

Graduate Student Handbook

2006-07

Exercise Science Department  
Southern Connecticut State University  
New Haven, CT 06515

RECEIPT OF HANDBOOK

It is the responsibility of each student in the Exercise Science Department to read and become familiar with the information in Graduate Student Handbook.

I have received a copy of the Graduate Student Handbook which describes Department and University information with which I am to be familiar.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Student's Name (Printed)

\_\_\_\_\_  
Social Security #

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
Phone

\_\_\_\_\_  
E-mail

\_\_\_\_\_  
Date

Please sign, date and remove this page from the Graduate Student Handbook and return to the Graduate Coordinator of the Exercise Science Department currently located in the James Moore Field House Room 169 – Human Performance Laboratory

## ***INTRODUCTION***

### **Southern Connecticut State University**

Southern Connecticut State University (SCSU), an urban, public, comprehensive state university, founded in 1893 as the New Haven Normal School, is a fully accredited institution of higher education authorized by the Connecticut General Assembly to offer courses and programs leading to bachelor's, master's, and Ed.D. degrees in the arts and sciences and in various professional fields. Southern also offers a sixth year diploma in several special areas.

Located in New Haven, Southern Connecticut State University functions first as a regional institution involved in the economic and social development of the southern part of the state through quality academic offerings, public service efforts, continuing education programs, and research and grant projects, and cooperative community projects. The Institution serves the entire state by providing educational activities and programs for the citizens of the state.

### **School of Education**

Exercise Science is one of five departments in the School of Education. Enrollment in the department each semester averages 350 undergraduates, 60 master's level students, and 10 certification/cross endorsement students.

The Department's Graduate Coordinator and 9 fulltime graduate and 2 adjunct faculty members, teach and advise both undergraduate and graduate students. The graduate faculty are dedicated to working closely with students in advising, teaching, and hold joint appointments as graduate study professors.

Exercise biochemistry, biomechanics, exercise physiology, and sports psychology laboratories and equipment are among the finest in Connecticut & New England. Students are encouraged to become involved in both faculty and graduate student research through thesis or independent study work that is presented later at State, Regional, or National meetings.

## **ORGANIZATIONAL CHART**

### ***Graduate Dean, Dr. Sandra Holley***

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Dean (Interim) – School of Education, Dr. James Granfield

Department Chairperson, Dr. David Martens

Graduate Coordinator, Dr. Robert Axtell

## **EXERCISE SCIENCE DEPARTMENT PHILOSOPHY/MISSION STATEMENT**

The mission of the Graduate Program in Exercise Science (Human Performance and Psychology of Sport, respectively) is to prepare exercise specialists who will accept significant leadership roles under the fitness umbrella known as sports medicine (i.e. Directors of Corporate Wellness or Rehabilitation Programs, Clinical Exercise Physiologists, strength and conditioning specialists, and the commercial and community fitness industry); prepare qualified students for doctoral study. Furthermore, the mission of the exercise science department is to prepare sport psychologists to work with athletes by preparing and counseling them towards enhanced performance and to work with healthy individuals to enhance exercise adherence.

## **ADMISSION POLICIES**

Applicants to a master's degree program in Exercise Science must submit a formal application for admission to the Graduate School (hard copy or online). The application form and official College or University transcripts are sent directly to the Graduate School at SCSU. Students are not required to take the Graduate Record Examination (GRE) for admission into the University. A current vita should accompany the student's application to the Graduate School. *When all materials have been received, the Department will review the application and recommend acceptance or rejection.* A student accepted for admission to the graduate school must contact the graduate coordinator and make an appointment to plan out their program of study. *The program of study for each student must be submitted for acceptance into the Exercise Science Program.*

The Exercise Science Department requires the following for admission to its Graduate Programs:

1. Master's of Science degree – Exercise Science – Concentrations in: Physiology of Exercise, Human Performance and Strength & Conditioning
  - a. Completion of a bachelor's degree from an accredited college or university with an overall grade point average of **3.0** or higher.

