



Graduate Student Handbook

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Position	Name	Email
Department Chair	Jordan Bass	jrbass@ku.edu
Sport Management Faculty		
Professor	Brian Gordon	bsgordon@ku.edu
Associate Professor	Hanhan Xue	hxue@ku.edu
Assistant Professor	Sayvon Foster	sfoster73@ku.edu
Undergrad Program Director/Asst Teaching Professor	Austin Bogina	austinbogina@ku.edu
Online Graduate Program Director/Assistant Teaching Professor	Calvin Williams	ctwilliams@ku.edu
Undergraduate Internship Director/Assistant Teaching Professor	Wen-Hao Chou	winstonchou@ku.edu
Exercise Science Faculty		
Professor	Joseph Weir	joseph.weir@ku.edu
Professor	Phil Gallagher	philku@ku.edu
Professor	Trent Herda	t.herda@ku.edu
Assistant Professor	Ashley Herda	a.herda@ku.edu
Undergraduate Director/Associate Teaching Professor	Jordan Taylor	jtaylor@ku.edu
Assistant Professor/Director of Biomechanics Lab	Yu Song	yusong@ku.edu
Associate Professor/ Director of Jayhawk Performance Lab	Thayne Munce	thaynemunce@ku.edu
Exercise Science Program Director/Assistant Teaching Professor	Loree Weir	loree.weir@ku.edu
Health Education		
Associate Professor	Susan Harvey	suharvey@ku.edu
Graduate Program Director/Assistant Teaching Professor	Sarah Collins	sarahcollins@ku.edu
Staff		
Building Manager/Administrative Associate Senior	Teresa Aldrich	taldrich@ku.edu
Graduate Admissions Coordinator	Kristina Gordon	krigordon@ku.edu
General Maintenance Repair Tech	Nathaniel Marshall	boatman@ku.edu
Administrative Assistant	Robin Bass	rbass@ku.edu
Communication Coordinator	Greg Rahe	greg.rahe@ku.edu
Laboratories Manager	Annabelle Moore	aemoore@ku.edu

Key Offices at KU

College Office of Graduate Affairs (COGA)

The COGA website contains comprehensive information on requirements and processes pertaining to graduate education at KU. Most common questions can be answered with the information provided there, including questions regarding [enrollment changes or forms](#), University policies regarding [exams](#) and committee requirements, and University [graduation requirements](#).

COGA reviews all [student petitions](#) of University and College policy, issuing decisions on behalf of the College or referring as required to a faculty committee and/or the Office of Graduate Studies. The more common student petitions relate to [Enrollment](#), [Graduate Credit](#), [Leave of Absence](#), and [Time Limit Extensions](#).

The Graduate Academic Advisor works directly with COGA. Please refer all COGA-related questions to your Graduate Academic Advisor.

COGA Contact Information:

coga@ku.edu

785-864-4201

<https://coga.ku.edu/>

Office of Graduate Studies

Graduate Studies is the office of the Vice Provost of Graduate Studies at KU. The Executive Council of Graduate Faculty sets policies and regulations governing graduate study and offers various programs for graduate students throughout the year. While the Graduate Academic Advisor should be your first stop for any questions your department cannot answer, you may be referred to Graduate Studies for certain matters. The University's [Doctoral Hooding Ceremony](#) is coordinated by Graduate Studies. See more on the [Office of Graduate Studies website](#).

Office of Graduate Studies Contact Information:

graduate@ku.edu

7785-864-8040

<https://graduate.ku.edu/>

Graduate Admissions (Within the Office of Graduate Studies)

Contact Graduate Admissions for questions regarding the online application to graduate study and official transcripts. See more about graduate admissions on the website. Graduate Admissions Contact Information:

graduateadm@ku.edu

Phone : 785-864-3140

<https://gradapply.ku.edu/>

Office of the University Registrar (OUR)

Contact OUR for questions related to enrollment (if the question cannot be resolved via the enrollment changes link provided above under COGA), tuition, campus fees, the Academic Calendar, and fee petitions.

Registrar Contact Information:

registrar@ku.edu

785-864-4423

<https://registrar.ku.edu/>

Financial Aid

Contact Financial Aid for questions related to the disbursement of scholarships, fellowship award, loans, and FAFSA. See more on [financial aid](#).

