

Every master's student will be assigned a faculty advisor who will best match the student's area of study.

The PhD Program in Kinesiology

Overview

The doctoral program leads to the highest degree awarded by the School of Kinesiology and the university. The program seeks to develop scholarly and research competence, and culminates in an original doctoral dissertation that adds to the body of knowledge in Kinesiology. The program is designed for those students who intend to make their careers as scholars, teachers, researchers, and professionals in kinesiology or allied fields.

PhD students choose from a set of core courses in Kinesiology, as well as cognate courses from other units, and complete a minimum of 30 pre-candidacy credits beyond the master's level. Qualifying examinations must be passed before advancing to candidacy, after which the student completes an original doctoral dissertation. A minimum of 50 credits including pre-candidacy and candidacy work must be completed to graduate.

All PhD students work closely with a faculty advisor from the beginning of their degree program. Working with the student and advisor, a Guidance Committee, Qualifying Examination Committee, and a Dissertation Committee provide advice and evaluate progress at successive stages of the program.

A principal goal of doctoral training is the achievement of competence as an independent scholar. This entails not only proficiency in research but in the dissemination of knowledge. An important component of knowledge dissemination is guiding the learning of others. Each student's program will be tailored to develop skills in knowledge dissemination.

Admission to the PhD Program

A. An applicant to the PhD program should, in most circumstances, have a master's degree before being admitted. If the master's degree is in a specialization other than Kinesiology or a closely related field, the student may be asked to complete certain prerequisite coursework in Kinesiology. This coursework would be determined at the time of admission, taking into account the applicant's background and interests. Prerequisite coursework does not count towards the doctoral degree.

Exceptions: Certain undergraduate students may be admitted to the program without a master's degree at the discretion of the graduate committee. To be eligible for consideration to waive the requirement for a master's degree, at least one of the following conditions must be met:

1. Applicants must have outstanding academic credentials with undergraduate training in a discipline in which they could pursue a doctorate directly without a master's degree (e.g. psychology, engineering, molecular biology, chemistry).
2. Applicants must have demonstrated extensive work in a laboratory of a mentor at the University of Michigan School of Kinesiology, who they are ready to pursue work with at the doctoral level.

Undergraduate students entering the doctoral program without a master's degree will be expected to exceed the minimum of 30 credit hours of doctoral coursework as necessary to achieve the upper level coursework necessary for their field of research. The Guidance Committee will determine the extent and nature of this additional coursework. For most students this will consist of 10-20 credits beyond the 30 credits required of doctoral students who possess a master's degree.

- B. Applicants should have at least a B plus average (3.3 on a 4.0 scale, or 6.0 on a 9.0 scale) in previous graduate work. The relevance of previous graduate work to Kinesiology should be clearly indicated in the application.
- C. Applicants must submit GRE scores. An aggregate score of 1250 on verbal and quantitative sections and 4.5 or better on the writing portion of the GRE is expected, although this will not be treated as an absolute minimum if other accomplishments are outstanding. The applicant should request that ETS submit the scores to the University of Michigan code# 0001839.
- D. Applicants whose native language is not English must provide TOEFL scores. TOEFL scores range from 0-300 (computer) or 310-677 (written). Minimum scores for acceptance are 220 (computer version), 560 (written version), or 84 (internet version). A reasonable working knowledge of written and spoken English is a minimum requirement for entry for all students.
- E. As part of the application process, a minimum of three letters of recommendation along with the Recommendation for Admission Form must be submitted to the School of Kinesiology Graduate Office. Letters of recommendation should be submitted from professors and/or professionals who are in careers related to interests of the students and who know the students' academic backgrounds well.
- F. Prior to admission, a School of Kinesiology faculty member must agree to serve as the primary advisor. In rare cases a faculty member will not meet the School's criteria as a primary PhD advisor. In such a case, another qualified faculty member may act as co-advisor. The advisor(s) and the student must agree to the advising arrangement before admission can be granted. Please note that an advising arrangement does not imply a

commitment for financial support of a student. In some cases partial (or even full) support may be available, but it is not guaranteed.