- b. 12 credits in the following courses: Anatomy & Physiology I & II (6 cr), Kinesiology (3 cr) and Physiology of Exercise (3 cr).
  - c. Satisfactory score on the Graduate Record Examination determined by the department.
2. Master's of Science degree – Exercise Science – Concentration in Psychology of Sport
- a. Completion of a bachelor's from an accredited college or university with an overall grade point average of **3.0** or higher.
  - b. 18 credit minimum in the following courses: Anatomy & Physiology I & II (6 cr), Kinesiology (3 cr) and or Physiology of Exercise (3 cr), Introduction to Psychology (3 cr), Personality (3 cr) and Abnormal Psychology (3 cr).
  - c. Satisfactory score on the Graduate Record Examination determined by the department.

The above materials as well as a **PLANNED PROGRAM OF STUDY** (See appendix "x" of an area of specialization need to be submitted according to the following calendar deadlines:

For admission for the following fall semester – **April 1**.

For admission for the following spring semester – **November 1**

Immunization Requirements

Matriculated students in Connecticut universities who were born after January 1, 1957 must provide proof of immunization against measles and rubella (German measles) before they will be permitted to register. Proper measles immunization requires two (2) injections: the first must have been given after 12 months of age. The only exceptions to the preceding are those students who provide laboratory documentation of immunity to measles and rubella, those who provide a physician's statement that immunization should not be done, or those who provide a statement from their pastor, minister, or rabbi that the immunization is against their religious beliefs. Documentation of immunization must be submitted to the Granoff Student Health Center prior to registration.

### Categories of Graduate Students

Students pursuing work in the School of Graduate Studies are classified as Matriculated, Conditionally Matriculated, Granted Early Acceptance, or Non-Matriculated.

#### Matriculated Students

Matriculated students have met all requirements of the Graduate School, the Graduate Program, have completed a planned program, and have received a letter of acceptance from the Graduate Dean or Associate Graduate Dean with a copy of their planned program of graduate studies attached.

#### Conditionally Matriculated Students

A conditionally matriculated student is one who is recommended by a Graduate Program Coordinator for conditional admission under the provisions of the Graduate Council "Policy and Procedure for Recommending Conditional Acceptance" and granted conditional admission. The conditions of admission and the time frame for meeting the conditions are stated on the letter of acceptance sent to the student. Conditional acceptance is not granted for teacher certification programs unless approved by the Dean of the School of Education.

### Students Granted Early Acceptance

A limited number of graduating seniors may be granted early acceptance to the School of Graduate Studies. Early acceptance requires an overall quality point ratio of 3.0 (B) or higher, the written recommendation of the Graduate Coordinator in the department to which the student is applying, and a completed application file, including the planned program of study. Early admission is conditional. A final transcript noting the degree and date awarded must be received by the School of Graduate Studies prior to the beginning of the first semester of graduate enrollment.

### Non – Matriculated Students

Students who take graduate courses at SCSU and are not in one of the categories above are classified as non-matriculated students. Non-matriculated students should have verification of having been awarded a bachelor's degree on file and must meet any program and course requirements to register. Non-matriculated students may earn no more than nine credits toward a degree program before formal application to a graduate degree program.

## GRADUATE DEGREES OFFERED

### Master of Science

The Master of Science (MS) degree in Exercise Science has concentrations available in Physiology of Exercise, Human Performance, and Strength and Conditioning (30 credits) and Sport Psychology (33 credits). The Master's degree with thesis option requires six (6) of the above credits of thesis related work. A student may elect to take the comprehensive exam option (3-hour essay exam taken upon completion of all Exercise Science coursework) which also includes completing a required three credit Independent Study (EXS 600).

