DEPARTMENT OF HEALTH, EXERCISE AND SPORTS SCIENCES
GRADUATE STUDENT SURVIVAL GUIDE

MASTER OF SCIENCE IN PHYSICAL EDUCATION:

CONCENTRATION – SPORT ADMINISTRATION
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 understanding in four areas:

**Exercise Science**
**Health Education/Promotion**
**Physical Education Teacher Education**
  **Curriculum and Instruction**
  **Adapted Physical Education**
**Sport Administration**
Sport Administration
Mission Statement

Our mission is to prepare graduate students for a wide range of sport-related positions within organizations that are typically educational or professional in nature and scope. We strive to provide a superior educational experience to students by supporting our teaching with research in areas of sport: administration, psychology, facilities, marketing, and leadership.

In addition, we provide service and program visibility through community involvement and representation in regional and national organizations.

In congruence with this mission, we provide educational opportunities and experiences in the following areas: (a) interscholastic and intercollegiate athletics, (b) amateur and professional sport, (c) public and private sport organizations, and (d) the academic study of sport.
Curriculum

The curriculum for the M.S. concentration in Sport Administration is driven by the NASPE/NASSM national program approval process. The core course requirements are designed to prepare students for the broad administrative/managerial and leadership skills needed by modern sport organizations at all levels. MS students may choose specific elective courses in their program of studies (9 credit hours) that allow them to pursue various emphasis areas as indicated below:

1) Interscholastic Athletic Admin
2) Intercollegiate Athletic Admin
3) Professional Sport Management
4) Athletic Coaching
5) Fitness Management

Curriculum for the Master of Science in Physical Education:
Concentration in Sport Administration

Non-thesis Option: 36 credit hour’s minimum
OR Thesis Option: 30 credit hours plus; 6 thesis hours

45 cr. hr. required of students pursuing M.S. plus Administrative Licensure (see advisor for information).

After completion of coursework, a written comprehensive exam is required. An Oral exam is necessary if the written exam was not passed as outlined in later sections.

Required Core Courses: (27 credit hours)

- PEP 507 Research Design
- PEP 540 Sport Sociology
- PEP 541 Ethics in Sport and Fitness
- PEP 545 Sport Leadership
- PEP 547 Sport Marketing and Promotion
- PEP 548 Financing Sport
- PEP 561 Risk Management in Sport
- Internship or Thesis (6 hours)

Additional courses offered for completion of the degree requirements: 9 credit hours of electives from following list or other courses approved by advisor:
• Introduction to Sport Administration
• Administration of Interscholastic Athletics
• Technological Applications in Sport
• Organizational Theory in Sport
• Administration of Sport Personnel
• Sport Event Management
• Consumer Behavior
• Principles of Coaching
• Women in Sport
• Sport Facilities Planning & Construction
• Governance of Intercollegiate Athletics
• Sport Psychology I
• Sport Psychology II
• Legal Aspects of Sport
• African Americans, Hispanics, Native Americans and Physical Activity
• The Business of Professional Sports
• Sports Property Development and Sales
• Seminar in Sport Research
• Advanced Field Experience
• Directed Readings
• Writing for Professional Publication
• Grant Writing
Scoring Rubric for M.S. Comprehensive Exam in Sport Administration

90-100 (A)
Candidate demonstrates a thorough, articulated, and precise understanding of the subject. Fine distinctions and shades of meaning are readily discerned. Knowledge and skill are demonstrated virtually without error. Moreover, the candidate can apply this understanding flexibly, as in detecting connections between ideas that on the surface may seem distantly related, in combining thought forms to solve demanding problems, and in producing a coherent, sensible, and sensitively-interpreted product. Performance is marked by thorough knowledge, comprehensiveness and insight.

80-89 (B)
Candidate demonstrates a strong mastery of the domain. Errors are uncommon and genuine understanding is demonstrated. The candidate demonstrates the beginnings of creative or insightful applications of the knowledge. Performance is marked by solid understanding and a facility with content, connections, and applications.

70-79 (C)
Candidate shows a solid grasp of important concepts and applications, but lacks a certain fluidity and flexibility with ideas. Performance is likely to be marked by some errors and a lack of comprehensiveness. Certain relevant knowledge, concepts and connections are omitted.

60-69 (D)
Candidate shows only the beginnings of what can properly be called understanding. Performance is marked by a lack of knowledge, comprehensiveness, and depth of thought. Errors of fact or inference will be found in responses. Overall, the proficiency indicated is that of the beginner.