- G. Applicants must submit their Statement of Purpose, outlining their academic and professional backgrounds, and specifying their interests and goals for the PhD program. This statement should be complete and thorough as it provides information that is central to the admission decision.
- H. Personal Statement indicating a student's background and life experiences, including cultural, geographical, financial, educational or other opportunities or challenges which motivated the decision to pursue a graduate degree at the University of Michigan.
- I. It is strongly advisable for PhD applicants to visit the campus and meet prospective advisors and current students in the program. Initial contact may be with the prospective advisor, or the chair of the Graduate Committee. Please allow at least two weeks notice to set up such a visit.
- J. Decisions regarding admission to the program are made on a periodic basis throughout the year by the faculty, after they review all application materials, and complete an interview with the applicant, if at all possible. Early applications are strongly encouraged, as the number of places is limited.

Application Deadline: Various campus-wide fellowships are decided early in the year. PhD applicants who wish to be considered for funding should apply by January 15, 2010. All other PhD applicants (who do not wish to be considered for funding) should apply by February 1, 2010.

Requirements for the PhD Degree

Minimum requirements include Kinesiology and cognate coursework, a research rotation, the qualifying examinations, and a dissertation. The program of study for the initial period of coursework is determined in consultation with the advisor, and must be approved by the student's Guidance Committee. General information on graduate student life at Michigan is available on the website of the [Horace H. Rackham School for Graduate Studies](http://www.rackham.umich.edu/student_life) at http://www.rackham.umich.edu/student_life.

Guidance Committee

During the first semester, each doctoral student will, in consultation with his/her PhD advisor, convene a Guidance Committee consisting of a minimum of three faculty members, at least two of whom must be from Kinesiology (primary advisor plus one

other Kinesiology faculty member), and at least one member from outside the department, but at the University of Michigan (cognate). When the committee is finalized, the [PhD Guidance Committee](http://www.kines.umich.edu/academics/grad/phdgc.pdf) form (found online at <http://www.kines.umich.edu/academics/grad/phdgc.pdf>) should be completed and given to the Graduate Program Coordinator (Note: A list of all the necessary doctoral student forms is available at <http://www.kines.umich.edu/current/currentgrad.html>).

The student and advisor should plan the student's program of study, covering coursework and possible research rotations. A template for planning the coursework and research rotation ([Guidance Committee Plan](http://www.kines.umich.edu/academics/grad/gcp.pdf)) is available online at <http://www.kines.umich.edu/academics/grad/gcp.pdf>. The student should then circulate this document to the other Guidance Committee members. The committee will meet with the student and evaluate his/her proposed program of study, taking into account program requirements, the student's interests and background, and any special opportunities that may be available. Once approved, after revised if necessary, the finalized Guidance Committee Plan will be placed in the student's file and circulated to the committee members.

Coursework

The following are minimum coursework requirements for the PhD program in Kinesiology. Please note that additional courses may be required by the Guidance Committee and advisor, depending on each student's goals and background:

1. KIN 616 Professional Skills for Research Scientists (3 credits), or equivalent.
2. At least two advanced statistics courses (e.g. BIOSTAT 553, Applied Biostatistics; BIOSTAT 560, Statistical Methods in Epidemiology; LS&A STATS 413, General Linear Models; STATS 503, Applied Multivariate Analysis, or others).
3. At least four more graduate-level courses – two of these four courses must be offered by the School of Kinesiology and cannot be independent study or lab rotation courses. It is assumed that classes offered by the students' primary advisors would be a necessary part of their coursework.
4. At least four credits of the remaining coursework must be taken in a unit other than Kinesiology (cognates). This meets The Horace H. Rackham School of Graduate Studies' minimum requirement for cognate coursework, although the Guidance Committee may specify additional classes.
5. KIN 600 Graduate Seminar in Movement Science (1 credit).
6. Participation in a monthly, not-for-credit, Kinesiology Seminar is also expected.

