Department of Health, Exercise and Sports Sciences

Doctoral Program
Concentration: Curriculum and Instruction

Graduate Student Survival Guide
Health, Exercise 
and 
Sports Sciences

Mission Statement

The mission of the Department of Health, Exercise and Sports Sciences is to positively impact citizens and institutions of New Mexico and other regions through teaching, scholarship and service pertaining to healthy lifestyles, disease prevention, lifetime physical activity, and/or sports participation. The graduate curricula offered in the program foster understandings in four areas:

- Exercise Science
- Health Education/Promotion
- Physical Education Teacher Education
  - Curriculum and Instruction
  - Adapted Physical Education
- Sport Administration


**CURRICULUM AND INSTRUCTION IN PHYSICAL EDUCATION**

**MISSION STATEMENT**

The mission of the Curriculum and Instruction Program Area in Physical Education is to prepare physical educators to effectively teach at all school levels – Kindergarten through post-secondary. In support of this mission, we recognize and differentiate between the different student populations we serve.

- **At the doctoral level,** we strive to (a) hone students’ inquiry skills as consumers, producers, and disseminators of research, (b) expand the breadth and depth of their knowledge of pedagogy and the HPER field as a whole, and (c) provide teaching and field work experiences that prepare them to competently assume positions in the preparation of physical education teachers.

In accordance with our mission statement and in support of our dedication to students, Curriculum and Instruction faculty members value and actively engage in:

- **Service:** (1) We proactively reach out to and collaboratively serve traditional and non-traditional providers of physical activity for children. (2) We hold offices in organizations-both intra- and extra-campus-that impact physical education in our local and greater constituencies.
• **Scholarship:** (1) We perform and publish research and write theoretical and application pieces that address a heterogeneous audience composed of our professional and scholarly peers. (2) We participate in conferences and other forums in which we share our research-innovations for improving the teaching and learning of physical education.

• **Teaching:** (1) We remain current in our field and integrate the latest information into the courses we teach. (2) We use a variety of teaching methods, styles, and media to assist students in learning how to teach and in learning how we learn. (3) We strive to model effective teaching behavior and in so doing, balance technical and artistic execution.
Curriculum

DOCTORAL PROGRAM

The following courses should prepare the student in the specific concentration of curriculum and instruction within physical education. The courses do not have to be taken in any particular order, however, the Problems (PEP 591) and the Internship (PEP 696) should be an outgrowth of information or theory learned in the course work and therefore would probably be taken later in the program. A minimum of 72 hours past the Bachelor’s degree plus the dissertation is required. The student must submit a planned program of studies to the advisor prior to the completion of 24 hours.

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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>PEP 541</td>
<td>Ethics/Sport/Fitness</td>
<td>3</td>
</tr>
<tr>
<td>PEP 510</td>
<td>Curriculum Construction in PE</td>
<td>3</td>
</tr>
<tr>
<td>PEP 516</td>
<td>Seminar in PE</td>
<td>3</td>
</tr>
<tr>
<td>PEP 521</td>
<td>Motor Learning for Indiv. with Disabilities</td>
<td>3</td>
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<tr>
<td>PEP 526</td>
<td>Motor Assess of Indiv with Disabilities</td>
<td>3</td>
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<tr>
<td>PEP 570</td>
<td>Analysis of Teaching PE</td>
<td>3</td>
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<tr>
<td>PEP 571</td>
<td>Concepts in PE</td>
<td>3</td>
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<tr>
<td>PEP 572</td>
<td>Critical Issues in Elem Physical Ed</td>
<td>3</td>
</tr>
<tr>
<td>EDPY 503</td>
<td>Human Growth &amp; Development</td>
<td>3</td>
</tr>
<tr>
<td>EDPY 510</td>
<td>Sem. in Classroom Learning</td>
<td>3</td>
</tr>
<tr>
<td>PEP 590</td>
<td>Supervision of Phys Ed Programs</td>
<td>3</td>
</tr>
<tr>
<td>PEP 591</td>
<td>Problems (Assist in UG Course)</td>
<td>3</td>
</tr>
<tr>
<td>PEP 696</td>
<td>Internship (Supervision)</td>
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</tr>
<tr>
<td>PEP 699</td>
<td>Dissertation</td>
<td>18</td>
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INQUIRY SKILLS

