

MS in Kinesiology Program Student Handbook 2021-2022

School of Kinesiology
College of Education and Human Development
George Mason University
Program Director: Dr. Joel Martin

Notes: 1. This handbook describes the program policies and procedures. Program faculty reserve the right to alter policies and procedures as needed. 2. The word program director and academic program coordinator are used interchangeably throughout the handbook.

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1. Introduction

Welcome to George Mason University and the MS in Kinesiology (KINE) degree program! The purpose of the proposed MS in Kinesiology is to provide students an evidence-based approach to the study of Kinesiology in order to address the physical activity related needs of Virginia and the nation. The proposed degree program will emphasize an advanced understanding of scientific evidence and research methods to address physical activity related aspects of general well-being, chronic disease, and human performance. Students will learn the physiological effects of exercise and how to assess human movement using quantitative technology. Students will gain advanced knowledge in the scientific theory of kinesiology. Students will learn to develop individualized exercise programs to address the needs of individuals ranging from chronically diseased to elite athletes. Students will learn how to become data scientists who collect, analyze, interpret and present data regarding human movement. The proposed degree program will emphasize an evidence-based approach and provide experiences to produce graduates who are movement and exercise specialists. Graduates will be able to conduct movement assessments using state of the art technology. Graduates will be prepared for positions within industry and organizations (profit and non-profit) focused on improving the quality of physical activity and the performance of individuals at all ability levels across the lifespan.

The MS in KINE is a research degree with emphasis on practical application of content in the field of Kinesiology. You will be intellectually challenged and required to explore your academic area of interest in depth. The program utilizes classroom, experiential and independent learning formats. The MS degree is, and should be, a rigorous program that facilitates obtaining advanced knowledge, critical thinking skills and at times will require you to be outside of your comfort zone in order to spur your intellectual growth.

As a graduate student you will be accountable to: 1) George Mason Graduate Student and 2) the MS in KINE program policies and procedures. You, and only you, are accountable for ensuring that you meet the MS guidelines. The handbook clearly outlines many of the questions you may have about graduate study in the MS in KINE program. When you have questions first read the handbook. If you do not find the answer then you should inquire with the program director. As some situations are handled on a case by case basis you should not consult with other students or faculty. Again, read the handbook and ask the program director for guidance when needed. Requests should be put in writing to the program director. These requests will then be answered in writing to the student. Students should note that the handbook may be modified from when they originally enter the program. Students are always responsible for following the most current version of the handbook. When the handbook is modified it will be provided electronically to all students in the MS in KINE program.

Good luck with your graduate studies and scholarly endeavors. The faculty and administrative support are committed to facilitating your efforts as you pursue an MS in KINE at George Mason University.

2. MS in Kinesiology Faculty

The following faculty are the primarily affiliated with the MS in Kinesiology program:

Dr. Joel Martin, Academic Program Coordinator
Dr. Jatin Ambegaonkar
Dr. Shane Caswell
Dr. Nelson Cortes
Dr. Charlie Robison
Dr. Marcie Fyock-Martin
Dr. Eddo Oladipo
Dr. Debra Stroiney

These additional faculty are affiliated with the School of Kinesiology.

Dr. Matt Andre
Dr. Amanda Caswell
Dr. Margaret Jones
Dr. Candace Lacayo
Dr. Jacqueline McDowell

3. Program Mission

The mission of the MS in Kinesiology is to prepare students who are able to improve the health and well-being of individuals of diverse backgrounds and ability levels throughout the life span. The program provides an innovative curriculum that prepares students to become future leaders in the field of Kinesiology. Students will be able to make evidence-based decisions based on the scientific literature and an advanced understanding of scientific principles. Our graduates are human movement specialists and data scientists capable of addressing complex physical activity related issues.

4. Application Requirements

All students will be required to complete the graduate admission requirements of the University.

- Completed online Application for Graduate Study.
- Nonrefundable application fee.
- An earned baccalaureate and/or graduate degree from a regionally accredited institution of higher education, or international equivalent, with verified official transcripts.
- A minimum 3.00 GPA on a 4.00 scale in baccalaureate study.
- Two official transcripts from all institutions attended for each program applied to unless the programs are in the same college or school.
- Goals statement.
- Two letters of recommendation as required by the program.
- Application for Virginia In-State Tuition Rates, if claiming entitlement to these rates.

Applicants who have not earned a baccalaureate degree in the U.S. must submit:

- Official English translations of all diplomas, certificates, and transcripts that are not already in English. Also, documents from foreign institutions must meet the university's guidelines for international transcript submission.
- Proof of English proficiency: either the Test of English as a Foreign Language (TOEFL), the International English Language Testing System (IELTS) academic exam, or the Pearson Tests of English (PTE) meeting the minimum requirements:
 - TOEFL: 88 points total and a minimum of 20 points in each section
 - IELTS: 6.5 total band score
 - PTE: 59 overall score.

In addition, the School of Kinesiology will require applicants to the proposed MS degree program in Kinesiology to fulfill the following requirements:

- Goals statement must cover the following: academic and occupational background, the development of student's interest in Kinesiology, reasons for wanting to enter the master's program, career objective(s).
- Selected applicants will interview with the Academic Program Coordinator or designee.

With program director approval, up to 12 credits of graduate-level coursework may be transferred from George Mason University non-degree status or from another accredited institution. Transfer credit may not apply to core courses. Credits must be less than six years old from the time of admission, and graded B (3.0) or better. Credits applied to a degree previously earned at Mason or at another institution may not be transferred.

At the start of the first semester students must sign and return a technical standards form to the program director. See Appendix A for the technical standards form.

5. Coursework

All MS in KINE students are required to complete the core courses outlined below. Students must also complete a capstone thesis or directed inquiry project.

