



Rutgers University – New Brunswick

Graduate Program in
Kinesiology and Applied Physiology

**Master of Science (M.S.)
in Kinesiology**

STUDENT HANDBOOK

Academic Year 2025-2026

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APPLYING TO THE MS-KAP PROGRAM

The M.S. in Kinesiology and Applied Physiology (MS-KAP) is a thesis-track program that focuses on coursework to support students with doctoral aspirations. The program is designed to broaden a student's knowledge base and introduce them to scientific research. It is an ideal program for students interested in pursuing a research career in academia or industry who lacks prior research experience that makes them eligible to directly apply to the doctoral program. The M.S. program is also an excellent opportunity for students uncertain of their career path. It offers numerous courses that can help direct students towards different careers. It also has a lower research burden than the doctoral program and students typically complete this degree in two years.

A key consideration when choosing to apply for the M.S. or Ph.D. program is the availability of funding. Students who apply for the M.S. program are not eligible for teaching assistantships (TAs). These students are personally responsible for applicable tuition costs and fees. While, in rare cases, other sources of funding may be available, these are not provided by the program or the Rutgers School of Graduate Studies. Students may consult potential mentors directly about the availability of hourly pay or research assistantships (RAs) but such opportunities are more the exception than the rule.

** In most situations, students who have majored in Exercise Science or Kinesiology as an undergraduate and have obtained at least one year of research experience should apply to our doctoral program; about half of our students enter our doctoral program without an M.S.*

Program Prerequisites include one year of general biology (plus lab), one year of general chemistry, exercise physiology (plus lab), exercise testing and prescription, and 12 additional credits in advanced physiology, kinesiology/exercise science, chemistry, physics, calculus, or psychology. In all classes, students must have earned a B or better. Prior research experience is optional, but personal statements must clearly articulate an interest in a research path.

Students in the MS-KAP program are not eligible for teaching assistantships (TAs). They are typically personally responsible for applicable tuition costs and fees.

Admissions are conducted centrally through [Rutgers University Graduate Admissions](#).

Application Due Date for the **Fall 2026 cohort** are due December 1, 2025 (US students), September 1, 2025 (International students).

We're on social media!

<https://www.facebook.com/RutgersKAP>

https://www.instagram.com/rutgers_kines_and_phys_grad/

WELCOME AND GREETINGS FROM THE FACULTY

We are pleased to welcome you to the **Graduate Program in Kinesiology and Applied Physiology (KAP)**, housed in the Rutgers [Department of Kinesiology & Health](#)/School of Arts and Sciences and [School of Graduate Studies](#). Through coursework and research, our graduate students learn critical thinking, scientific inquiry, and practical applications to allow them to meet the demands of careers in academic science, biotech and pharma, healthcare, fitness, and athletics. Kinesiology, exercise science, and applied physiology have become increasingly valued disciplines given the trends in obesity, heart disease, hypertension, type II diabetes, cancer, and other non-communicable chronic diseases. The role of physical activity, exercise, and related lifestyle factors (e.g., sleep, nutrition, substance use) in the prevention and treatment of these conditions, as well as in the treatment of depression, anxiety, and other stress-related disorders has received considerable attention. The research developed in the **field of Kinesiology** has shaped the guidelines for physical activity promoted by major health organizations (e.g., US Department of Health and Human Services) and is strongly influencing the current social narrative around health. In addition, the **field of Applied Physiology** emphasizes organ systems, especially musculoskeletal, cardiovascular, pulmonary, neural, and digestive systems, in health research. Linking these systems to human behavior and clinical health outcomes has proven to be a successful path to federal grant funding by our faculty and students.

The purpose of this handbook is to help graduate students navigate the curriculum of our program. It is a repository of all current policies for the program. It can serve as a resource for current mentors and for all others who are interested in our program. It should be used in conjunction with the Rutgers SGS materials. All students are accountable to the bylaws of the KAP program and the SGS. Graduate mentors can assist students in navigating requirements, but cannot interpret policies, rules, or regulations of KAP or SGS. Likewise, peer advice can be useful but should not be confused with official KAP and SGS information. Any questions or concerns should be directed to the Graduate Program Director (GPD) or the Graduate Program Administrator, who will answer them or direct the student to the proper administrator to find the answer. *Students are responsible for meeting all program requirements.*

This handbook will be updated annually. If substantive changes occur from year to year, current students can discuss with their mentor and the program director to which degree requirements they should adhere.

MISSION STATEMENT

It is the mission of the Rutgers KAP Graduate Program to train the next generation of researchers, educators, and practitioners in the areas of human health, physiology, and performance. Demand for individuals with advanced education in these fields continues to grow, as demonstrated by the popularity of health-focused college majors (including exercise science), expansion of kinesiology faculties around the country, the ever-increasing number of start-up and corporations developing health-related technologies that track physiological function across organ systems, the multi-billion dollar fitness industry, and the continued allocation of federal funding for behavior change research to reduce the public health burden of chronic disease by exploring new ways to motivate and support greater physical activity, better sleep, healthy diet, and less substance use.