A total of 18 hours is required:

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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>EDPY 511</td>
<td>Ed Stats</td>
<td>3 hours</td>
</tr>
<tr>
<td>PEP 507 or EDPY 505</td>
<td>Res Design</td>
<td>3 hours</td>
</tr>
<tr>
<td>EDPY 603</td>
<td>Applied Stats Design &amp; Anal</td>
<td>3 hours</td>
</tr>
<tr>
<td>PEP 604</td>
<td>Research Seminar</td>
<td>3 hours</td>
</tr>
<tr>
<td>PEP 691</td>
<td>Problems (Research)</td>
<td>3 hours</td>
</tr>
<tr>
<td>Approved Elective</td>
<td></td>
<td>3 hours</td>
</tr>
</tbody>
</table>
ELECTIVE COURSES

PEP 509  Media/Public Relations in HPER (3)
PEP 516  Effective Communication (3)
PEP 540  Sport Sociology (3)
PEP 615  Legal Aspects of Sport (3)
PEP 561  Risk Management in Sport (3)
PEP 575  Sport Facilities Planning and Construction (3)
PEP 582  Principles of Coaching (3)
PEP 588  Sport Psychology I (3)
PEP 589  Sport Psychology II (3)
PEP 585  Diversity in Sport and Phys. Activity (3)
PEP 625  Writing for Professional Publication (3)

MINOR/SUPPORTING AREA
A 24 credit hour minor or supporting area is required for the Doctor of Philosophy Degree in HPER.
A number of minors are acceptable with the curriculum and instruction concentration, but the most pertinent minors would be organizational learning and instructional technology, educational psychology and health.
Graduate and Professional Student Association (GPSA)

GPSA strives to identify, promote, and support interests and concerns that are important to the welfare and academic development of graduate/professional students at UNM.

The GPSA has been the recognized Graduate and Professional Student Government at the University of New Mexico since 1969. We strive to represent students on issues ranging from research grants to health insurance to academic freedom. GPSA stays involved on campus by sending representatives to numerous university boards, university and faculty senate committees, and the UNM Board of Regents. GPSA actively lobbies the New Mexico State Legislature for graduate and professional student interests. We also try to meet individual student needs, whether by providing access to our computer lab in SUB 1021, or by funding student research or travel through GPSA grants.

GPSA FUNDING

The GPSA has multiple funding sources for graduate and professional students and organizations. For individual research and travel, GPSA allocates:

- Student Research Allocations Committee (SRAC) grants
- Specialized Travel (ST) grants
- Graduate Research and Development (GRD) grants

For chartered student organizations, the GPSA allocates:

- Pro-rated Benefit Funds (PB Funds).
  For all chartered graduate/professional graduate student organizations affiliated with a department.

- Projects Funds. For departmental or individual projects that will benefit your department and the UNM community.

- Finance Committee Allocations. For chartered, non-departmental organizations.
Other campus resources for graduate/professional students seeking grants:

- Research, Projects & Travel (RPT) grants
- Office of the Vice President for Research
- MIDAS database

GPSA recognizes the importance of all types of funding to graduate and professional students. While GPSA does not offer fellowships or assistantships, we continually lobby for this type of funding within the university and at the legislature. Please contact your department concerning the availability of assistantships. The following sites may also be useful in finding funding sources, both on campus and beyond.
- Office of Graduate Studies
- University Financial Aide
- Council of Graduate Schools

Graduate and Professional Student Association (GPSA)
The University of New Mexico
Student Union Building 1021
(505) 277-3803 Fax (505) 277-4159
gpsa@unm.edu
Summary of PhD Student Comprehensive Exam, Dissertation, and Graduation Procedures

Please read and follow the guidelines below carefully when you are within two semesters of graduation. If you have not been assigned OR do not know who your advisor is, then please see the program coordinator for your program as soon as possible.

