

**Department
of
Exercise & Sport Science
2007-2008 Handbook
for the
Master of Arts Program**

**Chair of Department
Kevin M. Guskiewicz, Ph.D.
gus@email.unc.edu**

**Director of Graduate Studies
Edgar W. Shields, Jr., Ph.D.
Ed.Shields@unc.edu**

**Director of Graduate Admissions
Edgar W. Shields, Jr., Ph.D.
Ed.Shields@unc.edu**

**Administrative Assistant
Cynthia Atkins
atkins@email.unc.edu**

To prospective graduate students in EXSS

We are happy you are considering the University of North Carolina at Chapel Hill (UNC-CH) Department of EXSS for your graduate studies. The entire EXSS faculty and staff look forward to helping you make the very important decision of where to pursue your degree work. Do not hesitate to ask us for the information you need to make that decision. It is important, as you consider becoming a member of our EXSS team, that you have a clear understanding of our department's mission and goals, as well as policies and procedures. Subsequently, I ask you to please read the information in this handbook thoroughly and, if you are offered and accept admission to the program, refer to it as needed throughout your degree work in EXSS.

Succinctly, the **broad mission** of our Master's degree program is to prepare individuals to function as scientists, educators, and practitioners in the following specializations: Athletic Training, Exercise Physiology, and Sport Administration. EXSS graduate faculty serve as teaching professors, mentors in teaching, research and scholarship, and supervisors of practicums and internships within and outside the department to develop practical skills in each area of study. Within the context of a global perspective of Exercise & Sport Science, we seek to develop focused knowledge and understanding within the areas of specialization.

The EXSS Graduate Program is committed to attracting and offering admission to outstanding students who are interested in pursuing advanced study in the exercise and sport sciences, and allied health fields. As a member of that elite group you would have clear responsibilities relative to your academic work as well as those associated with assistantship and internship positions; however, we also have obligations... to you. Our first obligation would be to provide you excellence in teaching, combined with quality practical experiences. The department takes advantage of strong relationships with allied units at UNC-CH, including but not limited to the Department of Athletics, Heels for Health, and Student Health Services, specifically the Sport Medicine division. A required research experience, in the form of a formal thesis, is an integral and culminating part of every student's program of study. It is our obligation, through our knowledge of and experience in research to provide you with continued and additional learning experiences during the course of the thesis project, and to provide strong encouragement and support for you to publish that research in a scholarly journal, or present it at regional or national symposia and conferences. In summary, our graduate program includes formal class work both theory and applied, applied-practical experiences, research experience, as well as providing concurrent and on-going mentorship by the faculty.

The University of North Carolina at Chapel Hill offers you great resources... take advantage of them to maximize your learning experience. Contact me at any time if I can be of assistance to you as you consider the EXSS Department at UNC-CH for your graduate degree work.

Edgar W. Shields, Jr., Ph.D.
Director of Graduate Studies
Ed.Shields@unc.edu

To graduate students admitted and entering the EXSS Masters degree program

Welcome to the Department of Exercise & Sport Science (EXSS). We are happy you selected the University of North Carolina at Chapel Hill (UNC-CH), and the entire EXSS faculty and staff look forward to working with you. It is important, as you become, or continue, as a member of our EXSS team, you have a clear understanding of our department's mission and goals, as well as policies and procedures. Subsequently, I ask you to please read the information in this handbook thoroughly, and refer to it as needed throughout your degree work in EXSS.

Succinctly, the **broad mission** of our Master's degree program is to prepare individuals to function as scientists, educators, and practitioners in the following specializations: Athletic Training, Exercise Physiology, and Sport Administration. EXSS graduate faculty serve as teaching professors, mentors in research and scholarship, and supervise practicums and internships outside the department to develop practical skills in each area of study. We seek to develop focused knowledge and understanding within specific disciplines, within the context of a global perspective of Exercise & Sport Science.

EXSS is committed to attracting and offering admission to outstanding graduate students who are interested in pursuing advanced study in the exercise and sport sciences, and allied health fields. As a member of that elite group you have clear responsibilities relative to your academic work as well as those associated with assistantship positions; however, we also have obligations... to you. Our first obligation is to provide you excellence in teaching, combined with quality practical experiences. The department takes advantage of strong relationships with allied units at UNC-CH, including but not limited to the Department of Athletics, Heels for Health, and Student Health Services, specifically the Sport Medicine division. A required research experience, in the form of a formal thesis, is an integral and culminating part of every student's program of study. It is our obligation, through our knowledge of and experience in research to provide you with continued and additional learning experiences during the course of the thesis project, and to provide strong encouragement and support for you to publish that research in a scholarly journal, or present it at regional or national symposia and conferences. In summary, our graduate program includes formal class work both theory and applied, applied-practical experiences, research experience, as well as concurrent and on-going mentorship by the faculty.

The University of North Carolina at Chapel Hill offers you great resources... take advantage of them to maximize your learning experience. Contact me at any time if I can be of assistance to you during your program of study. I look forward to working with you during your years at Carolina.

Edgar W. Shields, Jr., Ph.D.
Director of Graduate Studies
Ed.Shields@unc.edu

Preface

The Exercise & Sport Science Graduate Program Handbook and The Graduate School Handbook

The Graduate School and the Department of Exercise & Sport Science (EXSS) reserve the right to make changes to their respective Handbooks at any time. In instances of discrepancy between the Graduate School Handbook and The Graduate Record, the Graduate School Handbook takes precedence. In instances of discrepancy between the Graduate School Handbook and the EXSS Graduate Program Handbook, the former takes precedence... with the exception of EXSS requirements that go beyond the minimal requirements established by the Graduate School. Both are subject to change at any time.

