

The College of Health Sciences

Graduate Student Handbook

June 2025 Edition



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Handbook Versions

Based on the search engine used, different editions (Semester/Year) of the *CHS Graduate Student Handbook* may be found. The graduate **curriculum** applying to students throughout their tenure in the program is the one described in the version of the graduate handbook (much of this information is also found in the *Graduate Catalog*) dated from the semester a student enters the program. If no version exists dated for that semester, the graduate curriculum applying to each student throughout their tenure in the program is the one described in the version of the handbook and catalog dated from the closest semester preceding the student's entrance into the program. The *Graduate Catalog* contains minimum standards for all programs at the UofM although individual programs may have more stringent regulations. No program can have standards less than the minimums found in the *Graduate Catalog*. Therefore, CHS graduate student policies are presented in detail in the *CHS Graduate Student Handbook*. Students have the option to utilize the curriculum guidelines found in a more recent *CHS Graduate Student Handbook* and *Graduate Catalog* if all updated aspects of them are followed. Students and advisors cannot "cherry-pick" program changes to their liking.

Various Graduate School forms must be completed during your graduate studies. This handbook instructs you on where to find these forms (most have been converted to electric formats and are located on the Graduate School website): https://www.memphis.edu/gradschool/resources/forms_index.php. It also includes college policies related to the graduate program and the roles of the different Graduate Faculty in helping you progress toward graduation. **Each student is responsible for reading and following the requirements set forth herein and by the Graduate School.** Unfortunately, although CHS goes to great lengths to ensure the accuracy of the *Graduate Catalog* and this handbook, errors and omissions may occur. **If any confusion arises concerning policies or standards, inquiries should be submitted to the College of Health Sciences Director of Graduate Studies (sometimes referred to as the CHS Coordinator of Graduate Studies).** (Disclaimer: <https://catalog.memphis.edu/content.php?catoid=35&navoid=2224>)

{NOTE: Links periodically change. If a specific link no longer works, perform a topical search, but check that the results are for the desired year of the CHS Graduate Student Handbook or the Graduate Catalog, not an Archived one. If that is unsuccessful, use the heading to perform a search. Finally, in such instances, please inform the CHS Director of Graduate Studies that one or more links are "dead" in this document. Thank you.}

Potentially Helpful Links for Graduate Students in CHS Programs

{NOTE: Links periodically change. If a specific link no longer works, back up one level. If that is unsuccessful, use the heading to perform a search.}

Link to CHS Mission <https://www.memphis.edu/healthsciences/about/mission.php>

Link to CHS Organizational Structure <https://www.memphis.edu/healthsciences/pdfs/chsorgchart-s25.pdf>

Link to CHS Staff Contacts <https://www.memphis.edu/healthsciences/about/contact.php>

Link to CHS Faculty <https://www.memphis.edu/healthsciences/about/faculty/index.php>

Link to CHS Graduate Faculty https://www.memphis.edu/gradschool/resources/graduate_faculty/chs.php

Link to CHS Laboratories & Centers <https://www.memphis.edu/healthsciences/research/index.php>

Link to IRB <https://www.memphis.edu/research/researchers/compliance/irb/index.php>

Link to IACUC <https://www.memphis.edu/research/researchers/compliance/animalcareanduse.php>

Link to Graduate Programs <https://catalog.memphis.edu/content.php?catoid=35&navoid=2229>

Link to Graduate Courses <https://catalog.memphis.edu/content.php?catoid=35&navoid=2205>

Link to Graduate School Admission Regulations
<https://catalog.memphis.edu/content.php?catoid=35&navoid=2199>

Link to Graduate School Admissions for CHS Programs
<https://www.memphis.edu/healthsciences/graduate/graduateadmissions.php>

Link to Graduate School Academic Regulations
<https://catalog.memphis.edu/content.php?catoid=32&navoid=1892>

Link to Graduate Catalog <https://catalog.memphis.edu/index.php?catoid=35>

Link to Graduate School <https://www.memphis.edu/gradschool/>

Link to Graduate School Calendar (updated yearly) <https://www.memphis.edu/gradschool/news-events/calendar.php>

Link to Graduate School Forms https://www.memphis.edu/gradschool/resources/forms_index.php

College of Health Sciences Graduate Program Offerings

❖ Graduate Certificate:

- Sport Nutrition & Dietary Supplementation (online only)

❖ Master of Science:

- Health Studies (M.S.):
 1. Exercise Nutrition (UofM Global online only)
 2. Exercise, Sport & Movement Sciences (residential only)
 3. Lifestyle Medicine (formerly Health Promotion) (UofM Global online only)
 4. Physical Education Teacher Education (UofM Global online only)
- Nutrition (M.S.): → STEM Designated
 1. Integrated Nutrition (formerly Clinical Nutrition) (residential only)
 2. Environmental Nutrition (UofM Global online only)
 3. Nutrition Science (residential only)

❖ Doctor of Philosophy:

- Applied Physiology & Neuromechanics (Ph.D.) → STEM Designated
 1. Applied Biomechanics (residential only)
 2. Applied Physiology & Nutrition (residential only)

❖ Doctor of Physical Therapy (DPT): (Lambuth campus) (mostly residential)

COLLEGE OF HEALTH SCIENCES GRADUATE PROGRAM CONTACTS

<https://www.memphis.edu/healthsciences/about/contact.php>

Director of Academic Programs/Director of Graduate Programs

Lawrence W. Weiss, Ed.D.

lweiss@memphis.edu

Director of Research

Brandt D. Pence, Ph.D.

bdpence@memphis.edu

Dean, College of Health Sciences

Richard J. Bloomer, Ph.D.

rbloomer@memphis.edu

Supervisor, Academic Advising

Debra Wyatt

wyatt.debra@memphis.edu

Questions? Email chsgrad@memphis.edu

CHS Graduate Programs: Thumbnail Description

Certificate, M.S., and Ph.D. Programs

Welcome to the College of Health Sciences at The University of Memphis. Graduate Faculty members in the college have diverse research interests covering many of the major fields in health sciences and nutrition (see: <https://www.memphis.edu/healthsciences/graduate/index.php> and <https://www.memphis.edu/healthsciences/research/index.php>).

