



**Master of Science  
in Exercise and Wellness  
Graduate Student Handbook  
2019-2020 Edition**

Welcome to the Master of Science in Exercise and Wellness degree program at Arizona State University! You have chosen to take this journey at an exciting time. The opportunities for professionals trained in fitness, exercise, and sport 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 EXW program to give our students a strong scholarly preparation while providing the flexibility to allow you to tailor the program to best fit your professional interests and goals. 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. You will be able to pursue focused areas of study in exercise science, fitness and conditioning, physical activity 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 fitness, strength and conditioning, corporate wellness, health promotion, and related career areas.

We are excited for you to join us as we work to enhance health, well-being, and human performance through exercise and wellness 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 Exercise and Wellness and the ASU 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  
Degree Coordinator, Master of Science in Exercise and Wellness Program  
Associate Professor, College of Health Solutions

## Helpful Web Pages and Graduate Resources

- MS in EXW [Homepage](#)
- MS in EXW [Degree Page](#)
- ASU Graduate Education [Homepage](#)
- Graduate Student [Forms](#)
- [Completing Your Degree](#)
- [Graduate Policies and Procedures](#)

## Contact Information

- For application preparation and submission, course registration issues, Plan of Study questions, or policy and procedure questions, please contact:
  - Chuck Hale, MEd, Student Services Coordinator Sr.  
([CHSGrad@asu.edu](mailto:CHSGrad@asu.edu)); 602-496-3300
- For Plan of Study development and concerns, selection of and questions regarding culminating experiences, scheduling a thesis defense or other defense-related issues, inquiries about committees, and other related program concerns, please contact:
  - Cheryl Der Ananian, PhD, MS in EXW Program Degree Coordinator  
([Cheryl.DerAnanian@asu.edu](mailto:Cheryl.DerAnanian@asu.edu)); 602-827-2290

## Master of Science in Exercise and Wellness Program Canvas Shell

All students admitted into the Master of Science in Exercise and Wellness degree program will have access to the MS EXW Program Canvas shell. The canvas site will include a copy of the MS EXW 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 EXW Program Forms.

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## PROGRAM OVERVIEW

**Master of Science in Exercise and Wellness Degree Description:** The Master of Science in Exercise and Wellness (EXW) program at Arizona State University at the Downtown Phoenix Campus is committed to preparing outstanding scholars and professionals in the areas of exercise science, fitness and conditioning, physical activity health promotion, and exercise and aging. The Master of Science (MS) degree program in EXW offers unique opportunities for those interested in becoming scholarly professionals and contributors to individual and public health through the delivery of effective exercise and wellness programs to all segments of society.

A minimum of thirty-six (36) credit hours of graduate courses are required to complete the MS degree [thirty (30) hours for students who began the program before Fall 2013]. Students can focus their areas of study in Exercise Science, Fitness and Conditioning, Physical Activity Health Promotion, or Exercise and Aging.

**Who Should Apply:** Professionals in exercise science, education, commercial fitness and wellness, 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 fitness and conditioning programs for improved health and injury prevention in corporate, commercial, community, athletic or sport medicine settings.
- 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 behavior in corporate, community, agency, and other settings.
- Gaining advanced preparation in exercise science, fitness and conditioning, physical activity 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 EXW degree will

- Demonstrate entry-level competence in research design, statistical methods, and ethical conduct in research studies.
- Demonstrate 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 behavior
- 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, fitness and conditioning, physical activity health promotion, or exercise and aging.

## ADMISSION

Admission to the MS EXW degree program is based on a number of factors including:

- GPA (grade point average),
- GRE (Graduate Record Exam) scores,
- Letters of Recommendation,
- Letter of Intent (Statement of Career/Research Interests and Goals)

Applicants whose native language is not English must submit a Test of English as a Foreign Language (TOEFL) score.

Admission decisions are based on the compatibility of the applicant's career/scholarly interests with the purpose of the degree program, previous academic training and suitable GPA, GRE scores, and professional recommendations.

**Letter of Intent:** A student's letter of intent should address his/her area of professional/scholarly interest, career and professional goals, and relevant background, experience, and training.

