Adams State University
DEPARTMENT OF HUMAN PERFORMANCE
AND PHYSICAL EDUCATION
(HPPE)

GRADUATE
STUDENT HANDBOOK
2016-17

Note: Handbook subject to change: Updated May 9, 2016
Introduction

This Department of Human Performance and Physical Education graduate handbook is intended to guide you through your Master’s degree program. Some sections have been duplicated from the Adams State Graduate Catalog and are reproduced here for your information. The handbook has been agreed and voted on by the faculty and provides a comprehensive resource for most circumstances. Human Performance and Physical Education faculty will provide you with support, guidance and advice to assist you through the program. However you, the student, are solely responsible for your progress through your degree program, your academic standing and compliance with all the regulations of Adams State, the Graduate School and the Department of Human Performance and Physical Education.

Our graduate programs have been designed to be completed in two years. You will be required to meet regularly with your advisor to stay on track.

Graduate students are an important part of our community, both for the University and for the Department. You bring unique characteristics with you and we hope to provide you with a unique, rewarding and successful educational experience. You are expected to uphold the standards expected of graduate level study, to come to class prepared to take a full part in the learning environment and to represent our Department and University in a manner that reflects well on you and us.

Please note that this handbook includes information for the following HPPE graduate programs:

**MS in Exercise Science (on-campus)**

**MA in Sport Management (online)**

**MA in Coaching (online)**

**MA in Applied Sport Psychology (online)**

**MA in Applied Sport Psychology (on-campus)**
PROGRAM: MA and MS Human Performance & Physical Education – CORE program (updated 2014)

Core Program Goal: To produce graduates who can...

1. Demonstrate the ability to read, synthesize and apply research in HPPE-related fields

Student Learning Outcomes: Student who graduate with one of the five HPPE graduate degrees will be able to:

1. Research and critically analyze current areas of investigation in the field of HPPE
2. Conduct quantitative and/or qualitative research that adds to HPPE-related fields
3. Apply current research in practical field, clinical, laboratory and teaching settings in HPPE-related fields.

PROGRAM: Master of Science in Exercise Science (updated 2014)

Core Program Goal: To produce graduates who can...

1. Demonstrate content knowledge, and effective verbal, nonverbal and multi-media communication techniques in the field of exercise science while engaging in service and leadership in the field of exercise science.

Student Learning Outcomes: Student who graduate with an MS in Exercise Science will be able to:

1. Describe and apply exercise science concepts to exercise and sport training and performance, fitness, and physical activity in a variety of settings
2. Safely use current human performance-related technologies in laboratory, clinical and field settings
3. Communicate effectively with a variety of diverse populations to meet physical activity, fitness and athletic needs of individuals
4. Apply to attain certification with professional organization(s), such as the American College of Sports Medicine (ACSM) or National Strength and Conditioning Association (NSCA) and/or pursue further graduate studies
PROGRAM: Master of Arts in Coaching (updated 2014)

Core Program Goal: To produce graduates who can...

1. Demonstrate a mastery of the knowledge, skills, and abilities associated with being an effective coach/leader in a variety of sport-related (recreational, interscholastic, intercollegiate, etc.) settings.

Student Learning Outcomes: Student who graduate with an MA in Coaching will be able to:

1. Evaluate and synthesize evidence-based practices as they relate to the physiological, sociological, and psychological principles of working with athletes in a variety of sport-related settings;
2. Apply relevant coaching theories to personal and institutional sport-related environments in order to make ethical coaching decisions that can impact diverse populations;
3. Apply effective business practices to relevant sport-related settings.

PROGRAM: Master of Arts in Sport Management (updated 2014)

Core Program Goal: To produce graduates who can...

1. Demonstrate the knowledge, skills and professional dispositions necessary to be a leader in the field of sport management.

Student Learning Outcomes: Student who graduate with an MA in Sport Management will be able to:

1. Demonstrate knowledge of the concepts of management and leadership and describe the various skills, roles, and functions of sport managers.
2. Apply fundamental marketing concepts to the sport industry, understand the uniqueness of the sport product, and the unique aspects of sport consumer and sport product markets.
3. Explain the importance of budget and finance to sport-related industries and evaluate micro- and macro-economic principles as they related to the sport industry.
4. Explain and apply the legal concepts in sport, understand the purpose of risk management issues applied to sport and fitness organizations, and evaluate the role of sport governing bodies including their authority, organizational structure, and functions.
PROGRAM: Master of Arts in Applied Sport Psychology (updated 2016)

Core Program Goal: To produce graduates who can...

1. Demonstrate a mastery of the knowledge, skills, and abilities associated with being an effective professional in applied sport psychology in a variety of sport (recreational, interscholastic, intercollegiate, etc.) settings.

Student Learning Outcomes: Student who graduate with an MA in Applied Sport Psychology will be able to:

1. Evaluate and synthesize evidence-based practices as they relate to the: physiological, sociological, psychological ethical and legal principles of working with athletes, coaches and teams;
2. Apply relevant theories from applied sport psychology into effective mental training for athletes, coaches and teams that can impact diverse populations;
3. Develop and demonstrate an effective philosophy and skill set of mental training practices with athletes, coaches and teams.

PROGRAM: Master of Science in Applied Sport Psychology (updated 2016)

Core Program Goal: To produce graduates who can...

1. Demonstrate a mastery of the knowledge, skills, and abilities associated with being an effective professional in applied sport psychology in a variety of sport (recreational, interscholastic, intercollegiate, etc.) settings while engaging in applied sport psychology in the field.

Student Learning Outcomes: Student who graduate with an MA in Applied Sport Psychology will be able to:

1. Evaluate and synthesize evidence-based practices as they relate to the: physiological, sociological, psychological ethical and legal principles of working with athletes, coaches and teams;
2. Apply relevant theories from applied sport psychology into effective mental training for athletes, coaches and teams that can impact diverse populations;
3. Develop and demonstrate an effective philosophy and skill set of mental training practices with athletes, coaches and teams.
The Department of HPPE at Adams State is committed to creating an environment in which the graduate student’s curiosity is stimulated to facilitate lifelong intellectual activity. While opportunities are provided to augment the student’s breadth of knowledge, emphasis is directed toward specialized fields of study considered integral to the graduate educational process. The graduate faculty assists in creating a professional and challenging academic environment.

The HPPE Graduate Program supports the department’s mission which is to prepare knowledgeable practitioners and leaders in the areas of sport, exercise science, fitness, physical education, coaching and sport psychology. The degree provides depth and concentration in the areas of Sport Management, Exercise Science, Applied Sport Psychology and Coaching. It also targets those individuals who may want to teach in higher education or pursue a terminal degree.

Graduate assistantships with partial tuition waivers and stipends are available for those who are full-time students on the ASU campus and admitted into the MS in Exercise Science or Applied Sport Psychology.

Students may complete one of three MA degrees or two MS degrees:

- MA in Applied Sport Psychology (online)
- MA in Coaching (online)
- MA in Sport Management (online)
- MS in Exercise Science (on campus)
- MS in Applied Sport Psychology (on campus)

Admission Requirements in the Department of HPPE

Students desiring to enroll in the HPPE Graduate Program must hold a baccalaureate degree from an accredited institution, preferably in physical education, exercise science, kinesiology, sport management, sport psychology, psychology or related area. An acceptable minor in physical education, exercise science, kinesiology, sport management sport psychology, psychology or the equivalent from an accredited institution will be considered. Students without an undergraduate major in any of these areas may be required to take prerequisite courses. These may vary according to the student’s background and will be determined during the admission process. All applicants must submit the following information to the

HPPE Department
Adams State University
208 Edgemont Blvd, Suite 4005
Alamosa, CO 81101

1. An application for admission to graduate study.
2. A $30 non-refundable application fee that is available and payable online.
3. Official transcript(s) from all higher education institutions must be sent directly from the institution to the HPPE Department at Adams State University verifying receipt of the baccalaureate degree and all other higher education coursework. International transcripts must
be translated and evaluated (even those that are in English) by an organization such as World Education Services or the American Association of Collegiate Registrars and Admissions Officers. No credits will be accepted from non-regionally accredited institutions. Failure to report any previous academic work at another college or university is considered a violation of academic integrity. Transcripts from ASU need not be requested; however, official transcripts confirming transfer credits are required. Unofficial transcripts or transcripts “issued to student” will not be accepted.

