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# GRADUATE FACT SHEET

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**All required courses (core and specialization, except practicum) must be completed before attempting the comprehensive examination. Concurrent enrollment is not permissible.**

## Graduate Admission Requirements:

Students pursuing a graduate degree in the College of Education and Human Services (COEHS) are required to meet the following standards for admission.

- Minimum undergraduate Grade Point Average of 2.75 (degree earned within six years) or 3.0 (degree over six years old) **OR**
- Complete 12 semester hours of graduate credit in the program area as a non-degree student (including HPR 601 if degree-seeking) with a **cumulative Grade Point Average of 3.0** or above and a grade of B- or better in HPR 601 **OR**
- Earn a score at the 50th percentile on the Miller Analogies Test (MAT) or the Graduate Record Examination (GRE).
- The following materials must be submitted in addition to official transcripts to be considered for admission in to the Community Health Promotion program: **Resume and personal statement detailing two years of health-related work experience.**

## Non-Degree Status:

- Students who have not been granted regular degree-seeking status may complete a maximum of 12 credit hours of non-degree course work toward the fulfillment of a master's degree requirement. As part of these 12 credits, you must successfully complete HPR 601 with a grade of B- or better. It is recommended that you do not take this course within the first 6 credits of study. Students must achieve a B or better in all other classes in order to be considered for admission into an HHP program. Once 12 credits are completed, eligible students may apply for regular degree status.
- A request for a change of status from non-degree to degree-seeking must be submitted in writing along with all required materials for admission to a degree program.

## Transfer Credit:

- Must be earned at an accredited graduate college and not used to fulfill a requirement for any other degree.
- Cannot exceed (9) graduate semester hours. Be mindful that semester hours are not equal to quarter hours. All credits must carry a letter grade of A, A-, B+, or B; no P/F or S/U grades may be transferred (petitions are not considered).
- Credits must be earned within the 6-year statute of limitations.
- You must have regular graduate student status and be in good standing at CSU and institutions where credits were earned.
- Credits are not recorded on your transcript until 12 credit hours are earned at CSU and student has achieved a **Grade Point Average of 3.00 or better**.
- Use of the Graduate Credit Transfer Form, catalog description and an official transcript are required.
- Students should request course approval that will count toward their program of study prior to completing the course.
- Each course must be equivalent to those offered at CSU.

## Degree-Seeking Students:

- Upon admission to a graduate program as a regular degree-seeking student, you will be assigned an advisor before registering for your first course.
- Contact the program coordinator listed below for a referral to the correct advisor. It is imperative that you make an appointment with the appropriate advisor to ensure that you take the correct courses in the proper sequence.

**Dr. Eddie Lam**

**Dr. Kenneth Sparks**

**Dr. Sheila M. Patterson**

**Sport Management**

**Exercise Science**

**Community Health Promotion**

**[t.lam@csuohio.edu](mailto:t.lam@csuohio.edu), JH 143**

**[k.sparks@csuohio.edu](mailto:k.sparks@csuohio.edu), PE B60**

**[s.m.patterson@csuohio.edu](mailto:s.m.patterson@csuohio.edu), JH 162**

## Programs of Study:

- Students must submit the Graduate Program of Study Form to their advisor for review and approval.
- Normally, the best time to submit the form is about half way through the program. If submitted too early, electives may not be known; if too late, necessary adjustments may be problematic.
- Your official program of study is maintained in the Educational Student Services Center (ESSC) in room JH 170 (216-687-4625).
- A limited number of graduate assistantships are available each academic year. We will begin accepting applications in February of the 2019-2020 academic year.

## Grade Point Average:

- All students are expected to maintain at least a cumulative **Grade Point Average of 3.00** throughout the program.
- A review to determine a student's ability to continue in the program is required upon receiving one (1) grade of **F (in 500-800 level courses) or two (2) grades of less than B (this means B- or less)**.
- Mandatory dismissal occurs if a student receives a (1) second grade of F OR (2) accumulates a total of 9 credits of less than B grades (B- or less) and has a cumulative Grade Point Average below 3.00.