**Deficiencies and Prerequisite Course Requirements:** Students who do not have undergraduate credit for the basic courses required for a BS degree in Exercise and Wellness can be admitted with deficiencies. These courses are not considered part of the graduate interactive Plan of Study (iPOS). Sometimes a graduate class can be taken to substitute for an undergraduate (UG) deficiency on a case-by-case basis. Deficiencies are determined upon admission and students will be provided with a list of UG courses and recommended dates for completion. Prerequisite and deficiency areas of coursework include (ASU courses in parenthesis):

**Prerequisites** (must be completed prior to application)

Human Anatomy and Physiology with Laboratories (BIO 201, BIO 202)

**Deficiencies**

Human Nutrition (NTR 241)

Exercise Physiology (EXW 315 and EXW 316)

Kinesiology (EXW 330)

Exercise Testing with Laboratory (EXW 420)

For more information about deficiencies, email your Graduate Coordinator at [CHSGrad@asu.edu](mailto:CHSGrad@asu.edu) or by calling 602-496-3300. **Students must earn a B or better grade in deficiency courses taken after admission and enrollment in the MS EXW degree program to continue in graduate program.**

### Admission Types

**Regular Admission:** Applicant satisfies all requirements for admission and is academically acceptable to both the MS EXW degree program and the Graduate College Office.

**Provisional Admission:** Applicant does not meet minimum academic standards with respect to grade point averages as required by the Graduate College and the MS EXW degree program, but has additional evidence to suggest the potential for success. This status provides the MS EXW degree program with an opportunity to better evaluate the student's academic potential. Students have a maximum of one academic year to satisfy the provisional condition. Graduate Admission Services will withdraw students from the degree program who have not met the provisions of their admission within the required timeframe. When students have satisfied the provisional requirements, they should confirm with the academic unit that a change of status has been recommended. Students with Provisional Admission are not eligible to submit a Plan of Study until the conditions of admission have been satisfied.

Regular Admission with Deficiencies: Applicant's grades and test scores are at an acceptable level but applicant does not have the academic background expected by the MS EXW degree program and the university. Required deficiency courses may not be applied toward the minimum hours required for the degree program. Monitoring deficiency completion is the responsibility of the MS EXW degree program

**Tuition, Costs, Fees, and Residency Requirements:**

[Tuition and Fees Estimator](#)

[Residency Requirements](#)

## GRADUATE COLLEGE POLICIES AND PROCEDURES

The Graduate College has created a policy handbook to help guide graduate students along their academic path. This handbook can be found [here](#).

### THE PLAN OF STUDY

**The basic iPOS (Plan of Study) includes a total of 36 hours of required course work.** Graduate students with regular status must submit their Plan of Study (iPOS) by the time they have enrolled for 50% of the minimum credit hours required for their degree program (18 of 36 credit hours required for the MS in EXW degree). **The selection of the culminating experience (e.g., thesis, applied project, or written comprehensive examination) should be made upon submission of the iPOS.**

The final iPOS is completed and submitted online through MyASU. Please see the [user guide](#) for a step-by-step process on submitting the iPOS.

Once submitted, the iPOS is automatically routed to the MS EXW Degree Coordinator. He/she will do a final evaluation of the iPOS and will either approve it and forward to the Graduate College, or it will be sent back to the student electronically for revision. **A student is not eligible to apply for graduation, thesis format approval, or apply for the written comprehensive examination until an iPOS has been approved.**

**Master of Science in Exercise and Wellness Curriculum Overview:**

**Core Courses (9 cr)**

(Required of All MS EXW Students)

EXW 501 Research Statistics (3 cr)

EXW 536 Physiology of Physical Activity and Chronic Disease (3 cr)

EXW 542 Health Promotion Theory (3 cr)

**Research Courses (6 cr)**

(Required of All MS EXW Students)

EXW 500 Research Methods (3 cr)

EXW 591 Seminar (2 cr)

EXW 591 Research (1 cr)

***Focus Area Recommended Courses:***

EXERCISE SCIENCE	FITNESS AND CONDITIONING	PHYSICAL ACTIVITY HEALTH PROMOTION	EXERCISE AND AGING
KIN 530 (3 cr) Advanced Exercise Physiology	KIN 530 (3 cr) Advanced Exercise Physiology	EXW 554 (3 cr) Program Planning and Implementation in Health Promotion	EXW 535 (3 cr) Advanced Exercise Assessment and Prescription
KIN 536 (3 cr) Fuel Metabolism	EXW 535 (3 cr) Advanced Exercise Assessment and Prescription	EXW 556 (3 cr) Program Evaluation in Health Promotion	EXW 568 (3 cr) Management and Treatment of Chronic Disease for Clinical Exercise Physiology
KIN 598 (3 cr) Muscle Physiology	NTR 555 (3 cr) Advanced Sport Nutrition	EXW 655 (3 cr) Physical Activity and Public Health	EXW 635 (3 cr) Physical Activity and Aging
			KIN 523 (3 cr) Motor Control and Aging
			NTR 551 (3 cr) Advanced Geriatric Nutrition

Please note: Students are required to earn at least a B- (80%) in the core courses.



