

Department of Kinesiology



**San Francisco State University  
Graduate Program Handbook  
2006-2007**

## **Beginning Classes Your First Semester**

There are, of course, numerous details required of students when beginning a new program of study, sometimes at a new University. Among these are the following:

- Obtaining a Student ID card. The SFSU student identification card is called the OneCard and it is used to get books from the Library, make copies (money can be added and then monitored through the magnetic strip capability of the card). Currently, all cards are being replaced since the University is changing from Social Security Numbers to identify numbers. More information can be obtained from <http://fiscaff.sfsu.edu/Onecard/index.htm> . The SFSU OneCard Office is located in SSC 103. The phone number is 415-338-3619 and the email address is [onecard@sfsu.edu](mailto:onecard@sfsu.edu) . To get your OneCard, go to SSC 103 and bring a photo ID card with you.
- My SFSU. MySFSU is a SFSU service which provides access to registration, fee payment, and other services for each student. At this site, a student can find their priority registration date, their grades, the fees they owe as well as numerous other services. It can be accessed from the SFSU home page (<http://www.sfsu.edu>) or directly, at <https://www.sfsu.edu/online/login.htm> .
- How to Pay Fees. Fees must be paid prior to registration. The process for doing that is available at <http://www.sfsu.edu/~bursar/Feepayment/index.htm> .

### **• How to Register for Classes.**

Information on how to register for classes (either on the phone or over the Web) is at <http://www.sfsu.edu/~admisrec/reg/ttreg.html>. Students should check their MySFSU account on the web to determine their priority registration date and time—use your priority time and date! Remember—it's always good to talk with an advisor prior to registering for classes!

## **University Resources**

For students who find themselves needing assistance, San Francisco State University have numerous resources. These include the following:

- The J. Paul Leonard Library (<http://www.library.sfsu.edu/>) with its numerous traditional and online resources. During the course of your studies, you will hear research librarians speak to your classes about using resources such as electronic databases (<http://www.library.sfsu.edu/eresource/choosedb.html> ), reference materials in the Library (<http://www.library.sfsu.edu/instruction/instruction.html>) and the computer and media laboratories within the Library as well as books and periodicals (<http://opac.sfsu.edu/> leads to the online catalog Investigator).
- The Learning Assistance Center (<http://www.sfsu.edu/~lac/> provides tutoring and referrals to academic resources. The LAC offers scheduled weekly appointments, 50 minute-sessions that are scheduled in advance. The sessions

take place every week at the same time with the same tutor. Limited drop-in tutoring is also available. The LAC is located in HSS 348 (phone 415-338-1993).

- One resource for career planning is at the University's Career Center (<http://www.sfsu.edu/~career/>), located in SS 206. They provide numerous job fairs throughout the year and conduct workshops on writing resumes and interviewing. They have numerous files on potential jobs and they schedule some interview opportunities.

### **Disabilities Accommodations**

San Francisco State University has an outstanding Disability Programs and Resource Center (<http://www.sfsu.edu/~dprc/announce.html>). Students with mobility, hearing, visual, communication, psychological, systemic (HIV/AIDS, environmental illness, etc.), and learning disabilities are encouraged to seek out the excellent counselors and resources available at DPRC.

### **Other Important Campus Offices:**

- Graduate Division GradStop: The Graduate Division one stop site is called the GradStop and it is located in ADM 253; their website is at <http://www.sfsu.edu/~gradstidy/>.
- Student Services One Stop: The Student Services One Stop Student Services office is located in the lobby of the Student Services Building (next to the Lot 20 parking deck). Their website is at <http://www.sfsu.edu/~puboff/onestop.htm>.

### **Communicating With the Department of Kinesiology**

Department contact information is as follows:

- Email: [kinesiolo@sfsu.edu](mailto:kinesiolo@sfsu.edu)
- Website: <http://www.sfsu.edu/%7Ekinweb/>
- Phone: 415-338-2244
- Fax: 415-338-7566
- Mailing Address: Department of Kinesiology, San Francisco State University, 1600 Holloway Avenue, San Francisco, CA 94132

The Program considers its website its virtual bulletin board and it is kept up-to-date with announcements, important deadlines for students to know, and other information. All important Program documents (strategic plan, policies, student handbooks) are also available online on our website.

Faculty office hours are provided on syllabi, on individual websites, and on a list available in the Department office.

The Department of Kinesiology keeps email and mailing address listings for our students separate from those of the University. Therefore, it is CRUCIAL that

students inform the Department office when either their email or mailing address changes. Only when this occurs can the Program keep students up to date about any changes or needed information.

## **Ethics and Honesty in the Program**

The Department of Kinesiology at San Francisco State University expects ethical and honest behavior in its students, faculty and staff. The Program maintains a zero tolerance policy towards cheating, plagiarism or any other form of academic dishonesty. "Plagiarism, defined broadly, is the presentation of another's words and/or ideas as one's own without attributing the proper source. It is grounds not only for failure of a given piece of work, which could result in failure for the entire course, it could also result in being reported to the administrative body responsible for student conduct violations and being subject to disciplinary action, which includes expulsion, suspension, and/or probation." "The Program regards any form of cheating including plagiarism as a serious matter of academic dishonesty which threatens the integrity of the assessment process and award of grades and/or the degree, to the detriment of all other students and graduates of the University."

