

**Physical Education  
Graduate Student  
Handbook**



**Kinesiology Department**

**2016-2017**

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## **Mission**

It is the mission of the Department of Kinesiology to promote wellness and professional growth through dynamic programs that embrace leadership opportunities, active learning, innovative technology, and research.

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## **DISCLAIMER**

This handbook is offered as a guide to help you progress through the degree process. All of the information regarding application and degree requirements is copied from the most current graduate bulletin. A complete copy of the graduate bulletin can be, and should be, obtained from the Graduate studies webpage: <http://www.jsu.edu/graduate/index.html>

No information presented in this handbook supersedes any information found in the Graduate Bulletin. The Graduate Bulletin is the official “contract” the university has with the student and in the event there is conflicting information between this handbook and the Graduate Bulletin, the Graduate Bulletin will be deemed accurate.

Additionally, the JSU student handbook contains policy information that applies to ALL JSU students. The Student Handbook contains information about many student organizations, services available to students, important policies, and procedures frequently referred to by students, and the student conduct and judicial regulations. The handbook is designed to help students take full advantage of the many and varied opportunities offered by Jacksonville State University. It is the responsibility of each student to become familiar with its contents. A copy may be found here: <http://www.jsu.edu/studentaffairs/handbook.html>

## **Degree Requirements**

(Summary of requirements taken from the Graduate Bulletin)

- The student must be admitted to graduate school by the office of Graduate Studies
- Only courses taken with the last 6 years may be counted towards a degree
- Students must complete the required number of hours specified in the bulletin that was in effect at the time of admission or any more recent bulletin.
- Students must complete all the courses listed in the *course of study* specified in the bulletin that was in effect at the time of admission or any more recent bulletin.
- At the time for graduation, students must possess a minimum GPA specified in the bulletin. Currently this is 3.0 for master's students and 3.25 for educational specialist students.
- Students must earn a "C" or better on all coursework to be counted towards graduation.
- Students may apply a maximum of two courses with grades of "C" towards graduation.
- A maximum of 6 to 12 hours may be transferred from other universities. For most of the Kinesiology graduate degrees, the maximum is 6-9 hours.
- A comprehensive exam must be completed and passes during the semester of intended graduation.
- 

## **Transfer credit**

Transfer credit may be earned by submitting a transfer request form either online or through the mail. The forms may be obtained on the Graduate Studies webpage and they should be submitted to Graduate Studies.

The amount of hours a student is allowed to transfer is dependent upon the number of hours required for graduation:

Six (6) hours toward a 30 semester hour program

Nine (9) hours toward a 33 semester hour program

12 hours toward a 36 or more semester hour program

Graduate courses with grades of A, B, P, and S may be considered for transfer to JSU. Grades of C or below are not eligible for transfer. All graduate courses transferred from another institution must comply with the six year time limit. To "credit transfer" form can be completed and submitted on the web page for the Office of Graduate Studies.

## **Academic Load**

6 hours is considered full time for graduate students.

The maximum load for graduate students is 13 hours for a given semester. In the summer semester, while 13 hours is still the maximum load, 6 hours is the maximum load for any single term.

## **Financial Aid**

The Office of Student Financial Aid offers financial assistance to students through grants, part-time employment, and low-interest government loans. Scholarship listings are available through this office. Contact the financial aid office at:

Web address: <http://www.jsu.edu/finaid/>

Phone: 256-782-5006

Email: [finaid@jsu.edu](mailto:finaid@jsu.edu)

Information on various scholarships is available on the financial aid webpage. You may be eligible for funding. However, if you are on campus and interested in a graduate assistantship, you can get more information in the online application here:

<http://www.jsu.edu/graduate/assistantships/index.html>

# Academic Honesty Policy

## Department of Kinesiology

### *Cheating*

1. Cheating: 1<sup>st</sup> Offense - A student who cheats on an examination (or any other graded work) will receive a failing grade ("F") in the course.
2. Cheating: 2<sup>nd</sup> Offense - A student who cheats on an examination (or any other graded work) will be dismissed from the program study and will not be allowed to enroll in any other program of study in the College of Education & Professional Studies at Jacksonville State University.

### *Plagiarism*

1. Plagiarism: 1<sup>st</sup> Offense - A student who plagiarizes will receive a failing grade ("F") in the course. In addition, the student will be required to complete a remedial seminar on plagiarism. Failure to do so will result in an automatic 2<sup>nd</sup> Offense.
2. Plagiarism: 2<sup>nd</sup> Offense - A student who plagiarizes a second time will be dismissed from the program of study, and will not be allowed to enroll in any other program in the College of Education & Professional Studies at Jacksonville State University.

