

THE GRADUATE HANDBOOK
of the
Department of
Health and Sport Studies

THE UNIVERSITY OF IOWA

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USING THE GRADUATE HANDBOOK

The Graduate Handbook is a reference guide to information about the graduate programs of the Department of Health and Sport Studies. The Handbook should be used as a supplement to other important reference materials such as:

The UI New Graduate Student and Scholar Handbook: A general guide to graduate student life; available from the Graduate College Office, 205 Gilmore Hall, or at www.uiowa.edu/~gradcoll/handbook/index.html

The Manual of Rules and Regulations of the Graduate College: The ultimate reference for matters of graduate education; available from the Graduate College Office, 205 Gilmore Hall. The manual is also online at www.uiowa.edu/~gradcoll/manual.htm. Students are under the jurisdiction of the Rules and Regulations in effect when they first register as students.

The University of Iowa General Catalog: Contains listings of course offerings available from all departments or schools as well as general University information; available from Calvin Hall.

Master's and Doctoral Candidate Degree Information: A brief guide to important deadline dates for filing degree applications. Published each year. Available from the Registrar, Room 1, Jessup Hall, and from the Graduate College Office, 205 Gilmore Hall.

Thesis Manual: Specific guidelines and regulations for thesis and dissertation preparation and format; available from the Graduate College Office, 205 Gilmore Hall, and at www.uiowa.edu/~gradcoll/thesis.htm.

Graduate students are expected to familiarize themselves completely with all the requirements for the successful completion of their degrees. Students are under the jurisdiction of the departmental graduate program policies in effect when they first register. In cases where policies have become more lenient, students have the choice of abiding by past or present policies. Such actions must be discussed with the advisor and the Chair of the Graduate Committee.

This handbook is intended to facilitate but by no means to replace individual student responsibilities for their own academic futures. Use this handbook as a resource. Do not hesitate to seek assistance from your advisor or any other graduate faculty member.

Individuals with suggestions for improving the Handbook should contact Dr. Susan Birrell, Professor Health and Sport Studies.

PROGRAMS OF STUDY

The Department of Health and Sport Studies offers courses of study leading to the M.A. and Ph.D. Curricula and requirements for each specialization can be found in Appendix A.

The Masters program offers specialized courses of study in two areas: Sport Studies, which includes athletic administration and cultural studies; and Psychology of Sport and Physical Activity, which joins sport psychology and health promotion. More details can be found on pages 6 - 9.

The Ph.D. program offers specialized courses of study in two areas: Sport Studies, which includes athletic administration and cultural studies; and Psychology of Sport and Physical Activity. More details can be found on pages 9-12.

THE GRADUATE COMMITTEE

The Graduate Committee is comprised of faculty representatives from all masters and doctoral areas. A full list of graduate faculty and their areas of expertise can be found on page 27. The Committee has final jurisdiction over all matters pertaining to graduate work in the Department. The Committee meets to consider graduate matters once a month.

Early in the fall semester, the master's and doctoral students each choose a representative to serve on the Graduate Committee. Alternates are also chosen.

ADMISSION TO THE GRADUATE PROGRAM

Admission Standards

The Graduate College requires a minimum grade point average of 3.0 for admission with regular status to the masters and Ph.D. programs. Students whose GPA is below that standard may be accepted on conditional status. The conditions of admission will be specified in the letter of acceptance.

The Department requires that the Graduate Record Examination be taken before admission. Foreign students for whom English is a second language must attain a minimum TOEFL score of 220 on computer adapted test or 560 on paper test. At least three letters of recommendation are also required. These letters should be from people qualified to speak to the applicant's academic abilities.

The department strongly prefers to accept students only for fall admission. Only in exceptional cases are students admitted for the spring semester. Review of applicants begins in February and most decisions for funding are made by mid-March. No applications can be accepted after March 1.

Transfer of Credit

Master's students may transfer a maximum of 6 hours of graduate work for credit. Doctoral students may transfer for credit the master's hours plus a maximum of 10 hours of graduate work beyond the requirements of the master's degree. These hours must be taken at an institution which offers a graduate level program in the student's area. Hours for transfer must be approved by the advisor. Problems should be addressed to the Graduate Committee.

Deficiencies

Each area of specialization has set its own areas of competency. Course deficiencies or prerequisites not completed before entrance must be taken at the earliest possible time. The transcripts of all incoming graduate students are evaluated by the advisor, and the need for correcting deficiencies is assessed.

Generally courses taken to make up deficiencies are not considered part of the student's M.A. or Ph.D. program. With the advisor's consent, the student may petition the Graduate Committee to have graduate level courses that are taken to remove deficiencies also count in the student's graduate program.

When removing deficiencies, students may register for 0 credit in a course. In this case the course would appear on the student's record with the grade earned. The student is expected to attend classes and successfully complete all assignments and exams, but specific requirements may vary with the course and the instructor.

Combined Master's and Doctoral Programs

1. Any student who does not have a Master's degree or equivalent must apply as a Master's candidate.
2. Master's candidates may not apply for a change of status to the doctoral program until at least one semester of course work (9 hours) has been completed.
3. Students must complete a change of status form and the standard application form for the Ph.D. program which includes transcript, GRE scores and grade point average. No additional outside references are required.
4. The Graduate Committee will review each application and approve or disapprove the change of status.
5. All master's degree requirements must be completed before regular admission into the Ph.D. degree program. Students who have not completed all master's requirements may be admitted to the doctoral program upon the condition that all master's requirements be completed within one academic year. "One academic year" begins from the end of the semester during which the student's request is approved.

Changing to Doctoral Status from Master's Status

Master's students who wish to continue their graduate careers in the Department must reapply for doctoral candidate status through the proper University and Departmental channels.

All Graduate students wishing to shift from one curriculum track to another must receive Graduate Committee approval.

