Human Bioenergetics
Health and Exercise Science
Colorado State University
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Welcome

Welcome to Colorado State University and the Department of Health and Exercise Science. The faculty, staff and students are dedicated to providing you with a quality academic, professional and personal experience. As Graduate Program Director it is my role to serve as your general adviser and to facilitate your program. I will continue to assist you in any way that you need and I have an open-door policy for students. I will support you in your degree program and strive to help you attain your professional goals.

This "Handbook" is designed to provide you with the most recent information to ensure your ability to complete your program of study for the Ph.D. degree within a normal timeframe. This handbook does provide the Departmental rules and regulations and provides the links to the University Graduate School for the University rules and regulations. I am always open to suggestions as to how this handbook can be enhanced to better provide information and guidelines with regard to the program.

Sincerely,

Matt Hickey

Matt Hickey, Ph.D.
Graduate Program Director
Room @15A, Moby Arena
(970) 491-5727 voice
(970) 491-0445 fax
hickey@cahs.colostate.edu

Departmental Graduate Program information is available online at:
Health and Exercise Science
Important General Information

1. Check your email regularly. The Department will communicate to you mainly via email. You have a mailbox in the main office, so check it regularly, as well.

2. If you do not understand something or problems (personal or professional) arise let us (your Adviser, Graduate Program Director and/or Department Head) know so we can assist in troubleshooting and help you make good decisions. We have lots of experience and likely can provide alternative solutions.

3. Inform the Department of the following situations:
   a. You plan to move and your new address, phone etc. Always keep your contact information up to date.
   b. Any change in your family status (marriage, children etc.).
   c. If applicable: any change in your visa status.

4. All travel is approved via the appropriate form and with Leslie Butler. Any leave should be approved by your adviser and the department, including vacations, scientific meetings etc. This is helpful should we need to contact you, and provides documentation should any issue arise with insurance.

5. Graduate education is under the auspices of the Graduate School. The Graduate and Professional Bulletin (GPB) contains the rules, regulations and processes applicable to your matriculation and graduation from Colorado State University. The GPB, all required forms, and dissertation handbook are located on the Graduate School website: http://graduateschool.colostate.edu/. You should familiarize yourself with this website.
Checklist for Program and Graduation Requirements

List of Graduate School Forms Required:
Available online: [Graduate School](#)

1. GS Form 6, Program of Study  Due prior to Preliminary exam
2. GS Form 16, Report of Preliminary Exam  Due 2 working days after exam
3. GS Form 24, Report of final Examination Results  Due 2 working days after exam
4. GS Form 25, Application for Graduation  Due by DEADLINE
5. GS Form 25B, Departmental requirements clearance  Due at end of semester

All Graduate School DEADLINES are available on-line. [Graduate School](#)

Checklist for Matriculation and Graduation [Student’s Responsibility]:

- Submit GS6 form Program of Study  Prior to Preliminary exam
- Complete Preliminary exam: GS16 form  After coursework
- Defend Dissertation Proposal  Within two semesters after Preliminary exam
- Complete teaching requirement
- Complete dissertation and defend
- Submit results of defense GS24 form  By 2 working days after defense
- Apply for graduation: GS25 form  By semester Deadline
- Have exit interview with Department Head  Before end of last semester
- Complete all requirements* for graduation  By end of last semester
- Fulfill all distribution of copies of dissertation  By end of last semester
- Fulfill all fee requirements  By end of last semester
- Submit GS25B form  By end of last semester

You can check your personal program of study GS6 form on RAMweb: [RamWeb](#)

*Other requirements for graduation: teaching requirement; grant writing experience; exit interview with department head; submission of dissertation for publication, copy of dissertation to department. These are listed by you on the GS25 form for graduation and are cleared via the GS25B form signed by the Department Head at the end of your final semester.

Note: Appendix F contains the Admission and Application Process for this doctoral program, for reference.
Doctor of Philosophy (Ph.D.) Degree Requirements

All course and degree requirements must meet Graduate School requirements for awarding of the Ph.D. degree.