4. A letter of application that indicates your interest in either the Coaching (online), Sport Management (online), Exercise Science (on campus), Applied Sport Psychology (online), or Applied Sport Psychology (on campus) degrees and your reasons for pursuing this degree. On campus students must also address research interest/s and motivation to complete an original research project (thesis) in letter of application

5. A recent resume.

6. Two recent letters of recommendation from associates who can speak to the applicant’s academic strengths and potential for success in the graduate program. On campus students’ letters must also address ability to complete an original research project (thesis).

7. An undergraduate cumulative GPA of a 3.0 in the final 60 hours of the undergraduate degree program is required. The department chair of HPPE will determine whether an applicant with a GPA lower than 3.0 in the final 60 hours must take the verbal, quantitative, and analytical writing parts of the Graduate Record Exam (GRE). Scores on the GRE must be equal to or greater than 150 on the Verbal sub-test, equal to or greater than 150 on the Quantitative sub-test, and 4 or greater on the Analytical Writing sub-test. The department chair and graduate coordinator will finalize admittance into the program based on the applicant’s performance on the GRE. Scores will be computed for students who took the GRE prior to August 2011. Additional information may be requested by the department chair before a decision can be determined.

The chair of the department or the specific graduate program coordinator of each major will notify students of admission decisions.

**Requirements for the Master of Arts or Master of Science Degrees in HPPE**

The minimum degree requirements for all five programs are 36 hours. Students may transfer a maximum of six hours of graduate courses from an accredited institution. All transfer hours must be approved by the program coordinator and department chair.

Students enrolled in the Exercise Science (on campus) and Applied Sport Psychology (on campus) programs must complete a Thesis Proposal and Thesis. Students must be on campus/present for the oral defense (presentation) of the Thesis Proposal and Thesis. Students enrolled in the Applied Sport Psychology (online), Coaching (online) or Sport Management (online) programs must complete a capstone project and presentation as a culminating activity.
**CURRICULUM/COURSE REQUIREMENTS**

All courses in the HPPE MA or MS programs are 3 credits each and a minimum of 36 program hours are required for all graduate programs in HPPE. Six credit hours per semester is considered full-time. Elective courses may be taken at any time (after consultation with advisor).

**Required Core (all programs) - 9 credits**

- HPPE 503 Introduction to Research
- HPPE 543 Statistical Methods in HPPE
- HPPE 585 Practicum in HPPE

Students must choose between the Applied Sport Psychology (online), Sports Management (online), Coaching (online), Applied Sport Psychology (on campus) or Exercise Science (on campus) programs:

**MS in Exercise Science (on campus) - 27 credits**

- HPPE 529 Physiology of Exercise
- HPPE 530 HP Laboratory Internship
- HPPE 539 Strength and Conditioning
- HPPE 540 Biomechanics
- HPPE 545 Exercise & Sport Nutrition
- HPPE 500 Elective approved by advisor
- HPPE 591 Thesis Proposal
  and
- HPPE 593 Master’s Thesis

Students must select one of these two courses

- HPPE 536 Sports & Exercise Psych
- HPPE 538 Social Aspects of Sport & PE

**MS in Applied Sport Psychology (on campus) — 27 credits**

- HPPE 504 Methods of Coaching
- HPPE 536 Sport Psych
- HPPE 538 Social Aspects of Sport
- HPPE 550 Applied Sport Psychology
- HPPE 560 Mental Strength & Conditioning
- HPPE 581 Case Studies App Sport Psych
- HPPE 500 Elective approved by advisor
- HPPE 591 Thesis Proposal
  and
- HPPE 593 Master’s Thesis
MA in Sport Management (online) - 27 credits

BUS 500 Leadership Skills for Managers
HPPE 505 Sport Marketing & PR
BUS 520 Managerial Accounting
HPPE 525 Facilities & Event Management
HPPE 527 Sport Law
HPPE 538 Social Aspects of Sport & PE
HPPE 556 Strategic Management & Leadership in Sport
HPPE 596 Capstone Project

Students must select one of these courses:
HPPE 536 Sports & Exercise Psych
BUS 510 Global Business Perspectives
BUS 555 Leading for Results
BUS 580 Public and Non-Profit Management
ECON 505 Managerial Economics

MA in Coaching (on-line) — 27 credits

HPPE 504 Methods of Coaching
HPPE 509 Concepts in Exercise Science
HPPE 527 Sport Law
HPPE 536 Sports & Exercise Psych
HPPE 538 Social Aspects of Sport & PE
HPPE 539 Strength and Conditioning
HPPE 556 Strategic Management & Leadership in Sport
HPPE 596 Capstone Project

An additional 500 elective course approved by the advisor

MA in Applied Sport Psychology (online) — 27 credits

HPPE 504 Methods of Coaching
HPPE 509 Concepts in Exercise Science
HPPE 536 Sport Psych
HPPE 538 Social Aspects of Sport
HPPE 550 Applied Sport Psychology
HPPE 560 Mental Strength & Conditioning
HPPE 581 Case Studies App Sport Psych
HPPE 596 Capstone Project

An additional 500 elective course approved by the advisor
* Please note that the Applied Sport Psychology (online), Coaching (online) and Sport Management (online) emphases are taught completely online with cohorts beginning each fall.

* Students enrolled in online courses must have access to a wireless or LAN line connection (not dial-up) and have access to PowerPoint, Microsoft Word, Adobe Flash Player, the most recent version of Java, and Mozilla (or the equivalent of these programs). Students must also have a webcam with microphone or have a computer with built-in camera and microphone.

**IMPORTANT ADDITIONAL NOTES:**

- **MS in Exercise Science:** Students without an undergraduate degree in Exercise Science may be required to take undergraduate courses (as determined by the Graduate Program Coordinator for Exercise Science) in Exercise Science before enrolling in the Exercise Science graduate program.

- **MS in Applied Sport Psychology:** Students without an undergraduate degree in Exercise & Sport Science, Kinesiology, Psychology or a related field may be required to take undergraduate courses (as determined by the Graduate Program Coordinator for Applied Sport Psychology) in Sport Psychology and/or Exercise & Sport Science before enrolling in the Applied Sport Psychology graduate program.

- **MA in Coaching or Sport Management:** Students without an undergraduate degree in Sport Management, Coaching, Business, Kinesiology, or a related field may be required to take undergraduate courses as determined by the Graduate Program Coordinator (Sport Management & Coaching programs).

- **HPPE 503: Introduction to Research** is a pre-requisite for **HPPE 543: Statistical Methods in HPPE**


- **BUS: 500 Leadership Skills for Managers** is a pre-requisite for **HPPE: 556 Strategic Management & Leadership in Sport**

- **HPPE 591: Thesis Proposal** is a pre-requisite for **HPPE 593: Thesis**

- **HPPE 593: Thesis and 596: Capstone Project** are completed at the end of a student’s program

- **HPPE 529: Physiology of Exercise** is a pre-requisite for **HPPE 530: HP Laboratory Internship**

- **MS in Exercise Science only:** **HPPE 529: Physiology of Exercise** is a pre-requisite for **HPPE 539: Strength & Conditioning**
• HPPE 529: Physiology of Exercise is a pre-requisite for HPPE 545: Exercise & Sport Nutrition

• HPPE 536: Sport Psychology is a pre-requisite for HPPE 550: Applied Sport Psychology

• HPPE 550: Applied Sport Psychology is a pre-requisite for HPPE 560: Mental Strength & Conditioning

• HPPE 560: Mental Strength & Conditioning is a pre-requisite for HPPE 581 Case Studies in Applied Sport Psychology

• HPPE 591: Thesis Proposal, HPPE 593: Thesis, and HPPE 596: Capstone Project are graded using the standard graduate program scale in addition to the possibility of receiving an SP grade (see the Departmental HPPE Policies for a description of the SP grade).

• Course substitutions may be made with the approval of the specific graduate program coordinator and the Department Chair. Any course substitutions must be filed on the appropriate forms which are available online.

• A maximum of six semester hours of transfer credit from other accredited institutions may be used to fulfill degree requirements. All transfer credits require the approval of the specific graduate program coordinator and the department chair and must be filed with the graduate school on a specific form found in this handbook. Transfer courses must have been taken for regular grades rather than pass/fail grades.

