

Graduate Student Handbook

Master of Science (MS) in Health and Human Physiology

**Department of Health, Sport, and Human
Physiology**

The University of Iowa

Contents

Commonly Used Terms	3
Part I: General Information	4
Degree Programs.....	4
Tracks within the M.S. in HHP.....	4
Admission Requirements	4
Graduate Appointments	6
Course Loads and Grading Scales.....	9
Academic Standing, Probation and Dismissal	9
Student Complaints Concerning Faculty Actions	11
Social Media Policies	12
<i>Miscellaneous Information</i>	12
Departmental and Tuition Scholarships	13
Part II: Specific Information	15
Specific Information relevant for all sub tracks within the M.S. in HHP	15
Thesis and Final Examination Procedures for M.S. in HHP with thesis	19
Curriculum for MS in HHP – Clinical Exercise Physiology (CEP) Sub track	22
Final Examination Procedures for M.S. in HHP - CEP Sub Track.....	26
Curriculum for MS in HHP – Child Life (CL) Sub-track	29
Final Examination Procedures for M.S. in HHP – CL Sub-track	30
Part III: Changes in Degree Requirements or Degree Objectives.....	32
Changes in Degree Requirements	32
Changes in Degree Objectives	32

COMMONLY USED TERMS

CEP: Clinical Exercise Physiology

CL: Child Life

CLAS: College of Liberal Arts and Sciences

Degree Candidate: An M.S. student is considered a degree candidate after the successful completion of 18 semester hours of graduate credit while maintaining a cumulative grade-point average on graduate work done at The University of Iowa of 2.75 or better.

Departmental Executive Officer: The Departmental Executive Officer (DEO or Department Chair) is the administrative officer of the department and makes all administrative decisions on matters related to departmental programs.

Director of Graduate Studies: The Director of Graduate Studies (DGS) is responsible for overseeing the departmental graduate programs.

Formal Plan of Study: A (formal) plan of study must be submitted and approved by the Graduate College at the time of the application for the final examination. This plan of study reflects all changes that have been made in the preliminary plan of study and includes all degree requirements which must be completed satisfactorily in order to graduate.

GCM: The Manual of Rules and Regulations of the Graduate College (Graduate College Manual) is available using the following web site address:

<https://grad.uiowa.edu/academics/manual>

HSHP: Health, Sport, and Human Physiology (the name of our department)

HHP: Health and Human Physiology (name of graduate degree programs)

Preliminary Plan of Study: A candidate must have the program advisor's approval of a preliminary plan of study which is completed during the first semester of graduate study. This preliminary plan lists all courses and other degree requirements that must be completed satisfactorily by the candidate.

Program Advisor: The program advisor is the department faculty member directly responsible for advising the student. The program advisor is appointed by the DEO in consultation with the student and the faculty in the area of specialization.

PART I: GENERAL INFORMATION

All graduate degrees offered by The University of Iowa are granted by the Graduate College in accordance with the requirements set forth in the Manual of Rules and Regulations of the Graduate College (GCM, <https://grad.uiowa.edu/academics/manual>). Departments may impose requirements that are more stringent than those of the Graduate College; however, in no instance may departmental requirements be less stringent than Graduate College requirements.

The material presented in this handbook provides an official source of information about departmental requirements, regulations, procedures, and policies that relate to graduate students in the M.S. in Health and Human Physiology (HHP) program within the Department of Health, Sport, and Human Physiology (HSHP). Where appropriate, certain requirements of the Graduate College are also presented. Students are urged to consult the GCM for full details about Graduate College requirements.

Degree Programs

The Department of HSHP offers programs of graduate study leading to (1) the Ph.D. degree in HHP, (2) the M.S. degrees in HHP, and (3) the M.A. degree in Sport and Recreation Management. In addition, the department offers opportunities for students to pursue individualized programs of study for the purpose of professional improvement but not leading to a graduate degree. This document is the Graduate Student Handbook for the M.S. degree in HHP. There are separate Graduate Student Handbooks for the Ph.D. degree in HHP and for the M.A. in Sport and Recreation Management.

Tracks within the M.S. in HHP

The M.S. in HHP has three formal sub tracks:

1. M.S. in HHP with thesis
2. M.S. in HHP – Clinical Exercise Physiology (CEP). This is a non-thesis sub track.
3. M.S. in HHP – Child Life (CL). This is a non-thesis sub track

Admission Requirements

Minimum Requirements: Applicants must have an U.S. bachelor's degree from a regionally accredited college or university, or an equivalent degree from another country as determined by the Office of Admissions. In addition, a minimum grade-point average (GPA) of 3.00, or foreign equivalent as determined by the Office of Admissions, is required.

Graduate Record Examination (GRE): All applicants for the M.S. in HHP are encouraged (not required) to have their Graduate Record Examination (GRE) scores on file with the department before they are admitted.

English Proficiency for International Students: Prior to consideration for admission, international student applicants whose native language is other than English must take either the Test of English as a Foreign Language (TOEFL) or the International English Language Testing System (IELTS), unless they have received a degree from an accredited college or university in the United States, the United Kingdom, Canada (except Quebec), Australia, or New Zealand. The minimum scores are 550 for the paper based (PBT) TOEFL, 81 for the internet based (IBT) TOEFL, a total score of 7.0 with no sub score less than 6 for the IELTS, and a minimum score of 120 for the Duolingo (DET) test. Beginning in spring 2020, the Graduate College approved limited acceptance of the Duolingo English Test (DET). The DET will be accepted on a

limited-term basis through the Fall 2027 admission cycle. All students admitted using DET will be required to take the [English Proficiency Evaluation](#) (EPE) when they arrive on campus.

International students transferring from unfinished degree programs of other universities in the United States who have not taken either of these examinations, or who have received a score lower than the minimum established by the Graduate College Dean, must take the TOEFL or IELTS examination and receive a passing score prior to consideration for admission. Students who score below 600 for the PBT, below 100 for the IBT (TOEFL), or below 8.0 for the IELTS, are required to complete an [English Proficiency Evaluation](#) on campus before their first registration for classes. The Graduate College may require students scoring below a proficiency threshold to take and pass coursework in English reading skills, oral skills, listening skills, and academic writing designed especially for English as a Second Language (ESL) students. Those who are required to take course work in English usage are allowed to count up to 6 SH from these courses toward their degree program and will be unable to graduate until all required courses are completed with a passing grade. To be eligible for a teaching assistantship, international students must pass a separate English usage and presentation examination, which can include multiple steps and additional preparation courses. For more information see: <https://esl.uiowa.edu/programs/esl-credit-program/english-placement-evaluation>

Application procedure: All students seeking to register for the first time in the Graduate College of the University of Iowa must secure formal admission from the director of Admissions. Applicants may obtain the proper forms from: Director of Admissions, 107 Calvin Hall, The University of Iowa, Iowa City, Iowa 52242. Prospective students apply online from the admissions web site at: <https://apply.admissions.uiowa.edu/admissions/login.page>

The following materials need to be uploaded with your application or submitted to:

The Department of HSHP:

Official academic records/transcripts
Three letters of recommendation
Application for graduate awards (if relevant)
A resume or curriculum vitae
A personal statement

Graduate Admissions:

A second set of official records/transcripts
TOEFL or IELTS scores (international students)
Financial Statement (international students)

Admission to the M.S. in HHP is granted by the Department Executive Officer (DEO) in consultation with the Director of Graduate Studies (DGS) and department faculty. Admission to the M.S. program is not the equivalent of acceptance as a candidate for an advanced degree. An M.S. student is considered a degree candidate after the successful completion of 18 semester hours of graduate credit while maintaining a cumulative grade-point average on graduate work done at The University of Iowa of 2.75 or better.

Admission Cycles and Deadline: Admission to the M.S. in HHP is typically only granted for the fall semester. Application deadline is February 1.