Core Course Requirements:
The core course requirements consist of 18 course credits plus a minimum of 12 credits of dissertation research to equal 30 credits total that are required in the core curriculum.

Cognate Area Requirements:
A minimum of 12 credits are required in didactic/regular course (numbered 500-780) electives, plus a minimum of 6 credits in the statistics cognate, to equal a total of at least 18 credits.

Total Minimum Credits Required for Degree (72 credits):
A minimum of 48 credits (30 credits of core requirements, plus 6 credits of statistics cognate, plus 12 credits of elective cognate area), plus up to a maximum of 30 (or more if CSU Master’s degree) credits submitted from the Master’s degree in partial fulfillment of the doctoral degree should equal a minimum total of 72 credits. If the department accepts fewer than 30 credits for the Master’s degree and this is insufficient to meet the 72 minimum credits overall, the remaining credits must be taken to reach a minimum of 72 credits for the doctoral degree. Additional courses may be required by a graduate committee to address deficits in a given applicant’s training/academic preparation. In addition, the credit totals for a given program of study may be well above the minimum credit expectations detailed above and below. Required credits are detailed later in this Handbook.

Teaching Requirement:
As part of a comprehensive doctoral training program, students are required to teach 10 contact hours in a single undergraduate “regular” course in a single semester, with a minimum of 5 contact hours with the teaching mentor. The Ph.D. Teaching Requirement Planning Form (Appendix A) must be completed by the student in consultation with the adviser and the course instructor, and signed by the adviser and course instructor, assistant department head and department head. This form is due January 1 for the upcoming fall semester, August 1 for the following spring semester, and October 1 for the subsequent summer session. A teaching mentor will be assigned (this will usually be the adviser or course instructor) to monitor the teaching and provide assistance to assure quality
classroom experiences for students in courses taught by Ph.D. candidates. The
student registers for Supervised College Teaching (HES 784V) for one credit when
engaged in this teaching requirement. These credits for supervised teaching do not
count toward the minimum number of credits toward graduation and are NOT
included on the “Program of Study” (GS 6 form). Appendix B has the Teaching
Requirement Completion Form that is completed at the end of the experience. The
Department Head and Graduate Program Director clear this requirement for
graduation on the GS 25B form signed at the end of the last semester.

The faculty instructor, or their designee, using the departmental peer evaluation
form, must evaluate the doctoral student who teaches in this regard at least twice
during the course. Students within the course should be permitted to complete a
Student Course Survey specifically for the graduate student teaching in the course.
All evaluations must be forwarded to the Department Head. In the case of poor
performance, the adviser in consultation with the Department Head should execute
a remedial plan, before the student can teach again.

**Required Examinations**

All graduate program exams are governed by the Graduate School rules,
regulations and appeal processes as stated in the *Graduate and Professional
Bulletin*.

1. **Preliminary (Candidacy) Examination:**

   *Note: The GS6 form, Program of Study, must have been filed prior to the
   initiation of the Preliminary/Candidacy exam. The Preliminary/Candidacy
   exam cannot be taken if the GS6 form is not on file at the Graduate School. The
   Student must be in good standing with the Graduate School with a GPA of at
   least 3.00. The intention to hold a Ph.D. preliminary examination must be
   publicized two weeks prior to the event by the adviser. This information should
go to the Graduate School, the Department Head, and the Graduate Program
   Director.*

   No later than the end of the semester following completion of core and a
   minimum of 6 credits of cognate area coursework (and at least two terms before
   the final examination), Ph.D. candidates will be required to complete a
   comprehensive knowledge examination. The student’s graduate committee, in
   consultation with the graduate student, will determine the timing of this
   examination and its content. Course instructors may be solicited to submit
questions to the committee. The exam consists of two parts: written and oral. The written exam will be completed over a two-day period and submitted to the student’s graduate committee for grading. The results of the written exam must be satisfactory to the committee before moving to the oral portion of the exam. The oral defense (typically two hours in length) of the examination will take place no later than two weeks after the written exam and is administered by the student’s graduate committee. Students who fail to successfully complete the written or oral component of the comprehensive exam will, at the discretion of the student’s graduate committee, be given no more than one attempt to retake the examination. A Ph.D. candidate must successfully pass the preliminary exam before being eligible for further progress in the program. The result of the preliminary/candidacy exam is reported to the Graduate School on the “Report of Preliminary Examination” (GS 16) and establishes the student’s official candidacy for the Ph.D. degree. The Department Head signs this form. The Student and Adviser are responsible for filing this form with the Graduate School within two business days following completion of the exam.

