



# **Graduate Program Policies & Guidelines**

**for**

## **Department of Health and Human Performance**

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# HHP GRADUATE PROGRAM GENERAL GUIDELINES

## Program Administration

The HHP Graduate Director, who is a graduate faculty member in the Department of Health and Human Performance administers the HHP Graduate Program. A graduate analyst maintains student records, coordinates preliminary examinations, and conducts administrative work for the program.

**HHP Graduate Director:** The HHP Graduate Director serves as the link between the programs and the program's administrative link to its students.

- Supervising and coordinating programs, including graduate program(s) administration and guidance to office staff
- Serve as a point of contact for the area HHP Graduate Coordinators.
- Chair of the Executive Graduate Committee.
- Chair of the HHP Graduate Committee.
- Serve as a point of contact for graduate students enrolled in the program.
- Provide administrative linkage between the faculty with responsibility for graduate education in the program and the department contributing to the program.
- Serves as the liaison between the program and the administration of the relevant HHP graduate programs.
- Serve as the program's representative on collegiate and/or university governance committees, as appropriate.
- Serve as a liaison between the program faculty and the college administration, referring matters to the faculty or its committees as needed; informing the faculty of graduate education related policies, deadlines, and programs as appropriate; and forwarding recommendations, nominations, and other information from the faculty to the appropriate collegiate dean(s).
- Provide written criteria to each student, upon entry, of what constitutes acceptable progress through the program and the grounds for the student's termination from it.
- Provide written criteria to each student regarding comprehensive and preliminary exams.
- Receive, arrange for the review of, and monitor the progress of student applications and petitions.
- Supervises regulations of the university, the relevant degree programs.
- Provide periodic reports on the program and data to the HHP department and chair.

**Area Graduate Coordinator(s):** Serves as area graduate coordinator to oversee area degree programs and works closely with the HHP Graduate Director (Exercise Science, Health, Kinesmetrics, Leisure Studies/Leisure and Sport Management, Physical Education). The HHP Graduate Coordinators serve as the link between the area graduate program and the HHP Graduate Director.

- Supervising and coordinating programs, including graduate program(s) administration.
- Serve as a point of contact for graduate students enrolled in the program.
- Provide administrative linkage between the faculty with responsibility for graduate education in the program and the department contributing to the program.
- Serves as the liaison between the program and the administration of the relevant HHP graduate programs.
- Serve as the program's representative on collegiate and/or university governance

committees, as appropriate.

- Serve as a liaison between the program faculty and the college administration, referring matters to the faculty or its committees as needed; informing the faculty of graduate education related policies, deadlines, and programs as appropriate; and forwarding recommendations, nominations, and other information from the faculty to the appropriate collegiate dean(s).
- Provide written criteria to each student, upon entry, of what constitutes acceptable progress through the program and the grounds for the student's termination from it.
- Provide written criteria to each student regarding comprehensive and preliminary exams.
- Receive, arrange for the review of, and monitor the progress of student applications and petitions.
- Provide periodic reports on the program and data to the HHP Graduate Director and HHP department.
- Reviewing PhD Graduate Teaching Assistants and PhD Student progress.
- Providing academic oversight of area graduate program.

**Graduate Faculty:** The HHP Graduate faculty consists of all faculty members who have been recognized as "graduate faculty" by the MTSU College of Graduate Studies.

There are two committees which work with the HHP Department Graduate Director and Graduate Faculty Members to provide oversight and programmatic decisions regarding admissions, advisement, and curriculum. The committees are: 1) Executive Graduate Council and 2) Graduate Curriculum Committee.

The **Executive Graduate Council** discusses administrative issues about the HHP graduate programs related to students, policies, coursework, internships, graduate teaching assistants, and graduate examinations.

Committee membership includes:

- HHP Department Graduate Director
- Graduate Coordinators from Exercise Science, Health, Physical Education, Kinesmetrics, and Leisure and Sport Management

*Note: Every graduate faculty member is urged to attend all graduate faculty meetings.*

**The HHP Graduate Curriculum Committee:** Written recommendations from the Curriculum Committee for changes in graduate program curriculum (master's and doctoral levels) are submitted to the HHP-GCC who determines whether to act on the recommendations.

## Course Guidelines

- Restricted Courses - Restrict access to core (required) graduate courses by non-degree seeking students. Exceptions to this policy would be allowed by permission from the course instructor and forwarded to the Graduate Administrative Assistant and the Graduate Program Coordinator for final approval, then submitted to Scheduling. It is also understood that some courses taken by non-degree seeking students, particularly those who plan to seek admission into the program at a later date, may take courses that may not count toward their degree. The Graduate Committee endorsed this policy and agreed to generate a list of these courses.

