.0	Dismissal
Warning	Below 3.0	Probation
Any status	Below 2.0	Dismissal

4. Reasons for Dismissal from the Program. The Office of Graduate and Professional Education notifies students when they are dismissed from graduate programs without completing a degree. Dismissals usually take place at the end of a term. Students may be dismissed for the following reasons:

- Upon the expiration of the five-year time limit for those students in a doctoral program who were admitted with a master's degree. Upon the expiration of the seven-year time limit for doctoral students who were admitted with a bachelor's degree.
- Upon the failure to meet the grade point average requirements as stated in the policy on Academic Deficiency and Probation.
- Upon written notice to the Office of Graduate and Professional Education of voluntary withdrawal from the program.
- Upon failure to pass the preliminary, language, or comprehensive/ candidacy examination(s), a dissertation/ proposal defense, or a dissertation defense.

- Upon the failure to achieve a cumulative grade point average of 3.0 upon the completion of the stated number of required credits for a degree.
- Upon the failure to meet the stated minima in specific course requirements as identified by individual programs when a department has a policy that such failure leads to dismissal from the program.
- Upon failure to satisfactorily conduct research required for the degree.
- Upon the determination by the faculty of the student's department that the student has failed to meet or has failed to make satisfactory progress towards meeting academic standards required of the student's program other than the failure to achieve a cumulative grade point average of 3.0 upon the completion of the stated number of required credits for a degree.
- Upon violation of University of Delaware regulations regarding academic honesty. All graduate students are subject to University of Delaware regulations regarding [academic honesty](#). Violations of these regulations or other forms of gross misconduct may result in immediate dismissal from the Program.

In the case of dismissal, the graduate coordinator is required to send a report to the Office of Graduate and Professional Education that states the faculty vote on the decision causing dismissal and the justification for this action. The Office of Graduate and Professional Education will notify a student in writing when the student is being dismissed for failure to make satisfactory progress in the program.

- 5. Procedures for Student Appeals.** Students who receive what they perceive as an unfair evaluation by a faculty member or faculty committee may file [grievances](#) in accordance with University of Delaware policies. Students are encouraged to contact the faculty advisor and then the department chair prior to filing a formal grievance in an effort to resolve the situation informally.

In the case of academic dismissal, the student may appeal the termination by writing to the Office of Graduate and Professional Education. This appeal must be made within ten class days from the date on which the student has been notified of academic dismissal. If the Vice Provost for Academic Affairs grants reinstatement, the student must meet the conditions of the reinstatement. Failure to meet these conditions will result in dismissal from the program. A graduate student may be reinstated only once to a given major. The student's academic transcript will reflect the reinstatement with academic probation status.

Students wishing to review their program file must submit a written request to the graduate coordinator at least 24 hours in advance. Students must review the file in the presence of program staff or faculty and are not permitted to remove a file but may photocopy documents from their folder. All access to student records is in accordance with the Family Educational Rights and Privacy Act.

Part IV. Financial Aid and Assistantships

A. Financial Awards

1. Types of Awards, policy for granting financial awards, summer appointments, and number of years of support

Funding for PhD students within the Applied Physiology program will primarily come from faculty advisor grant support and department teaching assistantships. Research Assistant awards will be made on a competitive basis for students that best fit the needs of the sponsoring faculty member. Teaching Assistant awards will be made on a competitive basis for students prepared to teach and otherwise assist with undergraduate instruction.

Students can also apply for internal funding. For example, students can apply for any of the competitive awards offered through the UD Research Office or the Office of Graduate and Professional Education. This includes the University Graduate Fellow Award, the University Graduate Scholar Award, and the University Dissertation Award.

Students can also apply for pre-doctoral support from funding agencies such as the American Heart Association. All students will be encouraged to apply for these external awards. The sponsoring faculty member will work with the student to develop the proposal.

Summer appointments will be made on an individual basis. If funds are available, it is expected that students will work full-time in the sponsoring faculty's laboratory during the summer months (with a reasonable amount of time for vacation).

Support for a student enrolled in the Ph.D. program will not normally be provided for more than 5 years.

2. Responsibilities and Evaluation of Students on Assistantships

Students are expected to maintain full-time status during their graduate studies. While time devoted to classes vs. laboratory work will vary each semester, students are expected to devote 20 hours per week to laboratory work early in the program (when course work is high), progressing to full-time in the lab upon completion of course work.

Specific teaching related responsibilities for TAs will be assigned by the Department Chair. The Department Chair will review student evaluations of teaching and possibly use other means of evaluating teaching effectiveness. Maintaining a TA position is contingent on satisfactory teaching performance, as well as the student making satisfactory performance toward the degree.