### **Sample Elective Courses (6 cr)**

EXW 510 Obesity Perspectives and Prescriptions  
EXW 530 Resistance Training Theory and Application  
EXW 534 Sport and Fitness Conditioning  
EXW 538 Obesity, Exercise and Health  
EXW 540 Mindfulness, Stress, and Health  
EXW 565 Cardiopulmonary Physiology  
EXW 598 Exercise and Sleep  
EXW 598 Plyometrics and Power Transfer Exercise  
EXW 598 Neuromuscular Exercise Prescription  
EXW 598 Motivational Interviewing  
EXW 598 Social Determinants of Health and Health Behavior  
KIN 512 Biomechanics of the Skeletal System  
KIN 515 Theory of Corrective Exercise  
KIN 531 Physiology of Women in Sport  
KIN 532 Exercise Biochemistry  
KIN 533 Exercise Endocrinology  
KIN 598 Neural Aspects of Movement and Rehabilitation

### **Culminating Experience (6 cr)**

Written Comprehensive Examinations (+ 6 additional credits of elective coursework) OR  
EXW 599 Thesis (6 cr) OR  
EXW 593 Applied Project (6 cr)

## **DESCRIPTIONS OF CULMINATING EXPERIENCES**

### **Written Comprehensive Examinations**

Students selecting the written comprehensive examination option should include the following in their iPOS:

- 9 credits of core coursework (EXW 501 Research Statistics, EXW 536 Physiology of Physical Activity and Chronic Disease, EXW 542 Health Promotion Theory),
- 6 credits of research coursework (EXW 500 Research, EXW 591 Seminar, and EXW 592 Research), and
- 21 elective credits.

Students electing 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 30 credit hours). The comprehensive examination is a final, integrative experience in which students demonstrate mastery of the knowledge base gained in the MS in Exercise and Wellness 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.**

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 MS in EXW Degree Coordinator **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 Exercise and Wellness 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 Coordinator for the MS in EXW Program 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 unit recommend and the Dean of the Graduate College approve a reexamination.** Only one reexamination is permitted. A petition with substantial justification for reexamination, 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. Reexamination 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. Students electing the applied project option should include the following in their iPOS:

- 9 credits of core coursework (EXW 501 Research Statistics, EXW 536 Physiology of Physical Activity and Chronic Disease, EXW 542 Health Promotion Theory),
- 6 credits of research coursework (EXW 500 Research, EXW 591 Seminar, and EXW 592 Research),
- 15 elective credits, and
- 6 credits of EXW 593 Applied Project.

**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.**

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.

### ***Project 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 (Chair). 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 EXW Applied/Capstone Project Proposal Form to the oral defense with the appropriate portions completed (see MS EXW Canvas: Forms).**

### ***Project 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 EXW Applied/Capstone Project Defense Form to the oral defense with the appropriate portions completed (see MS EXW 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 EXW 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 EXW Applied or Capstone 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 EXW Applied or Capstone Project Defense Form to the MS EXW 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 your thesis faculty mentor (Chair). The faculty mentor (Chair) of the thesis committee is typically 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.** Students who are pursuing a thesis must have earned at least a B- (80%) in Research Methods and Research Statistics.

Students electing the thesis option should include the following in their iPOS:

- 9 credits of core coursework (EXW 501 Research Statistics, EXW 536 Physiology of Physical Activity and Chronic Disease, EXW 542 Health Promotion Theory),
- 6 credits of research coursework (EXW 500 Research, EXW 591 Seminar, and EXW 592 Research),
- 15 elective credits, and
- credits of EXW 599 Thesis in their iPOS.

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.

### ***Thesis 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. (NOTE: 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 student will take the MS EXW Thesis Proposal Form to the oral defense with the appropriate portions completed (see MS EXW Canvas: Forms).**

### [Formatting Tool](#)

Graduate Education [Format Manual](#)

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 will have to 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.

### ***Thesis Defense:***

After completion of the thesis project, 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 Education 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.

## ***Thesis 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](#). 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 academic unit 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 email to [gradformat@asu.edu](mailto:gradformat@asu.edu). Please be sure to include your ASU Affiliate ID number on the document or in the email text that you submit to the format office.