## **Faculty**

### **Abraham, Allen**

Professor & Associate Chair (Undergraduate Advising Coordinator)

**Specialization:**

Motor Learning

**Phone:** (415) 338-2705

**E-mail:** [aabraham@sfsu.edu](mailto:aabraham@sfsu.edu)

**Office:** Gym 137

### **Anderson, David**

Department Chair and Professor

**Specialization:**

Motor Behavior

**Phone:** (415) 338-1671

**E-mail:** [danders@sfsu.edu](mailto:danders@sfsu.edu)

**Office:** Gym 124

### **Guedes, Claudia**

Assistant Professor

**Specialization:**

Pedagogy

**Phone:** 415-338-2160

**E-mail:** [cguedes@sfsu.edu](mailto:cguedes@sfsu.edu)

**Web:** <http://online.sfsu.edu/~cguedes/>

**Office:** Gym 134

### **Hamel, Kate**

Assistant Professor

**Specialization**

Biomechanics  
**Phone:** 415-338-2186  
**E-mail:** [hamelk@sfsu.edu](mailto:hamelk@sfsu.edu)  
**Office:** Gym 138

**Kern, Marialice**  
Professor  
**Specialization:**  
Exercise Physiology  
**Phone:** (415) 338-1491  
**E-mail:** [mkern@sfsu.edu](mailto:mkern@sfsu.edu)  
**Office:** Gym 143

**Kim, Mi-Sook**  
Associate Professor  
**Specialization:**  
Sport and Exercise Psychology  
**Phone:** (415) 405-0478  
**E-mail:** [kimms@sfsu.edu](mailto:kimms@sfsu.edu)  
**Web:** <http://userwww.sfsu.edu/~kimms/>  
**Office:** Gym 139

**Lee, Matthew**  
Assistant Professor  
**Specialization:**  
Exercise Physiology  
**Phone:** (415) 338-2182  
**E-mail:** [cmlee@sfsu.edu](mailto:cmlee@sfsu.edu)  
**Web:** <http://userwww.sfsu.edu/~cmlee/>  
**Office:** Gym 131

**Lock, Robyn**  
Associate Professor  
**Specialization:**  
Pedagogy  
**Phone:** (415) 338-3882  
**E-mail:** [rlock@sfsu.edu](mailto:rlock@sfsu.edu)  
**Office:** Gym 125

**Schleihauf, Bob**  
Professor  
**Specialization:**  
Biomechanics  
**Phone:** (415) 338-1995  
**E-mail:** [biomech@sfsu.edu](mailto:biomech@sfsu.edu)  
**Web:** <http://userwww.sfsu.edu/~biomech>  
**Web:** <http://www.kavideo.sfsu.edu/>  
**Office:** Gym 127

**Summerford, Tina**  
Professor  
**Specialization:**  
Adapted PE  
**Phone:** (415) 338-1559  
**E-mail:** [summer@sfsu.edu](mailto:summer@sfsu.edu)  
**Office:** Gym 128

**Verducci, Frank**

Professor

**Specialization:**

Assessment and Research Methodology

**Phone:** (415) 338-2280**E-mail:** [verducci@sfsu.edu](mailto:verducci@sfsu.edu)**Office:** Gym 132**Wallace, Stephen**

Professor

**Specialization:**

Motor Learning and Control

**Phone:** (415) 338-6984**Web:** <http://steve-wallace.pageout.net>**E-mail:** [saw@sfsu.edu](mailto:saw@sfsu.edu)**Office:** Gym 126**Walsh, Dave**

Assistant Professor

**Specialization:**

At-Risk Youth Development

**Phone:** (415) 338-7856**E-mail:** [dwalsh@sfsu.edu](mailto:dwalsh@sfsu.edu)**Web:** <http://userwww.sfsu.edu/~dwalsh>**Office:** Gym 141**Zieff, Susan**

Associate Professor

**Specialization:**

Socio-Cultural, History/Philosophy

**Phone:** (415) 338-6574**E-mail:** [susangz@sfsu.edu](mailto:susangz@sfsu.edu)**Office:** Gym 136

## GOALS AND OBJECTIVES OF THE GRADUATE PROGRAM

The main objective of the Graduate Program in Kinesiology is to advance students' understanding of the relationships between and among movement, exercise, and skill, in the contexts of development, learning, rehabilitation, and training. Within the program, professionals in movement-related fields such as physical and occupational therapists, teachers, coaches, specialists in exercise and fitness, and others whose primary interests are in human movement -- study movement and exercise processes within a framework emphasizing the clinical and practical implications of theory and research.

The focus of the curriculum is on the physiological, biomechanical, and behavioral bases of movement. The core courses in the curriculum provide training in research methodology from multiple perspectives. Students then proceed to an in-depth study of problems related to exercise and fitness and motor skill and/or development in the contexts of activities of daily living, play, games sport, and other forms of human motor behavior. Graduate students exit the program with very strong theoretical and problem solving skills and knowledge of the study of exercise science, movement science, and physical activity from social science perspectives.

Laboratories and Special Programs:

|   |          |          |                                   |
|---|----------|----------|-----------------------------------|
| Exercise Physiology                                   | 338-1399 | Gym 111  | cmlee@sfsu.edu,<br>mkern@sfsu.edu |
| FitnessPlus   | 338-7572 | Gym 138  | fitplus@sfsu.edu                  |
| Graduate Room   | 405-0303 | Gym 133  |                                   |
| Kinesiology Student Association                       | 405-0303 | Gym 101  | sfksa@sfsu.edu                    |
| Movement Analysis                                     | 338-3432 | Gym 112  | biomech@sfsu.edu                  |
| Motor Behavior  | 338-2861 | Gym 100b | saw@sfsu.edu                      |
| Sociocultural/Psychological Studies of Phys. Activity | 338-6574 | Gym 144  | susangz@sfsu.edu                  |

### Joining Your Professional Association

Joining a professional association is important in the development of a professional in any field.

