



**THE UNIVERSITY *of*
MISSISSIPPI**

**HEALTH, EXERCISE SCIENCE AND
RECREATION MANAGEMENT**

GRADUATE HANDBOOK

A Supplement to:
Graduate Coordinator's Handbook,
Manual for Thesis and Dissertation Preparation,
and the Graduate School Catalog

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INTRODUCTION

The graduate faculty of the Department of Health, Exercise Science and Recreation Management (HESRM) hopes to provide the best opportunities for the education and development of graduate students. Carefully considered policies and procedures are followed to assure that appropriate alternatives are available, that fairness and support are continuing, that merit is recognized, and that proper credit is given and recorded.

The *Department of Health, Exercise Science and Recreation Management Graduate Handbook* was developed to provide information and to set forth policies and procedures pertinent to graduate study in the Department of Health, Exercise Science and Recreation Management. Students and faculty should be aware that this publication is a supplement to regulations contained in the University of Mississippi's *Graduate Coordinator's Handbook*, *Manual for Thesis and Dissertation Preparation* and the *Graduate School Catalog*. This handbook generally does not duplicate the standard policies and procedures presented in these documents.

All graduate students should familiarize themselves with the *Manual for Thesis and Dissertation Preparation*, the *Graduate School Catalog*, *The University of Mississippi M-Book* and the *Department of Health, Exercise Science and Recreation Graduate Handbook* which are all available on-line.

Important points

- **The primary responsibility for adherence to policies, regulations, deadlines, and degree requirements rests with the student.**
- **Students should be aware that most faculty are not on contract during the summer. Students must consult their advisor if they want to take the comprehensive exam, propose, defend or graduate during the summer.**

For course descriptions, see *The University of Mississippi Graduate School Catalog*.

Throughout this document the terms "Graduate Faculty Committee" and "Graduate School" are used extensively. The **Graduate Faculty** Committee consists of all tenured and tenure-track faculty of the Department of Health, Exercise Science and Recreation Management and is responsible for the oversight and implementation of policy and procedures at the Department level.

The **Graduate School** refers to The University of Mississippi office established as the University's representative body.

Section 1

ORGANIZATION OF THE DEPARTMENT

MISSION

The mission of the department is to promote health, well-being, and quality of life through expansion and dissemination of knowledge and through the development of professionals who will deliver physical activity, sport and recreation, and health-related programs and conduct research into the underlying sciences supporting these practices.

ORGANIZATION

1. The Department is an administrative and programmatic unit within the School of Applied Sciences at The University of Mississippi.
2. The Department is composed of three graduate academic program areas as follows:
 - Exercise Science (ES)
 - Health Promotion (HP)
 - Sport and Recreation Administration (SRA)

GOVERNANCE

Each program area (ES, HP & SRA) has a coordinator, referred to as an Area Program Coordinator (APC). The Department Chair and Graduate Program Coordinator (GPC) oversees the graduate program areas and work with APCs and their program Graduate Faculty Committee.

1. The Graduate Faculty Committee is composed of all tenured and tenure track faculty within the Department;
2. The APC is coordinated by the Graduate Program Coordinator (GPC).
3. The GPC shall be elected for a three-year term;
4. Elections for the GPC shall be held during the spring semester.

Section 2

GRADUATE FACULTY COMMITTEE

The Graduate Faculty Committee is responsible for the conduct and administration of the Department's three graduate program areas. The committee formulates rules and procedures within the policies established by the Graduate Council of the Graduate School. Other responsibilities of the Graduate Faculty Committee are identified in the *Graduate Coordinator's Handbook*. In addition, the Department's Graduate Faculty Committee is responsible for the following:

1. Maintaining records and monitoring matriculation of each graduate student through graduation insuring compliance with established policies and procedures;
2. Assisting in recruitment of graduate students;
3. Arranging for guest lecturers and graduate convocations in conjunction with the graduate faculty;
4. Reviewing new graduate course proposals;
5. Evaluating old and new program areas.

HESRM GRADUATE PROGRAM COORDINATOR

The HESRM GPC performs the following tasks:

1. Chairs the HESRM Graduate Faculty Committee meetings;
2. Maintains graduate student files with the assistance of the Administrative Assistant assigned to the HESRM Graduate Faculty Office (Turner Center 216);
3. Schedules and conducts at least two Graduate Faculty Committee meetings per academic year (usually fall & spring semesters);
4. Conducts the daily business of the HESRM Graduate Faculty Office under the auspices of the Graduate Faculty Committee according to the *Graduate Handbooks* of the Department of Health, Exercise Science and Recreation Management, and the Graduate School;
5. Conducts indoctrination sessions about policies and procedures related to the graduate degree programs for new faculty and students;
6. Is the liaison between the Graduate Faculty Committee of the Department, the Department Chair and the Graduate School of the University.

HESRM GRADUATE FACULTY OFFICE

Located in **216 Turner Center**, this office houses the official graduate student files for graduate students in the Department's graduate degree program areas. This office is the location of the day-to-day management of the graduate programs of the Department.

This office responds to inquiries about graduate programs by distributing materials that were prepared by the graduate faculty conducting the program areas. This office also requests the Graduate School admissions office to forward admissions materials to potential applicants.

This office also processes many forms notifying the Graduate School about important matters such as information related to the Comprehensive Examination and graduation. These forms often require review of the student's graduate file.

Because review of the student's file takes time and because these forms require the signature of the Department Chairperson, students are required to submit forms requiring the Graduate Program Coordinator or Department chairperson's signature ONE WEEK before the Graduate School deadline for the form. Once the form is signed, it is the responsibility of the student to submit all forms to the graduate school.

The graduate faculty associated with an approved program area is responsible for the preparation of informational materials about the respective program areas. All inquiries requesting information about programs of study shall be referred to the Graduate Faculty Office for appropriate action.

The HESRM Graduate Faculty Office will be the depository of all materials related to each graduate program area of the Department. Retention and destruction of these materials will be according to policies and procedures set forth by The University of Mississippi.

Section 3

GRADUATE FACULTY MEMBERSHIP

Associate Membership:

Qualifications: appropriate terminal degree for the discipline in which the faculty member is employed and promotion to or appointment as Assistant Professor.

Responsibilities: teach graduate courses, direct thesis, co-direct dissertations, participate on thesis, dissertation, and examining committees.

Full Membership:

Qualifications: appropriate terminal degree for the discipline in which the faculty member is employed and promotion to or appointment as Associate or Full Professor.

Responsibilities: teach graduate courses, direct thesis and dissertations, participate on thesis, dissertation, and examining committees; serve on the Graduate Council of the Graduate School, if elected.

Appointment to the Graduate Faculty is automatic for faculty who qualify under the conditions noted above. The Graduate Council of the Graduate School must approve any exceptions. A form for this purpose is available in the Graduate School. Applicants for exception must be nominated by their chairperson and endorsed by their dean.

The director of a doctoral dissertation must hold a doctoral degree and be a full-time faculty member of the HESRM department.

Please see *The University of Mississippi Graduate School Handbook* for detail information.

REQUEST FOR APPROVAL TO DIRECT A DISSERTATION

Faculty members who are Associate members of the Graduate Faculty and who wish to direct a doctoral dissertation may request approval by the Graduate Council of the Graduate School to do so. This request is not required of those who wish to co-direct a dissertation. A separate application is required for each student. In making a request, the faculty member should provide the following information:

1. A current curriculum vita.
2. Name of each student and title of student's proposed dissertation study and particular relevance to proposed Director's research.
3. Number of Master's committees served on (a) in his/her home department and (b) in outside departments.
4. Number of Ph.D. committees served on (a) in his/her home department and (b) in outside departments.
5. Number of Ph.D. Committees co-chaired within home department; note any research relevance between the proposed request and those which were co-directed.
6. Listing and rank of other committee members.
7. Evidence of chair and school/college dean approval.