Financial Aid Contact Information:

financialaid@ku.edu

785-864-4700

<https://financialaid.ku.edu/>

International Student Services (ISS)

Contact ISS for questions related to international students, including enrollment requirements, international student insurance, obtaining a social security card, I-20 questions, and any issue related to student visas. While other offices on campus such as the AEC, Human Resources, or the Registrar may also handle related matters, because the students' legal status in the country may be affected, it is recommended that students contact ISS first.

ISS Contact Information:

iss@ku.edu

785-864-3617

<https://iss.ku.edu/>

Center for Teaching Excellence (CTE)

The Center for Teaching Excellence (CTE) is a University office dedicated to assisting instructors, including GTAs, to develop effective instructional techniques. The expert staff of CTE can introduce instructors to the pedagogical technology available at the University and help instructors develop new approaches to teaching. CTE specialists work with instructors individually and offer a diverse array of workshops and discussions. They also can guide instructors to useful scholarly literature about college teaching and learning.

CTE Contact Information:

cte@ku.edu

785-864-4199

Website: <https://cte.ku.edu/>

General Academic Procedures & Policies

University Policies and Degree Requirements

For a general overview of the University policies, please use the link below,

[Go to UNIVERSITY POLICIES & DEGREE REQUIREMENTS](#)

Admission:

Application Requirements/Prerequisites:

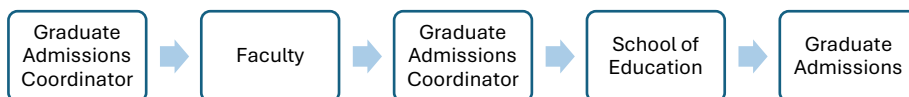
- All applicants must meet the requirements outlined in the [Admission to Graduate Study](#) policy.
- Official transcripts of **all** degree-granting post-secondary institutions you have attended and an official transcript for each degree earned.
- English proficiency: [Proof of English proficiency](#) for non-native or non-native-like English speakers is required. There are two bands of English proficiency, including Admission and Full proficiency. For applicants to online programs, Full proficiency is required.
- A completed [graduate application](#).
- Application fee.
- 3.0 Grade Point Average (GPA) Preferred
 - Students with a GPA below 3.0 can still apply but are highly encouraged to include a statement explaining any extraordinary circumstances that attributed to it and your plan moving forward.
- **Additional prerequisites for applicants to the Exercise Science (Master's) subplan only**
 - Applicants are required to have completed credits from the following KU courses, or transfer credit from equivalent non-KU courses:
 - [BIOL 240 \(Human Anatomy\)](#)
 - [BIOL 246 \(Principles of Human Physiology\)](#)
 - [HSES 369 \(Kinesiology\)](#) OR [HSES 470 \(Biomechanics\)](#)
 - [HSES 372 \(Exercise Physiology\)](#).
 - Questions regarding these courses can be directed to the Exercise Science Program Director.
- **Doctoral Applicants for Sport Management, Health Education, & Exercise Physiology**
 - Students must hold a master's degree from a degree-granting institution to be accepted into a doctoral program.
 - Students must have a faculty mentor willing to advise them before their application is accepted.
 - Applicants are highly encouraged to reach out to faculty members to set up interviews prior to applying.
 - Preferred 3.5 GPA
 - Contact your desired faculty mentor regarding GRE requirements
 - All applicants must meet the requirements outlined in the [Admission to Graduate Study](#) policy.

- Official transcripts of **all** degree-granting post-secondary institutions you have attended and an official transcript for each degree earned.
- English proficiency: [Proof of English proficiency](#) for non-native or non-native-like English speakers is required. There are two bands of English proficiency, including Admission and Full proficiency. For applicants to online programs, Full proficiency is required.
- A completed [graduate application](#).
- Application fee.

