



Department of Kinesiology and Health Science
Graduate Program Handbook

Updated August, 2023

Table of Contents

I.	Graduate Program Admission Requirements	3-5
II.	Graduate Teaching/Research Assistantships	6-7
III.	Master of Science Program... ..	8-10
IV.	Graduate Advising.....	11-12
V.	KINE Master of Science Official Degree Plan	13-14
VI.	Sample Graduate School Degree Plan	15-16
VII.	Graduate Thesis Approval Form.....	17
VIII.	Thesis Flow Chart	18-19

I. Graduate Program Admissions Requirements

Students are recommended to first [visit our program website](#) to read about our specialization in Human Performance, what it is designed for (i.e. training, career goals), and what courses are offered (see degree plan).

Once you have researched our program, we suggest getting a list of specific questions that you might have and setting up a time to visit the Program Coordinator to make sure that all your questions are answered.

If your interest still prevails, you will then submit all of your application materials (listed below) to the [SFA Graduate School](#) Process, meeting all of their requirements for applying. Once finalized, they will send your application materials to our department for review. The decision to accept or deny will be sent back to the Graduate School, who will then notify you of the decision and 'next steps'.

The **first Monday** of the **month** prior to the start of school is the **deadline** to apply for the Graduate program in Kinesiology.

Transcripts

You must submit official transcripts from each college/university attended to the Graduate Office at least 30 days prior to entering. SFA will accept credit or recognize degrees only from institutions accredited by one of the regional accrediting bodies.

When completing the admissions application, please be sure to list all last names that may appear on transcripts. Request transcripts to be sent to the Graduate School at SFA. (NOTE: If you are a graduate of SFA, you do not need to order a transcript from SFA.)

Coursework/Transfers

Undergraduate leveling courses may be desired for those who do not have an undergraduate major or minor in a related field. Contact the program advisor for more information.

Undergraduate students at SFA who are seeking Overlap admission must have completed at least 95 semester hours of undergraduate credit.

In regards to the transfer of graduate coursework from a previous institution.....

- Only courses that have not been used for a previous degree may be used
- As a non-thesis student, the individual can transfer a maximum of 12 hours
- The courses expire at 6 years after successful completion
- Must have received a grade of "B" or better
- Syllabi for all coursework will be needed in order to assess the course and determine if that material is relevant to courses we have currently.
- Official transcript will be needed

Grade Point Average

An applicant must have an overall undergraduate grade point average of 2.75 on a 4.0 scale. Alternately a 2.75 during the last 60 hours of under-graduate work, exclusive of freshman level courses, may also be considered towards admission.

If you do not meet the minimum GPA requirements, it is possible to be admitted on a probationary status. You should contact the department advisor to see if you have additional factors that might assist you in meeting the requirements for admission.

International Students

If you have any particular questions about applying to Stephen F. Austin State University as an international student, please feel free to contact our international admissions assistant at international@sfasu.edu.

We have outlined below the general requirements for applying for admission, you can also find this and more information (including scholarships) on the international programs website - <http://www.sfasu.edu/oip/331.asp>.

1. **International Application for Admission** (www.applytexas.org) and **\$50 Application Fee. You must apply using the Texas Common Application website.**
2. **English Proficiency Proof:** Test must have been taken within the last 2 years to be valid. A 79 on the TOEFL or 6.5 on the IELTS would meet the admission requirements for the Kinesiology program. We also have the option of ‘conditional admission’, which would allow you to either test upon arrival and/or enroll in our intensive English program before beginning your academic program.
3. **Credential Evaluation** of all transcripts from all post-secondary schools attended showing all courses taken and all grades received.
4. **Letters or recommendation** – 3 required.
5. **Personal goal statement.**

ALL documents should be mailed to one of the following addresses:

Regular Mail and DHL	Express Mail (Fed-Ex, UPS, etc.)
International Programs Stephen F. Austin State University P.O. Box 6152, SFA Station Nacogdoches, TX 75962	International Programs Stephen F. Austin State University 404 Aikman Drive Liberal Arts North Building #402 Nacogdoches, TX 75962

If accepted, you would be required to submit the following documents prior to any acceptance letter and I-20 being issued:

- Original bank statement from you or your sponsor(s) verifying funds of at least \$24,995.00 USD.
- Original **Certification of Finances** form completed by you and your sponsor(s).
- A copy of your passport biographical page.
- Proof that you have received the **bacterial meningitis vaccination** (only if younger than 22 years of age).