8. Other information considered relevant to support this request.

GRADUATE FACULTY STATUS OF ADJUNCT, VISITING, AND EMERITI PROFESSORS

Acting, adjunct, research, visiting, and emeriti professors with appropriate terminal degrees and with appointments in academic departments having a graduate program may exercise the responsibilities of Associate Members with the approval of their Chairperson and their Dean.

Section 4

ADMISSION

1. Degree Program Areas

Applicants to graduate study in Health, Exercise Science and Recreation Management must select a degree program area. The degree program areas currently approved by the Graduate School and the Graduate Faculty Committee are:

Doctor of Philosophy (Ph.D.) in Health and Kinesiology
Master of Science (M.S.) in Exercise Science
Master of Science (M.S.) in Health Promotion
Master of Science (M.S.) in Sport and Recreation Administration

ADMISSION CRITERIA

2. Selection for admission into the Department of Health, Exercise Science and Recreation Management's graduate program areas is based upon the following:

a. Baccalaureate Degree and Professional Experience

A baccalaureate degree in an appropriate discipline and suitable experience (if required) in the designated area of specialization;

b. Grade-Point Average

A cumulative grade-point average (last 60 hours) of 3.0 for admission into the Master's program is recommended and a graduate cumulative grade-point average of 3.2 for admission into the Doctoral program is recommended;

c. Graduate Record Examination

Must be taken within 5 years of applying for the graduate program. Scores of not less than 146 on the verbal, 140 on the quantitative and 3.0 on writing divisions are **recommended** for admission at the Master's level; scores of not less than 153 on the verbal, 144 on the quantitative and 3.5 on writing divisions are **recommended** for admission at the Ph.D. level;

d. Statement of Career Goals

Applicants must submit a 1-2 page, single-spaced statement of career goals, objectives, motivation, and readiness to pursue graduate study, with their online graduate school application;

e. Faculty Review of Applicants

- *Master Degree*- Graduate Faculty within each program area will evaluate each candidate and provide a recommendation for admission to the Graduate Coordinator.
- *Doctorate Degree*- In addition to review by the Graduate Faculty Committee, a graduate

faculty member must agree to serve as the doctoral applicant's mentor and/or dissertation director. If the advisor is an associate graduate faculty, then a full graduate faculty member must serve as co-chair.

f. Other Factors considered in the review process include:

1. Strength of letters of recommendation (for doctoral students);
2. Evidence of qualifications and ability to serve as a graduate teaching, research, or administrative assistant, when applicable;
3. Personal interview is recommended for PhD level applicants and Master level applicant (i.e. telephone, video conference, on-site).

3. Conditional Admission

Applicants whose academic records indicate that they may have difficulty performing satisfactorily in a graduate specialization will be designated conditional students by the Graduate Faculty Committee. Conditional admission provides the students an opportunity to compensate for deficiencies and to demonstrate the ability to perform satisfactorily in the graduate program. It is recommended that conditional students not enroll for more than 9 credit hours per semester and not hold Graduate Assistant appointments requiring them to teach in the area of subject matter deficiency. The HESRM department will not financially support conditional or qualifying students.

This classification will be assigned for one or more of the following reasons. The Applicant has:

- 1) An undergraduate cumulative grade point average of less than 3.0;
- 2) A graduate cumulative grade point average of less than 3.2;
- 3) Less than the recommended scores on the verbal, quantitative and writing divisions of the Graduate Record Examination;
- 4) Subject matter deficiencies as specified by the program area admitting the student.

Program areas and advisors may exercise the option of treating subject matter deficiencies at the PhD "program of study" level rather than as a conditional admission.

For a student to be admitted conditionally, the graduate faculty within the program area admitting the student must vote unanimously to approve admission of the student. The program area will recommend to the HESRM Graduate Faculty Committee the conditions under which the student will be admitted. The HESRM Graduate Faculty Committee is responsible for specifying the conditions of admission on the graduate student admissions *Evaluation of Applicant for Graduate Study* form (Appendix Q). Admission of a conditional student requires a three-fourths affirmative vote by the Graduate Faculty Committee. The committee will state the requirements of conditional admission, the means by which the requirements will be satisfied, and the time limit (Graduate School policy is one (1) semester) for completing the requirements for conditional admission. The Graduate School, Graduate Faculty Office, advisor, and student will retain a copy of the graduate student admissions *Evaluation of Applicant for Graduate Study*.

If a course required by the conditional admission is dropped or not offered regularly, the student and faculty advisor may petition the Graduate Faculty Committee to make substitutions. A three-fourths affirmative vote is required for approval to substitute a course for one specified on the graduate student admissions *Evaluation of Applicant for Graduate Study* form. The Graduate School will make the final determination of status based on the recommendation of the HESRM Graduate Faculty Committee.

It is the dual responsibility of the Graduate Faculty Committee and the Graduate School to monitor the progress of students in the conditional classification. The Graduate Faculty Committee will review the performance of students admitted in the conditional classification at the end of each semester. Upon completion of the conditional requirements, the GPC notifies the Graduate School to change the student's classification to full.

Failure to meet the conditional admission requirements by the student within the time limit specified by the Graduate Faculty Committee may result in the student being denied further registration in that graduate program by the Graduate School. When the conditional admission criteria are not met, the student may solicit letters of endorsement from the advisor and program coordinator to modify or waive the conditional requirements. Upon unanimous affirmative vote by the program area, the Graduate Faculty Committee will review the petition. A unanimous affirmative vote by the Graduate Faculty Committee is required to approve the modifications.

4. Application Process

- a. Applicants must submit to the University of Mississippi Graduate School a completed on-line application form, official transcripts, Graduate Record Examination (GRE) scores and financial statements (for foreign students only). Applicants must submit a 1-2 page, single-spaced statement of career goals, objectives, motivation, and readiness to pursue graduate study to the chairperson of the HESRM Graduate Faculty Committee. Applicants for the doctoral program must submit at least three letters of recommendation to the chairperson of the HESRM Graduate Faculty Committee. Applicants interested in a graduate assistantship must submit a Graduate Assistant application form to the chairperson of the HESRM Graduate Faculty Committee. The application form is available on the HESRM website.
- b. HESRM has rolling admissions. Therefore, no deadline is set for admission into the graduate programs. However, students who expect to be considered for a Graduate Assistantship for the fall semester must submit all Graduate School application materials and departmental Graduate Assistantship materials by January 15.
- c. Prospective students who wish to be considered for Graduate School Fellowships should submit their entire set of completed application materials by due date set by the graduate school. The HESRM graduate faculty are responsible for nominating applicants to the HESRM Graduate Faculty Committee for Graduate School Fellowships;
- d. The Graduate Faculty Committee, in the case of doctoral applicants, and each program area, in the case of master's applicants, are responsible for reviewing applicants in a timely fashion to ensure that applicants are apprised of their status as soon as possible. Each program area will have on file in the Graduate Faculty Office the procedures that are followed to evaluate master's applicants.
- e. Generally, master's-level graduate assistants are supported for two years, and doctoral-level graduate assistants are supported for up to four years.

Section 5

ADVISORS, REGISTRATION AND SCHEDULING

Most program areas are developed by the graduate faculty of the division with options implemented through the action of the student, the advisor, and the advisory committee. Schedules must be approved by advisors each semester.

