Disclaimer

The provisions of this handbook do not constitute a contract, expressed or implied, between any applicant, student, or faculty member and The University of Texas at San Antonio or The University of Texas System. This handbook is a general information publication, and it does not contain all regulations that relate to students. The University of Texas at San Antonio reserves the right to withdraw courses at any time and to change fees, tuition, rules, calendar, curriculum, degree requirements, graduation procedures, and any other requirement affecting students.

The policies, regulations, and procedures stated in this handbook are subject to change without prior notice, and changes become effective whenever the appropriate authorities so determine and may apply to both prospective students and those already enrolled. University policies are required to be consistent with policies adopted by the Board of Regents of The University of Texas System and are in compliance with state and federal laws.

STUDENTS ARE HELD INDIVIDUALLY RESPONSIBLE FOR MEETING ALL REQUIREMENTS AS DETERMINED BY THE UNIVERSITY OF TEXAS AT SAN ANTONIO AND THE UNIVERSITY OF TEXAS SYSTEM. FAILURE TO READ AND COMPLY WITH POLICIES, REGULATIONS, AND PROCEDURES WILL NOT EXEMPT A STUDENT FROM WHATEVER PENALTIES HE OR SHE MAY INCUR.

No person shall be excluded from participation in, denied the benefits of, or be subject to discrimination under any program or activity sponsored or conducted by The University of Texas System or any of its component institutions, on any basis prohibited by applicable law, including but not limited to race, color, national origin, religion, gender, sexual orientation, age, veteran status, or disability. Students should refer to the UTSA Information Bulletin (http://www.utsa.edu/infoguide/) for additional policies, procedures, and information directly related to their enrollment at UTSA.
Privacy Notice

With a few exceptions, you are entitled to be informed about the information UT San Antonio collects about you. Under Sections §552.021 and §552.023 of the Texas Government Code, you are entitled to receive and review this information. Under Section §559-004 of the Texas Government Code, you are entitled to have UT San Antonio correct information about you that is held by us and that is incorrect, in accordance with the procedures set forth in the University of Texas System Business Procedures Memorandum 32. The information that UT San Antonio collects will be retained and maintained as required by Texas records retention laws (Section §441.180 et seq. of the Texas Government Code) and rules. Different types of information are kept for different periods of time.
Institutional Accreditation

The University of Texas at San Antonio is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award baccalaureate, master’s, and doctorate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call (404) 679-4500 for questions about the accreditation of The University of Texas at San Antonio.
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Department of Health and Kinesiology
Appendix A: Master of Science in Health and Kinesiology Degree Plan

Health Promotion Specialization
Exercise Science Specialization
Sport Pedagogy/Psychology Specialization

Appendix B: Department Forms

Appendix C: Professional Organizations

Appendix D: Frequently Asked Questions - Prospective Students

Appendix E: Frequently Asked Questions - Admitted and Continuing Students
**Introduction and Message from the Chair**

Dear Graduate Student,

Welcome to the Department of Health and Kinesiology at The University of Texas at San Antonio! I am pleased that you have decided to continue your education by pursuing the Master of Science degree in Health and Kinesiology. We are excited to have you join our program and we would like to take a moment to introduce you to this document.

This handbook was created to provide graduate students with a “one-stop” information source regarding department policies and procedures, as well as answers to commonly asked questions. Please note that this is an unofficial guide and is subject to periodic change. This guide does not outline all university guidelines, nor does it substitute for information contained in the UTSA Graduate Catalog and the Student Information Bulletin.

Graduate students have three individuals available for assistance during their term of study: the Student Development Specialist (SDS), the student’s faculty advisor, and the Graduate Advisor of Record (GAR). The SDS is a professional staff member whose main purpose is to assist students with navigating the university system. Ms. Jessica Craig is the SDS for the Master of Science in Health and Kinesiology; she can answer any questions you may have regarding course registration, financial aid, academic standing, or any other concerns. The SDS also provides information regarding the admissions process to prospective graduate students.

All master’s students are assigned a faculty advisor from the Department of Health and Kinesiology. He or she holds a terminal degree in his or her area of specialization, and normally has the title of “Assistant Professor”, “Associate Professor”, or “Professor”. Your faculty advisor will help you plan your course of study and advise you on career opportunities and/or the possibility of writing a master’s thesis.

The GAR is a senior graduate faculty member who oversees the policies and regulations regarding the master’s program. Students who have concerns regarding the master’s program are encouraged to make an appointment with the GAR to discuss any issues. Additionally, the GAR can sign off on paperwork that normally requires a faculty advisor’s signature, such as a degree plan. The current GAR for the master’s program is Dr. Zenong Yin.

I hope that you find graduate study a rewarding and fulfilling experience and wish you the best of luck in your future endeavors.

Sincerely,

Wan X. Yao, Ph.D.
*Associate Professor and Department Chair*

Department of Health and Kinesiology
Mission and Goals of the Master’s Program

The Master of Science degree in Health and Kinesiology is designed for students seeking advanced skills and professional development in health and kinesiology-related fields. The program is also designed for students who wish to pursue a research career in health and kinesiology, or to continue their studies at the doctoral level at other universities. There are three specializations offered within the master’s degree: health promotion, exercise science, and sport pedagogy/psychology, with a thesis or non-thesis option.

The Health Promotion specialization provides students with advanced training in public health education and community health promotion. Required courses for the Health Promotion specialization include:

KAH 5063, Health Behaviors
KAH 5073, Essential Concepts in Health Promotion
KAH 5083, Epidemiology
KAH 5133, Health Program Planning, Implementation, and Evaluation

The Exercise Science specialization provides advanced training to students who are interested in kinesiology-related research and careers in therapeutic professions and wellness/fitness. Required courses for the Exercise Science specialization include:

KAH 5053, Principles of Exercise Physiology
KAH 5103, Biomechanics
KAH 5403, Cardiovascular Fitness
KAH 6203, Psychological Perspectives of Motor Learning and Control

The Sport Pedagogy/Psychology specialization prepares students to be future leaders in physical education and coaching. Required courses for the Sport Pedagogy/Psychology specialization include:

KAH 5173, Measurement and Evaluation in Physical Education
KAH 6013, Sport and Society
KAH 6033, Sport Psychology
KAH 6213, Motor Development
About the Department

The Department of Health and Kinesiology is part of the College of Education and Human Development (COEHD) at UTSA. Currently there are six departments within the COEHD: Health and Kinesiology, Interdisciplinary Learning and Teaching, Educational Leadership and Policy Studies, Bicultural-Bilingual Studies, Counseling, and Educational Psychology. Two of these departments, Counseling and Educational Psychology, are housed at the UTSA Downtown Campus; the other departments, Health and Kinesiology included, are located in the Main Building (MB) at the Main Campus.

Research Laboratories

The Laboratory for Exercise Biochemistry and Metabolism
Director: Dr. Donovan L. Fogt
Physical Education (PE) Bldg. 2.01.09D
Phone: (210) 458-5405

The Laboratory for Applied Autonomic Neurophysiology
Director: Dr. William H. Cooke
Physical Education (PE) Bldg. 2.01.09F
Phone: (210) 458-7408

The Laboratory for Cardiovascular Research
Director: Dr. John Q. Zhang
Biosciences and Engineering (BSE) Bldg. 3.408
Phone: (210) 458-6229

The Laboratory for Motor Learning/Control Study
Director: Dr. Wan X. Yao
Main Bldg. (MB) 0.412
Phone: (210) 458-6230

Mobile Health Lab
Director: Dr. Zenong Yin
Phone: (210) 458-5650
Collaborations and Programs

Local

UT Health Science Center (San Antonio, TX)

The Brooke Army Medical Center, Ft. Sam Houston (San Antonio, TX)

South Texas Research Foundation (San Antonio, TX)

Northside Independent School District (NISD) (San Antonio, TX)

San Antonio Independent School District (SAISD) (San Antonio, TX)

Edgewood Family Network (San Antonio, TX)

National

The Cleveland Clinic Foundation (Cleveland, OH)

Medical College of Georgia- Georgia Prevention Institute (Augusta, GA)

The International Life Science Institute- Center for Health Promotion (Atlanta, GA)

University of Missouri- Department of Nutritional Sciences (Columbus, MO)

International

Beijing Physical Education University (Beijing, CH)
Graduate Faculty and Research Areas

William H. Cooke, Ph.D., Professor
(210) 458-5732
William.Cooke@utsa.edu
Research Interests: autonomic cardiovascular regulation; aerospace physiology; combat casualty care.