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.

### ***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. The Pass/Fail form 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 Education Master’s/Doctoral [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](#).

**On the day of your defense, the Pass/Fail form will have already been sent to your Committee Members from Graduate Education for your Committee to sign via Docusign. Please encourage all members to bring their computer with them to the defense so they can complete the form at the end of the defense. It is the responsibility of your**

## **Committee Chair to make sure all committee members sign the DocuSign form.**

Students are responsible for submitting final revisions to the thesis and the signed thesis Pass/Fail form to the Graduate College by the deadlines indicated by the Graduate College.

### 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 Education format advisors to ensure compliance with format regulations; additional format revisions may be required.
  - When final format approval has been granted, Graduate Education 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 Graduate Education 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. ASU Graduate Education 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.

### [Graduate Education Thesis Policies and Procedures](#)

## **PROCEDURES FOR SELECTION OF APPLIED PROJECT/THESIS MENTORS AND COMMITTEES**

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. Non-tenure accruing faculty, who hold a master's or doctoral degree, may serve as the Chair of an applied project.

Students will have the opportunity to determine appropriate mentors for thesis or applied projects through a variety of means (e.g., seminars, coursework, consultation with the MS EXW Degree Coordinator, consultation with students and faculty). Students are responsible for contacting potential mentors whose research and/or expertise aligns with their thesis or project 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.

**Faculty:** The core MS in EXW degree program faculty are a group of distinguished scholars with a wide variety of research and professional interests. Additionally, faculty from other degree programs may occasionally be available to serve as faculty mentors if research and expertise interests align.

## CHANGING CULMINATING EXPERIENCES

Changing the culminating experience selection after submitting an iPOS will require that the student follow the guidelines below and complete an Exercise and Wellness 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:

- 1) Approval by the MS EXW Degree Coordinator.
- 2) Thesis: Approval by an eligible research faculty mentor who is willing to accept responsibility for guiding the student's thesis research and committee selection. Students must have earned a B- or higher (80%) in research methods and statistics to complete a thesis.
- 3) Applied Project: Approval by an eligible faculty mentor who is willing to accept responsibility for guiding the student's applied project.
- 4) Maintain good standing in the MS in EXW program
- 5) 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/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:

- 1) Approval of the faculty mentor.
- 2) Approval of the MS EXW Degree Coordinator.
- 3) Sufficient time to complete the additional 6 credits of coursework needed to achieve 36 credit hours.
- 5) Submission of a new iPOS which may include a petition to the Graduate College.

## STUDENT CONDUCT AND SAFETY

### Academic Integrity

Graduate students are expected to follow university guidelines related to the Student Code of Conduct. University policies related to academic integrity and code of conduct are available [here](#). Each student must act with honesty and integrity, and must respect the rights of others in carrying out all academic assignments. A student may be found to have engaged in academic dishonesty if, in connection with any Academic Evaluation or academic or research assignment (including a paid research position), he or she:

1. Engages in any form of academic deceit;
2. Refers to materials or sources or uses devices (e.g., computer disks, audio recorders, camera phones, text messages, crib sheets, calculators, solution manuals, materials from previous classes, or commercial research services) not authorized by the instructor for use during the Academic Evaluation or assignment;
3. Possesses, reviews, buys, sells, obtains, or uses, without appropriate authorization, any materials intended to be used for an Academic Evaluation or assignment in advance of its administration;
4. Acts as a substitute for another person in any Academic Evaluation or assignment;
5. Uses a substitute in any Academic Evaluation or assignment;
6. Depends on the aid of others, including other students or tutors, in connection with any Academic Evaluation or assignment to the extent that the work is not representative of the student's abilities;
7. Provides inappropriate aid to another person in connection with any Academic Evaluation or assignment, including the unauthorized use of camera phones, text messages, photocopies, notes or other means to copy or photograph materials used or intended for Academic Evaluation;
8. Engages in Plagiarism;
9. Uses materials from the Internet or any other source without full and appropriate attribution;
10. Permits his or her work to be submitted by another person in connection with any Academic Evaluation or assignment, without authorization;
11. Claims credit for or submits work done by another;
12. Signs an attendance sheet for another student, allows another student to sign on the student's behalf, or otherwise participates in gaining credit for attendance for oneself or another without actually attending;
13. Falsifying or misrepresenting hours or activities in relationship to an internship, externship, field experience, clinical activity or similar activity; or
14. Attempts to influence or change any Academic Evaluation, assignment or academic record for reasons having no relevance to academic achievement.

