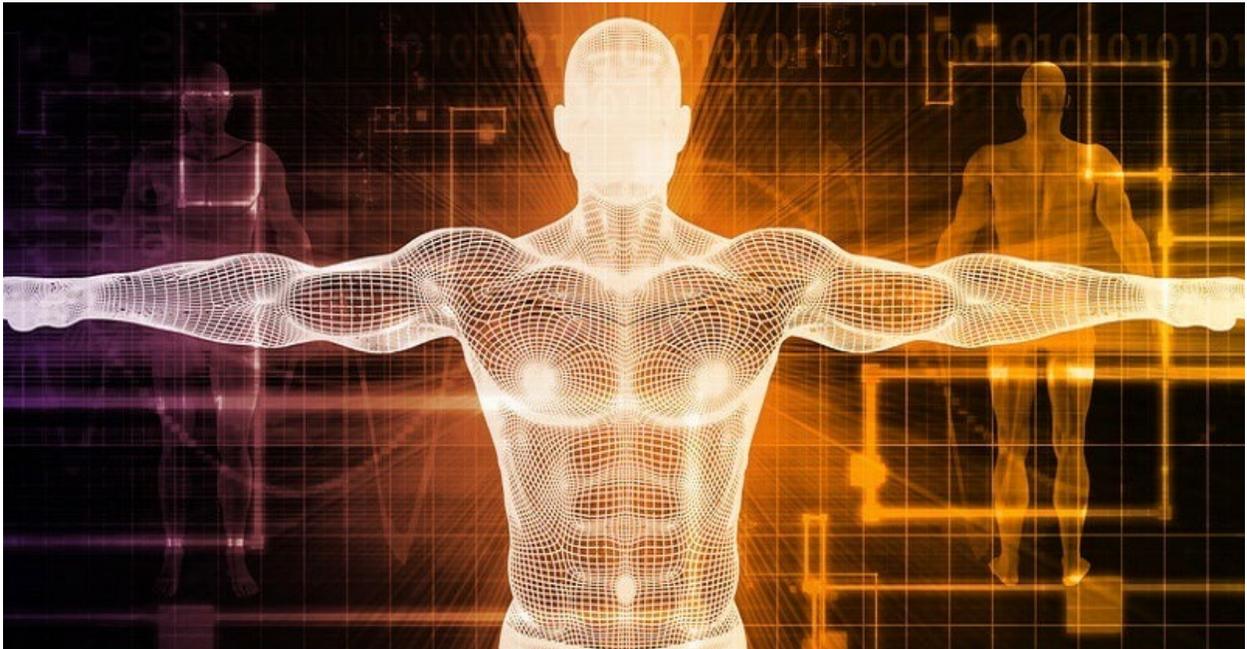




WASHINGTON STATE UNIVERSITY
College of Education

KINESIOLOGY GRADUATE PROGRAM

2024-2025



Department of Kinesiology and Educational Psychology

351 Cleveland Hall
Pullman, WA 99164-2136
Telephone: (509) 335-7016/335-9195
FAX: (509) 335-2097
Email: coe.gradstudies@wsu.edu
<https://education.wsu.edu/kinesiology-graduate-program/>

Table of Contents

Welcome from the Program Director to the Students.....	1
Introduction	2
Program Overview	3
Mission	3
Indigenous Land Acknowledgement.....	3
Student Learning Outcomes (SLOs)	3
Program Content	3
Academic & Degree Requirements, Policies, and Procedures	5
Academic Standing and Annual Review	5
Mandatory Research Training.....	6
Temporary/Permanent Advisor and Committee.....	6
Developing and Submitting the Program of Study (POS)	7
Switching between thesis and non-thesis tracks	9
Deadlines	9
Continuous Enrollment Policy	9
Leave from the Program.....	9
Leave Guidelines (appointed on an assistantship – TA, RA or SA).....	9
Grade Point Average (GPA)	9
Registration and Credit Load.....	10
Transfer Credit and Credit Restrictions.....	10
Use of AI/LLMs, etc.	10
Program Standards	11
Kinesiology – Graduate Program Coursework.....	14
Course Rotation.....	14
KINES 600 Independent Study	16
Existing KINES Courses for Didactic Core or Elective Core.....	16
WSU Supporting Courses as Possible Electives	17
Course substitutions and petitions	20
Taking an undergrad (3xx or 4xx) course.....	21
Kinesiology – Master of Science – Thesis track.....	22
Thesis (KINES 700)	23
Presenting Your Thesis Idea.....	23
Writing the Thesis – Thesis Proposal (T ₁).....	23
Scheduling a Thesis Proposal (T ₁)	24

Human Subjects Form and CITI training.....	25
Final Approval of the Thesis Content	25
Scheduling the Thesis Final Examination (T2 Defense)	25
Thesis Final Examination (T2 Defense).....	26
Thesis Submission and Binding	26
Thesis Graduation Checklist:	27
Graduate Student Exit Survey	28
Kinesiology – Master of Science - Non-Thesis track	29
Final Project/Internship/Comprehensive Exam (KINES 702)	30
Option 1: Final Project	31
Proposal.....	31
Submission	32
Evaluation criteria for the project.....	32
Presentation	32
Option 2: Internship	33
Proposal.....	33
Submitting the internship professional portfolio.....	34
Evaluation criteria for the professional portfolio	34
Presentation	35
Option 3: Comprehensive exam.....	36
Comprehensive exam application	36
Timeline.....	37
Comprehensive exam submission	37
Comprehensive exam scoring and feedback	37
Scheduling your Non-Thesis Examination	38
Non-Thesis Graduation Checklist:	38
Awarding of the Degree	39
Graduate Student Exit Survey	39
Kinesiology Program Graduate Faculty	40
Financial Support	40
Graduate Assistantships.....	40
Teaching and Research Assistantships in the Kinesiology Program.....	41
College of Education Scholarships.....	41
Other Financial Aid.....	41

Business Policies	42
Checkout/Exit	42
College of Education Computer Lab	42
Grievances.....	42
Keys	42
Mail	42
Photocopying	42
Staff Assistance.....	43
Travel	43
Notice of Non-Discrimination.....	43
General Information.....	44
Department Office	44
Office of Graduate Education	44
Central Services, Facilities, and Resources.....	44
Appendix A: Annual Review Form	46
Appendix B: Important Due Dates	50
Appendix C: Helpful Resources and Links.....	51

Welcome from the Program Director to the Students

Dear Students,

It is my pleasure to welcome you to the Kinesiology graduate program at Washington State University. We are thrilled you are here with us and hope your experience will be rewarding. As faculty, our immediate goal is for you to be successful and specifically, that you will grow your professional skills and obtain the knowledge necessary to affect positive change after your time here is done. We believe your learning trajectory with us will be an ascending one and will carry you towards opportunities of great impact. Our job is to help you along this path while creating a community of advanced scholarship and genuine care for others. At times, you will need to rely on the resources available to you, including those provided by our program, the university, and your peers.

This program is a challenging one and comprises course offerings in biomechanics, exercise physiology, psychology of physical activity, leadership in kinesiology settings, and motor control. Our faculty group has an array of research expertise, and we are actively engaged in our professional organizations, regularly seeking for a variety of grant opportunities, and driven in our efforts to disseminate and publish our work. We rely heavily on current scientific knowledge within our individual areas to inform our instructional and investigative efforts. Our graduate program compliments an outstanding undergraduate program and strength & conditioning minor and there are various opportunities for graduate students to mentor younger students. It is an expectation of this program that students accepted to our graduate program will work well and respectfully with faculty mentors as well as undergraduate students to build a safe and socially productive community. As you develop and work toward your personal goals, we encourage you to be cognizant of those around you and look to contribute others' success also.

Along my educational and professional path, I have often been the beneficiary of others' generosity, goodness, and mentorship. Now I hope to "pay it forward" as a resource to all of you. As you have questions or concerns regarding the program or your personal academic progression, please feel free to contact me and I will make myself available to you.

Wishing you the best of success,
Christopher Connolly, Graduate Program Director

Introduction

Kinesiology is the study of human movement. The Kinesiology graduate program was designed to provide advanced education in human movement and to provide foundational research skills that can be applied to its understanding. Whether students choose WSU to become researchers, technicians, educators, or practitioners, all students will be trained to ask important questions, find the answers to those questions, and understand the broader implications of the question and answer. We hope that students will leave our graduate program with an appreciation for the abilities of the human body and science in general. (See specific SLOs below)

It is important that you read this handbook very carefully. In this document, you will find the guidelines for the Kinesiology graduate program. While the guidelines may change over time, you are considered to be directed by the guidelines for the year you submit your program of study (POS). Keep in mind that the College of Education (COE) and the WSU Graduate School additionally have guidelines for graduate study. Kinesiology guidelines do not supersede these, but instead build upon them. If you ever find guidelines to be contradictory, please bring it to the attention of your advisor or the graduate director. Faculty, advisors, and the graduate director will be here to provide you additional specific direction and advice. However, they may also need to consult with this handbook from time to time, and they are expected to follow the guidelines of WSU, COE, and the Kinesiology program. However, don't think of this handbook or these guidelines as boundaries for your education. They are meant to provide you a path toward the best possible graduate education. Our expectation is that you will bring unique perspectives to our student body and advance our program as much as we will advance your education.

Program Overview

The overarching theme within the missions of WSU, the College of Education, and the Kinesiology and Educational Psychology (KEP) department involves generating research opportunities for students and faculty to create scholars who advance their fields globally. The Kinesiology Graduate Program focuses on research, knowledge acquisition, and knowledge application. It will provide a clear path for students and faculty to advance knowledge, become leaders in their respective fields of study, and apply their knowledge in a way that enhances the lives of others within their communities.

To help you navigate through our organizational structure:

- Board of Regents to College of Education - <https://president.wsu.edu/org-chart/>
- College of Education - <https://education.wsu.edu/college/org/>
- Kinesiology and Educational Psychology Department - <https://education.wsu.edu/college/kep/>
- Kinesiology Graduate Program - <https://education.wsu.edu/kinesiology-graduate-program/>

Mission

The mission of the Kinesiology Graduate Program is to provide a strong scientific foundation promoting critical thinking that will enhance health, productivity, and quality of life.

Indigenous Land Acknowledgement

WSU Pullman is located on the ancestral homelands of the Palus people and on the ceded lands of the Nimípuu (Nez Perce) Tribe.

Student Learning Outcomes (SLOs)

1. Ability to think critically, evaluate, understand, apply, and communicate scientific research.
2. Demonstrate advanced kinesiology knowledge in the chosen area of focus.
3. Ability to understand and apply research principles.
4. Awareness and understanding of how diversity issues, special and protected populations influence research and practice.
5. Development of professional identity appropriate for future career plans.

Program Content

Students may earn a Master of Science (M.S.) in Kinesiology by pursuing either a thesis or a non-thesis program of study. Both options should be expected to take two years to complete. The two options differ in the culminating product and the typical career path. A thesis is expected to be personally conducted research following scientific principles. Students will typically choose a thesis path if they plan for a career in research or teaching in higher education, or plan for further higher education (e.g., PT, medical school). A non-thesis option may be personal research (without formal writing submitted to the graduate school), but could also be a community project, literature review, or internship experience. Students will typically choose a non-thesis path if they plan for a non-research industry career like in healthcare or coaching.

Entering students should possess sufficient (for their program of study) fundamental knowledge in core curricular areas (e.g., biology, physiology, health). Ideally, applicants will have a strong background in kinesiology areas of study (e.g., biomechanics, sport psychology, exercise prescription, motor control), however, we consider students from a broad range of educational backgrounds. Students admitted with

identified background deficiencies may be required to complete undergraduate coursework prior to enrolling in graduate coursework in the identified areas.

Master of Science in Kinesiology (thesis option)

The thesis option requires a total of 34 semester hours, consisting of a minimum of 21 graded semester hours of approved coursework, 4 semester hours of seminar*, and a minimum of 9 semester hours of KINES 700 (Master's Research, Thesis, and/or Examination) for the thesis to be defended in an oral examination.

Master of Science in Kinesiology (non-thesis option)

The non-thesis option requires a total of 34 semester hours, consisting of a minimum of 27 graded semester hours of approved coursework, 4 semester hours of seminar*, and a minimum of 3 semester hours of KINES 702 (Master's Special Problems, Directed Study, and/or Examination) for the final project.

*Should students desire to complete the program in three semesters instead of four, only 3 semester hours of seminar will be required.

Course and Credit Requirements

The following tables summarize the courses and credit hours required to obtain a graduate degree in Kinesiology.

M.S. Kinesiology		
Credit Overview (see below for details)	Thesis Degree Credits	Non-Thesis Degree Credits
Research Core	10	10
Didactic	6	12
Electives	9	9
Thesis credits (KINES 700)	9	-
Non-Thesis credits (KINES 702)	-	3*
Total Credits	34	34

* As of 2020, academic regulations state this to be a minimum of 4, [master's degree requirements](#), but since our degree was approved with 3 credits of 702, that is what our program requires.

Academic & Degree Requirements, Policies, and Procedures

Academic Standing and Annual Review

Minimum grade point average (GPA) policy and academic probation status are described in [Chapter 6C of the WSU Graduate School Policies and Procedures manual](#).