Research Rotations

One research rotation will be required, and will be completed within the first two years. The research rotation can also occur at a different university or institution. Whether the

research rotation takes place within or outside Kinesiology, it cannot be with the student's mentor. The number of credits can range from three to six and will be registered for either KINESLOGY 684 (Independent Research in Kinesiology), or if outside Kinesiology, a comparable course in the department of the faculty member serving as supervisor. The grade for the course will be satisfactory or unsatisfactory.

The rotation may be conducted in one or two semesters. It is expected that the student will complete a project that contributes to the research of the supervisor, and culminates in a written document. Examples include an abstract submitted to a meeting, a manuscript or portion thereof submitted to a peer-reviewed journal, or a thesis submitted to the supervisor. To clarify student and faculty supervisor expectations, a lab rotation contract (<http://www.kines.umich.edu/academics/grad/lrc.pdf>) must be completed and added to the student's file prior to the beginning of the rotation.

The purpose of the rotation is to broaden and deepen the student's research experience by significant involvement in research activities other than those of the advisor. For some students, the rotation may be their first exposure to a research project. For more experienced students, it may be a project culminating in a presentation at a national meeting or publication in a peer reviewed journal. Research rotations may complement the student's interests (for example, learning a relevant research technique) or may provide contrast (for example, pursuing a different topic or studying a primary interest from a different disciplinary point of view).

The rotation should involve background reading, acquisition of techniques novel to the student, interaction with other research group members, interaction with the supervisor, formation of hypotheses, data collection, data analysis and interpretation, and a statement of the significance of the project to the larger questions in that field of research. In addition to the research rotation, it is expected that the student will be involved in the research activities of the mentor throughout the student's tenure.

Qualifying Examinations

The charge of the Qualifying Exam Committee is to evaluate the student's readiness to advance to candidacy. The written portion of the process may take different forms depending on the discretion of the advisor and the exam committee, with input from the student (e.g. take home exams, closed exams, grant proposals, review papers). The written portion of the exam is to be followed by an oral defense before the full Qualifying Examination Committee. Students must be given the opportunity to complete both portions of the examination, and in most circumstances, these should occur within two weeks of each other. The following criteria apply regardless of the form the written portion of the exam takes:

- 1) Appropriate knowledge of the field or fields of study for that student (breadth and depth is defined by the student's qualifying exam committee)
- 2) Ability to integrate information from various disciplines

- 3) Ability to critically evaluate the literature in terms of both substance and methodology
- 4) Ability to solve problems creatively
- 5) Ability to articulate the significance of the chosen area of inquiry

While the Qualifying Examination Committee has broad discretion as to the form the exam takes, it is expected to rigorously adhere to the following standards:

- 1) Exams or papers will be graded by all members of the Qualifying Exam Committee.
- 2) All students will orally defend the written portion of their exam before the full committee.
- 3) The committee has three potential evaluation options that include pass, fail, or conditional pass. Conditional pass may be used when the committee members believe that one or more elements of the examinations were not adequate to earn a pass, but the sense of the committee is that this may be remedied with additional work (e.g., re-writing a portion of the exam, reading and reviewing additional books or papers to address deficiencies in knowledge, or other actions the committee feels are in the best interests of the student).
- 4) Students, who have been deemed to have failed, will be given one more chance to pass the qualifying examinations. Students who fail to pass on the second attempt will not continue in the doctoral program. It is expected that most students will complete this requirement near the end of their second year in the program.

The composition of the Qualifying Examination Committee includes two faculty members from Kinesiology and one cognate member from another university unit. A form that identifies the composition of the [Qualifying Examination Committee](#) – and that is also used to report the results of the examination – should be completed and placed in the student's file. Once the process of the qualifying examinations is engaged, no alteration of the committee will be allowed except in cases where a member of the committee is no longer able to serve (e.g. extended illness, death, or separation from the University of Michigan).