0-59 (F)
Candidate shows only the most rudimentary knowledge of the subject. There are large gaps in understanding. Responses will either be minimal or, if extended, will contain errors throughout.
The policies below are specific to the MS Sport Administration concentration and were developed by consensus of the program faculty. These policies are inclusive of all other general policies included in the “Grad Student Survival Guide” but provide additional information or clarification of procedures specific to the program.

A written comprehensive exam is required, which assesses a student’s knowledge, understanding, and application of the core competencies within sport administration. In order to pass the written comprehensive exam, a minimum score of 73 on the comprehensive exam evaluation form must be obtained in each of the core subject areas. *The scoring rubric included in the Grad Student Survival Guide is used as the foundation for evaluation of the exam in each subject area.*

The following requirements must be met before a student may schedule a written comprehensive exam:

- Student must be in or beyond his/her last semester of coursework.
- Student must be enrolled in no more than one core curriculum course in the semester during which the comprehensive exam is taken. (Exception for Internship and Research Methods)
- Student must have his/her advisor sign the *Permission to Take Comprehensive Exam* form and take it in person to Carol Catania in the main office to begin the process of scheduling the exam.

**NOTE:** Depending on the date of an exam, some core competencies may have not yet been covered as a part of a student’s core coursework. However, it is the student’s responsibility to be prepared for any and all core competencies on the written comprehensive exam. Therefore, students should make every effort to take core courses early in their tenure so that they will be best prepared for the written comprehensive exam.

**Timing of the Written Comprehensive Exam**

Two weeks are required by faculty members to evaluate all written comprehensive exams, the last day to take the exam in order to graduate that same semester is:

- November 1 for a fall graduation date
- April 1 for a spring graduation date
- June 15 for a summer graduation date
Failure of Any Part of the Exam  
(POLICY ENFORCEMENT TO BEGIN IN FALL 2008)

If a student fails any portion of the exam (a score lower than 73), he/she will be required to take an oral examination covering all core courses taken to fulfill the degree requirements. The oral exam must be taken within one calendar year from the date of the initial written exam. A failure on any part of the oral exam will result in the student’s termination from the program (UNM Catalog p. 69).

NOTE: Two weeks are generally required by faculty members to evaluate all written comprehensive exams. If a student schedules a written comprehensive exam within two weeks of a deadline for graduation as indicated above AND fails any portion of his/her written comprehensive exam. The student will not be able to take the oral portion of the exam until the following semester. This situation will definitely postpone a student’s graduation date. Scheduling exams early is recommended.

Awarding of Distinction

The awarding of “distinction” for the comprehensive exam will be based on the following:

- Student must have a minimum 3.5 cumulative GPA at the time of the comprehensive exam.
- Student must score a minimum 93% on each subject area of the exam.
- Consensus of the comprehensive examination committee.
Summary of MS Student Comprehensive Exam, Thesis (if applicable) and Graduation Procedures

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

MS Procedures

1. 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.

2. Master’s students must have a Program of Studies (POS) approved by their graduate faculty committee ready to submit to the Office of Graduate Studies (OGS) the semester PRIOR to when they plan to graduate. To start this process, go the OGS website at http://www.unm.edu/~grad/ on the homepage, click on “OGS Forms” On the Forms page, scroll down to “Graduation” and click on “Program of Studies for MS Degree”

   Print out this form and set up a meeting with your advisor for instructions on completing the form. This MUST be done PRIOR to the deadlines listed below.

   DEADLINES to submit the completed form, signed by your committee AND the department chair are as follows:
   - March 1 for Summer graduation
   - July 1 for Fall graduation
   - October 1 for Spring graduation

   Completed Programs of Study signed by the advisor should be given to the Administrative Assistant, Carol Catania in the Main Office in
Johnson Center, who will forward them to Department Chair for final signature.

3. At the time that the Program of Study is submitted, students also need to see the Department Administrator to fill out the Notification of Intent to Graduate Form. Your name must be on the OGS graduation list by the last day of the semester PRIOR to the semester of graduation. It is your responsibility as a student to ensure that you have completed the necessary paperwork to be included on the graduation list by the above deadline.

4. 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 MS students are required to take a comprehensive exam (written, oral, or both). Please note that OGS requires students to be enrolled in the semester that they take the comprehensive exam. The following procedure MUST be followed in order to prevent delay in the comprehensive exam and possible delay in graduation.

Steps in Process:

A. 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.

B. 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, Administrative Assistant 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 A above.

C. Once the above items have been done, Carol Catania in the main department office 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.