As a rule, students are required to maintain a 3.0 cumulative GPA in their graduate program. A graduate student who has completed his/her first semester of graduate study and earns a GPA between 2.75 and 2.99 is eligible for one additional semester of continued enrollment on a probationary status. Upon completion of the probationary semester, and thereafter until graduation, a minimum of a 3.0 cumulative GPA is required to continue in Graduate School. **Probationary status is only available to students immediately following their first semester of graduate study and is not available to students who have been provisionally admitted.**

The enrollment of a graduate student will be terminated under any one of the following conditions:

- The student has a cumulative GPA below 2.75 at the end of the first semester of study.
- The student has been provisionally admitted and has a cumulative GPA below 3.0 at the end of the first semester of study.
- The student fails to establish and maintain a cumulative GPA of at least 3.0 after more than one semester of study.
- The student has failed a preliminary or final exam for a second time.
- The student has failed a preliminary or final exam for the first time with a Graduate School representative present, and a second examination is not recommended by the faculty committee, program chair, or representative; in such cases, the Dean of the Graduate School will review the case and make the final determination.
- The student has earned a U (Unsatisfactory) grade for research credits (700, 701, 702, 800) for two semesters (including the summer term).

Other reasons for termination might include failure to make normal progress toward degree completion (such as failure to complete coursework on time or multiple incompletes), failure to maintain continuous enrollment, failure to assemble and maintain an approved faculty committee, issues related to academic integrity or student conduct, etc. **Only the Dean of the Graduate School or the University Conduct Board has the authority to terminate a student's enrollment.**

When a student's enrollment is subject to termination due to a low GPA and/or the receipt of "U" grades in research credits (KINES 700/702), the program director may, after consultation with the student and other program faculty members, petition the Graduate School for the student's reinstatement.

Kinesiology faculty shall conduct annual reviews of students' progress in the program. In each year of enrollment, students are asked to meet with their advisor/committee chair to complete and sign the annual review form (Appendix A). Recommendations for discontinuing enrollment shall be consistent with the criteria listed above. Students must complete the graduate degree within six years from the beginning date of the earliest course applied toward the degree. Petitions for extensions to this time limit must conform to the procedures described in Chapter 6F of the Graduate School Policies and Procedures.

Mandatory Research Training

As of Spring 2020 term a mandatory training for CITI Responsible Conduct of Research/Conflict of Interest is required of all graduate students. This is a web-based training located at <https://myresearch.wsu.edu/MandatoryTraining.aspx>. All College of Education students are encouraged to take the **Social and Behavioral Responsible Conduct training** as soon as possible. This training will take approximately 2-3 hours depending on how in depth you choose to read.

Once you have completed this training, you will receive email confirmation of completion. Please forward this email to the College of Education Office of Graduate Education (coe.gradstudies@wsu.edu) and, if you have been awarded an assistantship, to that department as well. Students will not be eligible for an assistantship until after this training is completed.

We must report the date of completion. Failure to take this training will result in the delay of your progression through the graduate program. Therefore, students must complete this training in order to finish their program. The training will need to be completed every five years.

If you have questions about this training, please read the webpage <https://gradschool.wsu.edu/responsible-research/> and contact the Office of the Graduate School (509-335-1446 or gradschool@wsu.edu).

Temporary/Permanent Advisor and Committee

The admission letter from the COE Office of Graduate Education identifies a student's temporary advisor. The temporary advisor assists the student with the initial selection of coursework. It is the student's responsibility to contact the temporary advisor as soon as possible after admission to the program. The temporary advisor works with the student during their first year of the program. By the end of the student's first academic year, they meet to discuss whether the temporary advisor shall become the student's permanent advisor or another faculty member might better meet the student's needs. If a student wishes to change temporary advisors prior to submitting their Program of Study (POS), they shall submit a Change of Temporary Advisor form found at <https://education.wsu.edu/documents/2015/09/change-of-temporary-advisor.pdf>.

Graduate committees must consist of at least three WSU graduate faculty members, at least two of which must have Graduate Faculty status within the Kinesiology program. The Chair of the committee must be a faculty member with Graduate Faculty status from the Kinesiology program (see faculty list near the end of this handbook). A tenure-track faculty member can chair either a thesis or non-thesis committee and a career-track faculty can chair a non-thesis committee. However, a career-track faculty can chair a thesis committee only after vote and approval of the graduate faculty on a case-by-case basis. If the desired third committee member is from outside the Kinesiology program, their inclusion must be approved by the committee chair and the graduate program director for eligibility. All graduate committee members must have a degree equivalent to or higher than the degree being sought by the student.

Students shall work with their committee and chair to develop an appropriate program of study. Thesis students identify and approach potential committee members in consultation with the advisor. Typically, committees include program faculty with graduate status whose area of expertise overlaps with the student's research area. In some cases, students identify an additional committee member from another

program or department who can provide unique knowledge or insight beneficial to the student's research. Please note that faculty may decline or be unavailable to sit on committees.

Thesis students

Thesis students must select a permanent advisor/committee no later than the end of the second semester and are encouraged to do so as soon as possible following their admission to the program. Students should meet with their temporary advisor and desired permanent advisor to discuss the switch and acquire the permanent advisor's commitment before submitting the necessary forms to the Office of Graduate Education. A permanent advisor is appointed through the submission of a completed Program of Study (see below). Once you have a permanent advisor, work closely with that advisor to help form your thesis committee. The advisor will have the most knowledge of your research topic and potential committee members.

Non-thesis Students

Except for instances in which the student formally requests to change advisors, the student's temporary advisor will become their permanent advisor upon submission of the Program of Study (see below). Additionally, non-thesis students are assigned a committee by the program to evaluate the comprehensive project. If you have potential committee members in mind, once you have a permanent advisor, work closely with that advisor to help form your thesis committee. The advisor will have the most knowledge of potential committee members. This committee must have one WSU tenure track faculty member on the committee.

Developing and Submitting the Program of Study (POS)

The Program of Study Request form (<https://gradschool.wsu.edu/facultystaff-resources/18-2/>) lists a student's committee chair and other committee members (typically two), as well as the courses that comprise a student's program of study. The permanent advisor/committee chair, in collaboration with other members of the student's committee, helps a student identify the appropriate coursework and research activities for their program of study. The courses are then listed on the Program of Study form. Committee members sign the form to indicate their acceptance of committee membership and approval of a student's program of study.

A program of study shall include a minimum of 34 semester hours of graded course work. The spreadsheets later in this document identify required and elective courses.

All graded coursework shall be included in the "COURSEWORK: Graded (A-F)" section on page 3 of the Program of Study form. Generally, only graduate-level WSU and transfer courses can be included in the program of study.

A committee may approve up to six (6) credits of undergraduate-level credit (300- or 400-level courses at WSU) for a thesis master's degree, and up to nine (9) credits of undergraduate-level credit (300- or 400-level courses at WSU) for a non-thesis degree.

Students seeking to transfer graded graduate-level coursework from another accredited institution may not transfer courses taken towards a completed graduate degree (see [section G.2.e of Chapter Six](#) of the Graduate School Policies and Procedures manual).

Seniors who have at least a 3.0 GPA in the last 60 semester hours of graded undergraduate work at WSU may reserve up to six (6) semester hours for a thesis master's program, and nine (9) hours for a non-thesis master's program, providing the student earns a grade of "B" (3.0) or better in the course(s). The approval of the Dean of the Graduate School is required prior to registering for the course(s). The student must complete a [Reservation of Graduate Credit](#) form before term start of course(s), and obtain the appropriate signatures before submitting it to the Office of Graduate Education (coe.gradstudies@wsu.edu) who will forward it to the Graduate School for final approval.

Any course included in the Program of Study form in which a grade of "C-" or below is earned must be repeated as a graded course. Such courses cannot be repeated on an S/F (satisfactory/fail) basis nor may they be dropped from a student's Program of Study.

Non-graded coursework, including any Special Projects or Independent Study work (KINES 600), shall be included in the "COURSEWORK: Non-Graded (S/F)" section on page 3 of the form. When listing such coursework, be sure to include a course prefix, number, and the **total number of credits for each course**. Courses graded S/F cannot be used to fulfill core program requirements nor do they count towards the total required credit hours (21 graded credits for thesis, 26 for non-thesis).

Research or final examination credits shall be included in the "Research Credits" section of the form on page 3. Non-thesis students shall list KINES 702 (Master's Special Problem, Directed Study and/or Examination) while thesis students shall list KINES 700 (Master's Research, Thesis, and/or Examination) credits. Students must complete satisfactorily at least 3 non-thesis research credits (KINES 702) or 9 thesis research credits (KINES 700) to graduate.

Full-time thesis students must enroll in at least one (1) research credit (KINES 700) every semester of full-time enrollment. Both thesis and non-thesis students need at least two (2) research credits in the semester they complete their studies (turning in a non-thesis project or defending a thesis). Students shall schedule a meeting with their advisor each semester to discuss goals and complete an [Independent Study Form](#) upon enrollment in any amount of research credits. The completed and signed form shall be submitted to the department office (Cleveland Hall 351) **before** the 10th day of classes.

The [Program of Study](#) is submitted through a student's myWSU account. The electronic routing for Graduate School forms may be found in a student's myWSU account under Profile > Service Requests. A student's upload and subsequent approvals by committee members and department chair count as ink signatures and become binding for all. When the program of study is approved by the Graduate School, an email is sent both to the student and the COE Office of Graduate Education. The approved program becomes a part of the requirements for the degree and becomes a "contract" between the Graduate School, the academic program, and the student. *Although Graduate School policy requires that this form be completed no later than the beginning of the third semester of graduate work, students are encouraged to submit it shortly after their first semester of coursework and no later than when they have obtained 18 graded credits.* Students are held to the master's program requirements in effect at the date of their admission, provided they submit a Program of Study and have it approved by the Graduate School within one year of the admission date. Otherwise, they will be held to the program requirements in effect at the time of approval of their Program of Study.

After the Program of Study has been approved by the Graduate School, it can be changed by completing [Change of Program](#) or [Change of Committee](#) SmartSheet forms. The attached forms are then uploaded by the student through their myWSU > Profile > Service Request for electronic approvals.

Switching between thesis and non-thesis tracks

Students who wish to switch between thesis and non-thesis tracks must submit a [Plan and Degree Level Change Form](#) via SmartSheet. If a Program of Study has already been submitted, students must also complete a [Program Change](#) via SmartSheet to switch KINES 700 (Master's Research, Thesis, and/or Examination) credits and KINES 702 (Master's Special Problem, Directed Study and/or Examination) credits, as well as any other courses to meet program and graduate school requirements. In case of such a switch, the student still needs to satisfactorily complete the appropriate number of research credits (e.g., 3 credits of KINES 702 in case of a switch to the non-thesis track). The attached forms are then uploaded by the student through their myWSU > Profile > Service Request for electronic approvals.

Students should keep copies of all submitted paperwork for their reference.

Deadlines

Students should refer to the Graduate School's [Deadlines and Procedures for Master's Degree](#) for current information about procedures and due dates that affect them.

Continuous Enrollment Policy

All full- and part-time degree-seeking graduate students at all campus locations must maintain continuous enrollment in the Graduate School, registering for each semester, excluding summer sessions, from the time of first enrollment until all requirements for the degree are completed. Continuous enrollment is maintained by registering for a minimum of two (2) graduate credits per semester (excluding the summer). For further information regarding the [Continuous Enrollment policy](#) visit the [Graduate School Policy and Procedures](#).

Leave from the Program

Students who decide that a leave of absence is necessary must file the official [Graduate Leave form](#) via SmartSheet. The attached forms are then uploaded by the student through their myWSU > Profile > Service Request for electronic approvals. The form is due BEFORE the beginning of the term in which the student will be taking a leave. If approved, students may be granted only one leave during their time in the program.

Leave Guidelines (appointed on an assistantship – TA, RA or SA)

During the term of their appointments, all graduate assistants are expected to be at work each workday, including periods when the University is not in session (no classes being held), with the exception of the legal holidays designated by the Board of Regents. All University holidays are designated by the Board of Regents and are published online at <https://policies.wsu.edu/prf/index/manuals/60-oo-personnel/60-76-wsu-holidays/>. Graduate students on appointment do not earn annual leave or sick leave.

Grade Point Average (GPA)

Students are required to earn a minimum 3.0 cumulative and 3.0 program GPA to be awarded a graduate degree. No work of B- or below may be dropped from a program, nor can a course be repeated for a higher grade if the final grade is C or higher. Any course listed in the Program of Study for a master's

degree with a grade of C- or below must be repeated, and the course cannot be repeated on an S/U (satisfactory/unsatisfactory) basis.

Registration and Credit Load

Graduate Students are responsible for completing appropriate enrollment procedures each semester. Full-time graduate students must register for a minimum of 10 credit hours (of 300 level or higher courses) to maintain full-time enrollment status in the fall and spring semesters. All full-time thesis students must register for at least one (1) 700-level (master's) research credit each semester to track faculty advisor effort. Part-time graduate students must register for a minimum of two (2) credit hours and no more than nine (9) credit hours to maintain part-time enrollment status in the fall and spring semesters. For further information regarding the Registration and Credit Load policy, go to the [Graduate School Policy and Procedures](#).