(Graduate Faculty Minutes January 18, 2007)

- Applies to only PhD Program – 7000 level courses are restricted to graduate students who have been admitted to a graduate program in HHP or by discretion of the course instructor if admitted to other MTSU graduate program. (Graduate Faculty Minutes April 24, 2014)
  - MS – only: 6910 Special Problems and 6880 Internship/Special Projects - Students cannot take these courses prior to admission to program of study.
  - Non-degree seeking versus degree seeking (restricted courses) – Non-degree seeking students are permitted to take as many courses as they would like; however they are not permitted to take HHP graduate courses without Instructor approval. Degree seeking can take up to 12 hours in one semester, but no more thereafter until accepted to program. 7000 level classes have been restricted at the course level. Only admitted doctoral students may enroll without permission of the instructor. (Graduate Faculty Minutes February 9, 2012)
- Transfer Courses after Admission to Program - Approval must be granted **before** the student takes the course. A request must be sent from the advisor to the HHP Graduate Director with the rationale and the syllabus for the course that the student wishes to transfer. If approved by the HHP Graduate Director, a memo requesting approval to take the course and transfer it to the student's MTSU transcript will be sent to the College of Graduate Studies. If the College of Graduate Studies approves the transfer course, the official transcript with course and grade must be submitted to the College of Graduate Studies with the Transfer Equivalency Form (<http://www.mtsu.edu/graduate/pdf/TransferEquivalency.pdf>). (Graduate Faculty Minutes April 14, 2007 and February 25, 2010)

## Student Records

Student applications are located in the department's Graduate Program Office (GPO), AMG 209, until admission status is determined and appropriate correspondence is sent to the student applicant. Records of enrolled students are also maintained in the GPO. Requests for access to student files are to be made through the HHP Department Graduate Director.

## College of Graduate Studies Forms

- <http://www.mtsu.edu/graduate/forms.php>. This link contains access to:

### Examination Forms, Study Guides, Dissertation/Thesis Forms/Manuals

1. [Thesis/Dissertation Manual](#)
2. [Thesis/Dissertation Checklist](#)
3. [Thesis Advisory Committee and Advancement to Candidacy Form](#)
4. [Dissertation Advisory Committee Form](#)
5. [Change in Dissertation Advisory Committee Form](#)
6. [Transfer Equivalency Form](#)
7. [Request for Graduate Overload Form](#)
8. [Request to Repeat Course Form](#)
9. [Change of Major/Program Form](#)

## Health & Human Performance Graduate Forms

- [Binding instructions for Students \(HHP Student Theses/Dissertations\)](#)
  - Under “General Forms”
  - All students who complete a dissertation or thesis are required to pay binding fees for their theses and dissertations
- [Special Problems Form \(EXSC/HLTH/LSM/PHED 6910\)](#)
- [HHP 7600 Teaching Practicum in Human Performance Application Form](#)

**Graduation Information** <http://www.mtsu.edu/graduate/student/graduation.php>

## Graduate Teaching Assistantships

- [GTA Application Information](#)
- [GTA Handbook](#)
- Graduate Teaching Assistant (GTA) stipends are subject to federal withholding tax. GTAs taking 5 or more graduate hours during a term are not subject to Social Security or Medicare tax. If GTAs enroll in fewer than 5 graduate hours, Social Security and Medicare tax will be deducted from their monthly stipends.

## Graduate Program Contact Information

1. Exercise Science - Dr. Don Morgan, [don.morgan@mtsu.edu](mailto:don.morgan@mtsu.edu)
2. Health - Dr. Andrew Owusu, [andrew.owusu@mtsu.edu](mailto:andrew.owusu@mtsu.edu)
3. Kinesmetrics - Dr. Minsoo Kang, [minsoo.kang@mtsu.edu](mailto:minsoo.kang@mtsu.edu)
4. Leisure & Sport Management - Dr. Steven Estes, [steven.estes@mtsu.edu](mailto:steven.estes@mtsu.edu)
5. Physical Education - Dr. Don Belcher, [don.belcher@mtsu.edu](mailto:don.belcher@mtsu.edu)

**General questions: HHP Graduate Program Office, 209 Alumni Memorial Gym.**

**Email: [Eileen.Chalmers@mtsu.edu](mailto:Eileen.Chalmers@mtsu.edu)**

**Phone: 615-898-2147; Fax: 615-898-5276.**

# Ph.D. in HUMAN PERFORMANCE

## Mission of the Ph.D. Program

The mission of the Ph.D. in Human Performance (HP) is to train doctoral level students, who can become effective educators within the context of a rapidly changing education and public service environment, and to produce and publish scholarly research as members of the academic community.