If for some reason a student is not registered in a previous semester, it is necessary to request that current registration materials be forwarded or be obtained from the Graduate School.

ASSIGNMENT OF ADVISORS

The assignment of advisors is the responsibility of the GPC. The GPC makes these decisions based on mutual academic interest of the applicant and graduate faculty member, advising load limits, graduate faculty category status, and degree aspirations of the applicant. Recommendation of admission to the Graduate School by the GPC is contingent upon the availability of an advisor in the area of the applicant's interest.

Frequently the doctoral student has been in contact with a graduate faculty member and there is a mutual agreement regarding advisor assignment. Under these circumstances, the APC or graduate faculty member informs the GPC of this mutual agreement. Every attempt is made to respect a student's request for a particular advisor.

A doctoral student will not be admitted unless a graduate faculty member of the Department agrees to serve as mentor/advisor. This is indicated by the faculty member's signature on the *HESRM Graduate Applicant Review* form.

By agreeing to be a student's advisor, the graduate faculty member commits to this obligation until the student completes the degree program or fails to meet the standards of reasonable progress or other criteria set forth in the *Graduate Handbook* of the Department of Health, Exercise Science and Recreation Management and Graduate School.

If a graduate student is approved to continue from the master's degree to the doctoral degree, it cannot be assumed that the student will retain the same advisor.

CHANGE OF ADVISOR

Occasionally a student or graduate faculty member feels that it would be beneficial for the student to change advisors. This might be due to a desire to change specialization or dissatisfaction on the part of either advisee or advisor. Changes of this nature are infrequent and are subject to approval by the Graduate Faculty Committee.

If a change in the program area of is desired, the student must apply for admission to the program area according to the Department and program area application procedures.

If a change of advisor within a program area is desired, a written agreement providing a brief explanation for the change and signed by the student, former advisor, and new advisor must be forwarded to the Graduate Faculty Office. When the student or advisor cannot facilitate an amicable change of advisors, the student will petition the Graduate Faculty Committee for a new advisor. The GPC will contact graduate faculty members to solicit a qualified advisor. If a qualified alternate advisor cannot be located, the student and the current advisor will comply with the final decision of the Graduate Faculty Committee related to the request to change advisor and the student is expelled from the program. This change needs to be sent to the Graduate School.

PROGRAM OF STUDY

Program areas provide a basic outline for a program of study. The student has the opportunity, in conjunction with the advisor and committee, to develop his/her program beyond this basic program of study. Time limits, requirements, and the constituents of the advisory committee for master's and doctoral degrees are provided in the respective program areas.

Section 6
COURSE CREDIT, GRADES, POINT-HOUR RATIO
COURSE CREDITS

Complete computer access of the total student academic record (Advisor Report) is available to advisors by the Graduate Faculty Office. Access to this information facilitates evaluation of performance and student/advisor planning for subsequent semesters.

LIMITATION OF CREDITS

The *University of Mississippi Graduate Catalog* should be consulted about maximum credits allowed for certain course work.

Non-graduate Credit

A student enrolled in the Graduate School does not earn graduate credit in a course for any of the following reasons:

1. The course is numbers at the 400 level or below;
2. The course is designated as undergraduate credit, but not graduate credit in the *Course Catalog*;
3. The course is designated “Non-graduate” credit by the student’s advisor at the time the student registers or adds the course;
4. The course is taught by a graduate student enrolled at this university.

GRADUATE CREDIT TRANSFER

For transfer credits to be acceptable, they must meet the requirements of the program area in which the student is enrolled. The student’s committee members and GPC will decide if the requirements are met by the course(s) taken at the former institution. There is a six (6) year time limit on any credit toward the Master’s degree. A maximum of six (6) credit hours is allowed to transfer to the Master’s Degree. For the Health and Kinesiology PhD program, no (0) hours transfer from the Master’s degree.

The procedure for processing the form to transfer master’s degree graduate credit is as follows:

1. Student obtains the form – *Request for Transfer of Graduate Credit* (Appendix O) from the Graduate Faculty Office;
2. Student completes the Student Information section of the form;
3. Student attaches a copy of the transcript, course description(s) and syllabus(i) from the institution from which the credit is to be transformed and submits the request to the advisor;

4. Advisor in consultation with the student's committee members completes the Transfer Credit section of the form, and attaches a written recommendation. The Transfer Credit form, transcript, and recommendations are sent to the Graduate Faculty Committee Office;
5. The GPC evaluates the submitted materials and, if appropriate, endorses and forwards the forms to the Graduate School. The GPC may request a meeting with the student and advisor and/or call a meeting of the Graduate Faculty Committee to review the submitted materials.

Section 7

ACADEMIC STANDARDS

Students must maintain a 3.0 cumulative GPA for all graduate course work with a minimum grade of C (2.0) in each class. Students dropping below a 3.0 will be placed on academic probation for one semester and will lose all departmental funding (assistantship, travel, etc.). The student will be dismissed from the program if their GPA remains below 3.0 at the end of the probationary period. They may petition for readmission following the requirements set by the Graduate Student Handbook.

*If a student earns a grade below a C (2.0) in any of the Core courses, they must retake the class and earn a C or higher.

Graduate Students earning more than two “C” grades or lower will be dismissed from the HESRM graduate program. Students cannot be accepted into another graduate program in the Health, Exercise Science and Recreation Management Department.

PETITIONING FOR READMITTANCE AFTER DISMISSAL

The dismissed student must submit in writing to the Graduate Faculty Committee a petition containing the following information:

1. An overview of academic background and professional goals;
2. Reason for requesting reconsideration and for expecting greater success;
3. Written endorsement from an advisor and program coordinator indicating support for reinstatement, and acceptance of advising responsibilities;
4. A specific program of academic work to complete the degree requirements.

Based on the above, the HESRM Graduate Faculty Committee will make a decision and inform the student. If the decision is in the affirmative, the request will be recommended to the Graduate School. If the petition is not supported, a letter will be sent to the student and advisor that will include the reason(s) for the decision.

PETITIONING FOR READMISSION AFTER DEACTIVATION

A student is deactivated from graduate study by the Graduate School if the student has not enrolled for one semester. To register for classes, the student’s graduate status must be reactivated. To reactivate graduate student status, the student must reapply to the Graduate School. The HESRM GPC will continue to advise the student. If the former advisor does not agree to serve as advisor, the student may petition the HESRM Graduate Faculty Committee. The Graduate Faculty Committee will solicit documents from the student and the advisor. Thereafter, the Committee will make a decision to which both student and advisor are bound. It is unlikely that the Graduate Faculty Committee will rule in favor of the student if the cumulative grade point average is less than 3.0 or there is evidence for lack of reasonable progress by the student. If a student will miss one semester of graduate enrollment, it is prudent for the student to discuss the potential for “reactivation” with the advisor.

STANDARDS IN THE DEPARTMENT OF HESRM

Beyond the standards specified by the Graduate School, the Department of Health, Exercise Science and Recreation Management graduate faculty members have expectations and aspirations for their graduate students. For depth of study and development of advanced competencies, programs of study will almost always include more course work than the minimum number of credit hours required for graduation.

In addition to completing formal requirements for a degree, graduate students in the HESRM Department are expected to demonstrate the following characteristics. If these characteristics are not demonstrated, the student may be dismissed from the program.

1. Interest and willingness to become active in institutional affairs by participating in student organizations, colloquia, seminars, serving on Department committees, and attending open and Department-sponsored meetings;
2. Leadership, dependability, and intellectual capacity when voluntarily engaged in research studies, projects, and Department-community related activities;
3. Commitment to professional responsibilities, standards, and ethics through active memberships and participation in professional organizations and through attendance at conferences, workshops, institutes, convocations, colloquia, and guest lectures;
4. Communication and social skills with individuals and groups of diverse backgrounds.

