



Physical Activity and Health, MS

Student Handbook
2022-2023 Catalog

ASU Charter

ASU is a comprehensive public research university, measured not by whom we exclude, but rather by whom we include and how they succeed; advancing research and discovery of public value; and assuming fundamental responsibility for the economic, social, cultural and overall health of the communities it serves.

Justice, Equity, Diversity and Inclusion at the College of Health Solutions

At the College of Health Solutions, we are focused on improving the health of the communities we serve. Every student, every faculty and staff member, every individual and community member should have the opportunity for better health throughout their lifespan. To improve health, we must embrace and support greater diversity, equity and inclusivity in everything we do, including teaching, research and service. We are committed to doing better. You are welcome at the College of Health Solutions, and this is what you can expect from us.

Commitments to Justice, Equity, Diversity and Inclusion

We create leaders who advance the principles of justice, diversity, equity and inclusion, shaping a future in which all community members can fully realize their potential.

We embed diversity, equity and inclusion as a transformational force in every aspect of our teaching, research and service as we work to address the challenges facing people and communities to stay healthy, improve their health and manage chronic disease.

We believe that diversity and inclusion are essential for excellence and innovation, and thus it is stated in our college values: We maximize opportunities for people of diverse backgrounds, abilities and perspectives.

We support underrepresented and historically marginalized groups and will not tolerate discrimination or hate of any kind.

Contents

| | |
|---|-----------|
| Introduction | 5 |
| Welcome | 5 |
| Vision and mission | 5 |
| Program overview | 5 |
| Program contacts | 6 |
| Admission..... | 7 |
| Graduate admission requirements | 7 |
| Academic program requirements | 7 |
| Provisional acceptance guidelines..... | 8 |
| Pre-admission credit policy | 8 |
| Accelerated program (4+1)..... | 8 |
| Tuition and assistance | 10 |
| Tuition and fees..... | 10 |
| Financial assistance | 10 |
| Curriculum and graduation requirements | 11 |
| Program requirements..... | 11 |
| Application to graduate | 17 |
| Plan of study..... | 17 |
| Interactive plan of study (iPOS)..... | 18 |
| Specializations and certifications..... | 18 |
| Satisfactory academic progress | 18 |
| GPA and grades | 19 |
| Incomplete grade requests | 19 |
| Academic probation and dismissal | 20 |
| Time to completion limit | 20 |
| Appeal and grievance processes | 20 |
| Grade appeal | 20 |
| Student grievance | 20 |
| Appealing recommendation for dismissal | 21 |
| Student code of conduct and academic integrity | 22 |
| Academic integrity | 22 |
| Student code of conduct..... | 22 |
| Professional conduct | 22 |

College and university procedures and policies23

- Continuous enrollment policy23
- Requesting a leave of absence23
- Registration policies23
- Discrimination, harassment, and retaliation.....23

Student support resources24

Appendix.....26

- A: Program faculty26

Introduction

Welcome

Welcome to the Master of Science in Physical Activity and Health degree program at Arizona State University! You have chosen to take this journey at an exciting time. The opportunities for professionals trained in exercise science, as well as health behavior, health promotion, and wellness are growing to meet the demand for disease prevention and enhanced health and performance across our society.

We have designed the MS in Physical Activity in Health to provide our students with a strong scholarly preparation and the flexibility to allow you to tailor the program to best fit your professional interests and goals. You will be able to pursue focused areas of study in exercise science/physiology, physical activity and health promotion, or exercise and aging. Students will have the opportunity to study with faculty engaged in cutting edge research as well as faculty who have a wealth of practical experience in exercise science, exercise testing and prescription, corporate wellness, health promotion, and related career areas. Our curriculum supports students who wish to pursue research experiences as preparation for further graduate study as well as those who wish to pursue more applied learning for direct career preparation and enhancement.

We are excited for you to join us as we work to enhance health, well-being, and chronic disease outcomes through evidence-based exercise and health promotion programs for individuals, groups, and communities. The purpose of this handbook is to lay the foundation for your success in our program and in your future career pursuits. It serves as an initial resource for answers to common questions and outlines the standards and policies established by the Master of Science in Physical Activity and Health and the Graduate College. Please read it and keep it handy as a future reference as you progress through the program.

I look forward to working with you on this journey.



Cheryl Der Ananian, PhD

Program Director, Associate Professor

Vision and mission

Our mission is to study the impact of physical activity on optimal health and wellness through the life span. This encompasses promotion of active living, healthy body weight, stress management, risk factor reduction, and successful aging. This mission is achieved by providing excellent learning experiences in our classrooms, laboratories, advisement and mentoring Research, scholarship and practice by creating, synthesizing and disseminating knowledge, service and outreach to local and global communities.

Program overview

The Master of Science in Physical Activity and Health (PAH) program on the Downtown Phoenix Campus of Arizona State University is committed to preparing outstanding scholars and professionals in the focus areas of exercise science/physiology, physical activity and health promotion, and exercise and aging. The Master of Science in PAH offers unique opportunities for those interested in becoming

scholarly professionals and contributors to individual and public health through the development and delivery of effective exercise and wellness programs across the lifespan.

A minimum of thirty-two (32) credit hours of graduate courses, including a comprehensive experience, are required to complete the MS degree. Students can focus their areas of study in Exercise Science, Physical Activity and Health Promotion, or Exercise and Aging.

Who Should Apply: Professionals working in exercise science, education, commercial fitness and wellness, corporate fitness, personal training, worksite or corporate health promotion, health education and health promotion, or other health practitioners who are interested in

- Pursuing advanced preparation in designing safe and effective exercise programs for improved health outcomes across the lifespan including the prevention and management of chronic illnesses or conditions
- Pursuing advanced preparation in designing safe and effective physical activity and exercise programs for improved health and injury prevention for older adult populations
- Pursuing advanced preparation in planning, implementation, and evaluation of health promotion programs to increase physical activity and lifestyle behaviors in corporate, community, agency, and other settings.
- Gaining advanced preparation in exercise science, physical activity and health promotion, or exercise and aging in order to pursue additional professional or doctoral degrees in exercise physiology, exercise science, physical therapy, public health, or related areas.