Transfer Credit and Credit Restrictions

The program will follow the Graduate School Policies & Procedures for transfer credits. The number of transfer credits allowed for a master's program is subject to departmental recommendation and final approval by the Graduate School.

Credits appropriate to the Program of Study (with a grade of B or higher) earned in other accredited graduate schools after the award of the bachelor's degree may be transferred and applied toward a student's graduate degree program pending approval by the committee chair and members, as well as by the department and Graduate School. Graduate credit earned (with a grade of "B" or higher) at Washington State University prior to formal admission to the Graduate School, other than credit earned while enrolled as a personal enrichment student, may be included in the number of prior credits allowed as long as they are reserved. The total of such credits (transfer and prior WSU credits) is subject to the usual time restrictions and approval by the department and the Graduate School. None of these credits may be applied toward another advanced degree.

Extension courses, special problems, research and thesis, workshops, and correspondence courses will not receive graduate transfer credit.

All proposals regarding transfer credits should first be discussed with the chair of the student's graduate committee. Transfer credit is requested formally by listing the courses on the Program of Study, but preliminary determination will be made earlier upon request to the committee chair, members, program director, and the Graduate School. Graduate credit from non-accredited institutions will not be accepted for transfer to graduate degree programs.

Use of AI/LLMs, etc.

The use of Artificial Intelligence (AI) tools, including Large Language Models (LLMs), can be valuable for certain aspects of the writing process. For instance, these tools can assist with copy editing, improving grammar, spelling, and clarity. They can also be useful for brainstorming ideas or exploring different ways to articulate complex concepts.

However, it is essential that the core content, ideas, and phrasing in your work remain your own. Although LLMs can enhance the presentation of your work, they should not replace your intellectual contributions. When using AI tools, ensure that they are employed in a way that maintains the originality

and integrity of your writing. Proper attribution is recommended if these tools significantly influence the final text.

Recommended Guidelines:

1. Copy Editing and Grammar: AI tools can be used to correct grammatical errors and refine language. However, ensure that the edits do not alter the intended meaning or the originality of your ideas.
2. Brainstorming and Concept Development: LLMs can help generate ideas or explore different approaches to your arguments. Use these suggestions as a starting point but ensure that the final articulation of ideas is your own.
3. Attribution: If AI tools significantly shape the final version of your text, consider acknowledging their use in your work, similar to how you would cite other forms of assistance like proofreading.

The University provides additional [Guidelines for Using AI-LLM](#).

Program Standards

Kinesiology graduate students are expected to display accountability, altruism, caring, integrity, and social responsibility in all WSU-affiliated activities (e.g., classroom, lab, event, meeting). Given student behavior away from campus can impact the program, students are also expected to display these attributes in activities outside of WSU. The following will serve as a guide for evaluation of student professionalism in the Kinesiology graduate program.

Accountability

Accountability is active acceptance of the responsibility for the diverse roles, obligations, and actions of kinesiologists including self-regulation and other behaviors that positively influence the profession and the health and wellness of society.

Sample indicators include:

- Seeking and responding to feedback from multiple sources.
- Acknowledging and accepting consequences of his/her actions.
- Assuming responsibility for learning and change.
- Carefully reading this Handbook.
- Adhering to the guidelines set out in this handbook.
- Communicating accurately and honestly with faculty, staff, and other students.
- Seeking continuous improvement in quality of course-work.

Altruism

Altruism is the primary regard for or devotion to the interest of others, thus assuming the fiduciary responsibility of placing the needs of others ahead of self-interest.

Sample indicators include:

- Participating in additional volunteer activities.
- Seeking ways to place the needs of the class or group above his/her needs.
- Working together with classmates for the common good of the program.
- Mentoring fellow students to realize their potential

Caring

Caring is the concern, empathy, and consideration for the needs and values of others.

Sample indicators include:

- Understanding the socio-cultural, economic, and psychological influences on the life of other students, faculty, and staff.
- Understanding faculty perspectives on given situations.
- Communicating effectively, both verbally and non-verbally, with others taking into consideration individual differences in learning styles, language, and cognitive abilities, etc.
- Recognizing and refraining from acting on one's social, cultural, age, gender, and sexual biases.
- Attending to the needs and comforts of others.
- Demonstrating respect for faculty, staff, and other students in all interactions and considers others as unique and of value.
- Being an advocate for the needs of classmates.
- Respecting the rights and needs of all individuals

Integrity

Integrity is steadfast adherence to high ethical principles or professional standards; truthfulness, fairness, doing what you say you will do, and "speaking forth" about why you do what you do.

Sample indicators include:

- Being trustworthy
- Recognizing the limits of his/her expertise when dealing with clinicians, faculty, students, patients, and clients.
- Acting based on professional values even when the results of the behavior may place oneself in opposition to popular opinions.

Social Responsibility

Social responsibility is the promotion of mutual trust between the profession and the larger public that necessitates responding to societal needs for health and wellness.

Sample indicators include:

- Advocating for the health and wellness needs of society.
- Promoting cultural competence within the program and the University.
- Advocating for changes in laws, regulations, standards, and guidelines that affect health and wellness within our society.
- Understanding of current community-wide, nationwide, and worldwide issues and how they impact society's health and well-being.

These program standards are in addition to those set by the Graduate School ([Graduate School Policies and Procedures](#)).

Violations of Program Standards

Accountability, altruism, caring, integrity, and social responsibility are guiding principles for responsible conduct at all times for students in program activities (e.g., classroom, lab, event, meeting). Failing to adhere to these guiding principles may have consequences including loss of teaching assistantships,

research assistantships, and/or dismissal from the program. The Kinesiology Program will address violations of program standards on a case-by-case basis.

Sample violations include:

- Lack of professionalism in the classroom
- Inappropriate communication with students, lab members, or faculty members
- Lack of accountability
- Failing to respect others
- Lack of integrity
- Violation of the law

Reporting a Violation: A possible violation of program standards can be reported to the Graduate Director using the online Program Standards Violation form and the Graduate Director will review the violation. If there appears to be no violation or if there is inadequate evidence of a violation, the Graduate Director may dismiss the allegation.

If there appears to be a violation, the following procedure will be followed:

- The student will be notified in writing of the reported violation by the Graduate Director.
- The Graduate Director will appoint a faculty committee of two additional members (one faculty member from the Graduate Executive Committee and the Department Chair or Assistant Chair).
- The committee will review the pertinent information and put forth recommendations of one of the following:
 - No evidence of a violation and no further investigation
 - Evidence of a violation and student provided with a formal warning and guidance for remediation
 - Evidence of a violation, student placed on probation without loss of assistantship, and student provided guidance for remediation
 - Evidence of a violation, student placed on probation with loss of department/college assistantship, and student provided guidance for remediation
 - Evidence of a significant violation and dismissal from the Kinesiology program
- If no evidence of violation or warning/remediation is recommended, the Graduate Executive Committee will meet to discuss and the Graduate Director will inform graduate faculty of situation. If the more serious probation or program dismissal is recommended, the Graduate Director will call a meeting for all graduate faculty and present the situation and recommendations.
- The graduate faculty will vote on the appropriate action.
- The student will be informed of the graduate faculty decision in writing by the Graduate Director.
- Student probation will be in effect for one semester, following which the graduate faculty will meet to determine if student has demonstrated appropriate remediation. If so, the student will be once again in good standing. If remediation has not occurred, graduate faculty will vote to dismiss student from the program.

Appeal Process

The student may appeal the decision per the Graduate School Policies and Procedures and the Graduate and Professional Student Grievance and Appeal Processes ([Chapter 12.E.3.b.](#)). The appeal must be made in writing within 15 calendar days following the notice of the decision to the Vice Provost for Graduate and Professional Education.

Kinesiology – Graduate Program Coursework

The WSU catalog has the most current course offerings and may be accessed here <https://catalog.wsu.edu/Pullman/Courses> or through your myWSU account.

Course Rotation

There are three required didactic courses in the Kinesiology graduate program (Ed Psych 505, 508, and Kines 590). Kines 590 is a seminar course that is taken each semester full-time students are in the program. Your course rotation for Ed Psych 505 and 508 should be planned with your advisor and considering your other courses. A standing College committee determines when and how Ed Psych 505 and 508 are offered each year to meet the needs of several College of Education programs. Note that their offerings may occasionally change. Ed Psych 505 is recommended to be taken before Ed Psych 508. Thesis students are required to enroll in at least 1 credit of Kines 700 each semester. All students are required to enroll in a minimum 2 research credits (Kines 700 or 702) or enough to meet the degree/graduation credits obligation as listed on the POS in the semester they plan to present their final thesis or non-thesis work (usually their final semester).

Courses Offered in Both Semesters

KINES 590 *Kinesiology Seminar*. Experiences in presentation and discussion broadly within Kinesiology
 KINES 596 *Kinesiology Graduate Topics*. Special graduate topics in Kinesiology
 KINES 600 *Independent Study*
 KINES 700 *Master's Research, Thesis, and/or Examination*
 KINES 702 *Master's Special Problems, Directed Study and/or Examination*

Courses Offered Fall Semesters

Course Name	Even Years	Odd Years
KINES 513 <i>Advanced Psychology of Physical Activity</i> . This class provides an advanced exploration of foundational topics in sport and exercise psychology. Students will explore social and psychological factors that impact behavior and performance in sport and physical activity settings.	X	X
KINES 515 <i>Etiology of Obesity</i> : This course provides an in-depth analysis and study of the latest research on the causes and contributors to obesity.		X
KINES 525 <i>Aging Across the Lifespan</i> . This course examines aspects of aging as a process across the lifespan including physical, mental, and emotional changes that occur throughout this process. *not offered in Fall 2024		
KINES 545 <i>Leadership Philosophy, Programming, and Marketing Physical Activity</i> . Planning, development, assessment of recreation, physical activity, and sport-based programming, implementation of	X	

health and physical activity marketing techniques with emphasis in leadership and practical application.		
KINES 560 <i>Neuromuscular Physiology</i> . Understand and solve problems related to the design and function of the human nervous system that produces voluntary movement.	X	X
KINES 562 <i>Biomechanical Measurement Techniques</i> . The daily operational use and maintenance of biomechanics lab equipment. The processing and analyses of biomechanics lab data.		X
KINES 580 <i>Applied Experiences in Exercise Physiology</i> . Systematic review of human physiological responses to exercise. Review of current evaluative methods for cardiorespiratory function, body composition, energy expenditure, and human athletic performance.	X	

Courses Offered Spring Semesters

Course Name	Even Years	Odd Years
KINES 514 <i>Motivation Theories</i> . Antecedents, consequences, and processes of motivated behavior examined from theoretical, empirical, and applied perspectives.	X	X
KINES 550 <i>Life Course Physical Activity</i> . Explores the impacts of physical activity on health and quality of life at specific life course phases.	X	X
KINES 561 <i>Motor Control Theory</i> . The mechanisms and principles governing motor control and learning, as well as the research methods commonly used in motor behavior.		X
KINES 563 <i>Balance, Gait and Running</i> . The biomechanical analysis and literature of balance, gait, and running.	X	
KINES 564 <i>Movement Disorders</i> . Examination of the history, neuropathology, assessment, and intervention procedures of movement disorders.	X	
KINES 584 <i>Exercise Prescription</i> . Designed to provide principles of testing and prescription based on current practices in movement education, for healthy individuals and special populations. *not offered in Spring 2025		

KINES 600 Independent Study

Independent Study provides a student with the opportunity to investigate topics of personal interest for exploratory purposes (e.g., investigate possibilities for a thesis topic), or complete supporting coursework that is not offered during a semester that accommodates a student's schedule. In either case, the student is required to develop an agreement with the independent study sponsor (mentor) about the activities and goals for the semester. If the student wishes to undertake an independent study for the explicit purpose of developing a thesis, this contract should specify in detail what activities and outcomes can be expected for that semester. **KINES 600 credits cannot be counted toward the 34-credit minimum for your degree requirements.**

Existing KINES Courses for Didactic Core or Elective Core

1. Ed Psych 505 *Research Methods*. Research methods; literature review; design, implementation, and interpretation of results.
2. Ed Psych 508 *Educational Statistics*. Introductory course for graduate students in applied statistics for the behavioral sciences.
3. Kines 513 *Advanced Psychology of Physical Activity*. This class provides an advanced exploration of foundational topics in sport and exercise psychology. Students will explore social and psychological factors that impact behavior and performance in sport and physical activity settings.
4. Kines 514 *Motivation Theories*. Antecedents, consequences, and processes of motivated behavior examined from theoretical, empirical, and applied perspectives.
5. Kines 515 *Etiology of Obesity*: This course provides an in-depth analysis and study of the latest research on the causes and contributors to obesity.
6. Kines 525 *Aging Across the Lifespan*. This course examines aspects of aging as a process across the lifespan including physical, mental, and emotional changes that occur throughout this process.
7. Kines 545 *Leadership Philosophy, Programming, and Marketing Physical Activity*. Planning, development, assessment of recreation, physical activity, and sport-based programming, implementation of health and physical activity marketing techniques with emphasis in leadership and practical application.
8. Kines 550 *Life Course Physical Activity*. Explores the impacts of physical activity on health and quality of life at specific life course phases.
9. Kines 560 *Neuromuscular Physiology*. Understand and solve problems related to the design and function of the human nervous system that produces voluntary movement.
10. Kines 561 *Motor Control Theory*. The mechanisms and principles governing motor control and learning, as well as the research methods commonly used in motor behavior.
11. Kines 562 *Biomechanical Measurement Techniques*. The daily operational use and maintenance of biomechanics lab equipment. The processing and analyses of biomechanics lab data.
12. Kines 563 *Balance, Gait and Running*. The biomechanical analysis and literature of balance, gait, and running.
13. Kines 580 *Applied Experiences in Exercise Physiology*. Systematic review of human physiological responses to exercise. Review of current evaluative methods for cardiorespiratory function, body composition, energy expenditure, and human athletic performance. **this course is similar to one offered through NEP in Spokane and students could potentially take the NEP course over AMS – however the hands-on components would need to be delivered face-to-face on the Pullman campus.*

14. Kines 584 *Exercise Prescription*. Designed to provide principles of testing and prescription based on current practices in movement education, for healthy individuals and special populations.
15. Kines 590 *Kinesiology Seminar*. Experience in presentation and discussion of scientific data broadly within kinesiology.
16. Kines 600 *Independent Study*
17. Kines 700 *Master's Research, Thesis, and/or Examination*
18. Kines 702 *Master's Special Problems, Directed Study and/or Examination (non-thesis)*

WSU Supporting Courses as Possible Electives

Note that other courses may also fulfill elective requirements and should be considered with your advisor.

