Helpful Web Pages and Graduate Resources

- **MS in EXW Homepages:**
  - [https://chs.asu.edu/programs/exercise-and-wellness-ms](https://chs.asu.edu/programs/exercise-and-wellness-ms)
  - [https://chs.asu.edu/programs/exercise-and-wellness-healthy-aging](https://chs.asu.edu/programs/exercise-and-wellness-healthy-aging)

- **MS in EXW Degree Page:**
  - [https://webapp4.asu.edu/programs/t5/majorinfo/ASU00/ECEXERMS/graduate/false?init=false&nopassive=true](https://webapp4.asu.edu/programs/t5/majorinfo/ASU00/ECEXERMS/graduate/false?init=false&nopassive=true)

- **MS in EXW (Healthy Aging) Degree Page:**
  - [https://webapp4.asu.edu/programs/t5/majorinfo/ASU00/NHEXWHMS/graduate/false?id=ds-apply](https://webapp4.asu.edu/programs/t5/majorinfo/ASU00/NHEXWHMS/graduate/false?id=ds-apply)

- **ASU Graduate Education Homepage:** [https://graduate.asu.edu/](https://graduate.asu.edu/)

- **Graduate Student Forms:** [https://graduate.asu.edu/forms/index.html](https://graduate.asu.edu/forms/index.html)

- **Completing Your Degree:** [https://graduate.asu.edu/completing-your-degree](https://graduate.asu.edu/completing-your-degree)

- **Graduate Policies and Procedures:**
  - [https://graduate.asu.edu/sites/default/files/asu-graduate-policies-and-procedures-1.pdf](https://graduate.asu.edu/sites/default/files/asu-graduate-policies-and-procedures-1.pdf)

Contact Information

- For iPOS and iPOS-related questions, policy or procedure questions, questions regarding scheduling your defense or other defense-related issues, and inquiries about committees, contact:

  - Chuck Hale, MEd, Student Services Coordinator Sr.
    ([Chuck.Hale@asu.edu](mailto:Chuck.Hale@asu.edu)); 602-496-0862

  - Ann Sebren, EdD, MS in EXW Program Coordinator
    ([asebren@asu.edu](mailto:asebren@asu.edu)); 602-496-1851

- Thesis Option Students: Format related questions (i.e., regarding your style guide or the *Format Manual*) should be directed to:

  - [gradformat@asu.edu](mailto:gradformat@asu.edu)

  - [https://graduate.asu.edu/completing-your-degree](https://graduate.asu.edu/completing-your-degree) (format tab)

March 2016
# Table of Contents

Master in Exercise and Wellness Degree Description .............................................................. 3
Overview ........................................................................................................................................ 3
Who Should Apply? ....................................................................................................................... 3
Competencies ................................................................................................................................. 3
Admission ....................................................................................................................................... 3
Deficiencies and Prerequisite Course Requirements ................................................................. 4
Graduate Policies and Procedures .................................................................................................. 4
The Plan of Study ............................................................................................................................. 4
Descriptions of Culminating Experiences ...................................................................................... 7
Written Comprehensive Examinations ............................................................................................ 7
Applied or Capstone Project ............................................................................................................ 8
Thesis ............................................................................................................................................... 8
  - Format Evaluation/Oral Defense Procedures: ........................................................................ 7
  - Final Document Approval Pathway: ......................................................................................... 8
  - UMI/ProQuest Submission Instructions: ............................................................................... 9
Changing Culminating Experience ................................................................................................. 9
Academic Integrity .......................................................................................................................... 10
Assistantships/Financial Aid ............................................................................................................ 10
Continuous Enrollment and Leave of Absence .......................................................................... 10
Minimum GPA and Course Grade Requirements ........................................................................ 11
Probation and Dismissal Policy ..................................................................................................... 11
Time Limits ...................................................................................................................................... 11
Faculty ............................................................................................................................................ 11
Master in Exercise and Wellness Degree Description

The MS 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 fitness and conditioning, physical activity health promotion, and healthy aging. The MS in EXW program offers the only degree program in Arizona specifically designed to prepare students for such careers. 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.

Program Overview: 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 are admitted non-thesis, but may change to a thesis option, if desired, by the end of the first year. Students can focus their areas of study in Fitness and Conditioning, Physical Activity Health Promotion, or Healthy Aging.