A four-course Graduate Certificate in Sport Nutrition and Dietary Supplementation is available for those who have a bachelor's degree and are interested in research concepts related to nutrition as an adjunct to physical training. <https://www.memphis.edu/healthsciences/graduate/snds.php>

Our college also offers online and residential graduate programs leading to master's (M.S.) and doctoral (Ph.D.) degrees. The M.S. degree programs include four different concentrations in Health Studies and three different concentrations in Nutrition. Depending on the M.S. concentration, the successful completion of 30-42 credit hours is required and the following options are available: (1) The M.S. option including an *applied project* or *thesis* is designed for students who plan to continue to work toward a doctorate, have an interest in being part of or leading a research team, and/or teaching in higher education settings, or for students who wish to seek upper-level or advanced research positions in private enterprise; (2) The M.S. option including a *research laboratory residency* is designed for students who have an interest in being a member of a research team in higher education or private enterprise, or in teaching; (3) the non-research master's degree may include an internship and is for students seeking to enhance their potential to be admitted to a professional school or who wish to enhance their conceptual, professional, or clinical background by taking health-science-related courses at the graduate level.

The mentor-intensive Ph.D. program is designed for students who wish to pursue research careers in higher education or health-related research settings (see below). Admission to the program is competitive and dependent upon the availability of a faculty mentor.

Although each College offers respective programs of study, the Graduate School has ultimate oversight. Accordingly, a website addressing graduate student academic regulations for all programs is available. <https://catalog.memphis.edu/content.php?catoid=35&navoid=2207>. In addition, a useful academic year calendar for students and faculty in all university graduate programs is provided for all to keep up with Graduate School-related deadlines. <https://www.memphis.edu/gradschool/news-events/index.php>
<https://www.memphis.edu/gradschool/news-events/calendar.php>
[https://www.memphis.edu/registrar/calendars/index.php? ga=2.140500595.1936461561.1747328067-848060008.1745801645](https://www.memphis.edu/registrar/calendars/index.php?ga=2.140500595.1936461561.1747328067-848060008.1745801645)

DPT Program

A new Doctor of Physical Therapy (DPT) program will be offered starting Fall 2026 on the University of Memphis Lambuth Campus in Jackson, TN. Information will be provided soon for that program either as a link or as a separate section in this handbook.

<https://www.memphis.edu/healthsciences/graduate/physical-therapy-dpt.php>
<https://www.memphis.edu/healthsciences/graduate/dpt-admissions.php>
<https://www.memphis.edu/healthsciences/graduate/dpt-resources.php>

CHS Graduate Program Outcomes

Depending upon the concentration-specific program of study, graduates will:

- Exhibit an integrated understanding of biological, physiological, and physical sciences
- Demonstrate professional conduct and behaviors consistent with legal and ethical practice in teaching and/or research
- Display sensitivity, compassion, and respect in all interactions with fellow professionals, administrators, students, clients, and others
- Promote a preventative health and wellness mindset for clients/students to attenuate or prevent disease within the scope of their academic discipline
- Effectively communicate with lay and professional audiences via electronic, written, and oral means
- Use evidence together with quantitative and qualitative reasoning to systematically solve problems and develop interventions relevant to their academic discipline
- Collect and critically evaluate data and published scientific literature to design and implement research activities and apply the findings to instructional and research settings
- Demonstrate effective leadership in supervising and delegating responsibility to others within their academic discipline
- Effectively mentor students and colleagues
- Demonstrate appropriate levels of independence and judgment needed for successful engagement in teaching and research settings
- Critically evaluate a focused line of health science research that confirms/generates disciplinary knowledge
- Be capable of contributing to a focused line of research inquiry both as a leader and collaborator
- Incorporate meticulous and ethical practices during data collection, data analysis, and teaching activities.

Graduate students are automatically members of the Graduate Student Association

(<https://www.memphis.edu/gsa/index.php>).

Current College of Health Sciences Graduate Faculty are listed at the following site:

https://www.memphis.edu/gradschool/resources/graduate_faculty/chs.php



Sport Nutrition & Dietary Supplementation

(12 credit hours)

OVERVIEW OF CHS CERTIFICATE PROGRAM

One certificate is offered by the College of Health Sciences (CHS). The Graduate Certificate in Sport Nutrition & Dietary Supplementation is offered remotely (online).

- 1) Sport Nutrition & Dietary Supplementation (online only)

(https://catalog.memphis.edu/preview_program.php?catoid=35&poid=14676&returnto=2233)

The graduate certificate in Sport Nutrition and Dietary Supplementation is particularly useful for registered dietitians/nutritionists, strength and conditioning coaches, personal trainers, and healthcare providers (e.g., nurses, pharmacists) who may receive questions from athletes and/or patients specific to the topics of sport nutrition and dietary supplementation.

Consisting of 12 credit hours, the student completes three required courses (each consisting of 3 credit hours), with a choice for the final three credit hours. All courses are delivered online and can be completed in any sequence. For students also in an M.S. program in either Health Studies or Nutrition, many of these courses may be shared between the concentration and the certificate.

Program contact: Richard Bloomer, Ph.D. (rbloomer@memphis.edu)

Required Courses:

NUTR 7000: Sport Nutrition

NUTR 7001: Nutraceuticals and Dietary Supplements

NUTR 7002: Exercise and Nutrition Immunology

Three additional credit hours will be completed by choosing from the following options:

NUTR 7003: Practicum in Sport Nutrition*

ESMS 7202: Physiology of Exercise: Metabolic/Cardiorespiratory

HPRO 7780: Health and Lifestyle Counseling

NOTE: If a course is unavailable, an alternative course may be substituted with advisor approval.



M.S. Offerings by the College of Health Sciences

OVERVIEW OF CHS M.S. PROGRAMS

Two M.S. majors are offered by the College of Health Sciences (CHS), 1) Health Studies and 2) Nutrition. The M.S. concentrations within the Health Studies major are offered on the main campus of the University of Memphis and remotely. The major includes four concentrations:

{NOTE: Links periodically change. If a specific link no longer works, back up one level. If that is unsuccessful, use the heading to perform a search.}

1) Health Studies (HLST)

- a. Exercise Nutrition (EXNU) – UM Global (online delivery)- 30 credit hours
https://www.memphis.edu/healthsciences/graduate/exercisenutrition_ms.php
contact: Lawrence Weiss, Ed.D. lweiss@memphis.edu
- b. Exercise Sport & Movement Sciences (ESMS) (residential only) – 36 credit hours
https://www.memphis.edu/healthsciences/graduate/esms_ms.php
contact: Melissa Puppa, Ph.D. mpuppa@memphis.edu
- c. Lifestyle Medicine (formerly, Health Promotion) (HPRO) – UM Global (online delivery) – 30 credit hours
https://www.memphis.edu/healthsciences/graduate/hpro_ms.php
contact: Barbara McClanahan, Ed.D., Ph.D. bmcclnhn@memphis.edu and
Michelle Stockton, Ph.D. mstocktn@memphis.edu
- d. Physical Education Teacher Education (PETE) – UM Global (online delivery) – 33 credit hours
<https://www.memphis.edu/healthsciences/graduate/pete-ms.php>
contact: Todd Layne, Ph.D. telayne@memphis.edu