### NOTES:

1. It should be noted the occurrence of cheating or plagiarizing is cumulative, i.e., it carries over to any other course taught in the College of Education & Professional Studies.
2. If a student wishes to appeal at any level of the honesty policy, she/he is to follow the College of Education & Professional Studies' grade appeal process.
3. While it is every student's responsibility to understand what plagiarism is and to avoid it in all forms, a special note is offered here on "self-plagiarism." Submitting your own work for two different assignments is still considered plagiarism.

# Registering for courses

## How to register for classes

### Get cleared to register:

1. Refer to your program of study found in the bulletin and the course offering projection, if available, to determine which courses you should take.
2. Then, look at the schedule to see which courses are being offered. You can see the course schedule by logging onto BANNER (my.jsu.edu) or going to the online schedule found on the registrar's page: <http://www.jsu.edu/registrar/registration.html>
3. Now that you know what you want to take, complete a trial schedule form. These forms can be printed, completed, and faxed to your advisor. Forms can also be completed electronically and submitted to your advisor via email; this is preferred and likely to get a quicker response. A blank trial schedule form can be found in this manual under Appendix B or a PDF version can be found here: [http://www.jsu.edu/registrar/docs/TRIAL\\_SCHEDULE\\_.pdf](http://www.jsu.edu/registrar/docs/TRIAL_SCHEDULE_.pdf)
4. Your advisor will look over your trial schedule to see if there are any **obvious** red flags, but **you are still responsible for ensuring that you follow the course of study**. Candidates, not advisors, are always ultimately held responsible for meeting the requirements set forth in the bulletin. If there are no obvious red flags, he/she will sign the form and give it to the departmental secretary who will clear you to register. The secretary will only clear you and you must actually register for yourself.

### To register:

1. Log into <http://my.jsu.edu> and click on "registration" and follow the prompts. Here is a link to help get you started: <http://www.jsu.edu/reginfo.html>. If you try to register and you are prompted to enter an alternate PIN, this indicates you have not yet been cleared to register. If the secretary will be unable to clear you in a timely manner, your advisor may decide to give you the alternate PIN so you can register immediately. Normally she/he will only do so after you have submitted a completed trial schedule form.
2. If you are unable to register please note the error message and consult the "trouble shooting" section found here: <http://www.jsu.edu/reginfo.html>. If after that, you still cannot resolve the problem, contact your advisor and be sure to alert him/her to any error messages you received. Simply telling your advisor, "it won't let me register" will not provide him/her with the information needed to help you – BE SPECIFIC.



## General Advising Tips

### Master's students:

Core courses are likely to be offered more frequently than those courses not in the core. Thus, when you see that a non-core course is being offered you should register for it before registering for a core course.

HPE 578 may not be taken during your first semester in the program. This ensures you have a frame of reference for the course.

HPE 578 is a prerequisite for HPE 590.

It is suggested you take HPE 590 one semester prior to graduation. This will give you adequate time to prepare for your defense/comprehensive exam. It is possible to take HPE 590 during your last semester and also complete your comprehensive exam defense, but you will need to complete your HPE 590 paper earlier in the semester.

If you are in danger of earning an "F" grade for the semester, you should drop the course whenever possible. Given the programs require only 30 hours, it is extremely difficult to raise a GPA back to an acceptable level if an "F" is on your transcript and almost impossible if more than one "F" is on your transcript.

The Alabama State Department of Education has established the following changes regarding admission and completion of teacher preparation programs:

#### For all Alternative –A Programs (Teacher Certification Programs):

2.50 Overall undergrad GPA required for Admission PRIOR to August 26, 2015.

2.75 Overall undergrad GPA required for Admission AFTER August 26, 2015.

(The same GPA levels apply to students' Teaching Field and Professional Studies Courses)

3.00 Overall previous Master's GPA required for admission AFTER August 26, 2015.

#### For all Class A (Master's Level) Teacher Certification Programs:

3.00 Overall GPA required for COMPLETION before July 1, 2017.

3.25 Overall GPA required for COMPLETION July 1, 2017, and thereafter.

#### For all Class AA (EdS Level) Teacher Certification Programs:

1.25 Overall GPA required for COMPLETION before July 1, 2017.

3.50 Overall GPA required for COMPLETION July 1, 2017, and thereafter.

### **Educational Specialist Students:**

You should take ED 500 during your first semester if at all possible.