The KAP program is committed to creating a supportive and stimulating learning environment for our students. Not all students will join our program with the same long-term career goals, and we encourage our students to tailor the curriculum to their chosen career path. In addition to core course requirements and research opportunities, there is a wide variety of courses to support scientific writing, pedagogy, and/or business that can position students for success after graduate school.

Competencies Expected at Program Completion (Learning Goals)

- (1) possess critical analytic skills;
- (2) read and effectively critique scientific literature;
- (3) obtain general skills in research design and data collection;
- (4) work with data, data programs, graphing and statistical software;
- (5) present research findings orally in a professional and scientific manner.

DIVERSITY STATEMENT

The KAP Program supports an inclusive learning environment wherein diversity and authenticity are valued. We are committed to creating a culture of equity that respects the diverse voices of our students, faculty and staff. We will continuously strive to create a curriculum and academic environment to reflect the community we serve, and drive innovation, social responsibility and excellence. Our diversity in thought, skill, and academic discipline is a resource and strength that stands to benefit the whole and positively contribute to university and global reach.

FACULTY

Department of Kinesiology and Health Faculty

Brandon Alderman, Ph.D.

DEPARTMENT CHAIR

Associate Professor, Department of Kinesiology and Health

Loree Gym, Room 107, Douglass Campus

Laboratory: Health Neuroscience Lab, Loree 060

Marsha Bates, Ph.D.

Distinguished Professor Emerita, Department of Kinesiology and Health

Loree Classroom, Room 104, Douglass Campus

Laboratory: Cardiac Neuroscience Lab, Loree 066

Jennifer Buckman, Ph.D.

KAP GRADUATE PROGRAM DIRECTOR

Professor, Department of Kinesiology and Health

Loree Classroom, Room 118, Douglass Campus (Office)

Laboratory: Cardiovascular Stress Reactivity Lab, Loree 066

Sara Campbell, Ph.D.

Associate Professor, Department of Kinesiology and Health

Loree Classroom, Room 112, Douglass Campus (Office)

Laboratory: Exercise and Gastrointestinal Health Laboratory, IFNH, Room 250

Anthony Delli Paoli, Ph.D.

Associate Teaching Professor, Department of Kinesiology and Health

Loree Classroom, Room 002, Douglass Campus (Office)

Laboratory: Psychosocial Processes in Health Lab, Loree Room 065

Ryan Dougherty, Ph.D.

Assistant Professor, Department of Kinesiology and Health

Loree Classroom, Room 110, Douglass Campus (Office)

Laboratory: Rutgers Exercise, Aging, and Brain Health Laboratory

Erik Hummer, Ph.D.

Assistant Professor, Department of Kinesiology and Health

Loree Classroom, Room 108, Douglass Campus (Office)

Laboratory: Rutgers Applied Biomechanics Laboratory (RABL), Loree Room 103

Peter Kokkinos, Ph.D.

Professor, Department of Kinesiology and Health

Loree Classroom, Room 102, Douglass Campus (Office)

Steven Malin, Ph.D.

Professor, Department of Kinesiology and Health

Loree Classroom, Room 106, Douglass Campus

Laboratory: Applied Metabolism & Physiology Laboratory (AMP Lab) Loree, Room 107

Labros Sidossis, Ph.D.
Distinguished Professor, Department of Kinesiology and Health
Loree Classroom, Room 018, Douglass Campus

Andrea Spaeth, Ph.D.
Associate Professor, Department of Kinesiology and Health
Loree Gym, Room 002, Douglass Campus
Laboratory: Rutgers Sleep Lab, Loree 140

Affiliated Rutgers Faculty

Tracy Anthony, Ph.D.
Professor, Department of Nutritional Sciences
Foran Hall 166, Cook Campus (Office)
Laboratory: The Anthony Lab, Foran Hall, Room 166

Katie Devine, Ph.D.
Associate Professor, Rutgers Cancer Institute of New Jersey
Rutgers Cancer Institute, Room 4512A (Office)
Laboratory: Devine Research Program, Rutgers Cancer Institute, Room 4512A

Andrew Gow, Ph.D.
Professor, Department of Pharmacology and Toxicology
William Levine Hall, Room 009, Busch Campus (Office)
Laboratory: Reactive Oxygen and Nitrogen Species Laboratory, Room 009

Daniel Hoffman, Ph.D.
Professor, Department of Nutritional Sciences
Food Science Building 107, Cook Campus
Laboratory: Hoffman Nutrition Research Program