Who Should Apply: Professionals in 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 programs for improved health and injury prevention for older adult populations
- pursuing advanced preparation in the planning, implementation, and evaluation of health promotion programs to increase physical activity behavior in corporate, community, agency, and other settings.

Competencies: Students completing the MS in EXW degree will

- Demonstrate entry-level competence in research design, statistical methods, and ethical conduct in research studies.

- Integrate knowledge of physical activity health promotion, fitness and conditioning principles and practice, and healthy aging into the development of health and exercise recommendations and programs for both healthy and diseased individuals and populations.

- Design and evaluate exercise and health promotion interventions for chronic disease prevention utilizing knowledge and skills in fitness and health assessment.

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. First priority will be given to completed applications received by
January 15. All students who meet admissions criteria will be admitted as non-thesis.

**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 areas of coursework include (ASU courses in parenthesis):

- Human Anatomy and Physiology with Laboratories (BIO 201, BIO 202)
- Human Nutrition (NTR 241)
- Exercise Physiology (EXW 315 and EXW 316)
- Kinesiology (EXW 330)
- Exercise Testing with Laboratory (EXW 420)
- Exercise Prescription (EXW 425)

For more information about deficiencies, contact the MS Program Coordinator. **Students must earn a B or better grade in deficiency courses taken after admission and enrolling in the MS degree program to continue in graduate program.**

**Graduate Policies and Procedures**
Graduate Education has created a policy handbook to help guide graduate students along their academic path. This handbook can be found at:

[https://graduate.asu.edu/sites/default/files/asu-graduate-policies-and%20procedures.pdf](https://graduate.asu.edu/sites/default/files/asu-graduate-policies-and%20procedures.pdf)

**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 either the thesis, capstone project or non-thesis track should be made upon submission of the iPOS.

The final iPOS is completed and submitted online through MyASU. ([https://graduate.asu.edu/sites/default/files/how-to-ipos_0.pdf](https://graduate.asu.edu/sites/default/files/how-to-ipos_0.pdf))

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 Graduate Education, or it will be sent back to the student electronically for revision. A student is not eligible to apply for graduation, format approval, or apply for the comprehensive examination until an iPOS has been approved. **MS in EXW student advisement checklists can be found in APPENDIX A.**
**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)

**Concentration/Focus Area Courses:**

### Fitness and Conditioning (Required Courses – 9 cr)
- KIN 530 (3 cr)
- Exercise Physiology
- EXW 535 (3 cr)
- Advanced Exercise Assessment and Prescription
- NTR 555 (3 cr)
- Nutrition and the Athlete

### Physical Activity Health Promotion (Required Courses – 9 cr)
- EXW 554 (3 cr)
- Program Planning and Implementation in Health Promotion
- EXW 556 (3 cr)
- Program Evaluation in Health Promotion
- EXW 655 (3 cr)
- Physical Activity and Public Health

### Healthy Aging (Required Courses – 15 cr)
- EXW 535 (3 cr)
- Advanced Exercise Assessment and Prescription
- EXW 564 (3 cr)
- Aging and Lifestyle Behaviors
- EXW 568 (3 cr)
- Management and Treatment of Chronic Disease for Clinical Exercise Physiology
- EXW 635 (3 cr)
- Physical Activity and Aging
  - OR
  - KIN 523 (3 cr)
- Motor Control and Aging
  - OR
  - NTR 551 (3 cr)
- Advanced Geriatric Nutrition

### Sample Elective Courses (6 cr)
- EXW 510 Obesity Perspectives and Prescriptions
- EXW 534 Sport and Fitness Conditioning
- EXW 538 Obesity, Exercise and Health
- EXW 540 Mindfulness, Stress, and Health
- EXW 598 Exercise and Sleep
- EXW 598 Motivational Interviewing
- EXW 598 Social Determinants of Health and Health Behavior
- KIN 531 Physiology of Women in Sport
- KIN 536 Fuel Metabolism

### Culminating Experience (6 cr)

**Fitness and Conditioning/Physical Activity Health Promotion:**
- Written Comprehensive Examinations (+ 6 additional credits of elective coursework) OR
- EXW 599 Thesis (6 cr) OR
- EXW 593 Applied Project (6 cr)