A variety of opportunities beyond the classroom are available to graduate students intending to enhance their education and development of professional competencies. Advisors and graduate faculty members recognize those active students and reflect support for them when recommending graduate students for awards and positions.

Section 8

MASTER'S DEGREE PROGRAM

Students have the option of pursuing either thesis or non-thesis option. The thesis option is strongly recommended to those intending to pursue doctoral study.

PROGRAM OF STUDY

The minimum of 36 graduate credit hours is required to earn a Master's degree in Exercise Science, Health Promotion and Sport and Recreation Administration

Courses may be selected from the *University of Mississippi Course Catalog*. Programs of study are expected to reflect a heavy emphasis on the area of specialization in Health, Exercise Science and Recreation Management, e.g., a majority of the total credits must be Health, Exercise Science and Recreation Management credits.

The choice of thesis or non-thesis must be declared in consultation with the advisor when the program of study is approved. Any change must be approved by the advisor and recommended through the Graduate Faculty Committee to the Graduate School.

TIME LIMIT

The Graduate School imposes a time limit on completion of the Master's degree. All work applying to a master's degree must be completed within a six-year period of time, including any transfer hours.

MASTER'S COMPREHENSIVE EXAMINATION

At least one semester before the semester in which the Master's comprehensive examination will be taken, the student will file Form GS 7 *Authorization of the Final Oral/Written Examination* (Appendix B) in the HESRM Graduate Faculty Office. This form shall be signed by all three committee members.

Examinations will not be scheduled during the advisors "off-duty" semester (usually summer). If the student anticipates the need for an examination during the off-duty semester, and the advisor is unavailable to administer the Master's examination, the advisor should obtain concurrence from another graduate faculty member who agrees to conduct and evaluate the Master's examination. Such occurrences are rare and should be indicated on the *Statement of Intent to Take the Master's Examination* form.

Non-thesis candidates will have a minimum of four hours of written examination.

The standard passing score for the comprehensive examination is 80%. The values for each question will be designated so the total is 100%. Students who pass the Master's examination should arrange to discuss the results with their advisors.

Students who do not pass the Master's examination will meet with their committee members to review their weaknesses. Suggestions for preparation to rectify knowledge deficiencies will be provided by the committee.

The original copy of the Master's examination shall be forwarded to the HESRM Graduate Faculty Office

to be placed in the student's permanent file.

THESIS

Master's degree students who plan to apply to doctoral programs are encouraged to complete a thesis. Many doctoral programs do not admit students unless they have completed a thesis. The Graduate School's thesis requirements are explained in the *Manual for Thesis and Dissertation Preparation*. This document is available on-line on the Graduate School website.

Thesis committees of the University of Mississippi must consist of at least three faculty members from the discipline in which the degree is sought; each must be a member, Associate or Full, of the Graduate Faculty. The roles and responsibilities of the thesis committee will be determined by the committee for each specific student.

A thesis proposal must be presented at a scheduled colloquium for discussion. The colloquium is scheduled via the appropriate faculty of the Department of Health, Exercise Science and Recreation Management and announcements (Appendix C) of all scheduled colloquia must be sent and **posted one week** before presentation as follows:

1. Sent to the graduate faculty in the Department;
2. An announcement, signed by the advisor, sent to the Graduate Faculty Office and placed in the student's file to verify the presentation;
3. Sent by e-mail to HESRM graduate students;
4. Posted on the Graduate Faculty Office bulletin board;
5. Posted on bulletin boards in Turner Center

Preparation for the thesis proposal is the responsibility of the thesis committee. The Committee must agree that the student has a sufficient level of knowledge of the thesis topic before the proposal is scheduled.

The format of the thesis is to be determined by the thesis committee chair and must follow the minimum requirements of the Graduate School. Although there are various models for the proposals, it should basically include:

1. Introduction to, statement of, and significance of the problem;
2. Review of literature;
3. Description of research design, analytical procedures and methodology;
4. Potential interpretation, potential positive, negative, and indeterminate results.

When revisions suggested in the colloquium have been considered by the candidate and committee, the *Proposal Acceptance* form (Appendix D) is signed and a copy of the form is filed in the Graduate Faculty Office. The research may then proceed.

A date for the oral defense of the thesis must be scheduled. At least 14 days before scheduled defense, the student will file Form GS 7 *Authorization of the Final Oral/Written Examination* (Appendix B) in the HESRM Graduate Faculty Office. This form shall be signed by all three committee members.

Announcements of the defense (Appendix E) must be posted in the same locations as those for the proposal. The defense is open to all faculty and students. Generally, the student will present the thesis (25 minutes) and respond to questions from the audience (20 minutes). Thereafter, the audience is excused and questions continue from the committee. After the defense is completed, the results are sent to the Graduate School on the appropriate forms. (Appendix F)

Beginning in 2011 the Graduate School has required that theses be submitted in electronic format to ProQuest/UMI. Directions for creating the electronic file (the final format being pdf) will be provided on the Graduate School's web site. Prior to converting the final document into a pdf file, you may use any modern word processing software to write the text. A variety of multi-media files can be embedded into the electronic file or can be attached as a Supplemental Files. You should see the ProQuest/UMI web site for specific details.

The Graduate School and UM Library no longer require a bound paper version of the thesis. If you wish to prepare a bound version, you may do so using the services of ProQuest/UMI or other publishers, such as the University Printing Service. Your advisory committee may wish to have you submit paper versions of your work for their review.

GRADUATION

CONTINUING FROM MASTER'S DEGREE TO DOCTORAL STUDY

The Graduate School considers any student who has accumulated more than 36 hours of graduate credit to be a doctoral degree-seeking student. Those students who wish to continue into a doctoral degree program must undergo normal application review procedures.

Those who wish to continue for a doctoral degree in the Department of Health, Exercise Science and Recreation Management should also write a letter to GPC that outlines the student's desire to pursue a doctoral degree, and the goals and research interests of the students. A *Statement of Intent to Pursue Doctoral Study* form (Appendix A) must be submitted concurrently. These documents will be included in the student's file. The Graduate Faculty Committee will then recommend admission or denial according to the applicable standards described in Section 4 of this document.

Section 9

DOCTOR OF PHILOSOPHY DEGREE PROGRAM

The doctoral degree requirements specified in the current *University of Mississippi Graduate Coordinator's Handbook* establish **minimum** requirements and procedures. Graduate students in the Department of Health, Exercise Science and Recreation Management doctoral program must complete a minimum 63 graduate credit hours beyond a master's degree program required to graduate. The program has three emphasis areas: 1) Exercise Science; 2) Health Behavior; and 3) Sports/Recreation. In addition to their emphasis areas, students can choose an Analytics* cognate.

Course requirements include directed research (24 credits), professional seminar (6 credits), research methods and statistics (12 credits), and emphasis area coursework (21 credits).

*Analytic cognate requires students to take HK710, HK711, and HK752 and participate in the Health and Sports Analytics lab (e.g., by-weekly meetings, statistical workshop, statistical consulting etc.) for a minimum of one year.

After admission to candidacy (satisfactory performance on the written and oral portions of the comprehensive Examination), each doctoral student must present a dissertation proposal in a scheduled colloquium before final approval is given to begin dissertation research.

ADVISOR AND ADVISORY COMMITTEE

The doctoral student's mentor/advisor will assist the student with course selection until the Program of Study advisory committee is formed. In consultation with the advisor, the student will identify and request two additional HESRM qualified members of the graduate faculty to serve on the advisory committee.

