HANDBOOK
POLICIES AND PROCEDURES FOR MASTERS PROGRAM
IN EXERCISE PHYSIOLOGY:
THESIS TRACK

Division of Exercise Physiology
School of Medicine

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West Virginia University

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A. PROGRAM OVERVIEW

The Division of Exercise Physiology offers a Master of Science degree in Exercise Physiology. Two tracks exist (i) a clinical (non-thesis) program and (ii) a thesis program. This document pertains only to the thesis track. The thesis track program is intended to give exceptional students knowledge in basic medical and scientific areas to prepare them for entry into advanced research intensive or professional careers (e.g., Ph.D., MD/Ph.D., PT, OT, dentistry, pharmacy, etc). Students in the thesis track will typically complete the coursework and research thesis within two academic years.

Graduate work involves a program of study and research individually designed to utilize the abilities and strengths of the faculty and accommodate the needs of the student within a specific area of interest. Although there are common goals, expectations, and courses that will be universal for all masters' graduate students, the exact content of a program of study may differ from one student to another.

The content of this handbook represents the current policies and procedures that have been approved by the graduate faculty of the Division of Exercise Physiology. Nevertheless, this handbook is to be viewed as a "living document" so that after appropriate debate and approval by the graduate faculty, the content of this handbook may be periodically revised. In addition to the information contained in this handbook, the student is urged to consult the current Graduate School Catalog for additional information regarding the requirements of the Graduate Council at West Virginia University.

AI. Goals and Objectives of the Program

The M.S. thesis track program provides students training to develop their research skills that will lead to a career in clinical health research, clinical care, or additional research-intensive training (e.g., Ph.D.).

The objectives of the program are:
(1) Provide integrative basic and applied scientific education to graduates from an accredited undergraduate institution.
(2) Provide the opportunity to obtain training in scientific principles of research that are applied to a health or disease problem.
(3) Develop integrative and critical thinking skills to allow application of scientific knowledge.
(4) Enhance competitiveness for admission to a health professional (e.g., medicine, physical therapy, occupational therapy, doctor of chiropractor, nursing, physician assistant and/or Ph.D.) program.
(6) Enhance skills for job placement in a clinical or rehabilitation setting or for additional graduate education including preparation in data analysis, interpretation, and presentation as well as writing and discussing data outcome and interpretation of data.

B. Masters of Science-thesis track committees

The committee will consist of a minimum of three faculty members including the primary thesis advisor.

B.1 Chair of a Masters of Science-thesis track committee

To be a primary thesis advisor and to chair a thesis committee for a master's student in Exercise Physiology the faculty must fulfill the following criterion:

- Have obtained the rank Assistant Professor or above (clinical, research or tenure track).
- Have obtained regular graduate faculty status as at West Virginia University School of Medicine (e.g., has an earned doctorate, a minimum of two years of research experience following the awarding of the degree).
- Have a planned and approved research project.
- Have secured the funding to conduct the study (e.g., supplies, payment of subjects etc.).

B.2 Faculty members of Masters of Science-thesis track committee

- To participate on a masters committee, the faculty member must have a minimum of a Masters degree, be an Assistant Professor or above, and be willing to contribute to the overall development of the graduate student's academic progress. Adjunct members of the thesis committee may be at the rank of Instructor. Committee members require approval from the Chair and Dean.

C. Progression through the Masters Program – thesis track

C.1 First semester

1. The student will have identified research areas of interest in their masters' application. The Chair of Exercise Physiology will appoint a chair for the Master thesis committee for each student admitted to the master's thesis track.

2. When selecting the chair of the student's thesis committee, every attempt will be made to match the student's research interest with the research interest of the faculty meeting the criterion established to chair a thesis committee.

3. The primary advisor will act as the academic and research advisor for the student to prescribe courses in the curriculum and courses that will benefit the student's progress and preparation for research. This faculty advisor will also become the Chair of the student's thesis committee and will be identified as such from this point onward.

4. The Chair of the student's thesis committee will meet with the student and discuss the primary research project with the student. The Chair of the student's thesis committee will assign a reading list for the student and plan the student's research experiences.

5. During the first semester of enrollment (i.e., Fall, year 1), the student will normally engage in research to learn the techniques and direction of the research laboratory. During this time, the student will work with his/her Chair of the student's thesis committee to identify a research question, write a draft of the research aim and hypothesis, and begin the literature review for their research project. This will progress into the second semester.