The Ph.D. in Human Performance promotes doctoral level expertise combining pedagogy with scholarly achievement and research excellence (applied or theoretical) in the specializations of Exercise Science, Health, Kinesmetrics, Leisure and Sport Management, and Physical Education. The program is primarily designed for the student who has completed a master's degree in one of these areas. However, applicants whose background rests outside of these areas are eligible to complete prerequisite courses and formally be admitted into the program if other entry criteria are met.

## Admissions

Acceptance into the Human Performance Ph.D. program is based on a review of the applicant's materials that were submitted to the College of Graduate Studies. Admission decisions are based on a number of criteria that are believed to predict success in the Ph.D. program. The following admission criteria for successful applicants are reviewed.

- **Scores on the Graduate Record Examination (GRE):** Successful applicants to the Ph.D. program typically have scores that exceed 291 (current scale: Verbal 150 and Quantitative 141) or 900 (former scale). The Analytical Writing Assessment score on the GRE is also considered.
- **Previous Academic Performance:** A minimum grade point average (GPA) of 3.00 (on a 4.00 scale) for the last 60 hours of their previous academic work.
- **Letters of Recommendation:** Three letters of recommendation from persons who have addressed the applicant's academic qualifications and potential for success in doctoral study.
- **Statement of Purpose:** Applicants should provide a 400-500 word "statement of purpose" that includes their reason(s) for applying to the Ph.D. program, academic interests, professional goals, and area of specialization.
- **Research Skills:** Evidence of completed courses in statistics (or data analysis) and research methods.
- ***Applicants with a bachelor's degree will be expected to have completed at least 18 hours of coursework in a related field. Applicants with a master's degree are expected to have completed at least 20 graduate hours in a related field. (This criterion is pending Graduate Council approval.)***

Note: All students are required to have completed a thesis or scholarly-equivalent project prior to admission to candidacy.

Each specialization reviews applicant materials, identifies candidates for acceptance, and recommends to the HHP Graduate Director either admission, provisional admission, or rejection to the program. The HHP Graduate Director reviews each application and makes an admission recommendation to the Dean of the College of Graduate Studies. The College of Graduate Studies sends a letter notifying the applicant of the admission decision. If the applicant is provisionally admitted, the HHP Graduate Director sends a letter notifying the applicant of the provision(s) of admission. The HHP Graduate Program Office monitors the provisions and notifies the student and the College of Graduate Studies when provisions are met.

Note: Students must be admitted to the Ph.D. Program prior to taking HHP graduate coursework. Students may be given special permission by their advisor to take prerequisite courses, if necessary. (Graduate Faculty Minutes 9/8/2011)

## Academic Advising

Upon admission to the Ph.D. in HP Program the student will be assigned an advisor. The decision of advisor is based on the student's area of specialization, the faculty member's area of expertise, and the faculty member's current advising load. The purpose of academic advising is to assist the student in (a) selecting course work, (b) meeting additional provisions for admission, if needed, which may have been stipulated upon acceptance, (c) assist in writing the degree plan, and (d) selecting the Chair of the dissertation committee. The advisor must hold graduate faculty status.

Prior to the preliminary examination, students will select an Academic Advisory Committee, usually consisting of the same members as the student's Dissertation Committee, with a minimum of three members. Members of the Academic Advisory Committee generate and evaluate the Preliminary Examination.

HP Degree Plan: [LINK](#)

The degree plan is completed and submitted to the College of Graduate Studies during a student's first semester. The degree plan requires signatures of the advisor and the HHP Graduate Director before it is sent to the Dean of the College of Graduate Studies.

## Advancement to Candidacy

A student advances to candidacy when they complete their Preliminary Exams. Preliminary exams are taken in the last year (usually) of coursework. If the student successfully passes their preliminary exams, the program notifies the College of Graduate Studies and provides the names of the student's dissertation committee. After checking to determine if all other conditions are met, the College of Graduate Studies informs the student that they have advanced to candidacy. After being admitted to candidacy, students must submit a timeline of course and dissertation requirements to their advisor and the Ph.D. Director for annual review.