At the completion of the qualifying examinations, committee members will sign the form and indicate their decision. Satisfactory passing of these examinations, as well as completion of most coursework, qualifies a student to advance to candidacy. The Graduate Program Coordinator will complete the [Recommendation for Candidacy Form](#) and forward the request to the Horace H. Rackham School of Graduate Studies.

Candidacy and Dissertation

When a student has advanced to candidacy, he or she will make a formal dissertation proposal, to be approved by the Dissertation Committee, which consists of at least four faculty members, at least two of whom are from Kinesiology and at least one of whom is a cognate member outside Kinesiology, but at the University of Michigan. The student's advisor serves as the chair of the Dissertation Committee, and the [composition of the](#)

[committee](#) must be approved by the Horace H. Rackham School of Graduate Studies at least six months prior to the dissertation defense. The form to create the [Dissertation Committee](#) is available from Rackham's website. The doctoral dissertation must be original research of high quality that makes a significant contribution to the body of knowledge within Kinesiology. The proposal takes the form of a scholarly document outlining the problem, its background and significance, summarizing relevant literature, and outlining the proposed research methods. It should include a tentative timetable, and outline any necessary resources (space, equipment, etc.) required.

Each doctoral student is required to make a public presentation of the dissertation proposal. The public presentation should be announced two to three weeks in advance to Kinesiology faculty and to cognate faculty as appropriate. The proposal must be approved by the Dissertation Committee prior to the public presentation and the Dissertation Proposal Approval Form is to be signed and dated by all committee members. The Dissertation Committee will provide the student with an informal evaluation of the public presentation. Research proposals that use animal or human subjects must receive approval from the appropriate Institutional Review Board.

Once the proposal has been approved, the dissertation advisors will supervise the conduct and progress of all students' dissertation work. Students must apprise the committee of their progress and modifications made to their work. If necessary, the committee can be reconvened, for example, to approve substantial changes to an original proposal.

The dissertation may be either a traditional dissertation document or a compilation of thematically linked published or publication-ready manuscripts. The Horace H. Rackham School of Graduate Studies publishes useful [dissertation resource suggestions](#) on its website. Especially useful is the [Dissertation Handbook](#). Once the dissertation document meets with committee approval, an oral defense takes place. At the time of the defense, the dissertation must be of publication-quality (as judged by the dissertation advisor and committee). The first portion of the defense is a public lecture, after which the Dissertation Committee meets with the candidate in a closed session. The time and place of the public presentation must be announced with adequate time (e.g., at least two weeks) so that School faculty and graduate students might attend if interested. Once satisfied with the defense, the Dissertation Committee recommends to the Horace H. Rackham School of Graduate Studies that the PhD degree be conferred.

Please also consult the [Graduate School](#) for information on various Dissertation requirements.

Satisfactory Progress

Satisfactory progress is defined as maintaining an appropriate (as distinct from minimally acceptable) academic record, reaching the various stages of progress at or near the time expected of the majority of students, and for students supported as Graduate Student Instructors (GSIs), giving evidence of satisfactory teaching.

Minimally Acceptable Grades

- Minimally acceptable overall grade point average: **B**
- Minimally acceptable grade in a course: **B-**

Failure to receive an acceptable grade means that course credit will not be applied toward requirements for the degree.

Students performing only at minimal grade levels will have difficulty in persuading the Graduate Committee that their progress has been satisfactory or justifies continuation of their support.

Rackham Fee Totals

Before graduation, doctoral students must have paid the University of Michigan for a minimum of 50 credit hours, typically 18 in pre-candidacy coursework and 32 during candidacy. If a student is admitted without a relevant master's degree, 68 credits must be paid for, typically 36 at the pre-candidacy level and 32 during candidacy. Please note: These Rackham fee totals will be phased out as the continuous enrollment policy is adopted by the University of Michigan. Information on this new policy is available [at http://www.rackham.umich.edu/policies](http://www.rackham.umich.edu/policies).

