

THE UNIVERSITY OF
MEMPHIS®

**Graduate Program
Advising Handbook**

**College of Health Sciences
(CHS)**

Revised, October 2016

*{Please Note: curriculum & web modifications are ongoing,
so the following information is subject to change}*

Note: this handbook is on-line at
[https://www.memphis.edu/healthsciences/pdfs/pdfs2020/
grad_chs_advising_handbook_2020_06_revisions.pdf](https://www.memphis.edu/healthsciences/pdfs/pdfs2020/grad_chs_advising_handbook_2020_06_revisions.pdf)

Table of Contents

Online Addresses for Graduate Study	4
Graduate Majors, Concentrations	4
Introduction	5
Administrative	6
Director of Graduate Programs, College of Health Sciences	6
Academic Services Coordinator, College of Health Sciences.....	6
Concentration Committees	6
Unit I Admission Procedures	7
New Admissions.....	7
Readmission	12
Unit II Program Retention Policy	12
Entry-Level Deficiencies/Contingencies	12
Academic Probation	13
Retention Appeals	14
Appeals Protocol	14
Unit III Thesis/ Applied Project	15
Thesis/Applied Project Committee	16
Thesis/Applied Project Prospectus	17
Thesis Preparation & Approval.....	18
Applied Project	20
Applied Project Defense.....	20
Unit IV Comprehensive Examinations	22
Eligibility and Application	22
Examining Committee.....	23
Examination	23
Evaluation of Comprehensive Examination	24
Unit V Additional Guidelines and Policies	24
General Requirements for Graduation.....	24
Conditional Admissions.....	25
Graduate Non-Degree Status	25
Accelerated Bachelor's to Master's Program	26
Change in Status/Major/Degree.....	27
Repetition of Courses.....	28
Credit Time Limitation.....	28
Credit by Exam	28
Validation Examination.....	28
Credit Transfer	29
Maximum Combined Credit Hours for	
Atypical Coursework to Fulfill Degree Requirements	30
Graduate Assistantships.....	30
Contracts for Special Problems Courses	30
Guidelines for Best Practices in Graduate Education- CHS	31

Online Addresses for Graduate Study

University of Memphis: <http://www.memphis.edu>

Graduate School: <http://www.memphis.edu/gradschool/>

Admissions: http://www.memphis.edu/graduateadmissions/future/apply_grad.php

Application Checklist: <http://www.memphis.edu/graduateadmissions/future/appcheck.php>
<http://www.memphis.edu/graduateadmissions/future/admproc.php>

Current Student Resources: http://www.memphis.edu/gradschool/current_students/index.php

Admission Forms: https://banssbprod.memphis.edu/pls/PROD/bwskalog.P_DisplLoginNon

Graduate School Forms: http://www.memphis.edu/gradschool/resources/forms_index.php

Thesis Preparation Guide: http://www.memphis.edu/gradschool/current_students/tdguide.php

Electronic Thesis Submission: <https://umwa.memphis.edu/etd/>

Form Submission Deadlines:

http://www.memphis.edu/gradschool/current_students/graduation_information/graduation_deadlines.php

Thesis Checklist: http://www.memphis.edu/gradschool/pdfs/thesis_dissertation_checklist.pdf

(Thesis/Dissertation Forms & Sample Pages) http://www.memphis.edu/gradschool/resources/forms_index.php

Fee Calendar: <http://www.memphis.edu/bursar/calendars.php>

Graduate School Calendar: <http://www.memphis.edu/gradschool/calendar.php>

Graduation Information:

http://www.memphis.edu/gradschool/current_students/graduation_information/graduation.php

Graduate Admission Tips: <http://www.memphis.edu/graduateadmissions/index.php>

Register for Classes: <http://www.memphis.edu/registrar/register/classes.php>

College of Health Sciences (CHS)

CHS Home Page: <http://www.memphis.edu/hss/>

Graduate Programs:

CHS Graduate Advising Forms: http://www.memphis.edu/healthsciences/students/admission_advising.php Clinical Nutrition (NUTR): <https://www.memphis.edu/healthsciences/graduate/clinicalnutrition.php>

Environmental Nutrition (EVNT): https://www.memphis.edu/healthsciences/graduate/environmental_nutrition.php Exercise and Sport Science (EXSS): https://www.memphis.edu/healthsciences/graduate/exss_ms.php

Health Promotion (HPRO): https://www.memphis.edu/healthsciences/graduate/hpro_ms.php

Nutrition Science (NTSC): https://www.memphis.edu/healthsciences/graduate/nutrition_science.php

Physical Education Teacher Education (PETE): <https://www.memphis.edu/healthsciences/graduate/pete-ms.php>

CHS Course Syllabi: <https://umdrive.memphis.edu/g-HSSsyllabi/>

CHS Admissions: http://www.memphis.edu/healthsciences/students/grad_admission.php

CHS Application Forms http://www.memphis.edu/healthsciences/students/grad_admission.php

Tuition & Fee Information: <http://bf.memphis.edu/finance/bursar/>

College of Health Sciences (CHS)

CHS Home Page: <http://www.memphis.edu/healthsciences>

CHS Graduate Office: <http://www.memphis.edu/healthsciences/contact/>

GRADUATE ACADEMIC PROGRAMS

1) Major: Health Sciences (M.S.)

Program information sheets and concentration advising sheets for Health Studies majors are available online at:

<https://www.memphis.edu/healthsciences/graduate/index.php>

Concentrations:

Exercise Sport and Movement Sciences

https://www.memphis.edu/healthsciences/graduate/exss_ms.php

Health Promotion

https://www.memphis.edu/healthsciences/graduate/hpro_ms.php

Physical Education Teacher Education

<https://www.memphis.edu/healthsciences/graduate/pete-ms.php>

2) Major: Nutrition (M.S.)

Concentrations:

Clinical Nutrition

<https://www.memphis.edu/healthsciences/graduate/clinicalnutrition.php>

Environmental Nutrition

https://www.memphis.edu/healthsciences/graduate/environmental_nutrition.php

Nutrition Science

https://www.memphis.edu/healthsciences/graduate/nutrition_science.php

3) Certificate: Sport Nutrition and Dietary Supplementation

(see information using the following links): <https://www.memphis.edu/healthsciences/graduate/snds.php>

Upon completion of the certificate program, complete the form using the following link:

<https://academics-s.memphis.edu/gradschool/>

Dual Enrollment in Master's Degree Programs

Students who hold or are enrolled in a master's degree from the University of Memphis may pursue a second master's degree with a different major or degree if the academic unit accepts them. Up to 20% of the total combined credit hours for the two degree programs or 15 credit hours (whichever is greater) may be shared. Shared credit hours must be approved by the advisor and graduate coordinator for each degree program.

Two

degrees may be pursued simultaneously or sequentially. Each degree must be completed within the eight-year time limit.

Introduction

The College of Health Sciences (CHS) offers two Master of Science majors: (1) Health Studies with three concentration areas: Exercise, Sport and Movements Sciences (ESMS); Health Promotion (HPRO); Physical Education Teacher Education (PETE); and (2) Nutrition with three concentration areas: Clinical Nutrition (NUTR); Environmental Nutrition (EVNT, online only); Nutrition Science (NTSC).

This electronic handbook provides important information to College of Health Sciences faculty and students relevant to graduate advising. It is critical that graduate advisers and graduate students become familiar with the guidelines and policies contained in this handbook and comply with them accordingly. The contents of this handbook are presented in five units (I-V).