Competencies: Students completing the MS in PAH degree will

- Demonstrate entry-level competence in the design of research studies, statistical methods, and ethical conduct of research studies.
- Demonstrate an understanding of theoretical models for behavior change and how to apply them in group or individually-based interventions to facilitate the adoption of physical activity or other health and wellness behaviors
- Demonstrate knowledge of the causes, risks factors, and impact of exercise, physical activity, and fitness on the disease process in cardiovascular disease, type 2 diabetes mellitus, metabolic syndrome, cancer, musculoskeletal health, and functional fitness through a critical examination of epidemiological research and exercise intervention studies
- Demonstrate depth and breadth of knowledge and skills related to the student's specific focus area of study in exercise science, physical activity and health promotion, or exercise and aging.

Program contacts

Program director: Cheryl Der Ananian, cheryl.deranianian@asu.edu

Graduate support coordinator: Chuck Hale, chsgrad@asu.edu

Program faculty: see [Appendix A](#)

Admission

Admission to the Physical Activity and Health, MS is available for Fall terms. Deadlines to apply can be found [here](#). Applications will be reviewed by the admissions committee only once all materials have been received. Application status can be monitored in MyASU. Official admission decisions will be emailed to the student.

Quick Facts:

- Location: Downtown Phoenix campus
- Start terms: Fall
- Time to completion: 2 years (may be condensed to 1.5 years)

Graduate admission requirements

ASU maintains minimum standards for consideration for admission to graduate programs. The program may establish requirements in excess of those established by the university.

- An earned bachelor's degree or higher from a regionally accredited institution in the U.S., or the equivalent of a U.S. bachelor's degree from an international institution officially recognized by that country.
- A minimum grade point average of 3.00 (scale is 4.00 = "A") in the last 60 semester hours or 90 quarter hours of undergraduate coursework is required to be considered for admission to an ASU graduate degree program.
- International applicants must provide proof of English proficiency. The following are accepted to meet his requirement
 - Test of English as a Foreign Language (TOEFL): score of at least 550 (PBT) or 80 (iBT). ASU's institutional code is 4007. Only electronic copies of scores are accepted.
 - International English Language Testing System (IELTS): overall band score of at least 6.5. No institutional code is needed.
 - Pearson Test of English (PTE): score of at least 60.
 - Individual academic units or programs may have higher requirements for English proficiency

Academic program requirements

In addition to the graduate admission requirements, the program requires the following as part of the application:

Undergraduate or graduate degrees – bachelor's or master's degree in a related field from a regionally accredited institution

GRE scores – required

Prerequisite coursework – all applicants must have basic competencies in:

- Human Anatomy and Physiology with Laboratories (BIO 201 and BIO 202)
- Human Nutrition (NTR 241)
- Exercise Physiology with Laboratory (SSP 315 and SSP 316)
- Exercise Testing with Laboratory (EXW 420)

- Statistics (HCD 300, STP 226, or PSY 230)

Letter of intent – should address his/her area of professional/scholarly interest, career and professional goals, and relevant background, experience, and training.

Three letters of recommendation – academic references preferred

Resume – relevant personal, professional, educational and community activities (one to two pages).

Provisional acceptance guidelines

In some instances, a student may be admitted provisionally and/or with a deficiency. Students should refer to the official admission letter sent by the Graduate College via MyASU to determine if they have been admitted with a provision and/or deficiency.

A provisional admission requires a student to maintain a 3.0 or higher GPA within a specified timeframe. If the 3.0 is not achieved by the end of the timeframe specified on the official admission letter, the student will be automatically dismissed from the degree program.

A deficiency requires a student to fulfill a competency area within a given timeframe. The academic program will monitor students with deficiencies. If a deficiency is not completed within the timeframe indicated on the official admission letter, the student may be recommended for dismissal from the academic program.

Pre-admission credit policy

Credit hours completed at ASU or at another regionally accredited U.S. institution or international institution officially recognized by that country, before the semester and year of admission to an ASU graduate degree program, are considered pre-admission credits. With the approval of the academic unit and the Graduate College, students may include a maximum of 12 graduate-level credit hours with grades of “B” or better that were not used toward a previous degree. Preadmission credits must have been taken within three years of admission to the ASU degree or certificate program to be accepted. Official transcripts must be sent to Graduate Admission Services from the records office of the institution where the credits were earned.

Accelerated program (4+1)

The College of Health Solutions offers an accelerated 4+1 program designed to enable highly qualified undergraduate majors to earn a Bachelor of Science in [Clinical Exercise Science](#) and a Master of Science in Physical Activity and Health in five years. Undergraduates interested in this program should connect with an advisor regarding the program in the first semester of their junior year. For more information about the MS PAH 4+1, please visit the [4+1 Accelerated MS Programs](#) page.

Additional Application Information

- In the personal statement, indicate three potential research mentors with whom you would like to work, and why. We cannot automatically guarantee that your top choices will be available, but we will do our best to pair you with the closest matches, given your research and training interests. Your thesis/applied project committee will consist of one primary mentor and two additional faculty members.

- Letters of recommendation should be written by instructors, research mentors, and/or clinical supervisors who can speak to your aptitude for research and master's level coursework.

Accelerated Bachelor's/Master's (4+1) programs may use a maximum of 12 pre-admission credits which may include up to a maximum of 12 hours shared between the Bachelor's and Master's program. Students in accelerated programs should contact their advisor to ensure proper sharing of credit hours.

Tuition and assistance

Tuition and fees

Tuition is set by ASU and the Arizona Board of Regents each year. View the general [Tuition and Fees Schedule](#), or calculate a more specific estimate of charges using the [ASU Tuition Estimator](#). Information on residency requirements can be found at [Residency for Tuition Purposes](#).

The Physical Activity and Health, MS has a program fee of \$55 per credit (max \$500 per semester).

