University of Delaware
College of Health Sciences
Department of Kinesiology & Applied Physiology

Applied Physiology, Doctoral Program
Graduate Student Handbook
2018-2019
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I. Introduction

Welcome to the Applied Physiology doctoral program in the Department of Kinesiology & Applied Physiology. This handbook is intended to assist you in the procedures to be followed as you progress through your graduate program. If you have any questions or concerns, you may contact:

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II. Program Overview

The mission of the Applied Physiology Ph.D. Program is to provide advanced training for students in the field of applied physiology with the goal of preparing students for research-based careers.

Areas of in-depth study are driven by faculty research and encompass cardiovascular physiology, exercise physiology, musculoskeletal physiology, and neurophysiology. The programmatic emphasis is on the regulation, adaptation, and integration of mechanisms across all levels of biological organization from molecules to organ systems. New knowledge on health, aging, chronic disease, and injury prevention will be generated and disseminated.

Along with in-depth, laboratory-based immersion, the mission of the proposed program is to provide high quality classroom-based instruction through a core graduate curriculum, electives, and seminars.

A. Degree Requirements

The Doctor of Philosophy in Applied Physiology requires a minimum of 45 credits including nine credits of dissertation. The program is designed to be completed in 4 years; however, refer to Degree Time Limits for more information.
Required courses (27 credits) for the doctoral degree include:

- **KAAP 615 – Advanced Mammalian Physiology I** (4 credits)
- **KAAP 616 – Advanced Mammalian Physiology II** (4 credits)
- **KAAP 868 – Research** (12 credits)
  - 3 credits of Research are generally taken at one time
- **KAAP 602 – Data Analysis/Interpretation in Health Sciences** (3 credits) **OR** another data analysis course approved by your advisor
- **KAAP 801 – Graduate Seminar in Applied Physiology** (4 credits)
  - Seminar taken 8 semesters, 4 semesters for credit & 4 semesters as listener
- Appropriate elective courses (9 credits)
  - Only 600, 800, and 900 level courses will apply towards the doctoral degree
  - Refer to Recommended Elective Courses for more information

**B. Faculty Advisors**

Students are not admitted into the Applied Physiology PhD program without a faculty advisor. If, during the course of a student’s academic program, the advisor is unable or unwilling to continue as advisor, it is the student’s responsibility to identify an Applied Physiology faculty member willing to be the new advisor. The new advisor must be identified within 6 months in order for the student to be considered making satisfactory progress towards the degree.

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

**C. Plan of Study**

Students are required to develop a Plan of Study with their advisor during the first academic semester of study (see appendix for document). The Program Committee must approve the Plan of Study by the end of the first semester.

Student may need to alter their approved Plan of Study due to scheduling conflicts, creation of new courses, and/or change of research focus. Students who wish to make changes to their Plan of Study should first obtain permission from their advisor. The Program Committee must approve the revised Plan of Study.

**D. Independent Study and Research Credits**

Independent study courses will be accepted based on approval of the advisor and the Department Chair. A maximum of nine Independent Study credits may be included in the Plan of Study.

Research Credits will be accepted based on approval of the advisor and program director. Students may not register themselves for Research Credits. Students must complete a Research Credit Request Form.
with their advisor and submit it to the Academic Support Coordinator. Only then will students be registered for the course.

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

E. Transfer Credits

Students who complete graduate credits with the classification of CEND (Continuing Education Non-degree) at the University of Delaware may use a maximum of nine graduate credits earned with this classification toward their graduate degree. Up to nine graduate credits earned at another institution will be evaluated at the written request of the student. The credits, but not the grades or quality points from other institutions are transferable to University of Delaware graduate records.

All requests for transfer credits should be directed to the student’s major department using a Request for Transfer of Graduate Credit form. Transfer credits will be accepted provided that such credits:

- Were earned with a grade of no less than B
- Are approved by the student’s adviser and the chair of the student’s major department
- Are in accord with the specific degree program of the student as specified by the unit’s Graduate Program Policy Statement
- Are not older than five years
- Are graduate level courses
- Were completed at an accredited college or university

Graduate courses counted toward a degree received elsewhere may not be transferred into a degree at the University of Delaware. Credits from institutions outside of the United States are generally not transferable to the University of Delaware.

III. Preliminary Examination

Students must pass a preliminary examination that tests their general knowledge base in applied physiology and their ability to critically evaluate scientific literature. The preliminary examination is an oral exam, content of the exam is usually based on course work taken during the student’s first year of the academic program (KAAP 615 & 616), and an area of study that is consistent with the student’s planned dissertation work. The preliminary examination must be completed by the end of the student’s first year of enrollment.

