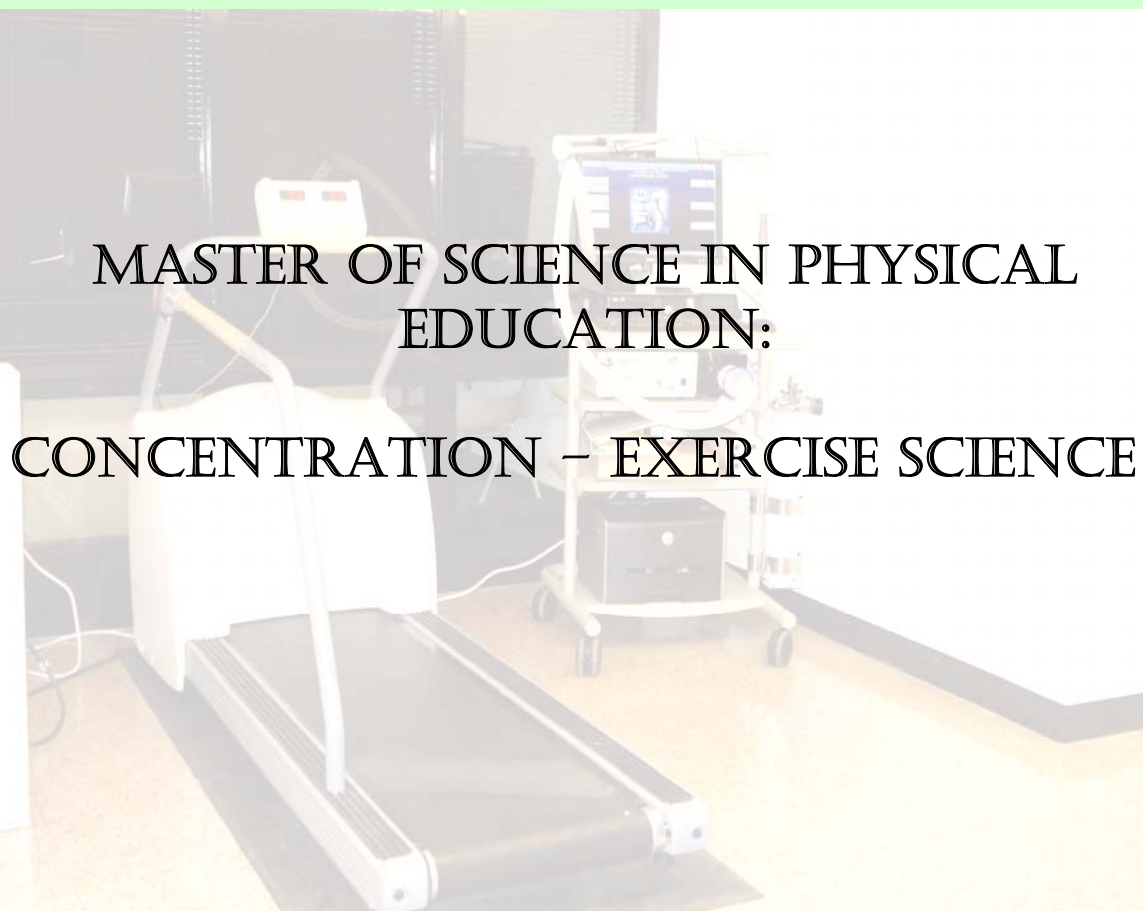




THE UNIVERSITY *of*  
NEW MEXICO

DEPARTMENT OF HEALTH,  
EXERCISE AND SPORTS SCIENCES  
GRADUATE STUDENT SURVIVAL  
GUIDE



MASTER OF SCIENCE IN PHYSICAL  
EDUCATION:  
CONCENTRATION – EXERCISE SCIENCE



# Health, Exercise and Sports Sciences

## *Mission Statement*

The mission of the Department of Health, Exercise and Sports Sciences is to positively impact citizens and institutions of New Mexico and other regions through teaching, scholarship and service pertaining to healthy lifestyles, disease prevention, lifetime physical activity, and/or sports participation. The graduate curricula offered in the program foster understanding in four areas:

*Exercise Science*

*Health Education/Promotion*

*Physical Education Teacher Education*

*Curriculum and Instruction*

*Adapted Physical Education*

*Sport Administration*

# *Exercise Science*

## *Mission Statement*

The mission of the Exercise Science Program is to promote PA and exercise as a means to attain and maintain health, physical fitness, and quality of life throughout the lifespan. We strive to develop model programs that integrate theory, research, and clinical practice and exemplify quality teaching and learning for exercise science professionals and the public at-large. In light of this mission, the goals of the Exercise Science Program are:

***Research:*** To support and promote basic, applied, clinical, and interdisciplinary research and to strengthen research quality of faculty and students in the Exercise Science Program, as well as allied health programs.