### Thesis

A thesis in the major field is recommended and may be required at the discretion of the Graduate Coordinator. For specific instructions on preparation and form of a thesis, the student must obtain: 1) Thesis Proposal Requirements and Guidelines, and 2) Requirements and Guidelines for Graduate Theses from the Graduate Office (Engleman 118). A thesis proposal must be approved by the thesis advisor and the Graduate Dean prior to the preparation of a final thesis. Final theses are published through University Microfilms.

### Recommended Thesis Timeline

1. EXS 590 Thesis Seminar - students should enter this class having already read research articles in the area of thesis interest
  - a. ~ 3 weeks into course, student will select and make initial contact with thesis advisor
  - b. A copy of thesis proposal will be submitted to thesis advisor before the completion of EXS 590
2. Thesis advisor will make no less than one round of revisions and return to student for corrections. This exchange may occur several times depending upon the student's writing abilities.

3. Recommend the student hire an editor to proofread for grammar/APA format (student pays)
4. Submit Proposal to Dean Holley (Graduate Studies) and she will send out to readers for grammar and APA format.
5. Submit IRB application.
6. Conduct study & collect data. Continue to read. Following data collection, need to submit closure form to IRB
7. Student writes first draft of Chapters 4 & 5.
8. Advisor reviews Chapters 4 & 5. Required revisions are returned to the student. This exchange (#7 & 8 above) may continue several times, depending upon writing skills of the student. (Note: Anthony Taddei, Wendy Calzone, Lisa Tartamella, Stephen Perle & Wendy Bjerke have completed the above processes)
9. When advisor is satisfied with the entire document it is recommended that the Student hire an editor to read paper for grammar.
10. Submit thesis to Graduate Dean who will send out to readers for check of grammar and APA format.
11. Student will meet again with Thesis Advisor following corrections made by outside readers.
12. Prepare & schedule Thesis Defense

### Independent Study

Only matriculated students who have completed at least nine credits of graduate work and have attained at least a "B" (3.0) average are eligible for independent study. The application form, which outlines policies and guidelines, is available in the Graduate Office, the EXS Graduate Coordinator's office, or online at the School of Graduate Studies webpage. A completed form includes a title, justification, description, description of how student will be evaluated and reference list. Furthermore, this form must be signed by the student, independent study advisor, graduate coordinator, department chairperson, and the Dean of the School of

Education. Once the Dean has approved the independent study, the form will be forwarded to the Registrar's office where a new section of independent study will be created for the student to register

The semester prior to completing the independent study, the student should select one of their exercise science faculty to be their independent study advisor. The student shall set up a meeting to discuss ideas/thoughts regarding their independent study possibilities (The student must have given significant thought to their independent study project prior to the meeting with their prospective faculty advisor).

### Comprehensive Examination

The comprehensive examination is scheduled by the Graduate Coordinator and may be attempted any time after all coursework included in the student's planned program of study has been completed. A candidate who fails the comprehensive examination may petition the Graduate Coordinator for a second examination if there are extenuating circumstances. If the petition is not granted, the student will be dismissed from the program. Failure in the second examination results in the student's dismissal from the program and exclusion from further candidacy. The second examination will be administered at the next regularly scheduled examination time and will include a re-examination of failed courses only.

The comprehensive examination in Exercise Science is scheduled November, April and July each year. The student must contact the Department secretary (392.6080) and request that a comprehensive examination application be sent to him/her. The comprehensive examination application must be submitted to the department secretary at least one month prior to the examination date. The student is required to answer the EXS 554 Research Techniques question and three other courses from his/her concentration. This test is a 3-hour essay-type examination. If the student fails one or more courses, they are allowed to retake the failed courses one time at the next scheduled exam date at the earliest. If a course is failed on the second attempt, the student will not earn their degree from SCSU.