A. The Office of Graduate Studies requires that all graduate students be enrolled in at least 1 credit hour in the semester that they graduate and/or take comprehensive exams. A written petition (to OGS and signed by the Department Chair) to waive the enrollment requirement may be considered if ALL degree requirements for the program have been completed, but graduation paperwork deadlines were not met. Please see your advisor or the department chair for further explanation.

B. Preparation of “Application for Candidacy” Form. In the semester prior to the comprehensive exam, doctoral students should meet with their advisor to prepare the first draft of the “Doctoral Candidacy Form.” The form will serve as the first documentation of all coursework that will be counted toward the degree. The final version of the Candidacy Form (and any memos for course substitutions) must be formally submitted to OGS after the comprehensive exam has been passed. Student and/or advisor should see Carol Catania to facilitate this process.

C. Scheduling of Comprehensive Exam. Usually in the last semester of coursework and/or in the semester immediately following that in which coursework is completed, all PhD students are required to take a comprehensive exam (written and oral). The following procedure MUST be followed in order to prevent delay in the comprehensive exam and possible delay in graduation.
Steps in Process:

1. Student should first meet with his/her advisor to discuss and schedule an exam date. (If oral exam is required, student will need to arrange date and time with all committee members). This must be done at least 3 weeks prior to the written and/or oral comprehensive date. You will need to discuss the exam format and obtain a signed “Permission to Take Comprehensive Exam” form from your advisor.

2. Once an agreed upon date has been achieved AND at least 3 weeks prior to the proposed written and/or oral comprehensive exam, student MUST see Carol Catania in the main office to schedule the date and time for the Exam. You will submit the signed Permission to Take Comprehensive Exam form obtained in Step 1 above.

3. Once the above items have been done, Carol Catania will coordinate the official scheduling of the exam by preparing the “Announcement of Exam Form.” This form will be submitted to OGS for final approval. A 2 week notice (14 full days) is required before OGS will approve the form.

D. After successful completion of the comprehensive exam and when approved by the students dissertation advisor, the student can schedule the dissertation proposal. This is generally the semester that students also enroll in PEP 699 Dissertation. In the first semester of 699 enrollment AND prior to the proposal, students turn in the “Appointment of Dissertation Committee” form to Carol Catania. The student should work with his/her advisor in determining the composition of the committee and to complete the form.

Once an agreed upon proposal date is reached by the dissertation committee, student should see Carol Catania in the main office to schedule the date, time and room. As indicated above, student must turn in a “Dissertation Committee Form” at or before this time. (OGS requires an approved Candidacy Form, an approved Comprehensive Exam Form and a Dissertation Committee form to be on file before the student can propose). The proposal announcement only goes
through the College of Education Associate Dean for approval but requires TWO WEEK notice to be approved. Student should ALSO meet with the Carol Catania to insure that the proposal announcement is complete and ready to be sent to COE and posted in the department at least TWO WEEKS in advance of the proposal date.

E. Scheduling Dissertation Defense: Also requires 3 week notice. Meet with Carol Catania in the main office for instructions.

F. Student must submit a copy of the dissertation/thesis manuscript to the Department Main Office 2 weeks prior to the proposal and/or defense date. It will be placed in room 1155 B for perusal by interested faculty/students.

G. Dissertation Manuscript Guidelines are posted on the OGS website at www.unm.edu/~grad.
PhD Student Comprehensive Exam and Graduation Procedures Checklist

Student: Read each item carefully and follow the instructions closely to prevent unnecessary problems and potential delays in the process. This will help REDUCE your stress!!

NOTE: An example of ALL “forms” mentioned in the checklist can be viewed in the “Examples of Forms” section of the Survival Guide. All forms you will have to submit are underlined in the checklist.

_____ Meet with Advisor in semester PRIOR to comprehensive exam to complete the 1st Draft of the “Application for Candidacy Form” (form available online at http://www.unm.edu/~grad/forms/forms.html). Discuss with Advisor the composition of the dissertation committee.

_____ Student must be in enrolled in at least 1 credit hour in semester taking comprehensive exam and semester of graduation. (Petition to OGS required for exceptions).

_____ Form comprehensive exam committee in consultation with advisor. (NOTE: Exam committee is not always the same as the dissertation committee. Discuss this with your advisor).