2) Nutrition (NUTR)

- Integrated Nutrition (INTN) (formerly Clinical Nutrition) (residential only) – 42 credit hours
<https://www.memphis.edu/healthsciences/graduate/clinicalnutrition.php>
contact: Tracy Bruen, D.C.N. tlsgent@memphis.edu
- a. Environmental Nutrition (ENVN) – UM Global (online delivery) – 33 credit hours
https://www.memphis.edu/healthsciences/graduate/environmental_nutrition.php
contact: Brandt Pence, Ph.D. bpence@memphis.edu
 - b. Nutrition Science (NSCI) (residential only) – 33 credit hours
https://www.memphis.edu/healthsciences/graduate/nutrition_science.php
contact: Marie van der Merwe, Ph.D. mvndrmrw@memphis.edu

CHS M.S. Program Regulations

Depending on the specific program, the course of study may have either a clinical, conceptual, or research path. Students intending to eventually pursue a Ph.D. should follow a research route.

Programs require 30 to 42 credit hours for completion depending on the specific program and the orientation pursued. Refer to the appropriate program description for specific requirements. A student may be required to take courses beyond the minimum to ensure balance and depth in the discipline. In addition, students in ESMS and NSCI concentrations must complete a comprehensive exam (ESMS/NUTR 7878) during the final semester of the program of study. Each program has different options for the exam and students should discuss those options with their academic advisor during their first year in the program. Students in programs requiring the comprehensive exam must pass it to graduate regardless of the cumulative grade point average (GPA). Furthermore, the cumulative graduate GPA must be a minimum of 3.00 to take the exam and to graduate.

The typical full-time student will register for classes during the fall and spring semesters (limited summer options are available), although part-time students may complete courses in a less-conventional time frame.

A minimum of 70% of the total required hours must be provided by 7000-level courses (no more than 7 hours of 6000-level courses). When 8000-level cognates are available, the master's student should register for the 7000 level. The Graduate School allows no more than 12 hours combined of workshop courses and independent study courses to count toward a master's degree. Individual academic programs may allow fewer workshop- or independent study hours in their programs.

The maximum amount of combined hours of transfer credit, shared credit, credit by examination, course validation, and experiential learning that can be used to fulfill degree requirements is 50% of the number of hours required for the degree (this % is new for 2025). The Graduate School sets minimum standards to which all the diverse graduate programs across the university must adhere. Individual colleges, schools, and graduate programs are encouraged to set more stringent requirements as necessary to meet their accreditation and student needs. <https://catalog.memphis.edu/content.php?catoid=35&navoid=2207>

Time Limitation

All requirements for the master's degree must be completed in **eight years**. Courses older than these limits will not be allowed as credit toward the master's degree, although the grades will be calculated in the cumulative GPA. Grades earned in courses that are older than program time limits will be shown on the transcript and will be calculated in the cumulative GPA but will not be accepted for graduation purposes unless a request for expired course grade removal has been granted (see Admission to Candidacy section below).

There are no exceptions to program time limits. However, students may request the option of validating old courses as described in the Academic Regulations section of the Graduate Catalog.

<https://catalog.memphis.edu/content.php?catoid=32&navoid=1900#time-limitations-and-course-validation>

Shared Credits

Students interested in sharing credit between two programs should examine the following website for information:

<https://catalog.memphis.edu/content.php?catoid=35&navoid=2207#shared-credits>

Master's Advisory Committee

During the first year in the program, the student and advisor (major professor) will form an Advisory Committee. The Advisory Committee will comprise three Graduate Faculty members who will mentor the student and vote Pass or Fail on the student's comprehensive exam (ESMS & NSCI only) and applied project or thesis defense (if needed). The Advisory Committee will include the major professor and two other voting Graduate Faculty members. Additional non-voting members may also be included on the Advisory Committee. At least two of the three voting Advisory Committee members must be from the College of Health Sciences at The University of Memphis and only one voting committee member may be from outside the University. This member should apply to the graduate school for External Graduate Faculty member status (https://www.memphis.edu/gradschool/resources/gradfac_app.php). Current College of Health Sciences Graduate Faculty are listed at the following site: https://www.memphis.edu/gradschool/resources/graduate_faculty/chs.php

If necessary, committee members may be added, replaced, or removed. When the committee is formed or at the first committee meeting, students must fill in the "Thesis/Dissertation Faculty Committee Appointment Form" available at: https://www.memphis.edu/eece/programs/docs/td_committee_form.pdf. The form must be electronically signed by all committee members and the Program Coordinator. Students must then forward the form to the CHS Director of Graduate Studies who will send it to the Graduate School for final approval.

At least three voting members of the student's Committee must be physically or remotely (through *Microsoft Teams*, or another similar remote communication electronic platform) present during the oral component of the comprehensive exam or applied project/thesis defense/research residency, if needed. Students should schedule a meeting with their Advisory Committee at least once a year. During these meetings, the Advisory Committee will review students' academic progress. The Master's Advisory Committee will advise on the experimental design and technical aspects of the applied project/ thesis/ research laboratory residency, if done. Students may request an Advisory Committee meeting to discuss any impediments encountered during their tenure in the program. If such a request is made, the major professor must expeditiously arrange this meeting.

Potential Changes in the Master's Advisory Committee

Students may change the composition of their Master's Advisory Committee, including the major professor. Changes in the Advisory Committee composition must be approved by the Graduate Program Coordinator and College Director of Graduate Studies. Changing the composition of the Committee may lead to a delay in graduation and wholesale change in thesis/dissertation research. Requests for change in Advisory Committee membership late in a student's program are strongly discouraged. Late changes should be based ordinarily on the non-availability of a committee member.

The new Advisory Committee may require additional coursework. If the student has taken the comprehensive examination prior to the change in Advisory committee, the student may be asked to take an examination by the new member(s). If the thesis/dissertation proposal has been taken and scored satisfactorily prior to the committee change, the new committee may require the student to present an additional thesis proposal. This presentation will include any additional research required by the new membership of the Advisory Committee.

Students must promptly document the changes in the advisory committee composition by including the change on the “Thesis/Dissertation Faculty Committee Appointment Form” that they initially filed with the Graduate School. The change must be approved by the Program Coordinator, the College Director of Graduate Studies, and the Graduate School. The Graduate School then archives the revised form.

https://www.memphis.edu/gradschool/resources/forms_index.php

Generally, switching mentors is discouraged and should only occur under extenuating circumstances. Changing labs is likely to lengthen the student’s time to graduation. When a change in mentor is being considered, the decision process should involve a discussion between the student, the student’s current mentor (if available), the prospective mentor, the Concentration Area Coordinator, and the CHS Director of Academic Programs. The Director/Coordinator of CHS Graduate Studies is then petitioned with a request for switching the mentor. Upon discussion with all parties involved, the Director/Coordinator of CHS Graduate Studies will decide on whether the request should be granted. If the request is granted, the “Thesis/Dissertation Faculty Committee” form (if one has already been filled out) must be amended and submitted to the Graduate School to reflect the switch in mentor, and, if necessary, changes in other committee members. Upon switching labs, students should transfer all research records to the lab they are leaving. If the student is employed as a Graduate Assistant, continuation in that capacity is not guaranteed.