## Preliminary Examinations

### A. Written Examinations (Approved Graduate Faculty Meeting 3/29/12)

Students are required to complete examination questions in three content areas: 1) research methodology and data analysis, 2) PhD specialization area (specialization topic questions), 3) area of research interest (tailored to each student and specific to their area of research interest). A list of students who sit for the Preliminary Examinations is submitted to the HHP Graduate Director. Students must be in good academic standing and have earned a cumulative grade point average of 3.25 in all graduate work before taking written preliminary examinations. Study guides are prepared by the faculty committee members who prepare the questions. Students will take the preliminary examination during their last year (with permission of advisor) of coursework within three consecutive days (totaling no more than 8 hours of exam time, per graduate school policy). The exam will be scheduled and administered by a member of the advisory committee. Questions are graded by Academic Advisory Committee using the HHP departmental rubric. The Academic Advisory Committee as a follow-up to the written examination may request oral examinations. All sections of the preliminary exam must be completed and passed within one year.

The written examinations are to be completed on the department's computers. *Preliminary Written Examination Records are kept on file in the HHP Graduate Program Office as part of the student's file.*

### B. Evaluation Criteria

There are two possible grades that may be assigned to each of the three content areas (research methodology and data analysis, PhD specialization area, area of research interest) of the preliminary examination.

P	Pass = 70% or Higher
F	Fail = 69% or Lower

To obtain an overall pass of the preliminary examination, the doctoral student **must obtain a grade of "Pass" in each of the three content areas.**

The Academic Advisory Committee may request an oral examination. If the oral examination is requested, it will be scheduled by the Academic Advisory Committee within two weeks following the written examination. Students may review the original written test question(s) prior to the oral examination. After the oral examination, the Academic Advisory Committee will determine if the grade for the oral examination is pass or fail.

**The preliminary examinations may be taken no more than twice (See *Graduate Catalog*). The second attempt will consist of re-examination of only those questions that received a score of 69% or below (fail). Re-examination questions will cover similar content area of the question(s) failed, but will not be identical to the original examination question(s). An oral exam does not count as a second attempt. \*Also note MTSU Graduate Catalog for additional comprehensive examination policies.**

A student may appeal the dismissal recommendation by contacting the HHP Graduate Director. Exceptions to the policy must be recommended by the HHP Graduate Director and approved by the Dean of the College of Graduate Studies.

## Forms and Signatures

Forms and signatures required by the Advisor, Dissertation Committee Chair and Committee Members are listed below:

- |                                |   |
|--------------------------------|---|
| 1. Degree Plan                 | Signature of Advisor, HHP Graduate Program Director, and Dean of College of Graduate Studies              |
| 2. Academic Advisory Committee | Signature of Advisor and Committee Members and HHP Graduate Program Director, College of Graduate Studies |
| 3. Advancement to Candidacy    | Signature of HHP Graduate Director and HHP Graduate Program Director, College of Graduate Studies         |

## Dissertation Requirements

### A. Dissertation Topic Selection

The formal dissertation process of topic selection begins by selecting a dissertation advisor who serves as the chairperson of the student's dissertation committee. The dissertation committee chairperson must hold graduate faculty status in the Department of Health and Human Performance at MTSU. The dissertation topic represents a consensus between students and their advisor that reflects joint interests, experiences, and background between the parties, and the willingness of both parties to produce a scholarly study that represents an extension of existing knowledge and is likely to be published in a refereed, scientific journal. Next, the student forms a dissertation committee, consisting of two additional faculty members who have obtained graduate faculty member status at MTSU (described later). These individuals include one member of the Health and Human Performance Department, and a member whose campus department affiliation is outside of the department. Each committee member is a person who will provide the student with expert consultation and feedback throughout the research development and writing process. When the topic is determined, the student writes a proposal that is either in the form of a traditional dissertation (i.e., Chapters 1, 2, and 3 (Introduction, Review of Literature, and Methods) or in an article format. When the advisor agrees the proposal is ready to be formally presented for committee approval, the student then sets a proposal meeting date and formally presents his or her study to the committee.

### B. Proposal and Proposal Meeting

The proposal meeting occurs after approval of advancement to candidacy and successful completion of preliminary examinations. Prior to collection of data pertaining to the dissertation research the candidate must submit and the dissertation committee must approve a proposal (also called the prospectus). In order to enable a Ph.D. candidate to complete the dissertation in a timely fashion, development of the proposal and the proposal meeting may occur at any time while classes are in session following advancement to candidacy.