2. Dissertation Proposal Defense:
Typically, no later than two semesters following the successful completion of the preliminary examination, students will complete a defense of their dissertation proposal under the direction of the student’s graduate committee. The dissertation proposal per se will be comprised of a written proposal, the format of which is determined by the student’s graduate committee; but usually in the form of a grant proposal. A public presentation of the dissertation proposal (time and date scheduled through the Graduate Program Director at least two weeks prior) is followed by defense of the proposal held by the doctoral committee. The written proposal will be provided to the student’s graduate committee no later than two weeks prior to the date of the defense of the proposal. The student’s graduate committee will examine both the written and oral examination to determine if the student has an adequate proposal to proceed on to their dissertation research. The results of the dissertation proposal defense will be communicated to the departmental Graduate Program Director in a memo from the student’s dissertation adviser within two business days following the completion of the exam.

3. Dissertation Defense:
The dissertation defense will be scheduled upon satisfactory completion of data collection and analysis as determined by the student’s graduate committee in
consultation with the student. The student’s graduate committee conducts the defense. The defense must be publicized across the University at least two weeks prior to the date of the defense. *The date and time of the public presentation must be scheduled through the Graduate Program Director at least two weeks prior.* The dissertation defense is public and is an oral presentation followed by the examination of the student’s dissertation that is carried out by the student’s graduate committee. The student’s adviser will determine whether those in attendance outside of the committee should be allowed to ask questions of the candidate during the oral examination. Generally, after the oral portion of the exam during the examination of the dissertation pre se, those in attendance outside of the graduate committee will not be permitted to ask questions unless by invitation of the adviser. The results of the dissertation defense are reported to the Graduate School on the “Report of Final Exam Results” (GS 24). The Student and Adviser are responsible for filing this form with the Graduate School within two business days following completion of the exam.

**The Dissertation:**

Dissertation research must represent “original inquiry” and constitute a body of work that represents a progression of research studies that address a significant problem, and that investigate the underlying mechanisms/issues involved. “Negative result” and “descriptive” studies are generally not acceptable for a dissertation, unless such findings constitute a significant contribution to the understanding of the problem addressed, add significantly to the body of knowledge, or serve as preliminary studies that have lead to more substantial research projects within the dissertation.

Guidelines for the format of the dissertation are available on the Graduate School website ([Dissertation Manual](#)). You are strongly encouraged to review these guidelines prior to writing the dissertation and to refer to them as you prepare your dissertation. Note that while alternative overall formats for the dissertation are permitted (multi-part and two volumes), there are basic formatting requirements required. Multi-part dissertations may be best when the dissertation represents several manuscripts for publication. The Graduate Program Director can assist when alternative formats are considered. Preparation of at least one manuscript from the dissertation for submission to a peer-reviewed journal is required. The Department Head and Graduate Program Director clear this manuscript requirement by signing the GS 25B form completed as part of the completion of all requirements for the degree.
Grant Writing Experience:
As part of the doctoral training, a grant writing experience will be included. This may be in the form of a formal course, or as directed by the graduate student’s adviser and committee. The experience is evaluated within the course when included within a formal course, or with independent study credits when directed by the adviser. Appendix C has the form the adviser completes to indicate the completion of the grant writing experience.

Final Disposition of the Dissertation:
Submission of the dissertation is done through the Graduate School by the posted semester deadline. All requirements and the processes are posted on the Graduate School website. The dissertation MUST be submitted electronically and must follow Graduate School guidelines. A PDF electronic copy of the final dissertation must be provided to the Department via the Department’s Graduate Program Director.