• The location for the capstone project and practicum courses (596 and 585) is by agreement with the program coordinator. These courses are student-directed and must be learning experiences broadly related to their program emphasis. However, students are expected to seek locations that broaden their experience, preferably outside their normal working and sporting environment. Arrangements for both these courses should be initiated and approved in the semester prior to that in which the course is to be taken. Exceptions will only be made with the approval of the department chair and in extraordinary circumstances.

**Important Deadlines**

<table>
<thead>
<tr>
<th>Admission for all programs</th>
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<tbody>
<tr>
<td>Fall</td>
<td>August 1\textsuperscript{st}</td>
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<tr>
<td>GA applications*(on-campus programs only)</td>
<td>May 1\textsuperscript{st}</td>
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\*Note: students must be accepted into an on-campus HPPE program prior to be considered eligible for a GA position
Degree Plans
MASTER OF ARTS DEGREE PLAN  
Human Performance and Physical Education (HPPE)  
On-Line Coaching

Student Name ____________________________  
ID # ____________________________

Number of Semester Hours Transfer Credit (Student must complete Petition for Transfer Form): ___  
A maximum of six (6) semester hours may be transferred from accredited institutions.

<table>
<thead>
<tr>
<th>REQUIRED CORE</th>
<th>HRS</th>
<th>TRANS/SUB</th>
<th>SEM TAKEN</th>
<th>GRADE</th>
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<tr>
<td>HPPE 503</td>
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<tr>
<td>Introduction to Research</td>
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<td>HPPE 543</td>
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<tr>
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<tr>
<td>Methods of Coaching</td>
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<td>HPPE 509</td>
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<td>Concepts in Exercise Science</td>
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<tr>
<td>Social Aspects of Sport &amp; PE</td>
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<td>Capstone Project</td>
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</table>

**PROGRAM HOURS = 36**

Course substitutions may be made with the approval of the department chair. Any substitutions must be filed on appropriate forms.

Completed Degree Plan (submission with graduation application) ____________________________ Date __________

Advisor Signature _____________________________________________________________ Date __________

Department Chair Signature _____________________________________________________ Date __________
# MASTER OF ARTS DEGREE PLAN

**Human Performance and Physical Education (HPPE)**

**Online Sport Management**

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**Student Name__________________________**

**ID #__________________________**

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Number of Semester Hours Transfer Credit (Student must complete Petition for Transfer Form): _______

A maximum of six (6) semester hours may be transferred from accredited institutions.

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### REQUIRED CORE

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<tr>
<th>Course</th>
<th>Title</th>
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<th>SEM TAKEN</th>
<th>GRADE</th>
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<td>Practicum in HPPE</td>
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**Total 9**

### SPORT MANAGEMENT

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<td>BUS 500</td>
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Students must select one of these courses:

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**Total 27**

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**PROGRAM HOURS = 36**

Substitutions may be made with the approval of the department chair. Any substitutions must be filed on appropriate forms.

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Completed Degree Plan (submission with graduation application) __________________________ Date ____________

Advisor Signature __________________________________________________________ Date__________

Department Chair Signature___________________________________________________ Date__________

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# MASTER OF SCIENCE DEGREE PLAN

**Human Performance and Physical Education (HPPE)**

**Exercise Science Emphasis**

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**Student Name** ___________________________  **ID #** ____________________________

Number of Semester Hours Transfer Credit (Student must complete Petition for Transfer Form): ______

A maximum of six (6) semester hours may be transferred from accredited institutions.

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## REQUIRED CORE

<table>
<thead>
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</table>

**Total** 9

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## EXERCISE SCIENCE

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>HRS</th>
<th>TRANS/SUB</th>
<th>SEM TAKEN</th>
<th>GRADE</th>
</tr>
</thead>
<tbody>
<tr>
<td>HPPE 529</td>
<td>Physiology of Exercise</td>
<td>3</td>
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<td>HPPE 530</td>
<td>HP Laboratory Internship</td>
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<tr>
<td>HPPE 539</td>
<td>Strength and Conditioning</td>
<td>3</td>
<td></td>
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<tr>
<td>HPPE 540</td>
<td>Biomechanics</td>
<td>3</td>
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<tr>
<td>HPPE 545</td>
<td>Exercise &amp; Sport Nutrition</td>
<td>3</td>
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<tr>
<td>500 level elective course approved by advisor</td>
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</table>

Students must select **one** of these two courses

- HPPE 536  Sports & Exercise Psych
- HPPE 538  Social Aspects of Sport & PE

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>HRS</th>
<th>TRANS/SUB</th>
<th>SEM TAKEN</th>
<th>GRADE</th>
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<tbody>
<tr>
<td>HPPE 591</td>
<td>Thesis Proposal</td>
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<tr>
<td>HPPE 593</td>
<td>Master’s Thesis</td>
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**PROGRAM HOURS = 36**

Substitutions may be made with the approval of the department chair. Any substitutions must be filed on appropriate forms.

---

Completed Degree Plan (submission with graduation application) __________________________ Date __________

Advisor Signature ___________________________________________________________ Date __________

Department Chair Signature _________________________________________________ Date __________
MASTER OF ARTS DEGREE PLAN  
Human Performance and Physical Education (HPPE)  
On-Line Applied Sport Psychology

Student Name ___________________________  ID # ___________________________

Number of Semester Hours Transfer Credit (Student must complete Petition for Transfer Form): ___
A maximum of six (6) semester hours may be transferred from accredited institutions.

<table>
<thead>
<tr>
<th>REQUIRED CORE</th>
<th>HRS</th>
<th>TRANS/SUB</th>
<th>SEM TAKEN</th>
<th>GRADE</th>
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<tbody>
<tr>
<td>HPPE 503 Introduction to Research</td>
<td>3</td>
<td></td>
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<tr>
<td>HPPE 543 Statistical Methods in HPPE</td>
<td>3</td>
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<tr>
<td>HPPE 585 Practicum in HPPE</td>
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<thead>
<tr>
<th>HPPE</th>
<th>HRS</th>
<th>TRANS/SUB</th>
<th>SEM TAKEN</th>
<th>GRADE</th>
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<tbody>
<tr>
<td>HPPE 504 Methods of Coaching</td>
<td>3</td>
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<tr>
<td>HPPE 509 Concepts in Exercise Science</td>
<td>3</td>
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<tr>
<td>HPPE 538 Social Aspects of Sport &amp; PE</td>
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<table>
<thead>
<tr>
<th>APPLIED SPORT PSYCHOLOGY</th>
<th>HRS</th>
<th>TRANS/SUB</th>
<th>SEM TAKEN</th>
<th>GRADE</th>
</tr>
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<tbody>
<tr>
<td>HPPE 536 Sport Psychology</td>
<td>3</td>
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<td>HPPE 550 Applied Sport Psychology</td>
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<tr>
<td>HPPE 560 Mental Strength &amp; Conditioning</td>
<td>3</td>
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<tr>
<td>HPPE 581 Case Studies App Sport Psych</td>
<td>3</td>
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<td></td>
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<tr>
<td>HPPE 596 Capstone Project</td>
<td>3</td>
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<tr>
<td>A 500 level HPPE or COUN elective course approved by advisor</td>
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<td>Total</td>
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PROGRAM HOURS 36

Substitutions may be made with the approval of the department chair. Any substitutions must be filed on appropriate forms.

Contemplated time to receive the M.A. Degree (semester)__________ (year)__________

Completed Degree Plan (submission with graduation application) __________________________ Date ____________

Advisor Signature __________________________ Date ____________

Department Chair Signature __________________________ Date ____________
# MASTER OF SCIENCE DEGREE PLAN

**Human Performance and Physical Education (HPPE)**  
**MS in Applied Sport Psychology (On Campus)**

Student Name ___________________________  ID # ___________________________

Number of Semester Hours Transfer Credit (Student must complete Petition for Transfer Form): ____________  
A maximum of six (6) semester hours may be transferred from accredited institutions.