***Education:*** To promote quality teaching and learning for Exercise Science students, practitioners, and the public at-large.

***Leadership:*** To play a leadership role in the promotion of life-long physical activity and physical fitness for all individuals.

***Professionalism:*** To encourage Exercise Science students and practitioners to continue their professional development through participation in activities sponsored by professional organizations.

***Certification:*** To enhance the quality of clinical practice in Exercise Science by encouraging students and practitioners to obtain national certifications sponsored by professional organizations.

In order to best achieve these goals, the Exercise Science Program recognizes the importance of and makes a **commitment** to promotion:

- Interdisciplinary linkages and collaboration with other UNM programs, other research and teaching institutions, and the community at-large.
- Multidisciplinary and interdisciplinary knowledge base for Exercise Science students and professionals.
- Sensitivity to the diverse needs of individuals with differing abilities, interests, and cultural backgrounds.
- Reflective practice which enables practitioners to bridge the gap between theory, research, and experience and encourages them to use their knowledge for making informed decisions about practice.



# Curriculum

## Curriculum for the Master of Science in Physical Education:

The Master's degree program is designed to prepare exercise scientists for health/fitness, corporate, and rehabilitation settings. A minimum of 34 credit hours of coursework beyond the B.S. degree is required for this concentration.

### **PROGRAM OF STUDY (34 CREDIT HOURS) \***

EdPsy 603 Statistical Designs in Education (3)  
Ed Psy 505 Planning and Conducting Research (3)  
or PE-P 507 Research Design in HPER (3)  
PE-P 500 Exercise Science Seminar (1)  
PE-P 501 Intermediate Exercise Physiology (3)  
PE-P 502 Designs for Fitness (3)  
PE-P 503 EKG Interpretation (3)  
PE-P 508 Exercise Testing and Interpretation (3)  
PE-P 530 Lab Procedures in Exercise Science (3)  
PE-P 532 Body Composition (3)  
PE-P 696 Internship in Exercise Science (3)  
Electives 6 credit hours (Advisor Approval)

\* Elective courses from Exercise Science or related disciplines (e.g. Nutrition, Biology, Biomedical Sciences, Chemistry, etc) may be substituted for any required courses that were satisfactorily completed prior to acceptance into the Master's degree program.

All course substitutions must be approved by your M.S. Committee on Studies.



## EXERCISE SCIENCE ELECTIVES

- PE-P 523 Biomechanics
- PE-P 528 Neuromuscular Basis of Human Performance
- PE-P 535 Exercise Biochemistry
- PE-P 579 Sports Physiology
- PE-P 587 Physical Activity & Aging
- PE-P 625 Writing for Professional Publication
- PE-P 627 Seminar in Applied Physiology
- PE-P 536 Exercise Biochemistry Laboratory
- PE-P 562 Exercise in Extreme Environments
- PE-P 565 Exercise Endocrinology
- PE-P 593 Selected Topics: Pediatric Exercise Physiology



## Summary of MS Student Comprehensive Exam, *Thesis (if applicable)* and Graduation Procedures

Please read and follow the guidelines below carefully when you are *within two semesters of graduation*. If you do not know who your faculty advisor is, please see the program coordinator for your program as soon as possible.

### MS Procedures

1. The Office of Graduate Studies requires that all graduate students be enrolled in at least 1 credit hour in the semester that they graduate and/or take comprehensive exams. A written petition (to OGS and signed by the Department Chair) to waive the enrollment requirement may be considered if ALL degree requirements for the program have been completed, but graduation paperwork deadlines were not met. Please see your advisor or the department chair for further explanation.
2. Master's students must have a ***Program of Studies*** (POS) approved by their graduate faculty committee ready to submit to the Office of Graduate Studies (OGS) the semester PRIOR to when they plan to graduate. To start this process, go the OGS website at <http://www.unm.edu/~grad/> On the homepage, click on "OGS Forms" On the Forms page, scroll down to "Graduation" and click on "Program of Studies for MS Degree"

*Print out this form and set up a meeting with your advisor for instructions on completing the form. This MUST be done PRIOR to the deadlines listed below.*

DEADLINES to submit the completed form, signed by your committee AND the department chair are as follows:

March 1 for Summer graduation

July 1 for Fall graduation

October 1 for Spring graduation

Completed Programs of Study signed by the advisor should be given to the Administrative Assistant, Carol Catania in the Main Office in

Johnson Center, who will forward them to Department Chair for final signature.