Administrative

Director of Graduate Programs, College of Health Sciences

- Ensures that graduate policies and procedures (including admissions, curriculum issues, and graduation requirements) are followed.
- Requests exceptions to admission policy.
- Grants exceptions to student's admission based on University policy and Program recommendations.
- Makes final recommendation on student's request for course overload and/or late withdrawal.
- Reviews Graduate Faculty applications and makes recommendations to the University Council for Graduate Studies based on the recommendation of the CHS Graduate Council.
- Oversees all graduate curriculum matters in CHS.
- Conducts occasional surveys of CHS graduates (i.e., graduate alumni).
- Oversees graduate comprehensive examinations.
- Coordinates and gives final approval of master's Applied Project.
- Coordinates and gives final approval of master's Thesis.
- Ensures that graduate policies and procedures (including admissions, curriculum issues, and graduation requirements) are followed.

Academic Services Coordinator, College of Health Sciences

- Coordinates and implements CHS student recruitment initiatives.
- Designs and delivers occasional advising/orientation sessions.
- Facilitates graduate course permit requests.
- Updates College prospectus.
- Disseminates program advertisement sheets.
- Updates and disseminates degree requirement/advising sheets.
- Facilitates graduate student admission application process.
- Prepares program descriptions for submission to professional journals and newsletters.
- Maintains and updates School exhibit as needed.
- Coordinates and leads career placement services.
- Serves as liaison to the College of Health Sciences and to the University of Memphis advising and graduation offices.
- Communicates with alumni.
- Develops online directory and online newsletter.
- Coordinates scheduling of courses.
- Maintains graduate student data base.
- Serves as ex-officio member of graduate curriculum council and academic council.

Concentration Committees, College of Health Sciences

- The faculty members who make up the six concentration areas (i.e., EVNT, EXSS, HPRO, NTSC, NUTR, PETE) are referred to as “Concentration Committees”. Members of the respective Concentration Committees must be actively engaged in teaching courses and advising students at the graduate level, and they must be actively engaged in research/scholarly activity.
- The respective Concentration Committees also serve as admission/retention committees.

I. Admission Procedures

Admission to the graduate degree program requires acceptance both by The University of Memphis Graduate School and the College of Health Sciences NOTE: A new "one-stop" online (Decision Desk™) system will soon be operable for applying to all graduate programs of study.

New Admissions

Requirements for Acceptance into The University of Memphis Graduate School

The following Graduate School admissions requirements are minimum standards that identify the pool of Master's level applicants from which the College of Health Sciences selects students. Students interested in admission to the College of Health Sciences Master's program must first meet the following admission requirements set forth by the Graduate School: (<http://www.memphis.edu/gradcatalog/admissions/>)

- Complete and file University application form with the Graduate School (<http://www.memphis.edu/gradcatalog/admissions/>)
- Have an official transcript indicating the receipt of a bachelor's degree sent to the Office of Graduate Admissions (include address). Note that applicants must have graduated with an acceptable grade point average.
- New applicants must have taken an appropriate entrance examination within five years of the application date. Applicants seeking admission to the Environmental Nutrition, Exercise & Sport Science, and Nutrition Science concentrations must submit their GRE scores. Physical Education Teacher Education applicants must submit either the GRE or PRAXIS II scores. Test scores must be sent directly to Graduate Admissions from the testing center.
- See current University of Memphis Graduate Catalog online for explanation of requirements for admission into the Graduate School by going to <http://www.memphis.edu/gradcatalog/admissions/> Requirements for international students are provided there as well.

Requirements for Admission and Acceptance into the College of Health Sciences Master's Program with a Major in Health Studies

- Application for admission to the Graduate School will simultaneously be an application to the College of Health Sciences (http://www.memphis.edu/healthsciences/students/grad_admission.php)
- Students must have submitted an official transcript for undergraduate and graduate studies, an official report of entrance exam scores, and an application to the Graduate School.
- Students must submit the CHS Graduate Admission Application Form, two letters of recommendation, and a 300-500 word statement of goals (or other appropriate writing sample) and intended area of concentration directly to CHS. CHS application forms are available online (<http://www.memphis.edu/gradcatalog/admissions/>)

- Interested students may apply for a Graduate Assistantship in the College of Health Sciences at the time they file an application for admission into the CHS Master's Program (<http://www.memphis.edu/gradcatalog/admissions/>).
- International Students must also register for the international credit evaluation through www.wes.org.
- To assure maximum consideration for admission into the program, students should apply by the following dates (earlier when possible): May 1 for Summer and Fall, and November 1 for the Spring semester. Incomplete applications will not be considered. Multiple criteria will be used when considering applicant admission, including, but not limited to, undergraduate and graduate grade point average, admission test scores, personal goals statement, relevant employment history and letters of recommendation. **An applicant must have graduated with a minimum baccalaureate grade point average of 2.50 on a 4.00 scale.** An interview with the candidate may also be conducted.
- Once the university's Graduate Admissions Office receives required documents, application files are made available to the CHS Academic Services Coordinator and subsequently to the CHS Director of Graduate Programs. Student applications are then reviewed by the respective academic concentration (typically within 5 working days) and the committees will recommend that a) the student will be invited to interview with the concentration committee, or b) the student is not be accepted into the program (i.e., rationale for decision will be provided). Interviews are conducted to emphasize to applicants the nature of the respective programs of study, and in order to help concentration committees determine if the applicant's credentials are appropriate for admission into the program of study. The concentration committees have the discretion of conducting interviews either in person or electronically. Once the concentration committee reaches a decision regarding the student's acceptance into the program, they complete *The School Recommendation for The Graduate School Form*.
- Recommendation is sent to CHS Director of Graduate Programs including the identification of course deficiencies or prerequisites that must be completed prior to commencement of graduate study and/or graduation. The CHS Director of Graduate Programs forwards the recommendation form to Graduate School.
- Upon notification of acceptance to the graduate program, an adviser is assigned to the student by the respective program director based on a recommendation from faculty in the student's concentration area. The adviser guides the student in planning his/her program and provides ongoing intellectual and professional mentorship to the student.
- See http://www.memphis.edu/healthsciences/students/grad_admission.php and link to "CHS Graduate Admission Form" for guidance in the application process.

**Requirements for Admission and Acceptance into the College of Health Sciences
Master's Program with a Concentration in Clinical Nutrition**

There are now two options for applying to the clinical nutrition internship program – the preselect option and the traditional matching process. Prior to acceptance into the Clinical Nutrition/Dietetic Internship, students choosing either option must complete the following requirements:

- an undergraduate degree;
- completion of a Didactic Program in Dietetics meeting the academic requirements of the Accreditation Commission for Education of Nutrition and Dietetics (ACEND);
- an acceptable grade point average;
- acceptable scores on the Graduate Record Examination (above the 50th percentile on Verbal and Quantitative); and
- applicants must also demonstrate interest in the field of clinical nutrition by a letter of application, documentation of work experience in the area, and letters of reference.

Twelve interns are admitted to the program each year. Under the pre-select option, four of the slots may be filled. For the pre-select option, preference will be given for students with outstanding qualifications who 1) are (or will be by August of each year) graduates of the University of Memphis undergraduate dietetics program or 2) are members of an ethnic group under-represented in the dietetics profession. All applicants are required to apply to the University of Memphis' Graduate School at the time application to the clinical nutrition program is made. Graduate packages are available by contacting the Graduate School online or calling 901-678-4817.

For the traditional match, appointments to the Clinical Nutrition/Dietetic Internship Program will be announced via DICAS. For the pre-select option, appointments will be announced on the last weekday in January. The program begins at the start of the fall semester in late August. The program has academic Common Market approval and observes all academic holidays.

Application Procedures

Application to the Clinical Nutrition/Dietetic Internship program for the traditional match is a three-part process:

1. Entry into the *AND* match process. Information regarding the process of applying for the *AND* match can be obtained from your undergraduate program or from the *AND* web-site.