Kenneth McKeever, Ph.D., FACSM
Professor, Department of Animal Sciences
Barlett Hall, Room 003, Cook Campus
Laboratory: Equine Exercise Physiology Laboratory, Building 6335; Barlett Hall, Room 006

Sue A. Shapses, Ph.D., R.D.
Professor, Department of Nutritional Sciences
Foran Hall, Room 195a, Cook Campus (Office)
Laboratory: Nutrition, Metabolism, & Bone, Foran Hall, Rooms 197 & 171

Nathan Wages, Ph.D.
Assistant Professor, Department of Rehabilitation and Movement Sciences
Rutgers – Newark, School of Health Professions
Laboratory: Neuromotor Plasticity & Rehabilitation (NPR) Lab

Carey Williams, Ph.D.
Associate Professor, Department of Animal Sciences
Bartlett Hall 213E, Cook Campus (Office)

Administrative Staff

Jenny Gehrmann
Senior Department Administrator
Department of Kinesiology and Health

Jennifer Chudy Simon

Graduate Program Coordinator
Kinesiology and Applied Physiology Graduate Program

Janice Nappe
Department Assistant

PROGRAM REQUIREMENTS

This track is best suited for students who are contemplating a career as an academic or industry scientist and who have an interest (or potential interest) in pursuing a doctoral degree. Graduation requires a minimum of 36 credits, which must include 30 course credits and 6 thesis/research credits. Core requirements comprise 16 of the required course credits and students can select electives (usually 4) that best align with their future education and career goals. This track requires a written research-focused thesis and oral defense.

Registration

Students must register each semester at <https://sims.rutgers.edu/webreg/>. It is useful to briefly meet, or communicate via email, with the GPD before each semester to ensure course registration and research credit plans are correct for ensuring on-time graduation. Some courses require a Special Permission Number (SPN) - contact the graduate program administrator. Coursework credits must be completed within 3 years of program entry unless an extension is granted by the GPD. Registration must be continuous from admission until the time the degree is conferred. Students who require additional time to write their theses/complete their Capstone projects must get approval from the GPD and maintain continuous registration with a minimum of one research credit per semester for a maximum of three additional semesters.

Hypothetical timeline of study

Year 1, Fall	Year 1, Spring	Year 2, Fall	Year 2, Spring
Core Course 1	Core Course 3	Elective 4	Elective 5
Core Course 2	Core Course 4	Seminar	Research
Elective 1	Core Statistics	Research	
Elective 2	Elective 3		
Create thesis committee	Plan thesis project	Begin thesis project	Complete thesis project

Core Curriculum

Course #	Course Name	Semester	Credits
16:572:501	Advanced Exercise Physiology	Fall	3
16:572:505	Principles of Research	Spring	3
16:572:611	Adv Applied Human Physio 1	Fall	3
16:572:612	Adv Applied Human Physio 2	Spring	3
Various	Statistics		3
16:572:521	Seminar in Health Physiology	Fall	1

Research Credits

16:572:701	Thesis Research	Fall & Spring
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Electives Courses

Course #	Course Name	Credits
16:572:502	Exercise Prescription & Programming	3
16:572:503	Exercise Biochemistry	3
16:572:504	Exercise Endocrinology	3
16:572:505	Fundamentals of Scientific Research	3
16:572:507	Metabolic Response to Exercise	3
16:572:508	Psychophysiology	3
16:572:509	Nutrition Sports/Exercise	3
16:572:510	Clinical ECG Interpretation	3
16:572:513	Exercise Epidemiology	3
16:572:516	Motor Control & Skill Acquisition	3
16:572:517	Biomechanics of Musculoskeletal Injuries	3
16:572:518	Clinical Exercise Physiology Theory	3
16:572:519	Strength & Conditioning Theory	3
15:310:505	Curriculum Development in the Secondary School	3

16:709:521	Community Nutrition	3
16:709:524	Health Promotion in Nutrition & Dietetics	3
18:844:617	Assessment and Intervention in Sport Psychology	3
18:844:618	Sport Psychology: Theory, Research, Practice	3

Thesis

Within the first 6 weeks of the first semester, students must identify/confirm a primary mentor who will guide them through the thesis process.

By the end of the first semester, with assistance from the primary mentor, students must identify a research topic/area and assemble a thesis committee that consists of at least 3 KAP graduate program faculty (the primary mentor serves as chair, 2 additional faculty are required). Students are expected to initiate and maintain direct communication with each committee member rather than using their primary mentor as an intermediary. This provides the opportunity for professionalism and rapport building. The membership of the thesis committee must be submitted in writing to the GPD by the end of the first semester.

After approval of the thesis committee, the committee must be convened at least once per semester to track progress of the student's thesis project. Thesis committee activities as well as progress towards graduation timelines will be discussed at the end-of-semester meetings with the GPD.