Admission Criteria: The GRE scores (if submitted), together with grade-point averages (GPA) and letters of recommendation, serve as the basis for admitting applicants to the M.S. program and for advising them concerning appropriate tracks within the M.S. program. In general, if GRE scores are submitted, successful applicants score in the upper 50%ile of all test takers for a given year. Additional admission criteria are specified for the CL sub track under the curriculum section for that sub track.

Graduate Appointments

Two types of graduate appointments may be awarded: teaching assistantships and research assistantships. These are described in the latter portion of this section. To be considered for an appointment, the student must also have on file in the department office (1) a statement of admission by the Graduate College; (2) TOEFL, IELTS, or DET scores, if required; and (3) at least three letters of recommendation from persons acquainted with the student's academic performance and work experience.

Appointments: Graduate appointments for the academic year are made in March, if possible, and become effective the following August. Application for graduate appointments, together with all supporting data, should be on file in the department office by **February 1**.

All graduate appointments are made on a semester basis but are ordinarily honored for the full academic year. Students may apply for reappointment which is subject to the provisions stated in the Reappointments and Limits of Support paragraphs that follow.

A limited number of summer TA and/or RA appointments are available. These are awarded based on available funding, specific need, demonstrated quality of previous work and seniority. Such support is in addition to the academic year support and is not considered in determining an individual's limits of support.

Reappointments: To be eligible for reappointment, the student must (1) have satisfactorily completed not less than 15 semester hours of graduate course work during each academic year enrolled unless permission to enroll for less credit has been granted; (2) be in good academic standing, i.e., not on academic probation; (3) be recommended for reappointment by the graduate program director; and (4) not have utilized all of the years of appointment available (see Limits of Support paragraph which follows).

Students currently holding graduate assistantships are asked in February of each year whether they wish to be considered for reappointment for the following year. The DEO, in consultation with the Director of Graduate Studies (DGS) and department faculty, evaluates all such applicants in terms of (1) progress toward the degree for which each is a candidate, and (2) performance rendered in the position held by the appointee. Based on this evaluation, the DEO makes a decision regarding each student's application for reappointment. Students are notified by letter of the action taken as soon as possible after the evaluation is completed.

Limits of Support: The department has adopted the following policy concerning the length of time financial support in the form of teaching assistantships, research assistantships, fellowships, etc., may be provided:

1. Students in the M.S. in HHP program may receive support for no more than two years in obtaining the M.S. degree.
2. If unforeseen circumstances develop that make it impossible for a student to complete their degree within the above time frame, a formal appeal may be made requesting additional funding. Such appeals should be made to the DEO, who will consult the mentor of the student for a final decision.

Pay Schedule and Tuition: See [Graduate Student Employment Standards](#) for college level policies on graduate pay and work schedules. Minimum salary rates for all graduate assistants are established through collective bargaining between COGS and the Iowa Board of Regents. Stipends are paid to students in ten equal installments beginning September 1 and ending June 1. Graduate teaching and research assistants holding one-quarter-time or greater appointments will be assured a tuition scholarship that covers approximately the tuition costs for a 9 semester hour registration. The scholarship will be pro-rated, so that

students who are registered for less than 9 semester hours. will receive the appropriate percentage, according to the number of hours for which they are registered.

Work Schedule: Departmental policies related to the work schedule for all graduate teaching and research assistants are as follows.

1. Half-time graduate assistants (GAs), whether a teaching assistant or research assistant, are required to average twenty (20) hours of service each working week; one-third-time graduate assistants, thirteen (13) hours of service each working week; and one-quarter-time graduate assistants, ten (10) hours of service each working week. For graduate teaching assistants, allowances are made for time spent in preparing lesson plans, getting equipment and facilities ready for class use, and evaluating and grading student performances.
2. GAs with appointments for the academic year are typically required to report for work and be on campus three (3) working days before the beginning of the first semester and work through final examination week and until final course grades are recorded. They are typically required again to report for work and be on campus three (3) working days before the beginning of the second semester classes and work through the end of final examination week and until final course grades are recorded.
3. GAs with appointments for the summer session typically report for work and be on campus two (2) working days before the beginning of summer session classes and typically work through the last day of classes for the session and until final course grades are recorded.
4. A working day is a day an employee is scheduled to work. All GAs with an academic year or semester appointment shall be allowed five (5) working days of absence per semester, without pay deduction. All GAs with a fiscal year appointment shall be allowed fifteen (15) working days of absence without pay deduction. All paid leave must be scheduled with the approval of the employee's supervisor, to assure the maintenance of university operations. Such approval will not be unreasonably denied. In the event that the department specifically requires the GA to remain at work during previously approved leave time, the department shall give such employee thirty (30) days' notice except in case of emergency. At such time, the employee and the department shall reschedule the leave time. See [Graduate College Paid Leave and Holidays](#) policy.

Employees shall receive the following paid holidays which occur during the term of their appointment:

- New Year's Day
- Dr. Martin Luther King Jr.'s Birthday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Friday after Thanksgiving Day
- Christmas Day
- A day before or after Christmas Day

Monday will be recognized as a holiday for all holidays occurring on a Sunday and Friday for all

Holidays occurring on a Saturday. Employees may be absent for the above holidays unless the department specifically requires the employee to be on duty. At such time, the department and the employee shall schedule alternate paid time off. Departments will make an effort to minimize holiday work for employees and if it requires work on a holiday, shall provide such employees with no less than thirty (30) days written notice, whenever feasible. Employees taking paid leave contiguous with a holiday shall not have the holiday counted against their paid leave.

5. Departures from this schedule are permitted only when the graduate assistant makes previous arrangements with the supervising faculty member in consultation with the DEO. Makeup work for such absences is expected.

Teaching Assistantships: In selecting graduate students for teaching assistantship appointments, the following items are considered: (1) grade-point average and scores on the GRE (if submitted), (2) teaching experience, (3) scores on the English language proficiency test, and (4) past performance as a teaching assistant. Graduate teaching assistants may be assigned to teach any HHP courses. The University of Iowa requires that all graduate teaching assistants complete a department-specific training program before beginning teaching duties.

Oral Communication Competence for Teaching Assistants: The Iowa Board of Regents has adopted a policy on oral communication competence designed to ensure that all instructors have “the ability to communicate appropriately in the language of instruction to students attending Regents’ Institutions.” Teaching assistants are evaluated at the middle and end of each semester by their supervisor for oral communication competency as part of a departmental teaching evaluation process.

Research Assistantships: Research assistants are appointed by the DEO. In making such appointments, seniority, expertise in an area of specialization and scholarly productivity are considered. Research assistants are assigned to and supervised by specific faculty members and assist in conducting the research carried on by the faculty member. Appointments of students to be supported by grants and other external funding sources will be made by the project director in consultation with the DEO.

Course Loads and Grading Scales

As per [GMC II](#), a full-time course load for a graduate student making satisfactory academic progress toward a degree is nine (9) semester hours or more of graduate credit. Half-time graduate assistants must have special permission to carry more than 12 semester hours of graduate credit each semester.

Courses Taken for S and U Grades: The following department policies regarding courses that may be taken for grades of S and U apply to all students pursuing programs leading to graduate degrees.

1. All core and required prerequisite courses for graduate degrees must be taken for conventional letter grades, i.e., such courses may not be taken for S and U grades.
*CL students are allowed to take an introductory statistics course for S/U
2. Except in unusual circumstances, all elective courses for the M.S. degree must be taken for conventional letter grades. The DEO, in consultation with the student's mentor and course director of the elective course, shall determine whether the circumstances warrant the waiver of this policy.

Grades of S and U for Graduate Seminars, Internships and Practicums, Research, and Thesis: Grades of S and U may be awarded for work completed in graduate seminars, internships and practicums, research, thesis.