**Healthy Aging:**
- Written Comprehensive Examination + 6 cr Internship OR
- EXW 599 Thesis (6 cr) OR
- EXW 597 Capstone Project (6 cr)
Thesis (Fitness and Conditioning or Physical Activity Health Promotion): Students electing the thesis option should include 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), 9 credits of required focus area coursework, and 6 elective credits. Students electing the thesis option must also include 6 credits of EXW 599 Thesis in their iPOS. The thesis is considered a final integrative experience of the knowledge base gained in the MS in Exercise and Wellness program. It involves carrying out research that is guided by a recognized research paradigm (e.g., scientific, interpretive) and produces a scholarly report of the process and results. A Faculty Mentor and two other Committee members guide a student’s work, and a final oral examination pertaining to the thesis is required. The thesis option is a good choice for students who are interested in pursuing more advanced graduate study in the field. (More information about the thesis and a graduation timeline is available from your mentor).

Thesis (Healthy Aging Concentration only): Students in the Healthy Aging concentration selecting the Thesis option should include 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 the 15 required courses in the Healthy Aging Concentration (EXW 540 Aging and Lifestyle Behaviors, EXW 535 Advanced Exercise Assessment and Prescription, EXW 562 Management and Treatment of Chronic Disease for Clinical Exercise Physiology, EXW 635 Physical Activity and Aging or KIN 523 Motor Control and Aging, and NTR 551 Advanced Geriatric Nutrition). Students electing the Thesis must also include 6 credits of EXW 599 Thesis in their iPOS. The thesis is considered a final integrative experience of the knowledge base gained in the MS in Exercise and Wellness program. It involves carrying out research that is guided by a recognized research paradigm (e.g., scientific, interpretive) and produces a scholarly report of the process and results. A Faculty Mentor and two other Committee members guide a student’s work, and a final oral examination pertaining to the thesis is required. The thesis option is a good choice for students who are interested in pursuing more advanced graduate study in the field. (More information about the thesis and a graduation timeline is available from your mentor).

Applied Project (Fitness and Conditioning or Physical Activity Health Promotion): Students electing the applied project option should include 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 9 credits of required focus area coursework, and 6 elective credits. Students electing the applied project option must also include 6 credits of EXW 593 Applied Project in their iPOS. The applied project is a field experience or non-research project in which students apply concepts learned throughout their coursework in a practical setting. A Faculty Mentor and two other Committee members guide a student’s work, and a written report of the project and final oral examination pertaining to the project is required. 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.

Capstone Project (Healthy Aging Concentration only): Students in the Healthy Aging concentration selecting the capstone project option should include 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 15 required courses in the Healthy Aging Concentration (EXW 540 Aging and Lifestyle Behaviors, EXW 535 Advanced...
Exercise Assessment and Prescription, EXW 562 Management and Treatment of Chronic Disease for Clinical Exercise Physiology, EXW 635 Physical Activity and Aging or KIN 523 Motor Control and Aging, and NTR 551 Advanced Geriatric Nutrition). Students electing the capstone project must also include 6 credits of EXW 597 Capstone Project in their iPOS. The capstone project is a field experience or non-research project in which students apply concepts learned throughout their coursework in a practical setting. A Faculty Mentor and two other Committee members guide a student’s work, and a written report of the project and final oral examination pertaining to the project is required. The capstone 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.

Non-Thesis/Project - Written Comprehensive Examination (Fitness and Conditioning or Health Promotion and Physical Activity): Students selecting the non-thesis option should include 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 9 credits of required focus area coursework, and 12 elective credits. Students electing the non-thesis option will be required to successfully complete a written comprehensive examination that can be taken after completion of 30 credit hours. The comprehensive examination is considered a final integrative experience in which students demonstrate mastery of the knowledge base gained in the MS in Exercise and Wellness program. The non-thesis 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.

Non-Thesis/Project - Internship + Written Comprehensive Examination (Healthy Aging Concentration only): Students in the Healthy Aging concentration selecting the non-thesis/comps option should include 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 the 15 required courses in the Healthy Aging Concentration (EXW 500 Research, EXW 591 Seminar, and EXW 592 Research) and the 15 required courses in the Healthy Aging Concentration (EXW 540 Aging and Lifestyle Behaviors, EXW 535 Advanced Exercise Assessment and Prescription, EXW 562 Management and Treatment of Chronic Disease for Clinical Exercise Physiology, EXW 635 Physical Activity and Aging or KIN 523 Motor Control and Aging, and NTR 551 Advanced Geriatric Nutrition). Students electing the non-thesis option must also include 6 credits of EXW 584 Internship in their iPOS and complete an internship experience in a healthy aging related setting. Students electing the non-thesis option will also be required to successfully complete a written comprehensive examination that can be taken after completion of 30 credit hours. The comprehensive examination is considered a final integrative experience in which students demonstrate mastery of the knowledge base gained in the MS in Exercise and Wellness program. The non-thesis 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.