### Schedule of Dates

Fall

Spring

Summer

Register 9/1

Register 2/1

Register 5/1

Write 2<sup>nd</sup> week November

Write 2<sup>nd</sup> week April

Write 2<sup>nd</sup> week July

### *Preparing for the Comprehensive Examination*

The Exercise Science faculty strongly encourage you to spend at least several months reviewing **ALL** of your exercise science coursework. That is, review your lecture notes, text readings, and research articles used in some courses. You may contact the faculty to get a general sense of his or her approach to the exam.

The following are the directions you receive upon opening your comprehensive examination:

## DIRECTIONS FOR MASTER OF SCIENCE COMPREHENSIVE EXAMINATION

Please read these instructions carefully.

1. Each student must answer all questions for the Research Techniques course.
2. In addition to the Research Techniques course, you must select three (3) courses' questions for which you wish to write from the course listings in your exam packet. Answer the questions for each of the selected courses according to the course professor's instructions.
3. Use one blue book for each course. You will submit a total of four blue books. (If you fill up a blue book for a course question(s), you may ask the exam proctor for a second blue book)

4. Place your Comp Number, the course title, and the professor's name on the cover of each blue book. (DO NOT PUT YOUR NAME ON THE BLUE BOOKS)

Good Luck and Do Well !

#### Time Limitation to Complete Program (Taken from graduate catalog)

All requirements for a graduate degree at SCSU must be completed within a period of six years prior to the granting of the degree or diploma. Courses more than six years old at the time of graduation do not count toward meeting degree requirements. If time for completion of courses on a planned program extends beyond six years, the student assumes the risk of having to meet new requirements. This means that both courses and planned programs have, at best, a six-year validity.

An extension of the time to complete degree requirements may be granted if there are compelling extenuating circumstances. To obtain an extension, a student must petition his or her graduate program advisor prior to the expiration of the course or program. The graduate program advisor then forwards the petition, with a recommendation, to the Graduate Dean. The student and the advisor will be notified in writing of the approval or disapproval of the petition. An extension of more than one year is rarely granted.

#### Continuous Enrollment

Continuous enrollment requires that every graduate student must earn at least six credits towards his or her degree program every calendar year ( a minimum of three credits in the fall and spring terms, respectively) from the time of the first registration until completion of all requirements for the graduate degree. Students enrolled for thesis may take fewer than six credits per calendar year.

Graduate students who have completed all course requirements must register as continuing students until all degree requirements have been met. Payment of the \$40 fee for this status permits use of the library, computer facilities and access to faculty advisors. Students who fail to maintain continuous enrollment status will be charged a \$50 fee upon re-entry.

#### Course Load

The maximum load for a graduate student is 15 hours, and 9 to 12 credits is considered a full load. Courses audited do not count toward minimum graduate hours required for classification as a full-time student.

Registration for more than 15 hours during any semester may be granted to students who have achieved an average of 3.25 or better in at least 9 hours of graduate work. The student must present a completed "Petition for an Irregular Schedule" that has been signed by his or her advisor to the Graduate Dean.

### Undergraduate Courses for Graduate Students

Graduate program advisors may approve up to 6 undergraduate credits in courses at the 300 or 400 level to fulfill the requirements for the master's degree. Such coursework must be taken after a student is accepted to a graduate program and must not be of a remedial nature. This is typically done when a comparable graduate course will not be offered in the near future.

### Transfer Credit

The amount of graduate work transferable to a graduate degree program is limited to a maximum of 25% of the total credits required for the graduate degree, not including prerequisites. Many graduate programs have more restrictive policies. Courses applied to a previously earned degree, diploma, or certificate are not transferable. In order to be transferred, a course must meet the following criteria:

- A. Graduate level from an accredited institution authorized to grant graduate degrees
- B. Passed with a grade of "B" (3.0) or higher; (Pass/Fail courses may not be transferred)
- C. Within the 6-year limit at time of graduation
- D. Recorded on an official transcript from the granting institution
- E. Included on the planned program by the graduate program advisor

Credit hours only, not grades, may be transferred. No transfer credit will be posted until the student has been accepted into a graduate program and has successfully completed at least one semester at SCSU. The QPR is computed for grades earned at SCSU only.