Alberto Cordova, Ph.D., Assistant Professor
(210) 458-6226
Alberto.Cordova@utsa.edu
Research Interests: role of perception and action planning in motor behavior; development of action representation and motor planning in children; lifelong motor development.

Donovan L. Fogt, Ph.D., Associate Professor
(210) 458-5733
Donovan.Fogt@utsa.edu
Research Interests: metabolism during exercise performance and in hypokinetic conditions such as obesity and diabetes.

Lesli Biediger-Friedman, Ph.D., M.P.H., R.D., L.D., Assistant Professor
(210) 458-7855
Lesli.Friedman@utsa.edu
Research Interests: community/public health nutrition; ecological approaches to improve/inform the nutritional environment; communities as food deserts; weight management through the lifespan; chronic disease prevention among health despaired populations.

Jianmin Guan, Ph.D., Associate Professor
(210) 458-5406
Jianmin.Guan@utsa.edu
Research Interests: relationship among students’ achievement goals, social goals, learning context, and health behaviors in different educational settings; sport pedagogy measurement and evaluation.

Meizi He, Ph.D., Associate Professor
(210) 458-5416
Meizi.He@utsa.edu
Research Interests: community/public health nutrition; nutritional epidemiology; childhood obesity prevention.
Jennifer M. Krause, Ph.D., Assistant Professor
(210) 458-5998
Jennifer.Krause@utsa.edu
Research Interests: technology integration training, self-efficacy, and behaviors of physical education pre-service and in-service teachers. Generalization of web-based motor skill assessment training for pre-service physical education teachers.

Sara B. Oswalt, M.P.H., Ph.D., Associate Professor
(210) 458-6227
Sara.Oswalt@utsa.edu
Research Interests: college health; sexual health; campus climate for sexual minorities; special interest in sexual health and campus climate for sexual minorities.

Erica T. Sosa, Ph.D., Assistant Professor
(210) 458-5053
Erica.Sosa@utsa.edu
Research Interests: examining structural, cultural, and psychosocial contributors to the onset of diabetes and obesity among minority populations; identifying opportunities for improving data analysis and psychometric measurements used in Health Promotion research.

Tiffanye M. Vargas, Ph.D., CC, AAASP, Associate Professor
(210) 458-6228
Tiffanye.Vargas@utsa.edu
Research Interests: coaching education; coach-and-athlete efficacy; verbal persuasion.

Tammy J. Wyatt, Ph.D., CHES, Associate Professor; Associate Dean
(210) 458-4416
Tammy.Wyatt@utsa.edu
Research Interests: teacher health literacy; bio-psycho-sociology of adolescent risk-taking behavior.

Alice Fang Yan, Ph.D., Assistant Professor
(210) 458-5435
Alice.Yan@utsa.edu
Research Interests: Using a multidisciplinary approach to understand the influences of social (e.g., income inequality and race/ethnicity, etc.) and environment (built environment, psychosocial attributes of the environment, etc.) factors on physical activity and obesity. Using the Internet and new technology to design tailored weight loss interventions. E-health communication.
Wan X. Yao, Ph.D., Associate Professor; Department Chair
(210) 458-5642
Wanxiang.Yao@utsa.edu
Research Interests: acquisition of movement accuracy; how motor-unit behavior and central level affect movement accuracy; neuromechanisms underlying muscle contractions and force/motor skill transfer.

Zenong Yin, Ph.D., Endowed Professor; Graduate Advisor of Record
(210) 458-5650
Zenong.Yin@utsa.edu
Research Interests: health promotion and disease prevention programs (focusing on physical inactivity, obesity and diabetes) in school and community settings; psychosocial and ecological determinants of health behavior.

John Q. Zhang, Ph.D., Professor
(210) 458-7390
John.Zhang@utsa.edu
Research Interests: myocardial remodeling and function; effect of exercise on postprandial lipemia; exercise-induced lipoprotein lipase gene expression and enzymatic activity.
Admissions Requirements

Graduate School Requirements:

Applicants must hold a baccalaureate degree from a regionally accredited college or university in the United States or have proof of equivalent training at a foreign institution. Applicants should have a bachelor’s degree in health, nutrition, kinesiology, exercise science, physical education, or a related field.*

*Students who hold a Bachelor of Science degree (or show proof of equivalent training at a foreign institution) in one of the natural sciences (e.g., biology, chemistry, physics, engineering, etc.) generally will not be assigned undergraduate leveling courses.

Acceptance to the M.S. program in contingent on having a Grade Point Average (GPA) of at least 3.0 (on a 4.0 scale) in the last 60 semester credit hours of coursework for the baccalaureate degree, as well as in all graduate-level work taken. If an applicant’s GPA is between 2.7 and 2.99, probationary admission may be granted and the student must maintain a minimum of a 3.0 GPA during the first 12 hours of coursework. Applicants who have a GPA of below 2.7 are denied admission as degree-seeking students.

Department Requirements:

In addition to the Graduate School requirements listed above, applicants are required to submit the following as part of their application:

1. Two (2) professional references, either from instructors who have taught the student in a college-level course, or supervisors/coworkers from a student’s employment. The Graduate Committee does not accept references from family members, as these are not considered objective references.

2. A professional resume or Curriculum Vitae (C.V.) outlining the applicant’s career history and any other relative experience and/or skills. The resume/C.V. does not have to be in a particular format, so long as the document is typed and clearly organized.

3. A one (1)-page typed Statement of Purpose outlining the applicant’s career goals, research interests, and reasons for pursuing the M.S. in Health and Kinesiology degree.
International Applicants:

In addition to the Graduate School and department materials outlined above, international applicants are required to submit the following to the UTSA Graduate School. All application materials must be received by the Graduate School (not postmarked) by the appropriate deadline in order for the applicant to be considered for admission:

Transcripts/Marksheets

All transcripts, marksheets, or academic records must be official documents and must be accompanied by certified translations into English. Original documents that have not been issued by the college or university should be notarized by the issuing institution.

TOEFL/IELTS Test Scores

International applicants whose first language is not English must provide proof of English language proficiency before being admitted to a graduate program. UTSA recognizes the Test of English as a Foreign Language (TOEFL) and the International English Language Testing System (IELTS) as measure of English language proficiency.

The Educational Testing Service (ETS) code for The University of Texas at San Antonio is 6919.

If you have not taken the TOEFL/IELTS or if your score is more than two (2) years old, you will need to take the exam and submit the official score prior to your application’s review at the department for your program of interest. You may register for the TOEFL or IELTS by clicking on the links above, select the country, state, and city you would like to take the test in, and this will provide a list of available dates and locations near you.

Confirmation of Financial Resources (CFR)

All international students must adequately document financial resources for the program’s duration. The confirmation of financial resources (CFR) must be submitted before you can receive an I-20 or DS 2019 Certificate of Eligibility, required for F-1 or J-1 visas. You must print, complete, and submit this form with your application materials. More information on the CFR can be found at:

http://www.utsa.edu/intprograms/OIPWeb/confirmationFinancialResources.html
Undergraduate Leveling Courses

Applicants who do not have a bachelor’s degree in kinesiology, health, or a closely related field will be assigned 6 hours of undergraduate leveling courses, or more if prerequisites are required for graduate courses. These courses must be completed within the student’s first two semesters of study. However, the graduate core classes may be taken concurrently with any required leveling courses.

Students who are admitted with leveling course requirements must take the following undergraduate courses: (1) HTH 3503, Foundations of Health Theory (for Health Specialization); (2) KIN 2303, Cultural and Scientific Foundations (for Exercise Science and Sport Pedagogy/Psychology Specializations), and 1 additional course at the discretion of the student’s advisor.

To register for an undergraduate leveling course, please contact the SDS for assistance.
Special Note on Admission to Physical Therapy School

Admission to any Health Professions program, including Physical Therapy (PT), is highly competitive. The MS/HKN degree is not designed to meet the admissions requirements for PT School, nor does earning a master’s degree guarantee a student admission into PT School or any other Health Professions program.

Students admitted at the graduate, degree-seeking level are normally not permitted to take undergraduate courses without special approvals. If you are admitted as a degree-seeking student, you must enroll in graduate courses or the UTSA Graduate School will revoke your admission status as a graduate student. Additionally, failure to enroll in graduate courses may result in the cancelation of your financial aid.

