Helpful Web Pages and Graduate Resources

- MS in EXW Degree Page: 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
- ASU Graduate Education Homepage: https://graduate.asu.edu/
- Graduate Student Forms: https://graduate.asu.edu/forms/index.html
- Completing Your Degree: https://graduate.asu.edu/completing-your-degree
- Graduate Policies and Procedures: https://graduate.asu.edu/policies-procedures

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, Student Services Coordinator Sr. (Chuck.Hale@asu.edu); 602-496-0862
  - Ann Sebren, EdD, MS in EXW Program Coordinator (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
  - https://graduate.asu.edu/completing-your-degree (format tab)
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Master of Science 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 three areas: **fitness and conditioning, physical activity health promotion, and healthy aging**. Students are prepared to contribute to individual and public health through the promotion and delivery of effective exercise and wellness programs to all segments of society. The MS in EXW program offers the only degree program in Arizona specifically designed to prepare students for such careers.

**Program Overview:**
A minimum of thirty-six (36) credit hours of graduate coursework is required to complete the MS degree. Students are required to identify a focus area (Fitness and Conditioning, Physical Activity Health Promotion, or Healthy Aging) by the time that they have completed 9 credit hours. All students are admitted into the non-thesis track, but may change to a thesis or applied project option, if desired, before starting their 27th credit hour.

**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 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 competence in basic research design, statistical methods, and ethical conduct in research studies.

- Integrate and apply knowledge of physical activity health promotion, fitness and conditioning principles and practice, and/or healthy aging principles and practice into the development of health and exercise assessment and prescription, and program development and implementation in both healthy populations and those with managed chronic disease.

- Design and evaluate exercise and health promotion interventions for chronic disease prevention utilizing knowledge and skills in fitness and health assessment, program development and evaluation.
Admission

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

- GPA (grade point average),
- GRE (Graduate Record Exam) scores*,
- 3 Professional Letters of Recommendation
- Letter of Intent (Statement of Career/Research Interests and Goals) (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.)
- 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, suitable GPA, GRE scores, and professional recommendations.

There are three types of admissions:

- Regular Admission: Applicant satisfies all requirements for admission and is academically acceptable to both the MS EXW program and the office for Graduate Education.
- Provisional Admission: Applicant does not meet minimum academic standards with respect to grade point averages as required by Graduate Education and/or other standards required by the MS EXW program, but has additional evidence to suggest the potential for success. This status provides the academic unit 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 MS EXW Faculty Coordinator 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.

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). Deficiencies are determined upon admission and students will be provided with a list of UG courses and recommended dates for completion. Prerequisite coursework may include (ASU courses in parenthesis):

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

For more information about deficiencies, contact the MS Program coordinators: Chuck Hale, Student Services Program Coordinator or Dr. Ann Sebren, Faculty Coordinator. Students must earn a B or
better grade in deficiency courses taken after admission and enrollment in the MS degree program to continue in graduate program. All students must maintain a minimum GPA of 3.00 in all courses taken (prerequisite and those on iPOS).

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, applied/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/file/how-submit-your-plan-study-0](https://graduate.asu.edu/file/how-submit-your-plan-study-0)

Once submitted, the iPOS is automatically routed to the MS EXW Degree Faculty 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 Sample Plans of Study and Student Advisement Checklists can be found in APPENDIX A to assist with the development of the Plan of Study.
### Master of Science in Exercise and Wellness

