The Department of Health and Exercise Science

Master of Science Program

M.S. Graduate Program Handbook

Program Requirements, Procedures and Policies
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 until such time as you identify a permanent faculty adviser. I will continue to assist you in any way that you need and I have an open-door policy for students. I hope to facilitate your degree program and 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 M.S. 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

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Departmental Graduate Program information is available online at:
Health and Exercise Science
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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. Please inform the Department of the following situations:
   a. Any 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 etc. are located on the Graduate School website: [http://graduateschool.colostate.edu/](http://graduateschool.colostate.edu/). You should familiarize yourself with this website.
Checklist for Program and Graduation Requirements

List of Typical Graduate School Forms Required:
Available online: Graduate School

1. GS Form 6, Program of Study                                Due end of 2nd semester
2. GS Form 24, Report of final Examination Results           Due 2 working days after exam
3. GS Form 25, Application for Graduation                    Due by DEADLINE
4. 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]:

___ Select graduate adviser and committee                      Before end of 2nd semester
___ Submit GS6 form                                            By end of 2nd semester
___ Complete any missing prerequisite courses                  ASAP after entry into program
___ Complete thesis or plan B requirements                    By Graduate School Deadline
___ Schedule presentation with Graduate Director              No later than 2 weeks prior
___ Defend and present thesis or plan B                       By semester Deadline
___ Submit GS24 form                                           By 2 working days after defense
___ Submit 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 thesis or
   plan B requirements                                          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 on the RAMweb:
RamWeb

Other, less-used, forms available online:

GS9A, Change in Committee; GS7, Change of Department for enrolled students; GS7A, Change of
Department for admitted students; Reapplication for students who did not graduate in semester in
which they submitted their GS25; GS26, Certificate of graduation for students who need proof of
degree completion before official graduation.
Description of Master of Science Program

The Master of Science degree in Health and Exercise Science offers students a health-oriented, science-based curriculum and research experience. The program is a scientifically rigorous, research focused program that prepares students for further education and/or careers in health and exercise science related fields. The program is structured to prepare students for further education that includes doctoral study, physical and occupational therapy, and medicine (e.g. physicians/physician assistant and nursing). Graduates are represented by careers in: health related research and development, hospital or corporate health promotion/wellness, clinical exercise physiology, and medical and allied health professions. Most students are supported during their graduate study by graduate teaching assistantships (GTA), although other types of assistantships are available.

A common core of classes, significant numbers of elective classes, practicum experiences, and options for a research thesis or a non-thesis research experience highlight the graduate program. Faculty members work closely with students for academic, professional and personal advising. On-site research facilities are state-of-the-art and include the Human Performance Clinical/Research Laboratory. Outreach programs such as the Adult Fitness Program, the Heart Disease Prevention Program, and the Youth Sport Camps also provide a unique practicum opportunity for students in which to develop specialized experience related to their career goals.

The Department also offers a specialization, Exercise Science and Nutrition (ESN). This is NOT a separate M.S. program, but is a Specialization within the M.S. degree that will be acknowledged on the official transcript. Students interested in this program must declare this specialization at the time they file the GS6 form that defines their Program of Study. Completion of the required curriculum for the ESN specialization will constitute completion of the specialization for graduation. Please refer to the section on the ESN specialization in this handbook for curricular details.
Master of Science Program Requirements

1. Entry Requirements and Prerequisites
   • Undergraduate GPA ≥ 3.0
   • Graduate Record Exam General Test
   • Statistics
   • General Chemistry
   • Biochemistry
   • Physics
   • Physiology/Anatomy
   • Basic health/wellness/fitness course
   • Exercise Physiology
   • Kinesiology or Biomechanics
   • All missing prerequisite courses must be completed by the end of one's program of study in order to graduate!