Academic Standing, Probation and Dismissal

The department follows the standards and procedures relating to academic standing, probation, and dismissal that are established by the Graduate College and the College of Liberal Arts and Sciences ([GMC IV](#)).

Academic Standing: A non-doctoral departmental (master's, professional improvement, certificate) student, except one on conditional status, shall be placed on academic probation if, after completing 9 semester hours of graded (A, B, C, D, F) graduate work at The University of Iowa, the student's [UI Cumulative GPA](#) falls below 2.75. A student regains good academic standing when the student's UI Cumulative GPA returns to 2.75, or greater. If, after completing 9 more semester hours of graded (A, B, C, D, F) graduate work at the University, the student's UI Cumulative GPA remains below 2.75, the student will be dropped from the degree program and denied permission to re-register within any Graduate College degree program. Non-doctoral, non-departmental (non-degree, extension, workshop) students shall be evaluated for academic probation and dismissal based on the same semester-hour sequence as stated above, at a minimum UI Cumulative GPA of 2.50.

Restriction on Students on Probation: A student on probation shall not be permitted to take the final examination leading to any degree or certificate, nor may the student receive any graduate degree or certificate.

Academic Fraud: Academic fraud, such as plagiarism and cheating, is defined in the CLAS Academic Handbook Chapter X (<http://www.clas.uiowa.edu/students/handbook>). Plagiarism is presenting someone else's words or ideas as your own whether in writing or in speaking and includes these and other misrepresentations:

- Presentation of ideas from any sources you do not credit
- Use of direct quotations without quotation marks and/or without credit to the source
- Paraphrasing information and ideas from sources without credit to the source
- Failure to provide adequate citations for material obtained through electronic research

- Downloading and submitting work from electronic databases without citation
- Participation in a group project that presents plagiarized materials
- Taking credit as part of a group without participating as required in the work of the group
- Submitting material created/written by someone else as one's own, including purchased term/research papers

Academic cheating includes all the following and any other activities that give a student an unfair advantage in coursework:

- Copying from someone else's exam, homework, or laboratory work
- Allowing someone to copy or submit your work as his/her own
- Accepting credit for a group project without doing your share
- Submitting the same paper in more than one course without the knowledge and approval of the instructors involved
- Using notes, text messaging, cell phone calls, pre-programmed formulae in calculators, or other materials during a test or exam without authorization
- Not following the guidelines specified by the instructor for a "take home" test or exam

Disciplinary Actions for Minor transgressions: If the departmental graduate faculty determines that the transgression is not major, or feel that there is a misunderstanding of the acts which constitute plagiarism, the graduate faculty will work with the student to prevent future occurrences of plagiarism on the part of the student. Written notification of the offense and the remediation for the offense will be sent to the Graduate College for inclusion in the student's file.

Disciplinary Actions for Major Transgressions: If the departmental graduate faculty discovers an act (or acts) of plagiarism that is (are) sufficiently egregious that expulsion from the program is warranted, the student will be terminated from the graduate program for reasons of plagiarism. In this case, the student will be simultaneously terminated from the Graduate College of The University of Iowa. The department will notify the student of his or her termination in writing. All relevant facts, as well as the process for appealing the decision, will be contained in the termination letter. The Graduate College will receive a copy of the termination letter. If the graduate student resigns from the program to avoid being terminated for reasons of plagiarism, the student will be considered to have simultaneously resigned from the Graduate College.

Review Procedures for Suspension or Dismissal: Should a student who is suspended or dismissed (for reasons other than failing to meet the grade-point requirements given above) feel that such suspension or dismissal is unjust or discriminatory, the student may request that the case be reviewed in accordance with the following procedures.

1. The student should first discuss and attempt to resolve any grievance with the graduate program director.
2. Prior to the formal initiation of the suspension or dismissal review process, the student should discuss the grievance with the DEO in an attempt to resolve the grievance informally.
3. If the student continues to feel that suspension or dismissal is improper and the grievance cannot be resolved through the discussion provided for in one and two above, the student shall forward a written request for review of the suspension or dismissal to the DEO. The letter should outline the alleged grievance in reasonable detail.
4. The DEO shall designate a chair of a review committee that is appointed for the specific purpose of reviewing the grievance.
5. The review committee chair shall convene the committee as soon as possible. Normally, it is

expected that the review process will be completed within two weeks of its formal initiation by the student.

6. The student requesting the review shall have the opportunity to discuss the grievance directly with the committee and provide any supporting material relevant to the review.
7. The review committee shall then determine what additional information or consultation is necessary to complete the review.
8. Upon review of relevant information, the review committee shall communicate their findings and recommendations in writing to the student and to the DEO. The committee's report should include major considerations in the decision.
9. The recommendations of the review committee shall represent final departmental action. Should the student still believe that the suspension or dismissal is unjust, the student may request a review by the Graduate College in accordance with Section IV, paragraphs F and G, of the GCM.

Record of Disciplinary Action: Reports of student academic misconduct reside only in the Office of Academic Affairs and are destroyed when the student graduates, or after five years if the student has left the University or has not graduated. A notation of disciplinary action does not appear on a student's permanent record.

Further Information: If you have questions about the procedures described above, you may consult a program assistant in the Office of Academic Affairs, 201 Gilmore Hall (telephone 319-335-2144). If you are unsure about the proper use of sources or the extent to which collaboration on an assignment is permissible, talk to your instructor.

Student Complaints Concerning Faculty Actions

The procedures described below apply to complaints concerning any member of the teaching staff in the College of Liberal Arts and Sciences. Complaints may concern grading grievance, inequities in assignments, inappropriate course materials, inappropriate faculty conduct, or incompetency in oral communication.

1. You should first attempt to resolve the matter with the instructor.
2. If the complaint is not resolved to your satisfaction, you should go to the DEO or course supervisor.
3. If the matter remains unresolved, the student may submit a written complaint to the Associate Dean for Natural, Mathematical, and Social Sciences in the College of Liberal Arts and Sciences. For complaints involving the assignment of grades, it is College policy that grades cannot be changed without the permission of the department concerned. If the Associate Dean in the College of Liberal Arts and Sciences is unable to work with the department to resolve the concern and the student wishes to grieve the decision, the student will be referred to the Office of Academic Affairs at the Graduate College

If your complaint cannot be resolved through the mechanisms described above, you may file a formal complaint, which will be handled under the procedures established for alleged violations of the statement on "Professional Ethics and Academic Responsibility" in the *University Operations Manual*.

Faculty misconduct should be reported to the [Office of Civil Rights Compliance](#), [Research Integrity Office](#), and/or to the CLAS Associate Dean for Graduate Education.

The University has a policy on sexual harassment and consensual relationships in the instructional context. You may obtain the full text of the policy in the Office of Civil Rights Compliance, 202 Jessup Hall (telephone 319-335-0705).

The Office of the University Ombudsperson (3rd Floor, Jefferson Building, telephone 319-335-3608) responds to problems and disputes brought forward by all members of the University community--students, staff, and faculty--that appear unresolvable through existing channels. Before consulting the ombudsperson, however, you normally should try to resolve problems by following the procedures described above.