Application Materials:

- Three letters of recommendation. (2 letters for those applying to the online Sport Management program).
- Personal statement declaring your interest in the program and its relationship to your graduate course or study and/or career objectives.
 - Students interested in applying for Sport Management can think about the following questions:
 - Why are you interested in Sport Management?
 - Students interested in applying for Health Education can answer the following questions:
 - How does the program relate to your career goals?
 - Students interested in applying for Exercise Science can answer the following question(s):
 - Why are you interested in the program? Please include whether you intend to be on a thesis or non-thesis(exam) track.
 - If you are on the thesis track, have you spoken with a faculty member who is willing to advise you? If not, please use the link to reach out to a [faculty member](#).
- Current resume or CV.
- Writing sample
 - Required for master's students who are wanting to complete a thesis and all doctoral applicants.
 - Students may use a previously written sample unless specified below.

Application Review Process:



- Applications are reviewed initially by the graduate admissions coordinator to verify that all materials have been submitted.
- After verification that all materials have been submitted, the application is sent to faculty.

- Faculty should review the application within a week of receiving it.
- After the faculty review, the application comes back to the graduate admissions coordinator for final review.
- The application then moves on to the School of Education and then on to Graduate Admissions for finalization.
 - If admitted, you should receive a letter from graduate admissions that contains the information to get you started with setting up your school account and email.
 - You will need to respond to your letter of admission.
 - If you have trouble responding to your letter of admission, please reach out to [Kristina Gordon](#).

Deadlines:

- Sport Management (PhD only), Health Education (MSE & PhD) and Exercise Science/Physiology (MSE & PhD) Deadlines
 - Spring 2026: December 3, 2025
 - Summer 2026: April 1, 2026
 - Fall 2026: August 4, 2026
- Sport Management (Online only)
 - Spring 2026: 1/6/2026
 - Summer 2026: 5/14/2026
 - Fall 2026: 8/13/2026
- Important to note that international applicants for **Fall 2026** have a **June 1, 2026** deadline. Please refer to this [link](#) for more information regarding the international application process.

Admissions Contact Information:

- Graduate Admissions Coordinator
 - Kristina Gordon
 - Email: krigordon@ku.edu
 - Phone: 785-864-0897
 - Office: 104 F Robinson Hall

Enrollment:

General Enrollment Information:

- After admission, be on the lookout for an invitation to the KU Graduate Student Orientation Course. The invitation will be sent out in early summer for Fall semester.
 - It will go over how to enroll and other important information.

- Please use this [link](#) for access to the New Student Guide and Resource hub.
- **Sport Management Online Master's Program Only**
 - An advisor will reach out to you directly to assist you with enrolling for your courses.
 - If an advisor has not reached out to you after a week of receiving your acceptance letter, please contact [Dr. Calvin Williams](#) or [Kristina Gordon](#) for assistance.
- **Doctoral Students**
 - Students in any PhD program will need to work with their faculty mentor regarding their schedule and enrollment.
- For policies on full-time enrollment requirements, please see the definitions outlined in Graduate Studies' [Full-Time Enrollment for Graduate Studies policy](#).

Reminder: Enrollment may impact financial aid eligibility and enrollment in locations or courses outside the student's home school or college program may have a different tuition and fee cost.

Potential Issues that could inhibit or delay enrollment:

- University Enrollment Holds
 - [Link](#) to Policy
 - Immunization Compliance
 - Official Transcripts (Not a copy)
- Keep in mind, failure to take care of holds on your accounts is the student's responsibility and can delay enrollment. For any hold on your account, you are notified by KU email. Please check that regularly.
 - Delays in enrollment can result in late enrollment. Please see the information below regarding late enrollment.
- Late Enrollment
 - Failure to enroll in at least one course before 12:00 a.m. on the first instructional day of the Fall, Spring, and Summer semesters for full-term courses are considered enrolling late will be charge [a late enrollment fee](#).

Permission Numbers:

- Students in Health Education (Master's and PhD) and Exercise Science/Physiology (Master's and PhD)
 - Permission Codes are typically needed for courses outside the students area of study.
 - Our department requires the students to reach out to the instructor of the course they want to take for permission.
 - The instructor of the course or program coordinator of their department is responsible for sending the code to the student so that they can enroll.

- **Sport Management Online Master's Students Only**
 - Once students are on their final semester of study, they will need a permission code to enroll in the capstone course.
 - The code will be given out by Dr. Calvin Williams after it is verified they are in their final semester of study.