C.2 Second semester

1. Before the end of the second semester of enrollment, the Chair of the student's thesis committee will choose members of the thesis committee for the student and gain approval from the other qualified faculty to serve as members of the student's committee. The committee must be approved by the Chair of the Division and at the level of the Dean of the Graduate Program.

2. The student will have a formal meeting with the Chair and members of the student's thesis committee during the second semester, and report to the committee progress made in research to that point.

3. The student will engage in research during the remainder of the second semester under the supervision of the Chair of the student's thesis committee.

4. By the end of the second semester, the student should submit to the Chair of the student's thesis committee and the other members of the thesis committee a draft of the research project including aims, hypothesis, background literature review and significance, and methods.

C. 3 Summer of semester 1 – through graduation

1. The student will present to the committee the research proposal and defend the proposal to the committee before the end of the summer semester of year 1. This will include preparing a thesis proposal in written form, a formal presentation to the committee, and an oral defense of the written document.

2. After successfully defending the thesis proposal, and gaining approval by the thesis committee to proceed, the student will complete: (a) all course work (b) the research project included in the Masters thesis with all data, analysis, and discussion.

3. The student should prepare a minimum of one manuscript for publication from the thesis work.

D. Courses and sequence for taking courses in the curriculum

D.1 Sample course sequences (46 credits)

MASTERS OF SCIENCE COURSES – THESIS TRACK				
COURSE	**COURSE TITLE**			**HOURS**
		Year 1	**Year 2**	
PSIO 593 or 743	Mechanisms of Body Function	Fall		5
AGBI 514	Animal Biotechnology (or equivalent)	Fall		4
EXPH 697	Research	Fall		2
EXPH 567	Exercise Physiology 2	Spring		4
EXPH 697	Research	Spring		3
EXPH 799	Graduate colloquium	Spring		1
EXPH 682	Research Methods & Design	Spring		4
EXPH 697	Research	Summer		3
STAT 511	Statistical Methods	Summer		3
EXPH 799	Graduate colloquium		Fall	1
EXPH 798	Thesis		Fall	1
	Electives *		Fall	3-6
EXPH 697	Research		Fall	3-7
EXPH 799	Graduate colloquium		Spring	1
EXPH 798	Thesis		Spring	1
EXPH 697	Research		Spring	7

** Elective courses may be appropriate graduate level courses as recommendation by the Chair of the student's thesis committee and with approval of the members of the thesis committee. For example these might be* CCMD793E (Advanced Muscle physiology); independent study; new courses developed for EXPH at a 700 level such as" Advanced Training methods for diabetes or Cell signaling in diabetes & obesity & exercise; or graduate level biochemistry or nutrition courses

Recommended Electives

AG610 General Biochemistry (Fall) 4 credits
EXPH 786 Musculoskeletal Biology
EXPH 791 Cardiovascular Physiology
HN&F 619 Nutrition in the Prevention of Human Diseases (Spring) - 3 credits
EXPH 693F Applied Biomechanics, Spring (3 credits)
EXPH 693G Advanced Neuromechanics, Fall (4 credits)
EXPH 787 Advance Cardiovascular Physiology, Fall (3 credits)
EXPH 786 Musculoskeletal Biology, Spring (3 credits)

E. GENERAL SEQUENCE FOR PROGRESSION THROUGH MASTERS THESIS TRACK

Academic Year 1:
May – Thesis advisor is assigned at point of acceptance to the master's program.

August-December– learn research methods, develop research ideas, collect pilot data. Meet with thesis committee and submit committee approval form.

February-April –Complete and submit plan of study.

June-July – Student completes oral proposal of research topic with aims etc. Good draft of Chapter 1 and 2 of thesis (introduction and aims/hypotheses).

July-August 1 – Student continues thesis work, lab work, data collection, and other chapters of thesis are written in draft form.

Academic Year 2:
Prepare abstracts from data for MARC **(October)** and/or ACSM, Experimental Biology **(November).**

April–May – Submitted thesis to committee 2 weeks prior to defense, student orally defends thesis, submits manuscripts with mentor for publication. Expected goal (but not required for graduation) is for one publication in a peer reviewed journal. Complete Shuttle request and ETD forms.

Although it is expected that most students will complete their work by the end of the Spring Semester (two academic years), on a case-by-case basis, student's may continue their work between May-August with the approval of the thesis committee.