II. Graduate Teaching/Research Assistantship Positions

The department offers graduate assistantships to carefully selected students. The primary goal of an assistantship is to facilitate progress toward the graduate degree by providing work experience in a profession under the supervision of a faculty mentor, thus, as a graduate assistant, you are both a student and employee. To be eligible for an assistantship, a student must have clear or provisional admission to Research and Graduate Studies and be in good academic standing.

Depending upon the needs of the department, available funds, and the qualifications of the individual graduate student, two types of master's and assistantships may be offered. The duties of a particular assistantship can be and most often are a combination of the types of duties listed below.

Teaching Assistantship

A TA works with students in a specific course or laboratory to provide support for the faculty member in charge, and, in some cases, to teach the course as the primary instructor.

Research Assistantship

An RA normally is employed by the principal investigator of a funded research project or may be employed by an academic department in the pursuit of its broader research mission. The RA will be assigned a range of duties, such as library searches, fieldwork, laboratory experiments, and preparation of reports. Work on a research project often leads to a thesis or dissertation or a professional presentation or publication, and provides long-range direction for the student's development as a scholar.

Stipends, Assistantship Duration, and Insurance

The stipends vary according to the major and extent of the assignment. Graduate assistants assigned at 50% FTE (50% FTE = a full graduate assistantship) are expected to serve 20 hours per week in the department to which they are assigned. Those assigned to other percentages are expected to work a proportionate number of hours per week. Graduate assistantships are usually limited to four semesters (except for the Ph.D., Ed.D., and M.F.A. programs). Graduate Assistants appointed at the 50% FTE are eligible for medical insurance coverage by paying one-half of the premium for employee only coverage or a proportionate rate for optional coverage, such as employee and family. See the [Office of Human Resources](#) for additional details.

Payment Schedule for Graduate Assistantship Stipends

Fall Semester - Four (4) equal installments to be released on the first university workday of October, November, December and January.

Spring Semester - Five (5) equal installments to be released on the first university workday of February, March, April, May and June.

Questions: If you have any questions regarding the gross amount of your stipend, contact the Graduate Office at (936) 468-2807. If you have any questions regarding net pay or deductions, contact Payroll at (936) 468-2303.

Assistantships require ≤ 20 hours per week dedicated to teaching/research within our program, which is determined by our current need. As needs arise and change over following semesters, responsibilities may change.

To apply for a graduate assistant position you need to submit the following information to our front office.

1. Three letters of recommendation
2. Official transcripts form all institutions attended
3. Current CV, resume
4. A copy of any certifications or licensures
5. Complete the 'Faculty Credential Form', which can be emailed to you by Ashley Moore [moorean@sfasu.edu]. Please contact her for this form.

Once you have confirmed your graduate admittance, and complete these items, you should be ready to be processed by our office.

Upon acceptance, you can then visit with Dr. Jones to finalize what your role will be in the coming semesters.

III. Master of Science Program

The Master Science (M.S.) in Kinesiology offers a Thesis (30 hours) and Non-Thesis (36 hours) option within the area of Human Performance. The degree plan (pg. 5) offers 12-hours of core courses, and 24-hours of electives within various areas of specialization.

The Human Performance Studies specialization is designed to prepare individuals for research, advanced graduate education and careers in academic, medical, corporate and clinical settings. It provides the theoretical and experiential framework needed to prepare for American College of Sports Medicine certification exams.

The M.S. in Kinesiology allows students to customize their coursework to prepare for a variety of career specializations.