The second semester in the program should focus on thesis planning and development. Thesis research should have elements of independence but is not expected to be at the level of a doctoral project. Students may select a component of their primary mentor's ongoing research; utilize previously collected data for a new purpose; or design and conduct a new small study. Because of the short time of this program, it may be more time efficient to build on an existing protocol than to start a new study. It is important to make sure that the selected project can be completed within ~2 semesters; considers other coursework and responsibilities; and leaves an appropriate amount of time for analysis and writing – with all final documents due to SGS by April 1st. Students are strongly encouraged to begin meeting with committee members during the brainstorming and planning phase to draw on the faculty's content knowledge, their study design and statistical skills, and their ability to assess *feasibility* (likelihood of completing the project on time).

By the beginning of the third semester, a written thesis proposal should be presented to the committee. The proposal should be an overview of the project, with a strong emphasis on the study rationale, methods, and a detailed timeline for the project (by end of Year 2). The specific style of the written proposal (i.e., general essay format; manuscript intro and method style; bulleted lists) should be discussed in advance with all committee members. The proposal should be approved by the committee at a group meeting scheduled prior to or early in the third semester to ensure the student has a full year to complete the proposed project. The committee meeting should include discussion of any concerns about feasibility, depth, or scientific appropriateness before the thesis work commences. Upon approval, the GPD must be notified.

Prior to beginning the thesis project, students must obtain all appropriate approvals (e.g., IRB/IACUC, biosafety, transportation). Students can submit documents to Rutgers regulatory boards for master's research as PI, but the primary mentor must review and approve the project (and be listed as mentor). Be forewarned that this can be a multi-month process!

During the second year in the program, the student should be working on the thesis project and completing coursework. The project culminates in a written thesis and oral defense. There is no 'correct' length for a thesis and there are several general structures that are considered acceptable for the KAP MS program. Generally, the document should open with a general overview / literature review / explanation of problem, followed by the methods and procedures, results, and a discussion of the significance of findings and possible next steps. A manuscript style/length thesis is acceptable. Formatting, style, and referencing should follow the [Thesis and Dissertation Style Guide](#). If in doubt, please contact the GPD. For an on-time graduation (end of 2nd year), the thesis should be defended prior to April 1st.

GRADUATION

The GPD determines readiness for graduation. Please be sure that there are no outstanding fees or holds on your university account prior to the end of the final semester. Although there should be ample opportunity to discuss the overall graduate experience throughout the student years, an “exit interview” would also be greatly appreciated. This interview can be with the director, other departmental administrators (e.g., DKH chair or vice chair of research), or another appointed individual. The goal of these meetings is to ensure that the program continues to meet the needs of its students.

Deadlines

All forms listed below must be submitted by ~October 1 to graduate with an October degree.

All forms listed below must be submitted by ~January 1 to graduate with a January degree.

All forms listed below must be submitted by ~April 1 to graduate with a May degree.

Exact deadline dates are updated yearly and can be found on the SGS website.

Required Forms

The student is responsible for completing the following 4 forms for graduation. They must be sent in one email to sgs.degree.submissions@grad.rutgers.edu, and cc kap.director@kines.rutgers.edu before the deadline listed above. See the SGS graduation [checklist](#) for more details.

- [Diploma Application](#) – submit PDF of email confirmation
- [Application for Master's Degree](#) with signed Thesis [Title Page](#) – documents should be presented to committee at the time of examination. Signatures must be verifiable. Use [DocuSign](#).
- [Degree Candidate Responsibility Statement](#)
- [Publishing Agreement](#) - Once complete, click on "Manage this ETD"> "View ETD Details"> "Print your Details Page". Submit "ETD DETAILS" page as a PDF.

GENERAL INFORMATION

Student Status

You must enroll in 9 credits per semester to maintain full time student status. No more than 15 credits can be taken per semester and only in extenuating circumstances will the SGS approve an increase to 16 credits; beyond this, additional credits are not possible because it represents more than full-time employment.

Career Paths

Not all students who enter the KAP program have the same long-term goals. Kinesiology is a field that offers many opportunities for individuals with advanced degrees. A M.S. degree offers more options and higher pay in fields like fitness, athletics, and physical education. A Ph.D. opens doors in fitness and health industries, including wearables and app development, as well as teaching-focused and research-focused academic careers. It is important for students to consider their most likely career path to guide their selection of electives and experiences while enrolled in graduate school. The program will support student interests related to teaching and industry careers as well as research careers.

Program Culture

Graduate school can be stressful and difficult; students should be able to draw support from each other as well as from the KAP faculty. Your fellow graduate students do not need to become your “best friends”, but they can provide useful insights and information while you are in the program, help ground your lab and course experiences, and may end up being lifelong professional peers. A large professional network is always an asset and there is no better time to start developing it than in grad school.