Financial assistance

Financial assistance is available through a variety of sources, including:

- College of Health Solutions [scholarships](#)
- Graduate College [fellowships](#)
- Traditional financial aid (loans and grants). Visit the [Financial Aid website](#).

Curriculum and graduation requirements

Program requirements

The Physical Activity and Health, MS is comprised of 32 credits, including a thesis, applied project, or written comprehensive exam.

Required Core (9 credits)

- EXW 501 Research Statistics (3)
- EXW 536 Physiological Aspects of Physical Activity and Chronic Disease (3)
- EXW 542 Health Promotion (3)

Research (5 credits)

- EXW 500 Research Methods (3)
- EXW 591 Exercise and Wellness Seminar (2)

Focus Area/Electives (12-18 credits)

- Exercise science
 - EXW 515 Advanced Exercise Physiology (3)
 - EXW 535 Advanced Exercise Assessment and Prescription (3)
 - EXW 538 Exercise, Diet and Weight Control (3)
 - KIN 598 Muscle Physiology (3)
- Exercise and Aging
 - EXW 535 Advanced Exercise Assessment and Prescription (3)
 - EXW 568 Management and Treatment of Chronic Disease for the Clinical Exercise Physiologist (3)
 - EXW 635 Physical Activity and Aging (3)
 - NTR 551 Geriatric Nutrition (3)
- Physical Activity and Health Promotion
 - EXW 540 Mindfulness, Stress and Health (3)
 - EXW 554 Planning and Implementation in Health Promotion (3)
 - EXW 556 Program Evaluation in Health Promotion (3)
 - EXW 598 Social Determinants of Health and Health Behavior (3)

Culminating Experience (0-6 credit hours)

- EXW 599 Thesis (6), or
- EXW 593 Applied Project (6), or
- written comprehensive exam (0)

Note: Minimum grades of B- or higher are required in the required core and research courses.

A minimum grade of B or higher is required in EXW 593 and EXW 599.

No 400-level coursework may be used toward the requirements of this program.

Written comprehensive examination

Students who select the written comprehensive examination option will be required to successfully pass the examination during their last semester of the degree program (typically after completion of 24-27 credit hours). The comprehensive examination is a final, integrative experience in which students demonstrate mastery of the knowledge base gained in the MS in Physical Activity and Health program. **The written comprehensive examination option is a good choice for students who are seeking to continue their education, advance their skill level as practitioners, or advance their current careers.**

To meet the minimum credit requirement for the program, students pursuing the written comprehensive exam must complete 6 additional credits of elective coursework to selected in consultation with the program director. Elective options include, but are not limited to:

- EXW 515 Advanced Exercise Physiology
- EXW 538 Exercise, Diet and Weight Control
- EXW 540 Mindfulness, Stress, and Health
- EXW 565 Cardiovascular and Pulmonary Physiology
- EXW 568 Management and Treatment of Chronic Disease for the Clinical Exercise Physiology
- EXW 584 Internship
- EXW 598 Neuromuscular Conditions
- EXW 598 Social Determinants of Health and Health Behavior
- EXW 635 Physical Activity and Aging
- EXW 642 Exercise Epidemiology
- KIN 512 Biomechanics of the Skeletal System
- KIN 531 Physiology of Women in Sport
- KIN 532 Exercise Biochemistry
- KIN 533 Exercise Endocrinology
- KIN 598 Neural Aspects of Movement and Rehabilitation

Students may only take the comprehensive examinations during the fall or spring semester. We typically schedule the comprehensive exams 3 – 4 weeks prior to final exam week during the fall and spring semesters. Students planning to take the comprehensive exam must notify the program director *by the last week of the semester prior to the semester in which the student intends to take the written comprehensive examination*. Students must also enroll in EXW 591 Physical Activity and Health Seminar in the semester before or during which the written comprehensive examination is to be taken.

The comprehensive examination consists of three questions based on the required core and research courses (EXW 536, EXW 542, EXW 500 and EXW 501) and one question in the student's focus area of study, for a total of four questions. A committee comprised of faculty with content expertise and experience teaching graduate courses is responsible for grading the comprehensive exam. Two faculty members with content expertise independently grade each question. If the two faculty are not in agreement regarding whether the student has passed the exam, a third faculty member is asked to grade the exam. Typically, the instructors of the required core courses and the selected focus area grade their respective exams in conjunction with another faculty member. All written exam questions are anonymized prior to the faculty grading the exam.

Students must successfully pass all four questions on the exam to graduate. A student must pass all four written questions to avoid an oral exam. Students must score at least an 80% on each question to pass the written exam. Should a student fail one or more written question, he/she will be required to take and pass an oral examination. The oral examination will cover all of the written questions evaluated as

unsatisfactory. If an oral exam is required, the student must pass all of the oral exam questions to pass the comprehensive exam. A committee of graduate faculty who graded the written exams and the program director will evaluate student performance on the oral exam. The results of the examination must be reported to the Graduate College within the semester it is completed.

Failing the comprehensive examination is considered final unless the written comprehensive examination supervisory committee and the head of the academic program recommend, and the dean of the Graduate College, approve a re-examination. Only one re-examination is permitted. A petition with substantial justification for re-examination, endorsed by the members of the student's written comprehensive examination supervisory committee and the head of the academic unit, must be approved by the dean for the Graduate College before a student can take the examination a second time. Re-examination may be administered no sooner than three months and no later than one year from the date of the original examination. The Graduate College office may withdraw a student from the degree program if the student's petition for reexamination is not approved, or if the student fails to successfully pass the retake of the comprehensive examination.

Applied project

The applied project is a rigorous field experience or non-research project in which students apply concepts learned throughout their coursework in a practical setting. **The applied project option is a good choice for students who are seeking to continue their education, advance their skill level as practitioners, or advance their current careers.**

Chair and committee: Students choosing to carry out an Applied Project (EXW 593) will work with a project faculty mentor to select a supervisory project committee, develop and submit a project proposal for approval by the project committee, and complete the applied project. The applied project committee will consist of the project faculty mentor and two other faculty committee members. Tenure/Tenure-Track faculty and non-tenure accruing faculty may serve as faculty mentor of an applied project. The project faculty mentor must be approved by the program director and the Graduate College.