- Clinical Exercise Physiology: Exercise Stress Testing and Cardiac Rehab Careers
- Sports Performance: Strength and Conditioning, Coaching, Fitness Performance Testing
- Fitness Industry: Group Fitness, Personal Training, Corporate Wellness
- Professional School: Physical Therapy, Occupational Therapy, Medical School
- Research: Ph.D. programs
- Other Specializations: Nutrition, Public School Teacher Certification

Graduate students are able to get hands-on clinical and field experience through the Human Performance Lab (HPL). The HPL is a fully-equipped, state-of-the-art research, teaching and training facility, specifically designed to measure standardized and innovative physiological and psychological determinants, responses, and performance across numerous interests including:

- Thermoregulation and Environmental Stress
- Hydration and Muscle Recovery
- VO₂ and energy expenditure
- Stress Testing and Electrocardiography (ECG)
- Exercise Testing and Prescription
- Performance Enhancement, Strength and Conditioning
- Exercise Biochemistry, Nutrition, and Ergogenics
- Electroencephalogram (EEG)
- Weight Control, Body Composition, and DEXA Analysis
- and more...

Thesis Program

Our thesis track is generally utilized by students seeking careers in higher education, additional professional schooling, and those desiring a greater understanding of the process of research to implement into their careers.

Students who are planning to complete a thesis are expected to be active in collaborative research with faculty in the department. Students are responsible to know the policies, procedures, forms and deadlines required to complete the thesis. Students must complete the

department Thesis Approval Form (pg. 14)

Graduate students **MUST** be continuously enrolled (fall, spring, summer I, summer 2) until the thesis is defended, corrections made, and final documents submitted.

Thesis Format

The thesis proposal and thesis must follow the Thesis Guide posted on the Graduate School website. The format of the thesis may follow the traditional manuscript format utilizing chapters or journal format. The thesis format should be approved by the thesis chair. Following the journal format means that while each manuscript will follow the same structure for front (title pages, table of contents, etc.) and end matter (tables, appendices, etc), the body of the document will be structured according to the journal's standards. The student should include the journal style format and specifications with their proposal and thesis.

Non-Thesis

Students choosing the non-thesis route will be required to take 6 additional hours of electives and will successfully complete a written comprehensive exam, which includes material from all core courses and one elective course of choice. At the beginning of the semester, students should contact their professors in the core classes and their chosen elective course (with faculty approval) to discuss possible questions on the exam.

Comprehensive exams are administered during both semesters on the second Friday of November and on the second Friday in April (unless it is the Easter Holiday break). Students will have four hours to complete the exam.

Graduate students **MUST** be enrolled in the semester/term in which they are completing a culminating program/degree requirement- comps, thesis.

The following guidelines will be in place for the administration of written comprehensive exams.

- Answer **each** of the required questions; type directly on the screen directly after the question.
- **Be certain to save your answers on a regular basis.** When you have finished the exam, a member of the Kinesiology & Health Science Department staff will copy your answers from the computer.
- **Each computer will be disconnected from the Internet. If you are observed reconnecting the computer to the Internet, the exam will be immediately terminated and a failing grade will be recorded. The same is true if any device is connected to the computer and/or a disk is inserted (see below).**
- No device (such as a flash drive) may be connected to the computer you are taking the exam.
- If you need to use the restroom, leave your cell phone and similar devices behind with the proctor.

Students who fail two or less questions can do retakes again same semester. Students

failing a section of comprehensive exams will have the following options for retakes as determined by the faculty member overseeing that course and question. Professors have three options of how they want to do retakes for their course. Option 1 is to meet with student and do an oral exam. Option 2 is to use the same question and they will write again. Option 3 is to use a different question and they will write again.

Failure to pass all sections and retakes will require the student to take the failed section again in a subsequent semester. Students must be registered in at least one hour of coursework for the semester they take comprehensive exams and plan to graduate.

IV. Graduate Advising

Towards the end of each semester the department will hold group advising sessions on multiple dates. Each student **must have advising holds lifted** in order to register for the upcoming semester courses. This process and any other needed advising will take place during this time. Each graduate student is **required** to attend one of these meetings.

Below are specific notes and forms you should be mindful of before you attend an advising session.

Before You Arrive

- Know what courses you want to take for the coming semester, and what days they are offered. Use the KIN departmental degree plan (attached) and course progression (Page 2 of degree plan), and the [class schedule](#) for the current semester.
- Bring (1) your copy of the degree plan, and (2) a copy of your transcript.

Thesis Approval Form

If you want to register for KINE 5389 (Thesis Research), you must provide the [Thesis Approval Form](#), completed and signed by your thesis chair (attached).