Social Media Policies

University of Iowa Social Media Policy

- <https://hr.uiowa.edu/support/employee-and-labor-relations/social-media-usage>

University of Iowa Free Speech Policies

- <https://freespeech.uiowa.edu/policy-and-regulations>

Public Statement Policy

- Contact the Office of Strategic Communication prior to any media appearances so they can determine if we are speaking in our personal or professional capacities and ensure that our statements are consistent with university policies and positions.
- <https://osc.uiowa.edu/policies>

Research Lab Social Media Policy

- Lab members are bound by University of Iowa social media policies (<https://hr.uiowa.edu/support/employee-and-labor-relations/social-media-usage>). These policies include information about when you can use the University of Iowa name, images, and a request that if you elect to present yourself as a University of Iowa community member, that you disclose that you do not speak for the University. Choosing to identify yourself as a member of the University of Iowa community means that people will look at you as a representative of our community, and therefore the standards are raised for the content you post.
- The posting of any unpublished data is prohibited without consent from your faculty supervisor. This policy is required to ensure that students are complying with the Intellectual Property policies of the University, because public disclosures of information invalidate some rights to invention ownership. It is also designed to protect faculty's research intellectual property and novelty. Sharing work before publication without permission by the faculty can violate intellectual property rules and novelty, therefore making research more difficult to publish.
- Posting of images of animals or identified patient data is strictly prohibited and likely violates IACUC, IRB and/or HIPAA guidelines.

Miscellaneous Information

Mail: The department receives a morning and noon campus mail delivery daily, Monday through Friday, which includes both intra-campus and federal mail. Students on appointment are provided a shared mailbox and are held responsible for checking them regularly. Personal mail should not be sent to your departmental mailbox.

Office Supplies and Services: Office supplies and services of the department staff are available only for departmental business. Supplies, such as stationary, paper, copying, etc., may not be utilized for personal

use but may be used for matters directly related to instruction or research. An effort is made to provide typing and copy service for materials directly utilized in the instruction of students. Graduate assistants requiring such service should contact their immediate faculty supervisor, not a departmental administrator, about the service required. The supervisor will request that the work be done if, in his/her judgment it qualifies as departmental business.

Offices: Graduate assistants are entitled to an office (usually two or three assistants to an office) in the Field House, Iowa Bioscience Innovation Facility, or Carver Biomedical Research Building if office space is available. Office assignments may be obtained from the department office. Persons occupying offices are responsible for always keeping the offices in a presentable condition. No telephones are located in these offices. In addition, study carrels in the Main Library are available to graduate students.

Keys: Each graduate assistant may obtain a Field House, Iowa Bioscience Innovation Facility, or Carver Biomedical Research Building access card and an office key from the department office. These are to be checked in to the departmental secretary before the graduate assistant leaves the department. Keys are checked out only to persons on the University payroll; hence, graduate students who do not hold graduate appointments may not check out keys and are not assigned office space.

Parking: Parking at the University is extremely limited. A student parking sticker may be obtained during the registration period as part of the registration procedure. Such parking permits do not provide for parking in the lots adjacent to the Field House, Iowa Bioscience Innovation Facility, or Carver Biomedical Research Building during working hours.

Teaching Assistant Training Workshops: Before the academic year begins, the UI Center for Teaching and the department conducts training workshops for graduate teaching assistants. Attendance at these workshops is mandatory.

Graduate Student Senate: A department member of the Graduate Student Senate is appointed annually at the beginning of the academic year by the DEO. If you are interested in serving in this capacity, contact the DEO or DGS.

Student Membership on Department Committees: At the beginning of the academic year, the DEO may appoint graduate students to a one-year term on standing or ad-hoc department committees.

Human Subjects Review Committee: For any research involving human subjects, written approval from The University of Iowa Institutional Review Board for human subjects is first required in order to protect the rights and privacy of the subjects. Discuss these procedures with your program advisor or thesis chair during the early planning stages of such research. See <http://research.uiowa.edu/hso>.

General Principles Guiding Publication Credit: Journal articles submitted for publication that are based on research primarily performed by a student (i.e., the student's thesis) will normally list the student as first author and the thesis chair or program advisor as second or last author. Whenever an authorship issue arises, the matter should be discussed fully among those involved and resolved, if necessary, with assistance from the DEO and the appropriate Dean.

Departmental and Tuition Scholarships

Louis E. Alley: Louis E. Alley served as chairman of the department from 1960-1978. He retired in 1983 and died in 1991. A memorial fund established by his family provides one annual Louis E. Alley Memorial Scholarship for a graduate student. Nominations for the award are made by the faculty.

Ray-Tai and Ray-Fong Chang: Ray-Tai Chang was a Ph.D. student in the department from 1988-1996. He worked in the area of thermoregulation under the direction of Professor Carl Gisolfi. Upon his graduation,

he returned to Taiwan and became professor and chair of the Department of Physical Education at the National Kaohsiung Normal University in Taiwan from 2000 to 2003. In 2003, he established a scholarship fund for graduate students in appreciation of the opportunities provided to him and in recognition of his brother, Ray-Fong Chang, who made it possible for him to attend The University of Iowa. Nominations for the award are made by the faculty.

Carl V. Gisolfi: Carl V. Gisolfi was an exercise physiology professor in the department from 1969-2000. During his tenure, he established an Exercise Physiology Laboratory Fund in the Iowa Foundation. Dr. Gisolfi died in June 2000, and the remaining funds in the Iowa Foundation were converted to a scholarship fund for graduate students. Nominations for the award are made by the faculty.

C.H. McCloy: Charles H. McCloy was a professor in the department from 1930-1954. He was considered by many to be the most respected person internationally that American exercise science ever had. Upon his retirement in 1954, a C.H. McCloy Scholarship fund was established that provides scholarships for departmental graduate students. Nominations for the award are made by the faculty.

Tuition Scholarships: Graduate teaching and research assistants holding one-quarter-time or greater appointments will be assured a tuition scholarship that covers approximately the tuition costs for a 9 semester hour registration. The scholarship will be pro-rated, so that students who are registered for less than 9 semester hours will receive the appropriate percentage, according to the number of hours for which they are registered.

For a full list of funding opportunities available to graduate students, please visit the Graduate College website at: <https://grad.uiowa.edu/gsb/funding-opportunities>

PART II: SPECIFIC INFORMATION

Specific Information relevant for all sub tracks within the M.S. in HHP

Semester Hour Credits: Only level 3000 or higher courses are accepted towards the M.S. degree. Academic credit that carries a grade below “C-” or “I-incomplete”, or “W-withdrawn”, or “R-registered for zero credit” is not accepted toward the M.S. degree. Academic credit that carries the grade of “S or satisfactory” is only accepted in the cases outlined under “Course Loads and Grading Scales”.

Residence Requirements: At least 24 semester hours of graduate work must be completed under the auspices of the University of Iowa for the M.S. degree, of which at least eight semester hours of on-campus credit is required. Credit for graduate courses taken at other institutions and transferred to this University and all correspondence course credit does not count as residence credit. After being admitted to the Graduate College, the student may complete graduate work off campus for residence credit (with the exception of the eight semester hours of on-campus credit mentioned above) under the circumstances listed under Extramural Registration in the GCM.

Time Limitations: Courses taken ten or more years prior to the session in which the master's degree is to be conferred must be evaluated by the major department to determine the possible use of these credit hours within a student's plan of study. The department, in turn, must send a letter of petition to the Graduate College, requesting the use of any or all these credits toward the fulfillment of degree requirements.

Advising: Graduate students pursuing the M.S. degree are advised by a departmental mentor. Students should arrange meetings with their mentor for the purpose of filing a Preliminary Plan of Study during the first academic session in which they are enrolled.

Preliminary Plan of Study: The student in consultation with the program advisor lists on the preliminary plan of study (1) the core requirements for the MS degree which the student must complete; and (2) courses in the area of specialization that the student must complete for the MS degree together with any prerequisite courses related to the area. A copy of the preliminary plan of study should be submitted via email to the Graduate Program Coordinator using the departmental template.