_____ Meet with advisor several weeks PRIOR to the proposed comprehensive exam to discuss format for comp exam (written and oral), determine dates with the committee, and obtain signed “Permission to Take Comprehensive Exam” form. (This step MUST be done at least 3 weeks prior to exam.) OGS requires that the “Announcement of Exam” form must be approved by OGS a minimum of 14 days prior to the oral exam. (Students typically take the oral exam approximately 1 to 2 weeks after the written exam).

_____ Take signed “Permission to Take Comprehensive Exam” form to Carol Catania in the main office to formally schedule BOTH the written and oral exam. To schedule a room for the oral exam, you must coordinate with Carol (277-5151 or catania@unm.edu) and Roger Wrolstad, facility manager of Johnson Center. Roger may be contacted at 277-6421 or at wr50@unm.edu to assist in determining the availability of a room for the desired date and time.

Any changes to the originally scheduled date for the written and/or oral exam must be approved by the advisor and accompanied with a signed note or memo to Carol.

_____ Pass written and oral comprehensive exam.
After successful completion of comprehensive exam, see Carol Catania to obtain the Candidacy Form from your file. Make sure form is word processed OR in ink and is signed by all committee members. Submit form to the Department Chair for signature. Form will then be sent to OGS for final approval.

Soon after completing the comprehensive exam, officially form the dissertation committee in consultation with advisor. NOTE: See current UNM catalog under “Composition of the Dissertation Committee” for university requirements regarding committee members. Submit an “Appointment of Dissertation Committee” form to Carol Catania in main office to be placed in your file. (form available online at http://www.unm.edu/~grad/eforms/committee.PDF) NOTE: Committee members that are not tenured or tenure track faculty at UNM must have approval from OGS to be included on the committee. See Carol for assistance and note that the OGS approved paperwork for these committee members must be in your file at least 2 weeks in advance of the dissertation proposal date.

Enroll in PEP 699 Dissertation (during or after semester in which comprehensive exam is completed).

When approved by advisor and arranged with committee members, e-mail Carol (catania@unm.edu) OR meet with her in the main department office to formally schedule the dissertation proposal. NOTE: To schedule a date, time and room for the dissertation proposal, you will again need to coordinate with Carol and Donald Sollami, facility manager of Johnson Center. You also need to arrange for any technology equipment needed that will be needed at the proposal. Coordinate this with your advisor and with Carol and Margie in the main office if needed.

NOTE: ALL OF THE FOLLOWING MUST BE COMPLETED, APPROVED, AND IN YOUR DEPARTMENT FILE A MINIMUM OF TWO WEEKS (14 DAYS) PRIOR TO SCHEDULING THE DISSERTATION PROPOSAL:

a. Approved “Appointment of Dissertation Committee” form. (form available online at http://www.unm.edu/~grad/eforms/committee.PDF)

b. OGS approved “Application for Candidacy Form”

c. Approved Comprehensive Exam Results form.

d. Hard copy OR electronic copy (CD or flash drive) of proposal manuscript for main office. (Each committee member must also have a final version of the proposal manuscript at least 2 weeks in advance of the proposal hearing.

After successful completion of the dissertation proposal, submit IRB proposal paperwork (if applicable) to the main department office for department chair signature so that it can be forwarded to the appropriate UNM Institutional Review Board PRIOR to any data collection for dissertation. IRB approval typically takes
2-4 weeks depending on the nature of the data collection and the exempt, expedited or full review status of the proposal.

_____ One semester prior to the anticipated dissertation defense and graduation, see Carol Catania to complete the “Notification of Intent to Graduate” form.

_____ Upon completion of study and after coordinating with advisor and committee, see Carol Catania in the main office to schedule the dissertation defense. (OGS requires the Announcement of Exam (Final Defense) to be approved by OGS and posted a minimum of 14 days prior to the exam). Again, you will need to coordinate with Carol and Donald Sollami to determine the date, time and room for the dissertation defense.

_____ When ready to defend, then follow the Dissertation Manuscript guidelines posted on the OGS website at www.unm.edu/~grad
EXAMPLES OF FORMS

THE UNIVERSITY OF NEW MEXICO
Office of Graduate Studies
APPLICATION FOR CANDIDACY FOR THE DOCTORAL or MFA DEGREE

Please print legibly or type.