2. Application to the Graduate School at the University of Memphis. Application to the university's graduate program must be made at the same time that application is made to our program. Review the Graduate School application process or call Graduate Admissions (901) 678-2911. If mailed, the Graduate School application must be mailed separately from the Clinical Nutrition Program application.
3. Application to the Clinical Nutrition/Dietetic Internship Program at The University of Memphis. Formal application to the Clinical Nutrition program must be accompanied by the following (In the Computer DICAS system for regular admission):
 - completed *AND* application for internship;
 - entry into the *AND* match;
 - one official transcript from each undergraduate school attended;
 - three recommendations on *AND* recommendation form;
 - personal letter of application with statement of goals and professional interests;
 - declaration of intent to complete an *AND*-approved Didactic Program in Dietetics (*DPD*) or verification of completion of an *AND*-approved *DPD* (obtained from the director of your undergraduate didactic program); and,
 - non-refundable application fee of \$25.00. Checks should be made payable to: The University of Memphis.

The University of Memphis
Clinical Nutrition Internship & Graduate
Program Health Sciences
161 Elma Roane Fieldhouse
Memphis, TN 38152

Applications for the April match must be done according to the *AND* deadline. Application to our program for the pre-select option is a two-part process:

1. Application to the Graduate School at the University of Memphis. Application to the university's graduate program must be made at the same time that application is made to our program. Review the Graduate School application process or call Graduate Admissions (901-678-2911). If mailed, the Graduate School application must be submitted separately from the Clinical Nutrition/Dietetic Internship Program application to the Clinical Nutrition/Dietetic Internship Program

at the University of Memphis.

2. Formal application to the Clinical Nutrition/Dietetic Internship program must be accompanied by the following and mailed:
 - completed *AND* application for internship;
 - one official transcript from each undergraduate school attended;
 - three recommendations on *AND* recommendation form;
 - personal letter of application with statement of goals and professional interests;
 - declaration of intent to complete an *AND*-approved Didactic Program in Dietetics (*DPD*) or verification of completion of an *AND*-approved *DPD* (obtained from the director of your undergraduate didactic program); and,
 - non-refundable application fee of \$25.00. Checks should be made payable to: The University of Memphis.

The Program Director will notify all applicants preselected on or before the end of January. The Program Director will provide D&D Digital Systems, Inc. a list of all students preselected to the program with their social security numbers by February 1st each year to ensure that the applicant will not participate in the April computer match. If the applicant is not selected through the preselect process, they may reapply to this or any other DI through the computer matching process. They also have the option of having their application held by our program for consideration during the computer matching process. The deadline for the April computer match is the *AND* deadline. Application materials for the pre-select program cannot be filed electronically and should all be submitted in one envelope and mailed to:

The University of Memphis
Clinical Nutrition Internship & Graduate Program
College of Health Sciences
161 Elma Roane Fieldhouse
Memphis, TN 38152-3480

Applications for the pre-select option must be postmarked by the 2nd Monday in January. Applications received with a postmark after the 2nd Monday in January will not be considered for the preselect option, but will be considered during the regular computer matching application process.

Forms (Clinical Nutrition Admission)

Program Checklist

https://www.memphis.edu/healthsciences/graduate/cn_admissions.php

A.N.D. Recommendation Form

https://www.memphis.edu/healthsciences/pdfs/dep_di_recommendation_form.pdf

A.N.D. Application Form

http://www.memphis.edu/shs/pdfs/dietetic_internship-application-CLNT.pdf

Readmission

Once accepted into a degree program, a student is expected to enroll every semester thereafter (excluding summer sessions) and make satisfactory progress toward the degree. Students who do not enroll for one semester must apply for readmission. The College of Health Sciences requires that all readmission applications be reviewed by the respective HSS concentration committees.

- Student applying for readmission must meet all admission requirements listed in the most current Graduate Catalog.
- Student must complete a readmission form which is available at: https://banssbprod.memphis.edu/pls/PROD/bwskalog.P_DispLoginNon
- Student's application is reviewed by the School concentration committee. At this point the process becomes identical to that for new applications.
- The School is under no obligation to readmit students who have been inactive for one semester. Submission of an application for readmission does not ensure acceptance.

II. Program Retention Policy

Academic advisors will be responsible for monitoring grades for their advisees at the end of each semester and taking appropriate steps. All students will be reviewed in the respective areas concerning their (a) progress in the program, and (b) completion of entry-level courses/requirements regarding deficiencies/contingencies. Concentration degree/advising sheets are available at <https://www.memphis.edu/healthsciences/students/index.php>. School concentration committees will make recommendations regarding students' continuation of enrollment when they are in suspension following two consecutive semesters on probation.

1. **Entry-Level Deficiencies/Contingencies.** Normally students must have completed an appropriate undergraduate degree with a major in the concentration area. If deficiencies exist, students must strengthen the specified areas according to the concentration committee's recommendations. Students should have an appropriate background as indicated below.
 - a) **Clinical Nutrition Concentration:** must have completed an approved/accredited undergraduate course of study in dietetics

- b) **Environmental Nutrition Concentration:** life science-oriented courses such as nutrition, biology, health sciences, public health, health promotion, food service, and anthropology
- c) **Exercise, Sport & Movement Science Concentration:** anatomy and physiology, health sciences, exercise physiology, anatomic kinesiology, biomechanics, sport psychology, and motor learning
- d) **Health Promotion Concentration:** science-oriented courses such as, but not limited to, nutrition, biology, biochemistry, health sciences, chemistry, and psychology
- e) **Nutrition Science Concentration:** science-oriented courses such as, but not limited to, nutrition, biology, biochemistry, health sciences, and chemistry
- f) **Physical Education Teacher Education Concentration:** anatomic kinesiology, anatomy and physiology, biology, exercise physiology, health sciences, motor learning, nutrition, and sport psychology

2. Academic Probation

- a) Student's academic standing will be monitored by his/her adviser on a regular basis.
- b) A student whose cumulative GPA falls below 3.00 will be placed on academic probation.
- c) Students on academic probation may not serve as a Graduate Assistant, so maintenance of a cumulative GPA of 3.00 or higher is necessary in order for them to remain employed in such a capacity.
- d) The School is notified by the Graduate School if a student is placed on academic probation (one semester after the GPA falls below 3.00).
- e) The concentration committee reviews the student's file and develops contingencies for continued enrollment.
- f) Student's adviser monitors student's progress toward returning to good academic standing.
- g) The files of students on academic probation are reviewed by the

concentration committee upon completion of a minimum of nine credit hours of graduate work following the probation designation.

- h) Two consecutive semesters on probation will result in academic suspension. Student's continuation in the graduate school after suspension is contingent upon satisfying specified conditions recommended in writing by the appropriate HS Graduate Retention Committee (Graduate Faculty within the respective program area) and approved by both the CHS Director of Graduate Programs.
 - i) If the student fails to meet the specified conditions or fails to make satisfactory progress toward degree completion, a recommendation will be made to the Director of Graduate Programs for the College of Health Sciences to dismiss the student from the program.
 - j) The student will be notified of such a recommendation and will be provided the opportunity to appeal.
3. **Retention Appeals.** All MS degree candidates are regularly monitored for completion of any entry-level and/or programmatic deficiencies by graduate faculty. A respective concentration retention committee determines whether or not the student is making sufficient progress and, in case of deficiencies, may recommend additional work or the dismissal of the student from the program. For any student recommended for dismissal, an appeals process is available.
4. **Appeals Protocol.** Each member of the CHS Graduate Council (GC) must receive a copy of: (a) the request for a hearing; (b) notice of the time and location of the hearing; and (c) the deposition of the hearing request. The following sequential steps are to be taken in the appeals process in compliance with University policy.