Core Courses: 18 credits

KINE 600: Scientific Foundations of Kinesiology (3 credits)

KINE 601: Advanced Exercise Physiology (3 credits)

KINE 602: Movement and Fitness Assessment (3 credits)

KINE 605: Research Methods in Kinesiology (3 credits)

KINE 615: Advanced Technology to Measure Human Movement (3 credits)

Capstone Course

KINE 798: Directed Inquiry (3 credits)* or KINE 799: Thesis (3 credits)

Restricted Electives: 12-18 credits

Students will select from a prescribed list of courses. All students must take at least one course from the following courses. Students may also take two courses of general electives.

ATEP 510: Advanced Functional Anatomy (3 credits)
KINE 500: Special Topics in Kinesiology (3 credits)
KINE 501: Independent Study (3 credits)
KINE 506: Exercise Psychology (3 credits)
KINE 610: Corrective and Preventative Exercise Techniques (3 credits)
KINE 603: Applied Biomechanics (3 credits)
KINE 604: Motor Control and Learning (3 credits)
KINE 606: Applied Exercise and Sport Nutrition (3 credits)
KINE 607: Exercise Programming: Movement Selection and Progression (3 credits)
KINE 608: Data Science in Kinesiology (3 credits)
KINE 609: Applied Strength and Conditioning Programming (3 credits)

Electives: 6 credits

With permission of an academic advisor, students may take 6 credits of other related coursework offered at the University.

Total: 36 credit hours

Overall the students will complete a minimum of 36 credits whether they take KINE 798 or KINE 799,

See Appendix B for Template Plans of Study.

6. Directed Inquiry and Thesis

Description of Directed Inquiry Option

Students must complete an evidence-based practice project that demonstrates the ability to utilize an evidence-based approach in a professional practice setting. The scope of the project must fall within one of the areas of faculty expertise within the School of Kinesiology and the scope of the field of Kinesiology. This includes, but is not limited to, biomechanics, exercise physiology, strength and conditioning, exercise science, and sports medicine. Students must demonstrate the ability to apply content covered in core coursework to address a problem in the field of Kinesiology under the direction of their committee. Students may register for the directed inquiry capstone course only after approval of from their committee and have completed at least 27 credits of the program. In consultation with the Academic Program Coordinator (APC), students select: 1) at least 1 faculty member affiliated with the MS in Kinesiology program and 2) at least 1 other individual with an MS or higher degree in a field related to Kinesiology to form a directed inquiry committee. A maximum of 3 individuals can serve on the committee. As the directed inquiry is a blend of academic coursework and advising, not research per se, the committee chair should be a faculty member affiliated with the School of Kinesiology and the MS in Kinesiology degree program. Once the committee is formed the student will enroll in KINE 501 (3 credits) to receive mentoring and work on developing a proposal. A proposal will be made to the committee prior to enrolling in the directed inquiry course (KINE 798) as to the scope of the evidence-based practice project. Students will be evaluated by the committee and allowed to proceed with enrolling in KINE 798 or revise the proposal. A final manuscript and

oral presentation will be required before a final grade is granted. Grades will be based on a pass/fail basis. If a student fails, the student will be allowed to retake the course. A second failure will result in dismissal from the degree program.

For committees consisting of only 2 members or committees with only 1 MS in Kinesiology affiliated faculty member the committee chair will hold the majority (51% vote) regarding 1) whether the proposal is acceptable and 2) final grade for the directed inquiry.

Description of Thesis Option

Students must conduct a research study incorporating an original design to test a theory, resulting in a final written thesis. The topic must fall within one of the areas of faculty expertise within the School of Kinesiology and the scope of the field of Kinesiology. This includes, but is not limited to, biomechanics, exercise physiology, strength and conditioning, exercise science, and sports medicine. Students may register for the thesis only with approval from their advisor and after they have completed at least 18 credits of the program. In the Thesis Option, students complete KINE 501 (3 credits) and KINE 799 (3 credits). In consultation with the Academic Program Coordinator, students select at least three faculty members to form a thesis committee. It is the responsibility of the student to form a thesis committee. The committee must be formed at least 6 months before the desired graduation. The thesis chair and at least one of the other committee members should be faculty in the School of Kinesiology with similar research interests as the area of study. Students must develop a proposal and have it approved by their committee and by the appropriate University committees, such as the Human Subjects Review Board, before undertaking the project. Students may not register for thesis credit until the student's thesis committee and the KINE APC have approved a proposal. Once the committee approves the proposal, students register for thesis credit and conduct their research projects. Students must demonstrate competence in independent research and contribute knowledge to the field of kinesiology. A final public oral defense will be given to the student's thesis committee members. The defense will cover the thesis and knowledge of areas related to the student's specialization. The thesis manuscript will be required to follow guidelines and deadlines set forth by George Mason University. If a student fails, the student will be allowed to retake the course. A second failure will result in dismissal from the degree program.

All students must satisfactorily complete a Directed Inquiry or Thesis. This work must clearly demonstrate the students' abilities to apply evidence-based Kinesiology principles. It must integrate knowledge of various disciplines with knowledge of relevant educational practice and theory. If there are questions about either capstone option, which are not answered in the handbook, these should be directed to the APC.

What distinguishes a directed inquiry from a thesis?

A directed inquiry is coursework that allows students to develop a specific set of knowledge, skills and abilities for a certain professional career under the advisement of a faculty member. The directed inquiry is not necessarily focused on conducting research whereas a thesis is research-focused. In the thesis students are expected to demonstrate the ability to conduct a primary study to address a specific research question.