## REQUIRED CORE

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
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<td>HPPE 503</td>
<td>Introduction to Research</td>
<td>3</td>
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<td>HPPE 543</td>
<td>Statistical Methods in HPPE</td>
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<td>HPPE 585</td>
<td>Practicum in HPPE</td>
<td>3</td>
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## SPORT PSYCHOLOGY

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<tr>
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<tbody>
<tr>
<td>HPPE 504</td>
<td>Methods of Coaching</td>
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<td>HPPE 536</td>
<td>Sport Psychology</td>
<td>3</td>
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<tr>
<td>HPPE 538</td>
<td>Social Aspects of Sport</td>
<td>3</td>
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<td>HPPE 550</td>
<td>Applied Sport Psychology</td>
<td>3</td>
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<tr>
<td>HPPE 560</td>
<td>Mental Strength &amp; Conditioning</td>
<td>3</td>
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<tr>
<td>HPPE 581</td>
<td>Case Studies in App Sport Psych</td>
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## EXERCISE SCIENCE (Elective 3 credits)

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<tr>
<th>Course</th>
<th>Title</th>
<th>HRS</th>
<th>TRANS/SUB</th>
<th>SEM TAKEN</th>
<th>GRADE</th>
</tr>
</thead>
<tbody>
<tr>
<td>HPPE 529</td>
<td>Physiology of Exercise</td>
<td>3</td>
<td></td>
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</tr>
<tr>
<td>HPPE 530</td>
<td>HP Laboratory Internship</td>
<td>3</td>
<td></td>
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</tr>
<tr>
<td>HPPE 540</td>
<td>Biomechanics</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>HPPE 545</td>
<td>Exercise &amp; Sport Nutrition</td>
<td>3</td>
<td></td>
<td></td>
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<tr>
<td><strong>Total</strong></td>
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<td><strong>3</strong></td>
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</table>

Students must complete a research thesis  
HPPE 591 Thesis Proposal 3  
**and**  
HPPE 593 Master’s Thesis 3

**Total 27**

## PROGRAM HOURS  
36

Substitutions may be made with the approval of the department chair. Any substitutions must be filed on appropriate forms.

Contemplated time to receive the M.S. Degree (semester) ___________________________ (year) ____________

Completed Degree Plan (submission with graduation application) _________________ Date ____________

Advisor Signature __________________________________________________________ Date ____________

Department Chair Signature ____________________________________________ Date ____________
HPPE Course Rotations
MA IN COACHING – ONLINE

By following this sequence of courses, a student can complete the MA in 4 semesters and 2 full summer terms. If a student falls out of this sequence then additional terms may be needed to complete the degree.

Fall 1
- HPPE 503: Introduction to Research
- HPPE 536: Sport & Exercise Psychology

Spring 1
- HPPE 504: Methods of Coaching
- HPPE 538: Social Aspects of Sport & Physical Education

Summer 1
- HPPE 543: Statistics in HPPE
- HPPE 509: Concepts in Exercise Science

Fall 2
- HPPE 556: Strategic Management & Leadership in Sport
- HPPE 585: Practicum in HPPE

Spring 2
- HPPE 539: Strength & Conditioning
- 500-level Elective

Summer 2
- HPPE 596 Capstone Project
- HPPE 527: Sport Law

Total units in MA= 36
MA IN SPORT MANAGEMENT – ONLINE

By following this sequence of courses, a student can complete the MA in 4 semesters and 2 full summer terms. If a student falls out of this sequence then additional terms may be needed to complete the degree.

Fall 1
- HPPE 503: Introduction to Research
- BUS 500: Leadership Skills for Managers

Spring 1
- HPPE 505 Sport Marketing & Public Relations
- HPPE 525: Facilities & Event Management

Summer 1
- HPPE 527: Sport Law
- BUS 520: Managerial Accounting

Fall 2
- HPPE 556: Strategic Management and Leadership in Sport
- HPPE 585: Practicum

Spring 2
- Elective from HPPE or BUS
- HPPE 538: Social Aspects of Sport

Summer 2
- HPPE 543: Measurement and Evaluation
- HPPE 596: Capstone Project

Total units in MA= 36
MA in Applied Sport Psychology - online

By following this sequence of courses, a student can complete the MA in 4 semesters and 2 full summer terms. If a student falls out of this sequence then additional terms may be needed to complete the degree. The elective course may be taken at any time (consult with advisor) and only included here during Summer 2 as an example.

Fall 1
- Online Program Orientation on Blackboard (to be completed before starting classes)
- HPPE 503: Introduction to Research
- HPPE 536: Sport Psychology

Spring 1
- HPPE 504: Methods of Coaching
- HPPE 538: Social Aspects of Sport & Physical Education

Summer 1
- HPPE 509: Concepts in Exercise Science
- HPPE 543: Statistical Methods in HPPE

Fall 2
- HPPE 550: Applied Sport Psychology
- 500-level Elective

Spring 2
- HPPE 560: Mental Strength and Conditioning
- HPPE 585: Practicum in HPPE

Summer 2
- HPPE 581: Case Studies in Applied Sport Psychology
- HPPE 596: Capstone Project

500-level Elective- Needs to be taken at some point within the 6 semesters.
Total units in MA= 36
MS IN EXERCISE SCIENCE – CAMPUS

By following this sequence of courses, a student can complete the MS in 4 semesters and 1 full summer term. If a student falls out of this sequence then additional terms may be needed to complete the degree. Elective courses may be taken at any time (consult with advisor).

Fall 1

- HPPE 503: Introduction to Research
- HPPE 540: Biomechanics

Spring 1

- HPPE 529: Physiology of Exercise
- HPPE 543: Statistics in HPPE

Summer 1

- HPPE 530: HP Laboratory Internship
- HPPE 545: Exercise & Sport Nutrition

Fall 2

- HPPE 585: Practicum
- HPPE 591: Thesis Proposal

Spring 2

- HPPE 539: Strength and Conditioning
- HPPE 593: Thesis

Important Note:

Students must select one of these two courses

HPPE 536 Sports & Exercise Psych
HPPE 538 Social Aspects of Sport

AND complete one 3-credit 500 level elective approved by advisor
MS in Applied Sport Psychology – Campus

By following this sequence of courses, a student can complete the MS in 4 semesters and 1 full summer term. If a student falls out of this sequence then additional terms may be needed to complete the degree. The elective course may be taken at any time (consult with advisor)

Fall 1
- HPPE 503: Introduction to Research
- HPPE 536: Sport Psychology
- HPPE Elective

Spring 1
- HPPE 504: Methods of Coaching (or Spring 2)
- HPPE 543: Statistical Methods in HPPE
- HPPE 550: Applied Sport Psychology
- HPPE Elective

Summer 1
- HPPE 560: Mental Strength and Conditioning
- HPPE 538: Social Aspects of Sport & Physical Education
- HPPE 585: Practicum in Applied Sport Psychology (Can be taken after 18cr + HPPE 503)

Fall 2
- HPPE 591: Thesis Proposal
- HPPE Elective

Spring 2
- HPPE 581: Case Studies in Applied Sport Psychology
- HPPE 593: Thesis
- HPPE Elective

500-level Elective- Needs to be taken at some point within the 5 semesters.

Total units in MS= 36 minimum
Thesis Guidelines for MS in Exercise Science & MS in Applied Sport Psychology
Students in the MS in Exercise Science and MS in Applied Sport Psychology program must complete a Thesis Proposal and Thesis. Students are responsible for obtaining approval from the ASU Institutional Review Board prior to contacting any potential subjects and collecting any data -- [http://www.adams.edu/irb/](http://www.adams.edu/irb/)

*The Adams State University (ASU) Institutional Review Board (IRB) functions as the review board for the entirety of Adams State University. Institutional Review Boards are committees mandated by the National Research Act, Public Law 93-348, and must be established within each institution that conducts biomedical or behavioral research with human participants (a separate committee is responsible for any research involving animal subjects).*

**Thesis Proposal and Thesis**

**Course 1 – HPPE 591: Thesis Proposal**

This course represents the first part of a two-part culminating experience for the graduate student in the area of Exercise Science. It is intended that this course will provide a practical and thorough experience working through a professionally designed research project. Student may enroll in this course once he/she completes at least 18 graduate credit hours in HPPE, including HPPE 503 and HPPE 543. Exceptions to this time frame must be approved by advisor.

This course constitutes the research thesis proposal in fulfillment of the requirements for a Master’s degree in HPPE. The course will challenge the student to use all previous experiences to assemble together a culminating thesis. It must be representative of quality graduate coursework.