Many of our students ask if they can enroll in both graduate courses and undergraduate prerequisites needed for Physical Therapy programs, such as: biology, biochemistry, physics, anatomy and physiology, etc. This is strongly discouraged for two reasons. First, many of the undergraduate science courses are restricted to majors only, and it often takes a long time for approval to be granted to enroll in such courses, especially during peak registration periods.

Second, many graduate students fall into the trap of “overloading” on coursework and their GPA suffers as a result. Grades earned in undergraduate courses do affect your Academic Standing as a graduate student, so many students end up being placed on Academic Probation or Academic Dismissal as a result of their performance in undergraduate courses.

If you already have a bachelor’s degree and wish to take only undergraduate prerequisite courses needed for admission to Physical Therapy or another Health Professions field, you must apply for admission to UTSA as a Special Undergraduate Student. Please be aware that Special Undergraduate Students are not eligible for financial aid.

UTSA has an excellent Health Professions Office that can advise students on the admissions criteria for medical, dental, physical therapy, and other related Health Professions programs in Texas. The office’s contact information is listed below.

UTSA Health Professions Office
Phone: (210) 458-5185
Multidisciplinary Studies (MS) Bldg. 3.02.10, Main Campus
Website: http://www.utsa.edu/healthprofessions/

Please do not view this information as discouragement towards applying to a Health Professions program. However, the Department of Health and Kinesiology urges all applicants to carefully consider their options for post-baccalaureate study, and to select the program that best fits their careers goals.
Admissions Deadlines
(From the UTSA Graduate Catalog)

Applicants for admission as master’s degree-seeking, special, or non-degree-seeking students may apply for admission as early as nine months before the beginning of the semester in which they wish to begin graduate study. Because of the time needed to prepare graduate summaries, students are encouraged to have their admission file completed at least one month before the application deadline. Application forms and instructions are available on the Graduate School Web site at www.graduateschool.utsa.edu or from the Graduate School (210-458-4430). The completed application form, a non-refundable application fee, and all required supporting documents must be on file with the Graduate School by the appropriate application deadline. Application fees are assessed as follows:

<table>
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<tr>
<th>UTSA Graduate Nonrefundable Application Fees</th>
<th>Online Application</th>
<th>Paper Application</th>
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<tbody>
<tr>
<td>UTSA graduates or degree candidates</td>
<td>$30</td>
<td>$35</td>
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<tr>
<td>Non-UTSA graduates</td>
<td>$45</td>
<td>$50</td>
</tr>
<tr>
<td>International applicants</td>
<td>$80</td>
<td>$85</td>
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</table>

International students are charged a non-refundable application fee ($80 online, $85 paper). The completed application form, the nonrefundable application fee, and all required supporting documents must be on file with the Graduate School by the appropriate application deadline for international students.

<table>
<thead>
<tr>
<th>UTSA Graduate (Master’s level) Application Deadlines</th>
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<td>Master’s Domestic</td>
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<td>Semester</td>
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<td>Fall</td>
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<td>Spring</td>
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<td>Summer (Mini-mester)</td>
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<td>Summer (first term and 10-week term)</td>
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<tr>
<td>Summer (second term)</td>
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Degree Requirements

Required Coursework

Core Classes

All master’s students are required to take 9 SCH (3 classes) of core classes: KAH 5003, KAH 5093, and KAH 5123. The department recommends that students take KAH 5003 and KAH 5123 in their first semester of study, followed by KAH 5093 in their second semester.

Students typically cannot substitute the core classes, as these courses serve as the foundation for advanced study, and cover material that will be included in the Comprehensive Examination. Thus, it is in students’ best interest to complete all core classes at UTSA. Students who wish to substitute a core class with a course taken outside of UTSA must file a formal petition with the Graduate School. The SDS can give further details on the process for substituting required coursework.

Specialization Courses

Each degree specialization requires 12 SCH (4 classes) of specific coursework. These classes are listed on the degree plans for each specialization. Students should be aware that these classes are typically offered only once per year, thus they should consult with their faculty advisors on when to take the specialization courses.

Kinesiology Electives

All students in the master’s program are required to take 6 additional hours of KAH electives. These classes may be in students’ area of interest, or in a different field. Students should consult with their faculty advisors for recommendations on KAH electives.

Free Electives

Students who choose the Comprehensive Examination route for their degree have the option of taking 9 hours of free electives. These electives may be in any discipline, so long as the course is at the master’s level (5000 or 6000) and the faculty advisor approves the coursework. For example, students who specialize in Health Promotion often enroll in Public Administration or Sociology courses, while many Exercise Science students enroll in science-related courses.

Graduate students who want to take electives that have pre-requisites must seek the course instructor’s permission prior to registering for the course. Students should also consider whether or not they have the appropriate background to do well in the course, and should consult with their advisors accordingly.
**Academic Standing**

A student’s academic standing, whether the student is a doctoral student, a graduate degree-seeking student, a special graduate student, or a non-degree-seeking graduate student, is defined as Academic Good Standing, Academic Probation, or Academic Dismissal.

**Academic Good Standing**

Good Standing is the absence of any contingency that would result in the student’s being on academic probation or academic dismissal.

**Academic Probation**

Academic Probation describes the standing of a student at the graduate level who is in one of the following categories:

1. A student who fails to achieve a grade point average in any term at UTSA of 3.0 or higher, irrespective of level of courses taken.
2. A student who received a grade of “D” in any course in a term.
3. A student who does not meet all requirements for unconditional or regular admission and who, by special action, is admitted on academic probation.
4. A student who has been reinstated following academic dismissal.
5. To graduate, all graduate students must have a grade point average of at least a 3.0 (on a 4.0 scale).

Academic probation is cleared only when none of the above criteria apply and when the student achieves an overall grade point average of 3.0 as a graduate student at UTSA. Students on academic probation are encouraged to discuss their status with their faculty advisor or the Student Development Specialist.

**Academic Dismissal**

Academic dismissal occurs:

1. When a student at the graduate level earns a grade point average of less than 2.0 in any term.
2. When a student at the graduate level earns a grade of “F” in any course.
3. When a student at the graduate level is admitted on probation with conditions and fails to meet a condition.
4. When a student at the graduate level who is on academic probation during a term would again be placed on academic probation under the provisions of academic probation set forth. If, however, the student’s UTSA grade point average for the term is at least a 3.0, he or she will continue on academic probation.
Graduate Reinstatement

A student who has been dismissed academically may petition for reinstatement after one long semester (Fall or Spring) has elapsed from the date of dismissal. Under exceptional circumstances, a petition may be considered earlier. A letter containing all explanations, recommendations, or doctor’s statements in support of the student’s request for reinstatement should be submitted to the Dean of the Graduate School on or before June 15 for Fall Semesters, October 15 for Spring Semesters, or March 15 for Summer Semesters.

The Graduate School prepares the petition for reinstatement and submits it to the Department’s Graduate Program Committee. The Graduate Program Committee will review the petitioner’s letter and academic record and make a recommendation concerning reinstatement to the Dean of the Graduate School. If the petition for Reinstatement is disapproved, the student may not file another petition until the following semester.

Time Limitations

Graduate students have six years from the semester of original registration as degree-seeking to complete a graduate program under the catalog in effect at the time of initial registration at UTSA, provided they are continuously enrolled at UTSA. All coursework required for the Master of Science in Health and Kinesiology degree must be less than six years old at the time of students’ graduation.

After the six-year limit is reached, the student must file a formal petition with the Graduate School to have each course that is more than six years old counted towards the master’s program. The SDS can provide students with further details on how to file a petition for the time limitation on required coursework.

Repeating Courses

Courses designated “may be repeated for credit” in the Graduate Catalog may be repeated with both semester credit hours and grade points earned being counted. Otherwise, students at the graduate level may not elect to repeat courses for the purpose of raising a grade. However, when a course was taken more than six years ago, or upon the recommendation of the appropriate Graduate Program Committee, the course may be repeated; in such cases, both grades in the course appear on the transcript and both are counted in the students’ grade point average. Only semester credit hours for the repeated course may be counted toward the degree.