3. At the time that the Program of Study is submitted, students also need to see the Department Administrator to fill out the ***Notification of Intent to Graduate*** Form. Your name must be on the OGS graduation list by the last day of the semester PRIOR to the semester of graduation. **It is your responsibility as a student to ensure that you have completed the necessary paperwork to be included on the graduation list by the above deadline.**
4. **Scheduling of Comprehensive Exam.** Usually in the last semester of coursework and/or in the semester immediately following that in which coursework is completed, all MS students are required to take a comprehensive exam (written, oral, or both). Please note that OGS requires students to be enrolled in the semester that they take the comprehensive exam. The following procedure **MUST** be followed in order to prevent delay in the comprehensive exam and possible delay in graduation.

#### Steps in Process:

- A. Student should first meet with his/her advisor to discuss and schedule an exam date. (If oral exam is required, student will need to arrange date and time with all committee members). This must be done **at least 3 weeks prior** to the written and/or oral comprehensive date. You will need to discuss the exam format and obtain a signed “Permission to Take Comprehensive Exam” form from your advisor.
- B. Once an agreed upon date has been achieved **AND at least 3 weeks** prior to the proposed written and/or oral comprehensive exam, student **MUST** see Carol Catania, Administrative Assistant in the main office to schedule the date and time for the Exam. You will submit the signed “Permission to Take Comprehensive Exam” form obtained in Step A *above*.
- C. Once the above items have been done, Carol Catania in the main department office will coordinate the official scheduling of the exam by preparing the “Announcement of Exam Form.”



This form will be submitted to OGS for final approval. *A 2 week notice (14 full days) is required before OGS will approve the form.*

5. Master's students doing Plan I (thesis), must follow the thesis guidelines provided in the current UNM Catalog. Students pursuing the Thesis, should meet with their advisor as soon as feasible to discuss the research plan. In some programs, the thesis defense is done in lieu of the comprehensive exam.

Students who complete the thesis must also have a Report on Thesis Form and “grey sheets” from each committee member submitted to OGS by the following deadlines in order to graduate:

- April 15 for Spring graduation
- July 15 for Summer graduation
- November 15 for Fall graduation



## MS Student Comprehensive Exam and Graduation Procedures Checklist

***Student: You should read each of the items below carefully and begin checking them off starting 1 full semester **PRECEDING** the semester you plan to graduate. **YOU WILL NEED TO TURN IN THIS CHECKLIST AT THE END OF THE PROCESS...SEE LAST ITEM!*****

NOTE: An example of ALL “forms” mentioned in the checklist can be viewed in the “Examples of Forms” section of the Survival Guide. All forms you will have to submit are underlined in the checklist.

\_\_\_\_\_ Meet with Advisor after at least 12 credit hours have been completed, but **BEFORE** the last semester of coursework to discuss the Program of Studies (form available online at <http://www.unm.edu/~grad/forms/forms.html>)

\_\_\_\_\_ Submit completed and signed Program of Studies to Carol Catania (277-5151 or [catania@unm.edu](mailto:catania@unm.edu)) in main department office by the deadlines below:

March 1 for Summer Graduation

July 1 for Fall Graduation

October 1 for Spring Graduation

\_\_\_\_\_ In the semester **PRIOR** to planned graduation, see Carol Catania in the main office to complete the “Notification of Intent to Graduate” form. This **MUST** be done **BEFORE** the last day of the semester prior to your planned semester of graduation.

\_\_\_\_\_ In the last semester of coursework, form a comprehensive exam committee in consultation with advisor.

\_\_\_\_\_ You must be enrolled in at least 1 credit hour in the semester you are taking comprehensive exams and in the semester of graduation. (Petition to OGS required for any exceptions).

\_\_\_\_\_ Meet with advisor several weeks **PRIOR** to the proposed comprehensive exam to obtain “Permission to Take Comprehensive Exam” form. Discuss this form with your advisor to clarify procedures for the exam. (This step **MUST** be done at least 3 weeks prior to exam).