ADMISSION TO DEGREE CANDIDACY

Acceptance to degree candidacy is determined after a formal evaluation by the Graduate Committee following the Masters student's first full semester (at least 9 semester hours) or a Ph.D. student's first two semesters (18 semester hours) of course work. Acceptance is determined by grade point average of at least 3.0, with particular attention given to the grade in 28:204 Research Methodologies; performance on the writing competency examination; and the consensus of the Graduate Committee regarding the student's ability to successfully complete graduate study.

Students cannot propose a thesis or write the comprehensive examination until degree candidacy has been approved.

Master's students are admitted to the non-thesis program and must petition the graduate committee in order to change to the thesis program.

REMAINING IN GOOD STANDING IN THE PROGRAM

The Graduate Committee reviews graduate students at the end of each semester to evaluate their performances.

Normal Progress

Normal progress for full-time students is 9 credit hours per semester. Students on half-time assistantships may register for a maximum of 12 credit hours per semester. Students on quarter-time assistantships or those without assistantships may register for a maximum of 15 credit hours per semester. Exceptions to these policies may be made only by the request of the advisor and with the approval of the Graduate College and/or the Departmental Graduate Committee depending upon whose policy is being appealed.

Grade Point Average

To remain in good standing in the University, master's students must maintain a 2.5 GPA and doctoral students must maintain a 3.0 GPA. Grades are computed on the following scale: A=4, B=3, C=2, D=1 and F=0. Courses in which a D or an F is earned carry no credit toward advanced degrees. Courses numbered below 100 carry no credit toward advanced degrees.

Students receiving assistantships from the department must maintain a 3.0 grade point average.

Incompletes

Incompletes are granted under only the most severe circumstances. They must be removed within the following semester (excluding the summer session) or the incomplete becomes an F.

Registration Policies

Students must register for each semester they intend to take courses. Students need not register during summer sessions if they do not plan to take courses. A maximum of 15 hours per semester or 8 hours for an 8-week summer session is allowed. An additional registration for up to 3 semester hours of graduate credit is permitted in the three-week summer session.

Students must be registered for the semester during which the degree will be conferred.

Students who fail to register for 36 months or more may be asked to apply for readmission to the department.

Doctoral students who have passed comps must continue to register through the semester in which they take their final exam (defend their dissertation). A post-comps registration option is available to such students.

Residency

At the master's level, at least 24 semester hours must be completed under the auspices of The University of Iowa. Doctoral students should meet the residency requirements defined in the Graduate College Manual.

Reduction of Credit

Students must complete their degrees within ten years of first registration, after which they lose credit for those courses taken over ten years previously. For master's students this time period dates backward from the session in which the degree is to be conferred.

Doctoral students must finish their dissertations within five years of passing the comprehensive examination or they may have to retake comps and be granted special permission by the department to continue. This is a Graduate College rule.

Correspondence Courses

Master's students may petition the Graduate Committee to accept up to 6 hours of correspondence credit. The request must be approved by the advisor, the Graduate Committee, the Department Chair and the Graduate Dean.

Advisors

Each incoming graduate student is assigned to a member of the graduate faculty for initial planning. Changes in advisors may occur as the student chooses a thesis topic and/or an area of specialization.

A form listing the student's advisor is filled out by the student during the first semester and placed in her or his file. Should the student wish to change advisors, the form should be taken to the former advisor, the new advisor and the graduate chair for their signatures.

Plans of Study

Two different plans must be filed. Both forms are available in the Main Office. One is a Departmental advising plan used to guide the student and to ensure that all Departmental requirements are fulfilled. This form should be filled out by the student and the advisor and given to the chair of the graduate committee for approval before the completion of the first semester. If there are problems, the Graduate Committee will discuss the program.

The second plan of study form is a Graduate College form. This form is prepared in the last semester of registration for the master's degree or preceding the writing of doctoral comprehensives. This form must be approved by the advisor and filed with the Graduate College.

Subtrack Designation

The Graduate College has approved the use of the subtrack designations listed below as optional transcript entries for students receiving graduate degrees in Health and Sport Studies. Students must request that subtrack designations appear on their transcript by filing the appropriate form with the Graduate College. You may pick up the form from the Health and Sport Studies Main Office, E102 FH.

Master of Arts Degree (M.A., M.A.-)

28K Sport Studies

28G Psychology of Sport and Physical Activity

Doctor of Philosophy Degree (Ph.D.)

28K Sport Studies

28J Psychology of Sport and Physical Activity

THE MASTER'S PROGRAM

The master's degree is awarded upon completion of at least 36 credit hours of graduate work including thesis, or 37 hours of course work without thesis. All Master's students must complete a group of foundation courses supplemented with work in their specialization area.

Students should familiarize themselves immediately with the sequencing of course offerings so that they can plan their program most effectively. Most courses are not offered both semesters but follow a fairly well established pattern. Certain of the graduate courses offered during the regular year are offered in summer as well, but most of these are alternated every other summer.

Requirements of All Master's Students

Writing Competency

A writing competency examination is taken by all new students early in their first semester of registration. Students entering during the summer session write the examination in the fall. Students for whom English is a second language are given twice as long to write the examination.

The examination is evaluated by the Graduate Committee in terms of clarity of expression, organization of ideas, and grammar. Students are placed in one of three categories: no major problems; some minor problems, which merit the student's attention; and failure due to serious problems, in which case the student must rewrite the examination. The Director of Graduate Studies meets individually with each student to go over the evaluation. Students with poor skills must work to improve them, for example by taking a course recommended by the Graduate Committee. This course would not count toward degree credit.

Students must pass the examination before proposing a thesis or writing the comprehensive examination. Opportunities to rewrite are offered once a semester at a time designated by the Graduate Committee.

Students who wish to rewrite must notify the Graduate Committee in writing of their intentions.

Required Courses

All students must take the departmental foundation courses:

28:202 Critical Perspectives	3 s.h.
28:204 Research Methodologies	3 s.h.
28:300 Research Colloquium	1 s.h.