General Calendar of Activities

Aug	New Student Orientation
Sept	DKH Volleyball Game
Oct	KAP Coffee Break
Nov	<i>Student appreciation event</i>
Dec	DKH Holiday Party
Jan	<i>Spring semester starts</i>
Feb	KAP Coffee Break
Mar	<i>Spring Break's Over luncheon</i>
Apr	MS-ExSci presentations
May	Year-end Party

Our program and department seek to create camaraderie among the students, and between the students and

faculty, beyond the classroom and lab by hosting events throughout the year. We encourage students to engage in KAP extracurricular activities whenever possible; active participation in the KAP Graduate Student Organization is also encouraged. These activities benefit the students and shape the culture of the program.

Housing

On-campus housing is available at favorable rates for both married and single students. While this is convenient when first coming to Rutgers, most students choose to live off campus in one of the numerous communities near the university. Information on housing is sent to applicants upon acceptance by the SGS. Popular towns with rentals for graduate students include New Brunswick, Highland Park, and Piscataway. Students can live further way from campus and commute, but this should be discussed in advance with the mentor based on in-lab time expectations.

- Housing resources:
- On campus - <https://oncampus.rutgers.edu/>
- Off campus - <https://ruoffcampus.rutgers.edu/>
- On campus billing rates - <https://ruoncampus.rutgers.edu/housing-info/rates-and-billing>

Interpersonal Conflicts

The KAP program expects students to treat each other with respect and understanding at all times – including at off-campus social settings. KAP takes the university's and school's code of ethics and professionalism seriously. Consider other possible interpretations before sending a text, email, or post; attempts to be funny or smart may come across as hurtful or condescending and can lead to misunderstandings and disputes. This can seriously and negatively affect the culture of a lab and the program.

Unfortunately, it is inevitable that interpersonal conflicts will occasionally arise – between students or between a student and a faculty member or a mentor. It is worthwhile considering that most individuals seeking a graduate degree are on career paths that will involve personnel management (this is certainly a component of academic science!). Personnel management is very challenging even for seasoned professionals but any opportunity that a student gets to learn how to navigate difficult interpersonal situations in a civil and constructive manner is valuable. We encourage students to attempt to resolve minor difficulties on their own – sometimes an email, where words can be carefully thought out and crafted, is preferable to an impromptu conversation; such an approach also allows the other person to be equally measured in their response. It can also create a paper trail to clarify the situation if things escalate. In the event of more than minor problems, the first recourse is with the lab director/ Mentor (unless the issue is with the mentor); the student should then seek guidance from the GPD, Departmental Chair, or Divisional Dean (in that order).

RESEARCH POLICIES

All research conducted by KAP students and faculty must be held to the highest possible standards and adhere to all University and Federal regulations and guidelines. The Rutgers Office for Research oversees all research activities and should be contacted if the student has any concerns about mandatory training and approvals. This office also provides information and maintains reporting sites for [conflicts of interest](#) and research [misconduct](#).

Human subjects research

All individuals involved performing students using human participants must complete the Collaborative Institutional Training Initiative (CITI) program *prior to beginning any research activities*. The Basic Course (usually Biomedical/ Clinical) must be completed. In addition, individuals conducting or involved in NIH-funded clinical studies must complete at least one [Good Clinical Practice Course](#).

All research activities involving human participants also requires approval by the Institutional Review Board for the protection of human subjects in research (IRB). Protocol forms, templates and, policies and procedures are available for review [here](#). The electronic submission portal ([eIRB](#)) must be used to submit all materials and research cannot begin until formal approval by the IRB is given.

Animal research

All research activities involving animal subjects requires approval by the Rutgers Institutional Animal Care and Use Committee ([IACUC](#)).

Additional requirements

The student and mentor must ensure that all approvals have been obtained prior to commencing research. Studies can be shut down if such approvals are not obtained. For example, if biospecimens, such as saliva, urine, blood, are collected, online coursework, protocol submissions, and/or in-person meetings may be required by the [Rutgers Biosafety Program](#) and other Rutgers research bodies. Students should discuss required approvals with their mentor prior to the beginning of any research activities. If in doubt, contact the GPD or the Director of the IRB/IACUC.