Final PhD Degree Application

The Horace H. Rackham School of Graduate Studies has a set of specified procedures that govern the final application process to receive the doctoral degree. These are detailed [online](https://umich-rackham.custhelp.com/cgi-bin/umich_rackham.cfg/php/enduser/std_adp.php?p_faqid=1670) at https://umich-rackham.custhelp.com/cgi-bin/umich_rackham.cfg/php/enduser/std_adp.php?p_faqid=1670.

Faculty Responsibilities

Maintenance and growth of a successful doctoral program relies in large part on cooperation and participation of adequately trained and prepared supervisory faculty. It is not a goal in the School of Kinesiology to standardize doctoral advising and mentoring. Our goal should be to provide the best doctoral training possible by using the resources available at this university. Graduate faculty members should be encouraged to make use of our unique strengths and scholarship areas to attract and train doctoral students. We should also understand that mentoring doctoral students represents a major responsibility, and we should each consider carefully the extent to which we are prepared -- in terms of training, interest, and willingness to invest time -- for doctoral mentoring. Following are the most important areas where faculty may exercise both influence on and support to doctoral students.

Ph.D. Advisor. To be a primary PhD advisor, a faculty member must demonstrate recent and continuing interest and activity in the research process. This should include research publications in peer reviewed journals, scholarly presentations at

national and international conferences, grant activity, graduate teaching (formal classes, seminars, or independent study), or compelling evidence of research scholarship deemed appropriate by the Graduate Committee and the Associate Dean of Research. The Graduate School indicates that in order to serve as a chair for a doctoral student's committee, a person must be a member of the "governing body" of the university, which is further defined as an assistant, associate, or full professor, occupying a tenured or tenure-track position. Instructors or lecturers may co-chair, if they have an earned doctorate, but may not chair a dissertation. Research scientists with an earned doctorate may chair or co-chair a Dissertation Committee with approval from The Horace H. Rackham School of Graduate Studies and the dean of the School of Kinesiology.

A continuing demonstration of research inquiry and scholarship is seen as necessary in order to cultivate a similarly thoughtful, rigorous approach to our discipline among doctoral students. In many ways, the tools that enable a student to approach a discipline from a meticulous, logical, and scientific point of view probably comprise the most important legacy that a professor can pass on to new generations of scholars. By accepting a doctoral student, a faculty member accepts responsibility for appropriate training of this student. Should his or her research training in a particular area be inadequate, the faculty adviser is obligated to ensure that students learn appropriate methodological and empirical skills.

There are many areas (in the classroom, in the laboratory, in interactions with faculty and student colleagues) where a PhD advisor's wisdom, judgment, and assistance will be needed by the doctoral student. Therefore, faculty members should ensure that they have adequate time to devote to each doctoral student to whom they have made commitments.

Guidance Committee. Quite often, incoming doctoral students will be unfamiliar with our particular program, with the breadth of faculty interests and abilities, and with the specific challenges of the next several years in the program. Helping the student choose interested, supportive, and exacting faculty members to serve on the Guidance Committee is an important contribution of the advisor. These faculty members should have some familiarity with the student's particular area of study and with the resources both inside the School and around the University that will be useful to the student. It is important that the advisor assume responsibility to convene this committee early in the first year, or at least before the first 12 credits have been completed. It is also important that the advisor ensure that the committee is active in monitoring the student's progress during the first two years of doctoral work. Ways to guarantee this involvement include participating in annual or bi-annual meetings, or encouraging one-on-one meetings between the student and committee members.