In-Department Hours Requirements

1. Thesis students must complete at least 19 hours, including the thesis, in the Department. Non-thesis students must complete 20 hours in the Department.
2. Master's students receiving more than one year of support must take 5 of their 9 hours in the Department or 2 of their 4 hours during the summer session. Exceptions to this requirement should be taken up with the graduate committee, beginning with a written petition to the Director of Graduate Studies.

Substitutions

At the discretion of the advisor, a student may substitute up to 6 hours of program requirements without petitioning the Graduate Committee.

Program Options Courses of Study

The master's program offers specialized courses of study in two areas. Each emphasis has a specific curriculum and specific course work requirements (see Appendix). Areas of emphasis are:

Sport Studies – students in this area may further focus on cultural studies of sport or on athletic administration

Psychology of Sport and Physical Activity - students in this area can select from an emphasis in sport psychology or health promotion.

Thesis or Non-thesis Option

Master's students may select either the thesis or non-thesis option, however admission to the thesis program is contingent on a favorable evaluation by the Graduate Committee after the first full semester of course work. The student must formally request to be admitted to the thesis program.

The thesis program entails successful completion of 36 hours of course work, including the thesis. This usually consists of 30 hours of course work and 6 hours of thesis. Specific information pertaining to aspects of thesis preparation can be found on pages 14-16.

Non-thesis programs entail successful completion of a minimum of 37 hours of course work. Non-thesis programs must include graduate level courses from at least three graduate faculty members within the Department of Health and Sport Studies. Non-thesis students, must pass a comprehensive examination (see below).

Internships/Practicum

As a part of their course work students may elect to do an internship or a practicum within the Department. Master's and doctoral students may receive up to 3 hours of credit for approved internships or practicum. Each hour of credit represents approximately 5 contact hours of work per week over the course of a 16 week semester.

For summer session, each hour of credit represents approximately 10 contact hours per week for an 8 week session.

Master's Comprehensive Examinations

Master's comprehensive examinations are taken only by those students who choose the non-thesis option.

1. Students may not take the comprehensive examination until they have passed the writing competency examination.
2. Comps will be given only once during Fall semester and once during Spring semester. The Graduate Committee will set the dates. Usual dates are in early November and early April. Students may write comps during the summer only by petition to the Graduate Committee.
3. Students must petition the Graduate Committee to take comps, indicating when they wish to write, the areas to be written, and the three faculty members who will serve on their committee. The proper form may be obtained in the departmental office. Signatures of members who agree to serve should be obtained on this form.
4. The comprehensive examination consists of three questions:
 - a. the student's major substantive area/emphasis area
 - b. the student's minor area
 - c. research and analysis or interdisciplinary (interdisciplinary refers to the integration of all graduate coursework as it relates to student's emphasis area)
5. The examination period is 4 hours: One hour for planning and 1 hour for writing in each subject area.
6. The examination will be proctored by a member of the graduate faculty. Proctoring consists of starting and ending the examination and making periodic checks.
7. All three members of the comps committee will evaluate all three areas as passing or failing, taking into account both the content of the response and the clarity of expression. An area is failed if two faculty members judge the answer unacceptable. The student must rewrite that portion of the exam. The entire exam is failed if the student fails two or more areas, and the student must rewrite the entire examination.
8. Students may learn the results of the examination in person from their advisors or wait for the written notification from the Graduate Committee chair. The student should see the advisor for more complete feedback on the evaluations.

9. An oral examination is held only if the examination committee deems one in order to test the student further or allow the student the opportunity to elaborate on his or her written examination. The student is allowed to see the written exam paper at least the night before the oral examination.
10. At the discretion of the Graduate faculty, a student who fails the examination may present herself or himself for reexamination, but not sooner than the next regularly scheduled examination period. The examination may be repeated only once.
11. A student who fails the first attempt at the comprehensive examination may not switch to the thesis option.

THE Ph.D. PROGRAMS

The Ph.D. is awarded upon successful completion of 60 or more semester hours beyond the master's degree. The doctoral degree requires concentrated study in an area of specialization, culminating in the preparation of the dissertation.

Areas of Specialization

The Department offers two areas of specialization at the doctoral level, Sport Studies, which includes focus areas in cultural studies or athletic administration; and Psychology of Sport and Physical Activity. Each area of emphasis has a specific curriculum and specific course work requirements.

Requirements For All Ph.D. Students:

Writing Competency

A writing competency examination is taken by all new students early in their first semester of registration. See pages 6-7 for details.

Required Courses

All doctoral students must satisfy the requirements of the master's curriculum in their specialization. All doctoral students must also complete the departmental foundation courses:

28:202	Critical Perspectives	3 s.h.
28:204	Research Methodologies	3 s.h.
28:270	Social Psychology of Sport and Physical Activity	3 s.h.
28:274	Philosophy of Sport	3 s.h.
28:278	History of Women in Sport	3 s.h.
*28:300	Research Colloquium	3 s.h.
28:399	Thesis: Ph.D.	12 s.h.

*Doctoral students must register for Research Colloquium every semester it is offered and they are registered as full-time students.

All doctoral students must take a 3 credit hour research seminar that goes beyond the scope of 28:204 Research Methodologies. Students should consult their advisors regarding appropriate courses that satisfy this requirement.

Hour Requirements

1. This Department requires all doctoral students to complete 60 or more semester hours of course work beyond the master's degree. A maximum of 93 hours has been set by the Graduate College.
2. A minimum of 50 semester hours must be completed at The University of Iowa.
3. A minimum of 20 hours, excluding dissertation, must be completed in the Department of Health and Sport Studies.

4. A minimum of 12 hours must be taken outside the Department.
5. A maximum of 12 hours of dissertation credit will count toward the degree.
6. Two full-time semesters of not less than 9 semester hours each must be taken after the first 24 semester hours of graduate work. The Graduate College Manual provides for an alternate means of satisfying the requirement (see section XII, C).

Doctoral Comprehensive Examinations

All doctoral students must pass a comprehensive examination focused on but not necessarily limited to their area of specialization.