#### Curriculum Overview:

<table>
<thead>
<tr>
<th><strong>Core Courses (9 cr)</strong></th>
<th><strong>Research Courses (6 cr)</strong></th>
<th><strong>Concentration/Focus Area Courses:</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>(Required of All MS EXW Students)</td>
<td>(Required of All MS EXW Students)</td>
<td>Fitness and Conditioning (Recommended Courses – 9 cr)</td>
</tr>
<tr>
<td>EXW 501 Research Statistics (3 cr) <strong>SPRING</strong></td>
<td>EXW 500 Research Methods (3 cr) <strong>FALL</strong></td>
<td>Advanced Exercise Physiology</td>
</tr>
<tr>
<td>EXW 536 Physiology of Physical Activity and Chronic Disease (3 cr) <strong>FALL</strong></td>
<td>EXW 591 Seminar (2 cr) <strong>FALL/SPRING</strong></td>
<td>EXW 535 (3 cr)</td>
</tr>
<tr>
<td>EXW 542 Health Promotion Theory (3 cr) <strong>FALL</strong></td>
<td>EXW 592 Research (1 cr)</td>
<td>Advanced Exercise Assessment and Prescription</td>
</tr>
</tbody>
</table>

#### Research Courses (6 cr)

- EXW 500 Research Methods (3 cr) **FALL**
- EXW 591 Seminar (2 cr) **FALL/SPRING**
- EXW 592 Research (1 cr)

#### Concentration/Focus Area Courses:

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

- **Physical Activity Health Promotion (Recommended 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
  - NTR 551 (3 cr) Motor Control and Aging

- **Elective Courses (6 cr)**
  - *See list below*

- **Culminating Experience (6 cr)**
  - Written Comprehensive Examination (+6 credits of elective coursework) OR EXW 599 Thesis (6 cr) OR EXW 593 Applied Project (6 cr)

- **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

*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 Experiences: Plan of Study Requirements

Written Comprehensive Examination (Non-Thesis/Non-Project) Option

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. Students electing this option will be required to successfully complete a written comprehensive examination (see below) that can be taken after completion of 30 of the 36 required credit hours. 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.

- **Fitness and Conditioning or Physical Activity Health Promotion Areas:** Students in these focus areas selecting the written comprehensive examination option must include in their iPOS:
  - 9 credits of core coursework
    - EXW 501 Research Statistics (3)
    - EXW 536 Physiology of Physical Activity and Chronic Disease (3)
    - EXW 542 Health Promotion Theory (3)
  - 6 credits of research coursework
    - EXW 500 Research Methods (3)
    - EXW 591 Seminar (2)
    - EXW 592 Research (1)
  - 9 credits of required focus area coursework—(see Table 1 above)
  - 12 elective credits (See Table 1 above).

- **Healthy Aging Concentration only:** Students selecting the written comprehensive examination option must include in their iPOS:
  - 9 credits of core coursework
    - EXW 501 Research Statistics (3)
    - EXW 536 Physiology of Physical Activity and Chronic Disease (3)
    - EXW 542 Health Promotion Theory (3)
  - 6 credits of research coursework
    - EXW 500 Research Methods (3)
    - EXW 591 Seminar (2)
    - EXW 592 Research (1)
  - 15 required courses in the Healthy Aging Concentration
    - EXW 540 Aging and Lifestyle Behaviors (3)
    - EXW 535 Advanced Exercise Assessment and Prescription (3)
    - EXW 562 Management and Treatment of Chronic Disease for Clinical Exercise Physiology (3)
    - EXW 635 Physical Activity and Aging or KIN 523 Motor Control and Aging (3)
    - NTR 551 Advanced Geriatric Nutrition (3)
  - 6 credits of EXW 584 Internship (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.
Applied or Capstone Project

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.

- **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 (3)
    - EXW 536 Physiology of Physical Activity and Chronic Disease (3)
    - EXW 542 Health Promotion Theory (3)
  - 6 credits of research coursework
    - EXW 500 Research Methods (3)
    - EXW 591 Seminar (2)
    - EXW 592 Research (1)
  - 9 credits of required focus area coursework
  - 6 elective credits
  - 6 credits of EXW 593 Applied Project

- **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 (3)
    - EXW 536 Physiology of Physical Activity and Chronic Disease (3)
    - EXW 542 Health Promotion Theory (3)
  - 6 credits of research coursework
    - EXW 500 Research Methods (3)
    - EXW 591 Seminar (2)
    - EXW 592 Research (1)
  - 15 required courses in the Healthy Aging Concentration
    - EXW 540 Aging and Lifestyle Behaviors (3)
    - EXW 535 Advanced Exercise Assessment and Prescription (3)
    - EXW 562 Management and Treatment of Chronic Disease for Clinical Exercise Physiology (3)
    - EXW 635 Physical Activity and Aging or KIN 523 Motor Control and Aging (3)
    - NTR 551 Advanced Geriatric Nutrition (3)
  - 6 credits of EXW 597 Capstone Project
Thesis

The thesis involves carrying out a data-based research project 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).