Directed Inquiry Requirements

To be acceptable, the Directed Inquiry must:

- Address a clearly identified need or address an important issue as derived from the testimony of experts, analysis of research, projection of trends, and other accepted sources;
- Be clearly in the Kinesiology field;
- Demonstrate the ability to apply knowledge, skill and ability acquired in coursework to address a physical activity issue in a professional or research setting;
- Emphasize an evidence-based approach to address a physical activity related issue;
- Prepare the student for a specific career in the field of Kinesiology.
- Approved by a committee of MS in Kinesiology faculty.

Thesis Requirements

To be acceptable, the Directed Inquiry or Thesis must:

- Address a clearly identified need or address an important issue as derived from the testimony of experts, analysis of research, projection of trends, and other accepted sources;
- Be clearly in the Kinesiology field
- Be scholarly - it should be grounded in critically evaluated research and theory presented in a form consistent with the highest standards of organization and writing or other appropriate form of communication;
- Demonstrate that the student's work has potential to benefit the Kinesiology field
- Approved by a committee of MS in Kinesiology faculty.

General Committee Guidelines for Directed Inquiry and Thesis

All students' capstone course will be conducted under the supervision of the student's committee or advisors in the following order:

1. The APC will work with the student and the KINE faculty to create students' committee.
2. Once the APC and student have tentatively decided the faculty committee members, students should formally meet and request the faculty to serve as advisor(s) via email and cc the APC on this email. A committee chair should be designated.
3. Once advisor(s) accept to work with the student, the student and their advisors will sign the top portion of the Student Progress Form.
4. Students will then submit one copy of this form to each committee member, one copy to the APC, and keep one copy with them.

Once a committee has been identified and approved it is the responsibility of the student to remain in contact with the advisor and provide updates, as requested, while they remain in the program. In the event a student does not remain in contact, either by written communication or in-person, for a period greater than a semester (including the Summer semester) the committee chair may resign from serving in this role for the student. In this event a written intent to resign as the chair of the committee to the student must be provided to the APC. If the student wishes to

remain with the faculty member as the primary advisor a written request must be submitted to the APC within 7 days. An ad-hoc committee of the APC and 2 additional KINE affiliated faculty (decided by the APC) will be created to review the case and make a decision. In the cases that a new primary advisor is needed it will then be the responsibility of the student to identify another full-time KINE faculty member to act as the primary research project/thesis advisor.

In the event that a faculty member does not perform the required duties of a committee chair a student may provide a written request to the APC requesting to work with another faculty member. If needed an ad-hoc committee of the APC and 2 additional KINE affiliated faculty (decided by the APC) will be created to review the case and make a decision. In cases in which a new primary advisor is needed the APC will work with the student to identify another faculty member to serve as the primary research project advisor.

It is the responsibility of the directed inquiry/thesis committee to assist and supervise the student in the preparation of the directed inquiry/thesis and to assure that the project meets all standards for graduate work. The major responsibility for this work, however, rests with the student.

Members of this committee act in accord with MS in KINE procedures to accept, modify or reject a student's proposal(s), conduct and evaluate the student's presentation of the completed project, accept or reject the student's completed project, and certify the student's completion of all research project or thesis requirements preparatory to qualifying for graduation.

Membership on the committee or of the advisors, once established and approved, may not be altered without prior approval of the MS in KINE APC.

Consideration of a change in committee or advisor membership should include discussion with the MS in KINE APC. To initiate a change, the student should request the change, in hard copy writing or email format, clearly specifying the reasons for the change, and submit this request to MS in KINE APC. A student requesting a change in membership must have ascertained the new member's willingness to serve prior to submitting the written request and so indicate this on the request.

Directed Inquiry Committee Specific Guidelines

The directed inquiry committee must:

1. Membership:

- a. A minimum of 2 individuals with 1 designated as the committee chair.

2. Committee Criteria:

- a. The committee chair must be affiliated with the MS in Kinesiology
- b. For committee members not affiliated with the School of Kinesiology they must hold a MS or higher degree in Kinesiology or related field
 - i. For member(s) with an MS level degree they must either:
 1. Practiced professionally for 5 or more years
 2. Completed a minimum of 18 credits of doctoral coursework
 - ii. Approved by the committee chair and the MS in Kinesiology program director

3. Timeline:

- a. Be formed 1 semester before the desired graduation date.

Thesis Committee Specific Guidelines

The thesis committee must:

1. Membership:

- a. A minimum of 3 individuals with 1 designated as the committee chair.

2. Committee Criteria:

- a. The committee chair should be a faculty member with similar research interests as the student thus faculty affiliated with the Kinesiology programs are likely the best choice.
- b. 1 of the other faculty members must be affiliated (primary or secondary) with the MS in Kinesiology program.
- c. The other member(s) do not need to be primarily affiliated with the MS In Kinesiology program.

3. Timeline:

- a. Be formed 6 months before the desired graduation date.

7. Oral Presentation / Thesis Defense and Final Written Submission

Directed Inquiry

An oral presentation follows submission of the student's final draft of the masters' directed inquiry or thesis. One copy each of the final draft of the student's thesis or directed inquiry paper must be with the MS in KINE APC and each faculty advisor at least two weeks prior to the scheduled oral presentation. Once student submits these drafts, they can schedule their oral presentation date.

In the oral presentation, the advisors or committee may discuss and critically evaluate the draft. Following this presentation, the student's committee determines whether the thesis or directed inquiry is acceptable as submitted or needs further revision or work and students are so notified.

Students are also required to submit multiple items to the committee that may include, but not limited to the following:

- Final Manuscript along with tables and figures
- PowerPoint along with video files that students have used for the project
- Abstract with most current information
- Poster with most current information
- ALL raw, processed, excel and SPSS data. Basically ALL data that students have collected
- ALL informed consent forms
- Zotero library shared as a group with advisors and exported with articles for EndNote
- All articles used

Faculty may sign the student capstone course progress form to indicate that students have successfully completed all requirements only after they receive all the other documents deemed appropriate for project completion by the committee.