Supervised teaching. Faculty and doctoral students alike recognize the importance of teaching. Good teaching represents an effective way to pass on knowledge to others, and to stimulate discourse in one's area of scholarship. To

the extent that many graduates of the doctoral program aspire to university positions, teaching represents a requisite skill for employment. Advisors should be actively involved in helping to develop teaching skills in their doctoral students. This may involve assisting the student in identifying an appropriate teaching area (and supervisory instructor, if necessary), helping the student construct lectures and lesson plans, evaluating student classroom teaching, or ensuring that the student is aware of and takes advantage of instructional training available at the university (e.g., seminars and workshops at CRLT or sponsored by the Instructional Technology Division).

Research rotation supervisor. Although advisors do not supervise their own doctoral students in graded research rotations, they do supervise the development and contributions of doctoral students to ongoing activities in their labs. Furthermore, faculty members are responsible for supervising graded research rotations of other students in their laboratories. It is important to clearly state one's expectations for doctoral students working in research labs, and to deliver clear and honest feedback about lab performance. This feedback usually centers on research-related performance (data collection, analysis skills, attention to subjects), but may also encompass interactional skills (e.g., ability to work with others in research settings).

Qualifying Examination Committee. As with the Guidance Committee, advisors must take an active part in helping their students to choose appropriate Examination Committee members. Advisors must assist committee members by structuring the expectations for student performance, and by ensuring adequate contact between committee members and their students. Further, advisors should help students by ensuring that they are aware of these expectations. As students prepare for their examinations, advisors should help guarantee that the content (e.g., reading lists prepared by the student) represents neither too narrow nor too broad a focus.

Dissertation advisor. Planning and conducting a dissertation is a multi-step process. It involves identifying a research question or questions, evaluating their relevance and significance, deciding on appropriate variables and measures, designing a suitable research approach, formulating hypotheses to be empirically tested, clearly presenting the rationale and the proposal to a faculty committee, collecting data, analyzing the results, and interpreting one's findings. Successful completion of a dissertation requires successful completion of each of the preliminary steps. The dissertation advisor must be available to participate at each step of this process, and further, must be an active contributor to the process. Although the ultimate responsibility for the research product rests with students, advisors must be somewhat generous with both their time and advice as the research unfolds.

Role of Graduate Committee

The Graduate Committee is responsible for initial screening of applications to the program, and for matching applicants to appropriate faculty mentors. It is also responsible for maintaining oversight on the state of the PhD program within the School.

The Graduate Committee screens initial applications to the doctoral program in Kinesiology. A preliminary decision is based on GRE scores (recommended 550 verbal, 650 quantitative, 4.5 or above writing score), GPA (3.4), statement of purpose, and accompanying letters of recommendation. After the initial screening by the Graduate Committee, the prospective faculty advisor will review the applications and agree or decline to sponsor an applicant. In their application, students should specify particular faculty members with whom they would like to work. Applicants are admitted to the doctoral program only if sponsored by a member of the doctoral faculty.

Once a year, each doctoral student will participate in a progress evaluation with the School's Graduate Committee. The purpose of this interview is to help students evaluate their progress towards the degree, to determine whether barriers to success exist for particular students, and to keep the Graduate Committee apprised of successes and potential problems within the doctoral program.

Continuation in the doctoral program is contingent upon satisfactory progress toward the degree. If satisfactory progress is not made, the Graduate Committee may recommend that a student not continue. Funding of students by the School of Kinesiology is contingent upon satisfactory progress. If progress is not satisfactory at the time of the annual review, the Graduate Committee may recommend that financial support be withdrawn. Satisfactory progress is addressed in Rackham's online [explanation of academic policies](http://www.rackham.umich.edu/policies/gsh/) found at <http://www.rackham.umich.edu/policies/gsh/>.