Graduation and Commencement

Students should be aware that Graduation and Commencement are two separate events. Graduation is the process of being awarded a degree. To be awarded a degree, candidates are required to apply for graduation through their ASAP accounts. A final degree audit must be completed before a degree is officially awarded. A degree audit will not be completed unless the candidate applies for graduation in the term in which they plan to graduate.
Commencement refers to walking across the stage. The ceremony is the recognition by the University community, family, and friends of the degree achievement. **Actual degrees are not awarded at the commencement ceremony.**

Graduate students should be aware that if they miss the application deadline for graduation, they will not be eligible to participate in the Commencement Ceremony-no exceptions. The deadlines to apply for graduation via ASAP are as follows for graduate students:

**Fall: 15 September**

**Spring: 15 February**

**Summer: 15 June***

*Degrees awarded in summer will state a graduation date of August, regardless of the date of participation in commencement. There is not a summer commencement ceremony offered. Undergraduates and Master’s students have the choice of participating in May or December commencement ceremonies.*

For additional details on the Commencement Ceremony, students may visit the UTSA Registrar’s Office website at: [http://www.utsa.edu/registrar/graduation.cfm](http://www.utsa.edu/registrar/graduation.cfm).
Advising

Students’ Responsibilities

Graduate students are expected to abide by UTSA policy and procedures and adhere to the Student Code of Conduct, available online at: http://www.utsa.edu/infoguide/appendices/b.html. Students are expected to come prepared to advising appointments, and bring with them a copy of their degree plan and/or transcripts. Transcripts may be printed from students’ ASAP accounts. Students should also keep on file required information, including their Banner ID number, UTSA e-mail account, and a copy of their degree plan.

Master’s students, as professionals in-training, are expected to treat all faculty and staff in a courteous manner. Faculty should be addressed as “Doctor”; it is never acceptable to address a faculty member by his or her first name.

If a student has a question about his or her degree program, the student is responsible for contacting the faculty advisor in order to discuss the matter. If a faculty advisor is unavailable, the GAR or SDS can answer any questions related to degree requirements.

First Semester of Study

Upon admission into the program, students should contact their faculty advisor in order to set up an advising appointment. The best way to reach faculty (especially during the summer terms) is through e-mail. In order to ensure prompt responses, students should include their full name and term of admission when contacting a faculty advisor. Students should give instructors 3-5 business days to respond, or longer in the summer terms.

For new students, the faculty advisor will assist students in planning their coursework, developing a degree plan, and deciding on whether the student should pursue the master’s thesis option.

After meeting with their faculty advisors, students should contact the SDS to discuss any questions they may have regarding their admission conditions, financial aid, registering for classes, or any other concerns.

Second-to-Last Semester of Study

During their second-to-last semester of study, graduate students should begin the process of registering for the Comprehensive Examination. It is recommended that students begin studying for the Comprehensive Examination at least once semester in advance in order to allow for adequate preparation. Students working a master’s thesis should meet with their thesis committee chair to ensure that the student will complete the thesis in time for graduation.

Additionally, graduate students should contact their faculty advisor to discuss any remaining coursework and complete a final degree plan. Please forward a copy of the final degree plan to the SDS.

Department of Health and Kinesiology
Students should also contact the SDS to verify that they are cleared to graduate and do not have any outstanding requirements (i.e., transferring in coursework, Admission Conditions, petitions for degree requirements, etc.).

**Last Semester of Study**

Students in their final semester of study should be registered for the Comprehensive Examination, or scheduled to defend their master’s thesis. Additionally, graduate students should have completed all 3 core classes, cleared any Admission Conditions they were assigned, and have completed any petitions for university-wide requirements at this point.

It is also recommended that students make an appointment with the SDS early in their final semester of study to discuss any questions they may have regarding graduation or the Commencement Ceremonies.
Registration Procedures

Open Registration

Students may register for courses and check course schedules and grades using UTSA’s ASAP system: [https://asap.utsa.edu/](https://asap.utsa.edu/). Students are urged to access ASAP immediately upon admission to the program to establish a Personal Identification Number (PIN) in order to utilize ASAP as needed.

Graduate students who have been admitted into the program, are in Academic Good Standing, and have been cleared by their faculty advisor are eligible for registration. Students may register for classes up to two years following their last semester of enrollment. Refer to ASAP for registration procedures.

Late Registration

Late registration information is available online each semester. Instructions for late registration are available at [https://asap.utsa.edu/](https://asap.utsa.edu/) or the Office of the Registrar. Under no circumstances will students be allowed to register for courses after the Census Date of each term (12th day of class for fall/spring terms; 4th day of class for 5 and 10-week summer sessions).

Dropping Courses

Students may drop courses from their schedules for a limited time each semester. The online registration calendar for each semester indicates the deadlines for students to drop courses each term. Courses officially dropped before the Census Date do not appear on a student’s transcript. See the online registration calendar each semester for Census Dates.

Students who drop courses between the Census Date and Automatic “W” Date have a record of the courses on their transcripts with an automatic grade of “W”. See the online registration calendar for the Automatic “W” Date. The change becomes official after it is processed by the Office of the Registrar.

It is the student’s responsibility to drop a course by the appropriate deadline. If a student fails to drop a course, even if the student does not attend the course, he or she will receive a grade of “F” in the class. Faculty and staff will not drop a student from a course automatically for nonattendance; the student must initiate the process and complete any necessary steps to ensure that the class is dropped.

After the Automatic “W” Date, a student may not drop a course except with the approval of the Dean of the college in which the course is offered and then only for urgent and substantiated, nonacademic reasons. Students who want to drop all classes after the semester begins should refer to the section on Withdrawing from Courses in this guide.
**Withdrawing from Courses**

Continuing students who wish to withdraw (drop all courses for which they are enrolled during a specific semester) from the University before the first day of class day of the Fall and Spring Semester may do so via ASAP. Students who wish to withdraw from the University before the start of Summer classes may withdraw via ASAP through the Friday prior to the start of the May Mini-semester. All other Summer withdrawals must be completed as stated in the following paragraph.

Students who find it necessary to withdraw (drop all courses for which they are enrolled during a specific term) from the University after the term begins must complete a Withdrawal Form and the Enrollment Services Center.

Students may not withdraw from the University later than the third class day preceding final examinations in the Spring and Fall Semesters. Students who officially withdraw from the University during the regular drop period, from the day after Census Date through the Automatic “W” Date, receive a grade of “W” in all classes. See the online registration calendar each semester for information on the Automatic “W” Date.

**Medical or Mental Health Withdrawal**

Students who find it necessary to withdraw from the University or reduce their course loads (drop some of their courses) after the term begins due to a medical or mental health issue may write a letter requesting the withdrawal or course load reduction and provide appropriate supporting documentation (for example, a letter from a physician or psychologist, hospital, or other medical professional who is already familiar with the student’s condition). The documentation should be submitted to Health Services for medical conditions and Counseling Services for mental health conditions. Once supporting documentation is reviewed by the service in question, that service will provide the documentation with recommendations to the Dean of Undergraduate Studies if the student is an undergraduate student, or the Dean of the Graduate School if the student is a graduate student.

A student granted a medical and/or mental health withdrawal or course load reduction will be assigned grades of “W” in the affected courses, unless the effective date of the withdrawal or course load reduction is on or before Census Date, in which case no record of the courses appears on the student’s transcript. Any refund of tuition and fees will follow the University’s Refund Policy for Withdrawal or Dropped Courses (Chapter 3 of the UTSA Information Bulletin) at the time of the effective date of the withdrawal or course load reduction.
Student Expectations

Student Conduct

By enrolling at The University of Texas at San Antonio, a student neither loses the rights nor escapes the responsibilities of citizenship. All students are expected to obey federal, state, and local laws, the Rules and Regulations of the Board of Regents of The University of Texas System, the rules and regulations of The University of Texas at San Antonio, and directives issued by an administrative official in the course of his or her duties. A student who enrolls at the University is charged with the obligation to conduct himself or herself in a manner compatible with the University’s function as an educational institution; consequently, conduct which interferes with the use or utilization of University facilities by other persons may be punished regardless of whether such conduct is specifically proscribed by the provisions of the Student Code of Conduct.

Official Communications

(From the Office of the Registrar)

Students are now given the option of selecting their preferred e-mail address which will become their designated e-mail address for all official communication with UTSA regarding Financial Aid, Registrar, Fiscal Services, and other campus departments, such as Academic Colleges and Academic Departments. When logging in to ASAP, students may designate their "my.utsa.edu" e-mail account or another personal e-mail account as their official method of communication.

Your official UTSA email address, along with your email username and initial password, can be found on the ASAP Welcome page just after you log in. If you are locked out or have forgotten your password for myUTSAemail, you can contact Enrollment Services at (210) 458-8000 to have it reset.