1. Doctoral comps are scheduled on an individual basis. The student must petition the Graduate Committee to take comps indicating when she or he wishes to write comps and requesting the faculty members who are to serve on the committee.
2. A student must be registered in the Graduate College at the time of the comprehensive exam, which must be passed no later than the session prior to the session of the student's graduation.
3. The comps committee is comprised of the student's advisor and four other graduate faculty members. At least three committee members must be faculty of this department. At least one member must be from outside the department. The student has input into the selection of the committee.
4. The student must take responsibility for contacting members of the comps committee regarding their willingness to serve and the dates convenient for them. Signatures of committee members should be obtained on the proper form, available in the main office.
5. Comps questions come from at least two, and preferably more, faculty members.
6. At least one week prior to the exam, the advisor must evaluate the exam questions to determine if the exam can be completed in the amount of time.
7. The comprehensive exam consists of two parts; a written and an oral exam.
 - A) The written exam will be 8 hours in length, generally divided into two four-hour segments held on consecutive days.
 - B) The oral exam will be 1-2 hours in length, generally scheduled to occur 7-14 days after the written exam.
8. The advisor will proctor the examination. Proctoring consists of starting and ending the examination and making periodic checks.
9. With the advisor's consent, the student may use a personal computer to write the exam.
10. All committee members will read and evaluate all questions.
11. Within 7 days of the written exam the advisor will contact the committee members to ascertain if the oral exam should go forward. The student will be

notified of the committee's decision and will be provided with a copy of the written exam a minimum of 3 days prior to the oral exam.

12. At the oral examination meeting, the committee will excuse the student from the room for a few minutes while they share their evaluations of the written portion of the exam and decide whether the oral will constitute a defense of the exam or be a more wide-ranging discussion. The student will then be invited back in and apprised of the committee's assessment of the written exam.
13. Following the oral portion of the exam, the student will again be asked to leave the room. The committee will evaluate the entire exam and vote "satisfactory," "satisfactory with reservations," or "unsatisfactory." The student will be called back into the room and informed by the committee chair as to the committee's decision.
 - A) Four votes of "satisfactory" will result in the successful completion of the comprehensive exam.
 - B) Two or more votes of "satisfactory with reservations" means the student must satisfy some stipulation of the committee. The report to the student must state these stipulations explicitly and make clear the amount of time allowed to satisfy them.
 - C) Two or more votes of "unsatisfactory" means the student has failed the exam and must repeat the written portion, the oral portion, or both. Only one retake of the exam is allowed.
14. Written notification will be made to the student and the Graduate College within 14 days of the taking of the written examination.

Dissertation

All Ph.D. students are required to complete a dissertation. The dissertation and final examination in defense of it are the final stages in the doctoral career.

Timeline for Doctoral Requirements

1. The comprehensive examination should be taken toward the end or after the completion of the student's course work (but not later than the session prior to graduation).
2. The dissertation proposal should be made after passing the comprehensive examination.

GUIDELINES FOR THESIS AND DISSERTATIONS

All doctoral candidates and all master's candidates who choose the thesis option must complete a piece of original research. Guidelines for dissertation and thesis preparation are explicitly stated in several other sources with which students should thoroughly acquaint themselves. The summary remarks here are by no means complete. Students should thoroughly familiarize themselves with the *Thesis Manual* of the Graduate College (www.uiowa.edu/~gradcoll/thesis.htm). The "Thesis Preparation Checklist" Appendix A of the *Thesis Manual*, is particularly helpful. The Graduate College also provides a template for the preparation of the manuscript: www.its.uiowa.edu/cs/office/index-thesis.htm

Thesis and Dissertation Committees

Master's thesis committees consist of the advisor and at least two other graduate faculty members.

Dissertation committees consist of the advisor and four other graduate faculty members, including at least one from outside the Department.

Thesis and dissertation committees must be selected by the student and advisor at proposal stage. The following sequence of events should be observed:

1. The student and advisor agree on the committee members.
2. The student contacts the committee members and asks them to serve. The student completes the Thesis/Dissertation Committee Approval form and obtains the signatures of the committee members who have agreed to serve.
3. The form is submitted to the Graduate chair and the Department chair for approval. The chairs may bring the matter before the Graduate Committee if deemed necessary.
4. The approved form is filed in the student's file.
5. If requested by the student or any committee member, the advisor convenes the committee prior to formal proposal preparation to clarify procedures and responsibilities.

Changes in committee personnel must be submitted in writing to the Department chair and the chair of the Graduate Committee.

The Proposal Defense

The thesis or dissertation is defended in a forum to which all graduate faculty and students are invited. Before such a defense is scheduled, the student receives feedback from her or his advisor and from the other thesis committee members. One copy of the proposal should be made available in the Department office and one copy of the proposal should be given to each member of the thesis or dissertation committee. A shortened version of the proposal will be placed on reserve in the departmental library for remaining faculty to review.

All graduate faculty have the right to question the candidate; however, only the committee members have a vote in acceptance or rejection of the proposed research.

Proposal defenses are not to be scheduled during the summer session except under extenuating circumstances. In such cases, the following procedure must be followed:

1. The student must petition the Graduate Committee during the regular academic year.
2. The thesis or dissertation committee must be approved during the regular academic year.
3. The date for the proposal must be set before the close of spring semester and must fall during the last week of the first summer session or the first week of the second summer session.

Proposal Approval

A copy of the proposal, amended to thesis committee approval, is signed by the thesis committee and kept on file in the main office. This signed proposal serves as an informal contract between the student and the thesis committee.

Style and Format

The thesis or dissertation must conform in style and format to Graduate College requirements. Every student should become thoroughly familiar with the Thesis Manual published by the Graduate College. The Graduate College provides a template for the formatting of the thesis; see www.its.uiowa.edu/cs/office/index-thesis.htm Other questions may be referred to the Graduate Examiner in the Graduate College offices.

Format adaptations may be necessitated by the nature of the research. The student should consult her or his advisor, but the ultimate authority in all such matters is the Graduate College.