Exit Interview with Department Head:
All graduate students must schedule an exit interview with the Department Head following the successful defense of their dissertation and prior to graduation. Students complete a survey on their graduate experience prior to the exit interview. Students bring the Graduate School form “Departmental Requirements Clearance Form” (GS 25B) for signature. Prior to this, the Checklist for Clearance of Departmental Requirements should be completed with the Graduate Program Director (Appendix E).

Publication of Dissertation:
In partial fulfillment of the Ph.D. degree, each Ph.D. candidate must publish a minimum of one journal manuscript based on the dissertation research in a quality journal (as determined by the student’s graduate committee). As the lead time for a manuscript to be accepted for publication can be up to a year, the student’s graduate committee may permit a manuscript submission at the time of completion of the degree as fulfillment of this requirement to publish. The requirement to publish the dissertation research is cleared for graduation via Department Head signature on the GS 25B form at the end of the final semester.
**Additional Expectations:**

In expectation of a quality doctoral experience, Ph.D. candidates should have presented their work in abstract form at an appropriate number of national meetings and published at least one peer-reviewed manuscript *prior* to graduation (as principal or as co-author). It is in the interest of the Ph.D. candidate to have a body of work that has been peer-reviewed and accepted by the discipline via publications to reflect their academic and scientific ability upon awarding of the degree. Additionally, evidence of successful grant writing and submission will greatly enhance the student’s credentials.
Ph.D. in Human Bioenergetics: Course Requirements

Total Minimum Credits Required for Degree (72 credits):

A minimum of 48 credits (30 credits of core requirements, plus 6 credits of statistics cognate, plus 12 credits of elective cognate area), plus up to a maximum of 30 credits (or more if a CSU Master’s degree) submitted from the Master’s degree in partial fulfillment of the doctoral degree should equal a minimum total of 72 credits. If less than the department accepts fewer than 30 credits for the Master’s degree and this is insufficient to meet the 72 minimum credits overall, the remaining credits must be taken to reach a minimum of 72 credits for the doctoral degree. Additional courses may be required by a graduate committee to address deficits in a given applicant’s training/academic preparation. In addition, the credit totals for a given program of study may be well above the minimum credit expectations.

As stated above, a master's degree from an accredited college or university may be accepted for a maximum of 30 credits, or more if it is a CSU Master’s degree for a student who is continuing into the doctoral program without interruption. In addition, up to ten credits in courses earned after the date on which the master's degree was awarded may be accepted in transfer if approved by the student’s advisory committee, the department, and the Graduate School. A minimum of 32 credits must be earned at Colorado State University after admission to a doctoral program. At least 21 credits beyond the master's degree must be earned in courses numbered 500 or above. See the Graduate and Professional Bulletin for details if credits from a Master’s degree are not being applied toward the Ph.D. Note: courses at 100-200 levels cannot count as graduate credits and will not be counted in the GPA calculation (and cannot be placed on the GS6 form described below).

The Program of Study: GS6 Form

Individual student course work is planned early (first-second semester) in the student’s program. All course work is then submitted on the GS 6 form, Program of Study; which should be completed and submitted no later than the student’s second semester. This constitutes the required curriculum for the student. As part of the required curriculum, courses to address deficits in preparation may likely be included. The Program of Study can be modified after submission to the Graduate School, but there are limitations. Any course that has received a grade cannot be removed. Courses not yet taken can be removed. Courses with a “D” or worse cannot be counted toward the degree. Any course can be added.

If changes in the Program of Study have occurred, this is reconciled when the student completes the GS 25 Application for Graduation form. *The student can make no change to the Program of Study; all changes must be in consultation with and with the approval of the adviser.*
**REQUIRED: 30 CREDITS CORE COURSES**