Timeline for Preliminary Plan of Study:

October 1 – (For students transferring in credit) Course syllabi submitted to DGS for approval
October 30 – (For students transferring in credit) DGS informs student and the Graduate Coordinator of approved transfer credit and enters information in MAUI under an advising note

- Students should make note of approved transfer credit on Preliminary Plan of Study

November 5 – Preliminary Plans of Study due to the Graduate Coordinator

Formal Plan of Study: The development of a formal Plan of Study at the MS level is the responsibility of the student working together with his or her mentor. The plan will provide a listing of all graduate courses taken that apply toward the degree and a list of courses in progress. A formal Plan of Study must accompany the departmental request to the Graduate College for permission to conduct the final examination. If a current UI graduate student in another program changes their program of study to HHP, a plan of study will need to be completed and attached with their change of status form. An updated plan of study will be completed when they are ready to take their exams and graduate.

Curriculum for MS in HHP with Thesis

The MS in HHP with thesis is designed to academically prepare students with a bachelor's degree for doctoral programs in the broad areas of *health promotion* and *human physiology*. In addition, it can be used to prepare students for leadership positions in industry and government where research and evaluation skills are critical.

Health promotion is defined by the World Health Organization as the process of enabling people to increase control over, and to improve, their health. Health promotion is distinguished by its focus on physiological and behavioral processes as they interact with social and cultural forces to impact health. Scholarship in health promotion at the University of Iowa advances the current understanding of physical activity, sedentary behavior, diet, and sleep in relation to health outcomes, the evaluation of theories that predict behavior, analytical modeling of behavioral patterns associated with health outcomes, and the testing of interventions that promote health and improve quality of life.

Human physiology is the study of how the human body responds to external and internal stimuli, including physical exercise and stress, environmental conditions, aging, and disease. Scholarship in this area requires in-depth knowledge in the natural sciences, including biology, chemistry, biochemistry, biomechanics, mathematics and statistics, physics, anatomy, biomechanics, neuroscience, and physiology. Students with a special interest in the area of human physiology will acquire knowledge of the interrelated functions of human organ systems and gain hands-on skills in experimental techniques in the areas of biomechanics, cardiovascular physiology, and/or exercise physiology using human subjects, experimental animals, isolated tissues, or cell culture systems.

Prerequisite Coursework: Students entering the MS in HHP with thesis must hold a BS/BA degree with a minimum GPA of 3.0.

Total Semester Hour Requirements: 30 semester hours of graduate coursework which includes a maximum of 4 semester hours of Thesis MS (HHP:7500). At least 21 of the 30 semester hours must be didactic (does not include Research (HHP:6000) or Thesis MS (HHP:7500)). Of the minimum of 30 semester hours required for the degree, at least 24 semester hours must be completed under the auspices of the University of Iowa after admission to a graduate department/program.

Required courses: All graduate students in the MS in HHP with thesis are required to take the coursework in the following areas. Requirements can be waived if equivalent coursework was taken previously but must be approved by the DGS in writing.

Required Courses, MS in HHP with Thesis:

Course #	Course Title	SH	Offered
	Statistics	6	
	One introductory Statistics** course such as:		
BIOS:4120	Introduction to Biostatistics	3	Fall/Spring
STAT:3510	Biostatistics	3	Fall/Spring
STAT:4143	Introduction to Statistical Methods	3	Fall/Spring
	One advanced Statistics course such as:		
BIOS:5120	Regression & ANOVA in Health Sciences	3	Spring
STAT:6513	Intermediate Statistical Methods	4	Fall/Spring
**waived if taken as undergraduate (waiver needs approval by DGS)			
	Research Methods	3	
HHP:6020	Advanced Research Methods	3	Spring
	Graduate Seminar Course (2 enrollments at 1 SH)	2	
HHP:6600	Professional Skills for Graduate Students Seminar	1	Fall/Spring
	Thesis	2-4	
HHP:7500	Thesis MS	maximum of 4 SH	Fall/Spring

Elective courses, MS in HHP with Thesis: Elective courses serve the purpose to broaden the student's knowledge in the general area of HHP and to enhancing the student's knowledge in the special area of interest. Elective courses will be selected with guidance from the advisor/mentor. Examples of elective courses include:

Course #	Course Title	S.H.	Offered
HHP:3050	Obesity	3	Fall
HHP:3250	Motor Learning	3	Spring
HHP:3430	Health Management and Administration	3	Fall/Spring
HHP:4010	Behavioral & Clinical Health Assessment	3	Fall
HHP:4020	Health Coaching	3	Fall/Spring
HHP:4300	Neurophysiology	3	Fall
HHP:4310	Sport and Exercise Nutrition	3	Fall/Spring
HHP:4230	Motor Control	3	Spring
HHP:4420	Planning/Evaluating Health Interventions	3	Spring
HHP:5200	Physical Activity Epidemiology	3	Spring
HHP:6130	Advanced Skeletal Muscle Physiology	3	Spring
HHP:6150	Advanced Clinical Exercise Physiology	3	Spring
HHP:6200	Advanced Metabolic Exercise Testing and Prescription	4	Fall
HHP:6260	Advanced Respiratory Pathophysiology	3	Spring
HHP:6410	Advanced Integrative Physiology of Exercise	3	Fall
HHP:6460	Advanced Cardiovascular Physiology	3	Fall
HHP:6470	Advanced Physiology of Aging	3	Fall
HHP:6510	Advanced Energy Metabolism in Health and Disease	3	Spring
ACB:5203	Gross Human Anatomy for Graduate Student	5	Summer/Fall
BMB:3110	Biochemistry	3	Fall/Spring
EPID:6350	Nutrition Epidemiology	2	Spring
MPB:5153			
PCOL:3101	Pharmacology I: Drug's Fantastic Journey	3	Fall
PCOL:3102	Pharmacology II: Mechanisms of Drug Action	3	Spring
PTRS:7812	Biomedical Instrumentation & Measurement	3	Fall
PTRS:7875	Analysis of Activity Based Plasticity	3	Fall

Research and Practicum experiences are also available for SH credit. Examples are:

Course #	Course Title	S.H.	Offered
HHP:3820	Community Wellness Guided Practicum	3	Fall/Spring
HHP:4365	Internship in Health Coaching	3	Fall/Spring
HHP:4930	Health and Human Physiology Internship	3	Fall/Spring
HHP:6000	Research	arranged	arranged

Thesis and Final Examination Procedures for M.S. in HHP with thesis

For the M.S. with thesis candidate, the oral examination over the thesis (defense) constitutes the final examination.

Although M.S. theses are independent research projects initiated and conducted by candidates for graduate degree, considerable guidance and assistance in selecting and defining appropriate topics, collecting and analyzing data, and writing theses in acceptable form are provided by the program advisor and members of the thesis committee. The thesis chair will guide and assist the candidate throughout the project.

Under the supervision of the thesis chair, the student prepares a prospectus for presentation to the thesis committee. The prospectus includes a brief preliminary statement of the proposed problem; a list of sources, indexes and data bases searched in locating studies related to the proposed problem; descriptions of the studies found that are related to the proposed problem; an outline of the proposed procedure for collecting the data; an outline of the proposed method of analyzing the data; and a list of references.

Upon approval of the proposed topic by the chair, the student presents the thesis prospectus to the thesis committee for approval. On receiving such approval, the student registers for HHP:7500 Thesis (maximum of 4 semester hours of credit) and proceeds to collect and analyze the data and, subsequently, to write the thesis under the guidance of the thesis chair.

In writing the thesis, the student should follow the guidelines recommended by the thesis chair and approved by the Graduate College.

All students will submit their thesis via ProQuest by the thesis deposit deadline set by the Graduate College. During the registration process, students will enter their committee members' names and email addresses. Once the format review portion of the process concludes and the Graduate College accepts your thesis, each committee member will receive an email from etdadministrator@proquest.com, letting them know the thesis is ready to be verified. Committee verification follows the Graduate College format review. It does NOT precede deposit as it used to. The deposit may be submitted no later than the end of the semester (summers excluded) following the sessions in which the final examination is passed (See Graduate College Manual of Rules and Regulations, Section XII.M.).