2. Core Curriculum (21 credits)
   • HES 556 Wellness and Health Promotion Concepts (3)
   • HES 610 Exercise Bioenergetics (3)
   • HES 600 Data Analysis for Research Designs (3)
   • HES 520 Advanced Exercise Testing and Prescription (3)
   • HES 645 Epidemiology of Health and Physical Activity (3)
   • HES 686AV-EV Practicum (3)
   • HES 692, 693 Seminar (1cr/semester for 3 total)
   • For Plan A Thesis Option, add 6 thesis (HES 699) credits and 9 elective credits [3 must be in HES] = 36 total credits
   • For Plan B Non-Thesis Option, add 3 research (HES 698) credits and 12 elective credits [6 must be in HES] = 36 total credits

3. Departmental Electives (regular courses)
   • The department offers several 500-600 level “regular” courses. 700 level courses are available with instructor approval. Non-regular courses (independent, group study, etc.) cannot be used as “electives” for purposes of meeting the minimum credit requirements for the degree.

4. Variable credit or non-regular courses
   • HES 684 V Supervised College Teaching (1-3)
   • HES 695DV Independent Study Exercise Science (1-3)
   • HES 696EV Group Study Exercise Science (1-3)
   • HES 696CV Group Study Exercise & Nutrition (1-3)
   • HES 687 V Internship (9)

Additional elective courses may also be taken in Biomedical Sciences, Nutrition or other departments.
Program Policy for Completion of Course Requirements

- Core Required Courses = 21 credits.
- Of the total 36 minimum program credits, 16 credits must be 500 level and above, with 12 credits of these in regular\(^1\) courses.
- Plan A: of the 9 credits of electives, 3 credits must be in Health and Exercise Science regular courses.
- Plan B: of the 12 credits of electives, 6 credits must be in Health and Exercise Science regular courses.
- Graduation requirements: 36 credits minimum; minimum GPA 3.0\(^2\); completion of core and elective requirements; completion of Plan A or Plan B requirements.
- Undergraduate courses and courses in other departments are available to graduate students as long as the program course requirements are met. Note: Courses taken to fulfill missing entry prerequisite courses do not count toward the graduate degree and are not calculated into the graduate grade point average. This discrimination is established by correctly indicating courses on the GS6 form.

\(^1\)Note: Regular courses are defined as classroom, fixed-credit courses. Variable credit courses such as seminar, independent study, group study, practicum, internship, and research or thesis credits are not regular courses.

\(^2\)Grade Point Average (GPA): Your GPA must be maintained at or above a 3.0. Students who fall below a 3.0 cumulative GPA cannot be financially supported by the Department; i.e. no GTA or other support. Your GPA is calculated on all courses taken (except 100 level courses), including prerequisite courses. Grades of “C” or higher must be achieved on your GS6 form Program of Study required courses in order to count. A GPA of 3.0 must also be achieved in these required courses. A grade of “C” or better must be achieved in prerequisite courses to be accepted by the department. Prerequisite courses will be counted in the overall GPA.

The GPA of 3.0 must be maintained in all regular courses, and also as an average of both regular and non-regular courses.

Role of HES 692, Orientation Seminar

Students take HES 692, Orientation Seminar, during their first Fall-semester in the graduate program. The purpose of the seminar is to acquaint the student with the program requirements, with faculty, and with program policy. The seminar also familiarizes students with the library and with on-line research database searching capabilities. Additionally, the seminar helps students initiate their idea for their Thesis or Plan B project.
Suggested Semester Course Sequence

Year I of Program:

Fall
- HES 692 Seminar (1)
- HES 600* Data Analysis for Research Designs (3)
- HES 556 Wellness and Health Promotion Concepts (3)
or HES 610** Exercise Bioenergetics (3)
- Electives
  *Statistics is required prerequisite
  **Biochemistry is required prerequisite

Spring
- HES 693 Seminar (1)
- HES 645* Epidemiology of Health and Physical Activity (3)
- HES 520 Advanced Exercise Testing and Prescription (3)
- Electives
  *HES 600 is required prerequisite

Year II of Program:

Fall
- HES 693 Seminar (1)
- HES 686 Practicum (3) [Offered Fall, Spring and Summer]
- HES 610** Exercise Bioenergetics (3)
or HES 556 Wellness and Health Promotion Concepts (3)
- Electives
  **Biochemistry is required prerequisite

Spring
- HES 699 Thesis (6) or HES 698 Research (3)
- Electives

Electives:
The Department offers several “elective” courses each semester that are 500 and 600 level. The Department also offers 700 level courses for the Doctoral program. The 700 level courses are open to Master’s students with approval of the instructor. Elective courses that may be used to meet the minimum number of credits for the degree (36 cr) are defined as “regular” courses; that is regular classroom courses; Independent or Group Study courses do not count as “electives” toward meeting the minimum of 36 cr.