Bioengineering (Bio_Eng)	525 Biomechanics 3 Methods for analysis of rigid body and deformable mechanics; application to biological tissue, especially bone, cartilage, ligaments, tendon and muscle.
	541 Systems Bioengineering 3 Physiological systems emphasizing the cardiovascular, pulmonary, renal, endocrine, musculoskeletal, nervous and sensory systems.
Biology	579 Mathematical Modeling in the Biological and Health Sciences 3 Techniques, theory, and current literature in mathematical modeling in the biological and health sciences, including computational simulation. Cross listed with MATH 579.
	582 Professional Communication in Biology - Grant Writing 2 Mechanics and style of publishing biological research and findings; adaptation of writing to various venues and audiences with emphasis on grant writing.
Communications (Com)	514 Health Communication Theories and Campaigns 3 Health communication theories with a focus on campaign construction and evaluation.
	516 Health Communication and Society 3 Reviews, critiques and applications of research regarding the impact of social and cultural environments on health communication.
	541 Science Communication 3 Introduction to the role of communication in the formation of attitudes, opinions, and knowledge about important science issues.
	561 Multimedia Content Creation 3 Exploration and application of strategies to communicate ideas clearly, concisely, and effectively through multimedia content.
	562 Crisis Communication in Global Contexts 3 Prepare, plan, and execute crisis communication and management to protect the continuity of an organization's image and mission.
	563 Ethics for Professionals 3 The understanding, discussion, and application of key theories of individual and institutional ethics; the articulation and defense of ethical reasoning.
	564 Research Methods for Professionals 3 Understanding the role of research in media and the related organizations and its application to organizational decision making through quantitative and qualitative research methods

	including research design, questionnaire construction, sampling, data collection techniques, and variable measurement.
Educational Psychology (Ed_Psych)	572 Introduction to Systematic Literature Reviews and Meta-Analyses 3 Course Prerequisite: ED PSYCH 505 or 508. Introduction to the steps involved in conducting systematic reviews and meta-analyses.
	575 Multilevel Modeling 3 Course Prerequisite: ED RES 565. Introduction to multilevel modeling techniques; examines the use of these techniques in the social sciences. Recommended preparation: ED PSYCH 569. Typically offered Odd Years - Spring.
Health Communication (ComHlth)	570 Health Communication and Behavior Change 3 Application of behavior change theories to construction and evaluation of health communication campaigns.
	571 Communicating Health in Practice 3 Health communication and promotion across a variety of settings and mediums, from interpersonal to promotional campaigns.
	572 Communicating Health to Specialized Populations 3 Literature and theory of cross-cultural communication and cultural aspects of health.
	573 Communicating Health in a Digital Landscape 3 Development and implementation of health-related content through a variety of digital platforms.
	574 Health Message Design and Effectiveness 3 Behavior change theories as they relate to health communication message design and evaluation.
Mathematics (Math)	540 Applied Mathematics I: PDEs 3 Applied partial differential equations; Fourier series; Bessel functions and Legendre polynomials as harmonics for disks and balls; Laplace, heat, and wave equations; separation of variables and D'Alembert's formula. Credit not granted for both MATH 440 and MATH 540. Required preparation must include differential equations. Offered at 400 and 500 level. Typically offered Fall, Spring, and Summer. Cooperative: Open to UI degree-seeking students.
	541 Applied Mathematics II 3 Complex variable theory including analytic functions, infinite series, residues, and conformal mapping; Laplace transforms; applications. Credit not granted for both MATH 441 and MATH 541. Required preparation must include differential equations.
	579 Mathematical Modeling in the Biological and Health Sciences 3 Techniques, theory, and current literature in mathematical modeling in the biological and health sciences, including computational simulation. Cross-listed with Biology 579.
Mechanical Engineering (ME)	530 Elasticity 3 Theory of kinematics of solid deformable bodies; conservation laws applied to an elastic continuum; generalized linear stress-strain behavior with applications.
	531 Nanoscience and Nanotechnology 3 Overview of nanoscience and nanotechnology and their biomedical, energy, and environmental applications; structures, properties, synthesis of nanoscale materials and fabrication of nanostructured devices. (Crosslisted course offered as MSE 531, MATSE 531, ME 531.) Recommended preparation: Basic knowledge of materials, engineering, chemistry. Typically offered Odd Years - Spring.

	532 Finite Elements 3 Theory of finite elements; applications to general engineering systems considered as assemblages of discrete elements.
Material Science (MatSE)	506 Biomaterials 3 Overview of the different types of materials used in biomedical applications such as implants and medical devices.
Neuroscience (NeuroSci)	540 Special Topics in Integrative Neuroscience V 1-3 May be repeated for credit; cumulative maximum 6 hours. Concepts and controversies in neuroscience involving integrative properties of cell systems. Cooperative: Open to UI degree-seeking students.
	541 Special Topics in Cellular and Molecular Neuroscience V 1-3 May be repeated for credit; cumulative maximum 6 hours. Concepts and controversies in neuroscience that involve nerve cell function and regulation. Cooperative: Open to UI degree-seeking students.
	542 Special Topics in Interdisciplinary Neuroscience V 1-3 May be repeated for credit; cumulative maximum 6 hours. Concepts and controversies in neuroscience that revolve around traditional approaches to nervous system study. Cooperative: Open to UI degree-seeking students.
	543 Special Topics in Behavioral/Clinical Neuroscience V 1-3 May be repeated for credit; cumulative maximum 6 hours. Concepts and controversies in neuroscience that involve normal and pathological aspects of behavior. Cooperative: Open to UI degree-seeking students.
Nutrition and Exercise Physiology (NEP)	526 Nutritional Epidemiology 3 The relationship between nutritional status, diet, and disease at the community and population level.
	573 Nutrition in the Community 2 Public health from a nutrition perspective including current issues in nutrition healthcare, overview of existing programs and assessment of program planning.
Prevention Science (Prev_Sci)	508 Longitudinal Structural Equation Modeling 3 Longitudinal structural equation modeling and the use of Mplus statistical software to perform and interpret a broad range of longitudinal structural equation models. Recommended preparation: ED PSYCH 576, PSYCH 514, PSYCH 516, or previous knowledge of multivariate analysis and factor analysis.
	510 Multilevel Modeling II: Advanced Multilevel Models for Longitudinal Data 3 Advanced applications of the general linear mixed model (aka multilevel model, hierarchical linear model, latent growth curve model, random coefficients model) used to analyze data from longitudinal, repeated measures designs; conduct cumulative steps in a longitudinal multilevel analysis, including setting up data file and coding variables, evaluating fixed and random effects and interpreting covariance structures, predicting between- and within-person variation using time-invariant and time-varying covariates, and interpreting empirical findings. Recommended preparation: ED PSYCH 575 or previous knowledge of multivariate analysis and multilevel modeling.
	512 Finite and Growth Mixture Modeling 3 Introduction to a specific type of latent variable statistical models, commonly referred to as finite mixture models, which include several distinct subtypes including latent class analysis, latent profile analysis, latent transition analysis, and latent class growth analysis; conceptual background for models and application of models in practice. Recommended preparation: ED PSYCH 514 and ED PSYCH 576, or knowledge of multivariate analysis and psychometrics.

	513 Research Methods in Prevention Science 3 Introduction to process of research and methods in prevention science; techniques of research, data collection, and data analysis procedures.
	535 Effective Prevention Strategies I 3 Community mobilization and problem analysis; program selection, implementation, and management; grant writing.
	540 Effective Prevention Strategies II 3 Evaluation of prevention science programs.
Psychology (Psych)	514 Psychometrics 3 Course Prerequisite: PSYCH 512. Scientific construction of behavioral assessment instruments, including validation and reliability; types of scales and responses; statistical scaling; test theory issues. Typically offered Fall.
	516 Applied Structural Equation Modeling with Current Software 3 Course Prerequisite: PSYCH 512; PSYCH 514. Confirmatory factor analysis, path analysis, structural regression analysis, multilevel analysis and latent growth analysis with current software. Typically offered Spring.
Special Education (Spec_Ed)	589 Special Education Personnel Preparation and Professional Development 3 Current research, issues, trends in special education personnel preparation and professional development. Typically offered Odd Years - Fall.
	592 Single Subject Research Design and Methods. Explore objective behavior through experimental manipulation and control, which includes collecting highly structured data on a small number of individuals and analyzing those data quantitatively.
	593 Diversity, Equity, and Inclusion in Special Education 3 Diversity, equity, and inclusion issues in special education examined and critically reflected upon for future use and practice. Recommended preparation: Admission to a doctoral program. Typically offered Odd Years - Fall.

Course substitutions and petitions

Students may petition to have another course substitute for a specific course in their curriculum. On occasion, a student may transfer in credits taken at another university to count as credit in the Kinesiology graduate program. These may even substitute for certain curriculum requirements. Transfer credits will not be accepted if they were/are being used to obtain another degree (i.e. “double-dipping”).

The process to make course substitutions and petitions:

1. The student needs to talk with their advisor/committee chair to make sure they agree and there is good justification
2. The student will fill out the “course substitution form” (Advisor: see Forms folder in Dropbox)
3. The student must get all the appropriate signatures
4. The advisor will return it to the graduate program director for final approval
5. The advisor will make the corresponding change on the POS form, or amend the already submitted POS and refile

General Considerations:

1. Is the course substitution an equivalent number of credits? e.g. semester to semester or will it be quarter to semester credits?
 - a. If quarter to semester credits – does the student still have enough credits to graduate?
2. If an undergraduate course, there are a few caveats:

- a. The course must be a graded (A,B,C) scheme (no P/F, S/F or S/U courses) and the student must get a B or better in the course,
 - b. The course may only be transferred from WSU undergraduate courses while the student is enrolled as a graduate student. No work taken as an undergraduate during their bachelor's career may be transferred (can't double dip on credits).
 - c. Students are only allowed up to 9 credits of 300 or 400 on their graduate program of study,
 - d. The Graduate School might ask for a syllabus, students should be prepared to supply one just in case.
3. If the course is a graduate level course from another university:
 - a. Students may not have used the course in an awarded other degree from that university, ok if degree not awarded,
 - b. Course must be graduate level and the student earned a B (3.0) or better in the course (no P/F, S/F or S/U courses),
 - c. Students must supply a syllabus,
 - d. An official transcript from that university must be on file in the Graduate School.
 4. If the course is a graduate level course from another WSU department – then the student's committee merely agrees and the appropriate substitution is made (graded for graded) and the student maintains a B (3.0) or better.
 - a. A note on these – students are being awarded a Kinesiology degree so the POS should not be all courses from another program.
 - b. It is best to try to keep these to the elective courses and not core program courses to maintain the integrity of the Kinesiology degree.
 5. From there it's a matter of does the committee agree the knowledge is needed in order to conduct research?
 6. The student will list it on their Program of Study (degree requirements) and with the committee's approval of this form in myWSU they agree to this request.
 - a. If the student already has an approved or submitted Program of Study (POS), then they amend the POS with a Program Change form (course/add drop from requirements). Again, with the approval of this form in myWSU the committee agrees to this substitution.

Taking an undergrad (3xx or 4xx) course

Students may take a limited number of undergraduate credits to satisfy their didactic core requirements. You should first talk with your advisor to confirm they are ok with you taking the specific course. Remember, it can't be one that you already received credit for in your undergraduate degree.