The purpose of a proposal meeting is for the student to obtain formal, signed consent by the dissertation committee to begin the study based on an oral description of the planned

research. The student's presentation consists of describing a reduced version of the following elements of the dissertation: the research problem, a brief review of relevant literature that provides background of the topic and supports a need for the study, the purpose of the study, hypotheses or research questions, limitations and delimitations, a description of the sample, instrumentation and materials for data collection, data collection procedures, and planned statistical or data analyses. The meeting is open to all department and university faculty and students. All persons in attendance have the opportunity to provide the student with feedback, make recommendations, or to ask questions. However, the committee is given the first opportunity to respond to the student's presentation. In general, the proposal meeting time is as long as needed; however, due to time restrictions for room availability, generally the meeting is completed within one hour. After the question period, the committee meets privately to determine their decision to pass the proposal and allow the student to move toward initiating the study (which may include revisions in the planned study), or to reject the proposal, which would require the student to revise the study and hold a second proposal meeting.

The final copy of the dissertation proposal must be provided to all members of the committee at least one week – preferably two weeks - prior to the proposal meeting.

*The proposal should have been reviewed by all committee members prior to submitting a final copy.* The Committee Chair confirms the meeting date and time, the location and notifies faculty of the proposal meeting at least one week in advance of the proposed date.

The proposal is formally presented to a meeting of the dissertation committee and any other interested faculty and students who may wish to observe, or provide input or comment. Following the presentation, the dissertation committee will inform the candidate of its decision on the proposal.

If the proposal is passed, any required changes to the proposal will be communicated clearly by the dissertation advisor on the Thesis/Dissertation Proposal Approval Form, based upon modifications suggested by the committee. Each member of the student's committee will sign a form, obtained from the department's GPO that indicates their approval of the study, with recommended changes. Prior to data collection, the student must complete the required online IRB application and receive formal written approval from the MTSU Office of Compliance to conduct research involving human subjects. This process ensures that the proposed study is conducted in an ethical manner and that the student has completed the online course ensuring the student's understanding of proper procedures for conducting research.

### **C. Dissertation- Data Collection**

Typically, the dissertation includes data that are original and obtained by the student. Use of archival data or other available data sets must be approved by the IRB. Analysis of existing data sets may be acceptable under extenuating circumstances with the approval of the dissertation committee.

*Note: Manuals, curricula and literature reviews may be considered part of the research process and may be included in the development of the dissertation. However, these do not stand alone as a Ph.D. dissertation.*

## **D. Dissertation Format**

The department follows the writing style of the *American Psychological Association Publication Manual* (APA) (6<sup>th</sup> ed.) for the dissertation format. There will be five complete chapters (*Introduction, Literature Review, Methods, Results, and Discussion*). As noted in the *APA Publication Manual*, the student is the first author of any joint authorships of the dissertation submitted for journal review unless the student approves a different order of authorship.

With prior approval from the dissertation committee chair, a student may follow a manuscript format approved by the College of Graduate Studies. Please check with the dissertation committee chair and/or the Graduate School for details regarding the use of the manuscript format.

## **E. Dissertation - Committee Membership**

As indicated earlier, the student is responsible for nominating a dissertation advisor, who is a doctoral faculty member and serves as the committee chairperson. In collaboration with the chair, and partially based on the dissertation topic, the student then invites two other committee members (explained below).

- *Committee Chair*: Graduate Faculty member, Department of HHP.
  - A faculty member from another department may co-chair a dissertation committee, but the HHP co-chair must be listed first. (Graduate Faculty Meeting 1/31/2008)
- *Committee Members*: Two to four additional faculty serve on the committee – one of whom is required to be from outside the department and one from the HHP Graduate Faculty.
- *Additional members*: (from outside the department or the university) may be selected for specific expertise. Outside committee appointments must have the approval of the Dean of Graduate Studies, the HHP Graduate Director, and the Dissertation Committee Chair. Outside committee members must have Graduate Faculty status granted by the Graduate Council of the College of Graduate Studies. To obtain the optimal benefit of strong professional advising, students are urged to select committee members and dissertations topics in which faculty have moderate familiarity and/or expertise.