Submission of Forms

It is the responsibility of the student to submit all required forms to the appropriate office in a timely manner. Forms that must be submitted to Enrollment Services for processing, such as Independent Studies, Add Forms, University Withdrawal, etc. must be submitted in person to Enrollment Services. Under no circumstances will the SDS or the department staff submit forms on behalf of students to Enrollment Services. Students who find themselves unable to submit forms in person should contact the Enrollment Services Office for assistance.
Academic Honesty:  
(From the UTSA Information Bulletin)

Ethical Standards

The University can best function and accomplish its objectives in an atmosphere of high ethical standards. All students are expected and encouraged to contribute to such an atmosphere in every way possible, especially by observing all accepted principles of academic honesty. It is recognized, however, that a large university will include a few students who do not understand, appreciate, or practice these principles. Consequently, alleged cases of academic dishonesty involving UTSA students will inevitably occur.

Academic or scholastic dishonesty includes, but is not limited to, cheating, plagiarism, collusion, the submission for credit of any work or materials that are attributable in whole or in part to another person, taking an examination for another person, any act designed to give unfair advantage to a student, or the attempt to commit such acts. Academic dishonesty is a violation of the Student Code of Conduct and is addressed in Appendix B, Sec. 203, of this bulletin.

Students are not at liberty to disregard previous college work attempted. All students transferring to UTSA must list all colleges attended on their UTSA application for admission. While enrolled at UTSA, students who attend other colleges are required to submit official academic transcripts to Graduate Admissions from every college attended at the end of the semester during which coursework was taken, even if coursework had been withdrawn. This includes concurrent enrollment while attending UTSA. Failure to do so may result in the rejection of the admission application, withdrawal of any offer of acceptance, cancellation of enrollment, permanent dismissal from UTSA, or other appropriate disciplinary action.

Fraudulent Degree
Under Chapter 61, Subchapter G, of the Texas Education Code, it is illegal to use a fraudulent or substandard degree for gaining admission into an educational program, presenting oneself to the public as an expert, gaining employment or promotion, or gaining a governmental position with authority over others. Violation of this subchapter is a misdemeanor and falls under the Deceptive Trade Practices Act.

Reporting of Grades

Grades are posted to students’ ASAP accounts at the end of every semester. The due date for grades is posted on the ASAP semester schedule and varies each term. It is a violation of federal privacy laws for grades to be reported via phone or e-mail. Therefore, graduate students are respectfully asked not to contact the Student Development Specialist or the department staff to inquire about their final grades. The SDS is happy to answer any questions students may have regarding Academic Standing or GPA calculation.
**Academic and Grade Grievance Procedure**  
*(From Ch. 4 of the UTSA Information Bulletin)*

In resolving any student grievance regarding grades, evaluations or other academically-related concern or incident regarding a faculty member, the student must first make a serious effort to resolve the matter with the faculty member with whom the grievance originated. It is University policy that individual faculty members retain primary responsibility for assigning grades and evaluations. The faculty member’s judgment regarding grades and evaluations is final unless compelling evidence shows discrimination, differential treatment, factual mistake, or violation of a relevant University policy. In resolving a student grievance regarding other academically-related issues involving a faculty member, the student must follow the same process as used when grieving a grade or evaluation. If the matter is not resolved, the student may file a formal grievance, in writing, with the Department Chair. The student must file the grievance with the Department Chair within **90 calendar days** from the end of the semester in which the grade was assigned or the other concern or incident occurred.

The Department Chair will communicate his or her decision to the student and forward a copy to the Dean of the College. The student may appeal the decision to the Dean of the College and then, if an undergraduate student, to the Dean of Undergraduate Studies, and if a graduate student, to the Dean of the Graduate School. Appeals must be submitted on the Student Academic and Grade Grievance Form. The decisions of the Dean of Undergraduate Studies and the Graduate School are final. The administrator handling the appeal at each level will notify individuals involved, including those who have already ruled on the appeal, once a decision has been made.

**IN NO CIRCUMSTANCES WILL GRADES BE CHANGED AFTER ONE CALENDAR YEAR.**
Comprehensive Examination

Purpose of the Exam

All candidates for the M.S. in Health and Kinesiology degree are required to take and pass a comprehensive examination. For students who are pursuing the master’s thesis option, the oral defense of their thesis will serve as their Comprehensive Examination.

Exam Format

The Comprehensive Exam consists of two sections. The first section consists of multiple-choice questions that will test students’ knowledge over KAH 5093 (Statistics and Research) and KAH 5123 (Research in Health and Kinesiology). The second section will consist of two (2) essay questions in the student’s area of specialization (health promotion, exercise science, or sport psychology/pedagogy). The exam is administered as a sit-down exam. What this means is that students will have three (3) hours to take the exam; the exam is computer-based so that students may type their answers.

Eligibility

Students must meet all of the following requirements in order to be eligible to take the Comprehensive Examination:

1. Be in Academic Good Standing (not on Academic Probation or Academic Dismissal).
2. Have completed all admissions requirements.
3. Be in their final semester of study.
4. Have a signed degree plan on file with the SDS.
5. Be enrolled in KAH 6961 (Comprehensive Exam), if taking no other courses during the semester the exam is to be taken.

Registering for the Exam

Students are responsible for submitting a completed application term to the SDS by the appropriate due date for the semester in which the exam will be taken. Incomplete application forms will be returned and the student will be asked to provide the missing information. The registration form is made available on the department website and by students’ UTSA e-mail accounts approximately 3 months before the registration deadline for each semester:

- Fall Semester: September 15 (form released on June 15)
- Spring Semester: February 15 (form released on November 15)
- Summer Semester: June 15 (form released on March 15)

Late applications for the comprehensive exam are normally not accepted. Students who wish to submit a registration form past the due date should contact the GAR to explain why they were not able to submit the form in a timely manner. The decision of the GAR on whether or not to accept a late registration form is final.
Students with Special Needs

Students requiring special considerations due to a disability should contact the Office of Disability Services (210-458-4157; http://www.utsa.edu/disability) one semester prior to taking the Comprehensive Examination. The Office of Student Disability Services will provide the necessary documentation and support for the student through the examination process.

Grading of the Exam and Reporting of Results

Comprehensive Examination results will be available approximately four weeks after the exam date. For your records, the SDS will mail a hard copy of your results to the address currently on file with the university. If your address and/or phone number has changed since you submitted the registration form, please notify the SDS and update your information on your ASAP account.

The department understands that graduate students are anxious to know their exam results as soon as possible; however, it should be understood that faculty have obligations in addition to grading the Comprehensive Examination, and that a minimum of four weeks is needed to grade the exam. Therefore, graduate students are respectfully asked not to send inquiries regarding the status of their exam results to the SDS and/or department staff. Repeated inquiries will not expedite the reporting of exam results.

Disputation of Exam Results

The minimum passing score for the Comprehensive Exam is 70%. If a student feels that s/he has been unfairly graded on the exam, s/he should contact the GAR immediately to set up an appointment to discuss the matter. All students have the right to request a second grader for the essay portion of their exam.

Retaking the Exam

Per university guidelines, any student who fails the comprehensive exam twice in a row must be assigned additional coursework to address the deficiency. This may include, but not be limited to, enrolling in additional coursework, enrolling in an Independent Study, assignment of additional readings, or any combination thereof. The student’s faculty advisor will determine the specific coursework that must be completed.

Only after the student has satisfactorily completed the additional coursework may he or she then retake the Comprehensive Examination. The student must meet all other university requirements for eligibility to take the exam as outlined above.

Grading Rubric

A grading rubric for the essay portion of the exam is currently under development. Please contact the SDS or the GAR for more information on the grading rubric.
Master’s Thesis

A master’s thesis is an important learning experience that requires the demonstration of independent thinking, problem-solving abilities, and skills in research design and statistical analysis of a committed graduate student. The success of completing a quality and worthy master’s thesis in a timely manner depends on the following:

1. Completion of the 3 core courses in the early stage of the student’s program of study (within the first 2 semesters of study).

2. Identification of a focused research area and the full support of a faculty member who has expertise in the area as a thesis committee chair.

3. Strong support from the student’s master thesis committee members.

4. Student’s ability to demonstrate independent thinking and problem-solving.

5. Student’s demonstrated knowledge and skills in research design and statistical analysis.

6. Student’s demonstrated ability and knowledge of scientific writing

Thesis Topic

Students have the opportunity to work on a variety of health and kinesiology-related topics for the thesis. However, projects should fit within the committee chair and committee members’ areas of expertise. Faculty research areas may be found on the department website and on pp. 5-7 of this handbook.