5. Master’s students doing Plan I (thesis), must follow the thesis guidelines provided in the current UNM Catalog. Students pursuing the Thesis, should meet with their advisor as soon as feasible to discuss the research plan. In some programs, the thesis defense is done in lieu of the comprehensive exam.

Students who complete the thesis must also have a Report on Thesis Form and “grey sheets” from each committee member submitted to OGS by the following deadlines in order to graduate:

- April 15 for Spring graduation
- July 15 for Summer graduation
- November 15 for Fall graduation
MS Student Comprehensive Exam and Graduation Procedures Checklist

Student: You should read each of the items below carefully and begin checking them off starting 1 full semester PROCEEDING the semester you plan to graduate. YOU WILL NEED TO TURN IN THIS CHECKLIST AT THE END OF THE PROCESS...SEE LAST ITEM!

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 after at least 12 credit hours have been completed, but BEFORE the last semester of coursework to discuss the Program of Studies (form available online at http://www.unm.edu/~grad/forms/forms.html)

_____ Submit completed and signed Program of Studies to Carol Catania (277-5151 or catania@unm.edu) in main department office by the deadlines below:

- March 1 for Summer Graduation
- July 1 for Fall Graduation
- October 1 for Spring Graduation

_____ In the semester PRIOR to planned graduation, see Carol Catania in the main office to complete the “Notification of Intent to Graduate” form. This MUST be done BEFORE the last day of the semester prior to your planned semester of graduation.

_____ In the last semester of coursework, form a comprehensive exam committee in consultation with advisor.

_____ You must be enrolled in at least 1 credit hour in the semester you are taking comprehensive exams and in the semester of graduation. (Petition to OGS required for any exceptions).

_____ Meet with advisor several weeks PRIOR to the proposed comprehensive exam to obtain “Permission to Take Comprehensive Exam” form. Discuss this form with your advisor to clarify procedures for the exam. (This step MUST be done at least 3 weeks prior to exam).

NOTE: Department programs have different policies regarding the scheduling of summer and intersession comprehensive exams. See advisor for information.

OGS Deadlines for completion and evaluation of comprehensive exam are as follows:
November 15 for Fall graduation.
April 15 for Spring graduation
July 15 for Summer graduation (consult with your advisor regarding scheduling of summer comprehensive exams.

_____ Meet with Carol Catania in the main office to turn in the “Permission to Take Comp Exam” form and officially schedule the comp exam. (this should occur at least 3 weeks prior to exam to prevent problems and delays). You must have an OGS approved Program of Studies in your file to schedule the exam. The 3 week time frame is recommended because OGS requires that the “Announcement of Exam” form be approved by the committee, the department chair and OGS at least TWO FULL WEEKS (14 DAYS) IN ADVANCE OF THE EXAM DATE. Carol will assist you in identifying open dates on the calendar and will prepare the “Announcement of Exam” form, which must be posted on the main HESS bulletin board in Johnson Center. ANY CHANGES TO THE SCHEDULED EXAM MUST BE APPROVED BY THE ADVISOR BEFORE RESCHEDULING THE EXAM WITH CAROL. HAVE ADVISOR WRITE NOTE OR SEND MEMO TO CAROL.

Important Note for Exercise Science MS Students: MS students in Ex. Science must schedule both a written exam AND an oral exam (the oral exam date is the one that will appear on the OGS announcement form and must be approved by OGS at least 14 days prior to the exam). The oral exam usually takes place approximately 1 week after the written exam. You will need to identify a date and time that works for your committee and also schedule a room. This can be coordinated through Carol and Roger Wrolstad (wr50@unm.edu). See Carol for assistance

_____ After completing all of the above items, obtain initials on the checklist from Deborah Giron, Department Administrator in the main office PRIOR to your comprehensive exam date. This is to verify that all requirements have been met and that all paperwork is complete.
### Examples of Forms

**THE UNIVERSITY OF NEW MEXICO**
The Office of Graduate Studies
**PROGRAM OF STUDIES FOR: MASTER'S DEGREE/GRADUATE CERTIFICATE**

Submit one completed form to OGS. The original is retained by OGS; a copy is returned by OGS to the graduate unit after approval. **Please print legibly or type this form completely.** Leaving any question blank will result in a delay of approval.

Courses used for a master's degree may not be more than 7 years old at the time of graduation; departments may impose stricter limits.

**DEADLINES:** March 1 for Summer, July 1 for Fall, and October 1 for Spring.

Early submission to your department or graduate unit is strongly recommended, as your faculty will need time to approve the form. Failure to submit this form on time will delay your graduation. This form must be approved by OGS before a student may take the master's examination.