NOTES
Divisional funding is not guaranteed for any thesis track student. The number of students funded will be budget dependent. Students selected for funding may receive funding for up to two academic years, dependent upon satisfactory progress (maintaining GPA of 3.0 or greater; satisfactory progress in research as determined by the thesis committee). Funding for the first year does not imply automatic funding for a second year. Many students will be on teaching GA's and some will not receive funding at all. Faculty advisors are however encouraged to seek funding for their graduate students.

Admissions and curriculum requirements are subject to change without prior notice.

F. Grades and Academic Standards

E.1 Graduate students who fail to achieve an overall Grade Point Average (GPA) of "B" (i.e., a, GPA of 3.0 or better) thereby indicating a failure to obtain academic good standing, will be placed on academic probation and permitted a maximum of one additional semester to achieve good academic standing. Students who do not meet these requirements may be dismissed from the graduate program.

E.2 Graduate students must obtain a grade of 3.0 ("B") or better in all Exercise Physiology courses. Any student who fails to achieve a "B" in any one of these courses must repeat that course even if his/her cumulative GPA is 3.0 or better. Achieving less than a grade of B in a second attempt as a second attempt will result in the student's dismissal without opportunity for retaking the course for a third time.

E.3 The graduate policy for Exercise Physiology is that for graduation, students can obtain a maximum of one (1) "C" in a non-EXPH course. For example, if a student obtained a "C" in EITHER (not both) STAT 511 or PSIO 743 in the masters curriculum and the student's cumulative GPA was 3.0 or above, the student could still graduate. If the student obtained a letter grade of "C" in EXPH 567, he/she must retake the class even if their GPA is above 3.0. No letter grades of "D" will be issued.

E.4 Graduate students have up to 3 attempts to pass any **required** course in the MS Exercise Physiology program. After the third unsuccessful attempt, the student will be dismissed from the program.

G. Thesis documents

G.1 Research PROPOSAL guidelines

The research thesis will be a double-spaced document submitted in a format that follows the following:

- Title
- Table of Contents
- Chapter 1: Specific Aims and hypothesis (~ 2 pages)
- Chapter 2: Background and Significance (~8-10 pages)
- Chapter 3: Preliminary data
- Chapter 3: Methods (~7-10 pages)
- Chapter 6. References

G2. Research thesis guidelines for final document

The research thesis will be a double-spaced document submitted in a format that follows the following:

- Title
- Acknowledgments
- Table of Contents
- Chapter 1: Specific Aims and hypothesis (~ 2 pages)
- Chapter 2: Background and Significance (~8-10 pages)
- Chapter 3-5: Manuscripts written in Journal of Applied Physiology style of all data. (~30 pages). One chapter for each manuscript.
- Chapter 6. Discussion of the findings – where the results as expected, what problems were identified and overcome during the work, what would be the next logical series of experiments to follow? (~5 pages)
- Chapter 7. References
- Appendix – raw data and methods for assays etc.

H. Defense of Thesis

As part of the requirements for graduation, students will make an oral presentation of their research thesis at a "thesis defense". All students and faculty will be invited to the first part of the oral dense of the thesis. The committee will retire with the student to another room for the second part of the oral defense and the committee will ask questions of the student regarding his/her work. The committee must approve the student's written and oral presentation unanimously before the grade of pass is given to the student.

Students who are not successful in passing the oral thesis defense will be considered to have failed the oral defense of the thesis. The student's thesis committee will provide the student a timeline for remediation and re-examination. The student will have a total of three attempts to successfully complete the oral defense of the thesis. In the event that the student does not pass the oral examination on the third and final attempt, the student will be moved to the clinical (non-thesis track) in Exercise Physiology and must then complete the requirements for graduation in this track. The student should not expect to be provided a stipend under the circumstances that the student is not successful in the first attempt to defend the thesis.

I. GENERAL GRADUATE STUDENT TRAINING AND PARTICIPATION

I.1 Oversight of graduate work by the Chair of the student's thesis committee

I1.1 The Chair of the student's thesis committee will maintain oversight of course selection and related student activities; however, the entire thesis committee will maintain the responsibility of evaluating all academic student progress including research activities.

I1.2 Students will take courses as outlined in this Handbook. Students must enroll in required courses and appropriate graduate level courses as identified by his/her thesis committee.