EFD 615 and 620 should be taken prior to EFD 691.

EFD 691 must be taken before EFD 692.

The core courses have traditionally been offered three times a year (Fall, Spring & Summer).

When selecting your 12 concentration hours, you may choose any course that is 500 level or higher and that has the "HPE" prefix. If you earned your master's degree from JSU, you may not repeat a graduate class already taken and no class can be used to simultaneously fulfill requirements for both the M.S and Ed.S degrees.

If you are in danger of earning an "F" grade for the semester, you should drop the course whenever possible. Given the programs require only 33-36 hours, it is extremely difficult to raise a GPA back over a 3.25 if an "F" is on your transcript and almost impossible if more than one "F" is on your transcript.

# Comprehensive Exams

## Purpose

The purpose of the comprehensive examination is to allow students to demonstrate in-depth knowledge of their subject matter. The exam will require students to demonstrate the ability to perform basic literature research and to write on scholarly and professional level. Students must also demonstrate the ability to present and defend findings orally.

## Application

Students must apply for the comprehensive exam before the start of the second week of classes in the final semester (the semester of intended graduation). It is recommended students apply at least a month before the beginning of the semester of intended graduation. The exact application deadline dates are listed each year on the webpage for the Office of Graduate Studies. The single application serves two purposes: 1) allows the student to apply for the comprehensive exam, 2) allows the student to apply for graduation.

## The process for master's degree students

*A semester prior to graduation or the semester of graduation:* The student should complete HPE 590. Before enrolling in HPE 590 – Directed Study, the student will identify a graduate faculty member willing to oversee the research project. Ideally the student will work with a faculty member that is somewhat interested in and knowledgeable about the topic of choice. The research project will be completed and a grade will be assigned for HPE 590. A student must get a “C” or better in the course before being allowed to take the comprehensive exam. While it is recommended that master's student take HPE 590 one semester prior to graduation, occasionally circumstances may dictate that a student take HPE 590 during the semester of graduation. In such cases, the instructor may set an early completion date for the paper. Furthermore, the instructor will not allow the student to defend the paper (i.e. take the comprehensive exam) until a grade of “C” or better is awarded for the class.

Current graduate faculty and some areas of major interests:

- Dr. Chandler.....strength and conditioning, exercise phys, biomechanics
- Dr. Thornburg.....leadership, pedagogy, sport sociology/history
- Dr. Hill.....motor learning, promotion of physical activity, T & M

The semester of intended graduation:

1. The student will apply for the comprehensive exam as directed in the text above.
2. Graduate Studies will process the application and perform a graduation check to ensure the student is eligible to take the comprehensive exam. This process normally takes about 4 weeks to complete.
3. Graduate Studies will send a list of eligible students to the Kinesiology graduate program chair.
4. The graduate program chair will email all students on the list with specific information about times and dates for the oral defense of the research project completed in HPE 590. **This oral defense is the comprehensive exam.**
5. Students will present and defend papers in person. If it impossible to defend in person, students will be allowed to defend online (Bb collaborate, Skype, etc...). If permission for an online defense is granted, the student must coordinate with the Kinesiology graduate chair to ensure the online communication software is working on both ends and to arrange a back-up plan in the event of technical glitches or internet service outages. After presentations are made, students will take 10-15 minutes to field questions from members of the comprehensive exam committee and other audience members.
6. The committee will evaluate the presentation and assign a pass-fail grade. If a student fails, he/she will have to re-apply the next semester for another attempt.

**The process for educational specialists (Ed.S) students**

A semester or two prior to graduation: The student must complete EFD 691- Adv. Research in Education I. The course instructor will explain the required Action Research Project which will be started.

The semester of intended graduation:

1. The student will enroll in EFD 692 Adv. Research in Education II.
2. The student will apply for comps as indicated above.
3. Graduate Studies will process the application and perform a graduation check to ensure the student is eligible to take the comprehensive exam. This process normally takes about 4 weeks to complete.
4. Graduate Studies will send a list of eligible students to the Kinesiology graduate program chair.
5. The Graduate Program Chair will email all the students on the list to alert them that the graduation check is complete and that they are ready to take comps. The instructor for EFD 692 will assign presentation/defense times. Students may present in person or via webcam (Bb collaborate, skype, etc...). If permission for an online defense is granted, the student must coordinate with the Kinesiology graduate chair to ensure that the online communication software is working on both ends and to arrange a back-up plan in the event of technical glitches or internet service outages. After presentations are made, students will take 10 minutes to field questions from members of the audience. **This presentation and defense is the comprehensive exam.** The instructor for EFD 692 will evaluate the presentation and assign a pass-fail grade. If a student fails, he/she will have to re-apply the next semester for another attempt