Here are some selected professional organizations you can join. Please ask your advisor about other, appropriate organizations that fit your needs and interests.

American Alliance for Health, Physical Education, Recreation and Dance - <http://www.aahperd.org/>

American College of Sports Medicine <http://www.acsm.org/>

American Educational Research Association - <http://www.aera.net/>

American Academy of Kinesiology and Physical Education - <http://www.aakpe.org/>

National Collegiate Athletics Association - <http://www.ncaa.org/>

American Occupational Therapy Association [www.aota.org](http://www.aota.org)

American Physical Therapy Association [www.apta.org](http://www.apta.org)

California Association of Health, P.E., Rec. & Dance <http://www.cahperd.org/index.html>

American Psychological Association - <http://www.apa.org/>

American Psychological Society - <http://www.psychologicalscience.org/>

### Motor Behavior and Biomechanics

American Academy of Pediatrics <http://www.aap.org/>

American Geriatric Society <http://www.americangeriatrics.org/>

American Occupational Therapy Association <http://www.aota.org/>

American Physical Therapy Association <http://www.apta.org/>

American Society of Biomechanics <http://www.asbweb.org/>

Australian Council for Health, Physical Education and Recreation <http://www.achper.org.au/>

Canadian Society for Psychomotor Learning and Sport Psychology <http://www.scapps.org/>

Centers for Disease control <http://www.cdc.gov/>

International Society for the Study of Behavioral Development <http://www.issbd.org/>

International Society on Infant Studies <http://www.isisweb.org/>

National Association for Sport and Physical Education  
<http://www.aahperd.org/naspe/template.cfm>

Society for Neuroscience <http://web.sfn.org/>

Society for Research in Child Development <http://www.srpd.org/>

The Gerontological Society of America <http://www.geron.org/>

American Society of Biomechanics: [www.asbweb.org](http://www.asbweb.org)

International Society of Biomechanics: [www.isbweb.org](http://www.isbweb.org)

International Society of Posture and Gait Research [www.ispgr.org](http://www.ispgr.org)

International Society of Biomechanics in Sports [www.twu.edu/biom/isbs/](http://www.twu.edu/biom/isbs/)

### Exercise Physiology

Southwest Chapter of ACSM (SWACSM): <http://www.swacsm.org/>

National Strength and Conditioning Association (NSCA): <http://www.nasca-lift.org/>

Fitness Personnel and Enthusiasts [www.ideafit.com](http://www.ideafit.com)

National Athletic Training Association [www.nata.org/](http://www.nata.org/)

### Physical Education and Adapted PE

American Dance Therapy Association: [www.adta.org](http://www.adta.org)

American Occupational Therapy Association: [www.aota.org](http://www.aota.org)

American Physical Therapy Association: [www.apta.org](http://www.apta.org)

American Therapeutic Recreation Association: [www.atra.org](http://www.atra.org)

American Speech-Language-Hearing Association: [www.asha.org](http://www.asha.org)

#### Socio-Cultural Basis

NASSS (North American Society for the Sociology of Sport):  
<http://www.nasss.org/>

International Committee for the Sociology of Sport:  
<http://www.issa.otago.ac.nz>

North American Society for Sport History ([www.nassh.org](http://www.nassh.org)).

International Society for the

#### Sport and Exercise Psychology

Association for Advancement of Applied Sport Psychology (AAASP) - [www.aaasponline.org](http://www.aaasponline.org)

APA Division 47 - <http://www.psyc.unt.edu/apadiv47/>

International Olympic Committee - <http://www.olympic.org/flat/index.html>

International Society of Sport Psychology - <http://www.issponline.org/>

North American Society for Psychology of Sport and Physical Activity -  
<http://www.naspspa.org>

## BEGINNING THE PROGRAM

### First Steps When Beginning the M.S. Degree in Kinesiology

There are several things to do when first beginning the M.S. degree program at San Francisco State University. They are:

1. Complete form sent to you stating whether or not you will be attending San Francisco State University.
2. Meet with an advisor to discuss the choice of first courses; these typically include Kin 710. (Discuss any pre-requisites you have to fill with your advisor).
3. Purchase the SFSU Bulletin corresponding to your first year of classes (i.e., the 2006-2007 Bulletin for those who are admitted in the Fall of 2006). This Bulletin will contain the requirements that will follow you throughout your academic career at San Francisco State University. The Bulletin is also available on line at <http://www.sfsu.edu/~bulletin/current/bull-tc.htm>.
4. Register for classes after fulfilling University requirements (any required inoculations, forms, and paying fees).

## Initial Course Selection

The Department of Kinesiology recommends that Kin 710: Research in Kinesiology be taken in a student's first semester of classes in the Program. This serves several purposes:

The number of courses a student takes should be determined in relation to the number of hours they are working each week. A full-time graduate student is considered one who takes 9 units. It is most important to the faculty that students have a good experience in the program, particularly during the first semester. Therefore, we caution against taking too many units and warn students that graduate school is unlike undergraduate school.

The expectation is that students will spend from 1 to 4 hours outside of the classroom for every hour within the classroom.

We encourage students to see an advisor when first admitted to help determine initial course selection.