**NOTE:** Department programs have different policies regarding the scheduling of summer and intersession comprehensive exams. **See advisor for information.** OGS Deadlines for completion and evaluation of comprehensive exam are as follows:

November 15 for Fall graduation.  
April 15 for Spring graduation  
July 15 for Summer graduation (consult with your advisor regarding scheduling of summer comprehensive exams.

- \_\_\_\_\_ Meet with Carol Catania in the main office to turn in the “Permission to Take Comp Exam” form and officially schedule the comp exam. (this should occur at least 3 weeks prior to exam to prevent problems and delays). *You must have an OGS approved Program of Studies in your file to schedule the exam.* The 3 week time frame is recommended because OGS requires that the “Announcement of Exam” form be approved by the committee, the department chair and OGS at least **TWO FULL WEEKS (14 DAYS) IN ADVANCE OF THE EXAM DATE.** Carol will assist you in identifying open dates on the calendar and will prepare the “Announcement of Exam” form, which must be posted on the main HESS bulletin board in Johnson Center. **ANY CHANGES TO THE SCHEDULED EXAM MUST BE APPROVED BY THE ADVISOR BEFORE RESCHEDULING THE EXAM WITH CAROL. HAVE ADVISOR WRITE NOTE OR SEND MEMO TO CAROL.**

**Important Note for Exercise Science MS Students:**

MS students in Ex. Science must schedule both a written exam **AND** an oral exam (the oral exam date is the one that will appear on the OGS announcement form and must be approved by OGS at least 14 days prior to the exam). *The oral exam usually takes place approximately 1 week after the written exam. You will need to identify a date and time that works for your committee and also schedule a room. This can be coordinated through Carol and Roger Wrolstad ([wr50@unm.edu](mailto:wr50@unm.edu)). See Carol for assistance.*

- \_\_\_\_\_ After completing all of the above items, obtain initials on the checklist from Deborah Giron, Department Administrator in the main office **PRIOR** to your comprehensive exam date. This is to verify that all requirements have been met and that all paperwork is complete.

## Examples of Forms

THE UNIVERSITY OF NEW MEXICO

## The Office of Graduate Studies

## PROGRAM OF STUDIES FOR: MASTER'S DEGREE/GRADUATE CERTIFICATE

*Submit one completed form to OGS. The original is retained by OGS; a copy is returned by OGS to the graduate unit after approval.*

**Please print legibly or type this form completely.** Leaving any question blank will result in a delay of approval.

*Courses used for a master's degree may not be more than 7 years old at the time of graduation; departments may impose stricter limits.*

**DEADLINES:** March 1 for Summer, July 1 for Fall, and October 1 for Spring.

*Early submission to your department or graduate unit is strongly recommended, as your faculty will need time to approve the form.*

*Failure to submit this form on time will delay your graduation.*

*This form must be approved by OGS before a student may take the master's examination.*

## 1. Personal Information

UNM ID Number: \_\_\_\_\_ Date: \_\_\_\_\_

Name (as it appears on UNM record): \_\_\_\_\_

Other Names Used at UNM: \_\_\_\_\_

Local Address: \_\_\_\_\_

Street	City	State	Zip	Telephone
_____	_____	_____	_____	_____

Permanent Address: \_\_\_\_\_  
 Street City State Zip Telephone

Email Address: \_\_\_\_\_

2. Department or Graduate Unit: a) \_\_\_\_\_ b) \_\_\_\_\_

3. List all degrees you currently hold (include both undergraduate and graduate degrees, major, institution, and date conferred for each):

Degree	Major	Institution	Date Conferred (mm/dd/yyyy)
Degree	Major	Institution	Date Conferred (mm/dd/yyyy)
Degree	Major	Institution	Date Conferred (mm/dd/yyyy)

4. Select appropriate option (Required): (list exactly as shown in the *University Catalog*)

☐ Master's Degree    ☐ Dual Degree    ☐ Master's Degree (plus Graduate Certificate)    ☐ Graduate Certificate Only

Degree Abbreviation (Primary Program)	Major	Banner Major Code
Degree Abbreviation (Secondary Program) – Dual Degree	Major	Banner Major Code
Degree Abbreviation (Certificate)	Major	Banner Major Code

5. Concentration #1: \_\_\_\_\_ 6. Minor (if any): \_\_\_\_\_

Concentration #2: \_\_\_\_\_ If declaring a formal minor, additional paperwork is required

7. Plan I (with thesis) ☐ 8. Semester and year that you expect to complete all requirements for this degree: \_\_\_\_\_

Plan II (without thesis) ☐ Semester of Graduation Year

9. You must choose a UNMCatalog/Graduate Bulletin. You must meet all program degree requirements specified in a UNM catalog/bulletin in effect since your admission/readmission (see POS Guidelines for details and restrictions).