To enroll in undergrad credits, there is an added layer to registration due to a student's career code in the system. Being a graduate student, you will need Jason Johnson (jason.johnson2@wsu.edu) to register you for the course, once registration opens. Please provide the following information for this request:

- Your WSU ID
- Registration campus
- Course Prefix & course number
- The name of course
- The class registration number (found on the time schedule)
- If a variable credit course, the number of credits you wish to register

Kinesiology – Master of Science – Thesis track

Program of Study Total Credits: (Minimum required: 34 credits, 21 of which must be graded)

Check-sheet of Requirements

	Thesis option courses (credits)
Research core	Ed Psych 505 (3) – research methods Ed Psych 508 (3) – stats Kines 590 (4) – seminar
Didactic core (tailored to the student’s area of emphasis)	Kines 4xx or 5xx (3) Kines 4xx or 5xx (3)
Project/Thesis	Kines 700 (9)
Electives (to support student’s emphasis)	_____ 5xx (9)
Required number of credits	34

Sample schedule for full-time thesis option (10 credits / semester for full-time)

Fall year 1		Spring year 1		Fall year 2		Spring year 2	
Credits	Class	Credits	Class	Credits	Class	Credits	Class
3	Ed Psych 505	1	Kines 590	3	Ed Psych 508	1	Kines 590
1	Kines 590	3	Didactic core	1	Kines 590	3	Elective
3	Didactic core	3	Elective				
3	Elective						
1	Kines 700	3	Kines 700	6	Kines 700	6	Kines 700
11		10		10		10	

This is an example of what your schedule could look like. You and your advisor/committee chair may plan an alternative schedule.

Thesis (KINES 700)

Approximate timeline in the table below with details following. **Make sure your specific timeline follows your advisor's expectations.**

Semester	Tasks
1	<ul style="list-style-type: none">• Work with the advisor to identify a research topic• Form thesis committee• Complete CITI training if needed (for human subject research)• Discuss the preferred format of the thesis proposal writing with advisor
2	<ul style="list-style-type: none">• Present a research idea at seminar (KINES 590)• Submit the thesis proposal writing to the advisor, and wait for approval from committee• Thesis proposal presentation meeting• Submit (if needed) and wait for IRB approval (for human subject research)• Start research• Submit program of study
3	<ul style="list-style-type: none">• Conduct research and start writing• Apply to graduate
4	<ul style="list-style-type: none">• Register for (at least) the last two credits of KINES 700• Finish and submit thesis writing to advisor<ul style="list-style-type: none">○ Wait for approval to ensure the committee thinks the student is ready to present their research• Complete "Scheduling Exam Form"• Present project or internship to audience of peers and faculty<ul style="list-style-type: none">○ Wait for a "Pass" vote from committee (to occur immediately following the presentation)• Submit thesis to school

Presenting Your Thesis Idea

By halfway through the second semester of coursework, students should have identified preliminary research ideas related to their topic of interest. The next step is to organize these ideas into a cohesive presentation and present it to a professional audience comprising faculty and student peers at the graduate student seminar (KINES 590).

This presentation should include the student's research question(s) (a brief explanation of why it is significant, how it relates to the existing literature and what gap(s) it addresses), the proposed research methods (e.g., study design, measures, participants, procedures) what we will learn from the study.

Writing the Thesis – Thesis Proposal (T1)

The student's program of study will need to be approved before this point to have the student's committee in place to do this milestone (see Program of Study section earlier in this document).

After informally discussing the research idea and solidifying preliminary research question(s) with the advisor, the student writes a thesis proposal. This occurs in the context of an independent study by registering for Master's credit (KINES 700). A proposal includes a careful review of relevant literature,

clear research question(s) and/or hypotheses, and complete methods. The proposal should be formatted following a standard style guide in accordance with typical journals from your field. Do keep in mind that your thesis will still need to be in the format of the WSU Libraries look. A template may be found on the [COE > Current Graduate Student > Graduation page](#). The student must submit their proposal to their committee and allow two weeks for the advisory committee then review the proposal and make recommendations for further refinement. At this point, the members of the committee must communicate whether or not the student is ready to propose and schedule the formal proposal meeting.

To give the student enough time to conduct any studies and write the project, it is recommended that the student formally propose their project in their 2nd semester. Earlier may be preferable to some students and advisors. Please consult with your advisor to determine when this should happen.

The project will first be proposed in writing to the committee chair. The exact format and detail needed should be discussed with the chair long before submission as some advisors may prefer a brief abstract and some advisors may prefer a complete literature review and methodology.

The committee (via the committee chair) will provide an approval/disapproval and comments within two weeks of receiving the proposal. It is important whether approved or not, that the student carefully consider all comments.

If approved, move on to the next step.

If not approved, the student must meet in person with the committee chair to discuss changes to the proposal. The student must then submit a new proposal.

Scheduling a Thesis Proposal (T1)

This step should be completed by the end of the 2nd semester. Things to consider when timing this appropriate to your own research:

- IRB approval can take up to a couple of months. Does the research require IRB approval?
- This proposal defense (not to be confused with your thesis defense) should be a committee decision on the research to help guide the student in assessing their knowledge as well as guiding them in their research, so it should allow time for research after.

When the student and the advisory committee determine the student is ready for the formal presentation of the proposal (typically by the end of the student's second semester), the student completes and submits a T1 [Proposal Scheduling Form](#). This includes reserving a room for the presentation (consult with the department staff about scheduling a location). The student must secure the signatures of committee members and submit the T1 Scheduling Form to the COE Office of Graduate Education (coe.gradstudies@wsu.edu) who then obtains the signature of the department chair and places the form in the student's file. This meeting must be scheduled two weeks ahead of the date of the proposal meeting.

Following the thesis proposal presentation, the student's advisory committee privately meets to recommend acceptance or rejection of the thesis proposal. Often, the committee provides recommendations to the student to improve the proposed research. The student may formally begin the thesis work when the advisory committee has formally approved the proposal and signed the [T1 Approval Form](#). Please return the completed T1 approval form to the Office of Graduate Studies, coe.gradstudies@wsu.edu.

Human Subjects Form and CITI training

Prior to any data collection, students must complete Research Ethics and Compliance training through the CITI Program as noted on their T1 approval form. If the study will involve human subjects, a proposal and all required documents must be submitted to the WSU Institutional Review Board (IRB) for review.

Approval of the study or certification of exemption by the Office of Research Assurances must be obtained and submitted to the committee chair and the College of Education Office of Graduate Education before any data is collected from human subjects. Failure to gain approval or exemption prior to data collection shall result in the rejection of the final thesis and prevent the student from scheduling the final examination.

Human Subject research forms and templates are available at the website of the Office of Research Assurances: <http://www.irb.wsu.edu/>. The application must be signed by the chair of the committee who will act as Principal Investigator, with the student acting as co-investigator.

Final Approval of the Thesis Content

Each member of the student's thesis committee will examine the thesis manuscript and indicate preliminary approval or disapproval, along with comments and suggestions for improvement. Revisions may be (and often are) required before the committee is satisfied that the student is ready for the final oral defense (T2). When all members of the committee have given their preliminary approval, the student submits final copies of the thesis according to the guidelines of the Graduate School and schedules their final exam (thesis defense).

All faculty members are invited to read the thesis before the final examination and attend the examination. Only members of the student's advisory committee are eligible to vote.

Scheduling the Thesis Final Examination (T2 Defense)

The student must register for KINES 700 (minimum of 2 credits or as many as necessary to meet the number of credits listed on the Program of Study) in the semester in which they take the final examination. The student must also [apply to graduate in myWSU](#). The final examination is conducted by the student's advisory committee.

To schedule the examination, the student completes the official university [Scheduling Final Examination SmartSheet forms](#). The attached forms are then uploaded by the student through their myWSU > Profile > Service Request for electronic approvals by your committee and department chair. You will need to submit it and at the same time email a copy of the thesis to COE Office of Graduate Education (coe.gradstudies@wsu.edu) for the departmental exam announcement. The completed form and thesis must be submitted at least a full 15 business days before the scheduled examination date. Note on due dates: these do not include the following days 1) day of the defense, 2) any weekend (Saturday or Sunday), and 3) any WSU holiday closures.

At the same time as scheduling, a PDF copy of the thesis draft must be uploaded to the ETD Admin/Proquest site www.dissertations.wsu.edu. Although the Library checks the thesis, this check does not constitute final acceptance as it only scans the document for formatting issues. The actual content is reviewed and approved by the committee. Students must complete the official required formatting check, by uploading to ETD Admin/Proquest at the same time you are submitting your scheduling form

BEFORE your exam. This is the official formatting check by the university for the library publication as they want all WSU thesis/dissertations to have a similar look and they want the student to have time to incorporate the corrections. Students will receive a confirmation email with formatting corrections and a final submission link, these corrections must be completed for their thesis/dissertation to be accepted and graduate (see Thesis Submission and Binding below).

Kelly McGovern, withing the COE Office of Graduate Education, will continue to offer pre-formatting checks for thesis before students have to submit but ask, they do this when their documents are complete or as close to complete as possible (e.g. no missing chapters please, but students may still be working on their content). Her pre-check is to assist students with common formatting issues and lessen the list of official corrections the student will have to do. Please don't wait on this step seeking her formatting help. Her advise/suggestions will help all make a more uniform document.

The Graduate School schedules the final examination and publicly announces the examination in an appropriate campus-wide publication. The final examination shall be scheduled during regular business hours and only during academic sessions.

Exceptions will not be made for late paperwork except in dire circumstances. It is the student's responsibility to make sure that all paperwork is completed in a timely manner.

Thesis Final Examination (T2 Defense)

See [Chapter 7.E](#) of the Graduate School Policies and Procedures manual for more detailed information about the examination process.

The final oral examination is an official university examination that is open to the public. The examination may not exceed two hours. The chair is responsible for conducting the final examination/defense. While the examination is open to the public, only faculty members may ask questions and vote, assuming they have participated in the assessment of the student's examination work. This is set up this way so as not to have the committee swayed by audience questions and answers. After the faculty ballot, the audience Q&A phase is conducted, time permitting and at the discretion of the committee chair.

The candidate shall "Pass" if the number of affirmative votes by committee members is equal to or greater than two-thirds (i.e., at least two affirmative votes on a three-person committee, at least three affirmative votes on a four-person committee, at least four affirmative votes on a five-person committee, etc.). In the event of a failed examination, a second and final attempt may be scheduled after a lapse of at least three months. When scheduling for a second exam, the scheduling form must be submitted at least 20 business days in advance of the exam day. Only committee members may vote. The entire committee must be present and vote.

Thesis Submission and Binding

After passing the final oral examination, a final corrected Thesis must be uploaded within ten (10) full business days AFTER. An embedded link will be found on the confirmation email from ETD Admin/Proquest listing formatting corrections. For information about the format of the thesis, please refer to the [Thesis and Dissertation guidelines and documents](#) found on the Graduate School website.

Additionally, the student must upload to their myWSU portal> Profile > Service Request a PDF copy of the [Thesis/Dissertation Approval form](#), and the [Hold Harmless Agreement/Copyright Acknowledgement](#).

Students are required to submit a copy of the thesis to the committee chair either in electronic format or on paper (binding is optional and decided upon by the chair/advisor). Any additional copies submitted to the other committee members are up to the student's advisor.

Do keep in mind that the thesis will need to be in the format of the WSU Libraries look, so it is recommended that you download the thesis template to start your writing. You may find the COE Word Template with APA 7th Edition set up here: <https://education.wsu.edu/graduate/graduate-programs-current-student-information/graduate-programs-graduation-information/>

Thesis Graduation Checklist:

This section includes information about the application for the master's degree, a summary of deadlines and procedures, and information for committee members and students planning the thesis defense.

- Program of Study - Although Graduate School policy requires that this form be completed no later than the beginning of the third semester of graduate work, students are encouraged to submit it shortly after their first semester of coursework and no later than when they have obtained 18 graded credits.
- The semester prior to scheduling the final examination, review the [Graduate School Deadlines and Procedures Summary](#). Reviewing the summary at that time allows the student time to complete any deficiencies.
- Retrieve a copy of the [Thesis and Dissertation Formatting and Submission Requirements](#) and [Thesis Word Template](#). These documents include important information about the format of the thesis title page, signature page and abstract; copyright releases; and submission of digital dissertations or thesis.
- Verify the coursework on WSU transcripts matches the Program of Study. The Program of Study must be approved by the Graduate School before the Apply button for Graduation will be active in myWSU.
- [Apply to Graduate](#), ideally in the semester before the final oral examination is planned so that students can be notified of graduate requirements (to-do lists) before enrolling for their last semester. This link in the myWSU student center is only active after the Program of Study is approved. The fee associated with graduation must be paid prior to the final examination. If the student does not graduate in the semester for which they applied, they must reapply for the degree. The paid fee carries over to the next semester for up to one calendar year.
- Register for KINES 700 (Master's Thesis Examination) (minimum of 2 credits or as many as necessary to meet the number of credits listed on the Program of Study) at the beginning of the semester in which the thesis is to be defended.
- Once the advisor approves the thesis, set an appointment with Kelly McGovern in the Office of Graduate Education for a formatting check of the document. Then arrange the T-2 presentation date and time with committee members and reserve a room.
- Complete the [Scheduling Final Examination SmartSheet forms](#). The attached forms are then uploaded by the student through their myWSU > Profile > Service Request for electronic approvals by

your committee and department chair. Submit the form no later than 15 business/processing days before the exam. Ballots will be sent directly to the committee for voting.