Scientific Products

The use of a Rutgers affiliation on publications and/or other science-related materials, presentations, and applications (i.e., grants, awards) that have not been formally approved by the student's Primary Mentor or the GPD is prohibited. Students should report their affiliation as *Rutgers, The State University of New Jersey, Department of Kinesiology and Health, New Brunswick, NJ*

ACADEMIC INTEGRITY AT RUTGERS

Principles of academic integrity are taken seriously at Rutgers. All graduate students must uphold the standard of the academic community in their roles as student, researcher, and teacher. All students have a responsibility to understand and familiarize themselves with the [university's policies](#) and ethical standards. Failure to comply with the standards and codes of the university are grounds for dismissal from the program. A [summary brochure](#) is available for quick review; complete information is available at <https://academicintegrity.rutgers.edu>

Student Conduct

All students are expected to abide by the university and school codes of conduct and professionalism. The University Code of Student Conduct is published at <https://grad.rutgers.edu/sites/default/files/2021-07/10-2-11-current%20%281%29.pdf>. All students are expected to be familiar with the policies. This extensive document provides guidelines for behavior, including behaviors that are not tolerated at Rutgers.

The SGS further expects honesty, integrity, respect, and tolerance. Students are expected to work diligently towards goals, take responsibilities seriously, and demonstrate professionalism in all activities including their academics, teaching, and research. Students are expected to learn to provide and accept constructive feedback. Failure to uphold these expectations may result in integrity violations.

Academic Integrity Violations

The most common violations of the principles of academic integrity include plagiarism, cheating, fabrication, facilitation of dishonesty, academic sabotage, violation of research or professional ethics (e.g., misuse of grant or institutional funds, violating professional ethics as a TA/GA), and violations involving potentially criminal activity. Violations are divided into three categories defined by the university as:

- Level 1 - may occur due to inexperience; evidence of lack of malicious intent.
- Level 2 - misconduct of a more serious or recurrent character; misconduct that affects a major, significant, or essential portion of work; demonstrates premeditation; poses harm to others.
- Level 3 - most serious breaches of conduct; serious violation of a professional code of conduct; extreme cases of dishonesty and maliciousness or violations of law; likely to cause harm to others.

Sanctions range from grade reductions in course work, grade of F, disciplinary reprimand/probation, removal of support, suspension, dismissal from program or school; loss of academic appointments, degree revocation.

Academic Performance Policies

Student progress is tracked on an ongoing basis. Students should schedule meetings with the GPD at the end of each semester to ensure that satisfactory academic progress is being made. Failure to maintain satisfactory academic progress is a violation of the standards of the SGS and can lead to revocation of financial support,

academic warnings, and possible dismissal in addition to prolonging the time it will take to obtain a degree.

The SGS defines **satisfactory academic progress** as:

- Min GPA of 2.5 for first 12 credits and 3.0 for the remainder of time in the program;
- No more than one “U” in courses that are graded S/U;
- No more than two temporary Incompletes on record at any time; courses must be completed within 2 semesters and the GPD must approve the reasons for the incomplete and the specific plans to complete the work; **and**,

The KAP program further defines **satisfactory academic progress** as:

- Continued active participation in research activities under the guidance of the Primary Mentor;
- Active engagement in thesis-related activities

Academic Difficulty and Procedures

In cases of academic or other program-related difficulty, the GPD will convene the KAP Executive Committee to review the case and plan a course of action. The committee will review the academic record and mentor/faculty reports to determine a course of action. In the event that it is determined that the student has failed to maintain satisfactory academic performance, a written warning letter will be issued.

The **first warning letter** will explain the committee’s concerns, document evidence, and recommend steps to improve performance. Ordinarily, first warnings are issued when academic performance is marginal and/or are starting to show more serious academic difficulty. First warnings may also result in academic probation when unsatisfactory progress indicates a general failure to maintain school and program standards or in cases of academic/research dishonesty. Students are expected to formally acknowledge receipt of the warning and show significant changes or progress in the subsequent semester.

After the first warning letter, failure to maintain good academic progress will result in a **second warning letter** that typically includes formal written notification that processes for dismissal will begin.

The students should know the resources available to them from the university, such as:

- <https://grad.rutgers.edu/current-students>
- <https://grad.rutgers.edu/academics/academic-enrichment-programs>
- <https://ods.rutgers.edu/>
- <https://rlc.rutgers.edu/>

The SGS may have additional recommendations and students should reach out to them for guidance. The Graduate Student Association or Office of Labor Relations also may be contacted. The KAP program cannot adopt alternative procedures to circumvent university policies, such as registration blocks or encouraging withdrawal. This handbook provides students with complete details of academic expectations, ramifications of failing to maintain these expectations, and avenues for students to appeal.

The process for **academic dismissal** begins after the second written warning of failure to maintain satisfactory academic progress is sent. When dismissal from the program is being recommended, the written warning letter will specifically note that processes for dismissal are being undertaken by the program.

Suspension from the Program may be recommended when unsatisfactory progress is mitigated by personal circumstances outside the student’s control or may be elected by the student to allow time for resolution of special circumstances through ordinary means.