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Title</th>
<th>Credits</th>
<th>Prerequisite</th>
<th>Catalog Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>HES 610</td>
<td>Exercise Bioenergetics</td>
<td>3</td>
<td>BC 351 or FSHN 350, HES 403</td>
<td>Molecular, cellular, and systems bioenergetics in human health and disease. Grant writing, authorship, and peer review process, responsible conduct of science, research ethics, professional conduct, and career opportunities.</td>
</tr>
<tr>
<td>HES 700</td>
<td>Professional Skills in Bioenergetics</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HES 645</td>
<td>Epidemiology of Health and Physical Activity</td>
<td>3</td>
<td>HES 600</td>
<td>Foundation in chronic disease epidemiology that will enable students to evaluate the current epidemiologic literature.</td>
</tr>
<tr>
<td>HES 710</td>
<td>Exercise in Disease Prevention</td>
<td>3</td>
<td></td>
<td>Role of exercise/ physical activity in the prevention, pathophysiology and treatment of chronic diseases.</td>
</tr>
<tr>
<td>PHIL/CM 666</td>
<td>Science and Ethics</td>
<td>3</td>
<td></td>
<td>Ethical issues of research on humans and animals; biosafety; fraud and deception in science; genetic engineering.</td>
</tr>
<tr>
<td>HES 793</td>
<td>Bioenergetics Seminar</td>
<td>3</td>
<td></td>
<td>Research seminar.</td>
</tr>
<tr>
<td>HES 799</td>
<td>Dissertation</td>
<td>12</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL CREDITS</td>
<td></td>
<td><strong>30</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**REQUIRED: 6 CREDITS STATISTICS COGNATE**

Choose any 2 of the following:

- STAT 511 – Design and Data analysis for researchers I
- STAT 512 – Design and Data analysis for researchers II
- STAT 530 – Mathematical Statistics
- STAT 540 – Data analysis and regression
- STAT 544 – Biostatistical methods for quantitative data
- STAT 560 – Applied multivariate statistics
REQUIRED: MINIMUM OF 12 CREDITS SPECIALIZATION COGNATE

EXAMPLE COGNATE AREAS (these cognate lists are not meant to be requirements, nor are the listed options meant to be exhaustive; cognate course electives are determined by the individual student adviser, the student’s doctoral committee and the individual student.)

CELL AND MOLECULAR ENERGETICS COGNATE

Core requirements plus: (choose any 4 of the following)

- FSHN 700 – Cellular Nutrition
- HES 704 – Advanced Topics in Bioenergetics
- CM 501 – Advanced Cell Biology
- BC 563 – Molecular Genetics
- BC 565 – Molecular Regulation of Cell Function
- MIP 576 – Bioinformatics

INTEGRATIVE PHYSIOLOGY COGNATE

Core requirements plus: (choose any 4 of the following)

- HES/FSHN 630– Integrative Exercise and Nutrition Metabolism
- HES 730 – Cardiovascular Pathophysiology
- HES 735 – Human Cardiovascular Control
- BMS 500 – Mammalian Physiology I
- BMS 501 – Mammalian Physiology II

METABOLISM COGNATE

Core requirements plus: (choose any 4 of the following)

- HES/FSHN 630– Integrative Exercise and Nutrition Metabolism
- HES 704 – Advanced Topics in Bioenergetics
- FSHN 550 – Advanced Nutritional Science I
- FSHN 551 – Advanced Nutritional Science II
- FSHN 700 - Cellular Nutrition
- BMS 501 – Mammalian Physiology II
NEUROPHYSIOLOGY/BIOMECHANICS COGNATE

Core requirements plus: (choose any 4 of the following)

- HES 530 - Clinical Biomechanics
- HES 531 – Muscle & Joint System Mechanics
- HES 619 – Advanced Neural Control of Movement
- BMS/MECH 570 – Bioengineering
- BMS 575 – Human Dissection
- BMS 619 – Advanced Human Gross Anatomy

BIOBEHAVIORAL HEALTH COGNATE (new courses in MPH would apply here)

Core requirements plus: (choose any 4 of the following)

- HES 556 - Wellness/Health Promotion
- HES 656 – Comprehensive Stress Management
- BC 563 – Molecular Genetics
- MIP 576 - Bioinformatics
FORMING A GRADUATE COMMITTEE

The function of your graduate committee is several folds. Its principal function is to help determine your curriculum and to guide you through your independent inquiry experience. The committee also functions to advise the university upon the completion of each required examination (Preliminary and Dissertation Defense). The committee continually evaluates your progress toward the degree. Your interests will be best served by forming a committee whose members possess the specialized skills involved in your particular topic of inquiry.

