



## Ph.D. Academic Progress Guidelines

Department of Kinesiology • Michigan State University • East Lansing MI 48824 • <http://www.edweb6.educ.msu.edu/kin>

The academic progress of KIN doctoral students is evaluated in several ways including: (a) frequent informal reviews of student progress during advising meetings; (b) an annual written review in which the student submits data followed by a faculty evaluation of academic progress; (c) an annual departmental review in which the KIN Graduate Coordinator considers grades earned in completed courses, deferred grades, and attainment of the milestones described below; and (d) meetings of the student's guidance and dissertation committees, especially the guidance committee meeting to approve the student's program plan.

Doctoral students are encouraged to contribute to these reviews of the academic progress by requesting advising and guidance committee meetings as needed, by contributing data to the annual written review, and by establishing and working toward personal deadlines for completion of the milestones toward completing the degree.

Milestone	Deadline
Guidance Committee Membership	Within the first 24 credits of course work following admission to the Ph.D. program.
Report of the Guidance Committee: Doctoral and Other Programs (Ph.D. program plan)	Within the first 24 credits of course work following admission to the Ph.D. program.
Ph.D. Qualifying Examination	Within the first 2 years or 36 credits of Ph.D. course work, whichever occurs later.
Ph.D. Comprehensive Examination	After 80% of course work on the program plan has been completed. The KIN expectation is within 3 years following admission to the Ph.D. program for full-time students and within 5 years for part-time students. The MSU deadline is within 5 years following admission to the Ph.D. program.
Submission of the doctoral dissertation and completion of all degree requirements	The KIN expectation is within 4 years following the first semester of enrollment for full-time students and within 8 years for part-time students. The MSU deadline is within 8 years following admission to the Ph.D. program.

Links to the required departmental and university forms for documenting progress toward degree are located on the KIN web site at <http://edweb6.educ.msu.edu/kin/Forms/formsmenu.htm>.

## Timeline for Completing the Ph.D. Degree Within Four Years

	Year 1	Year 2	Year 3	Year 4
<b>Courses</b>				
Specialization courses				
KIN breadth courses				
External related area courses				
Research/statistics courses				
<b>Research</b>				
Research practicum (KIN 995)				
Assisting faculty/other students				
Conducting own research				
Presentations/publications/grants				
Dissertation (KIN 999)				
<b>Teaching (professional courses)</b>				
Courses/workshops about teaching				
Apprentice teaching				
Teaching				
<b>Service</b>				
Student organizations				
Department/college committees				
Professional organizations				
Community organizations				
<b>Other Professional Development</b>				
Lab/research group meetings				
Seminars, lectures, and brown bags				
Thesis/dissertation proposals/defenses				
Professional conferences				
<b>Requirements/Exams</b>				
Form guidance committee				
Develop program plan				
Qualifying exam (KIN 995 + presentation)				
Comprehensive exams				
Dissertation proposal meeting				
Dissertation defense				
Annual academic progress reviews				