Changes in Enrollment:

- Students who need to drop or withdraw from courses after the deadline may do so using the link and forms below. Any questions can be directed to [Kristina Gordon](#) or the instructor of the course.
 - Add, Drop, Withdrawal Forms can be found [here](#).
- A leave of absence can be given for extraordinary circumstances. Please reach out to [Kristina Gordon](#) for information. [Link](#) to Policy
- Link to the Registrar's [Considerations and Impacts of a Drop or Withdrawal](#).

Graduate students in the M.S. degree program (Health Education & Exercise Science only) or students in the Ph.D. program who have not yet completed the oral comprehensive examination (Master's Thesis & Ph.D.) or non-oral comprehensive exam (Master's students only) should be enrolled in at least 6 credit hours each semester and 3 credit hours in the summer whether they are supported by a teaching assistantship, a research assistantship, or personal funds. Please note that certain external fellowships/scholarships may have additional enrollment requirements. After completing the oral comprehensive examination and defense of dissertation proposal (Ph.D. only), students are required to adhere to the [University's Post-Comprehensive Enrollment Policy](#). See [Full-Time Enrollment for Graduate Students](#). Please direct enrollment questions to your advisor.

Academic Integrity & Misconduct

The Health, Sport, and Exercise Science (HSES) Department views academic misconduct as a very serious issue. Students who violate conduct policies will be subject to severe penalties, up through and including expulsion. Please see the [School of Education and Human Sciences Student Academic Misconduct Policy](#) for more information.

Examples of misconduct include (among others) falsification, unauthorized assistance with or plagiarism of reports, term papers, research papers or other written documents; giving or receiving unauthorized aid on examinations; disruption of classes; the offering of gratuities or favors in return for grades. Please see the [University Senate Rules and Regulations policy](#) for additional examples.

Good Academic Standing

- To be considered in good standing in the HSES department, students must maintain a minimum GPA of 3.0, and make a timely progress toward meeting their degree requirements and milestones. A C- is not an acceptable grade for graduate work and will need to be retaken to graduate. For additional information on good standing, please refer to the [Good Academic Standing Policy](#) used by the University. Students may be placed on probation based on the recommendation of the program director and faculty.

- Students may be placed on probation for:
 - Failing to maintain a cumulative grade point average of 3.0
 - Not meeting degree requirements and milestones.
 - Receiving multiple, or consecutive incompletes
- Students placed on probation will receive a written notice from the School of Education outlining their requirements that must be met in order to return to good standing.
- Failure to meet the terms of probation constitutes sufficient grounds for dismissal from the graduate program.
- Students who are experiencing hardship, please reach out to your instructor for assistance. We cannot assist you if we are unaware of your circumstances.
- Please use the links provided below for more information on:

[Probation](#)

[Dismissal](#)

Grading

Minimum Grade Requirements for Core Cores:

- Graduate Studies grading policy establishes a minimum grade of C or higher for a course to count for graduate credit. See [Graduate Credit Policy](#) for more information.
 - Courses will need to be retaken if the student receives a C- or below.

Incomplete Grades:

-
- Refer to [Graduate Studies Grading Policy](#) for more information
- See [University Senate Rules and Regulations, 2.33](#) for more specific clarification

Grading for Thesis & Dissertation Hours:

- Satisfactory Progress- SP
 - Student has met the goals of the semester as agreed upon with the faculty advisor. The progress made in the semester supports timely completion of the thesis or dissertation.
- Limited Progress- LP

- Student completed less than what was agreed upon with the faculty advisor. The semester's progress may cause delays in the timely completion of the thesis or dissertation.
- The graduate program director will track grades of LP in the program. If consecutive grades of LP, or a third LP are reported, for a student, the student may be placed on academic probation and/or a mentoring agreement. If additional LP's are reported after the mentoring agreement and/or probation, the student is no longer making satisfactory progress toward their degree and is out of good academic standing. As a result, the graduate program director may recommend dismissal of the student from the program.
- No Progress-NP
 - Students have shown no evidence of completed work or did not make progress toward the thesis or dissertation.
 - Graduate Program Director will track any NP grades in the program. If a student receives an NP, the student is not making satisfactory progress toward their degree and is considered out of good academic standing. As a result, the director will review the grade and the student record and may place the student on academic probation, complete a mentoring agreement with the student, or recommend dismissal of the student from the program.