Procedures

Scheduling: The student is responsible for scheduling their oral defense and reserving a suitable room on the Science and Technology campus or virtually. The time must allow all members of the directed inquiry/thesis committee to be present (physically or virtually). One of the administrative staff can assist with reserving a room. After the date is set and room reserved the MS in Kinesiology APC should be notified a minimum of 7 days prior to the defense with the following information: date, time, location, title of defense. At which point an email will be sent out to the faculty and students of the college to notify them of the defense.

Oral Defense: During the oral defense the directed inquiry / thesis chair will act as the moderator. The procedure during the oral defense is as follows:

1. Student presents for a maximum of 20 minutes with no interruption from the audience. If desired the committee chair may limit the student to less than 20 minutes.
2. Immediately following the student's presentation the directed inquiry / thesis committee members will question the candidate on questions dealing with underlying theory, assumptions, methods, findings, meaning and usefulness/application of the research project. Comments regarding grammar, spelling, etc. should be submitted by writing to the student and primary advisor. When in the judgement of the primary advisor members of the committee have had an adequate opportunity to question the student the committee member questioning will conclude.
3. Next there will be time allotted for questions from the audience.
4. At this point the student and audience will be asked to leave the room so that the directed inquiry / thesis committee and the MS in Kinesiology APC (if present) may discuss the student's performance. The student will be evaluated on:
 - a. The overall quality and significance of their manuscript
 - b. The oral defense

A student passes the oral defense with no more than one dissenting vote.

5. After the committee has discussed and reached a conclusion the student is invited back into the room and informed of the decision by the committee chair

Notes:

- A) For dyad (2-person) or group projects the same procedure will be used. However, questions may be asked to a specific individual of the dyad and only answered by that individual during questioning from the committee. The decision of pass/fail will be granted to the dyad (or group) and not individuals.*
- B) In the event there are two or more oral defense presentations scheduled consecutively the closed evaluation of the students' performance among committee members will take place*

following the last presentation. All students will be notified of the committee's decision in-person by the primary before the end of the day.

Grading

Grading Rubrics for the Directed Inquiry final presentation and paper will be provided to the student by the committee chair.

8. Institutional Review Board Approval

All projects that use people as participants, must receive clearance from the George Mason University Office of Research Integrity & Assurance (ORIA) and Institutional Review Board (IRB) according to university policies and procedures. Such clearance must be obtained in writing and in advance of beginning work on the project as proposed. Final faculty approval of a project requiring review board clearance is contingent on receipt of this approval. **The faculty must be the individual submitting to the IRB; students are not allowed to.**

It is the responsibility of the student to apply for and receive approval by the IRB of a proposed MS in KINE project. Any project undertaken without prior written approval from the IRB will not be deemed to meet GMU or program requirements and will not be authorized or sanctioned by the MS in KINE APC.

9. Research Authorship

In academia, the question always arises as to who will be the first author on any journal or conference papers generated by the student. The program policy on this issue is as follows:

- If the student independently conducts the research project included but not limited to, research question, study design, statistical analysis, development of results, and discuss (with the faculty input throughout the process), then student is first author.
- If the student conducts the experiment, but does not write the paper leaving that for the faculty, then the faculty will be the first author, and the student second author.
- If the student contributes significantly to the work, but does not have a leadership role, then the student is included as a co-author (the determination of "significantly" is made by the faculty).
- If the student conducts the work (as previously described) and writes the paper, but the paper is rejected, and the faculty has to do significant additional work and writing to get the paper published (e.g., because the student graduated and is no longer available to work on the paper), then the faculty becomes first author and student second author. However, if student performs all of the additional work and writing needed to get the paper published, then the student remains first author.
- In general, every paper that comes out of the lab will have multiple authors. Author order will be in order of significance of contribution, with the most significant contributors

being listed first. The faculty supervisor name will typically go in second or at the end of the author list and as the corresponding author.

Manuscript Preparation

All students will be required to use the following standards when preparing journal or conference papers for submission:

- If not stated by the journal the citation style should be American Medical Association (AMA). This will be the citation style required in coursework as well.
- Microsoft Word, or similar word processor, will be used for all text, including the title page, abstract, body of the manuscript, references, and figure and table captions. All of these items will be included in a single document.
- All figures will be provided as a figure image (e.g., TIFF, JPEG) based on journal guidelines. No figures should be mixed in with the text in the main Word document. If the student does not know how to use an image software (e.g., Adobe Illustrator, Adobe Photoshop, MatLab) it should start learning and asking for advise sooner rather than later.
- All tables will be provided in a separate Word document. No tables should be mixed in with the text in the main Word document.
- A signed copyright transfer agreement form found on the journal's website will be filled out by the student who is the lead author. All signatures required on the form will be obtained at least one week before the planned submission date of the manuscript. This standard will prevent last minute crunches trying to obtain signatures form faculty members who cannot be found or are out of town.
- The student who is the lead author will check the journal website for all formatting standards (e.g., page size and margins, word count limitations, reference formatting), all items that must be submitted with the manuscript (e.g., copyright transfer agreement, list of suggested reviewers), and any other requirements imposed by the journal.
- It will be the responsibility of the student who is the lead author to ensure that all of these guidelines are followed. Please take these requirements seriously. The faculty will return any journal manuscripts or conference papers that do not meet these guidelines.

10. Program, Class, and Housing Locations

Program and Class Location

The MS in Kinesiology Program is housed on Mason's Science and Technology Campus in Manassas, Prince William County, Virginia.