Ultimate Responsibility for Thesis: Although the thesis chair and the thesis committee members give the student advice and guidance as deemed appropriate, the responsibility for the scholarship evidenced by the thesis lies with the student. Theses that do not show high levels of scholarship are not accepted by examining committees at the final examination.

Final Examination: It is the responsibility of the student to initiate the procedures that terminate in the final examination. The student must (1) file an Application for Degree in the Office of the Registrar by the published deadline; and (2) at the same time, place on record in the department office the intention to graduate.

The final examination for a student who has written an M.S. thesis consists of an oral examination over the thesis and whatever related topics that committee members deem appropriate. The examination is conducted by a committee recommended by the DEO in consultation with the program advisor and approved by the Dean of the Graduate College. The committee must consist of at least three members. Two of the three members must be tenure-track faculty from within the Department of Health and Human Physiology. The purposes of the thesis, the methods used in accomplishing these purposes, the means used to analyze the data, and the conclusions reached are subject to critical inquiry by the committee. Further,

the knowledge of the candidate concerning the areas that constitute the immediate context of the thesis is also legitimate subjects for committee inquiry.

An exam is considered passed when at least 2/3rds (or 66%) of the committee evaluates it as satisfactory (see Table). Upon the recommendation of the examining committee, the candidate who fails the examination may attempt the examination a second time in the following session after the first attempt. The final examination may be repeated only once.

TABLE				
COMMITTEE SIZE	PASS	STILL PASS WITH	FAIL WITH	RESERVATIONS (FOR COMP EXAMS ONLY)
7 members	5 positive votes	2 negative votes *	3 negative votes	3 reservations votes
6 members	4 positive votes	2 negative votes *	3 negative votes	3 reservations votes
5 members	4 positive votes	1 negative vote *	2 negative votes	2 reservations votes
4 members	3 positive votes	1 negative vote *	2 negative votes	2 reservations votes

* Or, a member who is unable to attend.

Instruction for Preparing Requests for the M.S. Degree with Thesis: The Graduate College requires that the following information be submitted by the indicated Graduate College deadline:

1. Request for final examination form
 - a. names of committee members (indicate chair)
 - b. ranks of committee members
 - c. departments of committee members
 - d. date of final examination
 - e. time of defense
 - f. place of defense
2. Plan of Study Non-Doctoral Degree Form
3. Submit "Committee Member Approval Request" to the Graduate College if a committee member's primary appointment is from outside the University of Iowa (if applicable)

If the candidate is unable to meet deadlines, the request is canceled and a new request for final examination is prepared and submitted again during the semester the student intends to graduate. The exam date should be scheduled at least 2 weeks in advance with the Committee Chair and with the departmental administrative assistant/administrator. The exam should also be scheduled at least one week before the official Graduate College final examination reporting deadline (see academic calendar).

Important Deadlines for MS with Thesis (these are general deadlines; the exact deadlines will be sent out in an email at the beginning of each semester):

- September 1 / January 20 – Student informs the Grad Coordinator that they will be defending their thesis this semester
 - Provide committee names and info (chair, if a member is a non-UI faculty member, etc.)
- September 15 / February 15 – Updates to Plans of Study due to Grad Coordinator
 - Preliminary Plans of Study should be completed during a student's first semester. If any updates have been made to a Plan of Study this information must be communicated with the Grad Coordinator.
- September 30 / February 28 – Candidate provides Grad Coordinator with exam information (time, location, title of defense)

- Work with Grad Coordinator to reserve exam room; exam request must be submitted at least 2 weeks prior to the exam date
- *(optional)* The Grad Coordinator will send out a defense flyer to the Dept close to the start of your exam. If there is any information besides the time, date, and title of the defense that you would like included, please send info to the Grad Coordinator (e.g. headshot, zoom link, etc.)
- October 15 / March 5 – Final Exam Request due to Grad College (Grad Coordinator submits through workflow)
- December 2 / April 16 – Final Exam Reports due to Grad College (Committee submits through workflow)
- December 9 / April 23 – Thesis deposit due to Grad College

Electronic Submission of Thesis: All doctoral dissertations and master's theses, excluding MFA theses, must be submitted to the Graduate College in electronic format. Information on electronic submission is available at: <https://grad.uiowa.edu/academics/thesis-and-dissertation>.

Curriculum for MS in HHP – Clinical Exercise Physiology (CEP) Sub track

The CEP sub track within the MS in HHP is designed as a terminal Master's degree that will prepare students for professional employment by providing a solid academic education and specific skill sets in various areas related to clinical exercise physiology. In addition, internships in areas such as cardiac rehabilitation, pulmonary rehabilitation, diabetes prevention and management, noninvasive cardiovascular testing (e.g., exercise testing, echocardiography, Holter ECG), fitness evaluation, exercise prescription, health maintenance, health risk identification, and health education are an important component of the curriculum. As a terminal degree program, the CEP sub track will be offered as an MS degree without thesis¹.

Some students in the CEP sub track strive for professional certification from the American College of Sports Medicine (ACSM) in areas such as Certified Clinical Exercise Physiologist® (ACSM-CEP). A large variety of elective courses will provide students with flexibility to tailor their individual curriculum to best prepare them for their future career goals and areas of certification.

Most of the professional certifications require a certain number of hours of clinical/practical experience (e.g., ACSM Clinical Exercise Physiologist®: 600 hours) in cardiovascular, pulmonary, metabolic, orthopedic/musculoskeletal, neuromuscular, or immunological/hematological areas. The required Internship in CEP is included in the curriculum to help students cover a portion of this requirement. In addition, the Internship in CEP offers graduate students practical experiences that form a cornerstone of the curriculum of the CEP sub track.

Prerequisites: Students entering the CEP sub track within the MS in HHP must hold a BS or BA degree with a minimum GPA of 3.0. Courses in anatomy and physiology with laboratory sections are prerequisites for the CEP sub track. Typically, this requirement is met by a total of 8 SH of anatomy and physiology (3 SH lecture and 1 SH laboratory component for anatomy and physiology, respectively).

Total SH Requirement: A minimum of 34 SH are required.

Required courses for MS Clinical Exercise Physiology sub track: The following courses are required by all students (34 SH total).

Course #	Course Title	SH	Offered
	One introductory Statistics** course such as:	3	
BIOS:4120	Introduction to Biostatistics	3	Fall/Spring
STAT:3510	Biostatistics	3	Fall/Spring
STAT/PSQF:4143	Introduction to Statistical Methods	3	Fall/Spring
	<i>Waived if taken as undergraduate (waiver needs approval by DGS)</i>		
	Research Methods Course	3	
HHP:6020	Advanced Research Methods	3	Spring
	Core Courses	22	
HHP:6030*	Physical Activity and Dietary Behavior Change	3	Fall
HHP:6150	Advanced Clinical Exercise Physiology	3	Spring
HHP:6200	Advanced Metabolic Exercise Testing and Prescription	4	Fall/Spring
HHP:6260	Advanced Respiratory Pathophysiology	3	Spring
HHP:6410	Advanced Integrative Physiology of Exercise	3	Fall
HHP:6460	Advanced Cardiovascular Physiology	3	Fall
PCOL:3101	Pharmacology I: Drug's Fantastic Journey	3	Fall
	Internship (to be taken in year two of the program)	3	
HHP:5935**	Clinical Exercise Physiology Internship	3	Arranged
	Elective Courses (to be taken in year two of the program)	6	
HHP:xxxx	(2) Electives (choose from options on next page)		Arranged

*Or HHP:4020 Health Coaching (3 SH, Fall/Spring)

**Note: students may elect to take a 2nd HHP:5935 internship in the Year 2 instead of a 2nd elective.

**Note: For students who did not take Statistics at the undergrad level, only 1 elective is required for the program.

Elective Courses: Students select a minimum of two elective courses (6 s.h.) in consultation with their advisor/mentor. The following is a non-exclusive list of options for elective courses.