Applied Project, Research Laboratory Residency, or Thesis Committee

For those preferring to gain laboratory experience without being a lead investigator, a six credit-hour research laboratory residency (ESMS/NUTR 7900) is available as a culminating experience in two concentrations: 1) Exercise, Sport & Movement Sciences, and 2) Nutrition Science.

If an applied project or thesis is to be conducted, subject recruitment and data collection may not be started until the student’s corresponding proposal has been approved by the CHS master’s committee as well as by the relevant campus regulatory body (IRB or IACUC). Although regulatory body approval may be sought before the student has completed 18 semester hours in the program of study, subject recruitment and data collection may not occur until those hours have been completed. For the research laboratory residency, the study or laboratory director must have the relevant campus regulatory body (IRB or IACUC) approval prior to study-based subject recruitment and data collection.

If an applied project, research laboratory residency, or thesis is to be completed, the student will consult with the major professor to select a committee (minimum of three members) made up of Graduate Faculty approved by the head of the academic concentration and/or the college director. The chair of the committee must hold Full or Associate Graduate Faculty status. Only one External Graduate Faculty member may serve as a voting member of a committee.

Applied project and research laboratory residency committees are exclusively overseen by the College of Health Sciences. Accordingly, committee membership forms, proposal approval forms, and defense forms are submitted only to the CHS Director/Coordinator of Graduate Studies.

Thesis committees, on the other hand, are overseen by both the College of Health Sciences and the Graduate School. Accordingly, committee membership forms, proposal approval forms, and defense forms must be submitted first to the CHS Director/Coordinator of Graduate Studies and then to the Graduate School.

During the final semester in the program, students registered for ESMS/NUTR 7900, 7950 or HMSE 7996 must also enroll in zero (0) credit hours of the master’s comprehensive exam (ESMS/NUTR 7878) only if they are in either ESMS or NSCI. Defense of the applied project, research laboratory residency, or thesis serves as the basis for grading the *master’s comprehensive exam*. The corresponding research committee members

determine if the defense was successful for both purposes. A grade (S/U) is to be submitted for the master's comprehensive exam (ESMS/NUTR 7878) in all three cases and a *thesis defense approval form* is also submitted to the Graduate School for those who complete HMSE 7996. A grade (S/U) is also submitted for ESMS/NUTR 7950 or HMSE 7996.

Continuous Enrollment Policy

The continuous enrollment policy applies to theses, capstone projects, and all other culminating experiences. Most programs require at least one culminating experience course for a specific number of credit hours; see specific program requirements for details. Once started, students should enroll for at least 1 credit hour each Fall and Spring Semester until the thesis, research laboratory residency, or applied project has been completed. A student must enroll during the summer semester only if the thesis, research laboratory residency, or applied project is to be completed that term.

The primary exception to this policy is when the student's major professor is on leave or otherwise unavailable. In such cases the approval by the CHS Director of Graduate Studies and the Dean of the Graduate School are required. Students may request a leave of absence, subject to the approval of the program graduate coordinator, the CHS Director of Graduate Studies, and the Dean of the Graduate School before or at the beginning of the semester during which the absence begins. Retroactive approval will not be granted. A leave of absence does not extend the time limit for the degree. Historically, students who have taken an extended leave of absence have not finished their program of study, so this action is discouraged.

Defense of the Applied Project

Students must enroll in ESMS/NUTR 7950 and ESMS/NUTR 7878 (if they are in ESMS or NSCI) during the semester in which they defend the applied project. A prerequisite to register for either of these two courses is for the student to have an overall graduate grade point average of at least 3.00. The oral exam will serve as both the comprehensive exam and the applied project defense. Upon completion of the study, the student must successfully complete an oral defense administered by the student's advisory committee. The applied project defense will include a formal presentation by the student followed by committee questions pertaining to the study as well as broad questions covering the program area. All committee members must be present at the examination and the results are determined by a unanimous vote of the committee. Only one External Graduate Faculty member may serve as a voting member on a master's committee. The results are reported directly to the CHS Director of Graduate Studies and as grades for ESMS/NUTR 7950 and ESMS/NUTR 7878.

All members of the student's committee must approve the final draft of the applied project. The student must submit an abstract that summarizes the study, identifies the chair and committee members, and specifies the study's title to the CHS Graduate Studies Director or his/her designee.

The student has one year from the date of graduation to submit the applied project manuscript for publication. If it has not been submitted after one year or has not been accepted for publication after two years, the major professor may take over the publication submission process as first author on the work.

Defense of the Research Laboratory Residency

Students must enroll in ESMS/NUTR 7900 and ESMS/NUTR 7878 in the semester during which they defend the research laboratory residency. A prerequisite to register for either of these two courses is for the student to have an overall graduate grade point average of at least 3.00. Upon completion of the residency, the student must successfully complete an oral defense administered by the student's advisory committee. The research laboratory residency defense will include a formal presentation by the student followed by committee questions pertaining to the experience as well as broad questions covering the program area. The

oral defense will serve as both the comprehensive exam and the research residency defense. All committee members must be present at the examination and the results are determined by a unanimous vote of the committee. Only one External Graduate Faculty member may serve as a voting member on a master's committee. The results are reported directly to the CHS Director of Graduate Studies and as grades for ESMS/NUTR 7900 and ESMS/NUTR 7878.

The student must also submit an abstract summarizing the nature of the study or studies conducted during the research laboratory residency, the chair and committee members' names, and the study's title to the CHS Graduate Studies Director or his/her designee.

If research data collection is part of the research laboratory residency, the study director owns all data collected, is responsible for any publication submissions, and has the right to be first author on any submissions emanating from the research.

Defense of the Thesis

Students must enroll in HMSE 7996 and ESMS/NUTR 7878 (if they are in ESMS or NSCI) for the semester during which they defend the thesis. A prerequisite to register for either of these two courses is for the student to have an overall graduate grade point average of at least 3.00. The oral exam will serve as both the comprehensive exam and the thesis defense. Upon completion of the thesis, the student must successfully complete an oral defense administered by the student's advisory committee with the results reported to the Graduate School. The thesis defense will include a formal report by the student followed by committee questions pertaining to the study as well as broad questions covering the program area. All committee members must be present at the examination and the results are determined by a unanimous vote of the committee. Only one External Graduate Faculty member may serve as a voting member on a master's committee. The results are reported directly to the CHS Director of Graduate Studies and as grades for HMSE 7996 and ESMS/NUTR 7878.