**Content Outline for the Thesis Proposal (must follow APA format):**

Students must use a standard research format in writing the Master’s thesis proposal:

**Quantitative Design Outline**

1. Introduction
   a. Statement of the problem
   b. Purpose of the study
   c. Hypothesis and/or research questions
   d. Delimitations
   e. Limitations
   f. Assumptions
   g. Definition of terms
2. Review of the Literature
3. Procedures
   a. The setting
   b. Population
   c. Instrumentation
   d. Research Design
   e. Reliability
   f. Validity
   g. Treatment of data/ statistical analysis
Qualitative Design Outline

1. Introduction
   a. Statement of the problem
   b. Purpose of the study
   c. Research questions
   d. Delimitations
   e. Limitations
   f. Assumptions
   g. Definition of terms

2. Review of the Literature

3. Procedures
   a. The setting
   b. Population
   c. Researcher as the Instrument
   d. Research Design
   e. Data Analysis
   f. Trustworthiness
   g. Ethical Considerations

Course Procedures:

1. Students should register for HPPE 591 in the semester preceding HPPE 593 at the very end of the program. They must have successfully completed a minimum of 18 hours of their graduate program including HPPE 503 and HPPE 543. Exceptions to this must be approved by the graduate program coordinator.

2. In the semester before enrolling in HPPE 591, students will form a Master’s Thesis Committee consisting of three professionals. At least two members of the committee must be full-time tenure-track members of the Adams State HPPE faculty. Any other committee member must be approved by the HPPE Department Chair and this individual must hold at least a Master’s degree. Students must obtain signatures from committee members and the Department Chair using the Master’s Degree Culminating Activity Contract for Thesis (prior to enrolling in HPPE 591).

3. Students will then work with the Committee Chair throughout the semester enrolled in HPPE 591 (until early November 1st) by providing the chair with multiple hard copy drafts of written work and subsequently responding to the chair’s comments and suggestions in a timely fashion. Upon each revision, the Committee Chair is given 7-10 days to complete his/her review and provide suggested edits.

4. By November 1st, the Committee Chair will determine if the written proposal is adequate enough to be reviewed by the other committee members. If the student’s work is not adequate, then the student, chair, and department chair determine if a grade of SP should be given for the course or if other arrangements may be made. If the student’s work is deemed adequate, then he/she provides the whole committee with hard copies or electronic (depending on the committee member’s preference) of the
proposal. This proposal is the one that will be graded by the committee. Committee members are given a minimum of 7-10 days to review the proposal before the oral presentation.

5. Students then will propose the Master’s thesis to the committee and invited guests in an oral presentation in accordance with prescribed standards. The oral defense must be scheduled and completed no later than November 30th. Students must be physically present on campus to deliver the presentation.

6. Upon successful completion of the oral defense, students will receive a combined grade for the written proposal and oral presentation. Any changes and committee recommendations must be reflected in the final Thesis in HPPE 593.

7. Upon successful completion of the oral defense, students must make the suggested revisions as they apply to the IRB application process, and submit the research proposal to the Adams State Institutional Review Board, with the appropriate paperwork and format, as soon as possible in order to receive a timely review and approval (check IRB website for meeting dates).

Please note:
a) Students are responsible for obtaining approval from the ASU Institutional Review Board prior to contacting potential participants and collecting any data -- http://www.adams.edu/irb/

The Adams State University (ASU) Institutional Review Board (IRB) functions as the review board for the entirety of Adams State University. Institutional Review Boards are committees mandated by the National Research Act, Public Law 93-348, and must be established within each institution that conducts biomedical or behavioral research with human participants (a separate committee is responsible for any research involving animal subjects).

b) The aforementioned timeline is considered “flexible” given each student’s research project. However, the defense date (#5 above) and final copy (#6 above) are firm.

Grading:
A letter grade will be submitted by the members of the committee and averaged to compute a final grade. The grade will be weighted as follows to include the written proposal (80%) and the oral presentation (20%).

- A final grade of A, A-, B+, B, B- will be considered as passing. A grade of C+ or lower means that the course must be repeated.
- If the student is on probation and receives a grade lower than a B, the student will be dismissed from the program;
- A grade of F represents failure and the course must be repeated.
This grade will be forwarded to the instructor of record who will award the final grade based on the recommendation of the committee.

Once a student successfully completes HPPE 591: the student may then enroll in:
Course 2 – HPPE 593: Thesis

This course constitutes the second part of a two-part culminating experience for the graduate student in the area of Exercise Science. This course will provide a practical and thorough experience working through a professionally designed research project. It is a continuation of the thesis proposal and includes an oral defense of the Master’s Thesis. This course is to be taken in the student’s last semester at ASU.

The course will challenge the student to use all previous experiences to assemble together a culminating thesis. It must be representative of quality graduate coursework.

Content Outline for Thesis (APA format):

Students must use a standard research format in writing the Master’s Thesis.

The following will be used for quantitative research:

- Title Page
- Abstract
- Acknowledgements
- Table of Contents
  - List of Figures (if applicable)
  - List of Tables (if applicable)
- Chapter 1: Introduction
  - Statement of the problem
  - Purpose of the study
  - Hypothesis and/or research questions
  - Delimitations
  - Limitations
  - Assumptions
  - Definition of terms
- Chapter 2: Review of the Literature
- Chapter 3: Procedures
  - The setting
  - Population
  - Instrumentation
  - Research Design
  - Reliability
  - Validity
  - Treatment of data/Statistical analysis
- Chapter 4: Results
  - Data Analysis
  - Findings
- Chapter 5: Discussion – including a discussion & interpretation of results/findings

- Chapter 6: Summary and Conclusions
  - Practical Applications
  - Recommendations for future research
The following will be used for qualitative research:

Title Page  
Abstract  
Acknowledgements  
Table of Contents  
List of Figures (if applicable)  
List of Tables (if applicable)  
Chapter 1: Introduction  
Statement of the problem  
Purpose of the study  
Research questions  
Delimitations  
Limitations  
Assumptions  
Definition of terms  
Chapter 2: Review of the Literature  
Chapter 3: Procedures  
The setting  
Population  
Researcher as the Instrument  
Research Design  
Data Analysis  
Trustworthiness  
Ethical Considerations  
Chapter 4: Findings  
(Discuss organization of findings with advisor)  
Chapter 5: Discussion – including a discussion & interpretation of findings  
Chapter 6: Summary and Conclusions  
Practical Applications  
Recommendations for future research

Mixed-Methods research (combing qualitative and quantitative) is an option as well.

Other formats may be acceptable, depending on the nature of the study and subject to the advisor’s approval. When writing this thesis, students will follow the style guidelines of the most recent APA Publication Manual.

Course Procedures:

1. Only those students who have successfully completed HPPE 591 may register for HPPE 593.

2. Any changes to the original Thesis Committee (formed for HPPE 591) must be reflected in the Master’s Degree Culminating Activity Contract.

3. Students will continue working with Committee Chair throughout the semester (until late March) by providing the chair with multiple hard copy drafts of written work and subsequently responding to the
chair’s comments and suggestions in a timely fashion. Upon each revision, the Committee Chair is given 7-10 days to complete his/her review and provide suggested edits.

4. By April 1st, the Committee Chair will determine if the written proposal is adequate enough to be reviewed by the other committee members. If the student’s work is not complete but satisfactory, then the student, chair, and department chair determine if a grade of SP should be given for the course or if other arrangements may be made. If the student’s work is deemed adequate, then he/she provides the whole committee with hard copies or electronic (depending on the committee member’s preference) of the thesis. Committee members are given 7-10 days to review the proposal.

5. Students then will present the Master’s thesis to the committee and invited guests in an oral presentation in accordance with prescribed standards. The oral defense must be scheduled and completed no later than the second week of April. Students must be physical present on campus to deliver the presentation.

6. Upon successful completion of the oral defense, students will receive a combined grade for the written proposal and oral presentation. Any changes and committee recommendations must be reflected in the final Thesis in order to graduate. Final thesis and signatures must be completed by May 1st.

7. Student will file one bound copy (with all appropriate signatures) in the library and one bound copy with the HPPE department. Committee members also receive copies of the thesis; these maybe “softbound”. BINDING POLICY: Students completing a Master’s Thesis are expected to provide a minimum of two printed copies to the library. Binding for both copies will be paid for by the library. One copy will be retained for the library Archives Special Collection, and one copy is for the student. The additional copy for the HPPE department will be paid for by the student. Arrangements will need to be made prior to turning copies into the library for binding.

http://www.adams.edu/library/img/thesisbindingagreement.pdf

Please note:
a) The aforementioned timeline is considered “flexible” given each student’s research project. However, the defense date (#5 above) and final copy (#6 above) are firm.