I.1.3 It is the students' responsibility to meet regularly with his/her Chair of the student's thesis committee because this person is his/her Major Advisor through the remainder of his/her graduate training. However, it is expected that the Chair of the student's thesis committee will require the student to meet regularly with him/her. The Chair of the student's thesis committee should regularly review the student's progress, research problems/obstacles, writing, data collection, etc. Usually students should arrange to meet with his/her major advisor at least weekly.

I.1.4 Students should submit any written material in which they expect to receive feedback/constructive criticism initially to his/her Chair of the student's thesis committee (e.g., thesis drafts, abstracts etc.). Students should expect a timely return of his/her materials, and this will normally be within two weeks from the point of submitting the material to his/her advisor for reviews of papers, data, reviews, etc. but this should be discussed with the Chair of the student's thesis committee. It is unprofessional for a graduate student to expect or demand a faculty make special accommodations for returning materials in a time period that is shorter than two weeks from the point of submission to the advisor or any committee member. Unless instructed otherwise, a student should submit all written materials to and discuss any data/concerns etc. with the Chair of the student's thesis committee prior to discussion/submission to other members of the thesis committee. Because the thesis committee members were selected on the basis of his/her expertise and ability to assist the student's progress in the research project, the student should next consult the members of his/her thesis committee to resolve problems, interpretation questions, research assistance etc, prior to consulting non-committee members.

I.1.5 In consultation with the Chair of the student's thesis committee, students should arrange to meet with his/her complete thesis committee twice annually (normally during the fall and spring semesters). More frequent meetings between the thesis committee and graduate student should be encouraged.

I.1.6 Students should provide data, drafts of any written work, etc. well in advance of any meeting with his/her thesis committee. Although most members of the thesis committee will require delivery of chapters or data to be discussed at least two weeks prior to any meeting, it is the student's responsibility to inquire if the faculty member requires more time. Since a thesis encompasses a large body of information graduate faculty (including the student's thesis Chair) will usually require four or more weeks to thoroughly review a full thesis in draft or final form. Therefore, students should ask each of the committee members the amount of time that the faculty member will require to review the student's material. This will help the student determine the time needed to prepare materials prior to thesis committee meetings or meeting with the faculty member individually. Therefore, the student must plan accordingly and must not make assumptions about faculty time and availability.

J. Participation in Departmental Seminars and Research Presentations

I.1 Graduate students in the Division of Exercise Physiology should become "well-rounded" scientists who have a breadth of knowledge that allows them to interact with persons who are not conducting research in his/her field. Furthermore, whenever possible, all graduate students should regularly attend departmental seminars and journal clubs. Students can benefit from preparing for and giving scientific presentations as well as responding to questions (even if the topic area is not in his/her research field). Students may be asked to present some of the research data that they have collected as part of one of the departmental research seminars.

I.2 Graduate students will benefit from presenting his/her data at state, national, and/or international meetings and interacting with faculty and graduate students from other institutions who are doing the same. Whenever possible, second year graduate students are expected to present the data he/she collected as part of his/her thesis at a minimum of one state/regional or national meeting. Students should remember that they are representing his/her laboratory, Division, School, and University at these research meetings and must be well-prepared for presentations and conduct themselves professionally at all times.

I.3 Graduate students are reminded that all data and laboratory manuals used in his/her research are the property of the Principal Investigator/ Chair of the student's thesis committee. This is usually the Principal Investigator in whose laboratory the student worked and collected the data. Therefore, the graduate student must obtain the approval of the laboratory Principal Investigator/ Chair of the student's thesis committee prior to any data submission for purposes of presentation or publications including abstracts generated from the research.

K. Writing and submitting research data for publication

J.1 Graduate students are expected to submit at least one manuscript from their thesis for consideration for publication by a peer-reviewed journal. The student will write the manuscript with the oversight and input of the Chair of the student's thesis committee. The faculty member will submit the manuscript for review to an appropriate peer-reviewed journal.

J.2 Research data collected, work completed, manuscripts generated in part or in full from the data, abstracts of the data, all laboratory notebooks and new products developed by a graduate student in conjunction with a faculty advisor, remains the intellectual property of the Chair of the student's thesis committee. Normally, this is not an issue because manuscripts originating from the thesis work should be submitted prior to the student's graduation ensuring the student is afforded due credit for the research efforts. Nevertheless, because granting agencies require the raw data record books be available in the principal investigators laboratory for grant review/inspection (e.g., a site visit), all original laboratory notebooks and compiled data (e.g., negatives from photographs, gels, electronically inputted data and images etc.) must remain in the possession of the faculty advisor in whose laboratory the student has worked (i.e., it is not the personal property of the graduate student). The principal investigator/ Chair of the student's thesis committee may allow the student to make copies of data and research books for the student's own records.