*Note: A dissertation committee form will be completed and submitted to the HHP Graduate Director and a copy submitted to the College of Graduate Studies. Changes in committee membership are to be submitted on the Change in Dissertation Advisory Committee Form. The form will be sent to the College of Graduate Studies and a copy will be placed in the student's file in the HHP Graduate Program Office.*

## **F. Role of Dissertation Committee Members**

Dissertation committee members function as a unit, with each member providing expertise on various parts of the dissertation study. Students and faculty should be clear about the roles that each member will have. The committee should agree on the study

design and the overall format of the dissertation. Once meetings are held with committee members to discuss the overall research plan, the student will write Chapters 1, 2, & 3 in either a traditional dissertation format (*Introduction, Literature Review and Methods*, respectively) or in a manuscript format approved by the College of Graduate Studies and submit them for review by committee members at least one week prior to the proposal meeting.

- *Committee Chair*: This person approves all aspects of the dissertation process including: topic selection; proposal development; IRB proposal (the chair will sign the IRB form), provides final approval of all completed work; and notifies faculty of proposal and defense dates. The chair also signs all required forms related to the dissertation process.
- *Second Committee Member*: This member provides in-depth expertise, reviews draft work, and is available for consultation.
- *Additional Committee Member(s)*: Reviews draft work and is available for consultation.

All committee members must attend proposal meetings and dissertation defense meetings. If members must be absent due to geographic considerations, or illness, either the meeting is rescheduled or the absent member's comments and questions are addressed during the meeting. The dissertation committee chair determines if the meeting may occur in the absence of any members.

*Note- Committee members read and review all drafts and copies of the dissertation. Their primary role is to ensure that the student submits a dissertation that is scholarly and potentially publishable in a discipline-specific refereed journal. STUDENTS ARE EXPECTED TO SUBMIT DRAFTS AND PROPOSALS THAT HAVE BEEN REVIEWED AND CORRECTED FOR PROPER NARRATIVE AND SPELLING, GRAMMAR, AND FORMAT PRIOR TO COMMITTEE REVIEW.*

**Changing Dissertation Committee Chair or committee members.** If a student (or a faculty member): (a) wishes to change the structure of the committee as was originally set, (b) change the dissertation topic, or (c) report the student's unsatisfactory progress toward completing the dissertation, then the matter is taken to the HHP Graduate Director. Changes to dissertation committees, once established, must be reported to the College of Graduate Studies on the Change in Dissertation Advisory Committee Form.

## **G. Institutional Review Board Approval (IRB)**

As indicated earlier, prior to collection of pilot data and/or dissertation data, but after the student's committee has officially approved the proposal, approval from MTSU's IRB must be obtained. In addition, the student may have to gain consent from school, agency or hospital administrators, which are releasing data or granting permission for participants to enter a study. Prior IRB approval is mandatory on all dissertation research before data are collected, but **after** the study has been proposed and approved by the student's dissertation committee. Finally, as indicated earlier, **all** researchers at MTSU must complete the Human Participants Protection Education for Research Teams online course. IRB certificate must be on file prior to submission.

## **H. Dissertation Credits**

The student must register for at least one dissertation credit every semester after successful completion of departmental written preliminary examinations. **The student cannot register for these credits until the semester following successful completion of the examinations.** The student must continue to register for a minimum of 1 hour of credit each semester thereafter for the academic year (fall/spring) until graduation. Summer registration is required if a student plans to use university resources, faculty or plans to graduate during the summer.

## I. Dissertation Defense

After completion of the dissertation and all other prescribed work for the degree, candidates will be given a final oral examination dealing primarily with the dissertation and its relation to the candidate's major field of study. The College of Graduate Studies will publish the dissertation title, date, time and location of the defense **at least two weeks prior to the defense.** A copy of the dissertation is to be delivered to the HHP Graduate Program Office two weeks in advance of the defense meeting for review by any member of the faculty. The defense is open to all members of the University community who may wish to attend. The advisory/dissertation committee, according to program guidelines, administers the dissertation defense. All members of the advisory/dissertation committee must confirm successful defense of the dissertation in writing. The student's dissertation committee will conduct this examination. All committee members are expected to be in attendance at this meeting. This meeting constitutes the oral examination.

After the student's defense is completed, visitors are asked to leave the room and the committee confers as to whether the student has successfully "passed" the defense. Corrections and suggested changes are outlined by the committee members and given to the student in writing by the student's dissertation advisor (committee chair). After the student makes final corrections and submits the corrected version to each committee member all members sign the approval page.

## Residency/Teaching/Practicum Requirement

**Residency Requirement.** Students must be enrolled as full-time graduate students (6 hours) for any one semester (not including dissertation credit) to fulfill residency requirements. The College of Graduate Studies requires that residency requirements be satisfied through completion of **campus-based study.** MTSU doctoral students may not fulfill residency requirements through registration in dissertation credits, internships, or independent studies.