- **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 (3)
    - EXW 536 Physiology of Physical Activity and Chronic Disease (3)
    - EXW 542 Health Promotion Theory (3)
  - 6 credits of research coursework
    - EXW 500 Research Methods (3)
    - EXW 591 Seminar (2)
    - EXW 592 Research (1)
  - 9 credits of required focus area coursework
  - 6 elective credits
  - 6 credits of EXW 599 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 (3)
    - EXW 536 Physiology of Physical Activity and Chronic Disease (3)
    - EXW 542 Health Promotion Theory (3)
  - 6 credits of research coursework
    - EXW 500 Research Methods (3)
    - EXW 591 Seminar (2)
    - EXW 592 Research (1)
  - 15 required courses in the Healthy Aging Concentration
    - EXW 540 Aging and Lifestyle Behaviors (3)
    - EXW 535 Advanced Exercise Assessment and Prescription (3)
    - EXW 562 Management and Treatment of Chronic Disease for Clinical Exercise Physiology (3)
    - EXW 635 Physical Activity and Aging or KIN 523 Motor Control and Aging (3)
    - NTR 551 Advanced Geriatric Nutrition (3)
  - 6 credits of EXW 599 Thesis
Descriptions of Culminating Experiences

Written Comprehensive Examinations (Non-Thesis/Project)

The written 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/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.

Written comprehensive examinations will be given at the end of the fall and spring semesters. The student must notify the MS in EXW Degree Faculty Coordinator by the end of the semester prior to the one in which the written comprehensive examination should be scheduled. Students must also enroll in EXW 591 Exercise and Wellness Seminar in the Spring semester before the written comprehensive examination is taken.

The comprehensive examinations typically are held during the last week of classes prior to final exams. The comprehensive examination will include questions based on core courses as well as questions relevant to the student’s concentration focus area. Comprehensive examinations are designed and evaluated by faculty who have responsibility for teaching graduate level coursework. The exam will be evaluated (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 questions orally in the presence of the MS in EXW Program Committee. 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, 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, then 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. 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) 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. Tenure/Tenure-Track faculty and non-tenure accruing faculty may serve as Chair of an applied or capstone project.

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. 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 experience 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

The thesis involves carrying out a data-based research project 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 (Chair) and two other faculty members will comprise the student’s Thesis Committee. The Thesis Committee Chair and 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. 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. 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.

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 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 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 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

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.

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 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 Graduate Education to determine appropriate defense schedule dates. Please see the Graduate Education Completing Your Degree site (Tab: Graduate Deadlines and Procedures) for updated deadlines and guidelines. Students can see the deadline to submit their document on MyASU.

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: 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.

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. 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, 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:**
  o Students are required to create a new user account specific to the submission of their document and must use their ASU email address.
  o 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.
  o 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.
  o 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:
https://graduate.asu.edu/completing-your-degree

**Changing Culminating Experiences: Thesis/Project and Non-Thesis/Non-Project**

Students are admitted into the non-thesis/non-project track when they are admitted into the MS EXW 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 meet with the MS EXW Faculty Coordinator and follow the guidelines below to complete a *Change of Track* petition form with the necessary signatures to be placed in the student’s file. Students must notify the MS EXW Faculty Coordinator of the intention to change culminating experience tracks prior to completion of the 27th credit hour.