The EXSS Graduate Program Handbook borrows heavily from The Graduate School Handbook, which contains most of the policies and procedures of The Graduate School, as established by the actions of the Administrative Board of The Graduate School over a period of years. The EXSS Graduate Program Handbook contains and emphasizes policies and procedures that routinely apply to the EXSS Master's degree program. Of particular importance, EXSS has requirements and regulations of its own, in addition to those of The Graduate School. In some instances those requirements are more stringent than the general requirements of The Graduate School.

ALL EXSS students should become knowledgeable of the policies and procedures in both The Graduate School Handbook and the EXSS Graduate Program Handbook, and with assistance from the EXSS DGS and their EXSS Specialization Coordinator, ascertain that their chosen program of study, initially and throughout their degree work, complies with all policies... both those of The Graduate School and EXSS.

It is the responsibility of each student to be aware of, and comply with all regulations, policies, procedures, and deadlines.

Abbreviations / Acronyms:

From this point, throughout this document the following will be used:

- EXSS:** Department of Exercise & Sport Science
- DGS:** Director of Graduate Studies
- GSHB:** Graduate School Handbook
- SC:** Specialization Coordinator

The EXSS Graduate Program Faculty and Staff Directory

Directory information for EXSS Graduate Program faculty and staff can be found on the Department of EXSS website <http://www.unc.edu/depts/exercise/> and the EXSS Graduate Program website. http://www.unc.edu/depts/exercise/graduate_program.htm

Other Important Sources of Information Related to Graduate Education at The University of North Carolina at Chapel Hill

- The Graduate School homepage: <http://gradschool.unc.edu/>
- [Graduate Record](#)
- [Student Resource Guide](#)
- [Guide to Theses and Dissertations: Electronic Submissions](#)
- [Academic Integrity and Ethics](#)
- [University of North Carolina Policies and Procedures](#)

Graduate School Calendar, 2007-2008

For the most current information, please refer to [The Graduate School Calendar](#).

The remainder of this document is organized into two sections, coinciding closely with sections two and three of the GSHB. The first section is titled “General Academic Requirements and Regulations” and describes policies and procedures pertaining to the general academic requirements of The Graduate School, as adapted by EXSS. The second section provides a detailed outline of the requirements for the Master of Arts degree in EXSS.

Course Numbering System

At UNC-CH Courses numbered 700 – 994 are for Graduate Students ONLY.

Courses numbered 400-699 are for advanced undergraduates and graduate students

Courses numbered 399 or below are for undergraduates only.

EXSS Masters Degree Program requirements are fulfilled only with courses numbered 700 or above.

Section I

General Academic Requirements and Regulations

Admission and Matriculation

The focus of this handbook is on the student who has been admitted to and is enrolled in the EXSS Master's degree program.

All questions *specific to admission* to the Graduate Program in EXSS should be directed to Edgar W. Shields, Jr., Ph.D., Director of Graduate Admissions.

Ed.Shields@unc.edu

Each student is admitted to The Graduate School to pursue a single specified degree program, such as the Master of Arts degree in the Department of EXSS. This policy also applies to the three areas of specialization in EXSS: Athletic Training, Exercise Physiology, and Sport Administration. For example, a student who is admitted to the program in the area of Athletic Training may not transfer to Exercise Physiology or Sport Administration. In order to change areas of specialization, the student must formally apply and be admitted to one of the other areas in a subsequent semester.

Readmission

Formal application for readmission to The Graduate School and the EXSS Graduate Program is required whenever a student fails to register for a regular (fall/spring) semester or withdraws during a semester for any reason—whether the student had an approved leave of absence, withdrew during the semester, or simply did not register. To resume their studies, such students must apply for readmission according to the following deadlines:

- July 1 for the fall semester
- December 1 for the spring semester
- April 1 for the first summer session
- June 1 for the second summer session

Readmission after an absence is not automatic and will be reviewed carefully by the EXSS program prior to making a recommendation to The Graduate School.

Additionally, if a student is not registered for as long as two academic years, a new immunization record and [Medical History Form](#) must be submitted to Student Health Service to avoid future registration cancellation.

Reapplication

If an individual remains unregistered for five years or longer and wishes to resume graduate study, s/he must formally apply for admission (application, application fee, current GRE scores, etc.) by the posted deadlines. The EXSS Graduate Program and The Graduate School will consult to determine if credits previously earned will meet current degree requirements.

A student who fails to register or withdraws during the first semester of enrollment in an EXSS Graduate Program must formally apply for admission (application, application fee, current GRE scores, etc.) to that program if s/he wishes to pursue the degree at some future date.

A student who exceeds the time limit for degree completion must formally apply for admission (application, application fee, current GRE scores, etc.) before continuing studies.

See [master's degree time limit](#).

Eligibility

A graduate student may become ineligible to continue studies at UNC-Chapel Hill and The Graduate School for academic reasons and/or student code violations. For more information, please refer to the [University Registrar's Policy Memo No. 7: Cancellation, Withdrawal, and Suspension](#).

Academic Eligibility

If, in the judgment of the EXSS Graduate Program and the Administrative Board of The Graduate School, a student fails to make satisfactory progress towards the completion of the degree or to demonstrate sufficient promise in EXSS, the student shall not be allowed to continue in the Graduate School and the EXSS Graduate Program. Registration in following semesters for academically ineligible students will be cancelled automatically.