Two practicum requirements are required in the doctoral program. One must be in teaching and the other must be completing a research study to be separate from GTA/Adjunct responsibilities.

## Suspensions from the Doctoral Program

If a student does not maintain satisfactory progress toward the degree as demonstrated by their grades or fails to complete written and research tasks as agreed with their dissertation advisor, the HHP Graduate Director is notified and then advises the Department Chair. Students failing to maintain satisfactory progress toward completion of degree requirements may be placed on academic probation and may be

suspended from the program and from the University. Suspended students must apply for readmission and meet the admission requirements at the time of readmission. A minimum GPA of 3.25 is required for conferral of the Doctorate degree.

### **MTSU Academic Misconduct Policy**

Students and faculty in the Ph.D. in Human Performance follow the MTSU Guidelines for Academic Integrity at MTSU. Students are responsible for reading and developing familiarity with the information contained in the brochure published by MTSU's Office of Judicial Affairs & Mediation Services "Academic Integrity at MTSU" (<http://www.mtsu.edu/judaff/documents/ainews.pdf>)

### **Expectation for Post Dissertation Publication**

The Department of Health and Human Performance strongly recommends that graduate students who successfully defend their thesis or dissertation attempt to generate a manuscript of their study and submit it to a refereed journal for possible publication. In addition, students should follow the guidelines regarding co-authorship within their academic specialization. Students who aspire to conduct additional research will benefit from the mentoring process in attempting to publish their study.

# MASTER'S of SCIENCE DEGREES

## General Guidelines

### Admission

To be admitted to any of the three Master's Programs (Exercise Science, Leisure and Sport Management, or Health & Human Performance), a student must submit all required materials to the College of Graduate Studies, which is then forwarded to the MS program for admission: [www.mtsu.edu/graduate/apply.php](http://www.mtsu.edu/graduate/apply.php)

### General Course Guidelines

- See Restricted Courses on p.3 of this document.
- 6910 Special Problems and 6880 Internship/Special Projects cannot be taken prior to admission to program of study.

### Comprehensive Examinations (if required)

Students are required to complete examination questions in the areas of research methodology and master's degree specialization area. A list of students who sit for the Comprehensive Examinations is submitted to the HHP Graduate Director. Students must be in good academic standing and have earned a cumulative grade point average of 3.00 in all graduate work before taking written comprehensive examinations. The faculty in the MS degree area prepares the exam questions and study guides. Students will take the comprehensive examination during their last academic year on the scheduled exam date.

The written examinations are to be completed on the department's computers. *Comprehensive Written Examination Records are kept on file in the HHP Graduate Program Office as part of the student's file.*

### Evaluation Criteria

There are two possible grades that may be assigned to each question of the comprehensive examination.

P	Pass = 70% or Higher
F	Fail = 69% or Lower

To obtain an overall pass of the comprehensive examination, the master's student **must obtain a grade of "Pass" on each question.**

The faculty may request an oral examination. If the oral examination is requested it will be scheduled by the faculty who graded the exam within two weeks following the written examination. Students may review the written test question(s) prior to the oral examination, but may not review their answer(s) or the graders' comments. After the oral examination, the faculty will determine if the overall grade for the examination is pass or fail.

**The comprehensive examinations may be taken no more than twice (See *Graduate Catalog*). The second attempt will consist of re-examination of only those questions that received a score of 69% or below (fail). Re-examination**



**questions will cover similar content area of the question(s) failed, but will not be identical to the original examination question(s). An oral exam does not count as a second attempt. \*Also note MTSU Graduate Catalog for additional comprehensive examination policies.**

A student may appeal the dismissal recommendation by contacting the HHP Graduate Director. Exceptions to the policy must be recommended by the HHP Graduate Director and approved by the Dean of the College of Graduate Studies.

## M.S. in Exercise Science

The master's degree in Exercise Science offers both thesis and non-thesis options. The degree prepares candidates to gain certification through the American College of Sports Medicine and to enter a terminal degree program in Exercise Science. Candidates are prepared for career opportunities in clinical exercise physiology, and corporate, community, and private fitness sectors. The non-thesis option requires completion of 36 semester hours including a 6-credit internship. The thesis option includes 30 hours of coursework. The prerequisite to both options includes a course in human anatomy and physiology.