This application is to be submitted to the Dean of Graduate Studies during the semester in which you have passed the comprehensive examination and fulfilled any language or research skill requirement. Your application will be approved only if your graduate grade point average is at least 3.0 in courses taken since admission to the doctoral program as well as in all courses listed on this application. Both copies must be approved by your Committee on Studies and the faculty graduate director or chair of your graduate unit before submission to the Dean of Graduate Studies.

- Personal Information

UNM ID Number: ___________________________ Date: ___________________________

Name (as it appears on UNM record): ___________________________
First ___________ Middle ___________ Last ___________

Other Names used at UNM: ___________________________
First ___________ Middle ___________ Last ___________

Local Address: ___________________________
Street: ___________________________ City: ___________ State: ___________ Zip: ___________ Telephone: ___________ Telephone: ___________

Permanent Address: ___________________________
Street: ___________________________ City: ___________ State: ___________ Zip: ___________ Telephone: ___________ Telephone: ___________

Email Address: ___________________________

- Degree(s) currently held (list degree, major, institution & date conferred for each):

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<th>Degree</th>
<th>Major</th>
<th>Institution</th>
<th>Date Conferred</th>
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Graduate Unit: ___________________________
Chairperson of Committee on Studies: ___________________________
Name: ___________________________ UNM Telephone: ___________________________

UNM degree sought (list degree abbreviation & major EXACTLY as shown in Graduate Bulletin or University Catalog e.g. PhD-English-305)

Degree Abbreviation (PhD, EdD, MFA) ___________________________
Major: ___________________________ Minor (if any): ___________________________
Major Code (3 digits) ___________________________

Concentration (if any): ___________________________
Semester and year in which you expect to complete all requirements for this degree: Fall/Spring/Summer ___________ Year

You must meet all the degree requirements of any Graduate Bulletin or University Catalog in effect since the first semester enrolled in your doctoral program at UNM.
NOTE: Student must meet with advisor to review these procedures and bring the SIGNED form to the main department office in order to schedule the comprehensive exam. Office personnel will NOT schedule the exam without the form signed by both the student and faculty advisor.

Comprehensive Exam Procedures:

All students taking a comprehensive examination must schedule the room with Carol Catania in the main office. If Carol is not available, you may see Deborah Giron.

The examination will be taken on the computer located in Johnson Center Room 1155 B. It is the only computer that can be used for the comp exams.

Written exams and oral exams may be held during interim periods (between semesters) only if all the committee members agree to the date and time scheduled. Student must check with the faculty advisor to find out the policies specific to her/his program area regarding comp exams scheduled outside of the regular Fall or Spring semester.

The following should be reviewed by the faculty advisor and student:

1. No books, notes, paper, hand held devices such as cell phones, smart phones, etc. can be brought into the comp exam room. (A few sheets of blank paper will be available in the room for student’s to use for concept mapping or organizing thoughts if needed).

2. Exams begin at 8:00 a.m. and the student must finish by 5:00 p.m. Students will not be allowed to start early or stay late.

3. Master’s exams are typically 8 hours in length (1 day). PhD exams are 12-16 hours in length (2 days).

4. Student will need to see Deborah Giron or Carol Catania in main office to begin the exam.

5. The student will not be allowed to leave the room while answering a question, unless there is an emergency. Upon the completion of each question, student will print out their response and submit it to a staff member before receiving the next question.

6. The student will be allowed to leave the room between questions to take a break or go to lunch.

7. Students must save their answers on the hard drive of the computer in room 1155B. It is advisable to save your work often. Save your answers on the Desktop in a folder with your name on it.
8. Exams will be evaluated by the committee typically within 1 to 2 weeks. Student should contact committee chair for results. Upon successful completion of the comprehensive exam, a congratulatory letter will be mailed directly to the student’s home address.

9. In the case of failure of one or more components of the exam, university policy allows one opportunity for retake (written and/or oral) to be approved and arranged by the committee of studies.