**Changing from Non-Thesis to Thesis After Submitting iPOS:**
Students who initially opted for the non-thesis culminating experience may opt to switch to a thesis. The following procedures must be followed:

1) Complete petition form and submit to MS EXW Degree Coordinator
2) Obtain approval of the MS EXW Degree Coordinator.
3) Obtain signature / approval from a Tenure Track (TT) research faculty Mentor in the ESHP program, who is willing to accept responsibility for guiding the student’s thesis research and committee selection.
4) Maintain good standing in the MS in EXW program—(i.e., GPA > 3.0)
5) Submit a new iPOS deleting 6 credits of “classes” and adding 6 credits of EXW 599 (total = 36 credits on iPOS).

**Changing from Non-Project to Project:**
Students who initially opted for the non-project culminating experience may opt to switch to an applied project. The following procedures must be followed:

1) Complete petition form and submit to MS EXW Degree Coordinator
2) Obtain approval of the MS EXW Degree Coordinator.
3) Obtain signature / approval from a Tenure Track (TT) or a Non-tenure seeking faculty Mentor in the ESHP program, who is willing to accept responsibility for guiding the student’s applied project and committee selection.
4) Maintain good standing in the MS in EXW program—(i.e., GPA > 3.0)
5) Submit a new iPOS deleting 6 credits of “classes” and adding 6 credits of EXW 593 (total = 36 credits on iPOS).
Changing from Thesis or Applied Project to Written Comprehensive Exams (Non-Thesis/ Non-Project):
Students who initially opted for a thesis/project and began working with a mentor may opt to switch to written comprehensive examinations if there is sufficient time for Healthy Aging students to complete the required 6 credits of EXW 585 Internship and/or sufficient time for Fitness & Conditioning /Physical Activity Health Promotion students to complete the additional 6 credits of coursework needed to achieve 36 credit hours. The MS EXW Faculty Coordinator must be notified prior to the completion of the 27th credit hour. The following requirements must be met:

1) Obtain signature / approval of current Thesis or Project Mentor
2) Complete petition form and submit to MS EXW Faculty Coordinator
3) Obtain approval of the MS EXW Faculty Coordinator.
4) For Healthy Aging (HA) Concentration Students: Must identify name of an affiliated internship opportunity. (NOTE there must be sufficient time to complete the required 6 credits of EXW 585 Internship).
5) For Fitness and Conditioning (FC) or Physical Activity Health Promotion (PAHP) Students: Must indicate which additional coursework will be completed (Note: there must be sufficient time to complete the additional 6 credits of coursework needed to achieve 36 credit hours).
6) Maintain good standing in the MS in EXW program—(i.e., GPA > 3.0)
7) Submit a new iPOS deleting the 6 credits of Thesis or Project hours and adding 6 credits of EXW 584 Internship and 6 credits of additional courses (for FC / PAHP focus areas).
8) Submission of a new iPOS.

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/policies-procedures.

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.

The University has created a blackboard module on academic integrity that all newly admitted graduate students must complete. Newly admitted students will receive a "priority task" on their MyASU directing them to self-enroll and complete a blackboard module on academic integrity. Then, the student will be required to take a very short quiz on what they have learned. Students are required to pass with an 80% or higher. Once successfully passed, the priority task will be removed.

Please see the following descriptions, policies, and procedures provided by Graduate Education regarding Academic Integrity in graduate programs.
https://graduate.asu.edu/academic-integrity

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 (TA) and research assistantships (RA) 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.)

A limited number of opportunities exist for MS EXW graduate students to be hired as graders to assist faculty teaching undergraduate courses. Grader positions, if available, may be posted prior to the beginning of each school year.

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 needing to take a leave of absence or 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 critical that students communicate with the MS in EXW Coordinator if interested in 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.

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.
Minimum Grade Point Average (GPA)

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

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

Courses with grades of “D” (1.00) and “E” (0.00) cannot appear on the iPOS but will be included when calculating the Graduate GPA. Courses with an “I” Incomplete grade cannot appear on the iPOS.

If any GPA falls below 3.0, the student must develop, with the MS EXW Faculty Coordinator and/or MS EXW Student Services Program Coordinator, 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. Students not meeting the conditions outlined academic performance improvement plan will be removed from the MS EXW program by Graduate Education.