Descriptions of Culminating Experiences

Written Comprehensive Examinations

Comprehensive examinations will be given in the fall and spring semesters. The student must schedule the comprehensive examination with the MS in EXW Degree Coordinator and Graduate Education. The comprehensive examination will include questions based on the core courses as well as questions relevant to the student’s concentration focus area.
Comprehensive examinations will be designed and evaluated by a committee of graduate faculty who has primary responsibility for teaching graduate level coursework. The committee will include a minimum of three faculty members: the MS in EXW Degree Coordinator, and two faculty members who represent the student’s concentration area. The exam will be graded (blindly) by members of the MS in EXW Program Committee.

Students must pass three of four questions on the exam to graduate. If a student fails two or more questions, he/she will have the opportunity to answer the questions orally in the presence of the MS in EXW Program Committee. The results of the examination must be reported to Graduate Education within the semester it is completed. If the student fails the oral examination, he/she may petition for re-examination if endorsed by the members of the student's Supervisory Committee and the head of the academic unit and approved by the Dean. Only one re-examination is permitted and must be administered no sooner than three months and no later than one year from the date of the original examination. If the student's petition for re-examination is not approved or the student fails the re-examination, Graduate Education will withdraw a student from his/her degree program.

Applied or Capstone Project
The applied/capstone project is a rigorous field experience or non-research project in which students apply concepts learned throughout their coursework in a practical setting. Students choosing to carry out an Applied Project (EXW 593) or Capstone Project (EXW 597 – Healthy Aging Concentration) will work with a Faculty Mentor to select the Project Committee, develop and submit a project proposal for approval by the Project Committee, and complete the applied project. The Applied or Capstone Project Committee will consist of the Project Committee Chair (e.g., faculty Mentor) and two other faculty committee members.

The project proposal must include an introduction with a statement of purpose and specific aims of the project, a review of the literature that provides context for the project, and must describe in detail the plans for the project. After completion of the project, students will prepare a final written report and will have an oral examination pertaining to the project by the Project Committee. The Project Committee will be responsible for judging the quality of the report and oral presentation and determining if they are satisfactory to serve as the required culminating event for the MS in EXW degree (including the requirement for revisions if needed). The Project Committee Chair will submit the final grade for EXW 593 Applied Project or EXW 597 Capstone Project to complete the students Plan of Study.

Thesis

Thesis Proposal: The thesis proposal defense is a formal presentation of the research design and procedures. A written copy of the proposal should be given to each 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. A copy of the IRB forms to be submitted should be included with the proposal. IRB approval should be sought after the proposal has been formally approved. NOTE that ASU now has an online Formatting Tool that uses the Format Manual formatting guidelines to generate a template into which you insert your document's text.

Access the Formatting Tool: https://graduate.asu.edu/formatadvising/welcome
Graduate Education Format Manual: https://graduate.asu.edu/format-manual

Thesis Defense: After completion of the thesis, the final format review of the document and oral defense is to be scheduled. The student should schedule the defense with Graduate Education after approval from the Mentor and the Supervisory Committee. Use the ‘Ten Working-Day
Calendar’ available online from Graduate Education to determine the appropriate schedule dates. Please see the official Graduate Education Guidelines for updated deadlines and guidelines regarding the format and submission of the thesis. Students can see the deadline to submit their document on MyASU.

The final oral defense approval form is provided to the mentor by Graduate Education prior to the defense.

- **Format Evaluation/Oral Defense Procedures:**
  - (Taken from: [https://graduate.asu.edu/completing-your-degree](https://graduate.asu.edu/completing-your-degree))

  - **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: [https://students.asu.edu/graduation](https://students.asu.edu/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 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.

    Within 24 hours of requesting the defense through MyASU, you must submit a complete draft of your document via email to gradformat@asu.edu so that initial format review can begin. 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. If you have scheduled your defense well in advance, you must submit the complete draft within 10 working days before the defense date.