Human Subjects Regulations

All research with human subjects must be cleared with the Human Subjects Office. Forms and information are available at www.vpr.uiowa.edu/hso

Research in the public schools requires a more extensive application procedure. Contact the Cooperating Schools Program in the College of Education.

Students planning to do research which involves risk or which utilizes a public school sample must allow at least one month for their requests to clear these outside committees.

Plan of Study and Final Examination Request

The Plan of Study form and the Request for Final Examination form, including nominations for the examination committee, are reviewed by the Department chair. If approved, the request is forwarded together with the title of the thesis and the place, date and time of the defense, to the Graduate College. This information must be in the hands of the Graduate College no later than 3 weeks prior to the defense.

Announcement of final dissertation defense dates are published in FYI. In addition, notice of dates and topics for M.A. and Ph.D. students is sent to all Departmental faculty and graduate students.

First Deposit

The first deposit of one copy of the thesis or dissertation in final, finished form is due in the Graduate College office no later than 4 weeks prior to the graduation date at which the degree is to be conferred.

The Final Examination

For Masters students, the final examination is either the comprehensive exam or the defense of thesis.

For Ph.D. students, the final examination is the formal defense of the dissertation. Final examinations are open to the public. The final examination may not be held until the next session after passing comps. A student must pass the final examination no later than five years after passing comps.

The final examination committee for the Ph.D. student is comprised of no fewer than five graduate faculty members, who are not necessarily the comprehensive examination committee members. One member of the committee must be from outside the Department. Final examination committees are appointed by the Dean upon the recommendation of the Department.

The final examination will be evaluated as satisfactory or unsatisfactory. Two unsatisfactory votes will make the committee report unsatisfactory. Results are due in the Graduate College office within 48 hours after the examination.

Copies

After the successful defense, at least four copies of the thesis or dissertation must be prepared: one for the Graduate College, one for the Department, one for the advisor, and one for the student. It is customary to present a bound copy of the thesis or dissertation to each member of the thesis committee.

After the dissertation is microfilmed, the second copy is returned to the student, if the student has signed a form in the Graduate College asking for it.

Abstract

All M.A. and Ph.D. candidates must prepare an abstract of length comparable to those published in the volumes of Completed Research in Health, Physical Education and Recreation (approximately 200 words). The three copies of this abstract are filed with the Department.

The Graduate College specifies that an abstract not to exceed 350 words be submitted with the dissertation. Instructions for the format of this abstract may be obtained in the main office and must be followed exactly. A copy of the abstract must accompany both copies of the dissertation deposited with the Graduate College. The third copy remains in the Department.

Binding

Binding of the Departmental and student copies may be arranged for by the Department, however, the least expensive binding service is through the University Libraries. The student brings the copy of the thesis intended for the Department and the one for the advisor - and as many additional copies as are desired - to either the University Library or Department office after the oral examination is over and all corrections have been made, and deposits the money for the binding. An unbound copy submitted to the Graduate College is later bound by the University before deposit in the University Library.

Final Deposit

The final deposit of the thesis (one copy) or dissertation (two copies) including the abstract and the signed Certificate of Approval is due in the Graduate College at least 10 days before anticipated graduation. Final deposit must be made no later than the end of the next semester; otherwise the student may be required to defend the dissertation or thesis again.

GRADUATE ASSISTANTSHIPS

The Department tries to fund as many qualified students as possible through fellowships, teaching assistantships or research assistantships. Masters students generally are supported at the quarter time level for a maximum of one academic year. Doctoral students generally are supported at the half-time level for a maximum of three academic years. The most effective allocation of hours is determined by the Graduate Committee and the student.

Criteria for Awarding Graduate Assistantships

1. Academic record: Minimal GPA of 3.0 on all course work.
2. Teaching or research qualifications: Positive evaluations from previous employers or teachers. Departmental and faculty needs are also given consideration. A resumé

and letters of reference may be submitted in support of an application for assistantship funding.

3. Full-time status: Registration for at least 9 semester hours. Students who drop below 9 hours while on assistantships will not be awarded TA's in the subsequent semester.
4. English proficiency: Students for whom English is a second language must demonstrate their proficiency on the SPEAK test administered by the English as a Second Language program the week before classes begin.

Criteria for Renewal of Graduate Assistantships

In addition to the above criteria, continuing graduate students must be registered for at least 9 credit hours of graduate work per semester during the period of the assistantship. Graduate assistants who have fewer than 9 semester hours of coursework remaining may petition the Graduate Committee for a one semester exemption from the 9 credit hour requirement.

Renewal is dependent on satisfactory work as a teaching or research assistant.

Criteria for Awarding Summer Session Assistantships

Some teaching assistantships are available during the summer session. Interested students must fill out the special form for requesting a summer session assistantship.

In addition to the criteria listed above, those awarded summer teaching assistantships must register for a minimum of 2 credit hours during the summer session.

Preference will be given to students in an early stage of their careers, i.e., first year master's students and first and second year doctoral students. Graduate students who have not met their obligations as TAs or RAs in the preceding academic year will not be considered for summer appointments.

Applying for Support beyond the Maximum

Students who have already received maximum support will be considered for additional support only after other students have been assigned and only if Departmental needs exist.

Students who receive additional support must take most of the hours within the Department. This means 5 of 9 hours during the regular semester.

Policies Concerning Graduate Assistants

The time demands placed on graduate assistants must be kept within the limits of the following policies set by the Graduate Committee.

1. Graduate assistants are expected to attend all their classes and meet all requirements for their course work and their assistantship.
2. Graduate assistants should put in a maximum of ten hours per week for a quarter time appointment or twenty hours per week for a half-time appointment.

SCHOLARSHIPS

C. Pauline Spencer

This scholarship is named in honor of a 1923 graduate of the Department of Physical Education for Women (now the Department of Health and Sport Studies). Applicants must be female undergraduate or graduate students enrolled in or planning to enroll in the Department. Criteria for the award are established by the Department and approved by the family of the donor. The award provides support toward necessary expenses up to the cost of tuition, required books and fees, and support toward living expenses. The scholarship is renewable at the discretion of the scholarship committee.