## ADMISSION REQUIREMENTS

Admission to the Program: A minimum undergraduate GPA of 2.75 in the last 60 units will be required for admission to the M.S. program. In addition, the following specific criteria must be met depending on the concentration to which the student applies.

A minimum score of 4.0 on the GRE writing component is required for admission. International students must achieve a minimum score of 600 on the TOEFL (or 250 on the computerized TOEFL). The TOEFL standard must be completed prior to admission to the graduate program.

The student may be conditionally admitted pending:

|   |  |
|---|--|
| ■ | Completion of the required entry courses and/or the minimum 24-unit undergraduate equivalency. |
| ■ | Other circumstances.   |

Students conditionally admitted may not count more than six units of work taken prior to achieving classified status as part of their Graduate Approved Program for the degree. Upon admission, the Department sends a letter to the candidate containing the name of the assigned advisor and classification conditions.

Exercise Physiology Concentration: Minimum GPA of 3.0 in the following courses: human anatomy (with laboratory), human physiology (with laboratory), exercise physiology (with laboratory), and statistics.

Movement Science Concentration: Minimum GPA of 3.0 in the following courses: human anatomy (with laboratory), human physiology (with laboratory),

biomechanics, motor learning, and statistics.

Physical Activity: Social Scientific Perspectives Concentration: Minimum GPA of 3.0 in three of the following or equivalent courses: youth development; sport/exercise psychology; cultural/sociological perspectives of physical activity; motor learning; and motor development. Consult with a graduate advisor to determine if additional courses are needed. Students who have completed or are currently enrolled in a credential program are also eligible and encouraged to apply for admission.

Written English Proficiency Requirement: There are two levels of literacy examinations required by the University.

Level One: The Kinesiology Department requires a minimum of 4.0 on the writing component of the GRE.

Level Two: The second level assessment of literacy proficiency occurs through the written thesis or master's project. For students who choose one of the non-thesis options, the second level will be satisfied by completion of a course selected with the advisor.

### **M.S. Graduate Curriculum**

Core Requirements 9 units

Kin 710 Research in Kinesiology (3 units)  
Kin 715 Research Designs and Analysis (3 units)  
Kin 795 Seminar in Kinesiology (3 units)

Concentration in Exercise 15 units  
Physiology

Kin 730 Advanced Biomechanics (3 units)  
Kin 740 Advanced Exercise Metabolism (3 units)  
Kin 742 Exercise and CV Dynamics (3 units)  
Kin 746 Clinical Exercise Physiology (3 units)  
Kin 756 Exercise Electrocardiography (3 units)

Concentration in Movement (15 units)  
Science

Kin 730 Advanced Biomechanics (3 units)  
Kin 733 Motor Learning (3 units)  
Kin 736 Neuromotor Control (3 units)  
Kin 742 Exercise and CV Dynamics (3 units)  
Kin 763 Motivation and Performance (3 units)

Physical Activity: Social (15 units)  
Scientific Perspectives

Kin 734 Physical Activity for Underserved Youth (3 units)  
Kin 763 Motivation and Performance (3 units)  
Kin 766 Sociocultural Bases of PA (3 units)  
Electives taken upon approval of advisor (6 units)

Credential Students:

Kin 750 and Kin 751 should be used instead of electives (6 units)

Culminating Experience (6 units)

Thesis: Kin 897 and Kin 898 (3 units)  
Independent Research in Kin Master's Thesis (3 units)  
OR  
Master's Project: Kin 895 and Elective (3 units)  
Master's Project in Kinesiology 3 Elective (3 units)  
OR  
Comprehensive Exam: Kin 896 and Elective (3 units)  
Comprehensive Exam (3 units)

### **Kinesiology 899 (Special Study)**

Students selecting the Master's project or comprehensive exam options may select a maximum of 6 units of Kin 899 as elective units. Student's preparing a Master's thesis may take 3 elective units of Kin 899.

**Minimum Total for Master's Degree** (30 units)

For more information contact:

Dr. [Susan Zieff](#)  
Graduate Coordinator  
Phone: 415-338-6574  
Email [susangz@sfsu.edu](mailto:susangz@sfsu.edu)

### **Advisor Assignments:**

Exercise Physiology:

Dr. Marialice Kern ([mkern@sfsu.edu](mailto:mkern@sfsu.edu); 338-1491)  
Dr. Matt Lee ([cmlee@sfsu.edu](mailto:cmlee@sfsu.edu); 338-2182)

Movement Science:

Dr. Kate Hamel ([hamelk@sfsu.edu](mailto:hamelk@sfsu.edu); 338-2186)  
Dr. Bob Schleihauf ([biomech@sfsue.du](mailto:biomech@sfsue.du); 338-1995)

Dr. Steve Wallace ([saw@sfsu.edu](mailto:saw@sfsu.edu); 338-6984)  
Physical Activity: Social Scientific Perspectives:  
Dr. Claudia Guedes ([cguedes@sfsu.edu](mailto:cguedes@sfsu.edu); 338-2160)  
Dr. Mi-Sook Kim ([kimms@sfsu.edu](mailto:kimms@sfsu.edu); 408-0478)  
Dr. Dave Walsh ([dwalsh@sfsu.edu](mailto:dwalsh@sfsu.edu); 338-7856)  
Dr. Susan Zieff ([susangz@sfsu.edu](mailto:susangz@sfsu.edu); 338-6574)

## **GRADUATING WITH YOUR M.S.**

### **Steps to Graduation**

There is a clear path to graduation, made even clearer by repeatedly seeking out advising and assistance. The steps include the following:

1. Application for admission and subsequent acceptance.
2. Complete prerequisites, including passing the Graduate Record Exam.
3. Complete core classes with a B average (with no grade lower than a C for an individual course).
4. Select electives with the help of an advisor and complete them with a B average with no grade lower than a C for an individual course).
5. When 6 units are left to complete, complete the GAP (Graduate Approved Program) form, a listing of all courses to be completed for the degree program.
6. The semester prior to graduation, complete the Culminating Experience Form for the Master's Thesis, Master's Project, or the Written Comprehensive Examination so that the Culminating Experience requirement can be completed during that last semester. See sections below for details of this process, including the Thesis prospectus required to be completed and approved the semester before enrolling in the Thesis course.
7. The semester you are due to graduate, file the Application for Graduate Degree with the University's Graduate Division.
8. With the help of your faculty committee, complete the culminating experience requirement during your last semester.
9. Go to Commencement and the Department of Kinesiology graduation ceremony to celebrate!

## **CULMINATING EXPERIENCE**

**Master's Thesis:** Obtain Thesis Guidelines from the web\*, or purchase the guidelines at Rapid Copy (located in JPL Library / \$2.00). Review the Graduate Division website for guidelines and other information: <http://www.sfsu.edu/~gradstdy/thesis.htm>. As appropriate, review the website of the Committee for the Protection of Human Subjects and complete a protocol following the template. <http://www.sfsu.edu/~protocol/>.

**Master's Project:** a. Literature Review: extensive overview of research on a narrowly focused topic including analysis of data, methodologies, and theories.

**Comprehensive Examination:** Examination questions and preparation to be determined in consultation with an advisor.

## **PROGRAM AND UNIVERSITY FORMS**

Here are copies of the most widely used forms and include brief explanations of their purpose:

- ✓ **Petition for Culminating Experience Requirement.** This form is completed the semester prior to when a student plans to take their culminating experience course (either PA 800 or PA 898). Either the Master's Thesis or the Written Comprehensive Examination is selected on this form. Please note that this form is only signed for those students electing the Thesis after a complete prospectus has been written and approved by the chosen faculty committee.
- ✓ **Petition for Extension of Seven Year Limit.** Students have seven years to complete their degree. If the degree is not completed during that period, a student may petition for its extension but please note that an extension is not automatic and will not continue indefinitely.
- ✓ **Timeline for Petition of Seven Year Limit.** With the petition for extension must come this plan for how the degree will be completed.
- ✓ **GAP (Graduate Approved Program).** This form must be submitted when there are 6 units remaining in the degree program. It is simply a list of the courses the student wishes to comprise their degree program.
- ✓ **Petition for GAP Substitution or Committee Replacement.** If the GAP is filed too early and course selections change or if planned courses are not offered, for some reason, this form may be filed after the GAP is approved to change the original GAP plan. The form also contains places for changes in a student's faculty committee.
- ✓ **Petition for Course by Individual Study (699 or 899).** Students may also take independent study courses; this form allows for the development of a plan of study by the student and agreed upon by the faculty member with whom they are working.
- ✓ **Evaluation of Transfer Credit from Other Institutions.** The explanation for the evaluation of transfer credits from other institutions.
- ✓ **Request for Graduate Program Transfer Credit Evaluation.** Up to 8 units may be transferred from other institutions. The Program Director must evaluate potential transfer credits first then this form must be

completed, accompanied by transcripts and syllabi for the courses in question, and submitted to the Graduate Division for their evaluation.

- ✓ **Petition for Waiver of Graduate Program Regulations.** From time to time and on a very rare basis, students may seek to have Graduate Division regulations waived. This is the form to be used for that purpose—the student must outline what they are seeking and why.

The Graduate Division also has a Graduate Guide which is very helpful and every graduate student should review. Go to <http://www.sfsu.edu/~gradstdy/forms/studentgradguide.pdf>

# PROPOSAL FOR CULMINATING EXPERIENCE WRITTEN OR ORAL EXAMINATION ONLY

Complete and file this form with the Division of Graduate Studies in accordance with guidelines published in the University *Bulletin*.

**STUDENT: COMPLETE OFFICIAL DEGREE TITLE FROM BULLETIN**

Master of Major

Concentration or Emphasis (if applicable)

Name: Student ID:

Address: Phone(s):

City/State/Zip: E-mail:

**This proposal is: New Revised**

**INDICATE THE TYPE OF EXAMINATION(S) YOU WILL BE TAKING:**

Written Comprehensive Examination Oral Comprehensive Examination

**DESCRIPTION:** Include brief description of examination content.

**NOTE: REPORT OF COMPLETION REQUIRED**

**SUPERVISING COMMITTEE:** A minimum of two tenured (or tenure track) faculty members from the student's major department must serve on the culminating experience committee (see *Bulletin* for details).

**Committee Chair:**

1.

**Other Committee Member(s):**

TYPE NAME, ACADEMIC RANK, AND DEPARTMENT EMAIL REQUIRED

2.

SIGNATURE TYPE NAME, ACADEMIC RANK, AND DEPARTMENT

3.

SIGNATURE TYPE NAME, ACADEMIC RANK, AND DEPARTMENT

**Department Chair/Graduate Coordinator:** I have reviewed the above proposal including the composition of the supervising committee and find it

acceptable for meeting the culminating experience requirement for the master's degree in the major indicated.