Student Appeals

All students should be aware that they can appeal academic decisions within thirty days of the written warning. First, students should appeal to the KAP Executive Committee. They have the right to examine all evidence that led to the warning letter and discuss that evidence with the committee; these meetings may include the Primary Mentor. Both the evidence and notes/minutes from any subsequent discussion will become part of the student’s file and be maintained by the GPD.

Should the appeals process within the program not rule in the student's favor, a recommendation for dismissal may be sent to the Dean of the SGS, who may delegate the process of initial review to one or more senior deans within SGS. Initial review may result in (a) a delay in dismissal accompanied by specific recommendations to the program for improving the academic performance of the student; (b) recommendation that the student file a formal appeal with the SGS, or (c) decisions to process the dismissal of the student from the SGS. Final dismissal of a student from the program may be done only by the Dean of the SGS in accordance with established procedures.

CENTRAL RESOURCES

The SGS offers a complete [handbook](#) about resources available to graduate students at Rutgers University. Additional information specifically pertinent to KAP students is also provided below.

RUID, NetID, and Rutgers ID cards

Upon admission into the program, all students are given a RUID (a 9-digit number). The RUID is used by the registrar. They are also given a unique alphanumeric identifier known as a NetID (e.g., abc123). Nearly all Rutgers programs and services available to students uses the NetID. Upon acceptance, students must activate their Rutgers NetID at <https://netid.rutgers.edu/index.htm>. Once activated, students can begin accessing Rutgers programs and utilizing Rutgers resources.

When activating their NetID, they will be asked to upload a photo online. By doing so, they will be eligible to receive an ID card that is important especially for those students who will spend time in clinical spaces and hospitals, where ID must be worn at all times. For more information about ID cards, see <https://ipo.rutgers.edu/publicsafety/iam/student-id>

Central Authentication Service

'CAS' is the landing screen for logging into most centralized university programs. It requires an active NetID <https://cas.rutgers.edu>

Rutgers Connect

The official email and calendar system for Rutgers faculty and staff is based on Microsoft 365 and includes Outlook and OneDrive (a document sharing program akin to Google Drive). Microsoft 365 and all Office software are available free for Rutgers students. Note: the Division of Life Sciences, of which the Dept. of Kinesiology and Health is a member, does not allow the use of Google email, calendar, docs, drive, or other software to conduct university business; however, these rules do not apply to students. Students should use the same programs as their primary mentor whenever possible. <https://it.rutgers.edu/rutgers-connect/>

My Rutgers Portal

This site provides access to payroll and paycheck information and tax forms. It allows you to submit expenses and change your profile and personal information. Go to: <https://my.rutgers.edu>

Parking

The age-old question on every university's campus, especially Rutgers is: where can I park? Rutgers provides parking to students at an annual cost. You must have an active NetID. To register your car: <https://ipo.rutgers.edu/dots/permits/faculty-staff>. Janice Nappe is also a good resource for all parking-related concerns. KAP students do not have access to the small gated lot in front of Loree but can park behind the student center next door and many lots on all campuses.

Registrar

For billing, financial aid, and registration questions, see <https://registrar.rutgers.edu>.

ACADEMIC RESOURCES

Schedule of classes and Academic Calendar

A searchable database of available classes in the upcoming semesters, including course name, department, instructor, time and date of instruction, prerequisites and special permission requirements.

<https://classes.rutgers.edu/soc/#home>

Semester start and end dates as well as holidays can be found at

<https://scheduling.rutgers.edu/scheduling/academic-calendar>

Registration

Students must register every semester. Nine credits or more is considered full-time. No more than 15 credits per semester [HARD CAP!] can be taken. <https://sims.rutgers.edu/webreg/>

Canvas

The official learning management system for teaching and learning at Rutgers

<https://canvas.rutgers.edu/>

Box

A secure, cloud-based file storage system that allows managing and sharing of research resources. It can be used in addition to or instead of OneDrive or Google Drive. Box is free for Rutgers students at

<https://rutgers.app.box.com>

Docusign

A secure electronic signature tool that verifies, routes, tracks and stores documents requiring signatures. This is a frequently used program by KAP students!

<https://it.rutgers.edu/docusign/>

University Library System

Students at Rutgers have access to an enormous collection of online scientific materials that can be accessed through the library http://www.libraries.rutgers.edu/libraries_centers or by accessing a research article through Rutgers (which should bring students to the Central Authentication Services [CAS] site).

TECHNOLOGY RESOURCES

Information Technology

Rutgers has centralized IT support and both the Department of Kinesiology and KAP have specific IT staff that can help with all computer-related issues. For general information: <https://it.rutgers.edu/> If you have a specific question, purchase, need (e.g., assistance installing new software), you must create a ticket by emailing ithelp@sas.rutgers.edu. Our 'go to' is Tamela Wilcox (tpringle@sas.rutgers.edu).