A. Preliminary Examination Committee

The Program Committee will identify, each year, at least three faculty members who, in consultation with each student’s advisor, will have responsibility for conducting and assessing the oral components of the preliminary exams for those students ready to take the exam. All members of the Applied Physiology faculty are encouraged to participate in the oral portion of the exam. However, responsibility
for determining the outcome of the exam (pass, re-examination, failure) will lie with the named members of the Preliminary Examination Committee. In the event of a re-examination, the same committee members will have responsibility for composing the exam and assessing the outcome.

**B. Preliminary Examination Results**

The results of this examination will be one of the following:

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

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

**IV. Dissertation Requirements**

Students in the Applied Physiology PhD program normally should complete an oral dissertation proposal defense by the end of their sixth semester and an oral dissertation defense by the end of their eighth semester. Prior to the presentation, proposals normally should have received approval from the University Human Subjects Review Board (HSRB) and/or the Institutional Animal Care and Use Committee (IACUC).

**A. Dissertation Committee**

The student and their advisor will identify members of a Dissertation Committee within one semester of successful completion of the preliminary examination. Doctoral dissertation committees must consist of a minimum of four members and a maximum of seven members, including the advisor.

At least three of the members should be University faculty with appointments within the Applied Physiology program. At least one member is to be selected from outside the Applied Physiology program and/or from outside the University. These outside committee members should be chosen based on their expertise in the area of study related to the dissertation, and in consultation with the advisor and other committee members. Outside committee members will normally hold a doctoral degree. The Program Committee must approve an outside committee member not holding a doctoral degree. It is the
responsibility of the advisor to replace members who withdraw from the committee during the dissertation process.

B. Dissertation Committee Meetings

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

C. Dissertation Proposal Defense

The written dissertation proposal will be made available to all members of the Applied Physiology faculty at least two weeks prior to the oral defense date. The oral defense meeting will include both a defense of the student’s proposed dissertation research and an in-depth examination of the student’s knowledge of their research specialization. Student are expected to demonstrate competency in both oral and written communication skills. All members of the Applied Physiology faculty will be invited to attend the oral defense meeting.

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

Once the proposal defense has been successfully completed, the student must apply to the Office of Graduate and Professional Education for admission into Doctoral Candidacy.

D. Dissertation Defense

The written dissertation will be made available to all members of the Applied Physiology faculty at least two weeks prior to the oral defense date. The oral defense meeting will include both a defense of the student’s completed dissertation research and an in-depth examination of the student’s knowledge of their research specialization. Student are expected to demonstrate competency in both oral and written communication skills. All members of the Applied Physiology faculty will be invited to attend the oral defense meeting.

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

To begin the process for degree conferral, it is the responsibility of the student to apply for the advanced degree, by completing an Application for Advanced Degree. http://grad.udel.edu/policies/step-by-step-guide-to-graduation/

Students must obtain all necessary committee signatures, and then submit the form to the Academic Support Coordinator for review. Once approved, the Academic Support Coordinator will obtain the Department Chair’s signature and return it to the student. Students will then submit the Application for Advanced Degree to the Office of Graduate and Professional Education. A payment of $95 for doctoral candidates is required when submitting the application.

V. Academic Policies

A. Graduate Student Responsibilities & Exceptions

It is the student’s responsibility to satisfy all university requirements described in the Academic Regulations for Graduate Students section in the Graduate Catalog, as well as any additional requirements established by the faculty in the academic program in which the student is enrolled.

All students enrolled at the University of Delaware are subject to student life policies set by the University and documented in the University publication, Student Guide to University Policies

Exceptions to policies may be requested of the Office of Graduate and Professional Education. A request for an exception should cite the policy, justify the request, and provide appropriate departmental support for the request from the graduate student’s advisor, the graduate program director, and the department chair.

B. Academic Good Standing

To be considered in good academic standing, a student must maintain a minimum cumulative graduate grade point average (GPA) of 3.00 on a 4.00 scale each semester. To be eligible for an advanced degree, a student’s cumulative grade point average shall be at least a 3.00 and the student’s grades in courses counted toward the degree requirements of the program shall equal at least a 3.00. A grade below a C- will not be counted toward the course requirements for a degree, but is calculated in the student’s cumulative grade point average.