  - **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, due to unforeseen circumstances, they cannot be physically present, then the oral defense must be rescheduled to another date.
On the day of your defense, the Pass/Fail form will have already been sent to your Committee Chair from Graduate Education for your Committee to sign. It is the responsibility of your Committee Chair to take the form to the defense location.

- **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](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.
Changing Culminating Experiences: Thesis/Project and Non-Thesis

Students are admitted into the non-thesis track when they are admitted to the program and may change to the thesis or applied project track, if desired, usually during the first or second semester of work. Changing tracks 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 from Non-Thesis/Project to Thesis/Project:** Students who initially opted for the non-thesis/project culminating experience 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 a research faculty Mentor who is willing to accept responsibility for guiding the student’s thesis research and committee selection.
3) Applied Project: Approval by a 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

**Changing from Thesis or Applied Project to Written Comprehensive Exams (Non-Thesis/Project):** Students who initially opted for a thesis/project and began working with a mentor may opt to switch to written comprehensive examinations prior to graduation. The following requirements must be met:

1) Approval of the Mentor.
2) Approval of the MS EXW Degree Coordinator.
3) Health Aging Concentration Students: Identification of an affiliated internship opportunity with sufficient time to complete the required 6 credits of EXW 585 Internship.
4) Fitness and Conditioning/Physical Activity Health Promotion Students: Sufficient time to complete the additional 6 credits of coursework needed to achieve 36 credit hours.
5) Submission of a new iPOS.

**Academic Integrity**

The highest standards of academic integrity are expected of all graduate students, both in the academic coursework and in their related research activities. 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.

Violations of academic integrity include, but are not limited to: cheating, fabrication, tampering, plagiarism, or aiding and/or facilitating such activities. At the graduate level, it is expected that students are familiar with these issues and each student must take personal responsibility in their work. In addition, 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 in the Office of Student Life, or at https://eoss.asu.edu/dos/srr/codeofconduct.
Assistantships/Financial Aid

A limited number of graduate teaching and research assistantships for full-time graduate students are available. Students are encouraged to make applications for these stipends along with application for admission. In addition, the Financial Aid Office of Arizona State University provides information on other available scholarships, fellowships, or assistantships. Any MS EXW student holding a Graduate Teaching Assistantship must be a full-time student (minimum 6 credit hours, maximum 12 credit hours.)

Continuous Enrollment and Leave of Absence

Once admitted, graduate students must be registered for a minimum of one graduate credit hour (not audit) every semester (not including summers) during all phases of their graduate education. This includes periods when they are engaged in research, working on or defending theses, taking comprehensive exams, or in any other way using university facilities or faculty time including the term in which they graduate. Thus, if a student has completed all course work except defending the thesis or taking comprehensive exams, they must register for at least 1 credit hour of EXW 595 Continuing Enrollment in every term until they graduate (including the term in which they graduate).

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.

Minimum GPA

There are two 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 final iPOS. The Graduate GPA is based on all courses numbered 500 or higher that appear on the transcript. To be eligible for graduation, students must achieve both an iPOS GPA and an overall Graduate GPA of 3.00 or higher. If either GPA falls 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 both 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.

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 Graduate Council Appeals Board (GCAB).

https://graduate.asu.edu/sites/default/files/Graduate_Appeals_Guidelines.pdf

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.

Faculty

The core MS in EXW Program faculty mentors are a group of distinguished scholars with a wide variety of research interests. Faculty in Nutrition and a number of adjunct professors in Health Promotion, Nursing, Epidemiology, Gerontology, Physical Education and Medicine augment the Exercise and Wellness faculty.