Mary Monroe Bell

The Bell Scholarship fund was established in 1988 by Katherine and Harris Seidel in honor of Katherine's sister, Dr. Mary Bell, who completed her Ph.D. in the Department of Physical Education for Women in 1955. An annual scholarship is given to a female graduate student in the Department. Criteria for the award include the completion of a least 9 hours of coursework with a minimum GPA of 3.0, and admission to degree candidacy.

M. Gladys Scott

Dr. M. Gladys Scott was a nationally renowned scholar who served as chair of the Department of Physical Education for Women from 1955 until 1974. In her honor, annual grants are awarded to graduate students to support their research. Criteria for the award include the completion of at least half the coursework for a graduate degree, minimum GPA of 3.0, and demonstrated financial need.

Laura Tuttle Memorial Scholarship

This scholarship was established in 1970 to honor Laura Tuttle, a graduate student in the Department of Physical Education and Dance. It is given to a graduate student who possesses high professional standards. Criteria include completion of at least half the coursework for a graduate degree, a minimum GPA of 3.0, thesis or dissertation in progress, and financial need.

Wells Scholarship

This scholarship was established in 1994 through a gift from Katherine F. Wells to provide one annual scholarship for tuition, books, fees, and room and board for a female graduate student majoring in physical education. Criteria include two consecutive years of teaching experience in the same position at the same school, with high recommendation of being a good teacher. The recipient cannot hold any other

scholarship and must be a full-time student maintaining a 3.0 GPA and may continue to qualify for up to three years.

GRIEVANCE PROCEDURES

General Policies

Students with concerns or complaints about the graduate program or procedures of the Graduate Committee are encouraged to express those concerns in an appropriate manner. The student should first discuss problems and concerns with the appropriate faculty member. The second step should be to discuss matters with the academic advisor. Finally, the student may bring the matter before the Graduate Committee either by communicating the concern to one of the student representatives to the Committee or by asking to appear before the Committee.

Advising Problems

Students are free to change advisors at any point in their graduate career. This is done by getting the advisor form from the student's file and taking the form to the former advisor, the new advisor and the chair of the Graduate Committee for their signatures. The revised form is then placed in the student's file.

COGS

Students on graduate assistantships are represented by COGS, a local chapter of the United Electrical, Radio and Machine Works of America, which has its own set of grievance procedures.

Departmental Review Procedures for Academic Dismissal

This policy pertains to issues focusing on the review procedures to be followed in the event that a student dismissed for academic reasons from the graduate program in the Department of Health and Sport Studies requests a formal review of the dismissal. The procedure outlined below is in accord with Section IV, paragraphs E, F, of the Graduate College Manual of Rules and Regulations, 1999.

The procedure for academic dismissal is as follows:

1. The Department will designate an Academic Dismissal Review Committee, including two graduate students selected by all graduate students at the beginning of each academic year, to serve if called upon.
2. Prior to the formal initiation of the academic dismissal review process, a student should discuss grievances with the Departmental chair in an attempt to resolve such grievances informally.
3. If the student continues to feel the dismissal is improper and cannot be resolved through the discussion provided for in 2 above, the student shall forward a written request for review of the dismissal to the Departmental chair. The student's letter should outline the grievances in reasonable detail. In addition, the student should choose two of the graduate faculty members and one of the graduate students from the Academic Dismissal Review Committee provided for in 1 above.

4. The Departmental chair shall designate a chairperson of the Review Committee from those committee members identified by the student.
5. The Review Committee chair shall convene the Committee as soon as possible. Normally it is expected that the review process will be complete within two weeks of its formal initiation by the student.
6. The student requesting the review shall have the opportunity to discuss the grievances directly with the Review Committee and provide any supporting material relevant to the review.
7. The Review Committee shall then determine what additional information or consultation is necessary to complete their review.
8. Upon review of relevant information, the Review Committee shall communicate their findings and recommendations in writing to the student and the Department chair. The Committee's report should include major considerations in the decision.

ACADEMIC GRIEVANCE PROCEDURES FOR GRADUATE STUDENTS

The following policy has been prepared by the Graduate College:

Graduate students are associated in various ways with both the University of Iowa and the Iowa City communities, and therefore may share characteristics and responsibilities of many other groups. Within the University, graduate students are first and foremost students, but many will, at some time in their graduate career, be employed as Teaching Assistants (TAs) or Research Assistants (RAs). A TA or RA works under the supervision of a faculty member and may be assigned duties such as teaching classes, supervising laboratories or studios, advising and counseling undergraduate students, grading course work, obtaining and analyzing data, etc. Other graduate students find employment in a surprisingly large array of university programs and offices (not always related to their academic programs or goals) or in the community. Still other graduate students may not be employed or have responsibilities aside from those required by their department and degree program.

As members of the University of Iowa community, the **University of Iowa Code of Student Life**, published each year as an insert to *The Daily Iowan*, governs personal behavior of students (including graduate students). The **Manual of Rules and Regulations of the Graduate College** contains general rules and procedures governing graduate education. Each graduate program has more detailed **Departmental or Program Guidelines** which specify how that degree program operates within general Graduate College policies, and what graduate students can expect during their graduate career. There may also be **College Academic Policies/Handbooks** with information concerning the role of graduate students, particularly the instructional roles they may play.

The University has a **collegial** system of governance. This implies a shared interest among faculty, staff, and students (the University community) which is manifested in common interests and ways of debating issues and of internally resolving differences. The Collegial system attempts to resolve issues at the lowest possible level and in a

manner most consistent with the shared interests of all members of the community. Open and free communication is a hallmark of this system, which is meant to prevent issues from evolving into conflict or dispute. However, conflicts and disputes may develop, and students are encouraged to seek advice as soon as they occur. The *collegial* system of resolving difficulties and conflicts includes a set of **informal** steps: discourse between the involved individuals, followed, if necessary, by consideration by the department(s), the college(s), and finally an appropriate administrative officer. At any time, a complainant may elect to proceed by one of several **formal** procedures, generally by filing a written **grievance** alleging a specific violation, misinterpretation, or improper application of specific rules, regulations, or procedures.