L. Funding for research and stipends

L.1 Graduate students will typically receive a stipend from the Division of Exercise Physiology. Students may be assigned duties in the clinical exercise physiology laboratory, strength training instruction or research laboratory duties for up to but not exceeding 20 hours/week as part of his/her responsibilities for receiving a graduate stipend and fee waver. These activities may be outside of the student's own thesis/research responsibilities for graduation.

L.2 Students who are admitted to the Masters program-thesis track will normally be funded by a divisional stipend throughout his/her two years of training; however, renewal of this stipend is dependent upon maintaining academic good standing, making suitable progress towards graduation, and the availability of adequate funding.

L.3 Divisional funding for large graduate research projects is usually not feasible and Chairs of the student's thesis committee or students should not count on Division resources for large research expenditures. If the Divisional budget permits such expenditures, the Chair of the Division of Exercise Physiology may fund small research items and supplies pending faculty requests and suitable justification including evidence of attempts to secure independent funding. Usually, divisional funding will be for small and pilot projects that are likely to result in larger funding. Nevertheless, full thesis research projects **should be** funded through efforts of the graduate student and thesis Chair.

M. Professional conduct in a Professional School

M.1 Graduate training and receiving a stipend during that training is a privilege, not a right. The graduate student should strive to obtain a cohesive working arrangement with other graduate students, faculty, and departmental staff. Unprofessional behavior and attitudes by a graduate student will not be tolerated in the Division, Department, School, or University, and may, at the recommendation of the student's thesis Chair, and after review by the graduate faculty at large and if approved by the Division Chair, result in termination of the Division stipend funding and/or dismissal of the graduate student from the graduate program in the Division of Exercise Physiology[1].

M.2 The graduate student should recognize that he/she might have additional research tasks, research presentations, preparations and projects assigned to him/her as part of his/her graduate education process by the student's major advisor who is his/her thesis Chair (for example, assist in preparing an abstract/poster for presentation at a national meeting, etc.). Although the number and type of additional tasks may vary from student to student, all of the tasks are expected to be completed by the student in a timely manner. A graduate student who believes that a task is inappropriate can appeal an assignment in writing to the Division Chair who will review the assigned tasks[2].

M.3 Graduate stipends are for 12 months and the graduate student is expected to be in the laboratory and conducting appropriate research/educational activities each day as part of his/her obligation to receiving the graduate stipend and being enrolled in the master's thesis track program.

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[1] The student may appeal a dismissal from the graduate program for non-academic reasons according to approved channels of due process through the Graduate Office of the Health Science Center and West Virginia University.

[2] The normal due process for appeals is available to the student according to the procedures of operation for West Virginia University.

M.4 Students will normally be offered the following vacation days without substitution: 1 week at Thanksgiving, 2 weeks at Christmas, and 1 week during spring break. The precise dates for these vacations will be determined according to the official university calendar and the Division Chair. The Chair of the Division does not normally permit other times and vacation dates unless there is an emergency, in which case the Division Chair must approve the student's absence from campus.