Step 1

- 1. Student submits a written request to the College of Health Sciences Director and the CHS Director of Graduate Programs for a hearing to appeal dismissal from the program. The request should state the factual basis for the appeal.
- 2. A hearing with the CHS GC is held.
- 3. The GC will make a recommendation to the College Director who will then render a decision based upon it and consultation with the student.
- 4. The College Director may utilize any resources available to resolve the conflict.

Step 2

1. If the complaint cannot be resolved in Step 1, the student or the GC may appeal the decision by filing with the Vice Provost for Graduate Programs a request for a hearing before the University Council for Graduate Studies.
2. If the University Council for Graduate Studies finds that the appeal does not merit a hearing, all concerned parties shall be notified by the Vice Provost for Graduate Programs.
3. If the University Council for Graduate Studies finds that the appeal merits a hearing, it will notify the School Director, the School Director of Graduate Programs, and student of the date and location of the hearing.
4. Any available resources may be utilized by the University Council to resolve the conflict.
5. If the University Council is in agreement that the student should be reinstated, it shall be empowered to reinstate the student.
6. The Vice Provost for Graduate Programs notifies, in writing, all concerned parties of the final decision of the hearings.

The decision of the University Council for Graduate Studies is FINAL.

III. Thesis/Applied Project

All graduate students must successfully complete either a Thesis or Applied Project (culminating research product) as partial fulfillment of their degree requirements. See each concentration for specific requirements. The nature of the culminating research product is at the discretion of the student/adviser (major professor) within the program area. The format and scholarly rigor of both the Thesis and Applied Project should be similar. Some differences between the two options may exist, e.g., committee composition and disposition of the completed product (see guidelines to follow). Also see: http://www.memphis.edu/gradschool/resources/forms_index.php

For a thesis preparation guide, go online to the following address:

http://www.memphis.edu/gradschool/current_students/tdguide_preparation.php

A Thesis Checklist that highlights writing style guidelines is available to assist students in understanding the process of developing, conducting, and completing their thesis.

All theses are now archived electronically by the University as bound copies are no longer used for that purpose. (<https://umwa.memphis.edu/etd/>)

Prerequisites:

- Candidate must be fully admitted to the master's degree program.
- Candidate must have completed a minimum of 18 credit hours in the program of study including the Research Methods in Health Studies (HMSE 7010) and Statistical Methods Applied to Education I (EDPR 7541).
- Candidate must be in good academic standing. Once candidate is registered for Thesis/ Applied Project, continuous enrollment is required (exception: summer term). Failure to register continuously will result in the candidate being charged tuition for each semester he or she did not enroll.

Thesis/Applied Project Committee

- Candidate recruits a committee of at least three members. First, the candidate should recruit a culminating research project Chair and gain approval from that individual to direct the Thesis or Applied Project. Through discussion with his/her Committee Chair, the candidate should identify the other committee members and seek their written agreement to serve on the Thesis or Applied Project Committee. A completed Committee Appointment form should be filed with the CHS Director of Graduate Programs. http://www.memphis.edu/gradschool/pdfs/forms/td_committee_form.pdf
- Thesis Committee Appointment Form is forwarded to the CHS Director of Graduate Programs. Applied Project Committee Appointment Form is filed with the CHS Director of Graduate Programs (or a designated surrogate).
- The committee will direct the development, completion, and approval of the candidate's Thesis/Applied Project prospectus, although topics typically coincide with the research focus of the Thesis/Applied Project Chair.
- Candidates are required to have three members on their **thesis committee**, but they may add more members based on consultation with their Thesis Chair. Committee Chair must have Full or Associate Graduate Faculty status and be a faculty member in the candidate's concentration area. All other thesis committee members are required to have Graduate Faculty status (Full, Associate, Adjunct, Affiliate), but may represent a different concentration area. http://www.memphis.edu/gradschool/faculty_staff/graduate_faculty/shs.php
- Candidates are required to have three members on their Applied Project committee, but they may add more based on consultation with their Applied Project Chair. Committee Chair must be a faculty member in the candidate's concentration area and may have Full or Associate Graduate Faculty status. A second member must hold Full, Associate, Adjunct or Affiliate Graduate Faculty status, but may be in a different concentration area. The third committee member may have formal

Graduate Faculty status or possess suitable academic or professional qualifications as determined by the Applied Project chair.

Thesis/Applied Project Prospectus

- Candidate enrolls in Thesis (HMSE 7996) and develops his/her Thesis/Applied Project Prospectus in concert with the identified committee members.
- An CHS Thesis Checklist suggests steps for completing the prospectus. A copy of the checklist should be printed for discussion at the initial meeting between candidate and Thesis/Applied Project chair. The checklist should be appropriate for most traditional research projects. Deviations from the recommended steps should be discussed and agreed upon by candidate and committee chair. In most cases, the Thesis/Applied Project topic will be an extension of the Thesis/Applied Project chair's research agenda; therefore candidates should be familiar with the prospective chair's research history. A checklist is available online at <http://www.memphis.edu/hss/pdf/thesis-checklist.pdf> .
- The Thesis/Applied Project Prospectus must be approved by the Thesis/Applied Project Committee. Candidates should expect to perform multiple revisions of the document.
- Candidate obtains approval from the Thesis/Applied Project Chair to schedule a committee meeting for presentation of the thesis/applied project prospectus.
- Candidate schedules a meeting with the committee to present the prospectus for approval consideration (***All members must be present, although exceptions may be granted in extenuating circumstances, but telecommunication of some sort must be substituted***). An invitation to attend the prospectus meeting may be issued to faculty and students if the candidate and Thesis/Applied Project Chair so desire.
- Candidate gives a copy of the prospectus to each member of the committee at least 10 working days prior to the presentation of Thesis/Applied Project Prospectus.
- Candidate successfully presents Thesis/Applied Project prospectus, gaining approval from his/her committee.
- In the case that approval is not granted, the candidate should respond to the concerns of his/her committee and repeat the procedure described above.
- **Candidate files Thesis Prospectus Approval Form with the CHS Director of Graduate Programs** http://www.memphis.edu/gradschool/pdfs/etd_approval_form.pdf
- **Candidate files Applied Project Prospectus Approval Form with the CHS Director of Graduate Programs. For School use only.** http://www.memphis.edu/gradschool/pdfs/etd_approval_form.pdf

Thesis – Journal-ready style with appended expanded literature review and Institutional Review Board approval documentation (when appropriate) is strongly encouraged.

- Theses must be prepared according to the guidelines specified by The University of Memphis Graduate School and in accordance with an appropriate style manual. Guidelines for APA, journals, or style manuals other than APA are online at: http://www.memphis.edu/gradschool/current_students/tdguide_preparation.php#formatting
- An CHS Thesis and Applied Project Research Planning Checklist outlines the steps for completing thesis/applied project requirements. This checklist should be printed and discussed with Thesis/Applied Project Committee Chair. Candidate and chair should retain a copy of the checklist with completion dates noted. This form is online at: http://www.memphis.edu/gradschool/pdfs/thesis_dissertation_checklist.pdf

Thesis Preparation and Approval

- Candidate submits final draft of thesis to Thesis Chair. Candidates should expect to perform multiple revisions of the document prior to final draft status. In the case of human studies, the absence of IRB documentation may delay approval of the document indefinitely.
- Candidate obtains approval from the Thesis Chair to schedule a committee meeting for defense of the thesis (convenient for all committee members).
- Candidate schedules a meeting with the committee to defend the thesis and obtain final approval. Summer term may be a problematic and should be avoided if possible.
- **(All members must be present except in extraordinary circumstances.** In such cases, some form of telecommunication is to be substituted.)
- Candidate forwards final draft to members of the Committee. (Allow 10 working days prior to defense date).
- **The Thesis Committee Chair should issue an e-mail announcement (i.e., time, location, study abstract) of the defense and invitation to attend to all SHS faculty and students.**
- **(NEW REQUIREMENT)** Candidate should also complete and submit at least three weeks prior to the defense a formal invitation to attend (including an abstract – 100 word limit) to everyone on campus. https://memphis.co1.qualtrics.com/jfe/form/SV_6A3iFZELrGYXohf
- The Chair of the thesis committee will preside over the defense. Following questions from the audience, the committee members will meet with the candidate in private to further probe his/her insight into the study question as well as the area of study in

general, since the Thesis Defense also serves as the Oral Comprehensive Examination.