Thesis Committee

The thesis committee consists of a chair plus two to three additional faculty members. Per university regulations, all master’s thesis committee members must be UTSA tenured or tenure-track faculty (rank of Assistant Professor or above) within the student’s degree program. With the appropriate approvals, an individual outside of UTSA who holds a terminal degree in an appropriate field may serve on a master’s thesis committee. Please contact the SDS for further information regarding Special Members of the Graduate Faculty.

Registering for the Master’s Thesis

Once a student has found a faculty member who will serve as his/her thesis chair, the student should fill out the following forms (available on the department website and by e-mail):

- “Intent to Write a Master’s Thesis”
- “Appointment of Thesis Committee”
These forms should be typed and forwarded to the SDS for review. Once the forms have been approved, the SDS will notify the student via e-mail. The SDS will then clear the student to register for a section of KAH 6983, with the student’s thesis chair assigned as the course instructor.

Enrollment in KAH 6983 is not required in the summer terms, unless the student is graduating in that term. Students must be enrolled in KAH 6983 during the semester that they defend their thesis. Graduate students should note that only 6 SCH of KAH 6983 may count towards the required 33 SCH hours for the master’s degree, although enrollment in additional sections of KAH 6983 may be necessary.

**Recommended Steps for Graduate Students Considering the Thesis Option:**

1. Identification of a focused research area.
2. Identification of a faculty member who has expertise in the identified research area as a potential thesis committee chair (graduate faculty members in the HAK Department or in other UTSA departments may serve as supervising faculty for a master’s thesis).
3. Identification of additional coursework (i.e., Independent Study) to help prepare the student for thesis work by the supervising faculty member.
4. Development of a research concept paper/pre-proposal under the guidance of the supervising faculty member.
5. Establishment of a master’s thesis committee which will review and accept the research concept paper/pre-proposal under the guidance of the supervising professor. The committee should have 3-4 faculty members. The supervising faculty will serve as committee chair; one faculty with expertise in research design and statistical analysis should also serve on the committee.
6. Establishment of a realistic timeline (it is highly recommended that students plan to spend 2-3 semesters to complete a master’s thesis).
7. Submission of a thesis proposal for approval to the student’s thesis committee.

**Thesis Defense**

Upon completion of the thesis, the student will be expected to formally present his/her project to faculty and students. This presentation may be 1-2 hours in length (including questions from the audience). Students are encouraged to work with their thesis chairs during this process. The defense will serve as thesis students’ Comprehensive Examination. Students are also encouraged to submit their findings for presentation at a scientific conference. If a student is presenting, s/he is encouraged to apply for funding from the Graduate School.
**Withdrawing from the Thesis Option**

Occasionally a situation arises in which a student who is currently working on a master’s thesis must withdraw from the thesis option. Students should be aware that if they decide not to continue with the thesis, they must take the Comprehensive Exam route in order to fulfill the degree requirements for graduation. This means that the student will be required to complete the 36 semester credit hours required for the Comprehensive Exam option.

Students who withdraw from the thesis option will receive a grade of “RP” (Research in Progress) for all sections of KAH 6983 (Master’s Thesis) they have enrolled in at the time of withdrawal. No grade points will be earned for a grade of “RP”, nor will the grade affect a student’s current GPA.

It should be noted that graduate students cannot “switch” a section of KAH 6983 for KAH 6953 (Independent Study). For additional information on withdrawing from the master’s thesis option, please contact the SDS.

**Writing Assistance for Thesis Students**

There are several resources available for students who are currently writing a master’s thesis or doctoral dissertation. The UTSA Graduate School offers thesis/dissertation formatting workshops every fall and spring semester for graduate students. These workshops are offered at no charge, and include topics such as formatting, submission requirements, and deadlines for submission. Please note that these workshops will not provide guidance on writing or specific content related matters.

Although attendance at the workshops is not required in order to graduate, attendance is strongly encouraged prior to submitting the final thesis/dissertation draft to the Graduate School for review. To view current workshop offerings and to register for workshops, please visit the Graduate School website.

The Tomás Rivera Center offers workshops and seminars specifically focused on writing, including: APA citation style, thesis/dissertation support groups, and the Writing Institute. To view details on these programs, please visit the TRC center’s website, or refer to p. 32 of this handbook.
Some Final Comments

It is the sincere wish and goal of the Department of Health and Kinesiology that each graduate student receives an enriching and rewarding experience during their tenure of graduate study. Students who have questions or concerns regarding their tenure of study should speak with first with their faculty advisor, or the Graduate Advisor of Record if their faculty advisor is unavailable.

The faculty welcomes and encourages students to submit feedback regarding the master’s program. Students who wish to address any aspect of the M.S. degree requirements, course offerings, scheduling or any other issues, are encouraged to contact the GAR, Dr. Zenong Yin, at Zenong.Yin@utsa.edu
Contact Information

Mailing Address:

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Department of Health and Kinesiology
One UTSA Circle
San Antonio, Texas 78249-1644

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Student Resources

**UTSA Library**
http://lib.utsa.edu/

Main Campus:
John Peace Library Bldg., 2nd floor
One UTSA Circle
San Antonio, TX 78249-0671
Front Desk: (210) 458-4574

**COEHD Computer Labs**
http://coehd.utsa.edu/current_students/services

Main Campus:
Main Bldg. (MB) 1.410
(210) 458-4035

Downtown Campus:
Frio Street (FS) Bldg. 3.418
(210) 458-2631

**Free Software Downloads**

Graduate students are able to download software free of charge through their ASAP accounts. Currently UTSA offers JMP SAS, EndNote, and Microsoft Forefront Anti-Virus software for download; both PC and Mac versions are available. If you need assistance with downloading software to your computer, please contact the UTSA Help Desk at (210) 458-5538.

**Campus Technology Store**
http://www.campustechnologystore.com/

Main Campus
University Center (UC) 1.00.46 (next to Starbucks)
(210) 458-7866

Students can purchase computer hardware, software, and other items at a discounted rate at the UTSA Campus Technology store. For a complete list of available products and prices, please visit the website.
**Tomás Rivera Center for Student Success- Graduate Learning Assistance (TRC)**
http://www.utsa.edu/trcss/gsla/

The Tomás Rivera Center (named after the Mexican American scholar, author, and poet) offers services specifically geared towards the challenges of graduate study, including:

**Workshops-** Workshops are offered every semester on a variety of special topics, such as Presentation Skills & Practice; please visit the TRC website to see a listing of current available workshops.

**Academic Coaching-** The TRC offers academic coaching to assist students with identifying their personal strengths and weaknesses, and developing a plan to address issues such as:
- Time management
- Writing skills
- Graduate study roadblocks
- Professional and personal development
- Study skills

**Writing Institutes-** This is a special program that aides students in preparing large-scale final projects, such as a master’s thesis, doctoral dissertation, or seminar paper. Topics covered include grammar, research, citations, transitions, and structure. Students are also given focused writing time and one-on-one writing consultations.

**Thesis and Dissertation Support Groups-** These groups are offered each fall and spring semester for students who are currently writing a master’s thesis or doctoral dissertation. The support groups discuss the challenges of writing a thesis, dissertation, or other significant writing project; topics include:
- Procrastination
- Stress and time management
- Confidence issues
- Overcoming writing blocks
- Effective communication
- Defense preparation

The TRC is supported through the Student Services fee; thus, all of these services are offered at no cost to students. For more details regarding graduate student learning assistance, please visit the TRC website, or you may contact Melissa Thomas, Assistant Director of Learning Assistance, at Melissa.Thomas@utsa.edu.
Office of Disability Services  
(http://www.utsa.edu/disability)

Disability Services (DS) at The University of Texas at San Antonio promotes equal access to all university programs and activities for students with disabilities. The goals of DS are:

- To provide services, accommodations, and equipment to enable students with disabilities to participate in and benefit from all educational programs and activities.
- To promote an environment at UTSA that is barrier free: free from both physical barriers and barriers of attitude.
- To encourage students to become as independent and self-reliant as possible. Toward this goal, students are expected to assume major responsibility for securing services and accommodations.
- To provide disability awareness education to the university community through publications, programs, consultation, and the Internet.

Main Campus

Location: Room 2.03.18 Multidisciplinary Studies Building (MS)  
Voice: (210) 458-4157  
Fax: (210) 458-4980

Downtown Campus

Location: Room 1.302 Buena Vista Building (BVB)  
Phone: (210) 458-2945  
Fax: (210) 458-2949

Department of Health and Kinesiology
Counseling Services
(http://utsa.edu/counsel/index.htm)

UTSA Counseling Services provides a confidential atmosphere where students may discuss concerns that are important in their lives. Many may be considered normal challenges that we all learn to master as we develop as a person. Some students’ concerns may also involve major hurdles that interfere with their ability to manage important life experiences such as relationships, family, work or school.