At the same time the Scheduling Exam form is due, upload your thesis (in PDF format) to the ETD Admin/Proquest site www.dissertations.wsu.edu for the official format checking prior to the ballots being released to the committee. Expect an email detailing any necessary corrections to formatting.

If the thesis research involved human subjects, submit the IRB approval or exemption email confirmation to accompany the Scheduling Exam form being submitted to the Graduate School.

Defend the thesis examination.

Within ten (10) business days after the defense, upload the final thesis to the provided ETD/Proquest link; as well as upload to your myWSU portal> Profile > Service Request a PDF copy of the [Thesis/Dissertation Approval form](#), and the [Hold Harmless Agreement/Copyright Acknowledgement](#).

Awarding of the Degree

After you have completed the degree requirements for the degree and your student account is cleared, you will receive the diploma usually in six-eight weeks after the term is completed. You will then be eligible to walk at the next commencement. Please note: A diploma address must be on file within your myWSU portal for your diploma to be mailed.

Graduate Student Exit Survey

After completing the final examination, students are strongly encouraged to complete the College of Education's online Graduate Student Exit Survey. A link to the survey will be sent by the Office of Assessment and Accreditation.

Kinesiology – Master of Science - Non-Thesis track

Program of Study Total Credits: (Minimum requirements: 34 credits, 26 of which must be graded in the A, B, C type grading rubric)

Check-sheet of Requirements

	Non-thesis option courses (credits)
Research core	Ed Psych 505 (3) – research methods Ed Psych 508 (3) – stats Kines 590 (3-4*) – seminar (S/F grading)
Didactic core (tailored to the student’s area of emphasis)	Kines 4xx or 5xx (3) Kines 4xx or 5xx (3) Kines 5xx (3) Kines 5xx (3)
Project/Thesis	Kines 702 (3) (S/U grading)
Electives (to support student’s emphasis)	_____ 5xx (9)
Required number of credits	34**

* Kines 590 – you must enroll in this course every term you are in the program, if you are on the accelerated track, then you must take three (3) credits, if you are on the normal degree track the minimum is four (4) credits.

** If you are on the accelerated track, you are still responsible for meeting the 34 credits minimum for the degree to graduate. Please discuss with your advisor how you will meet the minimum credit requirements.

Below is a sample schedule for full-time non-thesis students (10 credits per semester for full-time)

Fall year 1		Spring year 1		Fall year 2		Spring year 2	
Credits	Class	Credits	Class	Credits	Class	Credits	Class
3	Ed Psych 505	1	Kines 590	3	Ed Psych 508	1	Kines 590
1	Kines 590	3	Didactic core	1	Kines 590	3	Didactic core
3	Didactic core	3	Elective	3	Didactic core	3	Elective
3	Didactic core	3	Kines 600	3	Elective	3	Kines 702
10		10		10		10	

Final Project/Internship/Comprehensive Exam (KINES 702)

The KINES 702 course (3 credits) offers three options for non-thesis students to complete requirements. Option 1 is a Final Project. Option 2 is an Internship experience with a professional agency. Option 3 is a Comprehensive Exam. An approximate timeline of the process is provided in the table below, with details following. **Make sure your specific timeline follows your advisor's expectations.**

Normal expectations are students will defend and finish their degrees in four (4) semesters, students wishing to finish this degree in three (3) semesters, will need to discuss alterations to this timeline with their respective advisor early in the program. The graduate school has a document of deadlines the student should adhere to: https://gradschool.wsu.edu/documents/2015/07/ddlms_proc_masters.pdf. Consider the timing of events appropriately by planning ahead.

See below for information on scheduling the official non-thesis examination.

Semester	Tasks
1	<ul style="list-style-type: none"> • Work with the advisor to identify a project, internship or comprehensive exam • Form committee • Complete CITI training if needed (for human subject research) • Discuss the preferred format of the comprehensive final with advisor
2	<ul style="list-style-type: none"> • Submit the formal proposal of the project, internship or comprehensive exam application to the advisor, and wait for approval from committee to present the proposal or application • Present a project or internship proposal or comprehensive exam application at seminar (KINES 590) • Submit (if needed) and wait for IRB approval (for human subject research) • Start work on the project or ensure the details of the internship or comprehensive exam are in place • Submit program of study
3	<ul style="list-style-type: none"> • Conduct project, internship or prepare literature references for comprehensive exam • Apply to graduate
4	<ul style="list-style-type: none"> • Register for (at least) the last two credits of KINES 702 • Finish and submit culminating writing of project, internship or comprehensive exam <ul style="list-style-type: none"> ○ Wait for approval to ensure the committee thinks the student is ready to present their project, internship (note: comprehensive exam does not include an oral final presentation). • Complete "Scheduling Exam Form" • Present project or internship to audience of peers and faculty or take exam <ul style="list-style-type: none"> ○ Wait for a "Pass" vote from committee (to occur following the presentation or examination)

Summary Sequence of Key Events

Option 1: Final Project	Option 2: Internship	Option 3: Comprehensive Exam
Written Proposal	Written Proposal	Exam Application – Written
Oral Presentation (KINES 590) Summarize Project	Oral Presentation (KINES 590) Summarize Internship	Oral Presentation (KINES 590) Summarize Application
Complete Project	Complete Internship	Complete Exam
Submit Final Written Project	Submit Final Internship Portfolio	Exam Questions Under Review
Oral Presentation of Final Project (KINES 590 or as scheduled)	Oral Presentation of Portfolio (KINES 590 or as scheduled)	No Oral Presentation / Rewrite exam answers if requested
Committee Vote to Pass/Fail	Committee Vote to Pass/Fail	Committee Vote to Pass/Fail

Option 1: Final Project

The Final Project is generally more applied and diverse than a thesis because it can include empirical research (but with a less stringent proposal, writing, defense, and timeline criteria than a thesis), a literature review, grant writing, or community project. This project may be comprised of work and credits over multiple semesters. However, there are graduate school policies to which the student must adhere. See ([Chapter 7.E](#)). While the COE does not require that non-thesis students take at least 1 credit of Kines 702 every semester, you will need to have a minimum of three (3) Kines 702 credits by the time you graduate and at least two (2) of those Kines credits must be taken the term you defend.

The student's advisor acts as the committee chair, with the other two members being decided on between the student and advisor considering bylaws for committee membership. This committee will read and evaluate the proposal and final project.

Proposal

To give the student enough time to conduct the project and produce the culminating writing, it is recommended that the student formally propose their project by the end of their 2nd semester, but no later than the last day of class in the 3rd semester. The project will first be proposed in writing to the committee chair. The exact format and detail needed should be discussed with the chair long before submission as some advisors may prefer a brief abstract and some advisors may prefer a complete literature review and methodology. The student and committee will then set a proposal meeting within two weeks of receiving the proposal. This meeting is meant for the student to present their project idea and answer any committee questions. The committee (via the committee chair) will privately vote for approval/disapproval and provide comments at the end of this proposal meeting. It is important whether approved or not, that the student carefully consider all comments.

If approved, complete the scheduling form in the checklist below and start the project. **Exceptions will not be made for late paperwork except in dire circumstances. It is the student's responsibility to make sure that all paperwork is completed in a timely manner.**

If not approved, the student must meet in person with the committee chair to discuss changes to the proposal. The student must then submit a new proposal with the same process.

Submission

The student will submit an electronic version of their project to the committee chair, who will distribute it to the rest of the committee. The committee chair has 30 days upon receipt to respond to the student with the committee's evaluation. 30 days means that the project should be submitted early in the final semester.

Each committee member votes on approval based on an overall assessment of the student's written project.

Evaluation criteria for the project

The final written form of the project is typically expected to:

- Adhere to and expand on the approved proposal from section 1
- Be written in English
- Be approximately 5,000 to 10,000 words of text (Introduction to Discussion), not including citations or legends
- Have a descriptive title (no longer than 100 characters including spaces)
- Have the following sections: Introduction, Methods, Findings, Discussion, References
- Each section (except for References) should be approximately 1,000 to 5,000 words of text
- Have no more than 10 figures, tables, and illustrations
- Have approximately between 15 and 50 different scientific articles cited in-text
- Have proper formatting and citations in a single standard format (e.g. APA) with in-text citations and a References section at the end

Presentation

Once the non-thesis writing receives approval, the student is expected to complete the scheduling exam form (see checklist below). Additionally, the student must enroll in at least 2 credits (or as many as necessary to meet the number of credits listed on the Program of Study) of KINES 702 the semester in which they plan to present their non-thesis.

The student is then expected to present their project to an open audience of peers and faculty in seminar (KINES 590) or during an alternative time approved by the committee. A balloting meeting directly follows the presentation. The student and audience are not to attend the ballot meeting; however, on-location voting immediately following the presentation is required for all members of the committee. Only committee members may vote. The entire committee must be present and vote.

The candidate shall “Pass” if the number of affirmative votes by committee members is equal to or greater than two-thirds (i.e., at least two affirmative votes on a three-person committee, at least three affirmative votes on a four-person committee, at least four affirmative votes on a five-person committee, etc.). In the event of a “Fail”, a second and final attempt may be scheduled after a lapse of at least three months. When scheduling for a second presentation, the scheduling form must be submitted at least 20 business days in advance of the presentation day.

In the event of a “Fail”, the student has the option to appeal (in writing) the decision to the committee chair, then to the Graduate Program Director, then to the Department Chair, then to the Dean of the College of Education. If the appeal process is not started within one week or is denied, then the student fails KINES 702. The student has the option to retake KINES 702 credit once three months have passed. If another project is allowed, the student will work with the committee chair and the Office of Graduate Education to ensure all procedures and deadlines are met. **KINES 702 can only be repeated one time before the student is dismissed from the program.**

Option 2: Internship

The internship is intended to provide the student with experience in an agency setting relevant to their professional interest. The exact nature and setting may vary according to the situation. The program is experiential, and the outcomes will vary with the individual. Students are expected to complete a minimum of 3 credit hours (a total of 135 contact hours) on-site with a professional agency and complete intern/work-related duties and tasks. Students will strive to achieve professional goals set and approved by their committee. As part of the internship, the student will create and submit a professional portfolio that represents their knowledge, experience, and professional background.

The internship can be completed with a professional agency/site as appropriate for the individual student. This internship may be comprised of work and credits over multiple semesters. However, there are graduate school policies to which the student must adhere. See ([Chapter 7.E](#)). COE does not require that non-thesis students take at least 1 credit of 702 every semester.

The student’s advisor acts as the committee chair, with the other two members being decided on between the student and advisor considering bylaws for committee membership. This committee will read and evaluate the internship proposal and the student’s professional goals.

Proposal

To give the student enough time to set up the internship and complete the experience, it is recommended that the student formally propose their internship by the end of their 2nd semester, but no later than the last day of class in the 3rd semester. The internship will be proposed in APA format (3-6 pages) to the committee chair. The proposal must include:

- Background and Justification for the Internship
 - Explain student’s experience, interest and fit for the internship
 - Summarize the theoretical and industry literature and research of the internship context and relationship to the population to be impacted (minimum 15 references)
 - Describe how student intern may contribute to positive outcomes for population, community or greater society.

- Identification of a minimum of 3 credits internship (each credit equals 45 hrs) that includes the anticipated semester timeline for completing KINES 702 credits.
- Description of the site, intern expected role, responsibilities, and activities.
- Identify site mentor(s), who they are, their role, and their intended interactions/oversight with intern. Outline the mechanism for the intern feedback/evaluation of skills, abilities and work. Note: must have two separate evaluations from mentors to include in professional portfolio.
- Description of how the internship is connected to the kinesiology program and student's professional development.
- Identified responsibilities in the internship that are beyond novice level and include two or more leadership roles during the internship (e.g., supervising a weekend tournament; developing and conducting a workshop, program, lecture series, etc.) that have been approved, with documented evidence by the internship site itself.
- Provide a list of at least three professional development goals with one objective for each goal, explaining how the goals will be achieved during the internship experience. Note: student intern will be completing a "self-evaluation" of the experience as part of the final professional portfolio.

The student and committee will then set a proposal meeting within two weeks of receiving the proposal. This meeting is meant for the student to present their internship idea and answer any committee questions. The committee (via the committee chair) will privately vote for approval/disapproval and provide comments at the end of this proposal meeting. It is important whether approved or not, that the student carefully consider all comments.

If approved, complete the scheduling form in the checklist below and start the internship as planned. **Exceptions will not be made for late paperwork except in dire circumstances. It is the student's responsibility to make sure that all paperwork is completed in a timely manner.**

If not approved, the student must meet in person with the committee chair to discuss changes to the proposal. The student must then submit a new proposal with the same process.

Submitting the internship professional portfolio

The student will submit an electronic version of their professional portfolio to the committee chair, who will distribute it to the rest of the committee. The committee chair has 30 days upon receipt to respond to the student with the committee's evaluation. 30 days means that the portfolio should be submitted early in the final semester.

Each committee member votes on approval based on an overall assessment of the student's professional portfolio and internship hours confirmation.

Evaluation criteria for the professional portfolio

1. Evidence of the completion of required internship hours.
2. A final written form of the internship portfolio should demonstrate a comprehensive and current professional portfolio for career-related showcasing. Additionally, the student intern will submit a self-reflection/evaluation (3-6pgs.; APA style) that addresses professional goals achieved, highlights of the

experience, challenges of the experience and how the challenges were overcome or managed, and perspective on career trajectory for continued professional growth.