Comprehensive Exams

You must be enrolled during the current semester if you are planning to take comprehensive exams. Please contact Dr. Rowe (rowej@sfasu.edu), if you have questions.

Applying for Graduation

For those graduating during the current semester, please contact the graduate school to make sure you have everything in order to graduate. Also, make sure you are aware of [deadlines for graduation](#).

Other Friendly Reminders and Notes

1. Only 8 hours of KINE 5175 can count toward the degree plan.
2. No course with a grade below "C" can be used to satisfy degree requirements.
3. A student may repeat a maximum of six semester hours to raise the GPA.
4. Students are responsible for the policies and procedures in the [Graduate Bulletin](#).

V. KINE Master of Science Official Degree Plan

Stephen F. Austin State University
 MASTER OF SCIENCE – OFFICIAL DEGREE PLAN
 Kinesiology Major – Thesis (30 hours), Non-Thesis (36 hours)

Name _____

Student ID _____ Date _____

Address _____

CORE (12 hours)	
<input type="checkbox"/> KINE 5355: <i>Laboratory Techniques</i>	<input type="checkbox"/> KINE 5353: <i>Physiology of Exercise</i>
<input type="checkbox"/> KINE 5350: <i>Introduction to Research in Health and Kinesiology</i>	<input type="checkbox"/> KINE 5385: <i>Research and Statistical Analysis</i>
SPECIALIZATION	
Human Performance Studies	
<i>A research-based program highlighting clinical, academic, and applied application of performance for the body, mind, and life.</i>	
Suggested Courses	
<input type="checkbox"/> KINE 5345: <i>Current Trends and Issues</i> <input type="checkbox"/> KINE 5344: <i>Supplements/Ergogenic Aids in Society</i> <input type="checkbox"/> KINE 5102: <i>Special Studies: Clinical Exercise and Cardiovascular Phys.</i> <input type="checkbox"/> KINE 5175: <i>Independent Study</i> <input type="checkbox"/> KINE 5352: <i>Scientific Basis of Exercise</i>	
ADDITIONAL ELECTIVES	
<input type="checkbox"/> KINE 5360: <i>Psychophysiology of Exercise & Sport</i> <input type="checkbox"/> KINE 5178: <i>Special Topic: Facts & Fallacies of Exercise/Diet</i> <input type="checkbox"/> KINE 5369: <i>Exercise Psychology</i> <input type="checkbox"/> KINE 5380: <i>Field Experience (approval needed)</i>	<input type="checkbox"/> HMS 5329: <i>Nutrition for Sports</i> <input type="checkbox"/> HMS 5332: <i>Public Health Nutrition</i> <input type="checkbox"/> HMS 5335: <i>Advanced Nutrition in Health & Disease</i> <input type="checkbox"/> _____: _____
Thesis Option: (30 hours)	
<input type="checkbox"/> 12-Hour Core <input type="checkbox"/> KINE 5389: <i>Thesis Research</i>	<input type="checkbox"/> 12-Hour Specialization Track <input type="checkbox"/> KINE 5190: <i>Thesis Writing</i>
Non-Thesis Option: (36 hours)	
<input type="checkbox"/> 12-Hour Core <input type="checkbox"/> 12-Hour Specialization Track <input type="checkbox"/> 12-Hours of Approved Electives (or) <input type="checkbox"/> 12-Hour Minor	

Health & Physical Education Building, Room 204 | 936.468.1850
<https://www.sfasu.edu/kinesiology>

PROPOSED COURSE PROGRESSIONS

Human Performance Studies

Fall 1	Spring 1	Summer 1	Fall 2	Spring 2
KINE 5350 (C)	KINE 5355 (C)		KINE Elective	KINE 5190 (T)
KINE 5353 (C)	KINE 5385 (C)		Elective	KINE Elect. (T)
KINE Elective	KINE Elective		KINE 5389 (T)	KINE Elective (NT)
			Elective (NT)	Elective (NT)

Note. C=Core Course, T=Thesis students (requires 30 hours), NT=Non-Thesis students (requires 36 hours)

** Always view the SFA course schedule to confirm availability of courses.

VII. Graduate Thesis Approval Form

Master of Science in Kinesiology
Department of Kinesiology & Health Science
Stephen F. Austin State University

Student Name: _____ Date: _____

Thesis Topic/Title: (type or print legibly)