The Counseling Services office offers students and the campus community a variety of professional services including:

- Individual Counseling/Psychotherapy
- Relationship Counseling
- Group Counseling
- Personality and Learning Disability Testing
- Mental Health Withdrawals
- Referral Services
- The Women’s Resource Center
- On-line Screenings
- Services for Veterans

Students can select specific service areas listed to learn more about how these may meet your particular needs. With the exception of a few in-depth assessment tests, services are pre-paid through student services fees.

Services are available to all students who are currently attending class. All services are confidential.

Office Location: Recreation & Wellness Center (RWC), 1.810, Main Campus

Office Phone: (210) 458-4140

Office Fax: (210) 458-4141
### Master of Science in Health and Kinesiology*
**Health Promotion Specialization 2011-2013**

#### I. Background Courses (if required):

<table>
<thead>
<tr>
<th>Course Name/Number</th>
<th>Course Title</th>
<th>Semester Taken</th>
<th>Grade</th>
</tr>
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<tbody>
<tr>
<td>HTH 3503</td>
<td>Foundations of Health Theory</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### II. Required Core Classes (must be taken through UTSA): 9 hours

<table>
<thead>
<tr>
<th>Course Name/Number</th>
<th>Course Title</th>
<th>Semester Taken</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>KAH 5003</td>
<td>Current Trends</td>
<td></td>
<td></td>
</tr>
<tr>
<td>KAH 5123</td>
<td>Research in Health &amp; Kinesiology</td>
<td></td>
<td></td>
</tr>
<tr>
<td>KAH 5093</td>
<td>Statistics and Research</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### III. Specialization Courses (12 hours)

<table>
<thead>
<tr>
<th>Course Name/Number</th>
<th>Course Title</th>
<th>Semester Taken</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>KAH 5063</td>
<td>Health Behaviors</td>
<td></td>
<td></td>
</tr>
<tr>
<td>KAH 5073</td>
<td>Essential Concepts in Health Promotion</td>
<td></td>
<td></td>
</tr>
<tr>
<td>KAH 5083</td>
<td>Epidemiology</td>
<td></td>
<td></td>
</tr>
<tr>
<td>KAH 5133</td>
<td>Health Program Planning, Implementation, &amp; Evaluation</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### IV. KAH Electives (6 hours)

<table>
<thead>
<tr>
<th>Course Name/Number</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>KAH</td>
<td></td>
</tr>
<tr>
<td>KAH</td>
<td></td>
</tr>
</tbody>
</table>

#### V. Free Graduate Electives (9 hours; non-thesis option only)

<table>
<thead>
<tr>
<th>Course Name/Number</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**OR**

#### VI. Master’s Thesis (6 hours; thesis option only)

<table>
<thead>
<tr>
<th>Course Name/Number</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>KAH 6983</td>
<td>Master’s Thesis</td>
</tr>
<tr>
<td>KAH 6983</td>
<td>Master’s Thesis</td>
</tr>
</tbody>
</table>

---

Student’s Signature: ____________________________ Date: _____________

Faculty Advisor’s Signature: ____________________________ Date: _____________

GAR’s Signature: ____________________________ Date: _____________

*(For final degree plan only)*

*Please refer to Notes on Reverse*

Department of Health and Kinesiology
Notes

1. The total number of Semester Credit Hours required for the MS/HKN degree is 36 for the non-thesis option, and 33 for the thesis option.

2. Students who do not have a bachelor’s degree in kinesiology, exercise science, physical education, health or nutrition will be assigned 6 hours of undergraduate leveling coursework. Leveling courses will be determined by the student’s faculty advisor.

3. Students pursuing the master’s thesis option are required to enroll in KAH 6983 (Master’s Thesis) twice for a total of 6 SCH. Students must be enrolled in KAH 6983 during each semester that they are working on their thesis, although no more than 6 SCH of KAH 6983 may be applied to a master’s degree.

4. With department approval, a maximum of 12 SCH of coursework taken at another UT System School, or 6 SCH from a non-UT System School, may be transferred as credit towards the MS/HKN degree. The coursework must have a grade of “A” or “B” and be less than 6 years old. **No classes counted as credit towards another degree can be used to satisfy the requirements of the M.S. in Health and Kinesiology.**

5. Every master’s degree candidate is required to pass a Comprehensive Examination in order to be awarded the master’s degree. The examination is typically taken in the student’s final semester of study. In order to qualify for the Comprehensive Examination, students must:
   a. Be enrolled in at least 1 course at UTSA (this may be a degree requirement or KAH 6961 if all courses have been taken).
   b. Have a signed final degree plan on file.
   c. Have a cumulative GPA of 3.00 or better.
   b. Be in Academic Good Standing at UTSA (not on Academic Probation or Dismissal).
   d. Have completed all required core courses for the degree (KAH 5003; KAH 5123; KAH 5093).
   e. Complete an application for the Comprehensive Examination during the semester the exam is to be taken.

6. Degree candidates must apply for graduation by the appropriate deadline for the semester that they plan to graduate: February 15 (Spring); June 15 (Summer); September 15 (Fall). Students must apply for graduation online via ASAP.
Master of Science in Health and Kinesiology*
Exercise Science Specialization 2011-2013

I. Background Courses (if required):

<table>
<thead>
<tr>
<th>Course Name/Number</th>
<th>Course Title</th>
<th>Semester Taken</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>KIN 2303</td>
<td>Cultural &amp; Scientific Foundations</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

II. Required Core Classes (must be taken through UTSA): 9 hours

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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</tbody>
</table>

III. Specialization Courses (12 hours)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>KAH 5053</td>
<td>Principles of Exercise Physiology</td>
</tr>
<tr>
<td>KAH 5103</td>
<td>Biomechanics</td>
</tr>
<tr>
<td>KAH 5403</td>
<td>Cardiovascular Fitness</td>
</tr>
<tr>
<td>KAH 6203</td>
<td>Motor Learning and Control</td>
</tr>
</tbody>
</table>

IV. KAH Electives (6 hours)

<table>
<thead>
<tr>
<th>Course Code</th>
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</tr>
</thead>
<tbody>
<tr>
<td>KAH</td>
<td></td>
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<tr>
<td>KAH</td>
<td></td>
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<table>
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<th>Course Code</th>
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</tr>
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OR

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<table>
<thead>
<tr>
<th>Course Code</th>
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<tbody>
<tr>
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<td>Master’s Thesis</td>
</tr>
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<td>Master’s Thesis</td>
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</tbody>
</table>

Student’s Signature: ___________________________ Date: __________________
Faculty Advisor’s Signature: ___________________________ Date: __________________
GAR’s Signature: ___________________________ Date: __________________

(For final degree plan only)

*Please refer to Notes on Reverse*

Department of Health and Kinesiology
Notes

1. The total number of Semester Credit Hours required for the MS/HKN degree is 36 for the non-thesis option, and 33 for the thesis option.

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   d. Have completed all required core courses for the degree (KAH 5003; KAH 5123; KAH 5093).
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Master of Science in Health and Kinesiology*
Sport Pedagogy/Psychology Specialization 2011-2013

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</tr>
</thead>
<tbody>
<tr>
<td>KAH 5173</td>
<td>Measurement &amp; Evaluation in P.E.</td>
</tr>
<tr>
<td>KAH 6213</td>
<td>Motor Development</td>
</tr>
<tr>
<td>KAH 6013</td>
<td>Sport and Society</td>
</tr>
<tr>
<td>KAH 6033</td>
<td>Sport Psychology</td>
</tr>
</tbody>
</table>

IV. KAH Electives (6 hours)

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<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>KAH</td>
<td></td>
</tr>
<tr>
<td>KAH</td>
<td></td>
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<td>Master’s Thesis</td>
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</table>

Student’s Signature: ___________________________ Date: ____________

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GAR’s Signature: ___________________________ Date: ____________

(For final degree plan only)

*Please refer to Notes on Reverse*

Department of Health and Kinesiology
Notes

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KAH Graduate Course Approval Form

Graduate students enrolled in the MS/HKN graduate program must show proof of advisor approval prior to registering for any graduate courses. Please complete the form as indicated and submit to Jessica Craig, Student Development Specialist I, in MB 3.324. You may also fax the form to (210) 458-5873. Students must submit this form for each semester that they are taking courses.