- Immediately following the oral defense, the candidate's committee will deliberate, in confidence, to determine whether the candidate has demonstrated an acceptable level of performance for the Thesis as well as the Comprehensive Examination.
- Upon successful completion of the thesis defense, the candidate should submit 1) a one-page abstract identifying himself/herself, project title, and committee members together with an approximately 250-word description of the study and findings; and 2) a Thesis Defense Approval Form to the CHS Director of Graduate Programs. See: http://www.memphis.edu/healthsciences/students/grad_advising_forms.php and <http://www.memphis.edu/gradschool/pdfs/forms/tdproposal.pdf>
- Upon successful completion of the Comprehensive Examination, the candidate should also file a completed Comprehensive Exam Results Form with the Graduate School. See: <http://www.memphis.edu/gradschool/pdfs/forms/compexamresults.pdf>
- Under the direction of the Thesis Committee Chair, the candidate will make all changes to the document recommended by the committee.
- Final draft of thesis is forwarded to the Graduate Analyst, Administration Building, Room 309 for review and editing. The Graduate Analyst notifies the candidate when the edited draft can be picked up. (Check graduate school deadline calendar for date the defended draft is due). The final completed and approved version will be submitted electronically. Specific deadlines exist for submissions, so be familiar with the Graduate School Calendar. See: http://www.memphis.edu/gradschool/current_students/graduation_information/graduation_deadlines.php <https://umwa.memphis.edu/etd/>
- Candidate and Committee Chair respond to editorial comments.
- **Subsequent to approval by the Graduate Analyst, the thesis must be filed electronically for University archival:** <https://umwa.memphis.edu/etd/>
- Most students are expected to use a journal-ready format for their thesis with an extended literature review appended to it. The quality of the research is expected to be publishable in an appropriate refereed journal. However, within 6 months of the thesis defense if the student has not submitted the paper for publication or it is not in the journal review process, the major professor may take possession of the work. This may involve changing the order of authorship and/or the breadth of the study submitted for publication.

Applied Project

- The format and rigor of scholarly work demanded of the Applied Project should be comparable with that of the thesis. Candidates should expect to perform multiple revisions of the proposal document prior to presentation of the prospectus.
- Either the American Psychological Association (APA) or another appropriate style manual must be used in writing the project. Journal-ready manuscript style is recommended in most cases. See University guidelines:
http://www.memphis.edu/gradschool/current_students/graduation_information/graduation_deadlines.php
- The final product of the Applied Project must be successfully submitted electronically to the Committee Chair, the CHS Director of Graduate Programs, and all Applied Project Committee members (i.e., journal style with expanded literature review and official IRB approval appended). Candidates should expect to perform multiple revisions of the document prior to final draft status.

This must be submitted prior to submission of a grade for the course. Although the Applied Project is not submitted to the Graduate School, the defense of it also serves as the Oral Comprehensive Exam. As such, deadlines do exist for the defense. See:

http://www.memphis.edu/gradschool/current_students/graduation_information/graduation_deadlines.php

Applied Project Defense

- Candidate submits final draft of Applied Project to committee chair.
- Candidate obtains approval from the Applied Project Chair to schedule a committee meeting for defense of the Applied Project.
- Candidate schedules a meeting with the committee to defend the Applied Project and obtain final approval. All members must be present.
- Candidate forwards final draft to members of the Committee. (Allow 10 working days prior to defense date).
- The Chair of the Applied Project Committee should issue an announcement (i.e., time, location, project abstract) of the defense and invitation to attend to all SHS faculty and students. A copy of the invitation should be filed with the CHS Director of Graduate Programs.

- Immediately following the oral defense, the candidate's committee will deliberate, in confidence, to determine whether the candidate has demonstrated an acceptable level of performance.
- Upon successful completion of the applied project defense, the candidate should submit 1) a one-page abstract identifying himself/herself, project title, and committee members together with a 250-word description of the study; and 2) a Thesis Defense Approval Form to the SHS Director of Graduate Programs See: http://www.memphis.edu/healthsciences/students/grad_advising_forms.php and http://www.memphis.edu/gradschool/pdfs/forms/td_defense.pdf This will be retained as part of the student file within the School of Health Studies.
- The Chair of the Applied Project committee will preside over the defense. Following questions from the audience, the committee members will meet with the candidate in private to further probe the candidate's insight into the study question as well as the area of study in general since the Applied Project Defense also serves as the Oral Comprehensive Examination.
- The committee chair will forward the committee's recommendation to the CHS Director of Graduate Programs using a final Approval of Applied Project Form at: http://www.memphis.edu/gradschool/pdfs/etd_approval_form.pdf
- The CHS Director of Graduate Programs will make a final determination with regard to the acceptability of the Applied Project final product, upon receiving an electronic version of the final document in MS Word, including appendices (minimum of any IRB approval documentation and an expanded literature review). In the case of human studies, the absence of IRB documentation may delay approval of the document indefinitely. Please consider Graduate School deadlines when submitting your documents to the CHS Director of Graduate Studies as time will be required to review and approve all submitted projects.
- Many students are expected to use a journal-ready format for their applied project with an extended literature review appended to it. The quality of the research is expected to be publishable in an appropriate refereed journal. However, within 6 months of the applied project defense if the student has not submitted the paper for publication or it is not in the journal review process, the major professor may take possession of the work. This may involve changing the order of authorship and/or the breadth of the study submitted for publication.

IV. Comprehensive Examinations

The Master's Comprehensive Examination is designed to assess the candidate's acquisition of the body of knowledge requisite for the area of study and the candidate's ability to synthesize and apply that knowledge to issues and problems in the profession. Every candidate for the M.S. degree in Health and Sport Science or Clinical Nutrition is required to pass a final Comprehensive Examination before being recommended for graduation.