Course #	Course Title	SH	Offered
HHP:3050	Obesity	3	Fall/Spring
HHP:3250	Motor Learning	3	Spring
HHP:3450	Immunology in Health and Disease	3	Fall
HHP:4010	Behavioral and Clinical Health Assessment	4	Fall/Spring
HHP:4020	Health Coaching	3	Fall/Spring
HHP:4230	Motor Control	3	Spring
HHP:4300	Neurophysiology	3	Fall
HHP:4320	Nutrition Interventions	3	Fall/Spring
HHP:4350	HHP Practicum		Arranged
HHP:4390	Understanding Human Disease	3	Fall/Spring
HHP:4420	Planning and Evaluating Health Interventions	3	Spring
HHP:4450	Human Genetics and Disease	3	Fall
HHP:5200	Physical Activity Epidemiology	3	Spring
HHP:6130	Advanced Skeletal Muscle Physiology	3	Fall
HHP:6470	Advanced Physiology of Aging	3	Spring
HHP:6510	Advanced Energy Metabolism in Health and Disease	3	Spring
HHP:6600	Professional Skills for Grad Students Seminar	1	Fall/Spring
ACB:5203	Gross Human Anatomy for Graduate Student	5	Fall/Summer
BIOL:3743	Basic Biology of Human Disease	2	Spring
EPID:6350	Nutrition Epidemiology	2	Spring
EPID:6360	Nutrition Intervention Clinical Trials Research	2	Fall
EPID:6600	Epidemiology of Chronic Diseases	3	Spring
PCOL:3102	Pharmacology II: Mechanisms of Drug Action	3	Spring
PSY:3010	Health Psychology	3	Fall/Spring
PSY:3340	Behavior Modification	3	Fall/Spring
PTRS:6224	Activity-based Neural and Musculoskeletal Plasticity in Health Care	3	Fall
PTRS:7812	Biomedical Instrumentation and Measurement	3	Fall
PTRS:7875	Analysis of Activity Based Plasticity	3	Fall

Sample curriculum (plan of study needs to be approved by Program Director):

Fall 1st Year		10 s.h.
HHP:6200	Advanced Metabolic Exercise Testing & Prescription	4
HHP:6460	Advanced Cardiovascular Physiology	3
HHP:6030 or HHP:4020	Physical Activity and Dietary Behavior Change or Health Coaching	3
Spring 1st Year		9 s.h.
HHP:6150	Advanced Clinical Exercise Physiology	3
HHP:6260	Advanced Respiratory Pathophysiology	3
HHP:6020	Adv. Research Methods	3

Summer 1st year

Students have the option to complete HHP:4935 Clinical Exercise Physiology Internship, 3

Fall 2nd Year		9 s.h.
HHP:5935	Clinical Exercise Physiology Internship	3
HHP:6410	Advanced Integrative Physiology of Exercise	3
PCOL:3101	Pharmacology I: Drug's Fantastic Journey	3
Spring 2nd Year		6 s.h.
HHP: xxxx	Elective (if Biostatistics course needed, take instead of elective)	3
HHP: xxxx	Elective or HHP:4935 Clinical Exercise Physiology Internship	3

Final Examination Procedures for M.S. in HHP - CEP Sub Track

The final examination in the M.S. in HHP – CEP sub track will take place during the final semester of the program. The exam will consist of a written exam in which the student will be asked questions from case studies related to the concepts learned in the 7 core classes in the CEP program including:

- HHP:6200 Advanced Metabolic Exercise Testing & Prescription, 4 s.h.
- HHP:6410 Advanced Integrative Physiology of Exercise, 3 s.h.
- HHP:6460 Advanced Cardiovascular Physiology, 3 s.h.
- PCOL:3101 Pharmacology I: Drug's Fantastic Journey, 3 s.h.
- HHP:6260 Advanced Respiratory Pathophysiology, 3 s.h.
- HHP:6150 Advanced Clinical Exercise Physiology 3 s.h.
- HHP:6030 Physical Activity and Dietary Behavior Change or HHP:4020 Health Coaching, 3 s.h.

The student is allowed to bring materials from classes (notes, books, etc.) to the exam but *not* allowed access to the internet (via phone, iPad, desktop or laptop computer, etc.) for any information. The CEP final examination will last between 4 and 6 hours on a single day, but no more than 6 hours.

Final Examination Committee: The examining committee for the master's degree consists of at least three members** of the Graduate Faculty appointed by the dean upon recommendation of the major department or program. These committees are composed as follows:

- At least two of the faculty members must be members of the University of Iowa tenure-track faculty (appointment codes FS11-13 and FT11-13).
- At least two of the faculty members are from the major department or program (defined as faculty members who hold any appointment in the major department or program) and are members of the University of Iowa tenure-track faculty.

Departments and programs may request the dean's permission to replace one of the three members of the Graduate Faculty by a recognized scholar of professorial rank from another academic institution. Also, a voting member may be added at the discretion of the Graduate College Dean. If the outside committee member is not from the University of Iowa, the student should work with the Graduate Coordinator to provide the following information:

- A rationale for why the individual is valuable to the student's committee (~1 paragraph). If this individual commonly serves on HHP students' committees, it may be helpful for the student's mentor to write the rationale.
- External member's CV, email, and phone number

Schedule: The exam date should be scheduled at least 2 weeks in advance with the Committee Chair and with the departmental administrative assistant/administrator. The exam should also be scheduled at least one week before the official Graduate College final examination reporting deadline (see academic calendar). A student must graduate within one calendar year after passing the final examination; failure to meet this deadline will require reexamination of the student. The report of the final examination is due in the Graduate College not later than 48 hours after the examination, and by the deadline date established by the Graduate College.

Unsatisfactory Examination:

An exam is considered passed when at least 2/3rds (or 66%) of the committee evaluates it as satisfactory (see Table). Upon the recommendation of the examining committee, the candidate who fails the examination may attempt the examination a second time in the following session after the first attempt. The final examination may be repeated only once.

TABLE				
COMMITTEE SIZE	PASS	STILL PASS WITH	FAIL WITH	RESERVATIONS (FOR COMP EXAMS ONLY)
7 members	5 positive votes	2 negative votes *	3 negative votes	3 reservations votes
6 members	4 positive votes	2 negative votes *	3 negative votes	3 reservations votes
5 members	4 positive votes	1 negative vote *	2 negative votes	2 reservations votes
4 members	3 positive votes	1 negative vote *	2 negative votes	2 reservations votes

* Or a member who is unable to attend.

On the discretion of the examination committee, a candidate who fails the examination may present himself or herself for reexamination, but not sooner than the next regularly scheduled examination period in the following session. The examination may be repeated only once.

Instructions for Preparing Requests for the M.S. Degree: The Graduate College requires that the following information be submitted by the indicated Graduate College deadline for the session.

1. Request for final examination form
 - a. names of committee members (indicate chair)
 - b. ranks of committee members
 - c. departments of committee members
 - d. date of final examination
 - e. time of defense
 - f. place of defense
2. Plan of Study Non-Doctoral Degree Form
3. Submit "Committee Member Approval Request" to the Graduate College if a committee member's primary appointment is from outside the University of Iowa (if applicable)

Important Deadlines for MS CEP Sub-track (these are general deadlines; the exact deadlines will be sent out in an email at the beginning of each semester):

- September 1 / January 20 – Student informs the Grad Coordinator that they will be taking their final exam this semester
 - Provide committee names and info (chair, if member is a non-UI faculty member, etc.)
- September 15 / February 15 – Updates to Plans of Study due to Grad Coordinator
 - Preliminary Plans of Study should be completed during a student's first semester. If any updates have been made to a Plan of Study this information must be communicated with the Grad Coordinator.
- September 30 / February 28 – Student or mentor provides Grad Coordinator with exam information (time and location)
 - Work with Graduate Coordinator to reserve exam room; exam request must be submitted at least 2 weeks prior to the exam date
- October 15 / March 5 – Final Exam Request due to Graduate College (Graduate Coordinator)

- submits through workflow)
- December 2 / April 16 – Final Exam Reports due to Graduate College (Committee submits through workflow)

Curriculum for MS in HHP – Child Life (CL) Sub-track

The CL sub-track is primarily designed as a terminal degree for Child Life Specialists. Emphasis is placed on the application of evidence-based practice and clinical experience in a variety of settings. As a terminal degree program, the CL sub-track will be offered as an MS degree without thesis. The child life subprogram requires a minimum of 36 s.h.