A graduate student becomes academically ineligible to continue in The Graduate School for reasons which generally, but not exclusively, involve grades in course work, and/or performance on comprehensive exams. Grades in graduate course work at UNC-CH are not the traditional "A", "B", "C", etc., grades. At UNC-CH, all graduate students receive the following grades:

Permanent Grades

H	High Pass
P	Pass
L	Low Pass
F	Fail

Temporary Grades

AB	Absent from final examination
IN	Work incomplete

Special Grades

F*	Fail-Administratively Assigned; equivalent to F
S	Satisfactory progress on research courses, thesis, dissertation, and courses taken to fulfill language requirements
NG	No grade assigned

A graduate student becomes academically ineligible to continue in the Graduate School if any one of the following occurs:

A grade of F or F* is received in any course.

A third grade of L is received in any course.

A written or oral examination if failed for the second time. [Failure of Comprehensive Exam for Master's Students](#)

Refer to the GSHB for additional and more specific information about academic ineligibility.

Reinstatement

When special circumstances warrant, a student made academically ineligible may be reinstated upon petition initiated through the EXSS program. If reinstatement is approved, the student again becomes academically ineligible if s/he received a grade below P for any course.

Student Code Violations

The EXSS Department requires all EXSS graduate students to obey and support both the Honor Code and Campus Code. Code violation consequences may be severe. Study and understand both the Honor and Campus Codes.

Graduate students are subject to the regulations of student government under the Honor Code and the Campus Code. Students may become ineligible to continue studies at UNC-Chapel Hill for student code violations. Instances of suspected plagiarism, cheating on examinations, or other violations of the Honor Code or Campus Code should be reported either to the Office of the Graduate Student Attorney General or the [Office of the Dean of Students](#).

Honor Code

It shall be the responsibility of every student at the University of North Carolina at Chapel Hill to obey and to support the enforcement of the [Honor Code](#), which prohibits lying, cheating, or stealing when these actions involve academic processes or University, student, or academic personnel acting in an official capacity.

Campus Code

It shall be the further responsibility of every student to abide by the [Campus Code](#); namely, to conduct oneself so as not to impair significantly the welfare or the educational opportunities of others in the University community.

Course Credit

Transferring Course Credit

General Guidelines

Requests for courses to be transferred for credit toward a graduate degree are reviewed by The Graduate School upon recommendation by the EXSS Graduate Program. All course work must represent graduate-level courses relevant to the degree being sought, with course content and level of instruction resulting in student competencies at least equivalent to those of currently enrolled students as determined by the EXSS Graduate Program. Students seeking transfer credit must provide specific information to the EXSS DGS. Specific guidelines will be followed. Consult the GSHB to determine those requirements and additional limitations on the transfer of course work for another institution or from within UNC-CH.

Pass/Fail Courses

All required graduate courses, those taken on this campus or elsewhere (via inter-institutional registration), may NOT be taken on a pass/fail basis.

Undergraduate Courses

Courses approved for undergraduate credit only (at UNC-Chapel Hill, those numbered below 400), including required prerequisite courses, will not be counted toward the EXSS Graduate Program requirements, do not count toward full-time enrollment status, do not carry either course or residence credit, and will not be entered into the student's Graduate School academic eligibility calculation.

Continuing Studies and Summer Sessions

Degree-seeking graduate students must register for all courses through The Graduate School (not Continuing Studies or Summer School).

Registration

Full-Time Registration

A full-time graduate student is one who is matriculated and meets the conditions noted below:

- Registers for 9 or more graduate credit hours in a fall or spring semester; or
- Registers for a minimum of 3 hours of thesis (EXSS 993) in a fall or spring semester. Note: A student may register for additional courses as needed, but if registering for less than 9 hours, this must include a minimum of 3 hours of EXSS 993 to be considered full-time; or
- Registers for fewer than 9 graduate credit hours in a fall or spring semester, exclusive of EXSS 993, and has been granted a "waiver of hours" for that semester.

See the GSHB and contact the EXSS DGS for information regarding "waiver of hours".

A student who was registered for the immediately preceding fall and spring semesters does not need to enroll during either of the summer terms to maintain status as a full-time matriculated student.

Required Registration

Students are required to be registered whenever University resources (including faculty time) are being consumed to appropriately reflect work being done. In addition, the following specific registration requirements apply.

Assistantships and Fellowships

Each student holding a service (assistantship) or non-service (fellowship) appointment must be registered full-time in order to hold that position during the fall and spring semesters. Students must be on-campus unless the award requires their presence at another campus or research center.

Examinations and Thesis

A student must be registered during the semester(s) in which any examination is taken; this includes written and/or oral comprehensive exams, and both the presentation of the thesis proposal and the defense of the thesis.

Students must be registered for a minimum of three credit hours of thesis (EXSS 993) during the semester in which the thesis is defended. Registration for the prior semester will cover events that occur during a break between semesters. This registration covers a student from the first day of class in a semester until the day before classes begin for the next semester. For example, if a student is registered for a minimum of three credit hours of EXSS 993 in the fall semester and intends to defend in the same term, s/he must defend between the first day of fall classes and the

day before the first day of spring classes. Similarly, summer registration would cover a defense occurring anytime between the first day of summer session I classes until the day before the first day of fall classes. If the defense takes place during a summer, students must be registered for a minimum of three credit hours of EXSS 993 during either the first or second summer session to be covered for the entire summer semester.

Once the student has completed all courses, including a minimum of three credit hours of thesis (EXSS 993), s/he must continue to register for EXSS 993 for each academic semester (fall/spring) until the degree is completed in order to use University resources (including but not limited to faculty time). However, a maximum of six credit hours of EXSS 993 may be used toward course credits required for a master's degree.