Students will have the opportunity to determine appropriate faculty mentors through a variety of means (e.g., seminars, coursework, consultation with the program director, students and faculty). Students are responsible for contacting potential mentors whose research and/or expertise aligns with their interests and goals. The core [faculty](#) of the MS PAH program are a group of distinguished scholars with a wide variety of research and professional interests. Faculty from other programs may occasionally be available to serve as faculty mentors if research and expertise interests align.

Proposal: The project proposal defense is a formal presentation to the project committee. The proposal will be developed and written under the guidance of the faculty mentor. A written copy of the proposal should be given to each committee member at least 10 days prior to the defense. The project proposal must include an introduction with a statement of purpose and specific aims of the project, a description of the relevant professional or scholarly context for the project (review of relevant literature where appropriate), and must describe in detail the plans for the project. *The student will take the MS PAH Applied Project Proposal Form to the oral defense with the appropriate portions completed* (see MS PAH Canvas: Forms).

Defense: After completion of the project, student will prepare a final written report and will schedule a project defense consisting of an oral presentation of the project and an oral examination pertaining to the project by the project committee. The oral defense of the project is to be scheduled after approval from the faculty mentor. The defense date, time, building and room number should be scheduled in

consultation with the project committee. *The student will take the MS PAH Applied Project Defense Form to the oral defense with the appropriate portions completed* (see MS PAH Canvas: Forms).

The applied project committee will be responsible for judging the quality of the report and oral presentation, and determining if they are satisfactory to complete the required culminating experience for the MS in PAH degree. This may include a requirement for revisions and the timeline necessary to meet satisfactory expectations. The applied project committee will complete their portion of the MS PAH Applied Project Defense Form. The applied project faculty mentor (Chair) will determine the final grade for EXW 593 Applied Project in consultation with the supervisory project committee and then submit the final grade. The project faculty mentor will send the completed MS PAH Applied Project Defense Form to the graduate support coordinator to verify that the student has completed their culminating experience for their Plan of Study. *Students must receive a “B” or better in EXW 593 in order to graduate.*

Thesis

A master’s thesis is a written report of an empirical research project. The content and scope of your thesis research is to be approved by your thesis faculty mentor (chair) along with a committee of at least 2 additional faculty members. The chair is usually from the student’s degree program and should be carefully selected by the student to guide their work. The final thesis document must then be defended before the thesis mentor and two additional faculty members. While masters-level projects are not expected to be fully independent of the faculty mentor’s research, it is expected that each student will have made a major substantive contribution to all aspects of the thesis research, and will be the sole author of the thesis document submitted to the committee for defense. **The thesis option is a good choice for students who are interested in pursuing more advanced graduate study in the field.**

Chair and committee: A faculty mentor (chair) and two other faculty members will comprise the student’s thesis committee. The faculty mentor (chair) and thesis committee members approve and guide a student’s work throughout the thesis process. **Only tenured/tenure-track faculty may serve as chair of a thesis supervisory committee.** ASU academic professionals or non-tenure accruing faculty with appropriate academic credentials may serve as a member or co-chair on master’s thesis committees; they may not serve as chair of a master’s thesis supervisory committee. Non-tenure accruing faculty, who hold a master’s or doctoral degree, may serve as co-chair, or member of a master’s thesis supervisory committee. Please note, non-tenure track faculty will need approval from the Graduate College to serve as a committee member. The program director and graduate support coordinator can facilitate this process. All thesis committee members must be approved by the Graduate College before they can be included on your iPOS.

Students will have the opportunity to determine appropriate faculty mentors through a variety of means (e.g., seminars, coursework, consultation with the program director, students and faculty). Students are responsible for contacting potential mentors whose research and/or expertise aligns with their interests and goals. Students who are planning to complete a thesis are encouraged to start connecting with tenure-track faculty members during their first semester. The core [faculty](#) of the MS PAH program are a group of distinguished scholars with a wide variety of research and professional interests. Faculty from other programs may occasionally be available to serve as faculty mentors if research and expertise interests align.

Proposal: The thesis proposal defense is a formal presentation of the research design and procedures to the thesis committee. The thesis proposal will be developed and written under the guidance of the faculty mentor (chair). A written copy of the proposal should be given to each thesis committee member at least **10 days** prior to the defense. The proposal must be formatted correctly and include a formal title page, introduction with a statement of purpose/question/specific aims and hypotheses, a review of the literature, and must describe in detail the methods to be used including descriptions of subjects,

instruments, statistics and other procedures. ASU has an online [Formatting Tool](#) that uses the Format Manual guidelines to generate a template into which you insert your document's text. The Format Manual can be found [here](#). *The student will take the MS PAH Thesis Proposal Form to the oral defense with the appropriate portions completed* (see MS PAH Canvas: Forms).

A copy of the Institutional Review Board (IRB) forms to be submitted should be included with the proposal. IRB approval should be sought after the proposal has been formally approved. IRB approval is required before thesis data collection and analysis can proceed. The chair of your thesis committee must submit your IRB application. Students are not allowed to do so. However, it is the students' responsibility to write the IRB application and make sure the faculty member submits and obtains approval. **Data collection or analyses for the thesis cannot start until your study has IRB approval AND you have successfully proposed your thesis.**

Defense: After completion of the thesis proposal, the final format review of the document and oral defense is to be scheduled after approval from the faculty mentor. The submission of the final document for format and request to schedule a defense must be completed in MyASU at least 10 days before the date of the intended defense. The defense date, time, building and room number should be scheduled with the thesis committee and unit support staff before scheduling online through MyASU. Use the 'Ten Working-Day Calendar' available online from the Graduate College to determine appropriate defense schedule dates. Please see the Graduate College Completing Your Degree [site](#) for updated deadlines and guidelines. Students can see the deadline to submit their document on MyASU. These deadlines are established by the Graduate College and are non-negotiable.