Specific responsibilities for RAs will be assigned by the faculty member supplying the funding for the RA position. Continuation or termination of the RA position will be at the discretion of that faculty member.

Part V. Program Governance

A. Applied Physiology Faculty

1. **Affiliated Faculty.** Department faculty who have training and interest in the broad field of applied physiology may affiliate with the program. Current faculty affiliating with the program include:

Associate Professor Edwards
Associate Professor Farquhar
Associate Professor Getchell
Professor Jaric
Professor Kaminski
Associate Professor Knight
Assistant Professor Lennon-Edwards
Associate Professor Maser
Professor and Dean Matt
Associate Professor Modlesky
Associate Professor Provost-Craig
Assistant Professor Rose
Professor Snyder-Mackler
Associate Professor Swanik

Faculty from other university departments wishing to affiliate with the program are invited to pursue joint appointments in the Department of Kinesiology and Applied Physiology, in accordance with department policy.

The C.V.s of program faculty are included in Appendix B.

Responsibilities of program faculty include oversight of program policies and curriculum.

2. **Graduate Coordinator.** The department chair will appoint a graduate coordinator for the Applied Physiology Program from among the affiliated faculty. The graduate coordinator must minimally hold the rank of associate professor. The term of service for the graduate coordinator is three years, with no limit on the number of consecutive terms that may be served. The graduate coordinator serves as the program representative and point person and is responsible for the following:
 - Corresponding with prospective students,
 - Maintaining program records,
 - Holding elections for members of the Program Committee,
 - Chairing Program Committee meetings,
 - Admitting students to the program following approval of the Program Committee,
 - Chairing meetings of the Applied Physiology faculty as necessary for review/revision of program policies and curriculum,
 - Representing the Applied Physiology Program on the Department Curriculum Committee and the Department Chair's Council, and
 - Final approval of degree granting.
3. **Program Committee.** The Applied Physiology Program Committee will consist of three affiliated faculty members, including the graduate coordinator, and shall be chaired by the graduate coordinator. The two members of the Program Committee shall be elected

by program faculty for staggered, three-year terms. Responsibilities of the Program Committee shall include:

- Admission of students into the program,
- Approval of student programs of study,
- Approval of student selection of a new faculty advisor after admission to the program,
- Selection of a panel of four faculty to serve as the Preliminary Exam Committee during each academic year,
- Oversight of student progress in the program, including dismissal of students who fail to make satisfactory progress, and
- Approval of dissertation committees.

B. Applied Physiology Students

1. **Representation on Department Curriculum Committee.** The Applied Physiology Program will have one elected student representative who will be invited to meetings of the Department Curriculum Committee.
2. **Student Organization.** Students in the program will be encouraged to periodically meet as a group so that the student representative can pass on any pertinent information from program meetings and so the group can discuss any issues or concerns they might have. Concerns can be brought to the attention of the program faculty by the elected student representative.

Part VI. Assessment

Faculty who will be affiliated with the program plan to work with the UD Center for Educational Effectiveness in spring 2010 to fully develop the program's assessment plan. This work will entail the development of a curriculum map to align selected courses with the intended learning outcomes of the program.

APPENDIX A

RECOMMENDED ELECTIVE COURSES

Faculty are invited to send additional suggestions for courses to be included on this list to S. Hall.

<u>Course</u>	<u>Credits</u>
KAAP604 Sensorimotor Characteristics of Injury	3
KAAP605 Pathoetiology of Musculoskeletal Injuries	3
KAAP607 Motor Learning and Control	3
KAAP650 Life Span Motor Development	3
KAAP651 Neurophysiological Basis of Human Movement	3
KAAP655 Advanced Physiology of Exercise	3
KAAP666 Special Problem	1-6
KAAP680 Exercise, Nutrition and Bone Health	3
KAAP686 Math and Signal Processing	3
KAAP688 Electromyographic Kinesiology	3
KAAP802 Human Cardiovascular Control	3
KAAP804 Clinical Measures in Exercise Physiology	3
KAAP808 Seminar in Motor Behavior	3
KAAP840 Advanced Human Anatomy	3
BISC602 Molecular Biology of Animal Cells	3
BISC612 Advanced Cell Biology	3
BISC615 Vertebrate Developmental Biology	3
BISC626 Neuroscience I	4
BISC627 Neuroscience II	3
BISC639 Developmental Neurobiology	4
BISC656 Evolutionary Genetics	3
BISC660 Environmental Physiology	3
BISC665 Advanced Molecular Biology & Genetics	3
BISC671 Cellular and Molecular Immunology	4
BISC675 Cardiovascular Physiology	3
BISC693 Human Genetics	3
BISC806 Advances in Cell and Organ Systems	3
BISC833 Special Topics in Biology	1-4
CHEM641 Biochemistry	3