- a. **Environmental Nutrition Concentration.** The examination is integrated into the oral defense of the Thesis/Applied Project. It shall be conducted by the candidate's Examining Committee, chaired by his/her Thesis/Applied Project Chair.
See: <http://www.memphis.edu/gradschool/pdfs/forms/compexamresults.pdf>
- b. **Exercise and Sport Science Concentration.** The examination is integrated into the oral defense of the Thesis/Applied Project. It shall be conducted by the candidate's Examining Committee, chaired by his/her Thesis/Applied Project Chair.
See: <http://www.memphis.edu/gradschool/pdfs/forms/compexamresults.pdf>
- c. **Health Promotion Concentration.** The examination is integrated into the oral defense of the Thesis/Applied Project. It shall be conducted by the candidate's Examining Committee, chaired by his/her Thesis/Applied Project Chair.
See: <http://www.memphis.edu/gradschool/pdfs/forms/compexamresults.pdf>
- d. **Nutrition Science Concentration.** The examination is integrated into the oral defense of the thesis. It shall be conducted by the candidate's Examining Committee, chaired by his/her Thesis/Applied Project Chair.
See: <http://www.memphis.edu/gradschool/pdfs/forms/compexamresults.pdf>
- e. **Physical Education Teacher Education Concentration.** The examination is integrated into the oral defense of the Thesis/Applied Project. It shall be conducted by the candidate's Examining Committee, chaired by his/her Thesis/Applied Project Chair.
See: <http://www.memphis.edu/gradschool/pdfs/forms/compexamresults.pdf>
- g. **Clinical Nutrition.** The examination is integrated into the oral defense of the Thesis/Applied Project. It shall be conducted by the candidate's Examining Committee, chaired by his/her Thesis/Applied Project Chair.
See: <http://www.memphis.edu/gradschool/pdfs/forms/compexamresults.pdf>

Eligibility and Application

- Candidate must have completed all course requirements or be currently enrolled in the last required course in the program of study (exclusive of Thesis/Applied Project and practicum/internship) to be eligible to take the comprehensive examination.
- Candidate must have a minimum GPA of 3.00.
- Candidate electronically submits Intent to Graduate Form (<http://www.memphis.edu/gradschool/forms.php>).

- Candidate submits Master's Degree Candidacy Form <https://academics-s.memphis.edu/gradschool/> and <http://www.memphis.edu/gradschool/pdfs/forms/coursesubstitution.pdf> to the CHS Director of Graduate Programs by the published deadline: (http://www.memphis.edu/gradschool/current_students/graduation_information/graduation_deadlines.php).

Examining Committee

- In concert with the candidate, the advisor assembles an Examining Committee of three graduate faculty members affiliated with the candidate's program area. The Thesis Chair shall chair the Committee.
- Candidate obtains permission of the faculty members identified as willing to serve on the candidate's examining committee.
- Candidate meets with his/her advisor to plan and schedule the date and time for the examination.
- Candidate's advisor notifies the CHS Director of Graduate Programs of the place, date, and time of the exam.

Examination

- The Examining Committee shall be responsible for developing, scheduling, conducting, proctoring, and evaluating the examination.
- The examination is comprehensive and may cover all content areas of the candidate's academic discipline.
- Candidate may seek information about the nature of the exam (e.g., materials to review, sample questions) from the examining committee two weeks prior to the day of the examination.
- The thesis defense and oral comprehensive examination should not collectively exceed 1.5 hours. The format for the exam will be determined by the examination committee. Exam committee members will evaluate the overall performance of the candidate. A committee member's evaluation of the candidate's responses is not limited to the questions actually posed by him/her. That is, committee members' final recommendation will be based on a candidate's responses to all questions answered during the exam. All members of the examining committee must judge the candidate's performance as satisfactory for the candidate to pass the exam. In the case that one or more faculty member judges the candidate's performance unsatisfactory, the candidate will not pass the exam and will be required to retake it in its entirety no sooner than the next semester.

Evaluation of Comprehensive Examination

- Upon completion of the oral examination, the candidate is dismissed from the room while the committee deliberates on his/her performance.
- The committee may judge the candidate's performance to be satisfactory (pass) or unsatisfactory (fail).
- The candidate is invited back into the room and informed of the result of the examination.
- A candidate who does not perform satisfactorily on the first comprehensive examination will be given an opportunity to retake the examination no sooner than the next semester. The committee will provide written feedback to the candidate addressing two aspects: 1) specific information outlining the weaknesses in the candidate's performance on the initial exam, and 2) appropriate measures that may be taken to address those weaknesses as the candidate prepares to retake the examination.
- If the candidate's performance is unsatisfactory on the second examination, he/she will be dismissed from the program.
- The result of the Comprehensive Examination will be reported on the Comprehensive Examination Results Form:
<http://www.memphis.edu/gradschool/pdfs/forms/compexamresults.pdf> Submit the completed/signed form to the CHS Director of Graduate Programs who, in turn, will forward it to the Graduate School.

V. Additional Guidelines and Policies

General Requirements for Graduation

- Complete program requirements.
- Earn a cumulative grade point average of 3.00.
- File Intent to Graduate Form.
- File Candidacy Form.
- Successfully complete and file results of oral/written comprehensive examination.
- File final approved copy of the Thesis or Applied Project.

Meeting Graduation requirements remains the candidate's obligation. Nevertheless, the adviser has an obligation to become familiar with the guidelines in order to facilitate compliance.

Conditional Admissions

The College of Health Sciences has a policy of not admitting Master's students conditionally. However, a prospective graduate student may appeal the policy, in which case the respective concentration committee will meet to review the student's file and make a recommendation. According to University policy, applicants admitted conditionally are not admitted to any specific degree program. They must, however, meet the minimum university requirements to be eligible for the Master's Conditional classification.

- Have an acceptable undergraduate GPA or an acceptable standardized test score on the GRE, Praxis II, or GMAT appropriate for a given concentration.
- Have an acceptable standardized test score on the GRE, Praxis II, or GMAT appropriate for a given concentration.
- May enroll for only one semester for a maximum of twelve (12) credit hours of graduate course work. Coursework completed while the student is in Master's Conditional status, may or may not be used in the Program of Study if the student is subsequently fully admitted.
- Students must submit a "change of status" form to be fully admitted after all admission requirements have been met.

Graduate Non-Degree Status

The Graduate Non-Degree classification is for students who wish to enroll in graduate courses but who do not wish to pursue any graduate degree at the University of Memphis. Applicants must meet the following university requirements and conditions to be eligible for graduate non-degree classification.

- Show proof of having earned a baccalaureate degree at the time of application.
- Must have on file an official transcript showing, at minimum, a bachelor's degree from an accredited college or university, at the end of the first semester of course work.
- Must maintain a 3.00 GPA.
- Departments or Concentration areas may restrict non-degree students to designated courses only.
- Students who decide to matriculate into a degree program must make application to the Graduate School and must meet all admission requirements.

- After acceptance into the program, the student must complete a minimum of 2/3 of the course credits required in the major and concentration irrespective of the number of credits completed as non-degree student.
- Before continuing to register for additional graduate level course work, the student may be required to sign a waiver agreeing that additional course work will not apply to degree programs.

Accelerated Bachelor's-to-Master's (ABM) Programs

An Accelerated Bachelor's/Master's (ABM) Program is offered by the College of Health Sciences in the following program area:

1) BSEd, Health Sciences with a concentration in Exercise, Sport & Movement Sciences (ESMS)/ MS, Health Sciences(HS) with a concentration in Exercise Sport and Movement Science (ESMS)

- The Accelerated Bachelor's/Master's (ABM) program **HS (ESMS)/ HS (ESMS)** provides qualified UM senior undergraduate students the opportunity to satisfy course requirements, including elective hours, for the bachelor's degree in HS with a concentration in ESMS that also may be subsequently applied on a prearranged basis to the master's degree in HS with a concentration in ESMS that may satisfy some of its degree requirements.

For students who work closely with their advisors in planning their course of study in the College of Health Sciences this option offers the opportunity of simultaneously satisfying partial degree requirements for a bachelor's and a master's degree in an accelerated program of study. Upon completion of the undergraduate degree with a satisfactory undergraduate grade point average and a grade of "B" or better in all graduate courses completed, the student may move to full graduate student status, and the pre approved graduate courses taken as an undergraduate may be applied toward the pre-specified graduate program of study.