Which publication have you selected? ☐ 1999-2001 ☐ 2001-2003 ☐ 2003-2005 ☐ 2005-2006 ☐ 2006-2007 ☐ 2007-2008





**11. Applied Credit:** List courses used to fulfill graduate degree requirements while in non-degree, extension or undergraduate status at UNM. Please see the section on APPLIED GRADUATE CREDIT in the *University Catalog*.

*	Dept & Course #	Course Title	Sem Hrs	Grade	Sem/Year (e.g. Fall/2006)	Instructor

**12. Transfer Courses:** List courses completed at an institution other than UNM but used to fulfill requirements for this degree. Official transcripts required.

*	Dept & Course #	Course Title	Sem Hrs	Grade	Sem/Year (e.g. Fall/2006)	Institution Name

**13. Transcribed Graduate Certificate Courses:** List courses completed to fulfill the requirements established by the certificate program as listed on front page.

*	Dept & Course #	Course Title	Sem Hrs	Grade	Sem/Year (e.g. Fall/2006)	Instructor

**14. Language and/or Skill Requirements:** (this section to be completed by Faculty Graduate Director only)

If your program requires a language and/or skill, has this student met the requirement? Yes ☐ No ☐ n/a ☐

\_\_\_\_\_  
Signature of Faculty Graduate Director

- Credits used to fulfill requirements for any other degree may not be applied toward this degree

- You are responsible for knowing all UNM graduate regulations and requirements, as well as those specific to your graduate program. You are encouraged to obtain a *University Catalog* and obtain copies of your program's particular graduate requirements

**15. APPROVALS (Unit #1 – Primary)**

Signature of Student _____	Date _____
Signature of Major Advisor _____	Date _____
Major Advisor (printed or typed name) _____	Date _____
Signature of Faculty Graduate Director or Graduate Unit Chair _____	Date _____
Signature of Dean of Graduate Studies _____	Date _____

**16. APPROVALS (Unit #2 – Dual/Certificate)**

Signature of Student _____	Date _____
Signature of Major Advisor _____	Date _____
Major Advisor (printed or typed name) _____	Date _____
Signature of Faculty Graduate Director or Graduate Unit Chair _____	Date _____
Signature of Dean of Graduate Studies _____	Date _____

**FOR OGS USE ONLY**

Time limit for completion of degree:

Entered: \_\_\_\_\_

Degree: \_\_\_\_\_ Major: \_\_\_\_\_ Major Code: \_\_\_\_\_

\*\*\*\*\*

Plan I ☐ Plan II ☐

Coursework [ ] \_\_\_\_\_ Required Courses: \_\_\_\_\_

Diss/Thesis [ ] \_\_\_\_\_

500 Min [ ] \_\_\_\_\_

Prob Max [ ] \_\_\_\_\_

Master's hrs [ ] \_\_\_\_\_

Lang/Skill (1) \_\_\_\_\_ (2) \_\_\_\_\_ Transf / ND / Ext / UG \_\_\_\_\_

GPS (3.0) \_\_\_\_\_ Instr. (50%) \_\_\_\_\_ Time Limit \_\_\_\_\_ Extension \_\_\_\_\_

Post Masters \_\_\_\_\_ 18 hrs after \_\_\_\_\_ 24 @ UNM \_\_\_\_\_ Doc / MFA Comp \_\_\_\_\_

Processor \_\_\_\_\_ Approved as presented this date \_\_\_\_\_

**UNIVERSITY OF NEW MEXICO**  
**NOTIFICATION OF INTENT TO GRADUATE**

**[Incomplete grades not resolved by the last day of the semester may postpone your graduation]**

DATE: \_\_\_\_\_

TO: Graduation Coordinator, Health, Exercise & Sports Sciences

FROM: \_\_\_\_\_  
Printed Student Name Student Number

This notification will not be accepted until an Application for Candidacy for doctoral students or a Program of Studies for Master's students, has been submitted to the Dean of Graduate Studies. The Program of Studies for the Master's degree must be submitted to the Dean of Graduate Studies by the 15<sup>th</sup> of the month the month before the end of the semester prior to the one in which a student intends to graduate.