PhD students will identify three (3) HESRM faculty members from this committee who will write questions and evaluate the comprehensive exam. The student may have more than three faculty members on the Program of Study Committee, but at least three (3) must be from the HESRM Department. One (1) faculty member must be identified to write and evaluate questions in Research Methods and Statistics

The functions of the advisory committee are as follows:

1. Identify areas of study and courses related to the student's research needs and career interests;
2. Determine the student's readiness for the Comprehensive Examination and prepare the questions and materials for the examination;
3. Evaluate the written Comprehensive Examination;
4. Conduct the oral portion of the Comprehensive Examination;
5. Evaluate the total Comprehensive Examination and sign the results form;

6. Assist in the selection of a dissertation topic; if the topic makes it appropriate to change committee members, this may be done at this time (Four members are required for a dissertation committee, three from the HESRM Department and one external to the HESRM Department).

PROGRAM OF STUDY

The student will prepare a program of study as soon as possible after enrollment, but before the end of the first 18 hours of graduate credit or by the end of the second semester of enrollment. The format for the program of study is provided in Appendix G. The approved program of study should be dated and signed by committee members and student. A copy of the program of study shall be sent to the Graduate Faculty Office and will become a part of the student's permanent file.

Because course schedules are subject to change and schedule conflicts arise, some adjustments and changes in the program of study may be necessary. Modifications to the approved program of study must be approved by the student's committee and notification sent to the HESRM Graduate Faculty Office through a signed memorandum. If the student changes goals, or applies and is accepted to a different area of specialization, a new program of study and another committee review is required.

The Comprehensive Examination

At least one semester before the semester in which the Comprehensive Examination will be taken, the student will file Form GS5, *Authorization to sit for a Comprehensive Examination*, (Appendix H), in the Graduate Faculty Office. All parties shall sign this form.

The written portion of the Comprehensive Examination will usually require 6-8 hours in the major area, 3-5 hours in the supporting area and 3-5 hours in research competency. The examination is usually written over four 4-hour segments. The three members of the advisory committee prepare the examination questions.

If the student uses a computer for the written portion of the exam, he or she must use a departmental computer. A flash drive for each writing session is provided to the student, through the advisor. A hard copy of the responses will be printed AND kept by the advisor or a designee. The flash drive will be given to the advisor or a designee.

All examination copies are the property of the advisory committee. A unanimous affirmative vote for pass is required to advance to candidacy. The original copy of the Comprehensive Examination shall be sent to the HESRM Graduate Faculty Office to become a part of the student's permanent file.

Typed and bound copies of the exam must be distributed to the advisory committee the first working day after the last day of the written portion of the exam. Committee members must return the graded exam within 1 days of completion of the written exam. The student must receive the grade on their exam within 10 days of the exam. Students must schedule the oral portion of the comprehensive exam in accordance with the examination committee.

Upon successful completion of the Comprehensive Examination, the student is admitted to candidacy. Students who do not pass the Comprehensive Examination will meet with their committee members to review their weaknesses. If the Comprehensive Examination Committee recommends a second examination, it cannot be scheduled during the same semester in which the first Comprehensive Examination was taken, but must be retaken with one calendar year of the first exam. The committee will

provide suggestions for preparation to rectify knowledge deficiencies. Students are allowed only one failing grade, whether it be in the written Comprehensive Examination or the Oral Comprehensive Examination. If the student fails the exam a second time, the student will be expelled from the program.

DISSERTATION COMMITTEE

At least four members are required for a dissertation committee, three from the HESRM Department and one external to the HESRM Department, but within the University of Mississippi faculty. The student must complete FORM GS 6, *Dissertation Prospectus Procedure* (Appendix I), and submit it to the Graduate School.

The functions of the dissertation committee are as follows:

1. Assist the student with the preparation of a dissertation proposal;
2. Assist the student with data collection, analysis, synthesis, and interpretation;
3. Conduct and evaluate the oral defense of the dissertation and sign the Final Acceptance form;
4. Read and approve the final written version of the dissertation and sign the Dissertation Acceptance form;
5. Assist the student with development of a manuscript for submission to a professional journal.

THE COLLOQUIUM AND DISSERTATION

A dissertation proposal must be presented at a scheduled section colloquium for discussion. The colloquium is scheduled by the Chair of the dissertation committee and announcements (Appendix J) of all scheduled colloquia must be sent and posted one week before the presentation as follows:

2. Sent to the HESRM Graduate Faculty Office;
3. Sent by e-mail to HESRM graduate students;
5. Posted on the HESRM Graduate Faculty Office bulletin board;
6. Posted on bulletin boards in Turner Center;
8. Included in the announcement is an abstract of the research proposal;
9. Forwarded to the Graduate Faculty Office is a copy of the colloquium announcement **signed** by the advisor. This will be placed in the student's file

to verify the presentation.

Although there are various models for proposal and dissertation outline, the proposal should basically include:

1. Introduction to, statement of, and significance of, the problem, including hypothesis to be tested;
2. Review of literature;
3. Description of research design, analytical procedures, and methodology;
4. Potential interpretation, potential positive, negative, and indeterminate results.

When the candidate and the dissertation committee have considered revisions suggested in the colloquium, the *Dissertation Proposal Acceptance* form (Appendix K) is signed and a copy of the form is filed in the HESRM Graduate Faculty Office. The research may then proceed.

While many avenues for support of graduate faculty exists within and outside the University, it is ultimately the responsibility of the student to secure funding for the research.

The style of the dissertation, chapter arrangements and referencing techniques are selected in consultation with the candidate's advisor and dissertation committee. Form and style guidelines may be selected from those such as the American Psychological Association (APA), Turabian, or Campbell/Ballou/Slade. The format of the dissertation including type sizes, graphics, pagination, microfilming and other characteristics and procedures are explained in the *Manual for Thesis and Dissertation Preparation* available on-line on the Graduate School website.

A date for the final oral examination, which is approximately two hours in length, must be scheduled. The student will file Form GS7, *Authorization of the Final Oral/Written Examination*, (Appendix B), in the Graduate Faculty Office. Announcement of the final oral examination (Appendix K) shall be posted in the same locations as those for the Dissertation Colloquium. The final oral examination is open to all faculty and students. Generally, the student will present the dissertation (25 minutes) and then entertain questions from the audience (20 minutes). Thereafter, the defense will be closed for questions by the committee. The open portion of the defense will be no more than 45 minutes. A unanimous vote for "pass" is required. After the defense of the dissertation, the results are sent to the Graduate School on the Dissertation Acceptance Form (Appendix N).

Beginning in 2011 the Graduate School has required that dissertations be submitted in electronic format to ProQuest/UMI. Directions for creating the electronic file (the final format being pdf) will be provided on the Graduate School's web site. Prior to converting the final document into a pdf file, you may use any modern word processing software to write the text. A variety of multi-media files can be embedded into the electronic file or can be attached as Supplemental Files. You should see the ProQuest/UMI web site for specific details. The Graduate School and UM Library no longer require a bound paper version of the dissertation. If you wish to prepare a bound version, you may do so using the services of ProQuest/UMI or other publishers, such as the University Printing Service. Your advisory committee may wish to have you submit paper versions of your work for their review.

The final oral examination (dissertation defense) must be held within five years after successful completion of the comprehensive examination.

Students who do not pass the oral defense of the dissertation will meet with their committee members to review their weaknesses. If the Dissertation Committee recommends a second oral defense of the dissertation, it cannot be scheduled during the same semester in which the first defense of dissertation was taken. Suggestions for preparation to rectify deficiencies will be provided by the student's committee.