## Practicum:

**(Note: Students who were admitted into the online M.Ed. in Community Health Promotion in Fall 2015 and later do not have to complete a practicum, nor complete comprehensive exams/thesis.)**

- A practicum experience is required for all students completing the Exercise Science, and Sport Management programs. At least 2/3 of the program must be completed prior to registering for the practicum semester (minimum 22 credits in most programs). Specific pre-requisites: Exercise Science: HPI, HPII & Cardiac Rehabilitation (for Cardia Rehab Practicum).
- You must have a 3.0 GPA or better to register for practicum.
- Graduate Practicum Guidelines are available in the HHP website.
- Depending on the program of study, elective courses, and practicum objectives, the practicum is offered for 3 credits (HPR 680), 4 credits (HPR 681), or 5 credits (HPR 682 course). Sport Management practicum students must complete the 5-credit practicum.
- Permission of department chairperson is needed for registration. There is a two-step online application process; both must be completed by the due date before the department chair will review the application for approval (see HHP website).
- Professional liability insurance, immunization records (Tuberculosis & Hepatitis B immunization required), FBI & BCI background checks are all required and must be submitted via the online application process. If your site is at a medical facility (ex.: Cleveland Clinic Foundation), you will be required to follow additional guidelines and pay onboarding fees. Please see your advisor.
- Minimum number of clock hours are: **3 credits - avg. 9 hrs./wk. = 135 hrs./semester; 4 credits - avg. 12 hrs./wk. = 180 hrs./semester; and 5 credits - avg. 15 hrs./wk. = 225 hrs./semester.**
- An Application (Form #1) and approval (Form #2) process is used to arrange the practicum. The forms are included in the Graduate Practicum Guidelines. Failure to complete the form and/or obtain necessary signatures, including a current resume, will result in the form being returned to you. Due dates are below. Failure to meet these deadlines may result in deferral of the practicum for at least one semester.

#### Practicum Due Dates

<b>Practicum Completion</b>	<b>Intent (Step #1)</b>	<b>Placement (Step #2)</b>
Spring	September, 15th	November 15th
Summer	February 15th	April 15th
Fall	May 15th	July 15th

#### Comprehensive Exam:

- Comprehensive exams are completed during the last semester of your program.
- **All required courses (core and specialized, except practicum), must be completed before attempting the comprehensive exams; therefore, arrange to take HPR 601 prior to the semester in which you will take the comprehensive exam. Concurrent enrollment is not an acceptable alternative.**
- To be eligible, you must have on file the following: (1) graduation application and (2) program of study (signed by your advisor and department chairperson) in Education Student Services Center (ESSC; JH 170).
- You must be registered during the semester in which you complete the exam. If not registered for a regular course (including practicum), you must register for HPR 691 (Individual Project: Comp. Exam), a one-credit, non-graded course.
- You are required to meet with your advisor in advance to discuss the exam format, exam scoring, hints for success, and general content of the exam.
- The exam lasts 3½ hours at which time you answer a total of 4 of 6 essay questions.
- **Upcoming dates for the exam are (please note these are all Saturdays):**

<b>Fall Semester 2019</b>	<b>October 19, 2019</b>
<b>Spring Semester 2020</b>	<b>March 21, 2020</b>
<b>Summer Semester 2020</b>	<b>July 11, 2020</b>

#### Graduation:

- All students are required to complete a graduation application well in advance of their projected graduation date. In general, degree candidates should apply for graduation two semesters before their expected graduation date. Graduate students can obtain an application form from Campus 411 (MC 116; 216-687-2000). You must have degree-seeking status to be able to file your application.
- Application deadlines are as follows:

<b><u>If you are expecting to graduate in:</u></b>	<b><u>Your application needs to be in by:</u></b>
<b>Spring 2020</b>	<b>September 9, 2019</b>
<b>Summer 2020</b>	<b>March 1, 2020</b>
<b>Fall 2020</b>	<b>April 14, 2020</b>

The information contained herein is not meant to be the ultimate advisor. Please see CSU website for complete description of academic policies, procedures and regulations for all Graduate students. In addition, it is expected that all Graduate students maintain contact with their advisors for the duration of their academic program until their degree has been completed. Best wishes for a successful academic year!

**For other facts, refer to the CSU Bulletin-Graduate Catalog**