Annual Student Progress Review

--Coming Soon

Grievance Procedures

Grievances arising within the HSES Department must be heard under the [School of Education and Human Science Grievance Procedure](#). The School of Education and Human Science Grievance procedure applies to the faculty members, unclassified professional staff, and students.

Note: This procedure does not apply to graduate students in matters related to their employment as teaching assistants. A separate grievance procedure outlined in the Memorandum of Agreement between the University of Kansas and the Board of Regents and the Kansas Association of Public Employees is available for that purpose.

Petitions

Exceptions to the rules and requirements of the graduate programs within HSES may be granted for sufficient reason by the Office of Graduate Affairs and/or the Office of Graduate Studies.

- Types of Petitions:
 - Course Substitution/Waiver

- Exceptions/Changes to program requirements
- Changing Advisors
- Increasing Hours taken outside of KU
- Time Limit Extension (Ph.D. only)
 - *Requests for time limit extensions with expected defense or exam dates outside of Spring or Fall semester will not be considered unless a firm exam or defense date has been set and agreed to by all committee members during the prior Spring/Fall term.*
- FacEx Appeal Petition: Enroll, Drop, Withdraw after deadline
 - *Any petition based on medical justifications are required to have supporting documentation from a health care professional. This statement can be as simple as a letter from the student's doctor's office stating that the student is 'being treated', or 'under doctor's care'. The statement MUST NOT include specifics of the condition for which the student is being treated.*

Please reach out to [Kristina Gordon](#) if you need a petition.

Advising & Mentoring

Advising within HSES is dependent on the program that the student is in. In general, master's students for our in-person programs will work closely with a faculty member to go over their plans of study during their first semester on campus. Students and their advisors are expected to meet every semester to check-in on progress and plan for exams or proposals. For our Sport Management Online Master's program, an advisor from Everspring will reach out to the students after they are admitted to go over coursework. Dr. Williams will complete a mid-point check-in with students to go over progress. For all Ph.D. students, the students must have a faculty member willing to advise them prior to applying. Students will then work with their advisor to develop a program plan and meet regularly to go over progress.

[Graduate Student Advising and Mentoring Policy](#)

Change of Faculty Advisor:

- *Every graduate student is required to have a graduate advisor from the time of admission until completion of degree requirements. Students may change advisors at any time provided they can identify another regular member of the department's graduate faculty willing to accept the position. It is the student's responsibility to identify the new advisor, to notify [Kristina Gordon](#) at once and in writing of such changes so she can submit the proper paperwork, and to notify the previous advisor of the change.*

- *When a change of advisor is necessary for reasons beyond the student's control (e.g., a faculty member leaving KU, retiring, or when the advising relationship is no longer productive), the secondary advisor is expected to step into the role on a temporary basis, unless alternative arrangements are made with the department chair.*
- *HSES will give the student a defined period of time to identify the new advisor of up to **one academic semester (16 weeks)**. HSES will assist with and monitor the process, but it will be entirely the responsibility of the student to initiate contacts and identify a faculty member willing to be their primary advisor. Any faculty member has the right to refuse to continue as a student's advisor or to serve on any student's committee. If a student is unable to identify a program faculty member willing to serve as their advisor within 16 weeks (one academic semester), or sufficient faculty members to make up a committee, this may be grounds for dismissal.*

Regularly & Timely Feedback from Thesis/Dissertation Advisors

- See [Graduate Student Advising and Mentoring Policy](#)

The Department of Health, Sport, and exercise Science is committed to providing regular and timely feedback to ensure graduate students are aware of the assessment of their academic work and their academic standing in the Master's or PhD program.

- **Coursework:** Feedback on and grades for course assignments are provided according to the schedule included in the syllabus. Final grades are entered by the University's grade submission deadline each semester.
- **Academic progress:** Students and faculty are encouraged to meet and discuss students' progress. Students failing to make progress will be notified by their faculty advisor.
- **Dissertation work:** Faculty advisors provide feedback on chapters within two to three weeks unless specified.