My **Program of Studies/Application for Candidacy** has been submitted (check one) YES ☐ NO ☐

I expect to **complete all necessary degree requirements** in time to graduate at the end of \_\_\_\_\_  
Semester Year

HESS, Health, Exercise & Sports Sciences

GRADUATE UNIT: \_\_\_\_\_

MASTER'S DEGREES (check degree & check plan) MS ☐  
PLAN I ☐ II ☐

DOCTORAL DEGREES (check degree) PHD ☐

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**APPROVALS:**

This form must be submitted to the student's **academic unit**.

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

\_\_\_\_\_  
Printed and signed name of Graduate Advisor/Chairperson

**This Notification of Intent to Graduate must be submitted by the following DEADLINES:**

Fall Graduation – Before the End of Summer Semester	Spring Graduation – Before the end of Fall Semester	Summer Graduation – Before the end of Spring Semester
--------------------------------------------------------	--------------------------------------------------------	----------------------------------------------------------

Except for courses in which you are currently enrolled. **ALL DEGREE REQUIREMENTS** (including thesis & dissertation manuscripts, graduate exams and defenses) **MUST BE COMPLETED** and **RELATED DOCUMENTATION RECEIVED BY OGS** by the following **DEADLINES:**

Fall Graduation - Nov. 15	Spring Graduation – April 15	Summer Graduation – July 15
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NAME: \_\_\_\_\_

SS # \_\_\_\_\_

DEGREE TITLE: \_\_\_\_\_

EMAIL: \_\_\_\_\_ PHONE: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

\*\*THESIS/DISSERTATION TITLE:

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COMMITTEE CHAIR: \_\_\_\_\_

\*\*PREVIOUS DEGREES: 1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

(Sample: BS-HEALTH ED – University of New Mexico – 1997)

\*\*PLEASE NOTE:

THE TITLE OF YOUR THESIS/DISSERTATION, AS LISTED ON THIS FORM AND YOUR PREVIOUS DEGREES WILL APPEAR IN THE COMMENCEMENT PROGRAM. CORRECTIONS TO YOUR MANUSCRIPT TITLE WILL ONLY BE ALLOWED FOR DIPLOMA AND TRANSCRIPT, IF NECESSARY.

YOU MUST BE REGISTERED FOR THESIS/DISSERTATION HOURS IN THE SEMESTER IN WHICH YOU SUBMIT YOUR MANUSCRIPT TO THE OGS.

THIS INFORMATION IS BEING REQUESTED SO INFORMATION CAN BE SENT TO YOU REGARDING CONVOCAION, BUT IF YOU HAVE A “PRIVACY FLAG” SHOWING ON THE IDMA/SIS/BANNER SYSTEM, THE UNIVERSITY SECRETARY CANNOT INCLUDE YOUR NAME ON THE CONVOCAION PROGRAM. IF YOU WANT YOUR NAME INCLUDED IN THE PROGRAM, YOU MUST SEND THE OFFICE OF GRADUATE STUDIES A WRITTEN REQUEST, EXPLAINING THAT YOU HAVE A PRIVACY FLAG AND THAT YOU WANT YOUR NAME IN THE PROGRAM. PLEASE INCLUDE YOUR SOCIAL SECURITY NUMBER, YOUR PROGRAM NAME AND THE DEGREE BEING GIVEN.

**Intent to graduate.o6**

## HESS-Department of Health, Exercise and Sport Sciences

### PERMISSION TO TAKE COMPREHENSIVE EXAM FORM

**NOTE: Student must meet with advisor to review these procedures and bring the SIGNED form to the main department office in order to schedule the comprehensive exam. Office personnel will NOT schedule the exam without the form signed by both the student and faculty advisor.**

#### **Comprehensive Exam Procedures:**

All students taking a comprehensive examination must schedule the room with Carol Catania in the main office. If Carol is not available, you may see Deborah Giron.

The examination will be taken on the computer located in Johnson Center Room 1155 B. It is the only computer that can be used for the comp exams.

Written exams and oral exams may be held during interim periods (between semesters) **only** if all the committee members agree to the date and time scheduled. Student must check with the faculty advisor to find out the policies specific to her/his program area regarding comp exams scheduled outside of the regular Fall or Spring semester.