TIME LIMIT

All required formal course work and the comprehensive exam should be completed within four calendar years of initial enrollment into degree seeking (conditional or full-standing) status, whether a student begins the doctoral program following completion of a bachelor's or a master's degree. After passing the comprehensive exam, a student becomes a candidate for the doctoral degree and must complete all remaining requirements, including the written dissertation and its defense, within five calendar years. If a candidate does not complete all requirements within this time, then the Graduate School will change the student's status to non-degree seeking. The Graduate School may grant a one-year extension to this time limit for serious, nonacademic hardships (e.g., military duty, pregnancy, illness, or problems within the student's immediate family).

APPLICATION FOR A DEGREE

A student must submit an application for a degree during the last semester or summer term of enrollment. If the student is not able to complete degree requirements at the end of that period, the student must resubmit the application during the semester or summer term at the end of which the student expects to graduate. A student must be formally admitted to the degree program prior to the beginning of the semester in which the degree is awarded.

Section 10

GRADUATE ASSISTANTS

Graduate Teaching Assistants and Graduate Research Assistants are ordinarily appointed at 50% effort for two semesters. In addition to stipends, fee waivers are given for two semesters. Graduate Teaching Assistants and Graduate Research Assistants must enroll for at least nine credit hours per semester, must be in good standing in the Graduate School when the appointment or reappointment becomes effective (cumulative GPA>3.0). Other eligibility criteria are listed in the *Graduate Coordinator's Handbook*.

Under certain circumstances, Graduate Assistant appointments may be for 25% time.

1. Twenty-five (25) percent appointments shall be offered to new Graduate Assistants only, unless in exceptional cases, a person holding 50% appointment requests it;
2. The 25% appointment must be compatible with the student's academic program and work loads;
3. The teaching expertise of the applicant is limited to areas where specific needs must be met and few divisions are offered, or the research expertise of the applicant is essential for an on-going research program;
4. It is evident that it is in the student's interest to gain valuable teaching or research experience as a result of this appointment.

APPOINTMENT AND REAPPOINTMENT

The applicant will be considered for a Graduate Assistant position if indicated on the *Application for Admission* form and a *HESRM Graduate Assistant Application* (available on the HESRM website) form are submitted by the January 15 application deadline. Nomination for Graduate Assistant appointments are made to the Chair of the Department by the Graduate Faculty Committee based upon availability, capabilities of the applicant, and consensus of the graduate faculty. Upon the recommendation of the Graduate Faculty Committee, the Chair of the Department offers the applicant a graduate assistantship. The letter offering the graduate assistant appointment indicates the length of the appointment (typically two semesters, assuming satisfactory performance), the responsibilities associated with the appointment, and the supervisor for the graduate assistant appointment.

The number of available graduate assistant's positions varies and is dependent upon program needs, the number of graduating graduate assistants and funding.

Reappointment for subsequent academic years is not automatic. Although Master's students may typically receive support as a graduate assistant for two years and doctoral students typically receive support as a graduate assistant for four years, reappointment is contingent upon satisfactory performance, program needs, available funding, and the recommendation by the Graduate Faculty Committee.

Appointments and offers for reappointment are made as early as possible. The letter offering the appointment requires acceptance or denial of the appointment within two weeks, but not before May 15.

Performance will be assessed at least once each semester by the supervisor. If performance is judged unsatisfactory, the appointment may be terminated for the next semester upon the recommendation of the supervisor to the Chair of the Department. This recommendation will be made in writing by the end of the fifth working day before the last day of classes of the semester. If the circumstances for the unsatisfactory performance are adequately present, the Chair may terminate the graduate assistant appointment by informing graduate assistant of the termination in writing by the end of finals week.

The student may file a grievance regarding the termination of appointment with the GPC. The GPC will confer with the Chair and the program coordinator. The graduate assistant and the supervisor may be asked separately to provide documentation or be present at a meeting. A majority vote of the three conferees (GPC, Chair, and APC) will resolve the grievance.

Summer appointments may be available dependent upon program needs, course demand, and availability of funding. When funding is available, the Chair solicits those currently employed graduate assistants about their interest in a summer graduate assistant appointment. Those who are capable to assume the necessary responsibilities for the proposed classes will be given priority. Summer teaching and research appointments do not include tuition and fee waiver.

Stipends vary according to graduate degree classification and the number of years in the classification. Stipends are typically given according to the University/College minimum stipend for the level and classification.

RESPONSIBILITIES

Graduate Research Assistants will be responsible for work on research or study projects under the supervision of the principal investigator or research advisor. Graduate Teaching Assistants have complete responsibility for the courses they are assigned to teach. Teaching loads typically range from four to six credit hours. A Graduate Research Assistant is expected to work at least 20 hours per week. The graduate faculty expects Graduate Teaching and Research Assistants to be completely involved in their education programs; thus, Graduate Teaching Assistants and Graduate Research Assistants may not have outside employment.

Time off during semester breaks is dependent upon the type of appointment and is arranged with the supervisor. Some graduate assistant appointments may require no work during semester breaks, whereas other appointments may require 20 hours of work per week during semester breaks.

Graduate Teaching Assistants will prepare or follow established course syllabi. The syllabus for a class should include the following divisions:

1. Objectives;
2. Contents;
3. Methods;
4. Materials;
5. Evaluations;

Final examinations are **REQUIRED** for all core curriculum courses. Final examinations must be given as scheduled during finals week. Schedule conflicts may arise which require some rearrangement of schedules during finals week. The Department Chair and the University Provost must approve these. Finals in Department 100-level and selected 200-level activity classes are given during the last week of classes.

Syllabi should show and the students should know at the beginning of the semester how they are to be evaluated and graded.

Office hours (a minimum of two hours per week) should be established and posted.

ENROLLMENTS

Class sizes will vary with types of courses and facilities required. Class rosters (print-outs) are available on-line through the myOleMiss.

SECRETARIAL ASSISTANCE/OFFICE SPACE

The department's clerk-typist is assigned to assist faculty and graduate assistants. When syllabi, exams, or other significant handout materials are to be typed and photocopied, five or more working days of lead-time must be provided. The clerk-typist will complete all photocopying for graduate assistants.

Graduate assistants are typically assigned a desk in an office area that is as close as possible to the location of the primary responsibilities for the appointment.

PAY CHECK AND BENEFITS

Checks are issued on the 15th and last working day of the month.

Departmental travel funds are available for graduate assistants/students depending on the availability of departmental funds. Transportation may be provided for nearby meetings when attendance by graduate students is high and funding is available. Graduate assistants supported by grants may sometimes be provided travel monies.

STANDARDS FOR GRADUATE ASSISTANTS IN HESRM

Graduate Assistants in HESRM are expected to maintain professional standards of academics. This includes:

1. Professional attire: Attire that is appropriate for the course you are teaching.
2. Dating of students that are in a class you are currently teaching, or may be enrolled in a class that you teach in the future, is prohibited.

Section 11

PETITIONS

Students are expected to follow the rules approved by the graduate faculty of the Department as presented in the respective. A student who believes circumstances warrant a waiver of a rule may submit a petition to the Graduate Faculty Committee.