Students may use up to nine credit hours of designated courses in meeting the requirements of both the HHP/ESMS bachelor's and HS/ESMS master's degrees. Courses considered for this purpose may include 4000/6000-level cognates and/or 7000-level courses. Undergraduate students will register for the 6000- or 7000-level courses, but fees will be levied at the undergraduate rate. Students applying for this program must:

- 1) Have completed at least 18 hours of course work at UofM before taking courses as part of the ABM program;
- 2) Have a UofM GPA of 3.25 or better;
- 3) Be within 30 semester hours of graduation;
- 4) Have written approval of the CHS Director, the program coordinator(s) of both the respective undergraduate and graduate programs, and the CHS Academic Services Coordinator in order for specific graduate courses being acceptable for dual credit in the

- undergraduate and master's degree programs;
- 5) Meet all requirements for admission (including the GRE for either program or GMAT for SPRT) into the specified graduate program (except for receipt of the undergraduate degree); and
 - 6) Submit an application for admission to the ABM Degree Program, along with all necessary admissions documentation to the Graduate School by the deadline dates listed below.

A maximum of nine semester hours of preapproved graduate coursework may be considered for dual credit in the undergraduate and graduate degree programs and a maximum total academic load of 15 hours during the semester in which any of the graduate courses are taken.

Students interested in this option must concurrently meet in person with the CHS Director, the program coordinator(s) for respective undergraduate and graduate programs in question, as well as the CHS Academic Services Coordinator, and receive their written approval of the application. Final acceptance into the ABM program is contingent upon approval by the Vice Provost for Graduate Programs. Approvals apply only for the specific programs and courses designated in the application. Stipulated graduate courses for the ABM program are the only ones for which students in the undergraduate program are eligible to enroll, and completion of all allowable graduate courses is optional.

For application materials, contact the CHS Academic Services Coordinator at 901-678-5037 or go to http://www.memphis.edu/healthsciences/students/admission_advising.php. Students may not apply online for this program. Submit application materials to the College of Health Sciences no later than the following dates, after which SHS-approved applications will be submitted by CHS to the Graduate School for consideration:

- April 15 for Fall term admission
- October 15 for Spring term admission
- April 15 for Summer term admission

Subsequent to admission into the ABM program and satisfactory completion of stipulated coursework approved for the designated programs of study, **a maximum of 9 credit hours** from the following graduate courses may be applied to the respective programs of study for both the undergraduate and graduate levels as follows:

- 1) Health Sciences with a concentration in **Exercise, Sport & Movement Science**:
 - ESMS 6000 or ESMS 6603
 - HMSE 7010
 - ESMS 7020

Change in Status/Major/Degree

Candidates wishing to change their current status/major/degree program must submit an Application for Change of Status/Major/Degree Form to the CHS

Director of Graduate Programs who will forward the form to the appropriate program area and then the Graduate School if necessary. If attempting to change to a different major or concentration, the applicant must first be approved by the new concentration committee before being admitted.

<http://www.memphis.edu/gradschool/pdfs/forms/changeofmajor.pdf> .

Repetition of Courses

Referred to as the “Graduate School Forgiveness Rule”, a graduate candidate may:

- Repeat a course in which a grade lower than “B” was earned.
- Not attempt the same course more than twice for the purpose of obtaining a passing or higher grade.
- Replace the grade in the first attempt with the grade in the second attempt.
- Repeat a maximum of two courses for a grade change.

Credit Time Limitation

The university’s policy stipulates that all requirements for a master’s degree program must be completed within six (6) calendar years or eight years in programs that require 36 hours or more.

- There are no exceptions to program time limits. However, students may request the option of validating old courses completed at the University of Memphis by taking a validation examination.
- Courses older than eight years will be shown on the student’s transcript but will not be included in the computation of the GPA.

Credit by Exam

http://www.memphis.edu/gradcatalog/acad_reg/exam.php

In cases where the student has knowledge, but has not taken the appropriate course, the academic units, with approval from the Vice Provost for Graduate Programs or designee, may offer graduate courses for credit by examination. Total credit-by-examination applied to a student’s degree program may not exceed nine (9) semester hours. The necessary form is available on the Graduate School web site.

Validation Examination

http://www.memphis.edu/gradcatalog/academic_regulations/course_validation.php

When the university course work exceeds the time limit of six years, the department may allow the student to validate the course.

- Only students fully admitted to graduate programs and who are in good standing are eligible to validate a course.
- Not more than 12 hours of the total credits in the program may be validated.
- Only courses with fixed content are eligible for validation.
- (Independent study, research, and special topics courses cannot be validated).
- Validated courses will be graded *S* (satisfactory) or *U* (unsatisfactory) with a satisfactory grade given for *B* or better performance.
- Graded examinations must be filed in the Office of the Graduate Dean or the Director of the School in which the course is offered.
- A Certification of Graduate Credit by Examination/Course Validation Form must be filed with the Graduate School.

Credit Transfer

In general, graduate work completed at another institution accredited at the graduate level may be accepted in a graduate degree program at the university, provided the following criteria are met.

- The course has not been used for a previous graduate degree.
- The course is related to the content of the graduate program and/or is comparable to that offered at the university.
- Does not exceed time limitations set for the master's programs.
- Must meet:
 1. Minimum of 750 contact minutes for each semester credit (2250) for a 3-hour course, 1050 contact minutes for each semester credit (3150) for a 3-hour workshop course; and
 2. the Tennessee Conference of Graduate School policy of a minimum of one week per credit hour.
- Credit earned at another institution must be presented for evaluation prior to the student filing an application for degree candidacy. A Master's Degree Transfer Credit Form must be filed to receive transfer credit.
- No more than 12 semester hours of approved transfer course credit may be accepted toward completion of the master's degree.
- Grades earned at another institution will not be computed in the University

cumulative grade point average, nor will they be accepted for transfer unless they are “B” or better.

- No credit will be transferred unless it meets with the approval of the major adviser and the CHS Director of Graduate Programs. A Request for Evaluation of Transfer Credit Form must be submitted to the Graduate School.

Maximum Combined Credit Hours for Atypical Coursework to Fulfill Degree Requirements

For master’s students, the maximum amount of combined hours of transfer credit, credit by examination, course validation and experiential learning that can be used to fulfill degree requirements is twelve hours or one-third the number of hours required for the degree, whichever is greater.

Graduate Assistantships

Graduate assistantships are awarded on a competitive basis by the graduate faculty. Graduate assistants are assigned to research laboratories, clinical nutrition, sport and health promotion settings within the community, as teachers, and as support for administrative functions. Graduate assistantship contracts are renewed each semester for no more than four semesters; renewals are contingent on positive recommendations by supervising faculty member(s) See

http://www.memphis.edu/healthsciences/students/grad_admission.php

Contracts for Special Problems Courses

Students who enroll in the Special Problems courses (ESMS/HPRO/PETE/SPRT 7152) must complete a contract that outlines the purpose of, objectives for, and final outcome of the independent study as developed in cooperation with the faculty member overseeing the course. The contract approval form is online at <http://www.memphis.edu/hss/pdf/SpecialProblemCourseContact.pdf>.

The contract is signed by the student and supervising faculty member and must be filed in FH 106 in order to receive a permit to register for the course.

(The College of Health Sciences endorses the slightly adapted version of the following document from the University of Texas @ Tyler)

<http://www.uttyler.edu/hkdept/documents/guidelines-for-best-practices-graduate.pdf>

Guidelines for Best Practices in Graduate Education the College of Health Sciences

Faculty and Graduate Students

A primary purpose of graduate education at the University of Memphis in the College of Health Sciences is to instill in each student an understanding of and capacity for scholarship, independent judgment, academic rigor, and intellectual honesty. It is the joint responsibility of faculty and graduate students to work together to foster these ends through relationships which encourage freedom of inquiry, demonstrate personal and professional integrity, and foster mutual respect.