10. Students who are caught cheating are not allowed a second chance and will be expelled from their graduate program.

*I have read and understand the above comprehensive exam policies and procedures and agree to abide by them.*

---------------------------------------------------------------
Student signature              Printed Name
Date

---------------------------------------------------------------
Committee Chair signature              Date
ANNOUNCEMENT OF EXAMINATION

This form must be submitted to the Office of Graduate Studies at least two weeks prior to the date of the examination.

GRADUATE UNIT: ___________________________ DATE: ________________
GRADUATE UNIT CONTACT NAME AND PHONE: _______________________
STUDENT NAME: ___________________________ UNM ID: ________________

☐ Master's Exam/Project
☐ Ph.D. Comprehensive Exam
☐ Ed.D. Comprehensive Exam
☐ M.F.A. Comprehensive Exam
☐ Final Exam for Thesis (Thesis Defense)
☐ Final Exam for Doctorate (Dissertation Defense)

Students wishing to take any of the exams listed must be in active graduate status and must not be on any type of probation.

Students seeking a master's degree (other than MFA) must have a Program of Studies approved by the Dean of Graduate Studies on file with OGS to be eligible to take the master's exam. The above named student's Program of Studies was approved by the Dean of Graduate Studies on the following date: ________________

Doctoral/MFA Students: It is strongly recommended that the Application for Candidacy be completed and approved by the graduate unit before the student takes the Comprehensive Examination.

Date, Time, and Place of Examination:

Title of Thesis or Dissertation:

In consultation with the student, we propose the following examination committee:

<table>
<thead>
<tr>
<th>Full Name (please print or type)</th>
<th>Graduate Unit</th>
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<tbody>
<tr>
<td>Examination Committee Chair:</td>
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Signature of Graduate Unit Chair

To: Examination Committee Chair
From: Dean of Graduate Studies

The proposed committee is authorized to conduct the examination announced above, and the student is eligible to take the exam. Within two weeks of the examination, please complete the reverse side of this form and return it to the Office of Graduate Studies.

Signature of the Dean of Graduate Studies Date
Dissertation Committee

Doctoral committees must include at least four members approved for graduate instruction at UNM and with established competence in the field of the dissertation or some aspect of it.

The director of the dissertation must be a regular UNM faculty member approved by the student's graduate unit; he or she must have demonstrated research or professional competence in the general area of the dissertation and in the methodology applied. Non-regular faculty may serve as co-chairs.

Two members must hold regular, full-time faculty appointments at UNM. One committee member must be an UNM faculty member from within the student's graduate unit.

A third member must hold regular, full-time appointment in a graduate unit at UNM other than that of the student, or at another accredited institution.

The Dean of Graduate Studies must approve all committee members who are not regular UNM faculty for graduate instruction, specifically for the student's graduate unit.

Graduate units may supplement the minimum committee membership of four with qualified members from outside the University. The Office of Graduate Studies will facilitate such efforts whenever possible. These supplemental appointments must be requested at the time of the formation of the dissertation committee, identified on the Appointment of Dissertation Committee form, and approved by the Dean of Graduate Studies.
The University of New Mexico  
Office of Graduate Studies  

Appointment of Dissertation Committee  
This form should be submitted no later than the first semester of 699 enrollment

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<th>Name of Student</th>
<th>UNM ID</th>
<th>Department or Graduate Unit</th>
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**GENERAL TOPIC OF DISSERTATION**

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**DISSERTATION COMMITTEE**

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<tr>
<th>Full Name</th>
<th>Graduate Unit or Institution</th>
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☐ This committee meets the criteria listed above.

☐ This committee requires an exception to the criteria listed above. The reason for this exception is:

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**SIGNATURES OF APPROVAL**

<table>
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<tr>
<th>Doctoral Candidate</th>
<th>Date</th>
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<table>
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<tr>
<th>Director of Dissertation</th>
<th>Date</th>
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<th>Chairperson of Graduate Unit</th>
<th>Date</th>
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<th>Dean of Graduate Studies</th>
<th>Date</th>
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UNIVERSITY OF NEW MEXICO
NOTIFICATION OF INTENT TO GRADUATE

[Incomplete grades not resolved by the last day of the semester may postpone your graduation]

DATE: ___________________________________________________________________

TO: Graduation Coordinator, Health, Exercise & Sports Sciences

FROM: ____________________________________ ________________________________

Printed Student Name    Student Number

This notification will not be accepted until an Application for Candidacy for doctoral students or a Program of Studies for Master’s students, has been submitted to the Dean of Graduate Studies. The Program of Studies for the Master’s degree must be submitted to the Dean of Graduate Studies by the 15th of the month the month before the end of the semester prior to the one in which a student intends to graduate.