Format evaluation/oral defense procedures:

Step A: Apply for Graduation

You may apply for graduation through the "Graduation" tab on your MyASU, or through the University Registrar's Office online, in person or by mail. Information about the graduation application procedures and fees is available [online](#). Please note you must have an approved iPOS on file before you can apply for graduation. If you apply after the deadline for a given semester, you will be assessed a late fee and your name will not appear in the commencement program.

Step B: Submit Materials for Format Evaluation and Scheduling the Oral Defense

When you have identified a suitable defense date with your committee and reserved a building and room number, you will request to schedule the defense through the "Defense" tab on your MyASU. The request to schedule a defense must be submitted within 10 working days of the planned defense date. In the "Defense" tab you will have a "Schedule My Defense" link that will take you to the electronic schedule form. If the link does not appear on your MyASU, please verify that every item below has been completed and contact your graduate support coordinator should you need assistance:

- You must be defending a Thesis.
- You must have an approved iPOS (no pending changes or petitions).
- You must have met all minimum 3.0 GPA requirements (iPOS and Graduate).
- You must have an approved full committee on the iPOS (no pending changes).
- You must be an active student and currently enrolled.

You must submit a **complete** draft of the thesis document at least ten (10) calendar days before the defense date via the iPOS. For more instructions please click [here](#).

Please note that it is expected there will be content revisions needed after receiving feedback from the supervisory committee. However, it is also expected that the document is ready to defend, meaning that there is full text in each section and the Format Tool was utilized prior to submission to the format office.

You must notify via email both the program director and graduate support coordinator that you have scheduled your defense. You must include the date, time, room location and a copy of your abstract in your email. This must be submitted at least 10 business days prior to the planned defense date to facilitate the approval process and to ensure your defense is made public, a requirement of the Graduate College.

Step C: Approval to Hold the Oral Defense

Once you have submitted the request to schedule a defense, the request must be approved by the academic unit through the iPOS approval system. Defense reporting instructions will be sent to your supervisory committee only after your academic unit has approved the defense in the system. When the defense has been approved, you will receive email confirmation and your defense will be highlighted on the Graduate College [Defense Calendar](#) website that updates every Monday.

Step D: Hold the Oral Defense

Students and supervisory chairs **must** be physically present at the oral defense of their thesis, dissertation or equivalent research document. If you have any member(s) that cannot be physically present at the defense because of extenuating circumstances, please refer to the [Absent Committee Member Procedures](#).

The committee will receive instructions regarding defense reporting procedures via email from the Graduate College 7 days prior to the defense. Faculty serving on the committee may access iPOS through their MyASU in order to report results. If a committee member will be absent from the defense, the committee chair/co-chair or graduate support coordinator must notify the Graduate College as quickly as possible via phone at (480) 965-3521 before the defense takes place. In order to assign a substitute, be prepared to provide the Graduate College with the full name and email address of the faculty member who will serve as the substitute. Reported results can be viewed in iPOS under the Defense Results tab.

Step E: Submit Thesis/Dissertation to UMI/ProQuest

- Final Document Approval Pathway:
 - Students electronically submit the final version of their document that has been approved by the supervisory committee and the head of the academic unit to UMI/ProQuest.
 - The approved document is then reviewed by Graduate College format advisors to ensure compliance with format regulations; additional format revisions may be required.
 - When final format approval has been granted, the Graduate College notifies ProQuest that the document is ready for publication.
 - Once the document has been submitted to ProQuest and approved by ASU format advisors for publication, the document cannot be recalled; no changes may be made to an approved document. Always double-check to make sure you have submitted the correct version for publication.
 - Students may not receive a letter of degree completion until ASU has approved the final document and notified ProQuest
- UMI/ProQuest Submission Instructions:
 - Students are required to create a new user account specific to the submission of their document and must use their ASU email address.
 - Select the appropriate Publishing Option but do not select “Open Publishing” as the Graduate College does not allow open publishing. If you select the “Open Publishing” option your ETD submission will be returned to you.
 - UMI/ProQuest requires all students to submit a PDF version of their final document. The Graduate College requires that the PDF document is in compliance with the formatting standards. Students will receive final format approval only after the submitted PDF

document has successfully passed a format review. To create a PDF version of the document, students can use the full Adobe suite free of charge by logging into <http://www.asu.edu/myapps>, or alternatively UMI/ProQuest provides a free Word to PDF conversion.

- Students have an opportunity to order bound copies of their document for themselves through UMI/ProQuest. They can also go to any third-party bindery to obtain bound copies of their document if desired.

See [Graduate Education Thesis Policies and Procedures](#) for more information.

Changing culminating experiences

Changing the culminating experience selection after submitting an iPOS will require that the student follow the guidelines below and complete a Physical Activity and Health Program Change of Track form with the necessary signatures to be placed in the student's file. Changing the choice of culminating experience after submitting the iPOS may also require the submission of a petition to the Graduate College for approval.

Changing from written comprehensive examination to thesis/applied project: Students who initially opted for the written comprehensive examination may opt to switch to a thesis or applied project. The following requirements must be met:

- Approval by the program director
- Thesis: Approval by an eligible research faculty mentor who is willing to accept responsibility for guiding the student's thesis research and committee selection
- Applied Project: Approval by an eligible faculty mentor who is willing to accept responsibility for guiding the student's applied project
- Maintain good standing in the degree program
- Submission of a new iPOS, which may include a petition to the Graduate College

Changing from thesis or applied project to written comprehensive exams: Students who initially opted for a thesis or applied project and began working with a faculty mentor may opt to switch to written comprehensive examinations prior to graduation. The following requirements must be met:

- Approval of the faculty mentor
- Approval of the program director
- Sufficient time to complete the additional 6 credits of coursework needed to meet the program credit requirement
- Submission of a new iPOS, which may include a petition to the Graduate College

Application to graduate

Students should [apply for graduation](#) during the semester of planned graduation and must apply no later than the [dates specified](#) on the University Registrar Services website. Students can apply for graduation online through MyASU or in-person through the ASU Graduation Office, located in the [university registrar services locations](#). Students must have an approved iPOS on file before applying for graduation.