Although most students proceed without difficulty through their graduate degree program, others may experience difficulties with another student, faculty, staff member, supervisor; or with departmental rules or procedures. Because graduate students may serve in several possible roles, several different University rules and regulations, each with its own set of procedures for resolving complaints or grievances, may at times apply. The University of Iowa **Operations Manual** contains University rules, regulations, policies, and procedures, along with references to some of the procedures established by the Board of Regents which govern all the Regents' institutions. Procedures for handling violations of the Operations Manual rules are codified under Section 20.270. Some of these rules are directly applicable to graduate students: For example, Section 20:300 contains the **Student Employee Grievance Procedure** governing non-academic employment of students (including graduate students); Section 20:290 governs **Professional Ethics and Academic Responsibility of Faculty** (this section applies to graduate students both as students and as teachers. Conflicts between graduate students and faculty under this section are administered by the Office of the Provost); and section 20.230 includes the **Graduate Assistant Dismissal Procedure**. In addition, the Office of Affirmative Action maintains procedures for handling complaints and grievances related to **sexual harassment** or **discrimination**. The Graduate College maintains the **Graduate Academic Grievance Procedure (AGP)** for resolving complaints and grievances relating to general academic issues.

For a graduate student, the particular **grievance procedure** to employ for a complaint will depend upon the area involved (student life, academic difficulties, employment, etc.) Generally, graduate students first explore how to pursue a grievance with their advisor or with an appropriate departmental administrator (department head or graduate coordinator). However, if students are uncomfortable or dissatisfied using this route, the Associate Dean of the Graduate College will counsel them on the options available. In addition, the Counseling Service, the Office of the Ombudsperson, and the Office of Affirmative Action will counsel graduate students on a confidential basis and will assist them in selecting an appropriate grievance procedure.

The Graduate College administers the **Academic Grievance Procedure (AGP)** for pursuing resolution of complaints and grievances for most academic aspects of a graduate student's program. This includes issues related to the program of study and research, scholarship, or artistic production which comprise the core graduate degree programs. The objective of the AGP is to achieve a fair and equitable resolution of complaints or grievances at the earliest possible time and at the lowest possible level. A graduate student who elects to pursue a complaint or grievance through the Graduate College AGP is first advised by the Associate Dean of the different possible ways to

proceed. The student then elects whether to first pursue a complaint using an **informal** process or whether to file a grievance and to proceed by a more **formal** process.

Informal Academic Complaint Procedure of the Graduate College

Academic complaints generally involve students experiencing difficulty in their academic program, or a dispute concerning students' status or progress in their academic program. Generally, graduate students should bring complaints to the Graduate College only after attempts have been made to resolve them in a collegial manner at the department level. However, if for any reason a graduate student feels uncomfortable pursuing a complaint through his/her department, the complaint may be brought directly to the Graduate College.

In the case of students who elect to begin with an informal process, the Associate Dean serves as mediator and attempts to help the parties reach an agreement which resolves the complaint. This process may take an indeterminate time. Generally, the Associate Dean provides to the parties information on progress at intervals of about ten working days.

If the informal process is unsuccessful, or if the student decides at any time to file a grievance, a formal procedure is used to obtain information and to reach a decision.

Formal Academic Grievance Procedure (AGP) of the Graduate College

A grievance is a written allegation that there has been a violation, misinterpretation, or improper application of University, Graduate College, or Department/Program rules, regulations, or policies governing a graduate academic program.

Step 1: The AGP is initiated by a **statement of allegations** submitted to the appropriate department/program, with a copy to the Associate Dean of the Graduate College. This statement should clearly and completely state the allegation(s), including times, places, and individuals concerned, and must be signed and dated by the complainant. The information provided should form the basis for a thorough investigation of the allegation(s). The statement may also contain a preferred remedy. The Department will be asked to respond to the allegations within ten working days (excluding break periods between academic sessions). If the complainant is dissatisfied with the response of the Department, he/she can appeal the decision to the Graduate College. The appeal should be a written statement to the Associate Dean indicating the basis on which the student believes the Departmental response is unsatisfactory.

Step 2: The Associate Dean for Academic Affairs, or an appropriate designee, will undertake an investigation to determine whether there is a sufficient basis to support the allegation(s). Discussions with the student, the statement of allegations, the response of the department, and information from other sources which may be obtained, will be considered in reaching a decision. The Associate Dean will make progress reports to the parties at intervals of about ten working days, and submit a final report to the Dean and to the parties as soon as possible, generally within twenty five working days (excluding break periods between academic sessions).

If the investigation reveals a sufficient basis to support the allegation(s), the Associate Dean will render a decision or recommend that the Dean consider the grievance (Step

3). If the investigation indicates an insufficient basis to support the allegation(s), the Associate Dean will conclude the grievance process, although either party may be required to take certain actions to prevent future problems. Either party may appeal the decision of the Associate Dean by submitting within twenty working days disputing the conclusions of the Investigation.

Step 3: The Dean will review the results of the investigation and, within ten days, either render a decision or initiate an inquiry (Step 4). If the Dean renders a decision, the student may appeal within twenty day and request an inquiry (Step 4).

Step 4: The Dean appoints an inquiry Committee composed of at least two faculty members and at least one graduate student (often members of the Graduate Council). The Inquiry Committee will review the report of the investigation, request any additional documents the Committee believes germane to the inquiry and conduct a hearing to receive any additional testimony the student may wish to present or the Committee may wish to solicit. The student may have the assistance of another person while presenting to the Committee. If the student is assisted by counsel, the Office of the General Counsel will assist the Committee in the conduct of the hearing.