See Appendix E for information on Practicum availability and process.
Departmental Policies

- **Plan A:** You must follow graduate school and department guidelines for preparation and submission of thesis. See Appendix A. **Plan B:** You must work closely with your adviser for preparation and presentation of your project.

- All graduate students must publically present their thesis research or non-thesis project at the time of their thesis/non-thesis defense. This must be scheduled with the Graduate Program Director at least 2 weeks prior to the presentation so that it can be adequately advertised. It is important to schedule the defense at a time when most faculty and students can attend the public presentation portion.

- **Plan A.** Graduating students must submit an electronic (Portable Document Format, PDF) copy of their thesis to the department (Graduate Program Director), their adviser and each committee member. Submit these copies to the Department office and your committee no later than the last day of classes in the term of graduation. The Department will not sign off as to completion of all requirements for the degree until this is done. **Plan B.** Students must likewise submit an electronic (Portable Document Format, PDF) copy of their project to the department, adviser and each committee member.

- Graduating students must schedule an exit interview with Dr. Israel after their defense. Submit a final copy of the thesis/paper with signature page no later than 2 days prior to this interview. Make the appointments ASAP.

- **Residency.** Out-of-State students must meet strict residency requirements to achieve In-State status for tuition. This takes one year and must begin before or immediately upon arrival at CSU. See: [http://sfs.colostate.edu/residency/](http://sfs.colostate.edu/residency/)
How to Submit the Thesis

For those students completing a Plan A-Thesis, you must submit an electronic copy (PDF file). Plan B, non-thesis, projects are not submitted to the Graduate School, only in the Department.

For the thesis: Plan to finish your thesis defense and prepare your final copy BEFORE the semester submission deadline (always posted on the Graduate School website). The Graduate School will do a pre-approval check on the format of the thesis for you via email; see the Graduate School website for details. This can occur before the deadline and before your submission. All submission information is on the Graduate School website, as are the format requirements. You must follow the process posted on the Graduate School website. The final thesis is archived and cataloged in the library for open access to the public. Details on submission of your thesis can be found at the Electronic Submission Guidelines site.
Policy on Continuous and Summer Registration

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

From the Graduate and Professional Bulletin:

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: 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. Similarly, the Recreation Center will require purchase of a membership for summer if the student wishes access.

If summer is the semester of graduation, then the University requires registration for that summer of at least one credit.

Full time registration is 9 credits. 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.

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.
Expectations of a Graduate Student

As a graduate student you are a professional in your discipline. Our expectations of you encompass your academic performance and your professional development and conduct.

As an academic, you are expected to strive for "A" grades in all courses. Beyond the obtaining grades, a graduate student is expected to be actively engaged in his/her education striving for knowledge beyond the classroom. While textbooks are often used in the classroom, students should be seeking other sources and reading original research sources on the various topics. Seminar speakers provide a wealth of information and all graduate students are expected to attend all Departmental seminars and thesis presentations, regardless of area of interest. Independent Study provides an opportunity to delve in depth into a topic other than one's thesis or Plan B topic.

Professionally, students are encouraged to participate in at least one professional organization. Organizations such as the American College of Sports Medicine provide opportunities to network for jobs, attend conferences to learn about the latest information, achieve certification, and receive the latest research and public health information. The Department encourages attendance at regional and national conferences. There are many fine professional organizations and the student should visit with faculty to determine which one(s) would be most appropriate.

Both Faculty and Graduate Students are professionals and must hold themselves accountable for their behavior. In the roles of educators and representatives of the discipline, both have public impact and exposure. Thus, it is important to behave in an ethical, legal, and professional manner.

Faculty members share responsibility for your learning and development. Faculty doors are open to you. You should not hesitate to come to faculty for academic, professional or personal consultation. Remember, faculty members have been there, too. Faculty would hate to see a problem escalate without providing you with some choices, advice, or alternatives to solve the problem. Often even difficult problems have simple solutions; it just may not be obvious.