C. Academic Probation

The Office of Graduate Studies monitors the academic progress of all graduate students and notifies students in writing of all academic deficiencies. The cumulative GPA after each 9-hour increment determines academic standing. In addition to the University policy regarding minimum grade point average, some departments require graduate students to maintain certain performance minima in their
program of study in all or in particular courses. Failure to meet the standard minima may lead to academic dismissal from the program.

<table>
<thead>
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<th>If a student is on</th>
<th>And earns a cumulative GPA of:</th>
<th>The status will become:</th>
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<td>3.0 or above</td>
<td>Clear</td>
</tr>
<tr>
<td>Clear</td>
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<tr>
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<td>Probation</td>
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<tr>
<td>Probation</td>
<td>Below 3.0</td>
<td>Dismissal</td>
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</tr>
<tr>
<td>Any status</td>
<td>Below 2.0</td>
<td>Dismissal</td>
</tr>
</tbody>
</table>

**D. Satisfactory Progress toward a Graduate Degree**

If a graduate student fails to make satisfactory progress toward all degree requirements, permission may be denied to continue in the degree program. At the close of each semester, winter session, or summer session, in those circumstances deemed appropriate by the Graduate Director exercising their professional judgment, the faculty of the APHY program may evaluate the progress of a graduate student toward meeting the academic standards of the program in which the student is enrolled. In addition to graded course work, academic standards include, but are not limited to, professional, ethical, clinical, and other standards required of graduate students.

Students are entitled to know the procedures and standards by which their academic performance is assessed. Each program has a statement of policies and procedures by which student academic progress is monitored and by which comprehensive, qualifying, and final examinations/defenses are conducted and graded (see section IV). If, in the professional judgement of the program faculty, a student has failed to make satisfactory progress toward meeting the academic standards of the program in which that student is enrolled, the faculty may vote to dismiss that student from the program.

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

In the case of academic dismissal, the student may appeal the termination by writing to the Office of Graduate and Professional Education. This appeal must be made within 10 class days from the date on which the student has been notified of academic dismissal. The Vice Provost will review the appeal and may either uphold the dismissal, grant reinstatement, or refer the case to the Graduate Hearing Board for resolution. If the Vice Provost grants reinstatement, the student must meet the conditions of the reinstatement. Failure to meet these conditions will result in dismissal from the program. A graduate student may be reinstated only once to a given major. The student’s academic transcript will reflect the reinstatement with the appropriate academic probation status.
E. Degree Time Limits & Extensions

Time limits for the completion of degree requirements begin with the date of matriculation and are specifically expressed in the student’s letter of admission. The University time limits are:

• Students entering a PhD program with a MS degree are given 10 consecutive semesters to complete the requirements
• Students entering a PhD program without a MS degree are given 14 consecutive semester to complete the requirements
• Students who change their degree plan and have transferred from one degree program to another degree program are given 10 consecutive semesters from the beginning of the first year in the latest program

Requests for time extensions must be made in writing and approved by the student’s advisory committee and the chair of the department’s graduate committee. The department will forward the request to the Office of Graduate and Professional Education. The office will determine the student’s eligibility for a time extension and will notify the student in writing of its decision to grant and extension of time.

VI. Funding for Graduate Students

A. Funding during Academic Year

In the Applied Physiology program, we offer two types of funded positions for graduate students: Teaching Assistants and Research Assistants. Teaching Assistant positions are generally for two years or 4 semester in total. Funding in subsequent years should come from Research Assistant Positions or Fellowships. The Office of Graduate Education does offer University Graduate Fellows, University Graduate Scholars and University Dissertation Fellows Awards. Please be on the lookout for announcements for these opportunities. A student must apply for them with a letter of support from their mentor. In addition, many students apply for American Heart Association Pre-Doctoral Fellowships and are encouraged from other organizations.

B. Funding during Summer

Funding in the summer is separate from your Teaching Assistant and/or Research Assistant position during the Academic Year. It is recommended that you talk with your advisor to discuss funding opportunities for the summer. The Office of Graduate Education does offer a Summer Doctoral Fellowship with an application due date of February of that year.

C. Travel Funds

The department provides up to $2,000 per PhD student for travel to conferences to present their research over the course of their time in the program. Students must submit a request to the Department Chair in writing.
The University also provides funds through the UD Collection-Based Research Grant Program that will provide funding up to $300 to graduate students to support short-term collected based research travel. The funding can be used to cover transportation and housing expenses. Please refer to the Graduate & Professional Education website for details on the proposal.

The Professional Development Award from the Office of Graduate Education provides up to $500 with $300 matching department funds, to graduate students to participate in professional conferences in their field of study.