The Committee may rule on the relevance of information or testimony and otherwise conduct the hearing. The Committee may close part or all of the hearing, so as to (1) ascertain the truth, (2) conserve time, and (3) protect confidentiality and privacy of members of the University community. The Committee will make a record of the hearing. The Inquiry Committee will report to the Dean on progress at intervals of about ten working days, and will ordinarily make a recommendation to the Dean within twenty-five working days (excluding break periods between academic sessions).

The Dean may accept or reject the recommendation, or may request the Inquiry Committee to explore other issues surrounding the grievance.

The decision of the Dean is final unless appealed to the Provost within twenty working days.

MISCELLANEOUS INFORMATION

General Principles Guiding Publication Credit

When a publication results from research by two or more individuals, the question of authorship credit arises. Unfortunately the norms for determining authorship status differ among disciplines, a distinct problem in a multi-disciplinary field such as ours. Students should take the time to familiarize themselves with the norms specific to their own sub-discipline; nevertheless, the general principles listed below may also be useful.

The issue of publication credit really entails two related questions: 1) whether to grant co-authorship status at all, and 2) if so, how to determine who is to be first author. The general rule of thumb is spelled out in the American Psychological Association guidelines: "Publication credit is assigned to all those who have contributed to a publication in proportion to their contribution", i.e., the individual whose contribution has been most significant is listed as first author and so forth.

The first author is the one responsible for the greatest proportion of the research idea, design, interpretation and discussion. Since the norms of research assign greatest importance to these theoretical matters, those individuals whose contribution to the project is restricted to data gathering and analysis are usually acknowledged in a footnote and are not accorded authorship status. This would generally be the condition under which students serve as research assistants to faculty members.

Typically the student will be the first author of publications resulting from thesis or dissertation research since such research is by definition student conceived and executed. In cases where the student work is part of the ongoing research of the advisor or when the advisor asks that data extraneous to the thesis research be collected, the student and advisor should consider joint publication which in some cases would include the student as second rather than first author.

Decisions regarding co-authorship depend upon the individuals involved as well as the project itself. Ideally, authorship issues are settled in advance when the research is in the planning stages and research tasks are being allocated. The student should feel free to discuss this issue with faculty or student colleagues in order to avoid misunderstandings later.

Plagiarism

The Graduate Committee considers plagiarism to be a very serious offense. The following policies are consistent with the policies of the College of Liberal Arts and Sciences outlined at www.clas.uiowa.edu/students/academic_handbook/ix.shtml

1. The individual instructor may reduce the student's grade, including the assignment of an "F" for the course.
2. All cases of plagiarism shall be reported for action to the Dean of the College, who shall maintain a record of the offense and determine whether the offense should be recorded by the Registrar on the student's transcript.

3. The Dean may take further disciplinary action, including disciplinary probation, suspension from the College or expulsion from the University.

University Libraries

Students should become acquainted with the Psychology Library in Seashore Hall, Hardin Library for Health Sciences, and all areas of the University's Main Library. The latter has a handbook for graduate students which may be obtained at the Library information desk.

The Departmental Library

The Departmental Library in E141 houses numerous books, professional journals, and theses. The materials of this library must be used in the library only, and should be reshelfed in the proper place after use. Some instructors put books on reserve in this building.

One source of books in the Departmental Library is the Scott collection purchased from donations of alumnae on the 25th anniversary of Dr. M. Gladys Scott's service to the Department. These books may be used only in the library.

Computer Services

The department maintains a computer room with IBM computers in room E137 FH. The room is open from 9-5 on weekdays. A campus computer room is also open on the fourth floor; this room is open in the evenings as well. Graduate students may also request a maximum of \$500 per semester for individual research projects directly from ITS located at the Lindquist Center.

Duplicating Materials

Materials to be used in teaching Skills courses may be duplicated in the Skills Office. Students are not to use the Departmental copy machine for their own coursework needs or for duplication of thesis or dissertation materials.

Building Use

Graduate students are issued keys to permit use of the building on weekends and holidays. At these times, each individual is responsible for locking doors, closing windows and turning off the lights.

Keys

The number of keys issued is kept to a minimum. Key requests are made directly to Joyce Murphy, the departmental secretary. If you do not return your keys at the end of your teaching appointment, you will be billed for the cost of replacing the lock.

THE GRADUATE FACULTY

Susan Birrell, Professor and Chair
Cultural Studies of Sport and Leisure

B.A. St. Lawrence
M.S. Massachusetts
Ph.D. Massachusetts

Kathleen Janz, Associate Professor
Health Promotion

B.S. Wisconsin - Steven's Point
M.A. Northern Colorado
Ed.D. Northern Colorado

Michael Lomax, Associate Professor
History of Sport

B.A. Central State University
M.A. Ohio State University
Ph.D. Ohio State University

Kerry McGannon, Assistant Professor
Health Promotion

B.A. University of Victoria, British Columbia (Canada)
M.A. University of Victoria, British Columbia (Canada)
Ph.D. University of Alberta, Edmonton, Alberta (Canada)

Catriona Parratt, Associate Professor
History of Sport and Leisure

B.A. Birmingham (England)
M.HK. Windsor (Canada)
Ph.D. Ohio State University

Elizabeth Pelton, Associate Professor
Health Promotion

B.S. University of Iowa
MS University of Iowa

Emeritus Professors

N. Peggy Burke, Associate Professor

B.A. Morehead State

M.S. Morehead State

Ph.D. University of Iowa

Donald Casady, Professor

B.S. University of Iowa

M.A. University of Iowa

Ph.D. University of Iowa

Christine Grant, Associate Professor

Dipl. Dunfermline (Scotland)

B.A. University of Iowa

Ph.D. University of Iowa

Carolyn Lara-Braud, Associate Professor

B.A. Texas

Ph.D. Texas

David Leslie, Associate Professor

B.A. San Jose State College

M.A. San Jose State College

Ph.D. University of Iowa

Bonnie Slatton, Associate Professor

B.S. Middle Tennessee State

M.A. North Carolina Greensboro

Ph.D. University of Iowa