Tenured/tenure-track faculty may serve as Chair, Co-Chair, or member of a master’s Thesis supervisory committee. The 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. 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. ASU academic professionals or non-tenure accruing faculty may serve as Chair of an applied or capstone project.
APPENDIX A
ADVISING CHECKSHEETS
**MASTER OF SCIENCE, EXERCISE AND WELLNESS**  
**Student Advisement Checklist: Fitness and Conditioning**

Name:_______________________________________________________ Date:___________________

Probationary: Yes________ No__________

Course Deficiencies (Must earn a B or better to remain in graduate program. No Repeats)

<table>
<thead>
<tr>
<th>Semester/Year</th>
<th>Course</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Human Anatomy &amp; Physiology (BIO 201, BIO 202)</td>
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<tr>
<td></td>
<td>Exercise Testing and Prescription (EXW 420, EXW 425)</td>
</tr>
</tbody>
</table>

Required Core and Research Courses (15 credits)

<table>
<thead>
<tr>
<th>Semester/Year</th>
<th>Required Core Courses</th>
<th>Required Research Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>EXW 501 Research Statistics</td>
<td>NTR 500 Research Methods</td>
</tr>
<tr>
<td></td>
<td>EXW 536 Physiological Aspects of PA &amp; Chronic Disease</td>
<td></td>
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<tr>
<td></td>
<td>EXW 542 Health Promotion Theory</td>
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Required and Elective Concentration/Focus Area Courses (15 or 21 credits)

<table>
<thead>
<tr>
<th>Semester/Year</th>
<th>Required Courses</th>
<th>Elective Concentration Courses</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>KIN 530 Exercise Physiology</td>
<td>EXW 534 Sports and Fitness Conditioning</td>
</tr>
<tr>
<td></td>
<td>EXW 535 Advanced Exercise Assessment &amp; Prescription</td>
<td>EXW 538 Obesity, Exercise, and Health</td>
</tr>
<tr>
<td></td>
<td>NTR 555 Nutrition and the Athlete</td>
<td>EXW 530 Resistance Training Application and Theory</td>
</tr>
<tr>
<td></td>
<td></td>
<td>EXW 635 Physical Activity and Aging</td>
</tr>
<tr>
<td></td>
<td></td>
<td>EXW 590 Reading and Conference (Independent Study)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>EXW 598 Special Topics</td>
</tr>
<tr>
<td></td>
<td></td>
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Comprehensive Examination: Anticipated Date____________________________________________

High Pass________ Pass____________ Unsatisfactory________

Thesis/Applied Project: (6 credits)

<table>
<thead>
<tr>
<th>Semester/Year</th>
<th>Thesis or Applied Project</th>
<th>Approved</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>EXW 599 Thesis or EXW 593 Applied Project</td>
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<tr>
<td></td>
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</tr>
</tbody>
</table>

Title:__________________________________________________________________________

Thesis/Applied Project Committee:

Chair:__________________________________________________________________________

Member:__________________________________________________________________________

Member:__________________________________________________________________________
MASTER OF SCIENCE, EXERCISE AND WELLNESS
Student Advisement Checklist: Physical Activity Health Promotion

Name: __________________________________________ Date: ______________________

Probationary: Yes________ No__________

Course Deficiencies (Must earn a B or better to remain in graduate program. No Repeats)

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Required Research Courses

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<tr>
<td></td>
<td>NTR 500 Research Methods</td>
</tr>
<tr>
<td></td>
<td>EXW 591 Exercise and Wellness Seminar</td>
</tr>
<tr>
<td></td>
<td>(1 Credit First Semester; 1 Credit Final Semester)</td>
</tr>
<tr>
<td></td>
<td>EXW 592 Research (F, S, or Sum for 1 hour credit)</td>
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<tr>
<td></td>
<td>EXW 554 Program Planning and Implementation in Health Promotion</td>
</tr>
<tr>
<td></td>
<td>EXW 556 Program Evaluation in Health Promotion</td>
</tr>
<tr>
<td></td>
<td>EXW 610 Physical Activity and Public Health</td>
</tr>
</tbody>
</table>

Elective Courses

|               | EXW 538 Obesity, Exercise, and Health |
|               | EXW 635 Aging and Physical Activity |
|               | EXW 642 Exercise Epidemiology |
|               | EXW 590 Reading and Conference (Independent Study) |
|               | EXW 598 Special Topics |

Elective: 

Elective: 

Elective: 

Comprehensive Examination: Anticipated Date __________________________________________

High Pass ________________________ Pass ________________________ Unsatisfactory ____________

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</table>
# Student Advisement Checklist: Healthy Aging