Grading Scale:

A letter grade will be submitted by the members of the committee and averaged to compute a final grade. The grade will be weighted as follows to include the written thesis (80%) and the oral defense presentation (20%).

- A final grade of A, A-, B+, B, B- will be considered as passing. A grade of C+ or lower means that the course must be repeated.
- If the student is on probation and receives a grade lower than a B, the student will be dismissed from the program;
- A grade of F represents failure and the course must be repeated.

This grade will be forwarded to the instructor of record who will award the final grade based on the recommendation of the committee.
**General Requirements and Guidelines for Thesis**

Students must follow the most recent edition of the APA manual with regard to formatting, spacing, margins, headings, footnotes, etc.

**HPPE Specific Requirements include:**

**Signed Title Page:**  
The thesis must include the appropriate completed **Signed Title Page** form (under the “Forms” section of handbook).

**Paper:**  
The written thesis must be printed on:  
- White paper with a 25% or higher cotton-fiber content embossed with a watermark seal.  
- 20 pound weight minimum.  
- 8.5" x 11" in size.

**Word Processing:**  
The thesis must be a flawless copy that does not reveal the following:  
- Cross-outs, lines from paste-ons, dots and shading in the background, smudges and smears, and white-out.  
- Use of photo-mounting corners, staples, or tape.

**Printing, Copying, Binding**  
- Every page of the document must be printed single-sided with a laser printer.

**Thesis:**  
- Student will file one bound copy (with all appropriate signatures) in the library and one bound copy with the HPPE department. Committee members also receive copies of the thesis; these may be “softbound”.  
**_BINDING POLICY:** Students completing a Master’s Thesis are expected to provide a minimum of two printed copies to the library. Binding for both copies will be paid for by the library. One copy will be retained for the library Archives Special Collection, and one copy is for the student. The additional copy for the HPPE department will be paid for by the student. Arrangements will need to be made prior to turning copies into the library for binding.  

**Fonts**  
- Most 12-point fonts are acceptable for text (Times New Roman is preferred) and 10-point font for footnotes and subscripts  
- Fonts equivalent to Microsoft Word may be used.

**Final Format**  
Changes, corrections, or additions required by the student’s committee are to be incorporated **before** the committee will sign off on any thesis.
Capstone Project Guidelines for MA in Coaching & MA in Sport Management & MA in Applied Sport Psychology
Content Outline:

Requirements for various projects will vary, but there will be certain elements common to each project. All projects should be grounded in a discipline, should demonstrate mastery of an identifiable body of literature, and should include an extensive bibliography. The same rigor and expectations are to be found in both the Thesis Option and Capstone Project Option.

The following are common types of a Capstone Project:

A Curriculum project contributes to a field of teaching by enhancing communication of a subject matter. Examples at the P-12 and Higher Education levels include: creating a teacher’s guide or coaching manual, the creation of an educational website, a design for a new teaching or exercise/training method, or the development of new teaching method.

An Applied project contributes to the disciplines or the professions by adding to technical/professional knowledge or by providing an original application of technical/professional knowledge in the professional field. Examples include: athletic department handbook, website (athletics and tools), sport marketing project, risk and event management project, or an afterschool athlete academic program.

Regardless of the project’s form, the following items must be present in the written component (APA style) of the field based research project:

- Chapter 1: Introduction
  - What are the needs for your program?
  - What is the purpose of your project?
  - What is your interest in this project?
  - Why did you choose this topic?

- Chapter 2: Review of the literature
  - Comprehensive critical evaluation of what has already been researched and published

- Chapter 3: Procedures
  - How did you go about doing this project?
  - Who did you work with? How? What are their qualifications/experiences?
  - How will you evaluate skills, behaviors, and the overall program?
  - What is your professional development plan?

- Chapter 4: Product Section
  - Your product: your curriculum, handbook, program design, project, or program.
  - Include your assessments and program review.
  - What did you learn from this and how will you use the project in the future?
  - How can others use or benefit from your project?

- Bibliography
- Appendices (surveys, completed project, etc.)
  - Definition of key terms that you will be using
Other formats may be acceptable, depending on the nature of the study and subject to the advisor’s approval. When writing the project, students will follow the style guidelines of the most recent APA Publication Manual.

Course Procedures:

The project must be in accordance with these prescribed standards:

1. By the end of week 1 of the semester, the student must obtain approval for the proposed Capstone project from the graduate program coordinator using the Master’s Degree Culminating Activity Contract for Capstone Project for the MA in Coaching or Sport Management. In addition, the student forms a Capstone Project committee consisting of a Chair and one other individual. The Committee Chair will be the instructor of the course. The second individual may be a committee member from either inside or outside of the HPPE department (this person must be approved by the graduate program coordinator and hold at least a master’s degree). These committee members must sign the Master’s Degree Culminating Activity Contract for Capstone Project.

2. By the end of week 2 of the semester, the student completes a written proposal that includes:
   (a) project title,
   (b) rationale for the project,
   (c) purpose of the project/what the student plans on completing,
   (d) who will benefit from this project,
   (e) what is the product/outcome,
   (f) timeline that lists specific dates for completing the project on time.

   The student must get approval for the project from the instructor of the course before moving forward with the project.

3. Upon approval of the proposed project, the student will work with his/her Committee Chair throughout the semester by providing the Chair with multiple drafts of written work and subsequently responding to the Chair’s comments and suggestions in a timely fashion. Upon each revision, the Committee Chair is given 7-10 days to complete his/her review and provide suggested edits.

4. By the end of week 8, the Committee Chair will determine if the project is adequate enough to be reviewed by the other committee members. If the student’s work is not adequate, then the student, chair, and department chair determine if a grade of SP should be given for the course or if other arrangements may be made. If the student’s work is deemed adequate, then he/she provides the whole committee with copies of the project. Committee members are given 7-10 days to review the proposal. If good enough to go to committee, it will be graded as is.

5. The student then will conduct a formal online presentation of the project in accordance with prescribed standards by end of week 10.
6. Upon successful completion of the oral presentation, students turn in final edits to capstone paper in order to graduate. All final forms and final copies of the written project must be signed by the end of week 12.

Course Procedures and Grading Scale:

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<thead>
<tr>
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<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Presentation</td>
<td>20</td>
</tr>
<tr>
<td>Written Research Paper</td>
<td>80</td>
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</tbody>
</table>

**General Requirements and Guidelines for Capstone Projects**

Students must follow the most recent edition of the APA manual with regard to formatting, spacing, margins, headings, footnotes, etc.

**HPPE Specific Requirements include:**

**Signed Title Page:**
The capstone project must include the appropriate completed Signed Title Page form (under the “Forms” section of handbook).

**Word Processing:**
The must be a flawless copy that does not reveal the following:
- Cross-outs, lines from paste-ons, dots and shading in the background, smudges and smears, and white-out.
- Use of photo-mounting corners, staples, or tape.

**Fonts**
- Most 12-point fonts are acceptable for text (Times New Roman is preferred) and 10-point font for footnotes and subscripts
- Fonts equivalent to Microsoft Word may be used.

**Final Format**
Changes, corrections, or additions required by the instructor are to be incorporated before the instructor will sign off on any capstone project.
Policies & Procedures
Adams State Graduate School

The following notes have been taken from the Graduate School Catalog and are included here as they are especially pertinent to HPPE graduate programs.

**COURSE LOAD**

Full-time graduate class load is six hours per semester and this includes summer sessions. More credit hours may be taken in a semester with approval of the advisor.

Summer limits are exclusive of one-day workshops. Individual departments may have different requirements for summer students. Graduate students must be enrolled in at least six semester hours to be eligible for financial aid. Course overloads require the approval of the student’s academic advisor or department chair. The overload form can be found at [http://www2.adams.edu/gradschool/forms/forms.php](http://www2.adams.edu/gradschool/forms/forms.php).

**FINANCIAL AID**

Students must complete the Free Application for Federal Student Aid by going to [http://www.fafsa.ed.gov](http://www.fafsa.ed.gov). Financial aid is not awarded without the FAFSA report. Federal loans and federal work-study are available for graduate students. Loans are the most common type of assistance for graduate students. Once awarded, loan programs require online acceptance, entrance counseling, and a master promissory note. These can be completed by going to [www.studentloans.gov](http://www.studentloans.gov) and [http://www.adams.edu/onestop](http://www.adams.edu/onestop).