The MS in Kinesiology program classes are offered in both face-to-face and distance learning (online) formats. To accommodate student needs, several classes are scheduled in the mornings while others are scheduled in the evenings. The majority of the face-to-face classes are held on Mason's Science and Technology Campus in Manassas, Prince William County, with some face-to-face classes are held on Mason's Fairfax campus. See Appendix X for an overview of course scheduling.

The MS in Kinesiology program is closely affiliated with the Sports Medicine Assessment, Research, and Testing ([SMART](#)) Laboratories.

11. SMART Laboratory

The SMART Laboratories are three state-of-the-art facilities where faculty and students from the Athletic Training Education (ATEP), and Kinesiology (KINE) Programs conduct evidence-based research in the areas such as: injury prevention, lower extremity neuromechanical assessment, traumatic brain injury (TBI) concussions, youth sport, and sports performance. The SMART Laboratories are located both on the Prince William and Fairfax campuses.

SMART Lab faculty and MS in Kinesiology students conduct evidence-based research in the areas of injury prevention and human performance.

12. First Aid and CPR Certification

Students are not required to be certified in first aid or CPR to enroll in classes. However, to be considered for a teaching assistantship or research assistantship position students must provide documentation to the program director 1 week prior to the start of classes in the semester they hold the assistantship.

13. Independent Study Courses

Where the university does not offer a course in a specific subject required by a student's approved program of study, a student might arrange to undertake such study with a faculty member of the university. However, the university is not obligated to offer such courses. Only independent study courses approved in advance by MS in Kinesiology APC may be counted toward fulfillment of a student's program of study requirements.

In undertaking independent study, students have the following responsibilities:

- 13.1. To prepare, in consultation with the potential Independent Study instructor, a syllabus for the Independent Study in accordance with the specified requirements.
- 13.2. To submit one complete copy of the syllabus, with required documentation, signatures and completed cover sheets, to the MS in Kinesiology APC by the appropriate deadline. Please keep a copy for yourself.
- 13.3. To revise or modify the syllabus or develop alternative proposals, resubmitting requested revisions to the MS in Kinesiology APC until approval is secured.
- 13.4. To register for the course in a timely and proper fashion. A completed individualized section form is required to register.

Independent study courses not approved in advance by the MS in Kinesiology APC will not be considered as meeting Program requirements and may not be counted toward the degree.

14. Courses at Other Universities

Students may take up to 6 credits of masters-level coursework at other universities as part of their MS in Kinesiology program of study as approved by the MS in Kinesiology APC. In addition, permission of the GMU College of Education and Human Development (CEHD) to take such courses is required prior to taking them, even if they appear on an approved program of study. Forms for obtaining such permission may be obtained from the CEHD Office of Academic and Student Affairs *See also Transfer of Credits.*

15. Transfer of Credits

Students may transfer up to 6 hours of graduate credit to their program of study, if (a) the coursework was undertaken no more than six years prior to admittance into the program, (b) the coursework was not applied to any previous degree, and (c) the coursework is deemed applicable to the student's program by the MS in Kinesiology APC. Once the student has enrolled in the MS in Kinesiology Program, prior written permission of the MS in Kinesiology APC is required to take courses at another institution. In some limited cases, with approval of MS in Kinesiology APC, more than 6 credits may be transferred.

16. Funding Opportunities

The program has a limited number of competitive graduate research assistantships may be available via the College of Education and Human Development and others subject to external research funding. Other university funding opportunities (e.g., scholarships, assistantships, fellowships, loans) exist as well. Students can indicate their willingness to be considered for such an assistantship in their admissions application.

17. Enrollment

17.1. GMU Enrollment Rules:

- 17.1.1. Students must be enrolled in the semester they graduate (in a course or by a special continuing registration fee).
- 17.1.2. GMU requires continuous registration for at least one credit hour per semester once students commence work on their project and until graduation.
- 17.1.3. When students fail to enroll for two consecutive semesters (summers are not included) they are declared inactive. To register for courses after this, students must complete a re-enrollment form and be readmitted to the program by the MS in Kinesiology APC.
- 17.1.4. The APC is not obligated to readmit students. Re-admission, if granted, is under the policies of the graduate catalog and Program requirements in force at the time of the re-admission.

17.2. MS in Kinesiology Enrollment Rules:

All students must meet all CEHD enrollment requirements. Additionally, the following enrollment rules specific to the MS in Kinesiology program must be met:

- 17.2.1. They must enroll in at least one course on their individual, approved programs of study at least every semester, not counting summers.

- 17.2.2. It is strongly recommended, however, that students enroll in at least 2 courses each fall and spring semester in order to complete the program within prescribed time limits.
- 17.2.3. Time allowed to complete the coursework phase of the program assumes continuous, part-time enrollment and does not vary to accommodate those who enroll only in alternating semesters.
- 17.2.4. Students who are unable to meet GMU and MS in Kinesiology enrollment requirements due to extenuating circumstances must submit a request in writing to the MS in Kinesiology APC a statement requesting and reason for requested the exemption. (summers are not counted) Otherwise the student will be declared inactive and must submit a re-enrollment request to the program director. Re-admission is not guaranteed.

MS students have a maximum of six years from the time of their enrollment in their first course to satisfactorily complete all degree requirements.

18. Grade Requirements

In addition to meeting all University and CEHD College grade requirements, MS in Kinesiology students must also meet the following requirements:

- Students must have at least a B average (3.0 GPA) in all courses. Any C grade must be offset by an A grade.
- No more than 6 credits of C in a student's program of study may be counted toward degree requirements. Students may not accumulate more than a total of 2 C grades in their programs of study. Any student who receives a C grade in 3 courses will be dismissed from the program.
- Any student who receives a grade of F in a Kinesiology course will be dismissed from the program.
- Non-kinesiology courses in which students receive less than a C final grade must be repeated and passed with a C or better to meet program graduation requirements.
- In addition to the policies stated in 17.1, 17.2, 17.3 and 17.4 above, University policy states a graduate student is dismissed upon accumulating either an F in two courses, or upon accumulating nine hours of unsatisfactory grades in graduate level courses.
- Students who have less than a B average (3.0 GPA), receive a C in a kinesiology course, receive a C or F in non-core course will receive an academic warning and be placed on Academic Probation for the following semester.