My Program of Studies/Application for Candidacy has been submitted (check one) YES NO

I expect to complete all necessary degree requirements in time to graduate at the end of ________________ Semester Year

GRADUATE UNIT: ____________________________________________________________________

MASTER’S DEGREES (check degree & check plan) MS

PLAN I  II

DOCTORAL DEGREES (check degree) PHD

________________________________________    ______________________________
Student Signature     Printed and signed name of Graduate Advisor/Chairperson

This Notification of Intent to Graduate must be submitted by the following DEADLINES:

Fall Graduation – Before the End of Summer Semester
Spring Graduation – Before the end of Fall Semester
Summer Graduation – Before the end of Spring Semester

Except for courses in which you are currently enrolled. ALL DEGREE REQUIREMENTS (including thesis & dissertation manuscripts, graduate exams and defenses) MUST BE COMPLETED and RELATED DOCUMENTATION RECEIVED BY OGS by the following DEADLINES:

Fall Graduation - Nov. 15    Spring Graduation – April 15    Summer Graduation – July 15
NAME: ______________________________________________________________________________

SS # ______________________________________________________________________________

DEGREE TITLE: ______________________________________________________________________

EMAIL: __________________________ PHONE: __________________________________________

MAILING ADDRESS: __________________________________________________________________

**THESIS/DISSERTATION TITLE:
________________________________________
________________________________________
________________________________________

COMMITTEE CHAIR: ________________________________________________________________

**PREVIOUS DEGREES: 1.________________________________________________________

2.________________________________________________________

3.________________________________________________________
(Sample: BS-HEALTH ED – University of New Mexico – 1997)

**PLEASE NOTE:

THE TITLE OF YOUR THESIS/DISSERTATION, AS LISTED ON THIS FORM AND YOUR
PREVIOUS DEGREES WILL APPEAR IN THE COMMENCEMENT PROGRAM. CORRECTIONS
TO YOUR MANUSCRIPT TITLE WILL ONLY BE ALLOWED FOR DIPLOMA AND TRANSCRIPT,
IF NECESSARY.

YOU MUST BE REGISTERED FOR THESIS/DISSERTATION HOURS IN THE SEMESTER IN
WHICH YOU SUBMIT YOUR MANUSCRIPT TO THE OGS.

THIS INFORMATION IS BEING REQUESTED SO INFORMATION CAN BE SENT TO YOU
REGARDING CONVOCATION, BUT IF YOU HAVE A “PRIVACY FLAG” SHOWING ON THE
IDMA/SIS/BANNER SYSTEM, THE UNIVERSITY SECRETARY CANNOT INCLUDE YOUR NAME
ON THE CONVOCATION PROGRAM. IF YOU WANT YOUR NAME INCLUDED IN THE
PROGRAM, YOU MUST SEND THE OFFICE OF GRADUATE STUDIES A WRITTEN REQUEST,
EXPLAINING THAT YOU HAVE A PRIVACY FLAG AND THAT YOU WANT YOUR NAME IN
THE PROGRAM. PLEASE INCLUDE YOUR SOCIAL SECURITY NUMBER, YOUR PROGRAM
NAME AND THE DEGREE BEING GIVEN.

Intent to graduate.06
General Procedures and Things to Know for PhD Students

♦ Students should periodically review the “Doctoral Degree General Requirements” available in the “Graduate Program” section of the current UNM catalog.

♦ Students should consult with their program advisor or program coordinator for specific requirements of the unit that may be more stringent than the general university requirements.

♦ Meet with your advisor at least once per semester. This becomes essential in the last two semesters of coursework and in preparation for comprehensive exams and dissertation.