## **Current Programs of Study for Physical Education**

### **Graduate Degrees.**

*(Copied from the 2015-2016 Graduate Bulletin)*

- 1) Master of Science in Education with a major in Physical Education (Teacher Education Concentration)
- 2) Master of Science in Education with a major in Physical Education (Human performance Concentration)
- 3) Master of Science in Education with a major in Physical Education (Nutrition Concentration)
- 4) Educational Specialist with a major in Education (Physical Education Concentration)
- 5) Alternative 5<sup>th</sup> Year Master of Science in Education with a major in Physical Education

**1) Master of Science in Education with a major in Physical Education  
(Teacher Education Concentration)**

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**MASTER OF SCIENCE IN EDUCATION  
MAJOR: PHYSICAL EDUCATION  
CONCENTRATION: P-12 TEACHER EDUCATION**

**Core Requirements (12 semester hours):**

- HPE 537 Issues & Trends in Wellness & Sport Studies (3)
- HPE 540 Law and Ethics in Wellness & Sport Studies (3)
- HPE 553 Applied Exercise Physiology I (3)
- HPE 578 Research in Wellness & Sport Studies (3)

**P-12 Teacher Education Concentration (18-21) semester hours):**

- HPE 500 Foundations of Health & Physical Education (3)
- OR
- HPE 502 Sociology of Sport (3)
- HPE 510 Physical Education Curriculum (3)
- HPE 515 Assessment in Health & Physical Education (3)
- HPE 520 Best Practices in PE (3)
- HPE 554 Applied Exercise Physiology II (3)
- OR
- HPE 583 Perceptual Motor Development (3)
- HPE 590 Directed Study in Wellness & Sport Studies (3)
- \*\*SPE 500 Survey Course in Special Education (3)

\*\*Students who have not previously satisfied the special education requirement at the undergraduate or graduate level must take SPE 500.

**33\* Graduate Semester Hours Required for this Degree**

**2) Master of Science in Education with a major in Physical Education  
(Human performance Concentration)**

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**MASTER OF SCIENCE IN EDUCATION  
MAJOR: PHYSICAL EDUCATION  
CONCENTRATION: HUMAN PERFORMANCE (non-teacher certification)**

**Core Requirements (12 semester hours):**

- HPE 537 Issues & Trends in Wellness & Sport Studies (3)
- HPE 540 Law & Ethics in Wellness & Sport Studies (3)
- HPE 553 Applied Exercise Physiology I (3)
- HPE 578 Research in Wellness & Sport Studies (3)

**Human Performance Concentration (18 semester hours):**

- HPE 531 Clinical Cardiopulmonary Physiology (3)
- HPE 539 Diet & Performance (3)
- HPE 554 Applied Exercise Physiology (3)
- HPE 583 Perceptual Motor Development (3)
- HPE 590 Directed Study in Wellness & Sport Studies (3)
- HPE 536 Advanced Nutrition Therapy (3)
- OR
- FCS 537 Advanced Methods of Nutritional Assessment (3)

**30 Graduate Semester Hours Required for this Degree**

### **3) Master of Science in Education with a major in Physical Education (Nutrition Concentration)**

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#### **MASTER OF SCIENCE IN EDUCATION MAJOR: PHYSICAL EDUCATION CONCENTRATION: NUTRITION (non-teacher certification)**

##### **Core Requirements (12 semester hours):**

- HPE 537 Issues & Trends in Wellness & Sport Studies (3)
- HPE 540 Law and Ethics in Wellness & Sport Studies (3)
- HPE 553 Applied Exercise Physiology I (3)
- HPE 578 Research in Wellness and Sport Studies (3)

##### **Nutrition Concentration (18 semester hours):**

- HPE 531 Clinical Cardiopulmonary Physiology (3)  
OR
- HPE 554 Applied Exercise Physiology II (3)
- HPE 539 Diet and Performance (3)
- HPE 590 Directed Study in Wellness & Sport Studies (3)
- FCS 536 Advanced Nutrition Therapy (3)
- FCS 537 Advanced Methods of Nutritional Assessment (3)
- FCS 538 Critical Issues in Nutrition and Food Science (3)