Pre-requisites and admission requirements: An undergraduate GPA of 3.00 or higher is required for admission. Admission pre-requisites include: 1) Completion of pre-requisite coursework including: One course each in Human Anatomy, Medical Terminology, and two courses in Child Development (specifically 0-18 years), 2) An additional strongly recommended pre-requisite is an introductory level course in CL, 3) Three letters of recommendation. Students who have not completed an introductory course in child life must audit Introduction to Child Life (TR:2077) during their first semester. International applicants whose first language is not English must meet the English Proficiency Requirements as specified by the Graduate College (<http://grad.admissions.uiowa.edu/graduate-programs/english-requirements-admission-graduate-college>).

Course #	Course Title	SH	Offered
Core			
PSQF:4143	Introduction to Statistical Methods	3	Fall/Spring
TR:5205	Research Methods and Leisure Behavior	3	Fall
	Or HHP:6020 Advanced Research Methods		Spring
TR:5211	Ethics and Practice in Pediatrics	3	Fall
CL Subprogram			
TR:5165	Child Life: Child Development and Healthcare Interventions	3	Fall
TR:5166	Child Life: Seminar	3	Spring
TR:5167	Child Life Practicum	3	Spring
TR:5260	Play and Childhood	3	Fall
TR:5261	Family Systems	3	Fall
	Or EDTL:3114 Parent Child Relations		
TR:6200	Child Life Graduate Forum	0	Fall
CSGD:4131	Loss, Death, and Bereavement	3	Fall/Spring
Internship			
TR:5270	Child Life Internship	9	Spring/Sum

Final Examination Procedures for M.S. in HHP – CL Sub-track

The final examination for the M.S. degree without thesis must be taken during the final semester on campus prior to the child life internship (typically fall semester). Application to take the final examination must be filed with the Graduate College by the deadline for that semester. The application originates in the departmental office and includes a final plan of study indicating all courses completed, or to be completed, for the degree. The advisor and student are responsible for developing the plan of study.

Format of the Final Examination: The final examination for the CL sub-track consists of examination in three areas: CL Practice and Theory, Evidenced-Based Practice, and the Child Life Process. The final examination is four hours with students allocating about one hour per topic with an additional hour to organize their answers. Laptop computers are allowed for the examination.

Should the Final Examination not meet expectations for the M.S. degree without thesis, the student will be required to reschedule a second examination on advice from the advisor. Failure to meet the Graduate College deadline or failure to meet expectations of the final examination at the second committee review will constitute failure of the final examination. Failure to demonstrate a basic grasp of the research materials, failure to write effectively, and failure to effectively synthesize and evaluate the pertinent literature in a basic and meaningful way, will constitute grounds for failure of the final examination.

A failure of the final examination requires that the student wait until the next semester to register for a second final examination. In such cases, the same written project may serve as the topic of examination if recommended by the committee. Failure of the second examination will terminate the student's candidacy for the M.S. non-thesis degree.

Instructions for Preparing Requests for the M.S. Degree: The Graduate College requires that the following information be submitted by the indicated Graduate College deadline for the session.

1. Request for final examination form
 - a. names of committee members (indicate chair)
 - b. ranks of committee members
 - c. departments of committee members
 - d. date of final examination
 - e. time of defense
 - f. place of defense
2. Plan of Study Non-Doctoral Degree Form
3. Submit "Committee Member Approval Request" to the Graduate College if a committee member's primary appointment is from outside the University of Iowa (if applicable)

The exam date should be scheduled at least 2 weeks in advance with the Committee Chair and with the departmental administrative assistant/administrator. The exam should also be scheduled at least one week before the official Graduate College final examination reporting deadline (see academic calendar). The committee must consist of at least three members. Two of the three members must be tenure-track faculty from within the Department of Health and Human Physiology.

An exam is considered passed when at least 2/3rds (or 66%) of the committee evaluates it as satisfactory (see Table). Upon the recommendation of the examining committee, the candidate who fails the examination may attempt the examination a second time in the following session after the first attempt. The final examination may be repeated only once.

TABLE				
COMMITTEE SIZE	PASS	STILL PASS WITH	FAIL WITH	RESERVATIONS (FOR COMP EXAMS ONLY)
7 members	5 positive votes	2 negative votes *	3 negative votes	3 reservations votes
6 members	4 positive votes	2 negative votes *	3 negative votes	3 reservations votes
5 members	4 positive votes	1 negative vote *	2 negative votes	2 reservations votes
4 members	3 positive votes	1 negative vote *	2 negative votes	2 reservations votes

Important Deadlines for MS Child Life Sub-track (these are general deadlines; the exact deadlines will be sent out in an email at the beginning of each semester):

- September 1 – Student informs the Grad Coordinator that they will be taking their final exam this semester
 - Provide committee names and info (chair, if member is a non-UI faculty member, etc.)
- September 15 – Updates to Plans of Study due to Grad Coordinator
 - Preliminary Plans of Study should be completed during a student's first semester. If any updates have been made to a Plan of Study this information must be communicated with the Grad Coordinator.
- September 30 – Student or mentor provides Grad Coordinator with exam information (time and location)
 - Work with Grad Coordinator to reserve exam room; exam request must be submitted at least 2 weeks prior to the exam date
- October 15 – Final Exam Request due to Grad College (Grad Coordinator submits through workflow)
- December 2– Final Exam Reports due to Grad College (Committee submits through workflow)

PART III: CHANGES IN DEGREE REQUIREMENTS OR DEGREE OBJECTIVES

Changes in Degree Requirements

Should the department's requirements for the M.S. degree program change after a student has filed a preliminary plan of study with the department, but before the student receives the degree, the student may choose to graduate under either the original requirements listed on the preliminary plan of study or under the new requirements created by the change.

Changes in Degree Objectives

From M.S. without Thesis to M.S. with Thesis: Because the degree programs for the M.S. without thesis (CEP or CL sub-track) is designed as a terminal program of study, whereas the degree program for the M.S. with thesis is designed as the first step in a study program leading to the Ph.D. degree, changes from the former to the latter are exceedingly rare. However, such changes may be made with the approval of the DEO in consultation with the mentor. Students making such changes should expect to spend additional time for writing the M.S. thesis document and in obtaining the M.S. degree.

From M.S. with Thesis to M.S. without Thesis: With the approval of the DEO in consultation with the mentor, a student may change from the M.S. degree program with thesis to the M.S. degree program without thesis (CEP or CL sub-track). Such a change requires that the student complete an acceptable non-thesis paper in addition to those courses normally required for successful completion of the respective sub-track with the M.S. without thesis.

From M.S. to Ph.D.: Students who receive the M.S. degree with thesis from this department are normally encouraged to continue on toward the Ph.D. degree if they choose to do so. Such students should obtain from the Graduate College a form, "Request for Change of Graduate College Status," and submit it to the mentor and DEO for the required signatures.

Under unusual circumstances, students who receive the M.S. degree without thesis may be permitted to pursue the Ph.D. degree with the approval of the DEO in consultation with faculty members in the program area in which the student wishes to specialize.