♦ You must be enrolled in at least 1 credit hour in the semester that you take comprehensive exams and/or graduate.

♦ You should complete an “Application for Candidacy” with your advisor’s assistance in the semester PRIOR to the comprehensive exam. The final Candidacy form will then need to be prepared and submitted to OGS (through the main HESS department office) AFTER successful completion of the comprehensive exam.

♦ A minimum cumulative GPA of 3.0 must be maintained and is required to graduate. You may only count 6 credit hours of coursework in which a C grade was received. Some programs also require a minimum grade of B- in all CORE coursework in the program.

♦ There is a limit of 9 credit hours of CORE courses that can be retaken for a higher grade. Retaking a class must be approved by the instructor, advisor and department chair. The student must initiate the process by completing a “Grade Replacement Form” available from the Office of Records and Registration.

♦ PhD students are expected to maintain continuous enrollment in PEP 699 Dissertation from the initial semester of enrollment until the dissertation is completed.

♦ PhD students have 5 years to complete all degree requirements including the dissertation commencing with the semester in which they pass the comprehensive exam.
Additional Graduate School Policies to Know

The list below is a reminder of some of the policies of OGS that are in the current UNM catalog but are not always easy to remember. This is not an exhaustive list of policies, but hopefully one that will prevent some problems if you look over it occasionally!

1. Students who were enrolled at any time in their program under non-degree status and who received a grade of B- or below in a course will not receive credit for that course on the Program of Studies for the MS degree or the Candidacy Form for the PhD. This means that a substitution course (including Problems or Directed Readings) must be completed with a grade of B or better and a memo submitted to OGS requesting approval of the substitution. See your advisor for more information if you think this applies to you.

2. All members of a thesis/dissertation committee MUST be present at the manuscript defense. If physical presence is not possible, synchronous by telephone/video conference is allowed. Also, an original signature of each committee member is required. If necessary, the committee member who cannot provide an original signature may request a proxy signature by submitting the Proxy Request Form at least two weeks prior to the defense.

3. No more than 6 hours of coursework with a grade of C or C+ may be credited toward a graduate degree. Only required/core courses may be repeated for a higher grade by a graduate student (maximum of 9 credit hours). The process is not automatic and requires the student to complete a “Grade Replacement Form” available at the Office of Records and Registration.

4. Student must complete a minimum of 50% of required coursework after admission to the graduate program.

5. Students may petition the Dean of Graduate Studies for an exception to any of the university wide policies specified in the catalog. See the most recent catalog for information on the petition process. Remember that writing a petition DOES NOT GUARANTEE that it will be accepted.
GRADUATION COURTESY POLICY REQUEST

The Office of Graduate Studies offers a graduation Courtesy Policy described below. In order to notify OGS and your department of your intent to utilize this courtesy please fill out this form.

University regulations require that the student must be enrolled and complete a minimum of one hour of graduate credit in the term they complete degree requirements. Should the student miss the graduation deadline (July 15 for summer graduation, November 15 for fall graduation, April 15 for spring graduation), but complete all degree requirements on or before the last day of that term, the student is not required to register for the next (graduation) term. The degree program must submit the student’s name on the proposed graduation list for actual term of graduation.

Name: ___________________________  UNM ID: ________________
Address: ___________________________  Phone: ________________
_______________________________
_______________________________

By signing this form I am certifying that I have read the Courtesy Policy as described above and that all the requirements for my degree have been met by the last day of the term immediately preceding my intended term of graduation (__________). I have informed my department/graduate unit of my intent to graduate.  

______________________________  _______________________
Student signature  Date
Department of Health, Exercise and Sports Sciences

Policies on Academic Dishonesty

The College of Education abides by the University of New Mexico policy on academic dishonesty in the following way:

Academic dishonesty includes, but is not limited to, dishonesty in quizzes, tests or assignments; claiming credit for work not done or done by others; hindering the academic work of other students; misrepresenting academic or professional qualifications within or without the University; and nondisclosure or misrepresentation in filling out applications or other University Records.

Please see the University of New Mexico Pathfinder for detailed information.

http://www.unm.edu/~pathfinder/
Faculty Directory

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