You select the members of your doctoral graduate committee in consultation with your adviser (who chairs the committee) by the end of your second full semester. For the doctoral committee, at least four members are required. The committee is formalized on the GS6 form, Program of Study, which is due by the end of the second semester. Your adviser and at least one other committee member must be a faculty member in the Department of Health and Exercise Science. Beyond these two, other departmental or non-departmental faculty may serve. One non-departmental faculty member is chosen as the representative of the Graduate School and is appointed via your recommendation by the Vice Provost for graduate Studies. All of this occurs via your GS6 form.

It is your responsibility to contact these persons and request that they serve on your committee. However, a particular faculty member may be heavily committed to other projects and feel unable to assist you. If this should happen to you, don't feel rejected. You will benefit by having committee members who are able to offer you the support that you need at the time that you need it.

You can expand your committee structure beyond the initial four (see the GPB for details) to add expertise in specialized areas, but a large committee can be cumbersome and will require the student to fulfill the expectations of these additional persons. A faculty member does not have to be on your committee to provide you with occasional advice. If you are in continual need of advice from that person, it would probably be best to invite him/her to be on your advisory committee.

The committee may be altered if necessary during your graduate program. This is done in consultation with your adviser and occurs using the GS9 form, Petition for Change of Committee. For example, if a committee member leaves Colorado State University, it is usually necessary to replace him or her.
CONTINUOUS REGISTRATION

The University and the Department require continuous registration to maintain graduate student status.

From the GPB:

All students admitted to a graduate degree program are required to be continuously enrolled in their degree programs in the fall and spring semesters. This policy applies from the time of first enrollment through the graduation term. Students should contact their adviser if they do not plan to register for at least one credit of course work or research. Students graduating in summer term are required to be registered for at least one credit or Continuous Registration (CR). Students registering for CR will be assessed a fee for each semester of CR registration. Students enrolled for Continuous Registration in any term may not be considered enrolled full time for the purposes of, for example, financial aid, student loans, visas, or employment. Moreover, to receive full privileges for the summer term, students must be enrolled either in the summer or for the following fall term.

CR registration is only used when the student is taking leave from the program, or all graduation requirements are met and registration is required for graduation. In other words, CR is used only when the student is not using University resources, including faculty time, or engaged in their program of study.

For the Department:

In a doctoral program, students will necessarily be engaged in their program throughout the year, not just the academic year of 9 months. Full time registration is 9 credits. The Department requires full-time enrollment, unless fewer credits are cleared by the Department Head. Students using financial aid or any financial support program should be clear about the registration requirements of the program, as failure to register for the appropriate number of credits could lead to loan repayment obligations, loss of visa status etc. Thus, registration of a minimum of 9 credits must be maintained in each fall and spring semester. Most typically, the student will be enrolled in a class or registering for dissertation credits. For summer, if the student is registered in the subsequent fall semester, there is no requirement for summer registration. However, since semester fees will not be paid, the student will be charged the fee for the Health Center the first time they access the Center.
Failure to register for a semester may lead to automatic dismissal and the need to re-apply for admission. Additionally, failure to register when engaged in any aspect of the program of study, including research, could leave the student open for liability issues, as they would not be a formally registered student covered by the University.

Any concerns about registration should be directed to the Graduate Program Director.

GRADUATION

University graduation ceremonies are held at the end of fall and spring semesters. The Graduate School ceremony honoring graduate degree recipients is a separate ceremony from College graduation ceremonies. For doctoral candidates, there is a “hooding” ceremony in which the student’s adviser “hoods” the graduate. Academic robes developed during medieval times to keep professors warm. The original “hood” was worn to keep the head warm. Today, the hoods are decorative and specific to the institution granting the degree. It is the desire of the Department that each doctoral graduate, along with their adviser, will attend the Graduate School graduation ceremony and receive the final acknowledgement of this high achievement in front of family and friends.
CONTINUED DEPARTMENTAL COMMITMENT TO YOU