### 1. Personal Information

<table>
<thead>
<tr>
<th>UNM ID Number:</th>
<th>Date:</th>
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<td>Name (as it appears on UNM record):</td>
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### 2. Department or Graduate Unit: a) _______ b) _______

### 3. List all degrees you currently hold (include both undergraduate and graduate degrees, major, institution, and date conferred for each):

<table>
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<tr>
<th>Degree</th>
<th>Major</th>
<th>Institution</th>
<th>Date Conferred (mm/dd/yyyy)</th>
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<tbody>
<tr>
<td>Degree</td>
<td>Major</td>
<td>Institution</td>
<td>Date Conferred (mm/dd/yyyy)</td>
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<td>Degree</td>
<td>Major</td>
<td>Institution</td>
<td>Date Conferred (mm/dd/yyyy)</td>
</tr>
</tbody>
</table>

### 4. Select appropriate option (Required): (list exactly as shown in the University Catalog)

- [ ] Master's Degree
- [ ] Dual Degree
- [ ] Master's Degree (plus Graduate Certificate)
- [ ] Graduate Certificate Only

**Degree Abbreviation (Primary Program)**

<table>
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<th>Major</th>
<th>Banner Major Code</th>
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**Degree Abbreviation (Secondary Program) - Dual Degree**

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<th>Major</th>
<th>Banner Major Code</th>
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**Degree Abbreviation (Certificate)**

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<th>Major</th>
<th>Banner Major Code</th>
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### 5. Concentration #1: ____________________________________

### 6. Minor (if any):

| Concentration #2: ____________________________________ | If declaring a formal minor, additional paperwork is required |

### 7. Plan I (with thesis) [ ]

- Semester and year that you expect to complete all requirements for this degree:

<table>
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<th>Semester of Graduation</th>
<th>Year</th>
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### 8. Plan II (without thesis) [ ]

### 9. You must choose a UNM Catalog/Graduate Bulletin. You must meet all program degree requirements specified in a UNM catalog/bulletin in effect since your admission/readmission (see POS Guidelines for details and restrictions).


**Rev:06/01/07**
10. Graduate Degree Courses: List courses used to fulfill requirements completed or to be completed at UNM after admission to your graduate program. For Dual Degree Programs, list courses for each MAJOR separately, in chronological order. For Dual Degrees, please indicate "A" for first degree program, "B" for second degree program, and "C" for shared hours in column labeled "DD".

*In the left hand column, place a check mark √ beside core requirement courses only. If you are listing a substitution for a required course, or if a required course is being waived by your program, this must be noted in a memo approved by your advisor and department chair.

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<th>*</th>
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<th>Dept &amp; Course #</th>
<th>Course Title</th>
<th>Sem Hrs</th>
<th>Grade</th>
<th>Sem/Year (e.g. Fall/2009)</th>
<th>Instructor</th>
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11. **Applied Credit**: List courses used to fulfill graduate degree requirements while in non-degree, extension or undergraduate status at UNM. Please see the section on APPLIED GRADUATE CREDIT in the University Catalog.

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<th>*</th>
<th>Dept &amp; Course #</th>
<th>Course Title</th>
<th>Sem Hrs</th>
<th>Grade</th>
<th>Sem/Year (e.g. Fall/2006)</th>
<th>Instructor</th>
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12. **Transfer Courses**: List courses completed at an institution other than UNM but used to fulfill requirements for this degree. Official transcripts required.

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<th>Dept &amp; Course #</th>
<th>Course Title</th>
<th>Sem Hrs</th>
<th>Grade</th>
<th>Sem/Year (e.g. Fall/2006)</th>
<th>Institution Name</th>
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13. **Transcripted Graduate Certificate Courses**: List courses completed to fulfill the requirements established by the certificate program as listed on front page.

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<th>Dept &amp; Course #</th>
<th>Course Title</th>
<th>Sem Hrs</th>
<th>Grade</th>
<th>Sem/Year (e.g. Fall/2006)</th>
<th>Instructor</th>
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14. **Language and/or Skill Requirements**: (this section to be completed by Faculty Graduate Director only)

If your program requires a language and/or skill, has this student met the requirement? [ ] Yes [ ] No [ ] n/a [ ]

Signature of Faculty Graduate Director

Page 3 of 4
15. APPROVALS (Unit #1 – Primary)

Signature of Student

Date

Signature of Major Advisor

Date

Major Advisor (printed or typed name)