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 and attain a B or Better in order to remain in the MS in EXW Program.

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

Probation and Dismissal Policy

A student can be placed on academic probation for unsatisfactory academic 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 one semester or 9 credits to demonstrate improvement and be removed from probation. When students have satisfied the requirements of their probation, they should confirm with the MS EXW Faculty Coordinator that a change of status has been recommended.

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 Office of Graduate Education that they have been removed from the program. A student may appeal any action concerning dismissal through the Graduate Council Appeals Board (GCAB).
APPENDIX A: ADVISING CHECKSHEETS
### 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>
</tr>
<tr>
<td></td>
<td>Human Nutrition (NTR 241)</td>
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<tr>
<td></td>
<td>Exercise Physiology with Laboratory (EXW 315, EXW 316)</td>
</tr>
<tr>
<td></td>
<td>Kinesiology with Laboratory (EXW 330)</td>
</tr>
<tr>
<td></td>
<td>Exercise Testing and Prescription (EXW 420, EXW 425)</td>
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</table>

### Required Core and Research Courses (15 credits)

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

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

<table>
<thead>
<tr>
<th>High Pass</th>
<th>Pass</th>
<th>Unsatisfactory</th>
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</table>

### Thesis/Applied Project: (6 credits)

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

### 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)

<table>
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<td>NTR 500 Research Methods</td>
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<td>EXW 591 Exercise and Wellness Seminar</td>
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<tbody>
<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>
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### Elective Courses

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<thead>
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<th>Semester/Year</th>
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<td>EXW 538 Obesity, Exercise, and Health</td>
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## Comprehensive Examination: Anticipated Date ________________________________

High Pass   Pass   Unsatisfactory __________________

**Thesis/Applied Project: (6 credits)**

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**Title:** ________________________________

**Thesis/Applied Project Committee:**

**Chair:** ________________________________

**Member:** ________________________________

**Member:** ________________________________
MASTER OF SCIENCE, EXERCISE AND WELLNESS
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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<td><strong>Required Research Courses</strong></td>
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<td>NTR 500 Research Methods</td>
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<td>(1 Credit First Semester; 1 Credit Final Semester)</td>
</tr>
<tr>
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Required and Elective Concentration/Focus Area Courses (15 credits)

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<tr>
<th>Semester/Year</th>
<th>Required Courses</th>
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<tbody>
<tr>
<td></td>
<td>EXW 535 Advanced Exercise Assessment and Prescription</td>
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<td></td>
<td>EXW 564 Aging and Lifestyle Behaviors</td>
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<td></td>
<td>EXW 560 Management and Treatment of Chronic Disease for Clinical Ex Physiology</td>
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<td></td>
<td>EXW 635 Physical Activity and Aging OR KIN 523 Motor Control and Aging</td>
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<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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<th>Semester/Year</th>
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<td></td>
<td>EXW 584</td>
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Thesis/Applied Project: (6 credits)

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<tr>
<th>Semester/Year</th>
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<th>Approved</th>
<th>Date</th>
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<tbody>
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Title: ___________________________________________
APPENDIX B: SAMPLE PLANS OF STUDY
## SAMPLE PLAN OF STUDY

### Fall Semester 1: 10 hours course work

<table>
<thead>
<tr>
<th>Fall 1</th>
<th>1 cr</th>
<th>EXW 591 Seminar</th>
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</thead>
<tbody>
<tr>
<td>Fall 1</td>
<td>3 cr</td>
<td>EXW 542 Health Promotion Theory</td>
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<tr>
<td>Fall 1</td>
<td>3 cr</td>
<td>EXW 536 Physiological Aspects of PA and Chronic Disease</td>
</tr>
<tr>
<td>Fall 1</td>
<td>3 cr</td>
<td>EXW 500 Research Methods</td>
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</table>