SIGNATURE OF DEPARTMENT CHAIR/GRAD COORDINATOR DATE

**FOR OFFICE USE ONLY**

Accepted by Division of Graduate Studies

Date

**San Francisco State University Division of Graduate Studies ADM-254 (415) 338-2234**

## PROPOSAL FOR CULMINATING EXPERIENCE

### 898: Thesis (WITH HUMAN/ANIMAL SUBJECTS)

Complete and file this form with the Division of Graduate Studies in accordance with guidelines published in the University *Bulletin*.

**STUDENT: COMPLETE OFFICIAL DEGREE TITLE FROM BULLETIN**

Master of Major

Concentration or Emphasis (if applicable)

Name: Student ID:

Address: Phone(s):

City/State/Zip: E-mail:

**This proposal is: New Revised**

**CHECK ADDITIONAL REQUIREMENTS FOR 898: THESIS (WITH HUMAN/ANIMAL SUBJECTS), IF REQUIRED:**

Written Comprehensive Examination Oral Comprehensive Examination/Oral Defense

**TITLE OF FIELD STUDY OR APPLIED RESEARCH:**

(Note: Titles are limited to twelve (12) words. Any changes must be reported to Graduate Studies in advance of filing completed work)

**DESCRIPTION:** Very briefly indicate: 1) Purpose of study, 2) Methods of data collection, (e.g. interviews, surveys, electronic recordings, video/audio tapes, observations), and 3) From What Source(s) (e.g. literature, publicly available data, animals, human subjects, content experts/key informants only).

**NOTE: THESIS RECEIPT REQUIRED**

**Project Involves Human Subjects** Yes No . If Yes, PAF Attached **or** PAF Submitted Previously to ORSP .

**Project Involves Vertebrate Animals/Products** Yes No . If yes, APAF Attached **or** APAF Submitted Previously to ORSP .

**NOTE: NO WORK CAN BE DONE WITH HUMAN OR ANIMAL SUBJECTS BEFORE RECEIVING APPROVAL.**

**SUPERVISING COMMITTEE:** A minimum of two tenured (or tenure track) faculty members from the student's major department must serve on the culminating experience committee (see *Bulletin* for details).

**Committee Chair:**

1.

**Other Committee Member(s):**

TYPE NAME, ACADEMIC RANK, AND DEPARTMENT EMAIL REQUIRED

2.

SIGNATURE TYPE NAME, ACADEMIC RANK, AND DEPARTMENT

3.

SIGNATURE TYPE NAME, ACADEMIC RANK, AND DEPARTMENT

**Department Chair/Graduate Coordinator:** I have reviewed the above proposal including the composition of the supervising committee and find it

acceptable for meeting the culminating experience requirement for the master's degree in the major indicated.

SIGNATURE OF DEPARTMENT CHAIR/GRAD COORDINATOR DATE

**FOR OFFICE USE ONLY**

ORSP No Yes Sent to ORSP Received ORSP

Accepted by Chair

CPH/AS Initial

Accepted by Division of Graduate Studies

Date

**San Francisco State University Division of Graduate Studies ADM-254 (415) 338-2234**

## PROPOSAL FOR CULMINATING EXPERIENCE

### 898: Thesis (NO HUMAN/ANIMAL SUBJECTS)

Complete and file this form with the Division of Graduate Studies in accordance with guidelines published in the University *Bulletin*.

**STUDENT: COMPLETE OFFICIAL DEGREE TITLE FROM BULLETIN**

Master of Major

Concentration or Emphasis (if applicable)

Name: Student ID:

Address: Phone(s):

City/State/Zip: E-mail:

**This proposal is: New Revised**

**CHECK ADDITIONAL REQUIREMENTS FOR 898: THESIS (NO HUMAN/ANIMAL SUBJECTS), IF REQUIRED:**

Written Comprehensive Examination Oral Comprehensive Examination/Oral Defense

**TITLE OF FIELD STUDY OR APPLIED RESEARCH:**

(Note: Titles are limited to twelve (12) words. Any changes must be reported to Graduate Studies in advance of filing completed work)

**DESCRIPTION:** Very briefly indicate: 1) Purpose of study or problem statement, 2) Methods or process, and 3) Assumptions or significance of work

**NOTE: THESIS RECEIPT REQUIRED**

**SUPERVISING COMMITTEE:** A minimum of two tenured (or tenure track) faculty members from the student's major department must serve on the culminating experience committee (see *Bulletin* for details).

**Committee Chair:**

1.

**Other Committee Member(s):**

TYPE NAME, ACADEMIC RANK, AND DEPARTMENT EMAIL REQUIRED

2.

SIGNATURE TYPE NAME, ACADEMIC RANK, AND DEPARTMENT

3.

SIGNATURE TYPE NAME, ACADEMIC RANK, AND DEPARTMENT

**Department Chair/Graduate Coordinator:** I have reviewed the above proposal including the composition of the supervising committee and find it

acceptable for meeting the culminating experience requirement for the master's degree in the major indicated.

SIGNATURE OF DEPARTMENT CHAIR/GRAD COORDINATOR DATE

**FOR OFFICE USE ONLY**

Accepted by Division of Graduate Studies

Date

1

San Francisco State University—Division of Graduate Studies (ADM 254) 415/338-2234

**PETITION FOR EXTENSION OF SEVEN YEAR LIMIT  
COMPLETE BOTH PAGES BEFORE SUBMITTING PETITION**

Name:

Address:

City, State, Zip:

Phone Number:

Email Address:

**Please answer each of the following questions:**

1. Are you currently registered at this university? Yes No

If not currently registered, have you ever attended this university? Yes No

2. What is the semester and year of the earliest course listed on your GAP?

Indicate Rationale or Justification for Your Request Below:

**You must attach the following documentation/support for your request.**

Letter of support from Graduate Advisor/Graduate Coordinator detailing currency of work (e.g. examination, portfolio, retaking courses, or taking additional courses).