Previous/Current Data Collection/Analysis? (type or print legibly)

KINE 5389: Thesis Research

Semester

Year

KINE 5190: Thesis Writing

Semester

Year

Graduation (*expected*)

Semester

Year

Student Signature: _____ **Date:** _____

**Thesis-Chair
Signature:** _____ **Date:** _____

**Graduate
Coordinator:** _____ **Date:** _____

Department Chair: _____ **Date:** _____

VIII. Kinesiology and Health Science Thesis Flow Chart

1. All forms for thesis will be run through DocuSign. Links to DocuSign.
2. Links to DocuSign will be available in the D2L shells for both KINE 5389 and KINE 5190.
3. Select Thesis Director and select a topic before registering for KINE 5389
4. Form Thesis Committee (2 additional KIN/HSC and one outside graduate faculty member). The outside member is appointed by the unit head from a list of candidates provided by the Dean of Research and Graduate Studies. Thesis Director and Committee forms can be found at <https://www.sfasu.edu/coe/student-resources/advising/forms-resources#graduate>
5. Two semesters prior to graduation, enroll in KINE 5389 Thesis Research and develop thesis proposal. See Thesis Guide on Office of Research and Graduate Studies (ORGS) Website for format.
6. Set thesis proposal date and publicized to department. At least seven days prior to Thesis Proposal submit thesis proposal to Committee and unit head.
7. Print *Thesis Approval Form* – Go to <https://www.sfasu.edu/coe/student-resources/advising/grad-forms> and click on ‘Dissertation, Exhibition, and Thesis Completion’ and ‘Thesis Proposal Approval’.
8. Upon successful completion of the proposal meeting, submit *Thesis Approval Form* (with appropriate signatures) and an electronic copy of the proposal to the unit head and they will forward to PCOE Graduate Studies Coordinator (PCOEGSC). If using journal style, you should include the name of the journal and the formatting information (sections, references, etc.). PCOEGSC will forward to Dean of Research and Graduate Studies.
9. Submit *IRB Form* – Go to <http://www.sfasu.edu/researchcompliance/105.asp> and print *IRB Form*
10. Enroll in KINE 5190 Thesis Writing
11. Collect data
12. Develop results and discussion sections
13. Check the PCOE Graduate Studies website at <https://www.sfasu.edu/coe/student-resources/advising/graduate> for essential deadlines related to submissions concerning thesis drafts, Thesis Examination Application, and thesis exam. Collect signatures and submit this paperwork to coegrad@sfasu.edu. The PCOE Graduate Studies Coordinator will then submit paperwork to the ORGS. Thesis exam/defense date must be arranged with the Thesis Committee and publicized by the department.
14. The student should submit a copy of the thesis final draft to the thesis committee chair for review before sending to the unit head ten days before the thesis exam/defense date. The unit head will review and forward the thesis final draft to the PCOEGSC one week before the exam. PCOEGSC will forward documents to ORGS.
15. A copy of the final thesis draft must be in the hands of each member of the thesis examination committee and unit head at least one week prior to the examination. The thesis draft that goes to the thesis director must contain original figures and plates.
16. After the Thesis Exam/Defense, get signatures on the Report of Thesis Exam form and the department chair will forward to PCOEGSC.
17. Any corrections after the Thesis Exam/Defense go directly to gunterml@sfasu.edu in the ORGS
18. Submit signature pages only to ORGS for signature and seal

19. Submit theses with original signatures (**ORGS requires one copy**) for each thesis in individual envelopes to the Steen Library. Deadline for theses submission and all additional paperwork to be submitted to the Steen Library is **the day that faculty grades are due for that semester**. Updated thesis dates are listed on the ORGS website for each current semester <https://www.sfasu.edu/academics/orgs/graduate-students-faculty/important-dates>
20. Pay Thesis Binding fees at SFA Library Circulation Desk or online via the Steen Library website. Contact person is Nancy Nieberding 936-468-4201 or nieberdin@sfasu.edu
21. Upload your work into the Theses and Dissertations section of SFA ScholarWorks- Go to <http://scholarworks.sfasu.edu/etds/>
22. ORGS Contact: Micki Gunter 936-468-2812 or gunterm1@sfasu.edu