**30 Graduate Semester Hours Required for this Degree**



#### 4) Educational Specialist with a major in Education (Physical Education Concentration)

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### EDUCATIONAL SPECIALIST MAJOR: EDUCATION CONCENTRATION: PHYSICAL EDUCATION (P-12)

#### Core Requirements (18-22 semester hours):

- \*ED 500 Introduction to Graduate Education and Technology (1)  
(Students who did not take ED 500 (discipline specific section) as a master's student at JSU are required to take the course as part of their Ed.S. program. Required in the first semester of enrollment.)
- EFD 552 Diversity Issues in Education (3)
- EIM 610 Emerging Technology & Collaborative Tools (3)
- EFD 615 Leadership (3)
- EFD 620 Measurement and Evaluation (3)
- EFD 691 Advanced Research in Education I (3)
- EFD 692 Advanced Research in Education II (3) (Prerequisite: EFD 691)  
(Must be taken in the last semester of enrollment.)
- \*SPE 500 Survey Course in Special Education (3)  
(Students who have not previously satisfied the special Education requirement at the undergraduate or graduate level must take SPE 500.)

#### Concentration Requirements (12 semester hours):

By faculty advisement, choose 12 graduate semester hours in physical education courses. Graduate courses selected to meet this concentration requirement must be numbered at the 500 or 600 levels.

30-34\* Graduate Semester Hours Required for this Degree

## 5) Alternative 5<sup>th</sup> Year Master of Science in Education with a major in Physical Education

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### ALTERNATIVE FIFTH-YEAR PROGRAM MASTER OF SCIENCE IN EDUCATION MAJOR: PHYSICAL EDUCATION (P-12)

#### Required Courses (42 semester hours):

EFD	560	Psychological Principles of Learning (3)
HPE	500	Foundations of Health & Physical Education (3)
HPE	510	Physical Education Curriculum (3)
HPE	512	Physical Education Methods I (3)
HPE	513	Physical Education Methods II (3)
HPE	515	Assessment in Health & Physical Education (3)
HPE	520	Best Practices in PE (3)
HPE	540	Law & Ethics in Wellness and Sport Studies (3)
HPE	553	Applied Exercise Physiology I (3)
HPE	578	Research in Wellness and Sport Studies (3)
HPE	590	Directed Study in Wellness & Sport Studies (3)
*ED	595	Internship in Education (3)
ED	596	Reflective Practices in Education (3)

(Must be taken concurrently with ED 595.)

\*\*SPE 500 Survey Course in Special Education (3)

\*ED 595, Internship in Education, is equivalent to undergraduate student teaching and requires a semester long internship in the public schools. This must be scheduled during the last semester of course work.

\*\* Students who have not previously satisfied the special education requirement at the undergraduate or graduate level must take SPE 500.

\*\* Students who previously satisfied the special education requirement at the undergraduate or graduate level must take a state-approved diversity course by advisement.

**42 Graduate Semester Hours Required for this Degree**

Note: \*\*Students who previously satisfied the special education requirement at the undergraduate or graduate level must take a state-approved diversity course by advisement. HPE 537 or EFD 552 may be used to meet the requirement.

An addendum will be printed to this checklist at a later date and the class **ED 501 – Intro to Grad Teacher Ed** will be added as an additional requirement. This will also raise the required hours to 45.

## Advice for a success

1. Students should stay aware of the important dates on the JSU academic calendar. The academic calendar can be linked to from the JSU homepage and it includes semester start dates, drop dates and registration deadlines.  
(<http://www.jsu.edu/registrar/academic-calendar/index.html>)
2. If it is clear that a student cannot earn a “C” or better he/she should drop the class before the published drop deadline. “F”s are difficult to overcome when a 3.0 or 3.25 is required and there are only 30-36 hours of coursework.
3. If a student started taking classes prior to being admitted, the student should complete all admission requirements early in the semester to avoid last minute problems. If not admitted by the second semester, the student will not be allowed to enroll in classes.
4. When text books are required for a class, students should order them on the first day of class if not before. The JSU bookstore’s webpage will normally post the required text early. This is especially important for summer classes. Students are responsible for ensuring they have the required text when needed.
5. The grade of “Incomplete” may be assigned by an instructor if extreme circumstances prevent a student from completing course requirements and only if the student is passing the course. Incompletes are NOT intended for students that simply fell behind on the work or performed poorly. In such cases, the student should drop the course.
6. Remember to apply for the comprehensive exam/graduation just prior to or within the first week of the semester you plan to graduate. Directions can be found on the website for the Office of Graduate Studies: <http://www.jsu.edu/graduate/graduation.html>
7. Getting online help: Use the online tools provided for blackboard. The help section and the Blackboard 24/7 hotline should be consulted before contacting an instructor. Most instructors are not technology experts and Blackboard features may look and respond differently according to the specific hardware and software one is using. New students ensure they can access the needed hardware and software to be successful:

JSU's Blackboard is currently Blackboard Learn version **9.1 April 2014 Release** (9.1.201404.160205). It is recommended that students and faculty using JSU's Blackboard system have the following:

- **Computer Access** - Daily access to at least two computers that meet the recommended specifications below (either through ownership or other access, such as a friend, lab computer, work, etc.). At a minimum, daily access to at least one computer is required. Planning for access to a second computer is often helpful in case issues occur in using your primary computer. For students, technical issues are often not a valid excuse for failure to complete course work.
- **Hardware** – Computers should have sufficient RAM memory, storage space, and processing power for running the latest operating systems and software releases. Newer computers will meet these hardware requirements. If you have an older computer, you may try it, but it may be insufficient for using the newest tools available in JSU's robust Blackboard environment.
- **Backup** - External backup device for backing up data.
- **Communication** - Headset with microphone and a web cam for using various collaboration tools.
- **OS** - Windows Vista, Windows 7, Windows 8; Mac OSX 10.7, 10.8.or 10.9.
- **Browser** - [Firefox](#) (latest stable version) has been the most successful browser across all platforms; Internet Explorer 9 may also be used on the Windows Vista or Windows 7 platforms, Internet Explorer 10 on Windows 7 only, or Internet Explorer 11 on Windows 7 or 8. Safari 6 may be used on Mac OSX 10.7 or 10.8, or Safari 7 on Mac OSX 10.9. [Chrome](#) (latest stable version) is also approved for both Windows and Mac platforms.
  - Cookies should be enabled.
  - Java should be enabled.
  - All pop-up blockers should be disabled.
  - Internet Explorer should never be in Compatibility View when accessing Blackboard. This special view is site-based, so to be sure you are not using it with Blackboard.
    - Point Internet Explorer to <https://jsu.blackboard.com> and look under the Internet Explorer "Tools" menu. Compatibility View should not be checked. The broken page icon next to the URL address box should not be blue.
    - Some users may notice Compatibility View is dimmed. That means Internet Explorer is set to view all web pages in Compatibility View. In this case, go into Compatibility View Settings and uncheck the following selections:
      - "Display all websites in Compatibility View"
      - "Display intranet sites in compatibility view"
      - "Download updated compatibility lists from Microsoft"
- This procedure is relevant to users of the LockDown Browser, due to its association with Internet Explorer.
- **Java** - Latest versions of JRE 6 and 7 are both supported. (Note: When determining which Java version to use, please consider Java compatibility with other web sites you use on a regular basis.) Java 7 seems to be the most reliable version for most Blackboard and related functionality.

- **Internet** - At a minimum, a standard level, high-speed Internet connection is recommended (3 Mb download speed or higher) for access to advanced features both in Blackboard and on the Internet in general. A wireless Internet connection may not be stable enough for Blackboard functions such as taking tests and submitting assignments; therefore, it is recommended you use a wired connection for optimal performance.
- **Productivity** - Microsoft Office 2007 or newer
- **Reader** - [Adobe Acrobat Reader](#)
- **Media**
  - [iTunes](#)
  - [Windows Media Player](#)
  - [QuickTime](#)
  - Real Media Player
- **Security** - Antivirus software.
- **Other** - Respondus LockDown Browser - A specific download link for JSU along with installation instructions can be found on the [Respondus LockDown Browser](#) page.

**A helpful guide for online students can be found here:**

**[http://www.jsu.edu/edtech/online/guide\\_online\\_students.html](http://www.jsu.edu/edtech/online/guide_online_students.html)**

# Frequently Asked Questions

(Copied directly from the Graduate Studies webpage)

- 1) [What differentiates the College of Graduate Studies from the academic Colleges, and what types of issues do I address to each?](#)
- 2) [Is there a required minimum GPA to remain in good academic standing for graduate programs?](#)
- 3) [Are there deadlines for adding/dropping or completely withdrawing from courses?](#)
- 4) [Is there a time limit for the completion of my graduate degree?](#)
- 5) [Is there a procedure for transferring credit from another institution to JSU?](#)
- 6) [Will I be required to take a comprehensive exam to graduate?](#)
- 7) [How do I inquire about the library hours for each semester?](#)
- 8) [If I have questions about distance education and online classes, who do I contact?](#)
- 9) [How do I find out about financial aid opportunities for graduate students?](#)
- 10) [Where do I pay my tuition and any fees?](#)
- 11) [How will I receive mail?](#)
- 12) [How do I gain accessibility to MyJSU?](#)
- 13) [If a faculty member approves me to receive an incomplete for a class, what procedure do I follow?](#)