Certain courses require additional approvals, including: Independent Studies (KAH 6953); Master’s Thesis (KAH 6983); Comprehensive Exam (KAH 6961). Contact the Student Development Specialist for information on how to register for these courses.

Student’s Legal Name: ____________________________________________

Banner ID: ___________________________

Faculty Advisor’s Name: __________________________________________

Faculty Advisor’s Signature: ______________________________________

Semester Coursework to be taken: ___________________________________

Course Approved: ____________________________
(i.e. KAH 5003)

5-Digit-CRN: ____________________________
(i.e. 14093)

Course Approved: ____________________________
(i.e. KAH 5003)

5-Digit-CRN: ____________________________
(i.e. 14093)

Course Approved: ____________________________
(i.e. KAH 5003)

5-Digit-CRN: ____________________________
(i.e. 14093)
Permission to Enroll in Undergraduate Courses for Graduate Credit while a Graduate Student

(Form must be approved to receive credit. Please return to the SDS in MB 3.324.)

With the final approval of the student’s faculty advisor, course instructor, GAC, and department chair, a master’s degree candidate may apply a maximum of 6 semester credit hours of unduplicated credit for 4000-level undergraduate courses completed at UTSA with a grade of “A” or “B” to a master’s degree. No course below the 4000-level or with other grades may be applied towards the master’s degree.

Student’s Legal Name (please print): ________________________________

Banner ID: @__________________ Term (circle one) Fall  Spring  Summer ____________ Year

Undergraduate Course Requested:

<table>
<thead>
<tr>
<th>5-Digit CRN</th>
<th>Course Name/Number</th>
<th>Section</th>
<th>Credit Hrs.</th>
</tr>
</thead>
</table>

Additional requirements to be met, beyond the typical undergraduate requirements, which warrant graduate-level credit:*

*A syllabus outlining the additional coursework to be completed, including a grading policy, must be attached with this form.

Approvals

Student: ___________________________ Date ______________

Faculty Advisor: _________________ Date ______________

Instructor: ________________________ Date ______________

GAR: _____________________________ Date ______________

Department Chair: ________________ Date ______________
CHANGES IN STUDENT RECORD

STUDENT’S LEGAL NAME: ________________________________

BANNER ID: @_______________________________________

1. Change of Faculty Advisor

Original Faculty Advisor (first and last name): ________________________________

New Faculty Advisor (first and last name): ________________________________

Student’s Signature: __________________________________________

New Faculty Advisor’s Signature: ______________________________________

Date: __________________________________________________________

2. Specialization Change
(Please select: Health Promotion; Exercise Science; or Sport Psychology/Pedagogy)

Original Specialization: ___________________________________________

Changed To: _____________________________________________________

Student’s Signature: _____________________________________________

Faculty Advisor’s Signature: _______________________________________

Date: __________________________________________________________
Appendix C: Professional Organizations

Exercise Science

- American College of Sports Medicine (ACSM)
- The American Physiological Society
- American Society of Exercise Physiologists (ASEP)
- Federation of American Societies for Experimental Biology (FASEB)
- International Society of Sports Nutrition
- National Strength and Conditioning Association (NSCA)

Health

- American Association for Health Education
- American College of Epidemiology (ACE)
- American College Health Association (ACHA)
- American Public Health Association (APHA)
- American School Health Association (ASHA)
- Society for Public Health Education (SOPHE)

Motor Learning and Behavior

- American Autonomic Society
- American College of Sports Medicine (ACSM)
- North American Society for the Psychology of Sport and Physical Activity
- Society for Neuroscience

Sport Psychology and Pedagogy

- American Association for Physical Activity and Recreation
- American Psychological Association (APA- Division 47)
- Association for Applied Sport Psychology
- National Association for Girls and Women in Sports
- National Association for Sport and Physical Education
- North American Society for the Psychology of Sport and Physical Activity
Appendix D: Frequently Asked Questions- Prospective Students

Is the GRE required?
*Effective Fall 2011, the GRE will no longer be required of applicants.*

When/where are the graduate courses offered?
*All of the courses are held at the Main Campus, once a week, from 5:30-8:15 P.M. We also offer 1-3 online courses every semester.*

Can I complete the degree entirely online?
*No. We offer some courses online each semester, but you must be able to attend classes on campus in order to complete the degree.*

Can I start working on a master’s degree while still an undergraduate student?
*No. You may apply for admission to the master’s program up to 9 months in advance of your projected graduation date, but you may not be enrolled at both the undergraduate and graduate level at the same time.*

I missed the application deadline for the semester I wanted to apply for- can I submit a late application?
*That is the decision of the UTSA Graduate School; you should contact the Graduate Admissions Office at (210) 458-4330 to discuss a late application.*

I applied to UTSA in the past for a different graduate program- do I have to submit a new application?
*If you were admitted to a different graduate program at UTSA and you did not enroll in coursework within one calendar year, then you must submit a new application and all required documents to the Graduate School.*

Do I really have to submit transcripts from every college I’ve attended, even if it was only for 1 class?
*Yes. This is mandated by the UTSA Graduate School.*

I don’t have a bachelor’s degree in kinesiology, health, or a related field- can I still be admitted?
*Possibly, provided that you meet all other requirements for admission. You will be assigned 6-18 hours of undergraduate leveling courses to make up the deficiency.*

I want to take undergraduate courses for admission to PT school. Can I do so while seeking a master’s degree?
*No. If you want to take only undergraduate courses for PT or another health professions program, you must apply for admission as a Special Undergraduate Student.*

Can I earn teacher certification while working on a master’s degree?
*Yes. Graduate students who are interested in the teacher certification program at UTSA should contact the Office of Teacher Certification at (210) 458-6287.*
Does the department have any collaborative programs with the UTSA Athletics Department or with the new football team?

*At this time the master’s program has no formal agreements/partnerships with the Athletics Department or the UTSA football team.*

I already have a master’s degree in another field- can those courses be used towards the M.S. in Health and Kinesiology degree?

*No. Per state and federal accreditation standards, no courses applied as credit for one graduate degree may be used to fulfill the requirements of another graduate degree.*
Appendix E: Frequently Asked Questions- Admitted and Continuing Students

Can I change my faculty advisor?
Yes. Please contact the SDS for information on how to change your advisor.

I am having trouble reaching my faculty advisor- who should I contact?
Please contact the SDS for assistance.

How long do I have to complete my degree?
Master’s students have 6 years from their first semester of enrollment to complete their master’s degree.

When do I take the Comprehensive Exam?
In your final semester of study and after you have completed all 3 required core classes for the degree.

Can I take my comprehensive exam while on probation?
No. Per university regulations, students must be in Academic Good Standing (not on probation or dismissal) in order to take the Comprehensive Examination.

What is an Independent Study?
An Independent Study is a directed course of study over a specific topic under the supervision of a graduate faculty member. Students cannot register for an Independent Study on ASAP; please contact the SDS for instructions on how to register for an Independent Study.

Can I enroll in an undergraduate course for graduate credit?
Yes; master’s students may apply a maximum of 6 SCH hours of 4000-level coursework towards their degree. Please contact the SDS for further information.

How do I find out what my current GPA is?
You may view your current GPA by accessing your unofficial transcript online through your ASAP account.

How do I apply for a Graduate Assistantship?
Please contact the SDS for information on how to apply for a Graduate Assistantship.

I received a letter stating that I’ve been placed on Academic Probation- can I appeal this?
No. Academic Standing is based solely on a student’s GPA, thus Academic Probation cannot be waived or appealed.

I received a letter stating that I’ve been dismissed from the university- what should I do?
Please contact the SDS for information on how to petition for reinstatement to the university.

I missed the deadline to apply for graduation- what should I do?
You must file a petition for a late graduation application with the Office of Graduation Coordination. Please contact the SDS for instructions on how to file the petition.
I need proof that I am graduating for a job application—how do I get this?

*Please contact the SDS, who will give you instructions on how to request a Letter of Degree Completion.*

How do I know for certain that I graduated with my master’s degree?

*Your transcript will reflect the date of your graduation about 4 weeks after the close of the term in which you graduated.*
The University of Texas at San Antonio
Department of Health and Kinesiology
College of Education and Human Development
Main Building (MB) 3.324, Main Campus
One UTSA Circle
San Antonio, TX 78249-1644

Phone: (210) 458-5642
Fax: (210) 458-5873

Business Hours: Monday-Friday, 8:00 A.M.-5:00 P.M.
(Closed on designated state and federal holidays)