Credit/Course Load

Graduate students should register for no more than 16 hours in any semester. A student enrolled in the summer may not register for, and will not receive graduate credit for, more than eight hours a session. Overload requests are considered on an exceptional basis and should be initiated for the student by the EXSS Graduate Program and forwarded to The Graduate School for approval.

A student who holds a service appointment within the University or is employed either on- or off-campus is advised to register on the following basis:

- A student engaged in teaching three to six credit hours or in performing other part-time duties for 10 to 20 hours weekly is advised to register for no more than nine hours of course credit.
- A student engaged in teaching more than six credit hours or in performing other part-time duties for more than 20 hours weekly is advised to register for no more than six hours of course credit.
- A student engaged in full-time employment is advised to register for no more than three hours of course credit.
- During a summer session, a student who holds a service appointment should register for no more than three hours of course credit.

Adding Courses

Courses may be added only during the official add period. Please refer to the [University Registrar's Calendar](#) for official add period dates.

Dropping Courses

Specific deadlines for dropping courses are given in the [University Registrar's Calendar](#).

The GSHB states specific procedures that must be followed to drop a course. The process of dropping a course is generally straightforward if done during the "official" drop-add period... usually the first two weeks of a semester, with additional steps being required afterward. No student is allowed to drop a course during the last two weeks of a semester, or the last week of a summer session.

IMPORTANT NOTE: Dropping a course after the "official" drop-add period at the beginning of a semester has the possibility of severe financial and academic consequences. Please refer to the Academic and Financial Policy Regarding Tuition and Drop Dates in the Graduate Program Handbook and the [University Registrar's Calendar](#).

Official [withdrawal from the University](#) is required if a student wishes to drop all courses after a semester begins.

WARNING: EXSS students should consult with their EXSS SC and the EXSS DGS before dropping a course.

Inter-Institutional Registration

Graduate students registered for at least three credit hours at UNC-Chapel Hill may take a maximum of two graduate-level courses during a fall or spring term at either North Carolina State University, The University of North Carolina at Greensboro, The University of North Carolina at Charlotte, North Carolina Central University, or Duke University.

Please consult with the EXSS DGS, and refer to the Inter-Institutional section of the Graduate Handbook for policies and procedures for taking courses at the above named institutions.

International Students

English Prerequisite to Registration

All new international students must take the University's English Proficiency Test before registering for their first semester of study. Students who do not achieve a passing score may be required to enroll in and attend a non-credit course entitled "English for Foreign Students: English 101X."

Full-time/Continuous Registration

EXSS International students must observe all enrollment conditions required by their student visa and the [International Center](#), including remaining enrolled *full-time* in the program to which they were admitted. **Failure to maintain continuous and accurately reported full-time registration can have severe consequences, including, but not limited to, loss of visa status and deportation.** All EXSS international students should consult with the EXSS DGS prior to dropping any course.

International Teaching Assistants

International teaching assistants may be evaluated for their teaching ability and choose to register for "GRAD 310: Communicating in the American Classroom." This course focuses on interpersonal communication, teaching skills, and English pronunciation.

Cancellation of Registration

Registration is cancelled under the following circumstances:

Academic Ineligibility

The Graduate School will automatically cancel the registration of those students who become academically ineligible.

See [Academic Eligibility](#).

Nonpayment of Tuition and Fees

A student's registration will be cancelled if s/he does not pay tuition and fees (or properly arrange for their deferment) by the payment deadline given in the [University Registrar's Calendar](#). To register subsequent to such cancellation, students must pay tuition and fees in advance and add courses no later than the last day for adding courses specified in the [University Registrar's Calendar](#).

Failure to Submit Student Health Services Forms

If a new or transfer student, or a matriculated student not registered for two years, fails to submit the immunization record and [Medical History Form](#), registration will be cancelled.

Residence Credit

Graduate students have a minimum number of required semesters of UNC-Chapel Hill registration. The residence credit hour requirement is earned in the process of fulfilling course credit requirements and requires UNC-Chapel Hill registration, although not necessarily physical presence on campus (for example, the student may be doing field research).

Calculation of Residence Credit

Semester credit hours are converted to residence credit on the following basis:

- Nine or more credit hours earn a full semester of residence.
- Six to eight credit hours earn one-half semester of residence.
- Three to five credit hours earn one-fourth semester of residence.
- Fewer than 3 hours do not count toward residence credit.

See Master's Degree [Credit and Residence Requirements](#). Generally, given the nature and structure of the program, Residence Credit is not a problem for EXSS graduate students; however, if your individual program becomes atypical in any fashion, consult with the EXSS DGS.

Graduate Grading

Grade Scale

Graduate students enrolled in courses numbered 100 or above must receive one of the following grades:

Graduate Permanent Grades

H	High Pass
P	Pass
L	Low Pass
F	Fail

Special Grading Symbols

F*	Fail-Administratively Assigned; equivalent to F
S	Satisfactory progress on research courses, thesis, dissertation, and courses taken to fulfill language requirements
NG	No grade assigned

Grade Scale (continued)

Temporary Grades

AB	Absent from final examination
IN	Work incomplete

There are specific procedures and policies that govern the removal of temporary grades. See the GSHB for an explanation of those. Also, see [Academic Eligibility](#).

Grade Change and Appeal

There are specific procedures and policies that govern grade changes, appeals of grades, and grades for inter-institutional courses. See the GSHB for an explanation of those, as well as the University Registrar's description of the [Grading System](#).

Pass/Fail Courses

All required graduate courses, including those taken on this campus or elsewhere (via inter-institutional registration, Study Abroad, etc.), may not be taken on a pass/fail basis.