In all cases, the petition should include a written statement from the student requesting a waiver of a specific rule and describing the specific circumstances justifying the waiver, a written statement from the student's advisor, and the course instructor (if appropriate). The Graduate Faculty Committee will consider the petition if the request relates to rules established by the graduate faculty of the Department. If the student wishes to appeal this ruling, all materials and a statement from the Graduate Faculty Committee will be submitted to the Dean of the Graduate School for a decision. If the petition relates to rules of the Graduate School, the Graduate Faculty Committee will consider the petition and will submit a written statement and other documents to the Dean of the Graduate School for a decision

APPENDICES

Master's Program:

- Appendix A: Authorization of the Final Oral/Written Examination (GS7)
- Appendix B: Scheduling/Announcing Thesis Proposal Defense
- Appendix C: Scheduling/Announcing Thesis Defense

Doctoral Program:

- Appendix D: Program of Study Form
- Appendix E: Authorization to Sit for a Comprehensive Examination (GS5)
- Appendix F: Dissertation Review Procedure
- Appendix G: Dissertation Prospectus Procedure (GS6)
- Appendix H: Scheduling/Announcing Dissertation Proposal Defense
- Appendix I: Scheduling/Announcing Dissertation Defense
- Appendix J: Authorization of the Final Oral/Written Examination (GS7)
- Appendix K: Report of Final/Written Exam

Other Items:

- Appendix L: Request for Transfer of Graduate Credit
- Appendix M: Key Events & Dates for HESRM Graduate Students/Faculty

APPENDIX A

Form GS7
Authorization of the Final Oral/Written Examination

This communication is used by a Department Chair or GPC to confirm that a student is ready to take the final oral/written examination for the indicated degree, to update the members of the examining committee, to set the date of the examination and to request the Graduate School to inform committee members of the proposed date of the examination.

Student Name: _____ Student ID# _____

Degree Sought: _____ Program: _____

Master's Non-Thesis Master's Thesis Doctoral Essay Doctoral Dissertation

Title of Project, Thesis, Essay or Dissertation _____

Members of Examining Committee:

Chair Name: _____ **Title:** _____

Name: _____ **Title:** _____

Name: _____ **Title:** _____

Name: _____ **Title:** _____

***External Name:** _____ **Title:** _____
(*Doctoral Only)

Date of Examination: _____ Time: _____ Place: _____

I have examined the academic record of the candidate and find that the candidate has fulfilled all other degree requirements.

Department Chair/GPC Signature

Date

Notes:

1. A student must be enrolled during the semester in which he/she takes the final examination. The minimum enrollment is three hours for a Fall or Spring semester and one hour for a Summer Semester.
2. Requests to hold a final oral/written examination must be submitted to the Graduate School no later than fourteen (14) days prior to the date of the intended examination.
3. Examinations may not be given during regular University examination periods at the end of each semester or when the University is officially closed.
4. For doctoral students, there must be an intervening semester (or an equivalent calendar period) between the final dissertation examination and completion of both the comprehensive examination and the prospectus defense.

APPENDIX B

Send Signed Copy to the Graduate Faculty Office

ANNOUNCEMENT OF THESIS PROPOSAL DEFENSE

**EFFECTS OF JUMPING ON BONE MINERAL DENSITY, MEMORY AND BLOOD FLOW
RESTRICTION IN ELDERLY FACULTY**

**BY
I. M. EXHAUSTED**

November 1, 2020

Turner Center, Room 218

2:00 p.m.

COMMITTEE MEMBERS: A. G. Aid (Advisor), B. G. Aid, C. G. Aid

ABSTRACT:

APPENDIX C

Send Signed Copy to the Graduate Faculty Office

ANNOUNCEMENT OF THESIS DEFENSE

**EFFECTS OF JUMPING ON BONE MINERAL DENSITY, MEMORY AND BLOOD FLOW
RESTRICTION IN ELDERLY FACULTY**

**BY
I. M. EXHAUSTED**

March 1, 2020

Turner Center, Room 218

2:00 p.m.

COMMITTEE MEMBERS: A. G. Aid (Advisor), B. G. Aid, C. G. Aid

ABSTRACT:

APPENDIX D

Doctoral Program of Study

Student Name: _____

Choose Analytics* cognate: Y N

Directed Research (24 hours)

Sem/Year	Course	Title	Sem. Hrs.	Grade
----------	--------	-------	--------------	-------

Professional Seminar (6 hours)

Sem/Year	Course	Title	Sem. Hrs.	Grade
----------	--------	-------	--------------	-------

Research Methods and Statistics (12 hours)

Sem/Year	Course	Title	Sem. Hrs.	Grade
----------	--------	-------	--------------	-------

Emphasis Area Coursework (21 hours)

Sem/Year	Course	Title	Sem. Hrs.	Grade
----------	--------	-------	--------------	-------

*Analytic cognate requires students to take HK710, HK711, and HK752 and participate in the Health and Sports Analytics lab (e.g., by-weekly meetings, statistical workshop, statistical consulting etc.) for a minimum of one year.

APPENDIX E

Form GS5
Authorization to Sit for a Comprehensive Examination

This communication is used by a Department Chair/GPC to confirm that a student is ready to sit for comprehensive examination. The student must be full standing in a doctoral program, must have satisfied all foreign language requirements, if applicable, and must have completed all or nearly all of the program course work requirements for the degree. When a student completes the comprehensive examination, he/she is considered to be admitted to the candidacy.

Student Name: _____ Student ID#: _____

Degree Sought: _____ Program: _____

Courses remaining to be completed:

1. _____
2. _____
3. _____

Members of the Examining Committee

Chair Name _____ **Title** _____

Name _____ Title _____

Name _____ Title _____

Name _____ Title _____

Name _____ Title _____

Proposed Date of Examination _____

I have examined the academic record of the candidate and I find that the candidate is ready to sit for comprehensive examinations.

Department Chair/GPC Signature

Date

Notes:

1. Students with outstanding I grades or a grade point average of less than 3.0 are not eligible to take a comprehensive examination.
2. There must be one intervening semester between the semester in which the comprehensive examination and the final dissertation examination occur.
3. The total duration of study for a doctoral degree may not exceed seven years. It is expected that students will have been admitted to candidacy within four years of entry to the doctoral program.
4. After admission to candidacy, a student must maintain continuous enrollment requirements. The Graduate Catalog defines continuous enrollment as enrollment in two of the three academic periods (Fall, spring and Summer) during a 12-month period of time.

APPENDIX F

DISSERTATION REVIEW PROCEDURE

- A. Written dissertation prospectus will be required of every doctoral student.
- B. An oral defense of the prospectus will be required.
- C. The committee will be formed to evaluate the merit of the prospectus. This committee will also serve as the dissertation committee.
- D. The committee should consist of at least 4 members. One member, nominated by the dissertation chairperson, will be external to the discipline. All members of the committee shall have equal voting rights.
- E. A single negative vote in the committee will require negotiation among the members in order to achieve reconciliation of the point(s) of objection.
- F. Only if the committee cannot agree on the merits of the prospects and, through reasoned discussion, accept the prospectus unanimously; a review process by a committee of the department/school will be invoked.
- G. Although a unanimous vote of the committee is necessary in order to accept the prospectus, a majority vote only will be required on the final dissertation defense.
- H. An approved copy of the prospectus will be filed with the Graduate School immediately following the defense.
- I. Any research involving human subjects must be approved by the Institutional Review Board. Any research using animals must be approved by the IACUC.
- J. When any member of the committee believes that a substantial change in the research plan has been made, the committee will be reconvened. Unanimous approval of any substantial revision is required. A report of substantial changes will be filed in the Graduate School.
- K. Any committee member who does not sign the final dissertation must file an objection with the Graduate School.