The highest standards of academic integrity are expected of all graduate students, both in the failure of any graduate student to meet these standards may result in serious consequences including suspension or expulsion from the university and/or other sanctions as specified in the academic integrity policies of individual colleges as well as the university.

At the graduate level, it is expected that students are familiar with these issues and each student must take personal responsibility in their work.

Newly admitted graduate students will receive a "priority task" on their MyASU directing them to complete a blackboard 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.



## **Culture of Respect**

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 the Master of Science of Exercise and Wellness degree program, the College of Health Solutions, and the University. The MS EXW program expects its students will be good representatives who recognize that poor behavior on the part of one student impacts all by creating a negative perception of the program, the college, and the university.

## **Title IX**

Title IX is a federal law that 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 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. If you or someone you know has been harassed on the basis of sex or sexually assaulted, you can find information and resources [here](#).

## **Prohibition Against Discrimination, Harassment, and Retaliation**

Arizona State University is committed to providing an environment free of discrimination, harassment, or retaliation for the entire university community, including all students, faculty members, staff employees, and guests. ASU expressly prohibits [discrimination](#), [harassment](#), and [retaliation](#) by employees, students, contractors, or agents of the university based on any protected status: race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, gender identity, and genetic information. Inappropriate conduct need not rise to the level of a violation of federal or state law to constitute a violation of this policy and to warrant disciplinary action/sanctions.

## **Campus Safety**

To report an emergency on campus, students can simply dial 911 or use one of the emergency call boxes found on campus. Non-emergency ASU Police or campus-safety matters should be directed to 480-965-3456. ASU has an opt-in, text-message alert system by which students can choose to receive a text message from ASU in times of an emergency. Students can sign up for the service online. Students are also encouraged to download the LiveSafe mobile application on their phones. For additional safety resources and contacts, such as Counseling Services, Police and Safety Escort Services, visit the Safety Resources website.

## **GENERAL POLICIES**

### **Assistantships/Financial Aid**

A limited number of graduate assistantships for MS EXW students are available. In addition, the Financial Aid Office of Arizona State University provides information on other available scholarships, fellowships, or assistantships.

#### Graduate Student Assistantships:

The MS EXW program offers a number of graduate student assistantships that do not provide any tuition waiver. These positions generally involve providing assistance to faculty with course management and grading. Any MS EXW student holding a Graduate Student Assistantship (GSA) must be enrolled in at least 1 credit hour. Please contact the Graduate Coordinator by email at [CHSGrad@asu.edu](mailto:CHSGrad@asu.edu) or by calling 602-496-3300 to inquire about the process for

applying for graduate student assistantships. Please review the following document for [Absence and Leave Policies for Assistantships](#).

## Continuous Enrollment and Leave of Absence

Once admitted to a graduate degree program or graduate certificate program, 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 utilizing 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.

To maintain continuous enrollment the credit hour(s) must:

- Appear on the student's *Plan of Study*, OR
- Be research (592, 792), thesis (599), dissertation (799), or continuing registration (595, 695, 795), OR
- Be a graduate-level course.

Grades of "W" and/or "X" are not considered valid registration for continuous enrollment purposes. "W" grades are received when students officially withdraw from a course after the drop/add period. "X" grades are received for audit courses. Additionally, students completing work for a course in which they received a grade of "I" must maintain continuous enrollment as defined previously. Graduate students have one year to complete work for an incomplete grade; if the work is not complete and the grade changed within one year, the "I" grade becomes permanent. Additional information regarding incomplete grades can be found at [asu.edu/aad/manuals/ssm/ssm203-09.html](http://asu.edu/aad/manuals/ssm/ssm203-09.html).

## Request to Maintain Continuous Enrollment

Graduate students planning to discontinue registration for a semester or more must submit a [Request to Maintain Continuous Enrollment form](#). This request must be submitted and approved **before** the anticipated semester of non-registration. Students may request to maintain continuous enrollment with course registration for a maximum of two semesters during their entire program. It is highly recommended that students coordinate with the MS in EXW Coordinator if discontinuing registration.

Having an approved [Request to Maintain Continuous Enrollment](#) by Graduate Education will enable students to re-enter their program without re-applying to the university. **Students who do not register for a fall or spring semester without an approved Request are considered withdrawn from the university under the assumption they have decided to discontinue their program.** Students removed for this reason may reapply for admission to resume their degree program; the application will be considered along with all other new applications to the degree program.