All applicants should apply at least two months prior to their first day of classes. If they do not, financial aid might not be available on the payment due date. For information about financial aid, contact the Office of Student Financial Aid at 719-587-7306 or 800-824-6494 or at [http://www.adams.edu/finaid](http://www.adams.edu/finaid). Adams State Office of Financial Aid complies with all regulations, guidelines, policies, and procedures of the U.S. Department of Education, the state of Colorado, and the administration of Adams State.

**HPPE GRADUATE ASSISTANTSHIPS**

A limited number of Adams State graduate assistantships are available to students who have been admitted to master’s degree programs and are enrolled full time in on-campus Exercise Science program or MS in Applied Sport Psychology. The assistantships are competitive and include stipends and partial tuition waivers for fall and spring semesters. Graduate assistants dedicate approximately 20 hours per week to duties and responsibilities as assigned by the appropriate department chair. No graduate assistant positions are available through the Coaching or Sport Management or MA in Applied Sport Psychology programs.

Graduate assistants must maintain full-time student status each semester, cannot earn any grades lower than a B-, must perform their assistantship assignments in a satisfactory manner. Assistantships are awarded on a year-to-year basis, and students must apply each year. Graduate assistantships are awarded at the recommendation of the appropriate department chair and appropriate graduate program coordinator. An assistantship may be withdrawn at the end of any semester at the discretion of the chair or graduate program coordinator. The department chair or graduate program coordinator supervises the activities of the graduate assistant as part of the student’s educational experience.
In no case will an assistantship be awarded to the same student for more than two years. Graduate assistantships are first and foremost for the educational benefit of the student, and any benefit to the university is merely incidental. Stipends and partial tuition waivers associated with graduate assistantships are in the nature of financial aid for the purpose of meeting the student’s educational objectives. Students who desire to be graduate assistants must complete a Graduate Assistantship Application and submit it to the Graduate School. Application forms are available in the Graduate School or online at [http://www.adams.edu/gradschool](http://www.adams.edu/gradschool). Applying for a graduate assistantship does not guarantee a student will be granted a position.

**Graduation**

Students who have a hold placed against their account, any incomplete coursework or other unfulfilled degree requirements, including successfully completing the culminating activity, will not be permitted to participate in commencement exercises until such time as all requirements have been met. The graduation ceremony is held only in the spring semesters on the Adams State campus in Alamosa. There is no summer or fall commencement. If you complete the requirements for graduation during summer or fall semester, you may choose to walk in the preceding spring ceremony.

Students who plan to graduate must apply the semester before the anticipated completion. At the ceremony, students will receive a diploma cover. Provided all requirements have been met for the degree, students will receive their diploma in the mail approximately six weeks later. At the ceremony, graduate students will be hooded. Adams State supplies the hoods, but they must be returned at the end of the ceremony. MA and MS candidates are encouraged to attend the traditional ceremony.

**General Academic Policies for All Students Pursuing an MA or MS**

1. **Degree Plan**
   A degree plan signed by each student and academic advisor will be kept on file by the advisor. Cognate area courses, electives, and course substitutions must be approved by the appropriate advisor and department chair in advance and in writing. The completed degree plan with all appropriate signatures must be submitted to the Graduate School at the time of graduation. Students who take courses and ask for approval after the fact are in danger of losing those credits regardless of the source of their advisement.

2. **Transfer Credit**
   A maximum of six semester hours of transfer credit from other accredited institutions may be used to fulfill degree, licensure, or endorsement requirements. Students must request permission to transfer course work using the Petition to Transfer Credit Form at [http://www2.adams.edu/gradschool/forms/forms.php](http://www2.adams.edu/gradschool/forms/forms.php). Students must provide official transcripts and course syllabus, and obtain the advisor’s signature. Students requesting transfer or substitution of prior course work must declare so within their first semester of study. Students who take courses and ask for approval after the fact are in danger of losing those credits regardless of the source of their advisement. Only graduate level courses with a grade of B or higher will be considered for transfer (C or lower will not be transferred in).

3. **Grade Point Average (Academic Probation and Dismissal)**
   Graduate students must maintain a cumulative grade point average of 3.0 or higher for all coursework taken in pursuit of a master's degree, initial teaching license, or endorsement. Graduate students are subject to dismissal if their cumulative GPA falls below 3.0*. Students earning a grade of D** or F in any course will
not be able to count the course toward degree completion and must retake the course. Students earning a grade of B- or C may be required to repeat the course depending on department requirements. All grades earned in graduate study, except SP grades, will be included in the calculation of the cumulative grade point average. Individual graduate programs may set their allowance for the number of credits to be considered for grade forgiveness, not to exceed 25% of total credit hours required for the program.

*Students who are placed on probation for falling below a 3.0 GPA must meet with his/her advisor to devise an academic plan for improvement. If at the end of the subsequent semester and there is no improvement (GPA remains the same or falls), the student may be dismissed from the program (to be determined between the student and the advisor). If at the end of the subsequent semester and the student demonstrates improvement with earning a higher GPA (but is still below a 3.0), the student will remain on probation for another semester. Following the second probationary period, if the student does not achieve a GPA of 3.0 or higher, then student will be dismissed from the program.

** The HPPE Department does not award “D” grades. A student scoring this grade is given an F for the course and must repeat the course. Students whose cumulative GPA falls below a 3.0 is put on academic probation** and may have to repeat certain courses in order to achieve a 3.0 GPA.

Note: Students must earn a B or higher in the Thesis Proposal and Thesis courses. If a student earns a grade lower than a B (no matter the cumulative GPA), the student must repeat the course/s.

4. **Graduate Student Grade Forgiveness**
   Current active graduate students receiving a grade below B- in a course may repeat that course once, provided the course has not been previously applied toward an awarded degree. The grade received in the repeated course will substitute for the original grade and only the latter (repeated) grade will be used in calculating the students’ grade point average. Students must request this in writing. Individual graduate programs* may set their allowance for the number of credits to be considered for grade forgiveness, not to exceed 25% of total credit hours required for the program.

*HPPE allows for two courses to be repeated within the Grade Forgiveness Policy

5. **Academic Appeals Procedure**
   An appeal regarding grades and other academic actions requires the following steps: If a student disagrees with a grade received in or for a given course, the student, within three (3) school days of receiving the grade shall make a written request to discuss the grade with the instructor. The request must be hand-delivered or e-mailed to the instructor, with a copy to the specific program coordinator and the department chair. The instructor will arrange to discuss the grade with the student. If the instructor and/or the Department Chair are absent from campus and unavailable or no longer employed by the University, the Vice President for Academic Affairs, or designee will receive the copy and will fulfill the role normally discharged by the department chair.
   After the discussion with the instructor, if the student is not satisfied with the course grade, the student must, within three (3) school days of the discussion with the instructor, provide a written appeal to the instructor detailing the basis for the appeal and the specific remedy sought by the student. The instructor will respond to the student in writing detailing the reasons for accepting or denying the appeal. If the student is still not satisfied, within three (3) school days of receiving the instructor’s response, the student must provide a written appeal to the Department Chair detailing the basis for the appeal and the
specific remedy sought by the student. The Department Chair will respond to the student in writing
detailing the reasons for accepting or denying the appeal.

If the student is still not satisfied with the Department Chair’s decision, within three (3) school days, the
student must provide a written appeal to Vice President for Academic Affairs or designee detailing the
basis for the appeal and the specific remedy sought by the student. The decision of the Vice President or
designee is final.

6. Academic Renewal
   Students who have previously attempted graduate studies and were not awarded a degree may apply to have
   their previous graduate studies grades disregarded for the purpose of grade point calculation, as part of their
   application to a different graduate program. Application for Academic Renewal is made in writing, to the
director of the relevant graduate program, per procedures developed by the Program. Graduate students at
Adams State University may apply only once for Academic Renewal.

7. Student Evaluation
   The faculty reserves the right to request withdrawal from the program of any students who, in the faculty’s
   professional judgment, fail to satisfy academic requirements of the program including scholarship, academic
   or professional ethics, skills or characteristics, professional suitability for the programs in which they are
   enrolled, or engagement in misconduct. These decisions are at the discretion of the faculty and the appropriate
department chair and shall be made in accordance with the general procedures for academic retention and
dismissal set forth in the Graduate Student Handbook, or where more specific, the academic retention and
dismissal procedures in the department handbooks.