Assistantships and Fellowships

EXSS Graduate students may be awarded a service (research or teaching assistantship) or a non-service (fellowship) appointment. As part of this award, students may receive a [Tuition Remission Award](#) (if you do not have NC resident status and would normally pay tuition at the out-of-state rate, your tuition is reduced to the NC resident rate) reducing tuition to in-state costs, and/or an [In-State Tuition Award](#) further reducing tuition to zero. The availability of assistantships, tuition remission awards, and in-state tuition awards in EXSS are contingent upon funding and other directives from The Graduate School. The availability of and the particulars of assistantships and awards are subject to change at any time.

The Graduate School and the EXSS Graduate Program recognizes that graduate students are first and foremost "students" and their making continual significant progress toward their degree is paramount to the ethical training and education of graduate students. General guidelines are in place regarding balancing hours of service work and academic course work. If any EXSS graduate student at any time feels they are becoming unable to make satisfactory progress toward their degree and adequately perform the assigned responsibilities of their appointment, service or non-service, s/he should consult with their EXSS SC and the EXSS DGS.

Tuition and Other Charges

Payment Schedule

All students must pay tuition and fees according to the schedule printed in the [University Registrar's Calendar](#) unless they qualify for a deferment under policies described in the Directory of Classes. Refer to the [University Cashier's Office](#) for current cost of attendance information.

Residence Status for Tuition Payment

As a state supported institution, the tuition rate for legal residents of North Carolina is considerably less than the tuition rate for nonresidents. Information regarding residency requirements is available on The Graduate School's webpage at <http://gradschool.unc.edu/residency/index.html>.

A new application for residence status must be submitted with all reapplication or readmission requests. EXSS graduate students who do not initially qualify for NC Residence are encouraged to apply as soon as they meet the criteria.

Tuition Remission and In-State Tuition Awards

A non-resident student who is awarded a fellowship or assistantship appointment may be eligible for tuition remission, which reduces tuition to in-state rates. In addition to tuition remission, non-resident and resident students who are awarded a fellowship or assistantship appointment may be eligible for an in-state tuition award that reduces tuition to zero. Requests for tuition remission and in-state tuition award privileges are initiated by the EXSS Graduate Program.

Tuition remission and in-state tuition awards are available fall and spring semesters only. No summer awards are made. Students must be on-campus unless the award requires their presence at another campus or research center.

Eligibility

Students must meet specific criteria to qualify for tuition remission and/or in-state tuition awards:

- 1) A student must be full-time, degree seeking, and on-campus.
- 2) Students enrolled in free-standing master's programs must receive a minimum stipend level per semester, as set by the Tuition Remission Allocation Committee. Stipend levels are subject to change each year. Students may contact The Graduate School for the current stipend level.
- 3) Students must have an appointment as a teaching assistant, research assistant, or fellow/trainee. The appointment must be in effect for a period of not less than one full semester for the student to be eligible for, and to retain, tuition remission and/or an in-state tuition award.

IMPORTANT NOTE: Students who have received a tuition remission and/or in-state tuition award may be re-evaluated at any point in the semester to insure that they still meet the eligibility requirements to receive a tuition remission and/or in-state tuition award. Students determined at any point in the semester to no longer meet the eligibility requirements to receive a tuition remission and/or in-state tuition award will have the full amount of any tuition remission and/or in-state tuition award rescinded, and are then personally responsible for paying the full costs of tuition for that semester.

Duration of Support

- Master's degree program students are eligible for tuition remission and/or in-state tuition awards for a maximum of **four (4) semesters**.

Consequences of Actions related to Academic Work and Service Appointments

Resignation from Appointment

Students who have received a tuition remission and/or in-state tuition award who resign from their University appointment prior to the end of the semester (for personal, financial, medical, or any other reason) will have the full amount of their tuition remission and/or in-state tuition award rescinded and are then personally responsible for paying the full costs of tuition for that semester. Tuition remission and/or in-state tuition awards are not prorated. Appeals to the above policy must be directed to The Graduate School, along with a written recommendation from the dean, chair, or director of the student's EXSS Graduate Program and a letter of confirmation from the director of Student Health Services if the resignation is for medical reasons.

Adding a Course

Students who have received a tuition remission and/or in-state tuition award and add a course **before** the end of the official registration add period, which results in additional tuition charges, will receive additional tuition remission and/or in-state award funds to cover the cost of the hours added should funds be available.

Students who add a course **after** the official add registration period, which results in additional tuition charges, will not receive additional tuition remission and/or in-state award funds to cover the credit hours added and are then personally responsible for paying the additional cost for the credit hours added.

Dropping a Course

Students who have received a tuition remission and/or in-state tuition award who drop a course at any point in the semester will be re-evaluated to insure that they still meet the eligibility requirements to receive a tuition remission and/or in-state tuition award. If eligibility requirements are not maintained, the tuition remission and/or in-state tuition award will be withdrawn as previously described.

Please refer to the Academic and Financial Policy Regarding Tuition and Drop Dates for further details on the consequences of dropping a course after the census date.

Withdrawal

Students who have received a tuition remission and/or in-state tuition award who withdraw from the University (i.e., drop all classes) prior to the fulfillment of their term commitment (for personal, financial, medical, or any other reason) will have the full amount of their tuition remission and/or in-state tuition award rescinded and **are then personally responsible for paying the full costs of tuition for that semester.** Tuition remission and/or in-state tuition awards are not prorated. Appeals to the above policy must be directed to The Graduate School, along with a written recommendation from the dean, chair, or director of the student's EXSS Graduate Program, and a letter of confirmation from the director of Student Health Services if the withdrawal is for medical reasons.

NOTE: ALL EXSS graduate students... be forewarned that there are potentially severe consequences to dropping-adding courses. Doing so may affect any tuition remission and/or in-state tuition award you may hold. Consult with your EXSS SC and the EXSS DGS before making and taking action on such decisions.