Finally, the Department does expect this to be an enjoyable time in your lives and hope that you will develop community. So, make sure you use good time management skills to allow time for play!
Choosing a Permanent Faculty Adviser

Students and faculty members will interact to determine which graduate faculty member will serve as an adviser. This decision must be mutual between student and faculty member. Together with the adviser, a plan for the both the student's curriculum and Plan A or Plan B project will be developed. The student along with his/her adviser will select a thesis or Plan B committee consisting of at least one additional departmental faculty member and one non-departmental member. The student's curriculum (program of study), along with the adviser and committee members, is formalized with the completion and submission of the GS6 form to the Graduate School.

The adviser serves as the primary adviser and mentor to the graduate student. While the adviser serves to guide the student through the program, it is the student's sole responsibility to fulfill all prerequisite deficits, meet all deadline requirements, fulfill program requirements, and fulfill all Graduate School requirements for graduation.

Faculty specialty and research interests are listed on the departmental website: http://hes.cahs.colostate.edu/
Plan A, Thesis and Plan B, Non-thesis

Choosing between a Plan A and Plan B degree is a matter of personal and professional preference. “A Plan A, thesis option, entails the preparation of a *thesis*. The thesis is typically a written formal document that addresses, in an original fashion, some important concern of the discipline. A thesis involves significant independent work. The Plan B, non-thesis option, does not require a thesis; instead more credits are earned in other types of courses and/or a scholarly paper is required.” *Quoted from the Graduate Bulletin.* The Department offers a choice between these two types of degrees.

**Plan A, Research Thesis**

A thesis requires the testing of a hypothesis, data collection, data analysis and the formal reporting of results. Preparation of the thesis must follow strict Graduate School guidelines. The thesis is "published" by submission to the Graduate School and placed in the Library for public use. The thesis committee prior to beginning the project must accept a thesis proposal, consisting of the first three chapters of the thesis.

- Specific graduate school thesis format guidelines are available at the Graduate School website: [Graduate School Publications](#)
- Margin requirements
- Specific page requirements
- Specific paper requirements
- Style requirements
- American Psychological Society (APA) style for writing and reference citation and bibliography.

**Appendix A** contains information with regard to the thesis format and the optional manuscript thesis format.

*Students should consider publication of their thesis abstract in Microform Publications, a bulletin that provides easy access for investigators to your research. This also provides a publication citation for your resume. See the Graduate Program Director for details.*

**Plan B, Non-Thesis Option**

Plan B, non-thesis, is a less formal project that does not necessarily require data collection. It can be a full research project, a research "experience", a critical literature review addressing a topic of importance within the discipline, a creative manual for application in the field (e.g. weight-loss manual), or other discipline-related projects. The topic and format are determined in collaboration with the adviser. An agreement stating the general requirements of the Plan B project are co-signed by the student and the adviser prior to beginning the project. The general format requirements of the plan B professional paper are presented in **Appendix B**.
GS6 Form and Program of Study

The Graduate School form, GS6, establishes your curricular program, your choice of Plan A or Plan B, and your adviser and committee. This is a contract between you and the University, which is used to guide your program and to determine completion of requirements for graduation. This form is central to the calculation of your graduate GPA. The instructions and the form are obtained at the website:

Graduate School Forms

While there are opportunities to alter your program of study (i.e. courses, after submission of the GS6 form) once a grade (including an "incomplete") is received in a course, it cannot be removed from your program of study. The GS25 form, which is filed when applying for graduation, permits some changes.

Additionally, it is possible to change adviser or committee members via the GS9 form. However, this should only occur under extraordinary circumstances and with the approval of the parties involved, if possible. For example, if a faculty member has left the University or is on Sabbatical or leave, he/she may not be available to serve or to sign the GS9 form.