*The following should be reviewed by the faculty advisor and student:*

1. No books, notes, paper, hand held devices, etc. can be brought into the comp exam room. (A few sheets of blank paper will be available in the room for student's to use for concept mapping or organizing thoughts if needed).
2. Exams begin at 8:00 a.m. and the student must finish by 5:00 p.m. Students will not be allowed to start early or stay late.
3. Master's exams are typically 8 hours in length (1 day). PhD exams are 12-16 hours in length (2 days).
4. Student will need to see Deborah Giron or Carol Catania in main office to begin the exam.
5. The student will not be allowed to leave the room while answering a question, unless there is an emergency.
6. The student will be allowed to leave the room between questions to take a break or go to lunch.
7. Students must save their answers on the hard drive of the computer in room 1155B. *It is advisable to save your work often. Save your answers on the Desktop in a folder with your name on it.*
8. Exams will be evaluated by the committee typically within 1 to 2 weeks. Student should contact committee chair for results. Upon successful completion of the comprehensive exam, a congratulatory letter will be mailed directly to the student's home address.



9. In the case of failure of one or more components of the exam, university policy allows one opportunity for retake (written and/or oral) to be approved and arranged by the committee of studies.
10. Students who are caught cheating are not allowed a second chance and will be expelled from their graduate program.

***I have read and understand the above comprehensive exam policies and procedures and agree to abide by them.***

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<b>Student signature</b>	<b>Printed Name</b>	<b>Date</b>
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<b>Committee Chair signature</b>	<b>Date</b>
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### ANNOUNCEMENT OF EXAMINATION

*This form must be submitted to the Office of Graduate Studies at least two weeks prior to the date of the examination.*

GRADUATE UNIT: \_\_\_\_\_ DATE: \_\_\_\_\_  
GRADUATE UNIT CONTACT NAME AND PHONE: \_\_\_\_\_  
STUDENT NAME: \_\_\_\_\_ UNM ID: \_\_\_\_\_

<input type="checkbox"/> <b>Master's Exam/Project</b> <input type="checkbox"/> <b>Ph.D. Comprehensive Exam</b> <input type="checkbox"/> <b>Ed.D. Comprehensive Exam</b> <input type="checkbox"/> <b>M.F.A. Comprehensive Exam</b> <input type="checkbox"/> <b>Final Exam for Thesis (Thesis Defense)</b> <input type="checkbox"/> <b>Final Exam for Doctorate (Dissertation Defense)</b>	<p>Students wishing to take any of the exams listed must be in active graduate status and must not be on any type of probation.</p> <p>Students seeking a master's degree (other than MFA) must have a Program of Studies approved by the Dean of Graduate Studies on file with OGS to be eligible to take the master's exam. The above named student's Program of Studies was approved by the Dean of Graduate Studies on the following date: _____</p> <p>Doctoral/MFA Students: It is strongly recommended that the Application for Candidacy be completed and approved by the graduate unit before the student takes the Comprehensive Examination.</p>
Date, Time, and Place of Examination: _____	
Title of Thesis or Dissertation: _____	
_____	
_____	

In consultation with the student, we propose the following examination committee:

Full Name (please print or type)	Graduate Unit
Examination Committee Chair:	

\_\_\_\_\_  
Signature of Graduate Unit Chair

To: Examination Committee Chair  
From: Dean of Graduate Studies

The proposed committee is authorized to conduct the examination announced above, and the student is eligible to take the exam. **Within two weeks of the examination**, please complete the reverse side of this form and return it to the Office of Graduate Studies.

\_\_\_\_\_  
Signature of the Dean of Graduate Studies

\_\_\_\_\_  
Date

## Additional Graduate School Policies to Know

The list below is a reminder of some of the policies of OGS that are in the current UNM catalog but are not always easy to remember. This is not an exhaustive list of policies, but hopefully one that will prevent some problems if you look over it occasionally!