### Spring Semester 1: 10 hours course work

<table>
<thead>
<tr>
<th>Sp 1</th>
<th>3 cr</th>
<th>EXW 501 Research Statistics (3)</th>
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</thead>
<tbody>
<tr>
<td>Sp 1</td>
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<td>KIN 530 Exercise Physiology</td>
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<td>Sp 1</td>
<td>3 cr</td>
<td>EXW 535 Advanced Exercise Assessment and Prescription (3)</td>
</tr>
<tr>
<td>Sp 1</td>
<td>1 cr</td>
<td>EXW 592 Research (1)</td>
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</table>

### Fall Semester 2: 9 hours course work

<table>
<thead>
<tr>
<th>Fall 2</th>
<th>3 cr</th>
<th>NTR 555 Nutrition and the Athlete</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall 2</td>
<td>3 cr</td>
<td>ELECTIVE</td>
</tr>
<tr>
<td>Fall 2</td>
<td>3 cr</td>
<td>ELECTIVE</td>
</tr>
</tbody>
</table>

### Spring Semester 2: 7 hours course work

<table>
<thead>
<tr>
<th>Sp 2</th>
<th>3 cr</th>
<th>ELECTIVE OR EXW 599 Thesis/EXW 593 Applied Project</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sp 2</td>
<td>3 cr</td>
<td>ELECTIVE OR EXW 599 Thesis/EXW 593 Applied Project</td>
</tr>
<tr>
<td>Sp 2</td>
<td>1 cr</td>
<td>EXW 591 Seminar: Comprehensive Exam / Thesis Defense Preparation</td>
</tr>
</tbody>
</table>

## ADDITIONAL SAMPLE ELECTIVES

- **EXW 534**: Sport and Fitness Conditioning (FALL/SPRING)
- **EXW 538**: Obesity Exercise and Health (SPRING)
- **EXW 598**: Exercise and Sleep (EVERY OTHER SPRING)
- **EXW 598**: Resistance Training Theory and Application (FALL/SPRING)
- **EXW 598**: Motivational Interviewing (3) (EVERY OTHER SPRING) (Psychology and Health Behavior Change or Health Promotion Theory are Pre-Req)
- **EXW 598**: Obesity Perspectives and Prescriptions (FALL/SPRING)
- **EXW 598**: Mindfulness, Stress, and Health (EVERY OTHER SPRING)
- **EXW 635**: Physical Activity and Aging (SPRING)
- **KIN 531**: Physiology of Women in Sport
- **KIN 536**: Fuel Metabolism (FALL/SPRING)
### MASTER OF SCIENCE
**EXERCISE AND WELLNESS**
Physical Activity Health Promotion
36 Credit Hours Thesis/Project Non-Thesis/Non-Project

**SAMPLE PLAN OF STUDY**

**Fall Semester 1: 10 hours course work**

<table>
<thead>
<tr>
<th>Fall 1</th>
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<th>EXW 591 Seminar</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall 1</td>
<td>3 cr</td>
<td>EXW 542 Health Promotion Theory</td>
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<tr>
<td>Fall 1</td>
<td>3 cr</td>
<td>EXW 536 Physiological Aspects of PA and Chronic Disease</td>
</tr>
<tr>
<td>Fall 1</td>
<td>3 cr</td>
<td>EXW 500 Research Methods</td>
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**Spring Semester 1: 10 hours course work**

<table>
<thead>
<tr>
<th>Sp 1</th>
<th>3 cr</th>
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<td>Sp 1</td>
<td>3 cr</td>
<td>EXW 650 Physical Activity and Public Health</td>
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<tr>
<td>Sp 1</td>
<td>3 cr</td>
<td>EXW 598 Program Planning and Implementation in Health Promotion</td>
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<td>Sp 1</td>
<td>1 cr</td>
<td>EXW 592 Research</td>
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**Fall Semester 2: 9 hours course work**

<table>
<thead>
<tr>
<th>Fall 2</th>
<th>3 cr</th>
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<tbody>
<tr>
<td>Fall 2</td>
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<td>ELECTIVE</td>
</tr>
<tr>
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**Spring Semester 2: 7 hours course work**