19. Grading Policies and Academic Probation

18.1 Grading Scale:

Grades of A+, A, A-, B+, B, B-, C, or F are given in all courses. Any student who receives a grade of F in a core course will be dismissed from the program.

See: <https://catalog.gmu.edu/policies/academic/grading/#text>

18.2 Academic Probation:

Students may be placed on academic probation for specific reasons outlined in section 17.6. The purpose of academic probation is to provide students with an opportunity to improve their academic performance to a satisfactory level that meets MS in Kinesiology program and University standards. Students will be notified by email from the Academic Program Coordinator if they are on Academic Probation. For the semester in which a student is on Academic Probation they are required to meet with the Academic Program Coordinator at the start and middle of the semester. During the meetings the student will be required to provide a plan to improve their academic performance and updates on current performance in courses.

Students who are on academic probation for 2 consecutive semesters may be dismissed from the program.

A general comment about grades: *Focusing on course grades and course credit is short-sighted. We take courses to learn new skills and to learn new ways of thinking about the topics in the field of Kinesiology. Yes, you get grades for your work in a course. But grades and course credit just help to open doors for you - **with these grades comes the expectation you know the course material.** When it comes time for you to use your knowledge and skills, you'll want the pride and personal confidence of knowing the information.*

20. Graduation Requirements

In order to satisfactorily complete the Program and receive the MS degree, a student must meet all requirements of the College of Education and Human Development (see catalog).

The process of graduation is initiated by certification by MS in Kinesiology APC of the student's completion of the research project or thesis. If all student coursework, presentation and other requirements have been completed, the APC confirms to the College of Education and Human Development that the student is ready to receive a MS in Kinesiology degree.

All graduation requirements must have been met by deadlines provided by the University of the year in which the student expects to graduate, if the degree is to be awarded at the annual May commencement exercises of that year.

Students with the College of Education and Human Development must file applications for graduation and completed, approved theses by the deadline. It is the responsibility of the student to ensure they have met these requirements. See the GMU Catalog and annual calendar for details. *See also Enrollment.*

Program requirements fall into four areas as described in the sections related to:

1. Coursework: Core Courses, Concentration-specific courses, and research project or thesis
2. Enrollment
3. Grading Requirements and Policies
4. Graduation Requirements

See Appendix A describing student progress from admission to graduation

21. Grievance Procedure

Students who wish to appeal decisions on policies and procedures, grades, or other matters affecting their academic progress, and for which there are no existing GMU or CEHD appeal procedures, should follow the steps listed below:

- 21.1. The student should discuss the matter with the instructor, advisor, or other faculty member involved in an effort to reach a mutually agreeable solution.
- 21.2. If a satisfactory solution is not reached, the student should write a letter to the MS in Kinesiology APC describing the issue, the nature of the appeal and efforts that have already been made to resolve the matter, and asking that an appeals committee be formed to consider the appeal.
- 21.3. The APC will decide whether consideration should be given to the appeal. If their decision is affirmative, they will appoint a three-person ad hoc appeals committee, including two CEHD faculty members and graduate one student. This committee will investigate the matter. Normally, this investigation will include interviews with the student and faculty involved in the appeal. It is the responsibility of the student to present relevant documents and information in support of the appeal.
- 21.4. The appeals committee will present its recommendation to the MS in Kinesiology APC within two months of its appointment.
- 21.5. The MS in Kinesiology APC will make the final determination on the disposition of the appeal and will inform the student and relevant others of its decision.

22. Leave Of Absence

Under extenuating circumstances, a student may petition the MS in Kinesiology APC to approve a leave of absence from the program and extend to a given date the deadline for completing any phases of the program of study. In making such a petition, the student must state precisely the plans for completing the program. The MS in Kinesiology APC is not obligated to approve any such petition. The Dean of the College of Education and Human Development must approve extension of time limits.

See also Enrollment and Continuous Enrollment, as well as the GMU Graduate Catalog:
<https://catalog.gmu.edu/policies/academic/graduate-policies/#text>

23. Registration

Students register for courses each semester as prescribed by university procedures. Only courses included in the student's approved program of study count toward program requirements. However, students may register for and take any University courses they desire to take insofar as these courses are open to them.

NOTE: Students may be required to take undergraduate courses or graduate courses as prerequisites for courses included on their programs of study or to complete other preparation in areas where they are judged by their advisors to be deficient; such required courses at any level are not counted as part of a student's MS in Kinesiology Program of study.

24. Withdrawal

Withdrawal from Courses

Students may withdraw from courses, which they are currently taking, but only under extreme circumstances and only by following GMU regulations and procedures. Withdrawal from the Program does not constitute withdrawal from any courses in which they may be enrolled at the time of withdrawal. Separate action is required to withdraw from courses. *See also:* <https://cehd.gmu.edu/saa/student-resources/request-withdrawal>

Withdrawal from Program

Students may withdraw from the Program at any time by following the withdrawal procedures specified by the College of Education and Human Development. Notification of withdrawal should be made by the student in writing to the MS in Kinesiology APC no later than two weeks before the date of intended withdrawal. All university exit procedures should be completed as required. *See also program resignation form:* <https://registrar.gmu.edu/forms/>

25. Advising and Contact Information

All MS in Kinesiology students receive general advising from the Academic Program Coordinator, Dr. Joel Martin at jmarti38@gmu.edu. Students are ultimately responsible they follow MS in Kinesiology and George Mason University guidelines.