The final draft of the thesis must be approved by all members of the student's committee. After the successful defense, a copy of the defended and corrected thesis must be submitted to the Graduate School along with the committee approval form. This copy must contain all corrections that may have been given to the student during the final defense.

The student must submit an abstract that summarizes the study, identifies the chair and committee members, and specifies the study's title to the CHS Graduate Studies Director or his/her designee.

After the Graduate School has reviewed the final draft, the student must make all additional corrections. The student will then convert the final corrected document into a PDF version and upload it to the Electronic Thesis/Dissertation (ETD) archival system. See the Graduate School Thesis/Dissertation Preparation Guide for instructions on how to upload to the ETD system. https://www.memphis.edu/gradschool/current_students/td-guide.php

The student has one year from the date of graduation to submit the thesis manuscript for publication. If it has not been submitted after one year or has not been accepted for publication after two years, the major professor may take over the publication submission process as first author on the work.

Students who unsuccessfully defend their thesis will be assigned a "U" (unsatisfactory). The Graduate School will then send the student a letter of termination from the program.

Comprehensive Examination

Students in 1) Exercise, Sport & Movement Sciences (ESMS) and 2) Nutrition Science (NSCI) must register for zero credit hours of ESMS/NUTR 7878 (master's comprehensive exam) during their final semester in the

program. (A prerequisite to register for this course is for the student to have an overall graduate grade point average of at least 3.00.) For those two concentrations, before being recommended for graduation, every candidate who does not write, defend, and pass an applied project, thesis, or research laboratory residency is required to pass a final written comprehensive examination. Please contact the CHS Graduate Director and the respective program coordinator if you have any questions.

As of fall 2024, master's candidates in 1) exercise nutrition, 2) lifestyle medicine (formerly, health promotion), 3) physical education teacher education, 4) Integrated Nutrition (formerly, clinical nutrition), and 5) environmental nutrition concentrations do not complete a comprehensive exam or register for ESMS/HPRO/NUTR/PETE 7878.

When an applied project, thesis, or research lab residency is conducted, the oral *research project* defense will include additional broad questions covering the breadth of required coursework and will satisfy the comprehensive examination requirement. Although the oral *research project* defense will serve as the comprehensive exam, the student must still register for ESMS/NUTR 7878 during the expected term during which the defense is to transpire. (Students in all CHS master's programs may complete either an applied project or thesis. However, only students in ESMS or NSCI should register for ESMS/NUTR 7878.)

Comprehensive examinations in ESMS and NSCI are administered only to students in good standing (minimum overall graduate GPA of 3.00) and may be oral, written, or both at the program's discretion. The result of the exam (satisfactory or unsatisfactory) must be submitted to the Registrar's Office and the Graduate School as a grade in the ESMS/NUTR 7878 course within the same semester the exam was taken.

Protocols and procedures for the administration of comprehensive examinations are available from the concentration coordinator. It is the student's responsibility to confer with that coordinator regarding the time and place of the examination. Typically, the exam will be one day during the first- or second week following midterm for those not completing an applied project, thesis, or research laboratory residency.

A student who does not perform satisfactorily on the first comprehensive examination attempt will be allowed to take a second examination at the next regularly scheduled examination period. The academic advisory committee may recommend appropriate coursework and/or other remediation, which the student will complete in preparation for retaking the exam.

Results of comprehensive examinations are not graded in the way that courses are and so cannot be appealed, nor can they be changed after the grade has been submitted. A second failure results in the student being academically terminated, which can be appealed. The retention appeals process is formalized and must be followed in all cases. <https://catalog.memphis.edu/content.php?catoid=35&navoid=2207>

**Current Master's Comprehensive Exam Guidelines
(for ESMS and NSCI students pursuing a non-research path)**

NOTE: All ESMS and NSCI students must enroll in ESMS/NUTR 7878 during the final semester in their respective programs. (An overall graduate grade point average of 3.00 is required to register for or complete the master's comprehensive exam.) For students pursuing a research path, defense of the applied project, research laboratory residency, or thesis serves as the basis for the grade in ESMS/NUTR 7878. Students pursuing a non-research path in ESMS or NSCI must follow the guidelines as written below. (Students in all other master's programs *do not* register for HPRO/NUTR/PETE 7878.)

1) Health Studies/ Exercise, Sport & Movement Sciences (ESMS 7878) Master's Comprehensive Exam Guidelines

Master's students in the ESMS program have four options for completing the final comprehensive exam. If the degree student completes either an applied project, thesis, or research lab residency, then an oral defense of that experience serves as the exam. If the student chooses the advisor-approved elective route, then a written comprehensive exam is required. This document is for those choosing the advisor-approved elective route.

It is the student's responsibility to inform their advisor of the route they are taking or any changes in that route as early in the program of study as possible. Ordinarily, full-time students do this by the end of the first semester in the program. (The student may change their mind, but the longer the student waits to commit, the more potentially problematic the situation.)

The following information is for students choosing to take additional advisor-approved elective courses and a written comprehensive exam rather than completing one of the three research options. In all cases, the student must register for ESMS 7878 for zero credit hours.

Written Master's Comprehensive Exam

When offered: One day per semester (typically on Friday) during the first or second full week following midterm

October or March

Noon – 4:00 PM (central time zone)

Note: If a student fails to show up in person for the exam without prior arrangements being made, the next opportunity to take it will be the following fall or spring semester. The exam is available only via Canvas for the course ESMS 7878.

Location: UofM main campus: **(Students must register for 0 credit hours of *Master's Comprehensive Exam*)**

Contact Dr. Pappa (mpuppa@memphis.edu) for the room assignment.

Equipment: You must use your laptop, tablet, or analogous device to take the exam since it will be completed in a Canvas shell with a start time and ending time. For students to have access to the exam, you must be registered for ESMS 7878 and must report your optional test area to Dr. Pappa.

Test format: Written narrative

Questions: 3

Success: All three questions must be satisfactorily answered to pass the exam.

Note: The master's comprehensive exam is taken during the final semester of the program of study. Master's students can retake a failed comprehensive exam only once. Therefore, if a student fails the first attempt it is incumbent upon them to remediate the deficiencies before retaking the failed areas. A second exam in the ESMS program is typically administered orally by the professor(s) overseeing the failed exam area(s). A second failure will result in the student's dismissal from the ESMS program.