1. Students who were enrolled at any time in their program under non-degree status and who received a grade of B- or below in a course will not receive credit for that course on the Program of Studies for the MS degree or the Candidacy Form for the PhD. This means that a substitution course (including Problems or Directed Readings) must be completed with a grade of B or better and a memo submitted to OGS requesting approval of the substitution. See your advisor for more information if you think this applies to you.
2. All members of a thesis/dissertation committee **MUST** be present at the manuscript defense. If physical presence is not possible, synchronous by telephone/video conference is allowed. Also, an original signature of each committee member is required. If necessary, the committee member who cannot provide an original signature may request a proxy signature by submitting the Proxy Request Form at least two weeks prior to the defense.
3. No more than 6 hours of coursework with a grade of C or C+ may be credited toward a graduate degree. Only required/core courses may be repeated for a higher grade by a graduate student (maximum of 9 credit hours). The process is not automatic and requires the student to complete a “Grade Replacement Form” available at the Office of Records and Registration.
4. Student must complete a minimum of 50% of required coursework after admission to the graduate program.
5. Students may petition the Dean of Graduate Studies for an exception to any of the university wide policies specified in the catalog. See the most recent catalog for information on the petition process. Remember that writing a petition **DOES NOT GURANTEE** that it will be accepted.



### GRADUATION COURTESY POLICY REQUEST

The Office of Graduate Studies offers a graduation Courtesy Policy described below. In order to notify OGS and your department of your intent to utilize this courtesy, please fill out this form.

University regulations require that the student must be enrolled and complete a minimum of one hour of graduate credit in the term they complete degree requirements. Should the student miss the graduation deadline (July 15 for summer graduation, November 15 for fall graduation, April 15 for spring graduation), but complete all degree requirements on or before the last day of that term, the student is not required to register for the next (graduation) term. The degree program must submit the student's name on the proposed graduation list for actual term of graduation.

Name: \_\_\_\_\_

UNM ID: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_

By signing this form I am certifying that I have read the Courtesy Policy as described above and that all the requirements for my degree have been met by the last day of the term immediately preceding my intended term of graduation (\_\_\_\_\_). I have informed my department/graduate unit of my intent to graduate. Year/Term

\_\_\_\_\_  
Student signature

\_\_\_\_\_  
Date

## **Graduate and Professional Student Association (GPSA)**

GPSA strives to identify, promote, and support interests and concerns that are important to the welfare and academic development of graduate/professional students at UNM.

The GPSA has been the recognized Graduate and Professional Student Government at the University of New Mexico since 1969. We strive to represent students on issues ranging from research grants to health insurance to academic freedom. GPSA stays involved on campus by sending representatives to numerous university boards, university and faculty senate committees, and the UNM Board of Regents. GPSA actively lobbies the New Mexico State Legislature for graduate and professional student interests. We also try to meet individual student needs, whether by providing access to our computer lab in SUB 1021, or by funding student research or travel through GPSA grants.

### **GPSA FUNDING**

The GPSA has multiple funding sources for graduate and professional students and organizations. For individual research and travel, GPSA allocates:

- Student Research Allocations Committee (SRAC) grants
- Specialized Travel (ST) grants
- Graduate Research and Development (GRD) grants

For chartered student organizations, the GPSA allocates:

**-Pro-rated Benefit Funds (PB Funds).**

For all chartered graduate/professional graduate student organizations affiliated with a department.

**-Projects Funds.** For departmental or individual projects that will benefit your department and the UNM community.

**-Finance Committee Allocations.** For chartered, non-departmental organizations.



Other campus resources for graduate/professional students seeking grants:

- [-Research, Projects & Travel \(RPT\) grants](#)
- [-Office of the Vice President for Research](#)
- [-MIDAS database](#)

GPSA recognizes the importance of all types of funding to graduate and professional students. While GPSA does not offer fellowships or assistantships, we continually lobby for this type of funding within the university and at the legislature. Please contact your department concerning the availability of assistantships. The following sites may also be useful in finding funding sources, both on campus and beyond.

- Office of Graduate Studies
- University Financial Aide
- Council of Graduate Schools

Graduate and Professional Student Association (GPSA)

The University of New Mexico

Student Union Building 1021

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## Department of Health, Exercise and Sports Sciences Policies on Academic Dishonesty

The College of Education abides by the University of New Mexico policy on academic dishonesty in the following way:

Academic dishonesty includes, but is not limited to, dishonesty in quizzes, tests or assignments; claiming credit for work not done or done by others; hindering the academic work of other students; misrepresenting academic or professional qualifications within or without the University; and nondisclosure or misrepresentation in filling out applications or other University Records.

Please see the University of New Mexico Pathfinder for detailed information.

<http://www.unm.edu/~pathfind/>

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The background of the page features a faded, artistic photograph of several hot air balloons. One balloon in the upper right has a prominent red and yellow checkered pattern. Another balloon in the lower left shows a blue, red, and yellow checkered pattern. A third balloon with a similar pattern is visible in the lower center. The balloons are set against a light, hazy sky.

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