<table>
<thead>
<tr>
<th>Sp 2</th>
<th>3 cr</th>
<th>ELECTIVE or EXW 599 Thesis/EXW 593 Applied Project</th>
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<td>EXW 591 Seminar: Comprehensive Exam / Thesis Defense Preparation</td>
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**ADDITIONAL SAMPLE ELECTIVES**

<table>
<thead>
<tr>
<th>EXW 536</th>
<th>Obesity Exercise and Health (SPRING)</th>
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<tbody>
<tr>
<td>EXW 598</td>
<td>Obesity Perspectives and Prescriptions (FALL)</td>
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<tr>
<td>EXW 598</td>
<td>Motivational Interviewing (EVERY OTHER SPRING)</td>
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<tr>
<td>EXW 598</td>
<td>Mindfulness, Stress, and Health (EVERY OTHER SPRING)</td>
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<tr>
<td>EXW 598</td>
<td>Exercise and Sleep (EVERY OTHER SPRING)</td>
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<tr>
<td>EXW 590</td>
<td>Independent Study (FALL/SPRING)</td>
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<td></td>
<td>(Example: Social Determinants of Health and Health Behavior)</td>
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</table>
# MASTER OF SCIENCE
## EXERCISE AND WELLNESS
### Healthy Aging
### 36 Credit Hours Thesis/Project /Non-Thesis/Non-Project

## SAMPLE PLAN OF STUDY

### Fall Semester 1: 10 hours course work

<table>
<thead>
<tr>
<th>Semester</th>
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<th>Course Title</th>
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<tbody>
<tr>
<td>Fall 1</td>
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<tr>
<td>Fall 1</td>
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<td>EXW 500 Research Methods</td>
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<tr>
<td>Fall 1</td>
<td>3 cr</td>
<td>EXW 536 Physiological Aspects of Physical Activity and Chronic Disease</td>
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<tr>
<td>Fall 1</td>
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<td>EXW 542 Health Promotion Theory</td>
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### Spring Semester 1: 10 hours course work

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<th>Semester</th>
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<tr>
<td>Spring 1</td>
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<td>EXW 635 Physical Activity and Aging OR KIN 523 Motor Control and Aging</td>
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<tr>
<td>Spring 1</td>
<td>3 cr</td>
<td>EXW 535 Advanced Exercise Assessment and Prescription</td>
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<td>Spring 1</td>
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<td>EXW 501 Research Statistics</td>
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### Fall Semester 2: 9 hours course work

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<th>Semester</th>
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<tbody>
<tr>
<td>Fall 2</td>
<td>3 cr</td>
<td>EXW 564 Aging and Lifestyle Behaviors</td>
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<tr>
<td>Fall 2</td>
<td>3 cr</td>
<td>NTR 551 Advanced Geriatric Nutrition</td>
</tr>
<tr>
<td>Fall 2</td>
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<td>EXW 584 Internship or EXW 597 Capstone Project or EXW 599 Thesis</td>
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### Spring Semester 2: 7 hours course work

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<th>Semester</th>
<th>Credits</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>Spring 2</td>
<td>3 cr</td>
<td>EXW 568 Management and Treatment of Chronic Disease for CEP</td>
</tr>
<tr>
<td>Spring 2</td>
<td>3 cr</td>
<td>EXW 584 Internship or EXW 597 Capstone Project or EXW 599 Thesis</td>
</tr>
<tr>
<td>Spring 2</td>
<td>1 cr</td>
<td>EXW 591 Seminar: Comprehensive Exam / Thesis Defense Preparation</td>
</tr>
</tbody>
</table>
APPENDIX C: 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:
   NOTE: If you use a qualitative research techniques use appropriate methodology.
   • 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 style guide agreed upon with your thesis Mentor.
   • APA allows you to become very familiar with the authors of your citations.

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 or other literature that has 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 will 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 the style guide agreed upon with your project Mentor.
   - APA allows you to become very familiar with the authors of your citations.

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 project final examination (10days).