Detailed timeline showing dates of course completion; timeline for submitting Culminating Experience (see second page)

Copy of Culminating Experience work completed to date (required for students who are enrolled in Culminating Experience Course).

**Student Name (please type) Student's Signature Date**

**Signature of Program/Department Chair or Graduate Coordinator Date**

**Name of Chair or Coordinator (print or type) Extension Email**

**STUDENT—DO NOT WRITE BELOW THIS LINE**

Review and Action: Approved Not Approved

**Signature: Dean/Designee, Division of Graduate Studies Date**

Date:

Student ID No.:

Graduate Program/Major:

Graduate Advisor:

Advisor Extension:

2

**San Francisco State University—Division of Graduate Studies (ADM 254) 415/338-2234**

# **TIMELINE FOR PETITION OF SEVEN YEAR EXTENSION**

**OUTSTANDING COURSEWORK/EXAMINATION FOR COURSE**

**CURRENCY DATE TO BE COMPLETED BY**

**DATES BY WHICH I PLAN TO MEET WITH MY COMMITTEE SUMMARY OF WHAT WILL BE  
REVIEWED/DISCUSSED WITH**

**MY COMMITTEE**

1. Have you submitted your Proposal for Culminating Experience? Yes No

If so, are you using Animal or Human Subjects? Yes No

2. If you have not yet submitted your Proposal for Culminating Experience please indicate the date by which your proposal will be submitted.

**Date:**

3. Have you remedied all incompletes in your previous coursework? Yes No

**(Please print and submit an unofficial transcript with your petition.)**

4. Please indicate a date by which you plan to complete all outstanding requirements for your degree and apply for graduation.

**Date:**

5. If all coursework is complete, please indicate if you have applied for graduation. Yes No

**\*\*Please submit your application for graduation plus fee with the petition if you have not yet applied and have finished all coursework for the degree.**

**\*\*Please note: In accordance with the California Code of Regulations, Title 5, Education a ONE-TIME ONLY**

**extension of the seven year limit may be granted to complete the requirements for the**

**degree. Students will be held to**

**the deadline by which they indicate they plan to graduate. No further extensions may be granted.**

*I hereby certify that I understand I will be held to the above information and the dates by which I indicate the completion of my*

*outstanding requirements. I also certify that I have met with my graduate coordinator or department chair and have reviewed all of the*

*above expired or outstanding coursework with them.*

**Student Name (please type) Student's Signature Date**

**Name of Chair or Coordinator (print or type) Signature of Chair or Coordinator Date**

**\*\*A copy of this petition and timeline will be sent to your department and kept on file with the Division of Graduate Studies. Students**

**will be mailed a copy of the petition once it has been reviewed and a decision been made. Please allow 4-6 weeks for processing.**

**San Francisco State University Graduate Studies ADM-254 (415) 338-2234**

## GRADUATE APPROVED PROGRAM

Master of Science in Kinesiology

Emphasis (check one): Exercise Physiology, Movement Science, Physical Activity: Social Scientific Perspectives

**Student:** Select the correct *University Bulletin* year for the requirements listed below :

Name: Student ID:

Address: Phone(s):

City/State/Zip: E-mail:

**ALL REQUIREMENTS MUST BE COMPLETED WITHIN 7 YEARS FROM THE START OF THE TERM OF THE EARLIEST COURSE LISTED BELOW**

**Student: Fill out the following information completely (including the semester each course was or will be taken).**

**Course No. Course Title Units**

**Required**

**Units (to be)**

**completed Semester Institution**

**(for transfer units only)\* Grade In Progress**

**Or To Do**

**\*NOTE:** For transfer work, a Request for Graduate Program Transfer Unit Evaluation must be submitted.

Thesis Receipt or Report of Completion for Master's Written Comprehensive Exam

**All Students must submit an Application for Award of Graduate Degree by the posted deadline of the semester of graduation.**

GRADUATE MAJOR ADVISER: Please check off below the manner by which this student *has or will have satisfied*

Second Level written English

proficiency in your graduate program, i.e. ability to write in a scholarly manner in the major field.

Course No.

Written Component of Culminating Experience

Written proposal for Culminating Experience

Other, specify

**GRADUATE ADVISER (Required):**

Type/Print last name Signature Date

**SCHOOL GRADUATE COMMITTEE (Required):**

Type/Print last name Signature Date

Approved Not Approved \_\_\_\_\_

Dean of the Graduate Division or Designee Date

**Note:** Upon approval of the GAP, read graduate Academic Policies and Procedures section in the *Bulletin* regarding conditions for maintaining its validity.

# Petition for GAP Substitution or Committee Revision

Degree

Major Concentration/Emphasis

Name: Student ID:

Address: Phone:

City/State/Zip: E-mail:

**RATIONALE FOR SUBSTITUTION OR REVISION** (Specify the nature of substitution or revision):

## **COURSE SUBSTITUTION**

**ADD: REMOVE:**

**Course Number and Title Units Course Number and Title Units**

### **Signatures:**

GRADUATE ADVISER DATE

GRADUATE COORDINATOR DATE

DEAN OF GRADUATE STUDIES (or designee) DATE

## **COMMITTEE REVISION**

### **FORMER COMMITTEE MEMBER(S):**

**Note:** Signature required of any member(s) being deleted from the student's committee. If the faculty member is on leave, or no longer employed

by the university, the department chair should sign.