Graduation

Students must notify The Graduate School of their plan to graduate by submitting an [Application for Graduation](#) no later than the deadline shown in the [University Registrar's Calendar](#) for the semester in which they expect to graduate. Applications are valid for one semester only. If a student does not graduate in the semester expected, s/he must submit another application for graduation in a future semester.

See the GSHB for all specific information regarding graduation policies and procedures.

Medical Clearance

Medical History Form

All new, transfer, and readmitted students (who have not attended UNC-Chapel Hill for the previous two years) must submit a completed immunization record and [Medical History Form](#) to the Student Health Service to avoid registration cancellation.

Withdrawal from the University for Medical Reasons

A student who receives a medical withdrawal may be required to receive medical clearance before being readmitted.

See [Withdrawal from the University](#).

Withdrawal from the University

Official withdrawal from the University is required if a student wishes to drop all courses after a semester begins. There are specific procedures to be followed, and significant consequences to withdrawing from the University. All students should be very careful deliberate the consequences of withdrawal. The Graduate Handbook section on withdrawal should be studied, and consultations made with your EXSS SC and the EXSS DGS prior to withdrawing from the University.

International students who withdraw from the University may face critical consequences regarding their visa status. International students should also contact the [International Center](#) to discuss the implications of noncompliance well in advance of processing a withdrawal.

Options other than Withdrawal

See the GSHB for [Leave of Absence](#) and for medical withdrawal and [medical clearance](#) for readmission for Master's students.

Withdrawal from the University also has substantial financial consequences for students who have been awarded tuition remission and/or in-state tuition award through a fellowship or assistantship appointment.

See the withdrawal policy for students receiving a tuition remission and/or in-state tuition award under [Tuition and Other Charges](#).

Policies and Procedures

Campus Policies and Procedures can be found on-line at:

- [Campus Policies and Procedures](#),
- [The Office of the Provost](#),
- [The Office of the Dean of Students](#), and
- [The Graduate Record](#).

The following are selected Policies and Procedures that may be of immediate interest for incoming students.

- [Honor Code](#)
- [Ethics in Research](#)
- [Family Educational Rights and Privacy Act \(FERPA\)](#)
- [Illegal Drug Policy](#)
- [Student Alcohol Policy](#)
- [Immunization Requirements](#)
- [Improper Relationships between Students and Employees](#)
- [Non-discrimination Policy](#)
- [Racial Harassment Policy](#)
- [Residence Status for Tuition Purposes](#)

- [Sexual Harassment Policy](#)
- [Sexual Assault Response Plan](#)

Students as Faculty

A student pursuing a graduate degree at this institution may not be appointed as a member of the General Faculty, except under the following conditions:

- The appointment may be made only if the appointment begins in the same semester that the degree is awarded.

Section II

Degree Requirements

Master's Degree Requirements

Credit and Residence Requirements

The Graduate School requires a minimum of 30 credit hours of graduate course credit, 24 of which must be taken in residence. Individual program credit hour requirements may be higher, and must be satisfied. EXSS students specializing in Athletic Training must complete, including six hours of thesis (EXSS 993), 34 credit hours, for Exercise Physiology and Sport Administration the total hours are 31 and 32, respectively.

Master's students are required to complete a minimum residence credit of two full semesters either by full-time registration or by part-time registration over several semesters.

See [Residence Credit](#).

Transfer Credit

Please refer to the guidelines for transferring course credit as a master's student, known as the [20 percent rule](#).

Major Course Requirements

Course requirements must be fulfilled as specified by the student's EXSS Graduate Program's area of specialization. Each area of specialization requires specific course work and six hours of thesis (EXSS 993)

Electing a Minor

With the approval of the major and minor programs (EXSS and the program of the minor), a student may elect to declare a formal minor in any program that offers a graduate degree. If a student does elect a formal minor, it must comprise at least nine credit hours beyond the major. The minor must be approved in advance by the EXSS DGS and authorized faculty in the program of the minor. Any EXSS graduate student contemplating the pursuit of a minor should consult with the EXSS DGS and their EXSS SC as soon as possible.

Examinations

The EXSS Graduate Program requires all graduate students to pass a written comprehensive examination on all course work for degree completion.

The comprehensive examination may not be taken until all courses are completed or until the final courses are in progress. The examination(s) must be scheduled in conformance with the appropriate deadline shown in the [University Registrar's Calendar](#).

Registration Requirement

Students must be registered during the semester(s) in which exams are taken.

See [Required Registration](#).

Examining Committee

A student passes an examination only after the approval of at least two-thirds of the examining committee members. The Graduate School considers the examining committee's vote to be final.

Failure of Comprehensive Examination

A master's candidate who fails either a comprehensive written or oral examination may not take the examination a second time until at least three months after the first attempt. A student who fails an examination for the second time becomes ineligible for further graduate work. Upon request from the EXSS DGS, The Graduate School may grant a student a third and final opportunity to take the examination. No student may continue in a program or take an examination a third time without approval by the Administrative Board of The Graduate School.

Examination in Absentia

The Graduate School permits examinations in absentia only in cases of extreme hardship (usually for international students whose visas have expired). This applies both to course examinations and to written and oral master's comprehensive examinations. In no case may an examination be given in absentia without the prior approval of the Assistant Dean for Student Affairs of The Graduate School.

Thesis Requirements

For the master's degree, a thesis is required. All EXSS graduate students must have registered for and successfully completed a minimum of three hours of thesis (EXSS 993) registration. A maximum of six such credit hours may be counted as part of the required credit hours for the degree in each area of specialization. With only a few exceptions, EXSS graduate students will register for and receive a total of six credit hours of thesis (EXSS 993).