### Suspension and Probation

A student who attempts 9 or more credits that results in a cumulative quality point ratio of less than 3.0 is automatically on probation. If, after

attempting an additional 9 credits, the QPR is still below 3.0, the student will be suspended.

A student whose QPR falls below 3.0 during the last semester of course work will be placed on probation and given one semester to raise the QPR to the 3.0 level required for graduation. If after completing an additional semester of work, the QPR is still below 3.0, the student will be suspended.

A student who is suspended may apply for readmission after the lapse of one semester. To be readmitted, the student must submit a petition to the graduate program coordinator describing why he or she will be successful if readmitted. The graduate program coordinator will return the petition to the student with reasons for disapproval or will forward it to the Graduate Dean with a recommendation for approval.

The petition with the endorsement will be filed in the Graduate Office if it is approved by the Graduate Dean. A copy will be sent to the graduate program advisor and the student. A petition that is not approved will be returned to the graduate program advisor with a letter stating the reasons for not approving the petition.

A readmitted student must achieve a minimum grade point ratio of 3.5 in the next 12 credits of coursework taken. Should the student fail to achieve 3.5, he or she will be dismissed from the Graduate School with no option for readmission.

### Application for Degree/Diploma

**A student must apply for graduation online.** Any student who does not apply for graduation will not graduate. The transcript will show the courses and requirements completed but will not include the notation: "DEGREE AWARDED" and the date of graduation. See Graduate and Undergraduate Schedule of classes for semester that you plan to graduate; look specifically at the calendar at the beginning of the booklet for the exact deadline for January, May and August degree application deadlines. The Registrar's Office processes all applications for graduation **online**. Students must apply for graduation in the beginning of the last semester of course work. Students who fail to file by the prescribed time will not graduate and then must file for the next application period.

Students must maintain an overall 3.0 QPR for courses in the planned program in order to be eligible to graduate.

### Graduation

Degrees and diplomas are issued three times a year in January, May, and August. There is no formal commencement exercise in January or August. Students completing requirements at the end of the Fall or Summer term may elect to participate in the next Spring Commencement or have their diplomas mailed to their permanent address. A graduate commencement and hooding ceremony is held in May. Students who wish to participate in the Graduate Commencement ceremony must notify the Graduate School in writing by February.

### Academic Honesty

The integrity of scholarship is the cornerstone of the academic and social structure of the University. It is the expressed policy of the University that every aspect of graduate academic life, related in whatever fashion to the University, shall be conducted in an absolutely and uncompromisingly honest manner. Violations of academic honesty are grounds for a failing grade and may result in dismissal from the Graduate School.

### Scientific Dishonesty and Fraud

Scientific dishonesty involves some form of fraudulent behavior that entails an act of deception whereby one's work or the work of others is misrepresented. Fraud is distinguished from honest error and from ambiguities of interpretation that are inherent in the scientific process. Further, fraud or serious misconduct involves significant breaches of research integrity that may take numerous forms such as (but not limited to) those outlined below.

1. Falsification of data:  
Fabrication, deceptive reporting, omission of conflicting data.
2. Improprieties of authorship:

Plagiarism, improper assignment of credit, including individuals on a submission without their knowledge, publishing the same material in multiple journals.

3. Misappropriation of other's ideas:  
Improper use of information gained by privileged access on, for example peer review panels, editorial boards, etc..
4. Violation of generally accepted research practices:  
Improper manipulation of an experiment to obtain biased results, improper statistical or analytical manipulations.
5. Violation of federal, state, or institutional rules governing research:  
Improper/illegal use of funds, care of animal and human subjects, etc..
6. Inappropriate behavior in relation to misconduct:  
Inappropriate accusation of misconduct, failure to report known or suspected misconduct destruction of information relative to misconduct, retaliation.