Joel Martin, PhD, CSCS, ACSM EP-C
Coordinator, MS in Kinesiology Graduate Program
Associate Professor, Kinesiology Program
Bull Run Hall, MS 4E5, 10900 University Blvd.,
George Mason University, Manassas, VA 20110

Students may contact Dr. Joel Martin for all program specific questions. Ultimately, the answers usually can be obtained from this program handbook or the University academic policies in the catalog. Students should read the handbook prior to emailing or asking the program APC for advice.

26. Program Evaluation

The MS in Kinesiology Program undergoes continuous formative evaluation. Students are encouraged to communicate ideas for program improvements to MS in Kinesiology faculty members and to the MS in Kinesiology APC as they see fit. In addition, the program conducts periodic formal and informal evaluations of the program. Feedback from all evaluations provides information used as the basis for changing various aspects of the program.

27. Program Website

All program related information can be found on the program website at <https://kinesiology.gmu.edu/kinesiology/ms-kinesiology>

28. Appendix A: Technical Standards

Technical Standards for Admission, Continuation, and Graduation

The Kinesiology (KINE) MS program is a demanding program that requires commitment, consistent dedication to course work, and a passion for the subject matter. The program is designed to prepare students to enter a variety of advanced career fields upon graduation. Students should expect to devote a minimum of 30 hours per week to their coursework as a full-time student. The program is housed on the Science & Technology campus (Manassas, VA), which is where KINE classes are held. Students should be aware that many of the classes have in-person meeting times and attendance is expected. Special accommodations will not be made for students missing class time due to outside work, vacations or other unexcused absences. In the event a student cannot commit to the time requirement of a full-time student it is their responsibility to discuss either completing the program on a part-time basis or taking a leave of absence with the academic program coordinator (APC).

Admission

Students are admitted to the KINE MS program after completing an application which is reviewed by the admissions office and the KINE APC. Students may be admitted provisionally and will be required to maintain a 3.0 GPA in the first year. It is the responsibility of the students to monitor their GPA during and at the end of the semester to ensure they are meeting the GPA requirement, if applicable.

Continuation

In order to continue in the KINE MS program students must meet the following requirements:

1. Maintain satisfactory grades in coursework. Students should consult the University Graduate Website and KINE MS program handbooks for the grade requirements in coursework.
2. Maintain satisfactory communication with the program academic coordinator and capstone course committees. Failure to do so may result in a leave of absence or dismissal from the program.
3. Additionally, each KINE MS student is expected to exhibit appropriate and professional behavior. Any violation of the George Mason University Honor Code as stated on the University website or failure to follow the policies and procedures stated in the George Mason University Catalog and KINE MS Handbook will result in probation or dismissal from the KINE MS program.

Graduation

In order to graduate students must fulfill the following requirements:

1. Course Work – All students are required to complete 12 courses (36 credits of coursework).
2. Capstone Course – All students will complete a capstone course under the supervision of MS in KINE faculty. At the completion of the course they will submit the required materials to the committee and MS in KINE APC. See the program handbook for details.

Acknowledgement of Technical Standards

Candidates seeking admittance to the KINE MS Program will be required to verify that they understand and meet these technical standards. Candidates must sign a form acknowledging and accepting the technical standards. Their signed form will be kept on file until they either graduate or leave the program. If a candidate feels that they need special accommodations in order to meet these standards they should contact Disability Services at George Mason University. Disability Services will evaluate the candidate and make a decision as to whether or not their condition warrants accommodations under applicable laws. At which point the candidate AND the University will determine if the student can fulfill the technical standards with reasonable accommodation. The University will base its decision on whether the accommodation will interfere with the educational process of the candidate, the educational environment of the KINE MS Program as a whole, and will need to take into account the safety of all involved individuals.

Printed Name: _____

Signed Name: _____

Date: _____

29. Appendix B: Template Plans Of Study

Full-time Student

First Year

Fall semester	credits	Spring semester	credits
KINE 600: Scientific Foundations of Kinesiology	3	KINE 602: Movement and Fitness Assessment	3
KINE 601: Advanced Exercise Physiology	3	KINE 615: Advanced Technology to Measure Human Movement	3
KINE 603: Applied Biomechanics	3	KINE 605: Research Methods in Kinesiology	3
Subtotal	9	Subtotal	9

Total First Year: 18 credit hours

Second Year

Fall semester	credits	Spring semester	credits
KINE 501: Independent Study	3	Elective	3
Elective	3	Elective	3
Elective	3	KINE 798 OR KINE 799	3
Subtotal	9	Subtotal	9

Total Second Year: 18 credit hours

Total Degree Program: 36 credit hours

30. Appendix C: Directed Inquiry Student Progress Form

Directed Inquiry Student Progress Form		
Student Name:		
<p>This completed document with appropriate signatures and dates must be submitted to the MS in Kinesiology Academic Program Coordinator (APC) before student can schedule their final capstone course presentation. Students must keep an electronic record of this form from the time they start to the program until they graduate. Students are responsible for (1) working with advisors, instructors and faculty mentors to establish due dates for all requirements, (2) scheduling all meetings, (3) proceeding in a timely manner to complete the program requirements, and (4) continually seeking advice and assistance to complete program requirements. When a question arises students should seek the answer in the following order: 1) program handbook, 2) George Mason University student handbook, and then 3) program director or faculty mentor.</p> <p>By signing below, I acknowledge that I have read and understand these requirements:</p>		
_____	_____	
Student Signature	Date	
Capstone Committee		
I agree to serve as the student's capstone committee chair:		
_____	_____	_____
Directed Inquiry Committee Chair Name	Signature	Date
I agree to serve as the student's capstone committee:		
_____	_____	_____
Committee Member Name	Signature	Date
I agree to serve as the student's capstone committee:		
_____	_____	_____
Committee Member Name (if applicable)	Signature	Date
The committee is approved:		
_____	_____	_____
MS in Kinesiology Program Director Name	Signature	Date
*See program handbook for committee member requirements		
Requirement *	Directed Inquiry Chair Initials	Date
Identify a capstone committee faculty chair		
Enrolled in KINE 501		