- Graduate Catalog - [Description, Admission, Application Procedures, Degree Requirements, and Curriculum](#)
  - [Master of Science in Exercise Science Program](#)
  - [MS ESCI Checklist](#)
  
- Curriculum
  - [Degree Plan for Thesis](#)
  - [Degree Plan for Non-Thesis](#)
  - [Internship Information](#)
  - [Current Courses Offered](#)
  - Restricted classes
    - All EXSC AND HHP classes are restricted to currently admitted EXSC
  
- Comprehensive Exams – ***are only required for non-thesis track EXSC students*** who choose the Internship option. Students who choose to complete a thesis are NOT required to take the EXSC comprehensive exam.
  - *See comprehensive exam guidelines on p. 15 & 16*

## M.S. in Health and Human Performance: Health Concentration

The master's degree in Health and Human Performance with a concentration in Health offers both thesis and non-thesis options. Students enter the Department from a variety of backgrounds. In addition to a comprehensive curriculum, they enjoy an array of social and professional activities including participation in state and national organizations, which provide excellent opportunities for professional development and interaction. Candidates are prepared for career opportunities in community and public health, school health, or teaching Lifetime Wellness. The non-thesis option requires completion of 32 semester hours including a 6-credit internship. The thesis option includes 30 hours of coursework.

- Graduate Catalog - [Description, Admission, Application Procedures, Degree Requirements, and Curriculum](#)
  - [Master of Science in Health & Human Performance, Health Concentration Program](#)
  - [MS HHP Health Checklist](#)
- Curriculum
  - [Degree Plan](#)
  - [Degree Plan for Health Concentration with Nutrition Specialization](#)
  - Internship
  - [Current Courses Offered](#)
  - Restricted classes
    - All HLTH AND HHP classes are restricted to currently admitted HLTH or other HHP Departmental graduate students.
- Comprehensive Exams are **required** for both thesis track and non-thesis track students.
  - *See comprehensive exam guidelines on p. 15 & 16.*

## M.S. in Health and Human Performance: Physical Education Concentration

The master's degree in Health and Human Performance with a concentration in Physical Education offers both thesis and non-thesis options. Students enter the Department from a variety of backgrounds. In addition to a comprehensive curriculum, they enjoy an array of social and professional activities including participation in state and national organizations, which provide excellent opportunities for professional development and interaction. Candidates are prepared for career opportunities in community and public health, school health, or teaching Lifetime Wellness. The non-thesis option requires completion of 33 semester hours. The thesis option includes 30 hours of coursework.

- [Catalog Description, Admission, Application Procedures, Degree Requirements, and Curriculum](#)
  - [MS in Health & Human Performance, Physical Education Concentration Program](#)
  - [MS HHP Physical Education Checklist](#)
- Curriculum
  - [Degree Plan](#)
  - Internship: LINK
  - [Current Courses Offered](#)
  - Restricted classes
    - All Physical Education AND HHP classes are restricted to currently admitted PHED or other HHP Departmental graduate students.
- Comprehensive Exams – are **required** for both thesis track and non-thesis track students.
  - *See comprehensive exam guidelines on p. 15 & 16.*

## M.S. in Leisure & Sport Management

The Department of Health and Human Performance offers the Master of Science in Leisure and Sport Management with concentrations in Recreation and Leisure Services and Sport Industry. The goal of the Master's in Leisure and Sport Management is to prepare individuals to lead leisure and sport organizations, to support the expansion of the leisure and sport industries, and to conduct research that advances the body of knowledge in these disciplines.

- Catalog Description, Admission, Application Procedures, Degree Requirements, and Curriculum
  - [Recreation and Leisure Services Concentration](#)
  - [Sport Industry Concentration](#)
  - [MS Leisure & Sport Management, Recreation & Leisure Services Program](#)
  - [MS Leisure & Sport Management, Sport Industry Program](#)
  - [MS LSM Checklist](#)
  
- Curriculum
  - [Degree Plan for LSM, Recreation and Leisure Services Concentration](#)
  - [Degree Plan for LSM, Sport Industry Concentration](#)
  - Internship: [LINK](#)
  - [Current Courses Offered](#)
  - Restricted classes
    - All LSM AND HHP classes are restricted to currently admitted LSM or other HHP Departmental graduate students.
  
- Comprehensive Exams – **are only required for non-thesis track LSM students** who choose the Internship option. Students who choose to complete a thesis are NOT required to take the LSM comprehensive exam.
  
- Additional Guidelines
  - Students must complete 18 hours and 3 of the 4 LSM core courses prior to enrollment in LSM 6880 Internship.