N. Ethical conduct in research[a]

All students enrolled in the graduate program will conduct research with graduate faculty as part of the process towards becoming independent researchers. All research must be approached in an ethical and professional manner. Some research may be with humans and other research may be conduced using animal models for human problems or diseases. In addition, graduate students may work in the Human Performance Laboratory and occasionally in other clinical settings where professional and ethical conduct is paramount to the success of the student. Whether basic research, applied research, or clinical settings of research and/or clinical treatment of subjects or clients through exercise or other mediums all graduate students and faculty must follow the established and accepted procedures for ethical conduct. In addition to the Ethical conduct issues standard throughout West Virginia University School of Medicine, The Graduate Faculty of the Division of Exercise Physiology have adopted the Nuremberg Code of Ethical conduct in research and the Work Medical Association Declaration of Helsinki. Both documents describe appropriate and ethical conduct when conducting human and animal research. Since both types of models are used in our Division, every student and faculty should become familiar with both of the following decampments and conduct his/her actions according to these documents. Although especially the Helsinki Declaration frequently addresses physicians' responsibilities to patients and research on patients, the faculty and graduate students should direct his/her actions of ethical conduct so that it is indistinguishable from the physician's conduct with his/her patients as described below. All graduate students and faculty will obtain Human Institutional Review board (IRB) approval prior to collecting any data on human subjects. The rules and regulations outlined by the Institutional IRB committee will be followed in every detail. Furthermore, students or faculty cannot add items for testing on human subjects without filing the correct addendums or filing a new IRB, as determined by the policies and procedures of the IRB. Similarly, graduate students and faculty must not conduct research on animal models until proper review and approval from the Institutional Animal Use Committee (ACUC) has been granted. There are no exceptions to the rules as outlined by the IRB and ACUC. Failure of graduate students to conduct themselves in a professional and ethical manner and/or disregard for rules outlined by the IRB or ACUC or failing to follow established ethical practices when working with human subjects or animals will result in an inquiry from a committee established by the Chair of the Division of Exercise Physiology, and this committee may recommend dismissal from the graduate program if the student has been found guilty of failing to follow the codes of ethical conduct as described below. The infractions will be reported to the appropriate committees (e.g., IRB or ACUC) and will also be independently handled at the institutional level. The Division Chair will review and pursue the appropriate course of action for graduate faculty who choose to ignore the ethical codes for research conduct as described below. These codes for ethical conduct in research (which is described in both documents duplicated below) have been adopted by the National Institutes of Health and are considered a standard ethical code for research. It is expected that all graduate students and faculty in the Division of Exercise Physiology will follow the following research code of conduct as identified as standards at West Virginia University.

Additional Reading

- Study of Ethical Problems in Medicine and Biomedical and Behavioral Research.
- Veatch, Robert M. "Human Experimentation Committees: Professional or Representative?" Hastings Center Report 5 (No. 5, October 1975): 31-40.

O. FACULTY EVALUATION OF STUDENT PERFORMANCE

O.1 Students should complete an activity report each semester. Research supervisors will be required to sign the student activity report, discuss with the student the progress and identify any deficiencies in the student's progress. This report will become part of the student's academic record and it will be kept in the departmental office following review of all information.

O.2 The student's thesis Chair should work with the student to develop a plan to help the student overcome any deficiencies. The student's thesis Chair should meet with the graduate student to discuss his/her expectations of the graduate student and also to provide feedback to the student concerning the student's academic and/or research performance and professional conduct. The student's thesis Chair should report improvement or

[a] Taken from the National Institutes of Health Policies (Effective May, 2000)

lack of improvement in any identified deficiencies during the graduate faculty meeting to review annual student evaluation.

O.3 The student's thesis Chair with assistance from the students committee will maintain a yearly evaluation of student progress that may be submitted to the Director of the MS EXPH Graduate Program as requested. Unsatisfactory progress in research and/or other activities that have been requested by the student's thesis Chair and/or failure to meet Divisional, Departmental or University expectations for conduct and behavior and/or failure to meet Division, Departmental or University academic requirements may result in one of the following actions:

O.3.1. The student may be placed on academic probation and given the opportunity to improve his/her academic performance by the end of one semester.

O.3.2 The student may be given additional research, teaching and/or other academic activities (e.g., primary literature reviews) that will facilitate improvement of the area of identified deficit.

O.3.3 The student may lose tuition fee waivers and stipend support from the Division, but be allowed to continue to study and work in the graduate program (This results in the 20 hours of week of time that would otherwise be spent working on a graduate assistantship to be directed to improving student performance).

O.3.4. The student may be denied permission for subsequent enrollment in graduate courses and denied access to research facilities until the deficit and/or problem is corrected.

O.3.5 The student may be dismissed from the graduate program[3].

[3] The student may appeal a dismissal from the graduate program for academic reasons according to approved procedures and channels of due process through the Graduate Office of the Health Science Center and West Virginia University.