Established a capstone committee		
Capstone course proposal approved		
Obtained necessary permissions (IRB, identified on- or off-campus location, etc.) for directed inquiry experience (if necessary)		
Enrolled in KINE 798		
Activated intent to graduate in final semester		
Audited degree in degreeworks to ensure degree requirements met		
Submitted final paper KINE 798		
Passed final presentation for KINE 798		
Submit all data files associated with KINE 798 (data, Zotero files, manuscript drafts, etc.)		
Completed program exit survey		
Graduated!		
<p>The student has successfully completed all directed inquiry requirements.</p> <p>_____</p> <p style="text-align: center;">Committee Chair Signature</p> <p style="text-align: right;">_____</p> <p style="text-align: right;">Date</p> <p>_____</p> <p style="text-align: center;">Committee Member Signature</p> <p style="text-align: right;">_____</p> <p style="text-align: right;">Date</p> <p>_____</p> <p style="text-align: center;">Committee Member Signature (if applicable)</p> <p style="text-align: right;">_____</p> <p style="text-align: right;">Date</p> <p>_____</p> <p style="text-align: center;">MS in Kinesiology Program Director Signature</p> <p style="text-align: right;">_____</p> <p style="text-align: right;">Date</p>		

* See program handbook for details of directed inquiry requirements

Course Requirements – 12 courses / 36 credits

Core Course	Semester / Year	Grade
KINE 600: Scientific Foundations of Kinesiology		
KINE 601: Advanced Exercise Physiology		
KINE 603: Applied Biomechanics		
KINE 615: Advanced Technology to Measure Human Movement		
KINE 605: Research Methods in Kinesiology		
KINE 602: Movement and Fitness Assessment		
KINE 501: Independent Study		
KINE 798: Directed Inquiry		

Elective 1		
Elective 2		
Elective 3		
Elective 4		

*See program handbook for grade requirements

31. Appendix D: Directed Inquiry Proposal Form

Directed Inquiry (KINE 798) Proposal Form

To be acceptable, the Directed Inquiry must:

- Be clearly in the Kinesiology field and address a need or an important issue as derived from the testimony of experts, analysis of research, projection of trends, and other accepted sources;
- Demonstrate the ability to apply knowledge, skill and ability acquired in coursework to address a Kinesiology issue in a professional or research setting;
- Emphasize an evidence-based approach to address a Kinesiology related issue;
- Prepare the student for a specific career in the field of Kinesiology.
- Approved by a committee chaired by a primarily affiliated MS in Kinesiology faculty member.

Student will submit a 1 page summary of capstone course experience agreed upon by the capstone course committee and MS in Kinesiology program director following a formal presentation to the committee. This document should include changes recommended by committee and accurately reflected the agreed upon KINE 798 experience.

Directed Inquiry Proposal Process

The process is as follows:

1. Student works with faculty mentor during KINE 501 to develop proposal and form a committee.
2. Student presents a proposal to the committee.
3. Following the proposal the committee either approves as is or requires changes (page 2)
4. Student submits a final written proposal to the committee by email and cc's the program director (page 3)
5. The program director then reviews and either approves or requires changes.
6. A final directed inquiry form is kept on file with the program director.
7. Once approved the student may enroll in KINE 798.

Components of Directed Inquiry Proposal (Oral and Written)

Submit an updated resume to the committee.

State your career goals and necessary knowledge, skills and abilities needed for this career.

Describe your proposed directed inquiry experience then address the following 3 questions:

1. How will you apply knowledge, skill and abilities obtained in prior coursework to your directed inquiry?
2. How will you demonstrate evidence-based practice?

3. How will the directed inquiry support your future career goals?

*All students will be required to submit a final paper and make a final presentation to fulfill KINE 798 requirements. This does not need to be described in the proposal.

Oral Directed Inquiry Proposal Presentation

Checklist (all must be met for proposal to be satisfactory):

- Be clearly in the Kinesiology field and address a need or important issue as derived from the testimony of experts, analysis of research, projection of trends, and other accepted sources.
- Demonstrate the ability to apply knowledge, skill and ability acquired in coursework to address a Kinesiology issue in a professional or research setting.
- Emphasize an evidence-based approach to address a Kinesiology related issue.
- Prepare the student for a specific career in the field of Kinesiology.
- Submit a professionally formatted resume.

The student has satisfactory orally presented a directed inquiry proposal

Directed inquiry Committee Chair Name

Signature

Date

Committee Member Name

Signature

Date

Committee Member Name (*If applicable*)

Signature

Date

Written Directed Inquiry Proposal

Address the following prompts/questions. Each response should be approximately 500 words.

Provide a summary of your proposed directed inquiry experience.

How will you apply knowledge, skill and abilities obtained in prior coursework to you directed inquiry?

How will you demonstrate evidence-based practice?

How will the directed inquiry support your future career goals?

What specific requirements has your directed inquiry committee agreed should be completed to satisfy the KINE 798 requirements? (Note: all students are required to submit weekly reports, a final paper, and make a final presentation).

The student has satisfactory proposed a directed inquiry.

Directed inquiry Committee Chair Name

Signature

Date

Committee Member Name

Signature

Date

Committee Member Name (Optional)

Signature

Date

MS in Kinesiology Program Director

Signature

Date