**Name**:_______________________________________________________  **Date**:___________________

Probationary: Yes________No__________

## Course Deficiencies (Must earn a B or better to remain in graduate program. No Repeats)

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<tr>
<td></td>
<td>EXW 564 Aging and Lifestyle Behaviors</td>
</tr>
<tr>
<td></td>
<td>EXW 560 Management and Treatment of Chronic Disease for Clinical Exer Physiology</td>
</tr>
<tr>
<td></td>
<td>EXW 635 Physical Activity and Aging OR KIN 523 Motor Control and Aging</td>
</tr>
<tr>
<td></td>
<td>NTR 551 Geriatric Nutrition</td>
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## Comprehensive Examination: Anticipated Date____________________________________________

High Pass_____________________Pass______________________Unsatisfactory_______________

## Internship: (6 credits)

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<tr>
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## Thesis/Applied Project: (6 credits)

<table>
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**Title:**

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APPENDIX B: SAMPLE PROPOSAL OUTLINES
Sample Thesis Proposal Outline Format

1. Use format required by Graduate Education
   http://graduate.asu.edu/progress/completing/format/formatting/information

2. Title page (use format similar to Dissertation/Thesis)

3. Introduction (approximately 3-6 pages)
   Components:
   - Narrative hook (first sentence).
   - Outline of the research issue/problem.
   - Discussion of studies that have addressed this issue/problem.
   - Identification of deficiencies in past literature.
   - Statement of the importance of the proposed research.
   Include in the introduction:
   - Purpose of the study.
   - Research questions/ specific aims—make these very specific and testable (with subheadings).
   - Research hypotheses (with subheadings)
     - Write the research hypothesis in the null form.
     - Make sure these are testable hypotheses.
     - Make sure you have a hypothesis for each question.
   - Definition of terms (with subheadings).
   - Delimitations and limitations (with subheadings).

4. Review of Literature (may include in appendix if Committee approves)
   - This may not be 100% complete but should show that you have thought about and begun a review.
   - At a minimum, all areas/topics/subheadings that you will be covering should be outlined and represented.
   - A clear understanding of the most important “classic” early investigations that have been done on this topic should be included.

5. Methods and Materials (use as many pages as needed)
   Components:
   - Subject selection (or other appropriate description of data source).
     May include all or some of the following:
     - inclusion/exclusion criteria
     - sample size calculation (details in appendices)
     - informed consent/IRB statement (include consent in appendices)
     - collection of health history (include forms in appendices)
   - Research design (flowchart in appendices).
   - Study procedures (use subheadings for each part) NOTE: If there are very technical/specific details (i.e., assay techniques) they should appear in appendices.
   - Data/sample collection and processing.
   - Statistical analyses.

6. References
   - Use APA style – You can change this later when you publish.
   - APA allows you to become very familiar with the names of the researchers whom you cite.

7. Other Considerations
   - IRB application and consent letter.
   - Provide timeline.
• Give proposal to Committee in plenty of time prior to defense (10days).

**Sample Applied/Capstone Proposal Outline Format**

1. Examples of Applied Projects:
   1. Development of a health promotion program in a particular setting
   2. Development of a curriculum
   3. Assessment of implementation of fitness assessment technology in a particular setting
   4. Development of educational materials for a particular population in a particular setting
   5. Development of a fitness and conditioning program for specific population and outcomes

2. Title page (use format similar to Dissertation/Thesis)

3. Introduction (approximately 3-6 pages)
   Components:
   • Narrative hook (first sentence).
   • Discussion of the overall purpose and need for the project (a.k.a., the rationale).
     • What are the goals of the project?
     • What issue or problem does the project seek to address?
     • Why is this project worth doing?
   • Clearly define the setting in the context of the applied project.
   • Discussion of studies that have addressed this issue/problem.
   • Definition of terms as needed

4. Synopsis of the Field (Review of Literature)
   • Provide context in which the project is taking place (connection to larger scheme of things)
   • Demonstrate an awareness of the framework within which the project is taking place.

5. Project Structure (use as many pages as needed)
   Components:
   • Describe in detail the complete nature of the project
   • What will be done (what is the project’s deliverable)
   • What information is necessary in order to complete the project (how this information be attained)
   • What tools or techniques will be used to complete the project
   • Timelines/deadlines
   • What agencies/clients will be involved (if any) and how will they be involved (approvals, etc).

6. References
   • Use APA style – You can change this later when you publish.
   • APA allows you to become very familiar with the names of the researchers whom you cite.

7. Other Considerations
   • IRB application and consent letter if needed to work with human subjects
   • Provide timeline.
   • Give proposal to Committee in plenty of time prior to defense (10days).