## **1) What differentiates the College of Graduate Studies from the academic Colleges, and what types of issues do I address to each?**

The College of Graduate Studies admits students to graduate studies, provided the student meets all admission requirements. Some colleges require students to meet additional admissions criteria to be accepted into a specific program. The Graduate office is the initial point of contact for all students who are interested in pursuing graduate work at JSU. The Graduate Office will direct students to the appropriate advisor for specific program requirements.

## **2) Is there a required minimum GPA to remain in good academic standing for graduate programs?**

Yes. Please refer to the [Graduate Programs](#) page or your advisor to ensure you maintain the identified GPA for your program. You may also consult with the Graduate Office.

Students who fall below the required GPA for their program of study will be notified by the graduate office that they will be placed on academic probation or removed from graduate studies.

Students who are granted conditional admission must achieve the required GPA for their major on the first 12 graduate hours attempted.

## **3) Are there deadlines for adding/dropping or completely withdrawing from courses?**

Yes. You can find these dates on the [registrar's office](#) web page or you can call the Office of the Registrar at 256-782-8270.



**4) Is there a time limit for the completion of my graduate degree?**

Yes. There is a six calendar year time limit to complete your program. Exceptions are considered for students who can demonstrate a compelling reason why they were unable to finish their program within the six year calendar time frame.

For the DSc in Emergency Management, there is a 10 calendar year time limit.

**5) Is there a procedure for transferring credit from another institution to JSU?**

Yes. You must complete a [Transfer Credit Request](#). You will also be required to provide course descriptions, and we will verify the courses are at the graduate level. You must earn an A, B, P, or S in the course(s). Transfer course work cannot be used to elevate the GPA. The appropriate department and the Graduate Dean approve all transfer course work prior to registering for classes at another institution if your home institution is JSU. Please consult the [Transfer Student](#) page regarding limitations on the number of hours a student can transfer to JSU.

**6) Will I be required to take a comprehensive exam to graduate?**

Each program decides on the format for a comprehensive/exit exam. Contact your advisor to ascertain what will be required for you to graduate. You must complete an online Application for Degree/Comprehensive Exam regardless of the exit requirements for your program.

Deadlines are posted for each semester on the [Student Resources](#) section of the graduate website.

**7) How do I inquire about the library hours for each semester?**

You may contact the Houston Cole Library at 256-782-5068 or visit their [website](#). You may want to visit the library to familiarize yourself with the location of various sources you will use while enrolled as a graduate student at JSU.

**8) If I have questions about distance education and online classes, who do I contact?**

You may contact the Office of Distance Education at 256-782-8172 or visit their [website](#).

**9) How do I find out about financial aid opportunities for graduate students?**

You may contact the [Financial Aid](#) office at 256-782-5006 to inquire about the various types of available assistance, and any restrictions that apply. You can also contact the College of Graduate Studies at 256-782-5345 to inquire about the [Graduate Assistantship Program](#). This program provides tuition remission and a stipend for students who qualify, depending upon available assistantships. Assistantships are located in many departments across campus.

**10) Where do I pay my tuition and any fees?**

If you are on campus you may pay tuition and fees at the [Bursar's Office](#) in Bibb Graves Hall. If you enter Bibb Graves Hall through the main entrance that faces Pelham Road, turn right, and the cashier windows are half way down the hall on the right side. When you register on-line you have the option of paying tuition and fees with one of three credit cards: Mastercard, Visa, or Discover. During open registration, payment for tuition and fees must be made on the day you register for classes.

The ID card fee is charged to a student's account when the student's application for admission

is entered into the student data base. The initial cost of an ID card is \$10.00 and \$15.00 for a replacement card. Returning students are not required to purchase a new ID card if they retained their old ID card. Please call the Theron Montgomery building at 256-782-5552 to find out the hours of operation to have your ID card made. A student can have money put on an ID to use at the various cafeterias and food court at JSU. Go to the Dining Hall Office at Jack Hopper Hall to have money put on your ID.