The student in consultation with the adviser completes the electronic GS6 form and prints a hard copy. The hard copy is then submitted to the Graduate Program Director who will check and initial it. The Department Head then signs the form before it is submitted to the Graduate School.
All Graduate School forms are described and available on the Graduate School website: Graduate School Forms

A brief description of the most important forms is given here:

- **GS 9A** - Petition for Change in Committee: Changes adviser and/or committee.
- **GS 24** - Report of Final Examination Results: brought to defense by student and signed by committee, returned to Graduate School within 2 working days.
- **GS 25** - Application for Graduation (PDF format): Must be filed by Graduate School deadline in semester in which student intends to graduate.
- **Reapplication for Graduation (on-line)** - For students who applied to graduate in a previous term and did not graduate.
- **GS 25B** - Departmental Requirements Clearance Form - (PDF format): Student must download this form at the end of the semester of graduation and obtain the Graduate Director's initials and Department Head's signature to verify completion of Departmental requirements.
- **GS 26** - Request for Certificate of Completion - (PDF format): Students who are graduating and applying for jobs or doctoral programs may need this form to show proof of completion of requirements.
Obtaining Colorado Residency for Tuition Purposes

Students who are supported by the Department are required to obtain Colorado residency by their second year. Other students may either desire or be required to do the same. The requirements are very strict and there is no forgiveness of failure to meet the requirements. Students must initiate this process prior to their first day of class by registering their car in Colorado, obtaining a Colorado driver's license, and registering to vote in Colorado. Students cannot be a dependent of their parents and must file Colorado state income tax, even if there is no income.

The specific requirements and application process are obtained from the following website:

Student Financial Services Tuition Classification

Students should visit this site immediately and determine needed requirements, and the timing of their application for Colorado residency.

Please note that graduate students are not held to some of the requirements as for undergraduates. For example, the requirement for off-campus employment does not apply, nor do the age requirements. This is established by the requirement "The statute defines an in-state student as one who has been legally domiciled in Colorado for one year or more immediately preceding the beginning of the term for which the in-state classification is sought. A persons over 22 years of age OR [who] was an emancipated minor OR [who] was married OR [who] was a graduate/professional student at the beginning of the 12-month waiting period can establish his/her own domicile."

Appendix F lists some of the important questions and answers with regard to residency.
Exercise Science and Nutrition Specialization

The Department of Health and Exercise Science offers a specialization in *Exercise Science and Nutrition (ESN)*. This specialization combines the two disciplines in a special curriculum and experience. The specialization operates under the philosophy that exercise and nutrition are a natural combination for optimizing health and performance and for preventing disease. The ESN specialization does not provide a dietetics degree or certification. The student would need to be enrolled in a separate dietetics program and complete additional courses and experience.

The student declares this specialization at the time they complete the GS6 Program of Study Form. At that time, the student lists the ESN curriculum and inserts the proper code for the specialization in ESN in the proper field. You declare the *Specialization* on the application to graduate, form GS25, using the code **ESNZ** in the semester you intend to graduate.

Students in the ESN specialization complete the required curriculum. A research thesis is required. Upon completion of the curriculum, the student receives the M.S. with the ESN specialization noted on the official transcript of the student.

The ESN program of study is attached in **Appendix G**.

**Note:** The ESN program does not provide a dietetics curriculum. Further course work and a separate degree would be required.
Resources for the Graduate Student

There are many resources available to the student that will assist him/her in matriculating through the program. Some have been indicated previously in this handbook. Listed here are additional resources.

1. All Graduate School rules and regulations are available on-line in the Graduate and Professional Bulletin:
   
   Graduate and Professional Bulletin

2. Student financial information is available at:

   Student Financial Services

3. Library services:

   CSU Library

4. Center for Advising and Student Achievement (CASA):

   CASA

5. Hartshorn Student Health Service:

   Hartshorn Student Health Service

6. Counseling Center:

   University Counseling Center
Appendix A: Plan A, Optional Thesis Format

Department of Health and Exercise Science Optional Thesis Format: Manuscript

General.

Generally, the thesis is prepared according to the guidelines provided by the Graduate School. However, the thesis committee may permit the writing of a thesis in the following optional manuscript format. The thesis advisor in consultation with the student and the student’s committee makes the decision whether the standard thesis format or the manuscript format will best meet the needs of the student and advisor. The manuscript format does not replace the writing and defending of the standard thesis proposal. The thesis proposal must be prepared in the standard manner and defended before the thesis committee. Revisions of the thesis proposal should be continued as needed as the project is undertaken and completed.

Manuscript Format for Thesis.