The Department is committed to your success both during your doctoral program and beyond. It is our intention to help you move forward in your career beyond the degree. Faculty members are well networked and can help in your next placement. We are always ready to provide assistance long into the future. Additionally, it is our intention to maintain the value of your degree by continuing to develop the Department and to retain national prominence. Never hesitate to call on us and to keep us up to date with your career.
Appendix A: Teaching Requirement Planning Form
### Health and Exercise Science Doctoral Program

**Teaching Requirement Planning Form**

Date: ______________

(Form due January 1 for upcoming fall semester, August 1 for spring semester, and October 1 for summer session)

Doctoral Student: ________________________________

Doctoral Advisor: ________________________________

Teaching Mentor (if different from the Advisor): ________________________________

(Note: Evaluation of student teaching by advisor/mentor due to Department Head at end of each teaching assignment; use Peer Teaching Evaluation Form and Student Course Survey.)

#### Proposed Teaching

(Note: Ten (10) contact hours in a single UNDERGRADUATE course within a single semester are required. Student registers for one (1) credit of HES 784 Supervised Teaching credits in the semester of teaching.)

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course*</th>
<th>Brief Description of Responsibility</th>
</tr>
</thead>
</table>

Approved:

Department Head  Date  Assistant Department Head  Date

Distribute Signed Copies to: doctoral student, teaching mentor, doctoral advisor, graduate director, assistant department head, & department head.

*course to be taught is a “regular” UNDERGRADUATE course (not activity or laboratory) to be approved by the department head; e.g. HES145, HES 207, HES 307, HES403, etc.
Appendix B: Teaching Requirement Completion Form
Health and Exercise Science Doctoral Program
Teaching Requirement Completion Form

Doctoral Student: ________________________________    Date: __________

Doctoral Adviser: ________________________________

Teaching Mentor: ________________________________
(if different from the Adviser)

Course Taught: ________________________________

# Students Enrolled: ________________________________

Dates of Instruction (10 contact hours per credit of HES 784V): ________________________________

Semester and Year enrolled in Supervised College Teaching (HES 784V) ____________
Credit Hours _____

* Attach copies of evaluation of student teaching by Adviser/Mentor:

______ Peer Teaching Evaluation Form

______ Student Course Surveys – Summary Sheet

Approved completion:

Department Head __________________ Date  Assistant Department Head __________________ Date

Doctoral Adviser __________________ Date  Teaching Mentor (if different from Advisor) __________________ Date

Copies of completed document to: Student, Student’s file, Student’s Adviser, Teaching Mentor, Department Head, and Graduate Program Director.
Grant Writing Experience Completion Form

Date: ________________

Student: ____________________________

As Adviser, I certify that the above named student has completed the Grant Writing Experience required within the doctoral program. A brief description of that experience follows:

Dissertation Adviser: ____________________________

Copies: Graduate Program Director, Department Head, Student, Adviser, and Student’s File.
Appendix D: Submission of the Electronic Archival Copy to the Library

For the dissertation: All details on electronic submission of the final dissertation can be found at the Graduate School Thesis and Dissertation Submission link.
Appendix E: Checklist for Completion of Departmental Requirements for GS25B Form
Human Bioenergetics Doctoral Program

Checklist for completion of items to be cleared by Department Head by signing the GS25B form, prior to graduation.

_____ Teaching Requirement completed
_____ Grant Writing Experience completed
_____ Publication (or submission) of at least one manuscript from the dissertation
_____ Final disposition of the Departmental copy of the dissertation in the library electronically
_____ Exit survey and exit interview with Department Head

Go over this with Graduate Program Director when seeking Department Head signature for GS25B form at end of degree and before the exit interview.

Copies: Graduate Program Director, Department Head, Student, Adviser, and Student’s File.
Appendix F

Human Bioenergetics Doctoral Program Admission Requirements and Application Process

Admission Requirements

General Information:
Candidates for admission to the Human Bioenergetics Doctoral Program in Health and Exercise Science at Colorado State University must:

1) Meet the University and Graduate School minimum requirements for admission.