Registration Requirement for Thesis Defense

Students must be registered for a minimum of three credit hours of thesis (EXSS 993) during the semester in which they defend or complete the thesis option.

See [Master's Degree Registration Requirements](#).

Committee Composition

A committee of at least three members of the UNC-Chapel Hill Graduate Faculty must approve all EXSS theses and administer an oral examination of all theses. A majority of the thesis committee membership and persons signing a master's thesis must be regular members of the UNC-Chapel Hill Graduate Faculty in the EXSS Graduate Program. The committee is appointed by the EXSS Graduate Program director. One committee member is named thesis advisor, and that person must be a full member of the EXSS Graduate faculty.

If the student has a minor field of study, at least one member of the student's committee must represent the minor.

Final Oral Defense of the Thesis

A final oral defense of the thesis is required, in addition to the comprehensive examination of course work. The final oral defense of the thesis should be held only after all members of the committee have had adequate opportunity to review a draft of the thesis. The thesis advisor is responsible for determining that the draft is in an appropriate form for committee evaluation. If substantial revisions are necessary, these should be completed before the final oral defense is

scheduled. The committee may, at the time of the final oral but no later, require alterations and corrections, but these should constitute relatively minor changes agreed to by a majority of the committee members. The thesis advisor is responsible for verifying that the changes required by the committee have been made and may delegate this responsibility to the committee member(s) who imposed the requirements. All committee members are expected to be present at the defense.

When these requirements have been met, the [Report of the Final Oral Examination Form](#) is submitted (signature of all committee members is required), and the thesis, in final form designed to meet the standards as defined in [A Guide to Theses and Dissertations](#), is submitted to The Graduate School.

A student passes an examination only after the approval of at least two-thirds of the thesis committee members. The Graduate School considers the examining committee's vote to be final.

The final oral defense of the thesis may be open to the public or limited in attendance to the candidate and the committee.

It is strongly recommended that the oral defense of the thesis be scheduled well before the appropriate deadline to ensure ample time for format revisions.

Preparation

Format

The Graduate School will accept only theses produced according to the standards in [A Guide to Theses and Dissertations](#). Theses must be prepared in a form consistent with approved methods of scholarly writing and research. On matters of form, the student should also consult published manuals of style. **It is strongly suggested that a draft copy of the thesis be pre-approved by Graduate School staff well before the submission deadline.**

NOTE: *Check on the "pre-approval"... it seems that students have been told to submit and it will be reviewed and changes suggested*****

The thesis is expected to be written in English and in conformity with accepted standards of form used in research writing. Approval to use a language other than English must be obtained in advance from the Assistant Dean for Student Affairs of The Graduate School, and a title page must be submitted in English.

Submission of Theses

Theses must be submitted to The Graduate School according to the schedule in the [University Registrar's Calendar](#) in final form designed to meet the standards defined in [A Guide to Theses and Dissertations](#). Signatures of the majority approving committee members are required only on paper submissions. Documents submitted electronically will not require front page signatures.

NOTE: Fall of 2007 – Electronic submission becomes mandatory, paper submissions no longer accepted. Check on this to be sure.

It is strongly suggested that every thesis be submitted well before the deadline to ensure ample time for format revisions.

Publication

Receipt of an approved thesis in The Graduate School results in the publication of the thesis by the University, with the thesis being made available to the public in electronic, paper and

potentially other forms through the University libraries. No exceptions will be made to this policy. As a condition of enrollment, each student grants the University a limited, non-exclusive, royalty-free license to reproduce the student's thesis, in whole or in part, in paper and electronic form to be posted on the University's library database and made available to the general public at no charge.

Prior publication of a thesis is not forbidden if the work is the student's and is judged to be an adequate contribution to knowledge. However, the student must secure from the publisher (or whoever holds the copyright to the published piece) written permission for the thesis to be submitted in paper and electronically to the University where it will be placed in a database and may be made available through the University library to the general public at no charge via the internet.

Long term preservation of theses is required by The Graduate School. Once theses are submitted electronically, the University will contract UMI Publishing (ProQuest Information and Learning), Ann Arbor, Michigan, to retain a permanent copy of each thesis. Once electronic submission is required, each student must license his/her thesis to UMI permitting it to publish an abstract of each thesis in Dissertation Abstracts International and make available copies of the thesis for a fee (with royalties to the author).

Internet Distribution

All theses will be included in the UMI database and the University's library database and made available to the general public over the internet. UMI search services allow different levels of access depending on payment, ranging from metadata only searching, to accessing only the first portion of the paper, to the entire paper. UMI collects fees from anyone that orders a thesis from it and, then, shares a portion of the fee with the author. Students will sign an agreement with UMI setting forth the terms of UMI's services.

The University Library database will make theses available in their entirety to the general public for free. As a condition of enrollment, each student grants the University a limited, non-exclusive royalty-free license to reproduce the student's thesis, in whole or in part, in electronic form to be posted on the University's Library database and made available to the general public at no charge.

Under certain circumstances, students may restrict distribution of a portion of their theses over the internet. Such restrictions, if allowed, will only be for a limited period of time.

Time Limits

A master's student has five calendar years from the date of first registration in the master's program to complete the master's degree (Example: if the date of first registration is August 2005, the five-year time limit expires at Commencement, August 2010). [Reapplication](#) is required to continue pursuit of the degree if the five-year limit expires.

Extension of the Time Limit

When extenuating circumstances warrant, The Graduate School may grant one extension of the degree time limit. The student must first receive approval from their EXSS Graduate Program, after which time the DGS may forward a petition for extension to the Assistant Dean for Student Affairs of The Graduate School.