8. Time Limit for Degree Completion
   Students are required to complete a program of study within six calendar years. Students who fail to complete
   the program within the six-year period may be required to meet all the conditions of the most recent version
   of the graduate catalog. Students enrolled in and passing fewer than six credits in a calendar year may also be
   required to meet all the conditions of the most recent version of the graduate catalog. Appeals should be made
to the chair of the appropriate academic department.
   If students are not continuously enrolled in a graduate program, even for one semester, the student must
   complete a re-admittance form.

9. Additional Master’s Degrees
   Students attempting a second or third master’s degree must complete a minimum of 30 semester hours in
   addition to all previous coursework. Coursework taken for credit towards a bachelor’s or previous master’s
degree cannot be counted towards another degree.

10. Audits
    Graduate students may enroll in graduate level courses for no credit with instructor permission only. Regular
tuition and fees are assessed and students must indicate their desire for no credit prior to registration. Classes
taken for no credit are not eligible for financial aid. Each department sets requirements in addition to the
Graduate School requirements. Students are responsible for completion of all degree requirements as
specified in this catalog and should acquaint themselves with all requirements before beginning a degree
program.
Course Adaptations or Accommodations
Adams State University complies with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act. Adams State University is committed to achieving equal educational opportunities, providing students with documented disabilities access to all university programs, services and activities. In order for this course to be equally accessible to all students, different accommodations or adjustments may need to be implemented. The Office of Accessibility Services (OAS) is located in Richardson Hall 3-100, or available at OAS@adams.edu, and 719-587-7746. They are your primary resource on campus to discuss the qualifying disability, help you develop an accessibility plan, and achieve success in your courses this semester. They may provide you with letters of accommodation, which can be delivered in two ways. You may give them to me in person, or have the Office of Accessibility Services email them. Please make an appointment with their office as early as possible this semester so that we can discuss how potential accommodations can be provided and carried out for this course. If you have already received letters of accommodation for this course from OAS, please provide me with that information privately so that we can review your accommodations together and discuss how best to help you achieve equal access in this course this semester.

Statement Regarding Academic Freedom & Responsibility: for courses that do not involve students in research:
Academic freedom is a cornerstone of the University. Within the scope and content of the course as defined by the instructor, it includes the freedom to discuss relevant matters in the classroom. Along with this freedom comes responsibility. Students are encouraged to develop the capacity for critical judgment and to engage in a sustained and independent search for truth. Students are free to take reasoned exception to the views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course of study for which they are enrolled.*

Statement Regarding Academic Freedom & Responsibility: for courses that involve students in research:
Academic freedom is a cornerstone of the University. Within the scope and content of the course as defined by the instructor, it includes the freedom to discuss relevant matters in the classroom and conduct relevant research. Along with this freedom comes responsibility. Students are encouraged to develop the capacity for critical judgment and to engage in a sustained and independent search for truth. Students are free to take reasoned exception to the views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course of study for which they are enrolled.* When conducting research, pertinent institutional approvals must be obtained and the research must be consistent with University policies.
Department of HPPE Policies

ACADEMIC EXPECTATIONS

Faculty expectations of students’ academic, professional, and personal development are explicit in admission, grade point policies, and course syllabi. Additionally, deadlines are expected to be met, knowledge of departmental policy is expected, and regular contact with the advisor is expected. The department faculty also expects that students will read the Student Handbook and other documents important to the students’ success.

ACADEMIC INTEGRITY

Every student is required to practice and adhere to the principle of academic integrity while undertaking studies at ASU. Maintaining academic integrity is considered an essential academic standard of every graduate course and program. The University does not tolerate academic dishonesty.

Academic dishonesty may be an academic issue or a disciplinary issue, or both depending on its pervasiveness and/or severity. Any student engaged in academic dishonesty may face reprimand, disciplinary warning, a lowered or failing grade(s), and/or probation or suspension from the course, academic program, or University; or expulsion from the University. The list that follows includes examples, although not all-inclusive, of academic dishonesty:

• Purchase of term papers turned in as one’s own
• Submission of same term paper to another class without permission
• Providing another student answers during an exam
• Use of notes or book during the exam when prohibited
• Collaboration on homework or take-home exams when instruction called for independent work
• Providing test questions to student(s) in another section of the class
• Plagiarism: appropriating or passing off as one’s work the writings, ideas, etc. of another, i.e.: copying without giving credit due, forgery, literary theft, and expropriation of some other’s work
• Writing of term paper(s) for another student
• Cheating on exams, papers, assignments, etc.

The Adams State University Student Handbook prohibits all forms of academic dishonesty. These include cheating, plagiarism, forgery, furnishing false information, and alteration or misuse of documents, records, or identification. If a student engages in course-related academic dishonesty, he or she will receive a failing grade for the assignment in question or for the class based on the seriousness of the infraction.

COURSE EVALUATIONS

Students are encouraged to evaluate faculty members through the University’s course evaluation process at the end of each semester. This affords the student the opportunity to provide feedback regarding the teaching effectiveness of faculty members. The course evaluations are compiled by Computing Services and delivered to the Department Chair, who reviews the feedback and then meets with faculty. The compiled feedback is given to faculty members in the following
semester and all evaluations are anonymous. The course evaluations are reviewed carefully when faculty are considered for retention, promotion, or tenure.

**E-mail and Blackboard Communication**

All students are given and required to use their “adams.edu” e-mail address to receive and send e-mail to faculty and other HPPE department representatives. In addition, correspondence with faculty may occur via campus e-mail and/or via Blackboard for each course enrolled.

**Incompletes (as per ASU policy)**

The grade of incomplete (IN) is a temporary mark assigned for course work of acceptable quality that students, through no fault of their own (prolonged illness, military service, death in the family, etc.), are unable to complete. It is not given for neglected or unsatisfactory work. The student must complete all remaining course requirements as specified by the instructor no later than one year following the end of the term in which the class was attempted. If the grade has not been assigned after the deadline, the IN will be changed to an IF and the course repeated.

**Satisfactory Progress (SP) Grade**

Grades of ‘SP’ (Satisfactory Progress) are assigned in specific graduate-level courses in which the nature of the course may require student work beyond the designated term. Students who have submitted required coursework at a satisfactory level throughout the term but who require additional time to complete all course requirements will be assigned an ‘SP’ grade by the end-of-semester final grade deadline. In general this grade is restricted to courses such as practicums, clinicals, theses, dissertations, and courses requiring research over an extended period of time. The ‘SP’ grade indicates that a student is making satisfactory progress towards completion of their course.

For courses numbered 500-699 an ‘SP’ grade will remain in effect until a maximum of three semesters has elapsed. For courses numbered 700+ the ‘SP’ grade will remain in effect for a maximum of 7 semesters. The instructor will review all ‘SP’ grades each semester and will complete a grade change to the appropriate earned grade when the student completes the required coursework. After the maximum amount of time has passed without a grade change the grade will revert to an ‘F’.

**Graduate Credit for Undergraduates**

Senior students who are in their last year and within 30 semester hours of meeting requirements for the baccalaureate degree may take courses for graduate credit if their undergraduate cumulative grade point average is at least 2.75. Graduate credit earned during this period may not be applied to the undergraduate degree. The approval process should be initiated with the specific graduate program coordinator. Consent of the student’s advisor and department chair is required. Students are classified undergraduate and are assessed undergraduate tuition for all courses. However, graduate-level courses are not eligible for COF, the College Opportunity Fund stipend.

**Professional Expectation**

As a graduate student enrolled in an HPPE program, we expect all students to adhere to personal and professional standards. This includes issues regarding cheating, plagiarism, and demonstrated respect for self, peers, and
professors. When engaging in the Thesis Proposal, Thesis, Practicum, and Capstone Project presentations, students are expected to dress and speak in a highly professional manner.

TECHNOLOGY REQUIREMENTS

Students enrolled in online courses must have access to a wireless or LAN line connection (not dial-up) and have access to PowerPoint, Microsoft Word, Adobe Flashplayer, and Mozilla (or the open source equivalents). Students must also have a webcam with microphone or have a computer with built-in camera and microphone.

GRADUATE FORMS

All graduate forms are available on the HPPE department website under the link “forms”
http://www.adams.edu/academics/hppe/graduate/graduate-forms.php

Library Forms
https://www.adams.edu/library/about/thesis.php