Information for Graduate Assistants (GTA, GRA, GA)

General Information for all 3G Positions

- Link to [GTA/GRA/GA Policies](#)
- See building manager, Teresa Aldrich, for access to building and keys to rooms.
- Reach out to the department chair with questions regarding placement.

GTAs

- Link to Policy: [Minimum Qualifications for GTA's](#)

Degree Requirements

Academic Catalog

- *The University Academic Catalog is the definitive source for requirements and regulations for every academic program. However, the Catalog is for informational purposes only and does not constitute a contract. Degree requirements listed in the Catalog have been approved by established University Governance procedures. Degree and program requirements and course descriptions are subject to change. This handbook serves as a supplement to provide further details on the requirements, policies, and procedures described in the Catalog. Link to the master's program [department catalog page](#). Link to the doctoral program [department catalog page](#).*

Master's Degree Requirements

Exercise Science

- Coursework Requirements
 - Please see the department catalog page for a list of courses required for the [exercise science master's program](#).
 - Students who are on the thesis track are required to have 30 hours of coursework.
 - Students who are on the non-thesis track are required to have 36 hours of coursework.
 - Please see [Master's Degree Requirements Policy](#) for more information.
 - Other helpful information: [Master's Degree Time Restraints Policy](#), [Master's Final Exam Policy](#)
- Culminating Effort Options
 - **Thesis Track**
 - Students on the thesis track will be required to work with their advisor to decide on a thesis topic.
 - Students will need a committee of at least three members with graduate faculty status. Please see the [Master's Student Oral Exam Committee Composition Policy](#) for more information.

- [Master's Thesis Submission and Publication Policy](#) and [Embargo Policy for Theses and Dissertations](#)

- **Non-Thesis Track**

- Students will be required to take a comprehensive exam during their final semester of study.
- Students will need 3 committee members with graduate faculty status.
- Each member will provide the proctor with a question for the student to answer on the date of the exam.
- The proctor will reach out to get the questions from the committee members.
 - It is the students responsibility to work with their advisor to determine their committee members and to ask if they would be on their committee prior to getting approval to take comps.
 - Students are to notify Kristina Gordon with who is on their committee. She will complete the necessary forms needed for the school and set up the time and place for the comprehensive exam. Date will be decided prior to this and sent out to faculty ahead of time.
- Outcome

- **Thesis Track**

- After thesis defense, the committee will determine whether the student passes or fails the comprehensive exam.
 - In most cases, the student is allowed to make corrections unless there are too many corrections to make.

- **Non-Thesis Track**

- After the student takes the comprehensive exam, their responses are sent to their committee member to grade.
 - At that point, the committee member will decide on a pass or fail option.

- Students that fail a portion of their exam typically are given a chance to correct it. However, that is up to the committee member to decide.
- Students MUST pass at least 2 of the 3 questions to pass their comprehensive exam.

Health Education

- Coursework Requirements
 - Please see the department catalog page for a list of courses required for the [Community Health master's program](#).
 - Students who are on the thesis track are required to have 30 hours of coursework.
 - Students who are on the non-thesis track are required to have 36 hours of coursework.
 - Please see [Master's Degree Requirements Policy](#) for more information.
 - Other helpful information: [Master's Degree Time Restraints Policy](#), [Master's Final Exam Policy](#)
- Culminating Effort Options
 - **Thesis Track**
 - Students on the thesis track will be required to work with their advisor to decide on a thesis topic.
 - Students will need a committee of at least three members with graduate faculty status. Please see the [Master's Student Oral Exam Committee Composition Policy](#) for more information.
 - [Master's Thesis Submission and Publication Policy](#) and [Embargo Policy for Theses and Dissertations](#)
 - **Non-Thesis Track**
 - Students will be required to take a comprehensive exam during their final semester of study.
 - Students will need 3 committee members with graduate faculty status.
 - Each member will provide the proctor with a question for the student to answer on the date of the exam.

- The proctor will reach out to get the questions from the committee members.
 - It is the students responsibility to work with their advisor to determine their committee members and to ask if they would be on their committee prior to getting approval to take comps.
 - Students are to notify Kristina Gordon with who is on their committee. She will complete the necessary forms needed for the school and set up the time and place for the comprehensive exam. Date will be decided prior to this and sent out to faculty ahead of time.