Date

Signature of Faculty Graduate Director or Graduate Unit Chair

Date

Signature of Dean of Graduate Studies

Date

16. APPROVALS (Unit #2 – Dual/Certificate)

Signature of Student

Date

Signature of Major Advisor

Date

Major Advisor (printed or typed name)

Date

Signature of Faculty Graduate Director or Graduate Unit Chair

Date

Signature of Dean of Graduate Studies

Date

FOR OGS USE ONLY
Time limit for completion of degree:

Entered:

Degree:_________ Major:_________ Major Code:_________

Plan I [ ] Plan II [ ]

Coursework [ ] __________ Required Courses:_______________

Diss/Thesis [ ] ______

500 Min [ ] ______

Prob Max [ ] ______

Master’s hrs [ ] ______

Lang/Skill (1) ________ (2) __________ Tranf / ND / Ext / UG

GPS (3.0) ________ Instr. (50%) ________ Time Limit __________ Extension __________

Post Masters __________ 18 hrs after _____ 24 @ UNM _____ Doc / MFA Comp __________

Processor __________________ Approved as presented this date __________________

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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

HESS, Health, Exercise & Sports Sciences

GRADUATE UNIT: ____________________________________________________________________

MASTER’S DEGREES (check degree & check plan) MS □ PLAN I □ II □

DOCTORAL DEGREES (check degree) PHD □

APPROVALS:

This form must be submitted to the student’s academic unit.

__________________________________________  ____________________________________________
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 YOU’RE NAME IN
THE PROGRAM. PLEASE INCLUDE YOUR SOCIAL SECURITY NUMBER, YOUR PROGRAM
NAME AND THE DEGREE BEING GIVEN.
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, 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.

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._

<table>
<thead>
<tr>
<th>Student signature</th>
<th>Printed Name</th>
<th>Date</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Committee Chair signature</th>
<th>Date</th>
</tr>
</thead>
</table>
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: ___________________________
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>
</tr>
</thead>
<tbody>
<tr>
<td>Examination Committee Chair:</td>
<td></td>
</tr>
</tbody>
</table>

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 __________________________
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
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
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/~pathfind/
Faculty Directory

Sports Administration
John Barnes., Ph.D., University of New Mexico jbarnes@unm.edu
   (505) 277-3547
Joy Griffin., Ed.D., Brigham Young University, jgriffin@unm.edu
   (505) 277-3534
David Scott., Ed.D., University of Northern Colorado, dscott@unm.edu
   (505) 277-8173
Todd Seidler., Ph.D., University of New Mexico tseidler@unm.edu
   (505) 277-3360
Nathan Martin, Ph. D. (visiting) University of New Mexico
   n8martin@unm.edu, (505) 277-5721
Terry McIntyre (Adjunct), MBA, Regis University

Athletic Training
Alison Gardiner-Shires, Ph.D., University of South Carolina,
   agshires@unm.edu, (505) 277-1355
Susan McGowen, Ph. D., University of New Mexico, vorex@unm.edu,
   (505) 277-8167

Exercise Science
Len Kravitz, Ph.D., University of New Mexico lkravitz@unm.edu,
   (505) 277-4136
Robert Robergs, Ph.D., Ball State University, rrobergs@unm.edu
   (505) 277-1196
Suzanne Schneider, Ph.D., St. Louis University sschneid@unm.edu
   (505) 277-3795

Health Education and Promotion
Magdelena Avila, Ph.D., University of California-Berkeley
   avilam@unm.edu, (505) 277-8175
Elias Durvea, Ph.D., University of Nebraska durvea@unm.edu,
   (505) 277-8187
Michael Hammes, Ph.D., University of Utah hammes@unm.edu,
   (505) 277-277-8176
Paul Miko, Ph.D., University of Maryland pmiko@unm.edu,
   (505) 277-6092
Liza Nagel, Ph.D., Washington State University, lnagel@unm.edu, (505) 277-5248
Elba Saavedra, Ph.D., University of New Mexico, elsaave@unm.edu, (505) 277-3243

Physical Education - Curriculum and Instruction
Rusty Mitchell, MS, Southern Illinois University, rustym@unm.edu, (505) 277-2048
Gloria Napper-Owen, Ed.D. University of Northern Colorado, napperow@unm.edu, (505) 277-8180
Dawn Sandt, Ph.D., Texas A&M University, dsandt@unm.edu, (505) 277-1983
STAFF DIRECTORY

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Joan Iverson, Administrative Assistant  
Alfredo Martinez, Program Coordinator Physical Activity  
Brooke Martinez, Accountant

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(505) 277-5152