Professional Portfolio (current materials/work/evals) will typically have the following format:

- Table of Contents, hyperlinked to sections
- Resume and LinkedIn Bio/profile
- Cover letter (draft for an actual open position, include position announcement)
- Client and Employer/Intern site feedback/evals, letters, or testimonials (minimum of 3)
 - Site/Mentor Feedback is mandatory with an affirmation of intern hours completion and self- evaluation summary of internship goals achieved or not.
 - Student Evaluation / Self-Reflection (3-6 pages)
- Awards and recognitions & list of trainings
- Work Sample – Research/Literature-based (from KINES MS course)
- Work Sample – Project-based (from KINES MS course or dept Involvement at WSU)
- Proper formatting (APA) citations and appendices as relevant
- Be written in English
- Be approximately 5,000 to 10,000 words of text (all sections), not including citations or legends

Presentation

Once the written portfolio receives approval from the student's committee, the student is expected to complete the scheduling exam form (see checklist below). Additionally, the student must enroll in at least 2 credits of KINES 702 the semester in which they plan to present their internship portfolio.

The student is then expected to present their internship experience (summarized portfolio) to an open audience of peers and faculty in seminar (KINES 590) or during an alternative time approved by the committee. The presentation should consider the context/opportunity of the experience, professional development that occurred, and learning outcomes met through the experience. Throughout the presentation, students are expected to utilize and reference the scientific literature including how past and current scientific findings relate to their experience and observations. The committee will provide questions to the student to address during their presentation. Several examples are listed below:

Example: Tell us why the internship has progressed your professional development in...

Example: What national organization or accrediting organization informs the practice at your internship site and how? Provide detail into the org. Is your experience consistent with the literature or research that surrounds your internship context/population. If so, describe the consistencies or inconsistencies and what else would be interesting to study and further understand.

A balloting meeting directly follows the presentation. The student and audience are not to attend the ballot meeting; however, on-location voting immediately following the presentation is required for all members of the committee. Only committee members may vote. The entire committee must be present and vote.

The candidate shall "Pass" if the number of affirmative votes by committee members is equal to or greater than two-thirds (i.e., at least two affirmative votes on a three-person committee, at least three

affirmative votes on a four-person committee, at least four affirmative votes on a five-person committee, etc.). In the event of a "Fail", a second and final attempt may be scheduled after a lapse of at least three months. When scheduling for a second presentation, the scheduling form must be submitted at least 20 business days in advance of the presentation day.

In the event of a "Fail", the student has the option to appeal (in writing) the decision to the committee chair, then to the Graduate Program Director, then to the Department Chair, then to the Dean of the College of Education. If the appeal process is not started within one week or is denied, then the student fails KINES 702. The student has the option to retake KINES 702 credit once three months have passed. If another internship is allowed, the student will work with the committee chair and the Office of Graduate Education to ensure all procedures and deadlines are met. **KINES 702 can only be repeated one time before the student is dismissed from the program.**

Option 3: Comprehensive exam

The Comprehensive examination consists of questions developed by the student's graduate committee members to assess the student's ability to critically analyze content knowledge in their area of concentration and convey that analysis in written form. Comprehensive examination questions are authored by faculty and subject matter experts from the program. Questions are designed to elicit understanding of the student's content area; the questions are designed as prompts that demand both a comprehensive and specifically detailed response to show what the student has learned during graduate studies, how it connects with a current or future field, and how the student is able to connect theory and research to daily work and practice. Each independent faculty question response will need to include a minimum of 15 references or more and as outlined by the committee member.

Students registering for the Comprehensive Written Examination (KINES 702) will coordinate with their advisor the timeline for completing the exam.

The comprehensive exam is administrated by the student's advisor/committee chair, consists of exam questions from each committee member, and set for a designated period of time.

The student's advisor acts as the committee chair, with the other two members being decided on between the student and advisor considering bylaws for committee membership. The committee members will each draft and evaluate an independent question based on the student's professional goals and educational background.

Comprehensive exam application

To give the student enough time to schedule and complete the comprehensive exam, it is recommended that the student formally submit the application and schedule their comprehensive exam by the end of their 3rd semester, but no later than the 2nd week of their 4th semester. The [exam application](#) will be submitted to the student's committee chair. Once the application is received, a brief comprehensive exam meeting with committee members will be scheduled to discuss the student's application information.

Written criteria for comprehensive exam application (submission 2-3 pages APA style & resume)

- 1) Summary of student's background, education, past experiences and influences, and career focus

- a. How has your master's degree prepared you for a career? - Describe
- b. What makes you prepared to be a professional in your chosen field? - Link to evidence: memberships in national organizations, literature, research and practice (include citations).
- c. How will you contribute to the profession specifically, your anticipated impact?

Timeline

It is recommended for the student to schedule the comprehensive exam to begin no later than the 8th week of the semester. This allows for ample time for the student to write and receive feedback from the committee and to meet graduate school deadlines.

The committee will then set a written exam schedule within two weeks of receiving the comprehensive exam application. The committee (via the committee chair) will each draft one question in a take home format with specific instructions on how the question is to be addressed and providing details to what criteria in length, focus, referencing, etc. that the written response must meet.

The chair will communicate with the student via email the appropriate timeline for completing each take home question and will work with the student to schedule and confirm a start and finish time for submission.

Comprehensive exam submission

The students' committee members write the exam questions and provide an electronic copy of their question and writing instructions to the committee chair by the agreed date. Next, the committee chair will compile questions and send them as attachments to the student via email with the start and end date outlined.

The student will submit an electronic version of their written exam question responses to the committee chair on or before the outlined end date, who will distribute it to the rest of the committee. The committee members have two weeks upon receipt to review and score the student's exam questions. The chair will respond to the student with the committee's evaluation and feedback within one week after the committee's evaluation.

Comprehensive exam scoring and feedback

The committee reads and scores the comprehensive examination using the [Comprehensive Examination Rubric](#). If committee members score questions with the intent for the student to edit and improve, they should provide some specific questions and feedback to the student via comments on the grading rubric or an attached sheet. After scoring the exam, committee members return exams to the committee chair. A chair may request the student to address the committee member's questions and comments before a final evaluation is made (Students are only allowed one opportunity for revision). In this case, the chair will give a deadline (no more than two weeks) for revisions to be made by the student. Comprehensive examinations are graded overall with Pass, Pass with Consideration, or Fail. Each committee member votes on approval based on an overall assessment of the student's written exam question response. The chair then determines the final outcome based on the committee evaluation and reports this score to the student and Graduate Office.

If the student receives a final evaluation of "Fail" for the comprehensive exam, then an alternative comprehensive project (option 1) will be required and KINES 702 must be repeated for credit. **KINES 702 can only be repeated one time before the student is dismissed from the program.**

Scheduling your Non-Thesis Examination

To schedule the official examination, the student completes the official [Scheduling Final Examination SmartSheet forms](#). The attached forms are then uploaded by the student through their myWSU > Profile > Service Request for electronic approvals by your committee and department chair. Please follow the appropriate timeline for your type of non-thesis exam for materials submitted to your committee.

The completed exam form must be submitted at least a full 15 business days before the scheduled examination date. Note on due dates: these do not include the following days 1) day of the defense, 2) any weekend (Saturday or Sunday), and 3) any WSU holiday closures.

Non-Thesis Graduation Checklist:

This section includes information about the application for the master's degree, a summary of deadlines and procedures, and information for committee members and students planning final examinations.

- Program of Study - Although Graduate School policy requires that this form be completed no later than the beginning of the third semester of graduate work, students are encouraged to submit it shortly after their first semester of coursework and no later than when they have obtained 18 graded credits.
- The semester prior to scheduling the final project, review the [Graduate School Deadlines and Procedures Summary](#). Reviewing the Summary at that time allows the student time to complete any deficiencies.
- Verify the coursework on WSU transcript matches the Program of Study. The [Program of Study](#) must be approved by the Graduate School before the Apply button for Graduation will be active in myWSU.
- [Apply to Graduate](#), ideally in the semester before the final project is submitted so that students can be notified of graduate requirements (to-do lists) before enrolling for their last semester. This link in the myWSU student center is only active after the Program of Study is approved. The fee associated with graduation must be paid prior to the final examination. If the student does not graduate in the semester for which they applied, they must reapply for the degree. The paid fee carries over to the next semester for up to one calendar year.
- Register for KINES 702 (Master's Comprehensive project) (minimum of 2 credits or as many as necessary to meet the number of credits listed on the Program of Study) at the beginning of the semester in which the final project is to be submitted.
- Complete the [Scheduling Final Examination SmartSheet forms](#). The attached forms are then uploaded by the student through their myWSU > Profile > Service Request for electronic approvals by your committee and department chair. Submit the form no later than 15 business days before the exam. Ballots will be sent directly to the committee for voting.

Awarding of the Degree

After you have completed the degree requirements for the degree and your student account is cleared, you will receive the diploma usually in six-eight weeks after the term is completed. You will then be eligible to walk at the next commencement. Please note: A diploma address must be on file within your myWSU portal for your diploma to be mailed.

Graduate Student Exit Survey

After completing the final examination, students are strongly encouraged to complete the College of Education's online Graduate Student Exit Survey. A link to the survey will be sent by the Office of Assessment and Accreditation.

Kinesiology Program Graduate Faculty

<u>Faculty</u>	<u>Doctorate Education (emphasis)</u>	<u>Contact Information</u>
Robert Catena ¹	University of Oregon – PhD, Human Physiology (biomechanics)	Phone: 509-335-4250 Office: Smith Gym 113F Email: robert.catena@wsu.edu
Chris Connolly ¹	Michigan State University – PhD, Kinesiology (exercise physiology)	Phone: 509-335-7605 Office: Smith Gym 113B Email: c.connolly@wsu.edu
Anne Cox ¹	Purdue University – PhD, Kinesiology (sport and exercise psychology)	Phone: 509-335-7504 Office: Smith Gym 213C Email: anne.cox@wsu.edu
Krista Jones ³	Eastern Washington University – DPT, Doctor of Physical Therapy (geriatric clinical specialist)	Phone: 509-335-4593 Office: PEB 104 Email: krista.jones@wsu.edu
Lukas Krumpl ²	University of Idaho – PhD, Kinesiology (biomechanics)	Phone: 509-335-5672 Office: Smith Gym 113D Email: lukas.krumpl@wsu.edu
Tristan Loria ¹	University of Toronto – PhD, Exercise Sciences (motor learning and control)	Phone: 509-335-8681 Office: Smith Gym 213B Email: tristan.loria@wsu.edu
Amanda McMahon ²	Washington State University – PhD, Prevention Science	Phone: 509-335-4261 Office: Smith Gym 213A Email: amanda.mcmahon@wsu.edu
Phillip Morgan ²	Washington State University – PhD, Education Administration Western States Chiropractic College – DC, Chiropractic Medicine	Phone: 509-335-8838 Office: PEB 108 Email: morganp@wsu.edu
Sarah Ullrich-French ¹	Purdue University – PhD, Kinesiology (sport and exercise psychology)	Phone: 509-335-6858 Office: Smith Gym 213D Email: sullrich@wsu.edu

¹ indicates tenured and tenure-track faculty, ² indicates career track faculty,

³ indicates emeritus, adjunct, adjoint faculty, or faculty outside of Kinesiology

Financial Support

Graduate Assistantships

Many departments offer graduate assistantships. These are usually half-time positions (20 hours/week), but that is considered a “full-time” TA position. They come with a tuition waiver, monthly stipend and health benefits. These appointments are renewable, and departments often attempt to support

graduate students for more than one year. More information about graduate assistantships can be found at this website: <https://gradschool.wsu.edu/funding-opportunities/>.

Students should be mindful of their time and should avoid working more than 20 hours per week on a regular basis, regardless of whether it is part of their assistantship or as a result of seeking employment elsewhere. Requests to work more than 20 hours per week in WSU positions must be made through a formal request process to the college administration and the graduate school.

Students are encouraged to contact the departments or individuals for whom they would want to work. When possible, the department assists in identifying possibilities for funding outside of the college. Students who seek assistantships may visit the Graduate School Funding website <https://gradschool.wsu.edu/wsu-job-opportunities/> for current information and openings. However, it is ultimately the student's responsibility to secure funding; assistantships are not guaranteed by the program, department, or college.

Teaching and Research Assistantships in the Kinesiology Program

The Kinesiology program hires several graduate students to fill teaching assistant (TA) positions each year. These positions require full-time enrollment (i.e., a minimum of 10 credit hours during the spring and fall terms) and include a tuition waiver, monthly stipend, and health benefits. As with other graduate assistantships, these appointments are renewable, but limited to three years per college policy. The department discourages additional employment while holding a TA appointment.

Teaching assistants are hired to teach, assist with teaching, and/or grading.

Research assistantships (RA) may be available through funded projects. They involve working on research under the direction of a faculty member.

Students funded through teaching or research assistantships are generally expected to be physically present in Pullman throughout the contract period (typically August 16 through May 15). Note that some TA or RA positions may be through the summer also. Exceptions and travel plans should be discussed with supervisors.