OFFICE OF RESEARCH AND GRADUATE EDUCATION
ROBERT C. BYRD HEALTH SCIENCES CENTER

PLAN OF STUDY – MASTERS AND DOCTORAL PROGRAMS

TO BE COMPLETED BY THE STUDENT (If you need additional space, please fill out another form as needed)

Student Name: _____WVUID#: _____

Graduate Program: _____ Date: _____

Degree: ❑ MHS ❑ MPH ❑ MS ❑ MSN ❑ DNP ❑ PHD

Please select: ❑ Thesis ❑ Dissertation ❑ Paper ❑ Practicum ❑ Course Work Only

PLAN OF STUDY COURSES:

If your program utilizes the PLANS feature of DegreeWorks, do not complete the tables below and please check here: ❑

Course #	Course Title	Hrs.	Grade	Semester
PSIO 743	Fundamentals of Physiology	5		Fall
AGBI 514	Animal Biotechnology	4		Fall
EXPH 567	Exercise Physiology 2	4		Spring
EXPH 682	Research Methods & Design	4		Spring
EXPH 799	Graduate Colloquium	1		Spring
STAT 511	Statistical Methods 1	3		Summer
EXPH 698	Thesis	1		Fall
EXPH 799	Graduate Colloquium	1		Fall
EXPH 698	Thesis	1		Spring
EXPH 799	Graduate Colloquium	1		Spring
EXPH 697	Research	18		Fall, Sum, Spring
Elective Courses				
Total elective credits needed for graduation = 3				

COURSES THAT ARE REPEATED EACH TERM (E.G. JOURNAL CLUB, RESEARCH, SEMINAR).

Course #	Course Title	Number of Repeats Required
EXPH 799	Graduate Colloquium	3
EXPH 698	Thesis	2
EXPH 697	Research	6

(Continued on next page)

TRANSFER COURSES FROM OTHER INSTITUTIONS:

Courses transferred from another institution must be approved prior to inclusion in the Plan of Study. The **Application for Transfer of Graduate Credit to West Virginia University** form must be completed to obtain this approval.

Course#	Course Title	Institution	Hrs.	Grade	Semester

Obtain signatures of advisory committee, if applicable. Consult the Plan of Study Guidelines for applicability.

Signatures of Graduate Student Advisory Committee: **Names of Committee Members (typed)**

_____ **(Chair)** _____

_____ _____

_____ _____

_____ _____

_____ _____

_____ _____

_____ _____ _____

Signature of Student **Printed/typed Name** **Date**

Approved By:

_____ _____ _____

Signature of Advisor (if not Committee Chair) **Printed/typed Name** **Date**

_____ _____ _____

Signature of Graduate Program Director **Printed/typed Name** **Date**

_____ _____ _____

Signature of Dean of School or Designate (if required) **Printed/typed Name** **Date**

_____ _____ _____

Signature of Assist VP for Graduate Education **Printed/typed Name** **Date**

Note: *Once committee and/or program director signatures (if applicable) have been obtained, please make one copy of this form for the student's personal records, one copy for student's mentor (where applicable), and one copy for the program director prior to submitting to the Office of Research and Graduate Education. A final copy will be placed in the student's file in their graduate program's office and in the Office of Research and Graduate Education once all signatures have been obtained.*

OFFICE OF RESEARCH AND GRADUATE EDUCATION
ROBERT C. BYRD HEALTH SCIENCES CENTER

PLAN OF STUDY GUIDELINES

The Plan of Study consists of the minimum coursework required by the student's advisory committee to meet the course requirements of the degree program. Additional courses beyond the agreed upon minimum need to be approved by the student's advisor before registration.

The Plan of Study form should be submitted as follows:

1. The student, advisor, and advisory committee approve the Plan of Study.
    a. MSN students: after advisor is assigned (after 3rd semester);
    b. MS students: after 18 semester hours;
    c. PhD students: after 30 hours.
2. This form must be typewritten and completed in full.
3. It must be signed by the student and his/her committee and submitted to the Health Sciences Graduate Program Office for final approval. See table below for signatures required by program.
4. When approved by the Chairperson of the Advisory Committee and the Health Sciences Graduate Programs Office, it becomes a binding agreement for the student, committee, and the Health Sciences Graduate Programs Office.
5. Request for a change in the Plan of Study must be submitted in writing:
    a. For minor changes in the approved program, a letter of request must be submitted to the Health Sciences Graduate Programs Office after written concurrence has been obtained from a majority of the graduate committee and student.
    b. For major changes in approved program, a revised Plan of Study must be submitted to the graduate committee for its approval and submitted to the Health Sciences Graduate Programs Office for approval.
6. Return completed form to Health Sciences Graduate Programs Office, 2271 Health Sciences South, PO Box 9024, Morgantown, WV 26505-9024

The original approved Plan of Study form will be returned to the department.

Signatures required

Degree/Program	Masters/Doctorate	Signatures Required	Committee Signatures (Y/N)
MHS			
MPH			
MS			
MSN			
DNP			**Y**
PHD			**Y**

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