2) Hold a bachelor’s or a master’s degree from a regionally accredited college or university in the United States, or proof of equivalent degree and training from an acceptable foreign institution of higher education. An applicant who holds a first professional degree (e.g., M.D., D.O., D.V.M., D.D.S.,) from a regionally and programatically accredited college or university in the United States, or proof of equivalent degree and training from an acceptable foreign institution of higher education, may be considered on an individual basis even though he or she does not hold a bachelor’s degree or equivalent as defined above.

3) Candidates for admission must have a commitment from a faculty member to serve as the dissertation and academic mentor/adviser at the time of application.

International student applicants from non-English speaking countries must also demonstrate English proficiency by completing the TOEFL exam with a total score of at least 600 (paper based test), 200 (computer based test) or 100 (internet based test), no exceptions.

Applicants should be trained in a relevant area of science to be competitive to enter the program. Any course deficiencies identified at the time of application will be required to be remedied upon enrollment as a graduate student.

Students holding the master’s (or equivalent, e.g. post-baccalaureate M.D., D.O., D.V.M., D.D.S.) degree may be able to apply 30 credits or more toward the doctoral degree. This will be determined on an individual basis.

Prerequisite Courses:
Prerequisite/background course requirements will depend on the specific area of research interest associated with potential faculty advisers. Generally, discipline related courses along with science courses will be necessary.

Required Support by Faculty Member:
Admission to the doctoral program is dependent upon the availability of resources and of a faculty dissertation adviser/mentor to oversee the program of study (required course work) and to guide the dissertation project. Thus, interested students MUST contact individual faculty members in an area of interest and interview (see below). It is critical that the potential applicant initiate conversations with potential faculty adviser(s) before or simultaneously with application to the program. Because of this required linkage with a faculty mentor upon entry into the program, individual applicants might be denied admission, even though the general qualifications for admission are met, if there is not a faculty member willing or able to accept the student into his or her mentorship. Contact the Graduate Program Director if you need assistance in making contact with a faculty member or need help in identifying a potential mentor.
A personal interview by the potential faculty mentor/adviser and the Doctoral Admissions Committee is required of all finalists for admission. Final acceptance and continuation in the program are contingent upon the sponsorship by a faculty member who will serve as the dissertation and academic adviser. The admission of a student into the program and the selection of an adviser are by mutual agreement and are formalized in the letter of acceptance from the Department.

**Application Process**

To apply to the doctoral program in Human Bioenergetics in the Department of Health and Exercise Science:

1) Complete the online application from the [Graduate School](#) (official transcripts for all degrees and the application fee will be required);

2) Submit a letter* of application to the Department of Health and Exercise Science to include a statement of career goals and research interests (Attach your curriculum vita and any supporting documents such as thesis and/or publications); and

3) Submit three letters of recommendation from former/current professors.

4) Acquire the Health and Exercise graduate faculty adviser support letter detailing the faculty adviser’s support of the application and the financial support plan.

5) If a Graduate Teaching Assistantship is a potential part of the financial support plan, the applicant must complete the [APPLICATION FOR GRADUATE ASSISTANTSHIP form](#) obtained from the department and submit to the department.

*Note: in your letter, indicate the faculty member with whom you have interviewed as your potential adviser.

**Departmental Address:**

**Graduate Program Director**  
Health and Exercise Science  
220 Moby Complex  
Colorado State University  
Fort Collins, CO 80523-1582

**Final Decision on Admission**

The final decision on admission into the doctoral program is made by the Doctoral Admissions Committee, consisting of the departmental Graduate Program Director, two departmental graduate faculty members (excluding the proposed faculty mentor of the applicant under consideration), and the Department Head (ex officio). The potential faculty mentor makes the specific recommendation for admission of an applicant to the Doctoral Admissions Committee documenting the acceptability of the applicant for admission and providing the plan for the commitment of resources and support for the applicant’s training. The Doctoral Admissions Committee then makes the final decision based on the potential faculty mentor’s recommendation, a review of the applicant’s credentials, and overall programmatic concerns. The final decision as to acceptance or denial is formalized in the letter to the applicant.