College of Education Scholarships

Scholarships are available through the College of Education. Applications are available through University Scholarship Services in November and are due January 31st of the following year for the upcoming academic term. For more information, visit the website: <https://education.wsu.edu/students/scholarships/>.

Other Financial Aid

For additional financial aid information, contact the WSU Office of Student Financial Aid and Scholarship Services (509-335-9711) or visit the website: <http://www.financialaid.wsu.edu>. Students may also check the Financial Aid/Scholarship Offices for a free search engine for scholarships <https://financialaid.wsu.edu/scholarships/>.

Business Policies

Checkout/Exit

Before departure from WSU-COE, students must leave a forwarding address with the COE Office of Graduate Education, return all keys and equipment to the main office, and consult with the advisor about the student's research and office space.

College of Education Computer Lab

The College of Education computer lab located in Cleveland Hall, Room 63, is open to all graduate students when it is not being used for instruction. Contact the Information Systems staff to secure access to the lab during non-business hours. There is also a computer lab in the Graduate Lounge (Cleveland Hall 70E) that can be used during weekdays.

Grievances

If grievances arise, the student should discuss the problem with their advisor/committee chair and the program director. If additional consultation is needed, please consult the department chair or, as a final resort, the WSU Ombudsman. The WSU Ombudsman Office is in Wilson Hall, Room 2, phone (509) 335-1195. Please note the difference between [complaint procedures and formal grievance procedures](#).

Keys

To obtain keys for assistantships, teaching, etc., students should check first with their department staff, and then see Jeanne Therrien in PEB 101. There is no initial charge for the keys; however, in the event that they are lost or the student leaves the University without returning them, the student will be billed a \$3.00 replacement fee per key. If the keys are not returned, transcripts may be held by the Registrar's Office. Security is the responsibility of everyone, so please assume responsibility for locking your office and classroom doors after regular hours.

Mail

Mail sent and received at the University should be official correspondence only. Personal mail should be sent to and from the student's private residence. Business correspondence can be left in the department office for mailing. Letters and packages should not be stamped and must have the correct departmental return address.

Photocopying

The copy machine in the main office is to be used only for copying materials that are clearly related to a faculty research project or to copy course materials for the course in which the student is a TA. Multiple copies are discouraged. Scan large documents and provide those to students electronically. Graduate students may not use the departmental/COE copy machines to copy any personal material such as classroom notes, term papers, dissertations, books, theses, etc. When in doubt, consult the committee chair or program director. Copy machines available for personal use on campus are located at Cougar Copies in the CUB or at various [Coug Self-Print Service Stations](#).

Staff Assistance

Graduate students may request secretarial assistance only in limited situations. Administrative Assistants will not type personal correspondence or similar materials for students. Students may request assistance with mailing or sending courier packages if they are clearly related to faculty-led research work. All requests for staff assistance should come from the student's committee chair.

Travel

For liability and reimbursement purposes, all students must complete a Travel Authorization form for any work-related trip they take outside of Pullman (or any other station for off-campus students). This and other forms can be obtained from staff in Cleveland Hall 351. The form must be submitted, signed by the department chair, and initialed by the student's advisor/committee chair at least 21 days before a trip. In some circumstances, work-related travel advances may be obtained by submitting a request at least four weeks before the trip. Reimbursement for travel expenses is made by completing and submitting a Travel Expense Voucher within one week upon return. Only approved travel is eligible for reimbursement.

Students are strongly urged to attend professional meetings; at times, the department may have funds to pay some travel expenses of students. Advisors may also use grant or project monies to pay partial travel expenses for graduate students attending meetings. The Graduate School disburses some grant-in-aid travel funds, which can be used for travel to professional meetings. Application forms for student travel grants may be obtained from the Graduate School. It is advisable to apply for a travel grant if you are presenting a quality paper at a professional meeting. In addition, space may be available in university vehicles or some faculty members may share travel expenses.

Notice of Non-Discrimination

WSU does not discriminate and prohibits discrimination on the basis of sex, race, color, national origin, disability, age, religion, creed, genetic information, marital status, protected veteran/military status, or immigration or citizenship status in any education program or activity that it operates compliant with Title IX and other civil rights laws and regulations. Inquiries regarding Title IX, ADA, or other civil rights laws, as well as reports of discrimination can be directed to the [Compliance and Civil Rights, WSU ADA Coordinator](#), or [WSU Title IX Coordinator](#). More information on WSU's policies and procedures to respond to discrimination and harassment are available here: [Nondiscrimination statement](#).

General Information

Department Office

Washington State University-Pullman
Department of Kinesiology and Educational Psychology
351 Cleveland Hall
Pullman, WA 99164-2136
Phone: (509) 335-9117
Fax: (509) 335-6961
education@wsu.edu

Office of Graduate Education

College of Education
Cleveland Hall 70
Pullman, WA 99164
Fax: (509) 335-9172
Email: coe.gradstudies@wsu.edu

Kelly McGovern
Director
Cleveland Hall 70C
Email: mcgoverk@wsu.edu
Phone: 509-335-9195

Kjelda Berg
Academic Coordinator
Cleveland Hall 70B
Email: bergk@wsu.edu
Phone: 509-335-7016

Central Services, Facilities, and Resources

Residency Requirements <https://gradschool.wsu.edu/establishing-residency/>

Email: <https://office365.wsu.edu> Log in with your WSU NID and password

Parking and Map Pullman: <https://transportation.wsu.edu/maps/> or <http://map.wsu.edu/>
Spokane: <https://spokane.wsu.edu/facilities/parking/>
Tri-Cities: <http://tricities.wsu.edu/campusmaps/#top>
Vancouver: <http://admin.vancouver.wsu.edu/parking/parking-services>

I-9 Forms WSU employs only U.S. citizens and aliens who are authorized to work in the U.S. in compliance with the Immigration Reform and Control Act of 1986. A list of acceptable documentation may be found here <http://hrs.wsu.edu/wp-content/uploads/2016/05/I9-Acceptable-Documents-9-27-17.pdf>

W-4 Forms U.S. Citizens: <https://payroll.wsu.edu/taxes/>
Non U.S. Citizens: <https://payroll.wsu.edu/non-u-s-citizens/>

Tax Information U.S. Citizens: <https://payroll.wsu.edu/taxes/>
Non U.S. Citizens: <https://payroll.wsu.edu/non-u-s-citizens/>

*Social Security
Numbers*

Significance and correction of an SSN and application pointers:
<http://www.wsu.edu/payroll/stntpay/sscardappoint.htm>

*Central Services
and Facilities*

Student Services, including Health and Counseling Services

Pullman: <http://osae.wsu.edu/>

Spokane: <https://spokane.wsu.edu/studentaffairs/>

Tri-Cities: <https://tricitie.wsu.edu/current-students/student-affairs/>

Vancouver: <http://studentaffairs.vancouver.wsu.edu/>

Libraries

Pullman: <http://www.wsulibs.wsu.edu/>

Spokane: <https://spokane.wsu.edu/library/>

Tri-Cities: <http://www.tricity.wsu.edu/Library/index.html>

Vancouver: <http://library.vancouver.wsu.edu/>

Member 2: _____

9. For thesis track students:

a. Anticipated Proposal Defense Date: _____

b. Anticipated Thesis Defense Date: _____

c. Research progress since last review (or since admittance):

For non-thesis track students:

a. Anticipated Proposal Date: _____

b. Anticipated Non-thesis project/internship/exam completion date: _____

c. Progress since last review (or since admittance):

10. Academic progress since last review (include):

- Cumulative GPA in the graduate program

11. Professional activities (include):

- A. Awards or scholarships since last review
- B. Meetings attended
- C. Abstracts/papers published
- D. Presentations given
- E. Academic courses taught (course and semester)
- F. Skill development/Training(s)/Certificate(s) completed

12. Strengths and areas for improvement:

B. To be completed by Academic Advisor:

Category	Rating					
	Excellent	Good	Average	Fair	Poor*	NA
Academic Performance						
Research Performance						
Work Habits						
Technical Skills						
Rate of Progress						
Communication Skills						
Teaching Performance						
Accountability						
Altruism						
Caring						
Integrity						
Social Responsibility						
Overall Rating						
<i>* If poor or unsatisfactory, the committee chair will meet with the thesis or dissertation committee to develop formal written recommendations.</i>						

1. Specific conditions or expectations that must be fulfilled prior to next review. Identify strengths and areas of improvement:

2. Enrollment should be continued ____ or discontinued ____

C. This assessment should be shared with your student, and then signed and dated by both of you prior to submission to the COE Office of Graduate Education.

Signatures:

Academic Advisor: _____ Date: _____

Student: this evaluation has been discussed with me.

Student's signature: _____ Date: _____

Comments on review by student (optional):

D. Certification of Assistantship Duties (if applicable):

If the student served in an assistantship position during the past year, please have the student review and sign below, along with the student's supervisor.

Student: The graduate assistantship position that you have held during this past year and the related tuition waivers were contingent upon factors as outlined in your offer letter. By signing below you certify you have met the following contingent factors for the preceding semester(s) during which you held an assistantship (circle all that apply: fall / spring / summer / year: _____):

- I remained enrolled full time (at least 10 credits as defined in Graduate School policy manual, chapter 9) during the period of the appointment.
- I maintained a 3.0 cumulative GPA during the period of the appointment.
- I met the service requirement of an average of 20 hours per week for 0.5 FTE as scheduled by my department/supervisor (or based on hours required for partial FTE appointment).

Student Sign/Date

Supervisor Sign/Date

Appendix B: Important Due Dates

GENERAL DEADLINES

(ASAP) CITI responsible conduct of research training (myresearch.wsu.edu) (email confirmation to coe.gradstudies@wsu.edu)
 (Before 10th day of classes each semester) Independent study form/KINES 700 or 702 (submit to coe.gradstudies@wsu.edu)
 (Before end of 2nd semester) Meet with temporary advisor and determine if will become permanent
 (Before end of 2nd semester) Choose committee members
 (RECOMMENDED Before end of 2nd semester or no later than when you have ~18 credits) Program of Study form -- (submit through myWSU Portal, may be reviewed beforehand by COE Graduate Education office (coe.gradstudies@wsu.edu)
 (Spring semester) Annual review for KINES teaching assistants (submit to Director of graduate program, c.connolly@wsu.edu)

SPRING 2025 GRADUATION DEADLINES

(March 7, 2025) Last day to apply for spring graduation (Note: your POS must be approved before this is available)
 After applying to Graduate - Register for Spring 2024 commencement – see Commencement page <https://commencement.wsu.edu/> for registration & information on the Grad Fair for renting your Cap/Gown & master's Hood.
 (April 4, 2025) Last day to submit your Final Exam Scheduling Form if your exam is held on the last day to defend -- (if defending earlier than the last day, please submit everything 15 full business days before your defense date)
 (April 18, 2025) Last day to complete a Final Exam for a May degree
 (15 working days before Final Exam) Final Thesis Document Submission
 (Following Final Exam Completion) Complete graduate exit survey
 (May 3, 2025) Commencement & Graduation

THESIS/PROJECT DEADLINES

THESIS PROPOSAL (T₁) – recommended by end of 2nd semester	
	Written proposal submitted to committee (at least 2 weeks prior to scheduling form submission)
	T ₁ Scheduling form submitted to coe.gradstudies@wsu.edu (at least 10 workdays prior to T ₁ meeting date)
	T ₁ Approval form submitted to coe.gradstudies@wsu.edu (after successful T ₁ proposal)
THESIS DEFENSE (T₂)	
	Apply for graduation
	Written defense submitted to committee (at least 2 weeks prior to scheduling form submission)
	WSU grad school scheduling form submitted to coe.gradstudies@wsu.edu (at least 15 workdays prior to T ₂ meeting date)
	Written thesis draft due to WSU dissertation ProQuest site (at least 15 work days prior to T ₂ meeting date)
	Copy of your thesis due to the Office of Graduate Studies (coe.gradstudies@wsu.edu) (at least 15 days prior to T ₂)
	Final written thesis due to WSU dissertation ProQuest site (Due within 5 working days after successful defense)
NON-THESIS PROJECT PROPOSAL (M₁) – recommended by end of 2nd semester	
	Written proposal submitted to committee (at least 2 weeks prior to scheduling form submission)
	M ₁ Scheduling form submitted to coe.gradstudies@wsu.edu (at least 10 workdays prior to M ₁ meeting date)
NON-THESIS PROJECT PROPOSAL (M₂)	
	Apply for graduation
	Written defense submitted to committee chair (at least 30 days prior to Scheduling form submission)
	Apply for graduation
	WSU grad school scheduling form submitted to coe.gradstudies@wsu.edu (at least 15 workdays prior to M ₂ meeting date)

Appendix C: Helpful Resources and Links

988 Suicide & Crisis Lifeline

The 988 Lifeline provides 24/7, free and confidential support for people in distress, prevention and crisis resources for you or your loved ones, and best practices for professionals in the United State

Substance Use Treatment

<https://hca.wa.gov/free-or-low-cost-health-care/i-need-behavioral-health-support/substance-use-treatment>

Washington State Health Care Authority

<https://www.hca.wa.gov/>