Graduate student progress toward educational goals at the University of Memphis in the College of Health Sciences is directed and evaluated by an advisor and the relevant graduate committee(s). The advisor and the individuals on the committee provide intellectual guidance in support of the scholarly/creative activities of graduate students. The advisor and the relevant graduate committee(s) also are charged with the responsibility of evaluating a graduate student's performance in scholarly/creative activities. The graduate student, the advisor and the graduate committee(s) comprise the basic unit of graduate education at this institution. It is the quality, breadth, and depth of interaction within this unit that largely determines the outcome of the graduate experience.

High quality graduate education depends upon the professional and ethical conduct of the participants. Faculty members and graduate students have complementary responsibilities in the maintenance of academic standards and the creation of high quality graduate programs. Excellence in graduate education is achieved when both faculty and students are highly motivated, possess the academic and professional backgrounds necessary to perform at the highest level, and are sincere in their desire to see each other succeed.

Graduate students must be viewed as early-stage professionals, not as students whose interest is guided by the desire to complete the degree. Graduate students have made a career choice and must be viewed and treated as the next generation of professionals.

To accomplish this, it is essential that graduate students:

- Conduct themselves in a mature, professional, ethical, and civil manner in all interactions with faculty and staff in accordance with the accepted standards of the discipline and the University of Memphis in the College of Health Sciences policies governing discrimination and harassment.

- Recognize that the program faculty provide the intellectual and instructional environment in which the student conducts research, and may, through access to teaching and research funds, also provide the student with financial support.
- Expect that their research results, with appropriate recognition, may be incorporated into progress reports, summary documents, applications for continuation of funding, and similar documents authored by the faculty advisor, to the extent that the student's research is related to the faculty advisor's research program and the grants which support that research.
- Recognize that faculty have broad discretion to allocate their own time and other resources in ways which are academically productive.
- Recognize that the faculty advisor is responsible for monitoring the accuracy, validity, and integrity of the student's research. Careful, well-conceived research reflects favorably on the student, the faculty advisor, and the University of Memphis in the College of Health Sciences.
- Exercise the highest integrity in taking examinations and in collecting, analyzing, and presenting research data.
- Acknowledge the contributions of the faculty advisor and other members of the research team to the student's work in all publications and conference presentations; acknowledgment may mean co-authorship when that is appropriate.
- Recognize that the faculty advisor, in nearly every case, will determine when a body of work is ready for publication and an acceptable venue, since the faculty advisor bears responsibility for overseeing the performance of the students and ensuring the validity of the research.
- Maintain the confidentiality of the faculty advisor's professional activities and research prior to presentation or publication, in accordance with existing practices and policies of the discipline.
- Take primary responsibility to inform themselves of regulations and policies governing their graduate studies and the University of Memphis in the College of Health Sciences
- Recognize that faculty and staff have many professional responsibilities in addition to graduate education.
- Devote an appropriate amount of time and energy toward achieving academic excellence and earning the advanced degree.

- Be aware of time constraints and other demands imposed on faculty members and program staff.
- Take the initiative in asking questions that promote understanding of the academic subjects and advances in the field.
- Communicate regularly with faculty advisors, especially in matters related to research and progress within the graduate program.

Correspondingly, it is imperative that faculty:

- Interact with students in a professional, ethical and civil manner in accordance with the accepted standards of the discipline and the University of Memphis in the College of Health Sciences policies governing discrimination and harassment.
- Impartially evaluate student performance regardless of religion, race, gender, sexual orientation, nationality, or other criteria that are not germane to academic evaluation.
- Serve on graduate student committees without regard to the religion, race, gender, sexual orientation, or nationality of the graduate student candidate.
- Prevent personal rivalries with colleagues from interfering with their duties as graduate advisors, committee members, or colleagues.
- Excuse themselves from serving as advisors, on graduate committees or supervising assistantship work when there is a familial or other relationship between the faculty member and the student that could result in a conflict of interest.
- Acknowledge student contributions to research presented at conferences, in professional publications, or in applications for copyrights and patents.
- Not impede a graduate student's progress and completion of his/her degree in order to benefit from the student's proficiency as a teaching or research assistant.
- Create in the classroom, lab, or studio, supervisory relations with students that stimulate and encourage students to learn creatively and independently.
- Have a clear understanding with graduate students about their specific research responsibilities, including time lines for completion of research and the thesis or dissertation.

- Provide oral or written comments and evaluation of students' work in a timely manner.
- Discuss laboratory and/or departmental authorship policy with graduate students in advance of entering into collaborative projects.
- Ensure an absence of coercion with regard to the participation of graduate students as human research subjects in their faculty advisor's research.
- Refrain from requesting students to do personal work (mowing lawns, babysitting, typing papers, etc.) with or without appropriate compensation.
- Familiarize themselves with policies that affect their graduate students.
- Provide oversight and guidance to graduate students on environmental, safety and other regulatory issues.
- Graduate education is structured around the transmission of knowledge at the highest level. In many cases, graduate students depend on faculty advisors to assist them in identifying and gaining access to financial and/or intellectual resources which support their graduate programs. In addition, faculty advisors, program chairs, etc. must apprise students of the "job market" so that students can develop realistic expectations for the outcomes of their studies.
- In some academic units, the student's specific advisor may change during the course of the student's program, either because of faculty or student wishes. The role of advising may also change and become a mentoring relationship.
- The reward of finding a faculty advisor implies that the student has achieved a level of excellence and sophistication in the field, or exhibits sufficient promise to merit the more intensive interest, instruction, and counsel of faculty.

To this end, it is important that graduate students:

- Devote an appropriate amount of time and energy toward achieving academic excellence and earning the advanced degree.
- Be aware of time constraints and other demands imposed on faculty members and program staff.
- Take the initiative in asking questions that promote understanding of the academic subjects and advances in the field.

- Communicate regularly with faculty advisors, especially in matters related to research and progress within the graduate program.

Correspondingly, faculty advisors should:

- Provide clear maps of the requirements each student must meet, including course work, languages, research tools, examinations, and thesis or dissertation, and delineating the amount of time expected to complete each step.
- Evaluate student progress and performance in regular and informative ways consistent with the practice of the field.
- Help students develop interpretive, writing, oral, technological and quantitative skills, in accordance with the expectations of the discipline and University.
- Assist graduate students in the development of grant writing skills, where appropriate.
- Take reasonable measures to ensure that graduate students who initiate thesis or dissertation research/creative activity do so in a timely fashion, regardless of the overall demands of the laboratory/studio.
- When appropriate, encourage graduate students to participate in professional meetings or display their work in public forums and exhibitions.
- Stimulate in each graduate student an appreciation of teaching, and promote the acquisition of teaching skills where appropriate.
- Create an ethos of collegiality so that learning takes place within a community of scholars.
- Prepare students to be competitive for employment which includes portraying a realistic view of the field and the job market and making use of professional contacts for the benefit of their students, as appropriate.
- Create an environment of the highest ethical standards and insist that the student behave ethically in all their professional activities.

In academic units, faculty advisors support the academic promise of graduate students in their program. In some cases, academic advisors are assigned to entering graduate students to assist them in academic advising and other matters. In other cases, students select faculty advisors in accordance with the disciplinary interest or research expertise. Advising is variant in its scope and breadth and may be accomplished in many ways.

A student's academic performance and a faculty member's scholarly interest may coincide during the course of instruction and research/creative activity/ performance. As the faculty-graduate student relationship matures and intensifies, direct collaborations may involve the sharing of authorship or rights to intellectual property developed in research or other creative activity. Such collaborations are encouraged and are a desired outcome of the mentoring process.