## Coursework

Graduate level courses are those numbered 500 or higher. All core courses required by a graduate program must be at least 500 level. Courses with grades of "D", "E", "I", or "W" and

audited courses (graded as “X”) cannot be included on an iPOS. Courses applied to a previously awarded degree cannot be included on an iPOS.

### **Incomplete Grades**

The College of Health Solutions will consider an incomplete grade request 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. Additional information regarding incomplete grades may be found [here](#).

Graduate students may register to audit one or more courses with the approval of the supervisory committee chair and the consent of the instructor involved. An audited course does not count toward the minimum number of credits required for international students with visa restrictions, students employed as TARAs, or students receiving financial assistance. Courses taken for audit do not satisfy the Graduate College continuous enrollment policy. Undergraduate courses not included on the iPOS do not satisfy the Graduate College continuous enrollment policy. Master’s degree students whose culminating experience is a thesis must include 6 (and only 6) credit hours of 599 Thesis credits on the iPOS. Thesis credit hours may only receive grades of “Z” (research is in progress), or “Y” (research is satisfactorily complete).

### **Satisfactory Academic Progress**

Per Graduate College guidelines, graduate students must maintain a minimum 3.00 grade point average (GPA) to maintain satisfactory academic progress and to graduate. Students whose cumulative GPA falls below 3.00 are placed on academic probation, receive an advising hold on their account, and are required to complete an academic performance improvement plan. If students are unable to raise the GPA to a 3.00 within nine credit hours or one year (whichever comes first), the program standards committee may recommend the student for dismissal from the program.

There are three GPA requirements that govern academic progress in and graduation from a graduate degree program. The iPOS GPA is based on all courses that appear on the student’s iPOS. The Graduate GPA is based on all courses numbered 500 or higher that appear on the transcript. The third is a cumulative GPA which includes grades from both undergraduate and graduate course work that was taken as part of your graduate record. To be eligible for graduation, students must achieve on the iPOS GPA, Graduate GPA **and** cumulative GPA a 3.00 or higher. If any of the three GPA’s fall below 3.0, the student must develop, with their advisor, an academic performance improvement plan that includes the conditions and timeframes for making satisfactory academic progress in her/his degree program. The student may be placed on academic probation until the conditions specified in the academic

performance improvement plan are met and the three GPAs are raised above 3.0. Transfer credits are not counted in calculations of the iPOS or Graduate GPA.

**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.**

### **Minimum Course Grades**

Students who earn grades below a B- in Core (EXW 501, EXW 536, EXW 542) and Research (EXW 500, EXW 591 and EXW 592) courses will be required to retake those courses in order to remain in the MS in EXW Program.

### **Grievance and Appeal Procedures**

#### **Probation and Dismissal Policy**

A student can be placed on academic probation for unsatisfactory progress or failing to maintain a 3.0 GPA on the iPOS or Graduate GPA. Time limits for remaining on probationary status may vary. Typically students have up to one semester or 9 credits to demonstrate improvement and be removed from probation. Students who fail to meet the requirements or timeline needed to demonstrate satisfactory improvement will be dismissed from the program. A student can be recommended for dismissal from the MS EXW program if they exceed the statute of limitations and are not making sufficient progress towards defending their thesis. Dismissal for any reason cited above will be automatic. The student will receive notice from the MS EXW Degree Coordinator that they have been removed from the program. A student may appeal any action concerning dismissal through the College of Health Solutions Academic Standards and Student Grievance Committee. Please contact your graduate coordinator for more information.

#### **Time Limits**

All work toward a master's degree must be completed within six consecutive years. The six years begin with the semester and year of admission to the program. Graduate courses taken prior to admission that are included on the iPOS must have been completed within three years of the semester and year of admission to the program.

## STUDENT RESOURCES

### [Graduate College Resources and Services](#)

#### **Academic and Professional Development**

[ASU Libraries](#)

[Graduate Academic Support Center](#) (Statistics and Writing)

[Career Services](#)

[Graduate and Professional Students Association](#)

#### **Student Support Services**

[International Student Services](#)

[ASU Health Services](#)

[ASU Counseling Services](#)

[Disability Resources](#)

[Pat Tillman Veterans Center](#)

#### **Business and Finance Services**

[Downtown Phoenix Campus Parking](#)

[Public Transit](#)

[Campus Shuttles](#)

[Student Business Services](#)

[ASU Sun Devil ID Card Services](#)

[Banking on Campus](#) (Midfirst Bank)