Question areas: **4 available, 3 must be answered, 2 areas are required**

Required- Research Design/Statistics/Written Proposals → (Dr. Paquette)

Required- Exercise Physiology → (Drs. Pappa or Weiss)

Selection Option- Biomechanics → (Drs. Peel or Paquette)

Selection Option- Motor Learning → (Dr. Peel)

I, _____, understand the Guidelines pertaining to the ESMS Master's Written Comprehensive Exam.

I choose to complete additional advisor-approved electives rather than one of the three research options. Before completing my degree requirements, I must successfully answer questions from the following three areas on a written comprehensive exam.

The three areas for my exam will be:

1) research design/statistics/written proposals

2) exercise physiology

3) Select either Biomechanics or Motor Learning (your selection→) _____

Student Signature: _____

Date: _____

Exam Dates: Friday, October , or Friday, March

Submit this completed form in the appropriate Canvas Drop Box for ESMS 7878 during the first week of classes.

2) **Nutrition/Nutrition Science (NSCI 7878)**

Master's students in the NSCI program have four options for completing the final comprehensive exam. However, in each case, the student must enroll in NUTR 7878 (Master's Comprehensive Exam) during their final semester in the program of study. If the degree candidate completes either an applied project, thesis, or research lab residency, then an oral defense of that experience serves as the exam. If the student chooses the advisor-approved elective route, then a written comprehensive exam is required. This document is for those choosing the advisor-approved elective route.

It is the student's responsibility to inform their advisor of the route they are taking or any changes in that route as early in the program of study as possible. Ordinarily, full-time students do this by the end of the first semester in the program. (The student may change their mind, but the longer the student waits to commit, the more potentially problematic the situation.)

The following information is for students choosing to take additional advisor-approved elective courses and a written comprehensive exam rather than completing one of the three research options.

Written Master's Comprehensive Exam

When offered: One day per semester (typically on Friday) during the first or second full week following midterm

October or March

Noon – 4:00 PM (central time zone)

Note: If a student fails to show up in person for the exam without prior arrangements being made, the next opportunity to take it will be the following fall or spring semester.

Location: On the University of Memphis main campus: Contact Dr. van der Merwe (mvndrmrw@memphis.edu) for the room assignment.

Equipment: You must use your laptop, tablet, or analogous device to take the exam since it will be completed in a Canvas shell with a start time and ending time. For students to have access to the exam, you must be registered for NUTR 7878.

For some responses, you may wish to create figures. Accordingly, bring a mechanical pencil and eraser. Paper will be provided if needed.

Test format: Written narrative

Questions: 3

Success: All three questions must be satisfactorily answered to pass the exam.

Note: The master's comprehensive exam is normally taken during the final semester of the program of study. Master's students can retake a failed comprehensive exam only once. Therefore, if a student fails the first attempt it is incumbent upon them to remediate the deficiencies before retaking the failed areas. A second exam in the NSCI program is typically administered orally by the professor(s) overseeing the failed exam area(s). A second failure will result in the student's dismissal from the NSCI program.

Question areas: All 3 questions must be answered.

Required- Research Design/Statistics/Written Proposals → (Dr. Pence)

Required- Macronutrient metabolism → (Dr. Zhang)

Required- Micronutrient metabolism → (Dr. van der Merwe)

I, _____, understand the Guidelines pertaining to the Nutrition Science Master's Written Comprehensive Exam. I choose to complete additional advisor-approved electives rather than one of the three research options. Before completing my degree requirements, I must successfully answer questions from the following three areas on a written comprehensive exam.

The three areas for my exam will be: 1) Research design/Statistics/Written proposals
2) Macronutrient metabolism
3) Micronutrient metabolism

Student Signature: _____

Date: _____

Exam Dates: Friday, October , or Friday, March

Submit this completed form in the appropriate Canvas Drop Box for NUTR 7878 during the first week of classes. (NUTR 7878)

Admission to Candidacy

https://www.memphis.edu/gradschool/current_students/candidacy-masters-instructions.php

https://www.memphis.edu/gradschool/current_students/candidacy-forms.php

Before an applicant is officially admitted to candidacy for a master's degree, the student must have satisfied the following requirements:

1. Formation of an Advisory Committee.
2. Satisfactory completion of 6-total credit hours research core, all designated Concentration Courses, all designated credit hours of electives, and all designated credit hours of Capstone Research or additional courses.
3. Have taken a minimum of 70% of the total required hours as 7000-level courses (https://www.memphis.edu/gradschool/current_students/candidacy-masters-instructions.php).
4. Students wishing to substitute a course for a required course must have the approval of their major professor and CHS Director/Coordinator of Graduate Studies. The students must then electronically submit the Course Substitution form (https://www.memphis.edu/gradschool/pdfs/coursesubstitution_v3.pdf), which must accompany the candidacy form. (Transfer hours should be officially determined by the end of the student's first semester in the program.)
5. Satisfactory completion of the Comprehensive Exam (ESMS/NUTR 7878) for students completing their training in Exercise, Sport & Movement Sciences or Nutrition Science.
6. A cumulative GPA of 3.00 on all coursework listed on the candidacy form as well as any other graduate work undertaken at The University of Memphis within the specified time limit. Grades of "D" or "F" are not accepted for any graduate degree credit, but these grades will be computed in the GPA. No more than seven (7) hours of "C+," "C," or "C-" will be counted toward degree requirements (<https://www.memphis.edu/gradschool/resources/howmdc.php>). Grades earned in the final semester may not be used to correct GPA deficiencies.
7. The student's graduate work up to this point must be acceptable in quality and quantity to the Major Advisor and CHS Director/Coordinator of Graduate Studies.
8. Approval of master's candidacy by the Graduate School is based on the following:
 - College approval.
 - Meeting all the graduate school requirements for becoming a candidate.
 - Having the "Thesis/Dissertation Proposal Defense" (if part of the program) on file by the Graduate School.
 - Students who have questions about graduate school candidacy approval should direct their request to the Graduate Analyst gsggraduateanalyst@memphis.edu, rccrews@memphis.edu, Or "Beverly McPhail (bmcphail)" bmcphail@memphis.edu.
 - The "**Master's Degree Candidacy Form**" for the Master's Degree and a graduation application (Apply to Graduate – available in MyMemphis) must be filed by the deadline published in the Graduate Catalog and available on the [Graduate School web site](#). No exceptions will be made if both the graduation application and degree candidacy forms are not submitted by the stated deadlines. https://www.memphis.edu/gradschool/resources/forms_index.php
 - If a student is writing an applied project (file with CHS Graduate Director), research laboratory residency (file with CHS Graduate Director), or thesis (file with CHS Graduate Director and the Graduate School), an approved Thesis/Dissertation Proposal Form must be filed with all necessary human or animal subjects approvals before any research/subject recruitment/data collection is undertaken.
 - The student must have a cumulative GPA of 3.00 on all graduate work undertaken at The University of Memphis whether the courses are listed on the candidacy form. Grades of "D" or "F" are not accepted

for any graduate degree credit, but these grades will be computed in the GPA. No more than seven (7) hours of “C+,” “C,” or “C-” will be counted toward degree requirements.