Summary of Committees

Students should form a Guidance Committee during their first semester in the program. The Guidance Committee then usually evolves into the Qualifying Examination Committee, and this group ultimately becomes the Dissertation Committee, although its makeup may change after the Guidance Committee completes its task. Members of the original Guidance Committee may serve on all three, or substitutions may be made, as deemed appropriate by the student and advisor. (No changes in the makeup of the Qualifying Exam Committee may be made once the examination process is begun). The makeup of the committees is as follows:

Guidance Committee

Minimum 3 members

Minimum 2 from Kinesiology

Minimum 1 cognate (outside Kinesiology but at UM)

Qualifying Exam Committee

Minimum 3 members

Minimum 2 from Kinesiology

Minimum 1 cognate (outside Kinesiology but at UM)

Dissertation Committee

Minimum 4 members

Minimum 3 members from UM

Minimum 2 from Kinesiology

Minimum 1 cognate (outside Kinesiology but at UM)

Full-Time Doctoral Student Scenario											
Sequence of events is fixed; time-course is flexible											
Year 1			Year 2			Year 3			Year 4		
Fall	Winter	Sp/Su	Fall	Winter	Sp/Su	Fall	Winter	Sp/Su	Fall	Winter	Sp/Su
Admission to Ph.D. Program						Qualifying Exams	Dissertation Proposal				Division-wide Defense
Form Guidance Committee				Form Qualifying Exam Committee		Formalize Dissertation Committee					
	Annual Evaluation			Annual Evaluation			Annual Evaluation			Annual Evaluation	
Research Involvement in Mentor's Lab											
	Lab Rotation										
Course Work											
Fall	Winter	Sp/Su	Fall	Winter	Sp/Su	Fall	Winter	Sp/Su	Fall	Winter	Sp/Su
Year 1			Year 2			Year 3			Year 4		

List of Forms to be Completed/Signed in Student's File Before Graduation

- Admission
- Annual Evaluations
- Guidance Committee
- Guidance Committee Plan
- Lab Rotation Contract
- Qualifying Exam Committee
- Dissertation Proposal Approval
- Dissertation Committee
- Dissertation Defense

Policy for Doctoral Students Who Do Not Complete the Doctoral Degree

Doctoral students who accumulate at least 30 credits may be awarded a master's degree if they choose not to continue doctoral studies and meet the following stipulations:

1. The Graduate Committee must agree that the course of study merits a master's-level degree.
2. Students cannot already hold a Master of Science or Master of Arts in Kinesiology.
3. Students must have met all requirements for the master's degree, including at least one graduate-level statistics course as well as at least four credits of coursework taken outside Kinesiology.

Policy for Waiving Required PhD Courses

In January of 2008, the graduate faculty affirmed that the required courses for the PhD program should stand as currently described. The will of faculty is that any or all of the required courses (KIN 616 and two advanced statistics courses) could be waived when students have previously taken an equivalent course as a master's student. It was also agreed, that when desirable, a student could substitute courses from another unit for KIN 616. The Petition for Modification or Waiver of Regulation Form for waiving courses is available [online](http://www.rackham.umich.edu/downloads/oard/forms/petition.pdf) at <http://www.rackham.umich.edu/downloads/oard/forms/petition.pdf>.

Graduate Program Policies and Procedures

Types of Admission

Not a Candidate for Degree (NCFD)

NCFD admission may be granted to qualified students who do not wish to pursue a degree but do wish to elect courses for graduate credit. NCFD applicants must submit the standard application form to the Rackham Graduate School. Subsequent consideration for admission to a degree program is contingent upon full review of credentials in competition with other degree applicants. If an NCFD student achieves regular admission to a Rackham degree program, some courses taken prior to his or her admission may be counted toward a graduate degree. If an NCFD student eventually wishes to complete a Rackham degree program, registration as an NCFD student for more than one term is not advisable since inappropriate coursework will not count toward a graduate degree.

Guest Status

Guest status is also available through the Rackham Graduate School for one spring half or summer half term. Procedure for admission requires proof that one has a bachelor's degree; it does not require the usual application fee. This process is handled at the Rackham Graduate School Admissions Office.