GENERAL:
• Margins as per the graduate school
• Double spacing
• 12 point Times New Roman font

COMPONENTS:
• Pages i through vi as currently exist
• Table of Contents as follows:
  • ABSTRACT
  • ACKNOWLEDGMENTS
  • TABLE OF CONTENTS
  • MANUSCRIPT [except for margins, in format for specific journal, including title page with ALL authors etc.]
  • Introduction
  • Methods
  • Results
  • Discussion
  • References [in format for specific journal]
• Tables
• Figure Legends
• Figures
• APPENDIX A [required]
  • Chapters I through III of the Thesis Proposal (at a minimum, must include the full literature review, Chapter II)
  • Optional: Comprehensive Results of Study/All Data
  • References for Literature Review
• APPENDIX B [required when appropriate]
  • Human Subjects, and/or Animal Use, and/or Biosafety approval(s)
  • Consent Form if Human Subjects, and one used
• APPENDIX C etc. as needed

The Table of Contents thus defines the format for the thesis. If there are more than one manuscript, then they would be labeled MANUSCRIPT A and MANUSCRIPT B, etc.
Appendix B: Plan B, Non-Thesis Professional Paper Format

Master of Science Program in Health and Exercise Science: Format for Plan B Professional Paper

1. Margins: left, 1.5 inches; top, bottom and right, 1 inch.
2. Required pages:
   - Title page [example appended in Appendix C]
3. A GS 24 must be submitted to the graduate school after the defense.
4. Document may be in manuscript format and, therefore, in the format of the target journal or publication.
5. If the document is not for publication, then APA style, double-spaced, Times New Roman 12 pt. format is most appropriate.
Appendix C - EXAMPLE OF TITLE PAGE FOR MASTER’S THESIS

1” TOP MARGIN

THESIS

TITLE IN CAPITAL LETTERS AND DOUBLE SPACED IF MORE THAN ONE LINE

Submitted by

Student’s Name

Department of

In partial fulfillment of the requirements

For the Degree of Example: Master of Science

Colorado State University

Fort Collins, Colorado

Fall 2011

Master’s Committee:

Advisor: John Smith

Jane Jones

James White

No titles are permitted before or after the members’ names (Examples – Dr., Professor, Ph.D., Mrs.) except for those noted below (Example – Advisor.)

Type your committee member names here

This page is not assigned a number
Appendix D: Signature Page

As of August 2010, the traditional signature page for the Plan A thesis has been replaced with an electronic Thesis submission form. There is no signature page for a Plan B thesis.
Appendix E: Practicum and Internship Procedures and Policies

Master of Science in Health and Exercise Science: Practicums and Internship

Practicums
The following practicums are available (3 credits required):

1) HES 686 AV Adult Fitness and Human Performance Clinical/Research Laboratory
2) HES 686 BV Wellness Management
3) HES 686 CV Youth Fitness and Skill Development
4) HES 686 DV Health and Exercise Science Research
5) HES 686 EV Applied Health and Exercise Science

Hour requirement: minimum of 3 credits\textit{minimum} of 135 contact hours per semester

Internship
The following internship is available (optional, 9 credits minimum):

1) HES 687 V Internship

Hour requirement: minimum of 9 credits\textit{minimum} of 405 contact hours per semester

Procedure
1) Graduate students planning their practicum requirement should contact the Graduate Program Director and have the practicum approved before the 4th week of the semester prior to the semester in which they wish to take the practicum. Students are encouraged to apply earlier as competition may limit available practicums in any semester. The student is responsible for meeting this requirement of the program.

2) Graduate students who wish to take an (optional) internship must contact the Graduate Program Director and have the internship approved TWO semesters [by the 4th week] prior to the semester in which they wish to take the internship. Internships vary in length and typically require a full-time commitment. It would be unlikely that graduate teaching assistants could take an internship during any semester in which they are obligated to perform their duties. Because of the full-time commitment to the internship, taking classes or performing thesis or other credit work is not recommended and requires special approval by the Graduate Program Director. Students will be required to register for a minimum of 9 credits of internship.

3) Practicum and Internship packets with all necessary forms are obtained from the Graduate Program Director. The student is responsible for completing all requirements of the practicum or internship.
Appendix F: Questions Related to In-State Residency

Visit the CSU web site: Student Financial Services Tuition Classification

GENERAL CLASSIFICATION PROCEDURES

Initial Classification - The initial classification is made by a tuition classification officer ("registering authority"), usually in the Office of Admissions, at each Colorado institution. The classification is based on the information provided on the application for admission. Failure to answer all questions could lead to initial classification as "out-of-state."