- Expired course grades can be removed from the calculation of a given student’s cumulative GPA. Expired courses will, however, still appear on the student’s transcript. A student deemed eligible for expired course grade removal by their academic unit must have a written plan for degree completion, developed with their academic advisor, in place before the student grade record can be updated. (Grades for these expired courses will have an “X” assigned with the letter grade.) Advisors can fill out a grade expiration form found here:

https://www.memphis.edu/gradschool/pdfs/coursegraderemovalfromcumulative_gpa_4.pdf

- The program must include a minimum of 70% of the total required hours as 7000-level courses.
- All requirements of the Graduate School, the student’s college, and academic program must be met.
- If a student wishes to substitute a course for a required course, the substitution must be approved by the student’s advisor or the program coordinator on the Course Substitution Form. The form must accompany the candidacy form.

https://www.memphis.edu/gradschool/pdfs/coursesubstitution_v4.pdf

- The student’s graduate work up to this point must be acceptable in quality and quantity to the major advisor, program coordinator and/or director of graduate studies in the student’s college, and the Dean of the Graduate School.

Graduate Assistantships

A limited number of research assistantships are available for master’s students each year. Funding for these assistantships may be provided by the University or an external source. When external funding sources are involved, the University can guarantee support only for the duration of the external funding. In such cases, alternative support will be sought but are not guaranteed. Occasionally, teaching may be involved as part of the assistantship responsibilities, but master’s students must have either an acceptable professional credential and/or have completed no less than 18 hours of coursework in the program of study with a minimum 3.00 cumulative grade point average.

Different options exist for Graduate Assistantship health benefits. See the link below for more information:

https://www.memphis.edu/gradschool/current_students/graduate_assistantship_health_benefits.php

Checklist for M.S. Programs

Student's Name _____

Entry Semester/Year (starts 8-year clock) _____

Item	Approver/ Recipient	Date of Completion
Submitted all Admission items for Major/Concentration(s)/Certificate(s)		
Received Official Admission Approval Letter(s)		
Name of Major/Concentration _____/_____		
Total Number of credit hours in program _____		
Name of Major Professor/Advisor w/ contact information _____		
Name of Replacement Major Professor/Advisor if needed _____		
Have located the Program Degree Sheet for their Concentration _____		
Graduate Courses/Credit Hours Approved for Transfer by end of 1 st semester		
Courses Transferred: _____		
Projected Certificate or 2 nd (Dual) Concentration Area _____		
If Certificate or 2 nd Concentration Area, Name of respective Advisors w/ contact information _____		
If 2 nd Concentration Area, projected format for 2 nd Comprehensive Exam if required _____		
If Certificate or 2 nd Concentration Area, projected semester/year of completion _____		
Projected Shared Course Credits with written agreement of designated courses _____		
Shared Courses: _____		
Prerequisites, if any, completed by end of 12 months		
Prerequisite courses: _____		
Applied Project Track?		
Research Laboratory Residency Tract?		
Thesis Track?		
Coursework Only Track?		
Cumulative GPA after 1 st Semester		
Cumulative GPA after 2 nd Semester		
Cumulative GPA after 3 rd Semester		
Cumulative GPA after 4 th Semester		
Cumulative GPA after 5 th Semester		
First Academic Probation, if manifested (semester/year)		
If 1 st Probation, met with advisor to develop remediation plan		
Continued Academic Probation, if manifested (semester/year)		
If 2 nd Semester of Probation, met with advisor		
Enrolled in XXXX 7878 for final semester in program if in ESMS or NSCI		
Comprehensive Exam (XXXX 7878) Format Selected _____		
For Comprehensive Exam (XXXX 7878), if selected areas are available, selections made		
For Written Comprehensive Exam, consulted w/ each Exam Area Questioner		
If a research track, proposal topic _____		
If a research track, proposal date _____		
If a research track, proposal results _____		
IRB or IACUC submission date _____		
IRB or IACUC approval date _____		



Ph.D. Offerings by the College of Health Sciences

Overview of the CHS Ph.D. Degree Program

The College of Health Sciences offers a residential Ph.D. program in Applied Physiology & Neuromechanics (APPN) at its main campus at the University of Memphis. It includes two concentrations:

- 1) Applied Biomechanics (APBI)
(<https://www.memphis.edu/healthsciences/graduate/applied-biomechanics-phd.php>)
contact: Max Paquette, Ph.D. mrpquette@memphis.edu
- 2) Applied Physiology & Nutrition (APHN)
(<https://www.memphis.edu/healthsciences/graduate/applied-physiology-nutrition-phd.php>)
contact: Marie van der Merwe, Ph.D. mvndrmrw@memphis.edu

Two entry points are available for admission to the Ph.D. program on a competitive basis: 1) post-bachelors and 2) post-masters. The post-bachelor's program requires the successful completion of a minimum of 72 prescribed credit hours in the approved program of study, while the post-master's program requires the successful completion of a minimum of 36 prescribed credit hours in the approved program of study. For post-master's students, if a thesis/applied project or analogous research product was not completed as part of the master's program, the student will be required to make up that deficit separate from the approved doctoral program of study and Research Residency. In addition, if all post-bachelor's statistics/research courses were not completed as part of the master's degree, the post-master's student must successfully complete those courses during the first year of the doctoral program; however, none of them will be counted toward the 36 credit hours in the approved post-master's program of study.

The Ph.D. student's Major Professor/Advisor must be a Full Graduate Faculty member in the designated concentration area and indicate a willingness to serve as their primary mentor through the completion of the doctoral dissertation. This arrangement should be established before the student applies to the program.

Advanced research facilities and equipment are available to support both Ph.D. concentrations. However, since extensive faculty research mentoring is required, admission is partly dependent upon the availability of appropriate faculty mentors and funding for supplies. A part of this mentoring involves the required completion of 12 credit hours of Supervised Research (ESMS/NUTR 8081). Accordingly, the admission of qualified students may be delayed if the quality of mentoring is likely to be compromised by overloading a prospective mentor.

A designated Research Residency is required of all Ph.D. students that is separate from the dissertation/thesis/applied project. However, the research products emanating from the Supervised Research course may be used in satisfying the requirements of the Research Residency.