RUWireless

RUWireless Secure is the university's wireless network that is available to all students in all Rutgers buildings. To download RUWireless, go to <https://it.rutgers.edu/ruwireless>. Once downloaded, you should automatically connect whenever on campus. While I'd like to say that the program is seamless, it is not. It occasionally does not connect, requires another download, or needs the computer to be rebooted.

All students also have access to **eduroam**, which provides access to wireless networks at universities around the world. If you are traveling, setting up an account with eduroam is worthwhile.

RAD (Rutgers Active Directory)

Any computer purchased through the university must be secured by Rutgers IT. RAD-secured computers are

easier to interface with Rutgers programs and services and have direct access to Rutgers IT services. RAD systems can be remotely accessed by IT to troubleshoot and fix problems.

Cisco Anytime Connect (Virtual Private Network)

Rutgers provides remote access to faculty, staff and students to services secured by the Rutgers network using a VPN. You must register through the self-portal: <https://it.rutgers.edu/virtual-private-network/>

Duo

Students will need to download Duo, a dual authentication software, for all remote accessing of Rutgers programs and services. More information can be found at <https://it.rutgers.edu/two-step-login/>. To set it up, go to <https://go.rutgers.edu/setup>. Sign in with your NetID and click Start setup to begin enrolling your device. For additional instructions see <https://it.rutgers.edu/two-step-login/wp-content/uploads/sites/30/2020/09/Two-step-login-enrollment-instructions-PDF-FINAL.pdf>

software.rutgers.edu

Rutgers University Software Portal allows you to search and find various software programs that are free to students (through site licenses) or available for purchase (at an educational discount). You can download and update software based on current licensing agreements.

<https://software.rutgers.edu/info/login/>

Some programs you should consider getting:

- Adobe Creative Cloud – including Acrobat Professional, InDesign, Photoshop, and Premiere
- Cisco Secure Endpoint Virus Protection
- Microsoft 365
- Statistics programs used by your laboratory. Mentors will often pay for these programs or you can access them free at on-campus Computing Centers. Some popular statistical programs include SAS, SPSS, OriginPro, GraphPad Prism.

A full list of available software programs: <https://software.rutgers.edu/catalog>

Virtual Meeting Programs

Rutgers has site licenses for Zoom, Webex, and Teams. Our program prefers Zoom, but many Rutgers administrators also use Teams. All are pretty user friendly, but it is recommended that you sign up for a Zoom account through Rutgers even if you have a personal account. Some Rutgers sessions are more difficult to access from non-Rutgers accounts. <https://rutgers.zoom.us>

Virtual Computer Lab

Rutgers provides access to virtual computers to allow students access to software programs that are not available in their labs, are too expensive to purchase, and/or are not compatible with their personal computer. It is beneficial to have set up a OneDrive account first so that the virtual computers can find and save files needed. <https://it.rutgers.edu/virtual-computer-labs/>

GENERAL RESOURCES

- [University Safety and Security](#)
- [Services for Students with Disabilities](#)
- [Student Records and Privacy Rights under FERPA](#)
- [Policy Prohibiting Discrimination and Harassment:](#)
- [Career Services](#)
- [Rutgers Global Advancement and International Affairs](#)

RUTGERS GRADUATE STUDENT ASSOCIATION (GSA)

The GSA sponsors a variety of social and cultural activities for graduate students and represents their interests

to the university through its legislative body. It sponsors academic programs, films, mixers, trips, and community action programs. It also provides free legal advice to students.

Every graduate student, full time, or part time, in any of the New Brunswick graduate and professional schools automatically becomes a member of the GSA. A president, vice president, treasurer, and secretary are elected at large. The GSA's main legislative body is its Council, which meets once a month. Every graduate program may elect one representative for every 40 students enrolled. (NOTE: Programs with less than 40 students also are allowed one elected representative.) If you are interested in being a department representative, check with your program organization or the GSA office. GSA offices are located in the Graduate Student Lounge (GSL) in the Rutgers Student Center on College Avenue in New Brunswick and may be contacted at 848-932-7995.

The GSL is primarily for the use of graduate students and for the functions sponsored by and for graduate students. It provides a comfortable atmosphere for socializing, lounging, and studying.

KAP GRADUATE STUDENT ORGANIZATION (KAP GSO)

The purpose of the KAP GSO is to provide support and resources for fellow graduate students in pursuit of their degree. The organization meets bimonthly to discuss journal articles, student presentations, and research. The goal of the organization is to expand outreach within the Rutgers community for the education of students and peers on health and fitness. The KAP GSO is made up of the officers, President, Vice President, Secretary, Treasurer, and Social Media Manager and the students within KAP who chose to attend the meetings and participate in activities. Elections for officers are held in the fall semester and an officer can hold a position for no longer than 2 years.