Changes in Tuition Classification - An individual classified as "out-of-state" is informed by the institution of the appropriate procedures for requesting a change in tuition classification. The procedures usually require submission of a petition for "in-state" tuition, with appropriate documentation to support the claim of Colorado "in-state" status, but may also include additional steps or requests for information.

Appeal Procedures - Each institution has a process to appeal the decision of the tuition classification officer. The appeal process includes an opportunity for the petition and supporting documentation to be presented to a panel of institutional or governing board representatives for review and resolution. The individual is notified of the decision made by the appeals panel and reasons why the petition was denied. The decision of the appeals panel is final.

Deadlines - Each institution publishes deadlines for requesting a tuition status change or submitting a completed petition. Some institutions request students to complete this process at least 2 months before classes begin. The institution will respond within 30 days.

COMMON CLASSIFICATION QUESTIONS

Q. Who sets the rules and procedures for considering individuals as "in-state" students for tuition purposes?
A. The tuition law is the basis for considering individuals as "in-state" for tuition purposes. The law authorizes the tuition classification officer at each institution to make the tuition classification decision.

Q. How long must I live in Colorado before I can be considered "in-state" for tuition purposes?
A. By law, an "in-state" student, or student's parents, must be domiciled in Colorado for 12 or more continuous months immediately proceeding the first day of classes.

Q. What is domicile?
A. "Domicile" is the legal term used to describe the place where a person has chosen to make a fixed and permanent home. Domicile includes physical presence and intent, and must be established for 12 months prior to the first day of classes.

Q. How old must I be to establish my domicile in Colorado?
A. According to the tuition law, there are three possible situations:

1. Individuals at least 22 years of age are eligible to establish domicile in Colorado. Physical presence and intent must be established for 12 months prior to the first day of classes. Thus, an individual will meet the requirements of the law no sooner than his/her 23rd birthday.
2. Individuals under 23 years of age with parents or legal guardians who have established domicile for 12 months prior to the first day of classes could be considered "in-state" for tuition purposes.
3. Students emancipated prior to the age of 22 are eligible to establish domicile.

Q. What is emancipation?
A. Emancipation is the parental surrender of claim to right of care and custody of a minor. According to the tuition law, emancipation occurs at the age of 22 years, or upon marriage, or if:

1. The parents or legal guardians submit an affidavit surrendering any claim or right to the care, custody, and earnings of the minor, as well as the duty to support the minor, together with proof that the minor can independently meet all living expenses, including the cost of education; and
2. Failure of parents or legal guardians to provide financial support and proof that the minor can independently meet all living expenses, including the cost of education.

The 12 month waiting period for establishing domicile begins only after the date of emancipation has been established by appropriate documentation.

Q. Who can be considered a legal guardian?
A. A legal guardian is defined as someone appointed by the court with personal and financial responsibility for a minor. The tuition law also requires the court document reflecting the appointment to state that the appointment is not for tuition purposes and to certify that parents do not contribute to the minor's support.

Q. What is physical presence?
A. Physical presence refers to the place where a person lives. A person can have only one legal residence which can be considered as physical presence for tuition classification purposes. An individual can establish proof of physical presence by providing rent receipts, lease agreements, home ownership papers, or statements from landlords.

Q. What is intent?
A. The tuition law lists several factors that can be used to determine that intent has been established. No one factor by itself is sufficient to measure intent. Each institution must make that determination based on the information provided by the individual. It is the responsibility of the individual to provide as much information and documentation as appropriate to document intent. Several factors that will be considered are:

- payment of Colorado state income tax as a resident
- permanent, full-time, off-campus employment
- withholding of Colorado state taxes from wages
- obtaining a Colorado Motor Vehicle Operator's License or a valid Colorado ID for identification purposes
- obtaining Colorado license plates
- registering to vote in Colorado
- ownership of residential real property in Colorado
- any other factors which are peculiar to the individual which tend to establish intent to make Colorado one's permanent home.