Plan of study

To graduate in a timely manner, students should follow a recommended plan of study. Deviation from a plan of study should be discussed with the graduate support coordinator and program director. Failure to follow a plan of study may result in delayed graduation. Below is a sample plan of study, including

courses required during the first, second, and last terms. Students should consult the program director or designated faculty mentor regarding the electives in which they should enroll.

Sample Plan of Study, Fall Start

| Term/ Session | Course | Credits |
|-----------------|--|---------|
| Term 1 - Fall | EXW 500 Research Methods | 3 |
| | EXW 536 Physiological Aspects of Physical Activity and Chronic Disease | 3 |
| | EXW 542 Health Promotion | 3 |
| | EXW 591 Exercise and Wellness Seminar | 1 |
| Term 2 - Spring | EXW 501 Research Statistics | 3 |
| | Focus Area course | 3 |
| Term 3 - Fall | Focus Area course | 3 |
| | Focus Area course | 3 |
| | Focus Area course | |
| Term 4 - Spring | EXW 599 Thesis or EXW 593 Applied Project or Electives | 6 |
| | EXW 591 Exercise and Wellness Seminar | 1 |

Interactive plan of study (iPOS)

The Interactive Plan of Study, or iPOS, is an agreement between the student, the academic unit, and the Graduate College. The iPOS must be submitted by the time the student has enrolled in 50 percent of the minimum credit hours required for the degree program (i.e. 16 credits), and before completing comprehensive exams, thesis/dissertation. Students are encouraged to submit their iPOS at the beginning of their program. More information on iPOS can be found [here](#).

Faculty advisor/chair: Cheryl Der Ananian (exam), Project Mentor (applied project), or chair and committee (thesis)

Change of coursework: If a change of coursework is needed, the student must update the courses listed in the iPOS and submit a course change for review. This process is required if you projected a course you did not complete, or if you need to change courses listed. The iPOS will be routed electronically to the graduate support coordinator for review and approval, and then for auditing by the Graduate College.

Specializations and certifications

The College of Health Solutions prepares graduates for excellence upon entering the workplace. Since certification and licensure requirements vary by profession and from state-to-state, we recommend that you visit the [ASU licensure website](#) to determine if your program meets the requirements of individual state licensures or national certifications, as applicable. If you have specific questions, please contact your program director or degree coordinator.

Satisfactory academic progress

All graduate students are expected to make systematic progress toward completion of their graduate program. This progress includes satisfying the conditions listed below, and achieving the benchmarks and requirements set by the individual graduate programs as well as the Graduate College. If a student fails to satisfy the requirements of their program and/or the benchmarks outlined below, the student may be dismissed from their program based on the academic unit's recommendation to the Graduate College at which time the dean of the Graduate College makes the final determination.

Satisfactory academic progress includes:

1. Maintain a minimum 3.00 for all GPAs.
2. Satisfy all requirements of the graduate program.
3. Satisfy the maximum time limit for graduation for the student's graduate program (six years for masters and certificates, ten years for doctoral)
4. Successfully pass comprehensive exams, qualifying exams, foreign language exams, and the oral defense of the proposal/prospectus for the thesis or dissertation.
5. Successfully complete the culminating experience.
6. Graduate students must remain continuously enrolled in their graduate program. Failing to do so without a Graduate College approved Leave of Absence is considered to be lack of academic progress and may result in the Graduate College withdrawing the student from their program.

GPA and grades

Graduate students must maintain a minimum 3.00 (scale is 4.00 = "A") grade point average (GPA) to maintain satisfactory academic progress and to graduate. The minimum 3.00 GPA must be maintained on all GPA's (Plan of Study (iPOS) GPA, Overall Graduate GPA and Cumulative GPA):

1. The iPOS GPA is calculated on all courses that appear on the student's approved iPOS
2. Cumulative GPA represents all courses completed at ASU during the graduate career.
3. The Overall Graduate GPA is based on all courses numbered 500 or higher that appear on the transcript after admission to a graduate program or graduate non-degree. This includes shared coursework if in an approved accelerated bachelor's/master's program.

Transfer credits and some courses taken in the Sandra Day O'Connor College of Law are not calculated on in the iPOS GPA or the Graduate GPA. Courses lower than a "C" cannot appear on the iPOS but will be included when calculating the Graduate GPA. Courses with an "I" grade (incomplete) or "X" grade (audit) cannot appear on the iPOS.

University grade definitions and policies can be found [here](#).

The Physical Activity and Health, MS program requires a grade of B- or higher in the core (EXW 501, EXW 536, EXW 542) and the research area (EXW 500, EXW 591). A grade of B or higher is required in EXW 593 for applied project students and in EXW 599 for thesis students. Students who fail to meet the grade requirement for a course will be required to retake the course.

Note: Faculty differ on the use of the +/- grading system for their classes. Students should be aware that a course grade of B is considered a 3.0 and that a course grade of B- is equivalent to a 2.67.

Incomplete grade requests

An incomplete grade request may be considered when the following factors are present:

- The student has been completing acceptable work (grade of “C” or better) and has completed 80% of the course.
- The student is unable to complete the course due to illness or conditions beyond the student’s control.
- The student can complete the unfinished work with the same instructor.

Students have up to one calendar year to finish incomplete work. If a student does not complete the missing coursework by the date that is agreed upon on the incomplete request form, the instructor may change the grade to what was earned based on the work completed in the class. If the coursework is not completed after a calendar year, the incomplete becomes permanent. Repeating a class in which an incomplete is awarded will not replace the “I” on the student’s transcript. Students must complete the [incomplete request form](#) and submit it to their instructor for review and processing.

Academic probation and dismissal

Failure to maintain a minimum 3.0 GPA or failure to satisfactorily progress in the program as referenced in this handbook will result in the student being placed on academic probation. Students will be notified of probationary status and expectations for improvement by the program director or graduate support coordinator. Time limits for probationary status may vary. Typically, students have 9 credit hours or one year, whichever comes first, to raise their GPA.