TYPE/PRINT NAME OF COMMITTEE CHAIR SIGNATURE AS NEEDED

TYPE/PRINT NAME OF COMMITTEE MEMBER SIGNATURE AS NEEDED

TYPE/PRINT NAME OF COMMITTEE MEMBER SIGNATURE AS NEEDED

### **NEW SUPERVISING COMMITTEE** (All members of the committee must sign):

NAME AND RANK OF CHAIR SIGNATURE OF COMMITTEE CHAIR

NAME AND RANK OF MEMBER SIGNATURE OF COMMITTEE MEMBER

NAME AND RANK OF MEMBER SIGNATURE OF COMMITTEE MEMBER

**Department Chair/Graduate Coordinator:** I have reviewed the composition of the supervising committee and find it acceptable.

SIGNATURE OF DEPARTMENT CHAIR/GRADUATE COORDINATOR DATE

## **EVALUATION OF TRANSFER CREDIT FROM OTHER INSTITUTIONS**

The "Request for Graduate Program Transfer Unit Evaluation" must be submitted, with appropriate signatures, to the Division of Graduate Studies, along with the Graduate Approved

Program (GAP). Official Transcripts must be attached to the form or, if these are already on file

with the University, unofficial copies (copied front and back) should be attached.

A course will be deemed eligible for transfer credit under the following conditions:

The course content is such that it clearly meets the program's curricular requirements stipulated in the university Bulletin.

The course was taken at an accredited higher education institution.

The course was completed after earning the baccalaureate degree.

The student earned an acceptable grade (C or better) in the course.

The course was either an upper division or a graduate course at the institution at which it was taken.

The course was not used to meet any other degree requirement either at the institution where it was taken or at SFSU.

The course was not taken any earlier than seven years from the date the student is planning to graduate.

The sum of all credit-by-examination, extension, or transfer courses being proposed for inclusion on the GAP does not exceed six units in a 30-unit program (or twelve units in a 60-unit program).

The GAP, with the transfer course(s) on it, has been approved by the student's graduate adviser.

The GAP has been approved by the college graduate coordinator and by the Division of Graduate Studies.

It is the obligation of the student and of the student's adviser to determine that the proposed

transfer courses will meet all of the conditions for eligibility. The Division of Graduate Studies

will convert any quarter units to semester units at the time of evaluation.

**Units evaluated as acceptable for transfer are still subject to approval at the time of application for graduation. Any transfer coursework that has become outdated (exceeds**

**the 7-year time limit) at that time will not be accepted.**

# REQUEST FOR GRADUATE PROGRAM TRANSFER UNIT EVALUATION\*

Name: Student I.D.

Address: Master's Program:

City, State, Zip:

Phone: e-mail

I request that the following upper division and/or graduate level courses taken at the institutions indicated (not to exceed 6 semester units in a 30-unit program) be evaluated for transfer to San Francisco State University. These units have not been used to meet the

requirements of any other degree program and were completed after earning the baccalaureate degree. If the courses are found to be

acceptable, are approved by my graduate program adviser and Graduate Coordinator, and fall within the seven-year limit, I intend to

include these courses on my Graduate Approved Program (GAP). **I understand that any units evaluated as acceptable for transfer are**

**still subject to approval at the time of application for graduation and that any quarter units will be converted to semester units.**

Institution Course Department, Number and Title Term & Year Taken To Substitute For

Check One: Official transcripts that include these courses are attached.

Official transcripts that include these courses are already on file at SFSU. **NOTE:** Please attach complete unofficial

copies (front and back) of your transcripts to expedite processing.

Student

(Type of print name) (Signature) (Date)

If the above courses are found to be acceptable to the University for transfer purposes, they would be proposed for use in meeting the

requirements for the Master's degree offered by our department.

Adviser:

(Type or print name) (Signature) (Date)

Graduate Coordinator:

(Type or print name) (Signature) (Date)

**When the above is completed and approved, submit this form, along with your Graduate Approved Program (GAP), to the**

**Division of Graduate Studies, 2<sup>nd</sup> floor Administration Building.**

**SPACE BELOW NOT TO BE USED BY APPLICANT**

Institution Department, Number and Title Semester

Units Grade Class Level Approved\* Expires Denied

\*Refer to University Bulletin for complete information regarding the conditions under which transfer credit may be allowed for advanced

degrees.

REMARKS:

Evaluated by Date

12/01 LH

**San Francisco State University - Office of Graduate Studies (ADM 254) 415/338-2234**

# **PETITION FOR WAIVER OF GRADUATE PROGRAM REGULATIONS**

Name: Date:

Address: Student I.D:

City, State, Zip: Telephone:

Email: Graduate Program/Major:

Are you currently registered at this university?

Yes No

If not currently registered, have you ever attended this university? Yes No

If so, what semester and year did you last attend?

## **Purpose of this petition:**

Rationale or Justification for this Request as Follows:

### **Student's Signature Date**

**Chair, Program Director or Graduate Coordinator, please indicate if you support do not support this petition**

**Signature of Chair, Director or Coordinator Date**

(not required for unclassified students)

**Name of Chair, Director or Coordinator (print or type) Extension E-mail**

**STUDENT-DO NOT WRITE BELOW THIS LINE**

Review and Action: Approved Not Approved

**Signature: Dean or Appointed Designee, Graduate Division Date**