Intent, together with physical presence, establishes domicile. Intent, however, is more difficult to establish and prove. The more forms of intent that an individual can provide, the easier it is to determine if the individual has established intent. There is no one set of criteria that is applied to an individual. It is the responsibility of the individual to document peculiar circumstances.

Q. If I marry a Colorado resident or live with a relative who is a Colorado resident, am I considered an "in-state" student?
A. No. Each individual must establish his/her own domicile as prescribed by the tuition law.

Q. Are there special circumstances for military personnel?
A. Yes. Military personnel and their family members permanently stationed in Colorado, as defined by military regulations, can qualify for an adjustment of the "out-of-state" portion of their tuition. These individuals should contact the Education Officer at the installation where they are assigned for further information. Military personnel who wish to become permanent Colorado residents may establish their "in-state" status by proving intent according to the tuition law.

Q. What if my parents are divorced and only one lives in Colorado?
A. If one of the student's parents has established domicile in Colorado, that unemancipated student can be considered in-state.

Q. Is the tuition classification decision at one institution transferable to another institution?
A. No. You must petition separately at each institution. Each institution must have appropriate documentation to support its classification decision.

Q. Can I establish "in-state" status while a student?
A. Yes, but the mere fact that you are a student, part-time or full-time, is not alone sufficient evidence to consider you an "in-state" student. You must still demonstrate your physical presence and intent before you can be considered "in-state."

Q. May I leave the state for vacations or summer work while establishing my "in-state" status?
A. Yes, but you must maintain the Colorado connections you have established, such as claiming any income as Colorado income for tax purposes. Any interruption or change in these connections could reverse the original classification and cause you to reestablish your domicile upon returning to Colorado. You should check with the institutional tuition classification officer before you leave the state.

Q. Is there any consideration given for a minor whose parents have lived in Colorado for a number of years and established "in-state" status, but who moved out of state during the minor's senior year in high school?
A. Yes, a minor who remains in Colorado may be considered "in-state" for tuition purposes if parents can provide evidence of Colorado domicile for the immediately preceding four years. If the parents or legal guardians leave the state after a minor's junior year of high school, the minor may still be considered "in-state" if he or she enrolls
in a Colorado postsecondary institution within 42 months of the parents’ move, or maintains a Colorado domicile and complies with the other provisions of the statute.

**Q. Are non-U.S. citizens capable of establishing "in-state" classification?**

A. Non-U.S. citizens are legally capable of establishing domicile when they have been granted the status of lawful permanent resident by the U.S. Immigration Service. The date used to establish domicile is the date the application for permanent visa was accepted. This date should be documented with a photocopy of the immigrant card. In addition, a specific group of non-immigrant classifications are capable of establishing in-state status, but the group does not generally include student visas.

**Q. What if I disagree with a tuition classification decision?**

A. Each institution has an established procedure. There are reasonable deadlines and procedures that an individual must follow. There is no central state office or agency that is involved in the appeal process. The decision made by the institution during the appeal process is final.
Appendix G: Exercise Science and Nutrition Specialization

Students in the Master’s program for Health and Exercise Science may opt for the specialization in Exercise Science and Nutrition (ESN) and this specialization is declared on the student’s GS6 form, and again on the GS25 form, application to graduate [Specialization Codes: HAES-MS, ESNZ].

ESN Specialization Program of Study:
Health and Exercise Science Majors (HES)

1. HES 600 Data Analysis for Research Designs (3 cr)
2. HES 692/693 Seminar (3 cr)
3. HES 556 Wellness and Health Promotion Concepts (3 cr)
4. HES 610 Exercise Bioenergetics (3 cr)
5. HES 520 Advanced Exercise Testing & Prescription (3 cr)
6. HES 645 Epidemiology of Health and Physical Activity (3 cr)
7. HES 686 Practicum (3 cr)
8. FSHN 550 Advanced Nutrition Science I (3 cr)
9. FSHN 551 Advanced Nutrition Science II (3 cr)
10. HES 630 Integrative Exercise and Nutrition Metabolism (3 cr)
11. Nutrition regular course elective, 500 level or above (minimum 2 cr)
12. HES 699 (6 cr) (Plan A, thesis required)

Total Minimum Credits: 38