Students who fail to meet requirements or timeline needed to demonstrate satisfactory improvement will be recommended for dismissal from the program. Notice will be provided by the program director and will include procedures for appeal.

Time to completion limit

All work toward a master’s degree must be completed within six consecutive years. Graduate courses taken prior to admission that are included on the Interactive Plan of Study must have been completed within three years of the semester and year of admission to the program. The six-year period begins with the term of admission to the program OR the earliest term of applied pre-admission credit.

Any exception to the time limit policy must be approved by the program director, the College of Health Solutions, the dean of the Graduate College. The Graduate College may withdraw students who are unable to complete all degree requirements and graduate within the allowed maximum time limits.

Appeal and grievance processes

Grade appeal

The final grade appeal process may only be initiated by a student once the course has concluded and a final course grade has been posted to the student’s transcript. Per university policy, grade appeals must be processed in the regular semester immediately following the issuance of the final grade in dispute (by commencement for fall or spring) regardless of whether the student is enrolled at the university.

The process begins with a discussion about the matter between the student and the course instructor. If the matter is unresolved, the student should submit a Grade Appeal Form for further review. If this review does not adequately settle the matter, the student should begin the formal procedure of appealing to the College of Health Solutions Academic Standards and Grievance Committee. More information on all steps of this process can be found [here](#).

Student grievance

Students who wish to file a grievance about a non-grade-related matter may use the established procedure (more information can be found [here](#)). Non-grade-related grievances may include dissatisfaction with an instructor, problems with a classmate or other unresolved situations.

Appealing recommendation for dismissal

1. Students may appeal a decision for dismissal from the program by submitting a letter to the program director.
 - a. The appeal letter must be received within 10 business days of the date of the letter of dismissal. The letter should state the reasons justifying a reversal of the original decision and provide substantive evidence in support of the request.
 - b. Letters received after the 10 business-day interval will not be reviewed and the dismissal will be final.
 - c. The program committee will review all letters of appeal that are received within the 10 business-day time frame. The committee will submit their decision to the program director within 10 business days of receipt of the student's letter.
2. The program director will then notify the Student Success Hub of the decision. The Student Success Hub will inform the student of the decision.
3. If the appeal is denied, the student may appeal to the CHS Academic Standards and Grievances Committee within 10 business days of receiving the denial of the appeal. The CHS Academic Standards and Grievances Committee will review the dismissal and appeal materials and make a recommendation to the dean of the College of Health Solutions. The dean will have 20 calendar days to make a final decision.
4. If at any stage, a timely appeal is not submitted by the student, the program director will recommend dismissal to the Graduate College via the Student Success Hub. The Graduate College will then inform the student of the dismissal by letter.

Student code of conduct and academic integrity

ASU expects and requires its students to act with honesty, integrity, and respect. Required behavior standards are listed in the [ASU Student Code of Conduct and Student Disciplinary Procedures](#), the [ABOR Code of Conduct](#), the [Computer, Internet, and Electronic Communications Policy](#), the [ASU Student Academic Integrity Policy](#), and outlined by the [Office of Student Rights & Responsibilities](#). Violations of a Graduate College, College of Health Solutions, or Arizona State University policy will result in academic review and may consequently result in student disciplinary procedures.

Academic integrity

The [ASU Student Academic Integrity Policy](#) lists violations in detail. These violations fall into five broad areas that include, but are not limited to:

1. Cheating on an academic evaluation or assignment.
2. Plagiarizing.
3. Academic deceit, such as fabricating data or information.
4. Aiding academic integrity policy violations and inappropriately collaborating.
5. Falsifying academic records.

Information on the Academic Integrity procedure within the College of Health Solutions can be found at <https://catalog.asu.edu/policies/chs>.

Newly admitted graduate students will receive a "priority task" on their MyASU directing them to complete a canvas module on academic integrity. The module consists of a PowerPoint that outlines academic integrity and students must take a quiz and pass with an 80% or higher.

Student code of conduct

Violations of the ASU Student Code of Conduct, other than the provision concerning academic dishonesty, are more generally considered inappropriate behavior. The [Office of Student Rights and Responsibilities](#) reviews and sanctions these matters. If a student violates both the academic integrity provision and additional provisions of the Student Code of Conduct, both the college and the Office of Student Rights and Responsibilities will review the matter. Each independently makes determinations concerning violations and appropriate sanctions.

Professional conduct

ASU is a community and a professional work environment. Graduate students are expected to treat their peers, teachers, students, staff, and members of the ASU community with respect and work with them in a professional manner. Graduate students are representatives of their program, the College of Health Solutions, and ASU. Students must demonstrate the requisite qualifications for successful professional performance, including interpersonal skills, basic communication skills, appropriate professional conduct, and satisfactory performance in field experiences.

Graduate students who demonstrate behaviors or characteristics which make success in their related fields questionable will be reviewed by the program committee. The committee's review may result in a recommendation for dismissal from the program or implementation of probational conditions for continued participation. Students may appeal a recommendation for dismissal by following [established procedures](#).

College and university procedures and policies

All policies and procedures outlined in this handbook are in accordance with policy set by the [Graduate College](#) and [Office of the University Provost](#). In some cases, program policies may be more restrictive than those set by Graduate College and Provost.

Continuous enrollment policy

Students must be registered for a minimum of one credit hour during all phases of their graduate education, including the term in which they graduate. This includes periods when students are engaged in research, conducting a doctoral prospectus, working on or defending theses or dissertations, taking comprehensive examinations, taking Graduate Foreign Language Examinations, or in any other way using university resources, facilities or faculty time.

Registration for every fall semester and spring semester is required. Summer registration is required for students taking examinations, completing culminating experiences, conducting a doctoral prospectus, defending theses or dissertations, or graduating from the degree program. More information on this policy can be found [here](#).