Interruption of Study

If graduate study is interrupted by active military service, or service in the Peace Corps, VISTA, or the equivalent, as much as two years of that time will not count toward the time limit for the

degree. In such an event, an official letter from the appropriate agency should be sent to The Graduate School to document the interruption.

Leave of Absence

Within the five-year limit, a graduate student in good academic standing may request one leave of absence from graduate study for a definite, stated period of time (up to one year) during which the student does not plan to make academic progress. To be eligible for a leave of absence, a student must not have received an extension of the time limit for the degree and must not have temporary grades of IN or AB on courses taken. Leaves of absence are not appropriate between degrees.

In advance of the leave period, the graduate student shall complete and submit to The Graduate School a [Request for Leave of Absence](#) Form. This form requires departmental approval. If The Graduate School approves the leave of absence, the time of that leave shall not count against the total time allowed for the degree. [Readmission](#) to The Graduate School after an approved leave of absence is generally a formality. Ordinarily, a leave of absence may not be renewed.

Appendix A

16 RULES OF THESIS COMPLETION

The following items, for the most part in sequence as presented, are necessary for completion of the thesis project.

1. Select your thesis committee: you need an advisor / chair of the committee plus 2 additional members. Carefully choose your advisor; it should be someone with whom you can work closely in reviewing drafts of your thesis and assisting in data analysis. Obtain the signature of your advisor and other committee members on the thesis committee form no later than the beginning of 3rd semester). The chair and at least one additional committee member *must* have full graduate faculty status. The 3rd member may have limited graduate faculty appointment status
2. With the guidance and approval of your thesis advisor prepare the thesis proposal (Chapters 1-3)
3. Schedule the proposal meeting, a *minimum* of 1 week prior to desired proposal date
4. *Immediately* upon scheduling the proposal meeting, obtain a proposal form, complete and return to Cindy in 209 Fetzer, she will announce on the EXSS listserv the date, time & place of the proposal
5. Provide all committee members with *hard copy* of thesis proposal a minimum of 7 days prior to scheduled date of thesis proposal meeting.
6. Immediately upon approval of the proposal by the committee, submit to Cindy Atkins a copy of title page signed by all committee members
7. Prepare and submit an IRB proposal to the EXSS IRB Committee. Give the IRB proposal to Cindy Atkins to begin the process. After EXSS approval, IRB proposal is forwarded to the appropriate University level IRB (Behavioral or Biomedical)
8. Upon receiving University-level IRB approval, data collection may begin (You *MUST* receive approval from the Behavioral or Biomedical IRB before recruiting subjects or beginning data collection)
9. Upon completion of thesis, schedule thesis defense meeting (*NOTE: The Master's Comprehensive exam must be passed prior to scheduling the thesis defense*). Defense *must* be held prior to the 3 working days of any graduate school deadline
10. Announce to Department of EXSS thesis defense (time & place) at least 1 week prior to defense. Submit defense form to Cindy Atkins, she will announce on the EXSS listserv.
11. Provide committee members with *hard copy* of thesis at least 6 days prior to scheduled date of thesis defense meeting.
12. After successfully completing thesis defense and making all required revisions: Submit to Cindy Atkins a copy of signed title page.
13. Meet with your advisor for final approval, and check with the Graduate School to verify that Graduate School guidelines/formatting are acceptable.
14. Submit final thesis document, with signed title page, to the Graduate School

15. Submit to the Department of EXSS a copy of the signed title page, abstract, microform publication form and residence after graduation form (obtain from Cindy Atkins)
16. ALL students engaged in any form phase or form of thesis or dissertation research requiring UNC faculty time or facilities *must* be registered for the semester in which faculty time or facilities are necessary, whether the student is "in residence" or not. If the student has already registered for the required minimum number of hours for graduation, including the required hours of thesis credit, this registration must be for a minimum of three thesis credit hours (EXSS 993).

APPENDIX B

SPECIAL NOTE INTERNATIONAL STUDENTS

You must work closely with the *Office of International Student and Scholar Services in Nash Hall*. If you have not already done so, establish a strong relationship with this agency.

Some policies that may affect you as an EXSS graduate student in our specializations: While enrolled in classes, international students are permitted to work no more than 20 hours in an on-campus employment position. **Working over 20 hours per week violates your immigration status. Being out of status creates several problems for an international student including inability to be paid, application for reinstatement, fees, etc.** During eligible holidays and summer vacation (if **not** taking classes) you may work 40 hours per week.

For international students participating in a year-long internship: You may be eligible for Curricular Practical Training (CPT). You must apply and receive approval for CPT prior to your internship start date. CPT will allow you to work full time in an on-campus position, therefore, allowing you to keep your immigration status intact.

All international students intending to participate in the internship year, must go to the Office of International Student and Scholar Services to apply and receive approval for CPT.

CURRICULAR PRACTICAL TRAINING

Off Campus Employment or Field Experience

All Off-campus employment, for F and J visa holders, requires **PRIOR** approval of the Office of International Student and Scholar Services.

Students enrolling in field experience courses should apply for Curricular Practical Training (CPT).

CPT Eligibility:

- Must have been enrolled full-time for one academic year, unless required by their department within the first academic year.
- Must be integral part of an established curriculum.
- Must be internship or practicum required for graduation or registered for academic credit.

CPT Application:

- Pick up application from Office of International Student and Scholar Services.
- Provide all necessary documents.
- Must get **PRIOR** approval for CPT.
- Students should turn in their application at least **3 weeks** prior to the beginning of the field experience or employment.