- Outcome
 - **Thesis Track**
 - After thesis defense, the committee will determine whether the student passes or fails the comprehensive exam.
 - In most cases, the student is allowed to make corrections unless there are too many corrections to make.

 - **Non-Thesis Track**
 - After the student takes the comprehensive exam, their responses are sent to their committee member to grade.
 - At that point, the committee member will decide on a pass or fail option.
 - Students that fail a portion of their exam typically are given a chance to correct it. However, that is up to the committee member to decide.

 - Students **MUST** pass at least 2 of the 3 questions to pass their comprehensive exam.

Online Sport Management

- Coursework Requirements

- Please see the department catalog page for a list of courses required for the [sport management online master's program](#).
- Please see [Master's Degree Requirements Policy](#) for more information.
- Other helpful information: [Master's Degree Time Restraints Policy](#)
- Culminating Effort Options
 - Coursework Only: Students in the online master's program will take a final capstone course (HSES 896) in their last semester of study.
 -
 - Reminders: Students must have at least a 3.0 GPA and nothing lower than a C to graduate.

Doctoral Degree Requirements

Exercise Physiology, Sport Management, and Health Education

- Admission
 - Refer to page 7 for admission requirements for doctoral degree programs
- Coursework and Degree Requirements
 - Students completing their PhD will work closely with their advisor to set a schedule that fits their area.
 - Students in HSES are required to take HSES 990 Doctoral Seminar, otherwise classes can be determined along with their advisor.
 - Students will need to take 36 credit hours of major coursework (determined by student and advisor) and 12 hours of research skills. Please refer to the [catalog](#) for more specific options.
- Research Skills & Responsible Scholarship
 - Link to [Research Skills and Responsible Scholarship Policy](#)
 - PhD students must meet these requirements before they take their comprehensive exam.
- Establishing a Committee
 - PhD students work with their advisors to determine who is on their committee.

- Students are responsible for reaching out to committee members to see if they will be on their committee.
 - Please reach out to Kristina Gordon to verify that committee members are able to serve on committees.
- Committees need to be at least 4 tenure track members with Graduate Faculty Status. You may have up to 7 members if needed.
 - At least half need to be from the department of study. For example, 2 committee members need to be tenure track faculty from HSES on a 4 person committee. For 5 committee members, 3 have to be from the department of study.
 - Students will need one outside tenure track member to serve as a graduate representative.
 - ALL members will need to have a Graduate Faculty Appointment to be on your committee.
 - If you do not know, reach out to Kristina Gordon for assistance.
 - If there is someone that resides outside of KU that you want to serve as an outside member, please send Kristina Gordon their most recent CV so that she can put through the paperwork to get them approved to serve on your committee.
- Oral Comprehensive Exam Procedures
 - Comprehensive exams are determined by their advisor and the program that the student is in.
 - Students will work with their advisor to set a date, time, and location for their comprehensive exam.
 - Students are responsible for reaching out to their committee to coordinate a time that works for all.
 - Students will need to submit their signed program plan and PhD residency agreement to Kristina Gordon at least 3 weeks in advance to their comp exam date.
 - Failure to do so will result in a delay of your comprehensive exam
 - [Link](#) to Doctoral Degree Comprehensive Oral Exam

Dissertation Proposal

- This is a separate process from the oral comprehensive exam.
- Students will work with their advisor to determine length of proposal and what they need to do.
- Students will need to submit a copy of their proposal and a signed title page with 3 signatures to Kristina Gordon after they complete their proposal.

Post-Comp Enrollment

- PhD students must have 18 dissertation hours for the HSES program
- [Link](#) to Doctoral Candidacy Policy

Dissertation

- Students will work closely with their advisor to go over the expectations for their dissertation.
- For assistance with formatting, please use this [link](#).
- Students will need to notify Kristina Gordon 3 weeks prior to defense date with the following:
 - Committee members
 - Time, Date, and Location of defense
 - Is the defense in-person, virtual, or hybrid?
 - Title of Dissertation (exactly how it needs to be spelled on transcript)
 - All dissertation defenses are posted on the University Calendar, so if the defense is virtual or hybrid, please provide a link for the defense to be added to the calendar.