Requesting a leave of absence

Graduate students planning to discontinue registration for a semester or more must submit a leave of absence request via their Interactive Plan of Study (iPOS). This request must be submitted and approved **before** the anticipated semester of non-registration. Students may request a maximum of two semesters of leave during their entire program. Students with a Graduate College-approved leave of absence are not required to pay tuition or fees, but in turn are not permitted to place any demands on university faculty or use any university resources. These resources include university libraries, laboratories, recreation facilities or faculty and staff time. More information on this policy can be found [here](#).

Registration policies

Students are strongly encouraged to enroll in courses well in advance of the start of the term. Enrollment must be complete by the Add/Drop deadline for the session in which the class is offered. Courses that are dropped by the Add/Drop deadline will not appear on a student's transcript. If a course is removed from a student's schedule after this deadline, it will be considered a withdrawal and a grade of "W" will be recorded. Term dates and deadlines, including the Add/Drop, Tuition Refund, Course Withdrawal, and Session Withdrawal deadlines, can be found on the [Academic Calendar](#).

Discrimination, harassment, and retaliation

Title IX of the Education Amendments of 1972 is a federal law which provides that no person be excluded on the basis of sex from participation in, be denied benefits of, or be subjected to discrimination under any education program or activity. Both Title IX and university policy [ACD 401](#) make clear that sexual violence and harassment based on sex is prohibited. An individual who believes they have been subjected to sexual violence or harassed on the basis of sex can seek support, including counseling and academic support, from the university. For information on resources, visit the sexual violence awareness, prevention, and response [website](#).

Student support resources

Academic program support

All students admitted into the Master of Science in Physical Activity and Health (PAH) degree program will have access to the MS in PAH Program Canvas shell. The canvas site will include a copy of the MS in Physical Activity and Health Student Handbook and the Graduate College Policies and Procedures Manual as well as information related to the Plan of Study, graduation, workshops and conferences in the field, job opportunities, campus resources, and MS in Physical Activity and Health Program Forms.

Graduate students in the College Health Solutions have access to the [Graduate Student website](#), which houses college resources and advising information.

University resources

- [Graduate College](#)
- [Office of the University Provost](#)

Academic and career support

- [ASU Libraries](#)
- [Graduate Writing Center](#)
- [Career and Professional Development Services](#)
- [Handshake](#)
- [Graduate and Professional Student Association](#)
- [Student Clubs and Organizations](#)

Business and finance services

- [Financial Aid and Scholarship Services](#) (financial aid)
- [Student Business Services](#) (tuition, fees, and payments)
- [Parking and Transit Services](#) (permits, shuttles, public transit)
- [Sun Devil Card Services](#) (ID cards)
- [University Technology Office](#) (technology assistance)
- [Sun Devil Dining](#) (meal plans, M&G, hours)

Counseling services

ASU Counseling Services provides confidential, time-limited counseling and crisis services for students experiencing emotional concerns or other factors that affect their ability to achieve their goals. Support is available 24/7.

In-person counseling: Monday-Friday 8 a.m. – 5 p.m.

ASU Counseling Services, Student Services Building 234 Tempe, AZ 85287

480-965-6146

After-hours/weekends

Call EMPACT's 24-hour ASU-dedicated crisis hotline:

480-921-1006

For life threatening emergencies

Call 911

Disability accommodations

Reasonable accommodations are determined on a case-by-case, course-by-course basis to mitigate barriers experienced due to a disability ([SSM 701-02](#)). Students with disabilities who require accommodations must register with the [Student Accessibility and Inclusive Learning Services](#) and submit appropriate documentation. It is recommended students complete this process at the beginning of the term and communicate as appropriate with their instructor.

- Email: Student.Accessibility@asu.edu
- Phone: (480) 965-1234
- FAX: (480) 965-0441

Pregnancy: Students requesting services due to pregnancy ([SSM 701-10](#)) should be prepared to submit documentation regarding the pregnancy, any complications and clearance to return to school related activities. Student Accessibility can work with students to foster continued participation in a program, whether that be with academic accommodations such as absences or assistance requesting a leave, or through other requested accommodations.

Health and fitness

All ASU students enrolled in in-person programs have access to Sun Devil Fitness facilities on all campuses. For more information about facilities, membership and group fitness classes, please visit: <https://fitness.asu.edu>

For information about health insurance and appointments with care providers, please see the ASU Health Services website: <https://eoss.asu.edu/health>

International students

ASU's International Student and Scholars Center can provide support and answers to questions about visas, employment, scholarships and travel. To find more information or schedule an appointment with an ISSC adviser, visit the website: <https://issc.asu.edu/>

Veterans and military

The Pat Tillman Veterans Center provides guidance and support for students who are veterans, active-duty military or military dependents. For more information, please call the office at 602 496-0152 or visit: <https://veterans.asu.edu/>

Appendix

A: Program faculty

Marc Adams, PhD ([profile](#)) – intersection of intervention development for physical activity and behavioral nutrition, ecological models, and temporal and spatial measurement of behaviors and environmental determinants

Matthew Buman, PhD ([profile](#)) – dynamic interplay of behaviors across the 24-hour day: sleep, sedentary behavior, and physical activity, and how these behaviors can be harnessed for health promotion

Cheryl Der Ananian, PhD ([profile](#)) – physical activity and chronic disease prevention; aging; development, implementation and evaluation of physical activity programs

Glen Gaesser, PhD ([profile](#)) – effects of exercise and diet on cardiovascular fitness and health

Simon Holzapfel, PhD ([profile](#)) – effects of exercise interventions on motor, cognitive, clinical functions, and health in persons with Down syndrome, other intellectual disabilities, and stroke survivors

Daniel Peterson, PhD ([profile](#)) – causes and treatments for mobility impairments in neurological populations, including but not limited to people with Parkinson's disease and multiple sclerosis

Allison Poulos (Ross), PhD ([profile](#)) – community-based health promotion with an emphasis on physical activity in school as a source of children's health

Ann Sebren, EdD ([profile](#)) – efficacy of mindfulness-based interventions for reducing stress, improved health and well-being, and health behavior change

Jason Siegler, PhD ([profile](#)) – exercise physiology

Pamela Swan, PhD ([profile](#)) – physiological effects of exercise and diet on obesity and chronic lifestyle diseases