APPENDIX G

**Form GS6
Dissertation Prospectus Procedure**

This communication is used by a Department Chair/GPC to confirm that a student is ready to appoint the prospectus committee and defend the prospectus. The committee is comprised of a chair, of which he/she must be a full member of the Graduate Faculty, two additional members of the department and one member, external to the discipline. This form should be submitted 10 days in advance of the scheduled prospectus date. A memo should be sent following the proposal defense informing the Graduate School of the results along with a copy of the approved prospectus.

Student Name: _____ Student ID# _____

Department/Area _____

Tentative Dissertation Title:

Members of the Examining Committee:

Chair Name _____ **Title** _____

Name _____ Title _____

Name _____ Title _____

Name _____ Title _____

Name _____ Title _____

Date Set for Prospectus: _____

Note:

IRB approval, if using human subjects: Prospectuses need to be approved by your committee before submission to Institutional Review Board.

Date of IACUC Approval, if using animal subjects: _____

APPROVED _____
Department Chair/GPC Signature Date

APPENDIX H

ANNOUNCEMENT OF DISSERTATION PROPOSAL DEFENSE

**EFFECTS OF JUMPING ON BONE MINERAL DENSITY, MEMORY AND BLOOD FLOW
RESTRICTION IN ELDERLY FACULTY**

**BY
I. M. EXHAUSTED**

November 1, 2021

Turner Center, Room 218

2:00 p.m.

COMMITTEE MEMBERS: A. G. Aid (Advisor), B. G. Aid, C. G. Aid, D.F. Aid

ABSTRACT:

APPENDIX I

ANNOUNCEMENT OF DISSERTATION DEFENSE

**EFFECTS OF JUMPING ON BONE MINERAL DENSITY, MEMORY AND BLOOD
FLOW RESTRICTION IN ELDERLY FACULTY**

**BY
I. M. EXHAUSTED**

May 1, 2021

Turner Center, Room 218

2:00 p.m.

COMMITTEE MEMBERS: A. G. Aid (Advisor), B. G. Aid, C. G. Aid, D.F. Aid

ABSTRACT:

APPENDIX J

Form GS7

Authorization of the Final Oral/Written Examination

This communication is used by a Department Chair or GPC to confirm that a student is ready to take the final oral/written examination for the indicated degree, to update the members of the examining committee, to set the date of the examination and to request the Graduate School to inform committee members of the proposed date of the examination.

Student Name: _____ Student ID# _____

Degree Sought: _____ Program: _____

Master's Non-Thesis Master's Thesis Doctoral Essay Doctoral Dissertation

Title of Project, Thesis, Essay or Dissertation

Members of Examining Committee:

Chair Name: _____ **Title:** _____

Name: _____ **Title:** _____

Name: _____ **Title:** _____

Name: _____ **Title:** _____

***External Name:** _____ **Title:** _____
(*Doctoral Only)

Date of Examination: _____ Time: _____ Place: _____

I have examined the academic record of the candidate and find that the candidate has fulfilled all other degree requirements.

Department Chair/GPC Signature
Date

Notes:

1. A student must be enrolled during the semester in which he/she takes the final examination. The minimum enrollment is three hours for a Fall or Spring semester and one hour for a Summer Semester.
2. Requests to hold a final oral/written examination must be submitted to the Graduate School no later than fourteen (14) days prior to the date of the intended examination.
3. Examinations may not be given during regular University examination periods at the end of each semester or when the University is officially closed.
4. For doctoral students, there must be an intervening semester (or an equivalent calendar period) between the final dissertation examination and completion of both the comprehensive examination and the prospectus defense.

APPENDIX K

(THIS IS GENERATED BY THE GRADUATE SCHOOL AFTER THE GS5 IS
SUBMITTED AND SENT TO YOUR ADVISOR)

REPORT OF FINAL ORAL/WRITTEN EXAMINATION

NAME OF CANDIDATE:

DATE & PLACE OF EXAMINATION:

TITLE OF DISSERTATION:

COMMITTEE:

_____ Committee Chair
_____ Committee Member
_____ Committee Member
_____ External Committee Member

REPORT OF THE COMMITTEE: (Please check)

- The examination was accepted
 The examination was NOT accepted

SIGNATURES OF COMMITTEE MEMBERS/DATE

CERTIFICATION BY DEPARTMENT CHAIR/GRADUATE COORDINATOR:

I have checked the record of _____ and to the best of my
knowledge he/she has met all requirements for the degree of

_____.

Signed: _____
Department Chair/Graduate Coordinator

APPENDIX L

Form GS3

Request a Accept Transfer Credit from another Institution

The purpose of this communication is to request the transfer of no more than six hours of graduate-level courses from another institution for a Master's student. The student must have made a "B" or better on the course(s) to be transferred

Student Name: _____ UM ID #: _____

Courses to be transferred:

Course Number	Title	Hours	Grade
1. _____	_____	_____	_____
2. _____	_____	_____	_____

Institution from which the course(s) were taken: _____

This form must be accompanied by a Catalog description of the course(s) and an official copy of the transcript, unless the transcript is already on file in the Graduate School.

Copy of:

- Catalog description
- Transcript
- Transcript on file at GS

Departmental Approval:

I have determined that the requirements for the transfer of credit, as stated in the Graduate School Catalog, have been satisfied. Approval for the transfer of credit is recommended by the department.

Name of GPC/Department Chair

Signature

Date

APPENDIX M

Key Events for HESRM Faculty/Graduate Students

Listed below are some of the key events and due dates HESRM faculty and graduate students should keep in mind relative to graduate student progression. References in the last column refer to the University of Mississippi *Graduate Catalog* (UMGC), the University of Mississippi *Graduate Coordinators' Handbook* (GCH) and the HESRM Graduate Handbook (HGH), all of which are available online. “Grad School” means the University of Mississippi Graduate School Administrative Office. “Dept” means HESRM Graduate Faculty Committee.

Event	Key Date	Reference/Further Details
Apply for Graduate Assistantship	January 15	Form available on HESRM Departmental website
Intent to take master’s comprehensive exam	Semester prior to intended exam	HGH; copy to Dept; see Appendix B (Form GS7)
Scheduling/Announcing thesis proposal defense	1 week prior to defense	See HGH for positing instructions; See Appendix C
Scheduling of thesis defense	14 days prior to defense; defense must be on/before last day of classes	GCH; Submit <i>Form GS7</i> to Grad School; copy to Dept; see Appendix E
Announcing thesis defense	1 week prior to defense	See HGH for positing instructions; See Appendix E
Doctoral Program of Study	No later than the end of second semester in program	HGH; See Appendix G
Intent to take doctoral comprehensive exams	Semester prior to intended exam	GCH; Submit <i>Form GS5</i> to Grad School; copy to Dept; see Appendix H
Scheduling dissertation proposal defense	10 days prior to defense	GCH; Submit <i>Form GS6</i> to Grad School; copy to Dept; see Appendix J
Announcing dissertation proposal defense	1 week prior to defense	See HGH for positing instructions; See Appendix K
Scheduling of dissertation defense	10 days prior to defense; defense must be on/before last day of classes	GCH; Submit <i>Form GS7</i> to Grad School; copy to Dept; See Appendix B
Announcing dissertation defense	1 week prior to defense	See HGH for positing instructions; See Appendix M
Dissertation to Committee	At least 5 working days prior to defense	HGH
Submission of completed thesis or dissertation to Graduate School	Deadline determined by Grad School at time of submission of application for degree	GCH
Application for degree/graduation	1 month after start of intended graduation semester	UMGC; Submit <i>Form GS8</i> to Grad School; copy to Dept
Removal of “Incomplete” grade	Last day of following semester	GCH; use HESRM <i>Change of Grade Form</i>