Students must [register online](#) for a parking decal. Online registration for parking decals is mandatory. The University Police will continue to register students requiring a JSU handicap decal. You may call 256-782-5050/5551 to make arrangements for this decal. Students must register for their parking decal through their MyJSU page. There are three options for purchasing a parking decal:

1. Students can have their student account charged;
2. Students may order by credit card; or
3. Students may register their State issued Jacksonville State University Tag (J-TAG)

Students must pick up their decals at the University Police Department in Salls Hall and must present a vehicle registration and a current ID when picking up their decal.

If you are an online student, please go to the [distance education](#) website. You will receive directions concerning your ID card and other important information.

### **11) How will I receive mail?**

All students enrolled at JSU are eligible for a JSU mailbox. To be assigned a mailbox, students must come to the customer service window at the [JSU Mail Center](#). All correspondence from the University and personal correspondence will be placed in JSU mailboxes. Financial aid checks will be assigned to a JSU mailbox if they have no other designation, i.e. “Mail-at-Home” or “Direct Deposit”. Both options can be accessed through your “My JSU” account. Stamps, fax, and mail services are available at the JSU Mail Center.

The JSU Mail Center is located on the 4th floor, TMB, and is open Monday – Friday from 8:00 a.m. – 4:30 p.m. The Mail Center telephone number is 256-782-5290 and the fax number is 256-782-5291.

### **12) How do I gain access to MyJSU?**

1. Go to [my.jsu.edu](http://my.jsu.edu)
2. Click on “[how do I get a user name and password](#)”
3. User name is the same as your Email Address without the @jsu.edu
4. If you have never logged on to MyJSU before, your user name and initial password can be retrieved using the Initial Credentials for students link.
  - o **MyJSU Account:** Same as your Email Address without the @jsu.edu
  - o **MyJSU Password:** Initial password is set to your birth date in the format: MMDDYY



5. Here you will enter various information about yourself to retrieve your username and password. Students who have difficulty gaining access to their MyJSU account should contact the JSU Help Desk at 256-782-8324.

**13) If a faculty member approves me to receive an incomplete for a class, what procedure do I follow?**

You must confirm with the faculty member that you will be permitted to receive an I (incomplete) grade and the faculty member will record this with the [Office of the Registrar](#). Students have approximately one calendar year to complete the required work to receive a letter grade, and should be in contact with the faculty member so that completed work is turned in by the deadline. If a student cannot meet the one year deadline, they must complete an [Incomplete Grade Extension Request Form](#) and have the appropriate faculty member sign this form and include an anticipated completion date. The form is then transmitted to the Graduate Office and approved by the Dean/Associate Dean. It is the student's responsibility to complete and submit work by the designated deadline on this form. If you are graduating in the year you receive the incomplete grade, the deadline must be made so you can complete your work in order to get credit for the course towards your graduation.

# Appendix A

## PE Graduate Course Projections

2016-2017

Fall	Spring	Summer *
HPE 515	HPE 510	HPE 500 or HPE 502
HPE 537	HPE 539	HPE 520
HPE 540	HPE 540	HPE 531
HPE 554	HPE 553	HPE 540
HPE 578	HPE 583	HPE 553
HPE 590 (by arrangement)	HPE 590 (by arrangement)	HPE 578
		HPE 590 (by arrangement)

*\*Summer offerings are predicated on budgets, enrollment and faculty availability. Summer offerings are never 100% guaranteed.*

Note: FCS, EIM, EAD, EFD and ED prefix courses are not listed – check with the appropriate department. Most Ed.S. core courses are offered every semester, including summer. A variety of sport management courses will also be offered every semester and since they have the HPE prefix, they may be used by Ed.S. students to fulfill the concentration hour requirement. Check the online schedule each semester see what will be offered.

### Course numbers and titles:

- HPE 500 Foundations of Health & Physical Education (3)
- HPE 502 Sociology of Sport (3)
- HPE 510 Physical Education Curriculum (3)
- HPE 515 Assessment in Health & Physical Education (3)
- HPE 520 Best Practices in PE (3)
- HPE 531 Clinical Cardiopulmonary Physiology (3)
- HPE 537 Issues and Trends in Wellness & Sport Studies (3)
- HPE 539 Diet and Performance (3)
- HPE 540 Law & Ethics in Wellness and Sport Studies (3)
- HPE 553 Applied Exercise Physiology I (3)
- HPE 554 Applied Exercise Physiology II (3)
- HPE 578 Research in Wellness and Sport Studies (3)
- HPE 583 Perceptual Motor Development (3)
- HPE 590 Directed Study in Wellness and Sport Studies (3)