Written and oral doctoral comprehensive exams are required and are taken no sooner than the final semester of the didactic portion of the program of study. The written portion of these exams is scheduled to be taken at a pre-arranged time following midterm break. The oral portion is administered only after the written portion has been passed and is not the dissertation proposal.

The typical full-time doctoral student will register for classes during the entire calendar year, although part-time students may complete courses in a less-conventional time frame. Part-time students must have a mentoring Major Professor the same as full-time students. However, the longer the time required to finish the program, the more likely the established mentor may become unavailable (retirement, death, or separation from the university), so long-term part-time enrollment in the program is not recommended.

The dissertation may not be started until the written and oral doctoral comprehensive exams have been passed. Dissertation research investigations typically require less than 2 years to complete although some may require a longer period. The expected duration for completion of the degree is 3-5 years depending largely upon the point of entry and the nature of the research being conducted.

A limited number of research and teaching assistantships are available each year on a competitive basis. Funding for these assistantships may be provided by the University or by an external source. When external funding sources are involved, the University can guarantee support only for the duration of the external funding. In such cases, alternative support for the student will be sought.

Ph.D. Program Standards of Performance

The following are the minimum annual program (group) standards approved by the Tennessee Higher Education Commission (THEC) for each Ph.D. concentration:

- Individual coursework performance
 - minimum “B” grade in each course (3.00 cumulative grade-point average)
 - minimum 90% of all students in each concentration
- Comprehensive exam pass rate on 1st attempt
 - minimum 80% pass rate
- Comprehensive exams pass rate on 2nd attempt if needed
 - minimum 90% pass rate

The following are the minimum individual pre-graduation (during the student’s total time in the program) standards approved by the Tennessee Higher Education Commission (THEC) for each Ph.D. concentration:

- National/international presentations with the student as first/presenting author
 - minimum of 1 at national/international conferences
- Papers published with student authors and/or coauthors
 - minimum of 1 accepted for publication in refereed journals
- Internal/external research funding sought with students serving as a PI or Co-PI
 - minimum of 1

Minimum Requirements for Doctoral Degrees

Doctoral degrees in Tennessee public universities require at least 72 credit hours beyond the bachelor's degree. The Ph.D. in Applied Physiology & Neuromechanics requires a minimum of 72 credit hours. The student's program must be approved by the major academic department or academic unit. A student may be required to take courses beyond the minimum to ensure balance and depth in the discipline.

No more than 15 post-baccalaureate hours of 6000-level courses may be applied to a doctoral degree. The last 30 hours of credit must be earned at the University of Memphis. Of the final 30 hours, no more than the maximum allowed by the program may be dissertation hours. A minimum of six (6) hours of dissertation credit is required in our program. (<https://catalog.memphis.edu/content.php?catoid=35&navoid=2207#course-numbering-system>).

The maximum number of combined hours of transfer credit, credit-by-examination, course validation and experiential learning that can be used to fulfill degree requirements is no more than 50% of the number of hours required for the degree. The Graduate School sets minimum standards to which all the diverse graduate programs across the university must adhere. Individual colleges, schools, and graduate programs are encouraged to set more stringent requirements as necessary to meet their accreditation and student needs.

Additional Program Requirements

Doctoral programs have minimum degree requirements, although any individual may be required to complete additional coursework or training. In consultation with the faculty, the coordinator of each graduate program may specify any additional requirements, such as prerequisites, a reading knowledge of a foreign language, a working knowledge of statistics, a specific laboratory skill set, or specific courses related to graduate or teaching assistantships.

Time Limitation

Doctoral degrees must be earned within 12 consecutive years. All coursework and the doctoral comprehensive exam must be completed within 10 consecutive years of the student's original admission to a doctoral program. The student may take a further two years of dissertation credit. However, some academic departments may have more stringent time limitations. There are no exceptions to program time limitations. However, students may request the option of validating old courses taken at The University of Memphis as described in the "**Academic Regulations**" section of the Graduate Catalog.

Grades earned in courses at The University of Memphis older than program time limits will be shown on the transcript and calculated in the cumulative GPA but will not be accepted for graduation purposes unless a request for expired course grade removal has been granted (see Admission to Candidacy section below).

Post-bachelor's M.S. Degree Award for Ph.D. Students

Depending upon the doctoral concentration, students admitted into the Ph.D. program without a Master's degree are eligible for the M.S. degree in Health Studies with a concentration in Exercise, Sport and Movement Sciences (ESMS) or the M.S. degree in Nutrition with a concentration in Nutrition Science (NSCI). The M.S. degree may be awarded upon successful completion (minimum overall GPA of 3.00) of the first 36 credit hours of the approved program of study in the respective master's program including designated research design and statistics courses, a research writing and proposal course, major field courses, elective courses, and the Thesis (HMSE 7996) or *Applied Project (ESMS/NUTR 7950). (The Research Laboratory Residency, ESMS/NUTR 7900, will not substitute for the applied project or thesis for post-bachelor's students in the Ph.D. program.)

*A first-authored (by the student) published refereed journal article, presenting "original research" in

the field and not simply a review of literature, together with an oral presentation and defense of it may be used to satisfy requirements for ESMS/NUTR 7950 with approval by the Doctoral Advisory Committee. Students must also either enroll in ESMS/NUTR 7950 or complete the equivalent credit-by-exam in this scenario. This work is in addition to that required for Residency and Professional Scholarship.

NOTE: The student must apply for master's degree candidacy as well as for graduation using standard Graduate School electronic application forms. <https://apply.memphis.edu/register/grmodify>

Program of Study

Research Core (18 credit hours)

Post-Bachelor's (12 credit hours). Research core courses required prior to receiving the master's degree are listed below.

HMSE 8010	Research Methods in Health Studies (3 hrs.)
ESMS 8020	Publications/Proposals in Health & Biomedical Sciences (3 hrs.)
HMSE 8100	Data Analytics in Health Sciences (3 hrs.)
HMSE 8200	Health Data Science (3 hrs.)

Post-Master's (6 credit hours). Research core courses will be planned with and approved by the Doctoral Advisory Committee with the courses listed below serving as suggestions. Doctoral students with a master's degree who have not successfully completed the Post-Bachelor's research core (or its equivalent) must complete the missing course(s) as prerequisites to enrolling in any of the Post-Master's research core courses. These prerequisite courses will not be included in the student's program of study. Those who have previously satisfied all or a portion of these requirements may substitute other research design or statistics courses to fulfill the credit-hour requirement at the discretion of the Doctoral Advisory Committee. (Prerequisite: HMSE 7100 or equivalent)

EDPR 8512	Psychometric Theory and Educational Application (3 hrs.)
EDPR 8543	Research Design and Analysis (3 hrs.)
EDPR 8544	Applications of Multiple Regression in Educational Research (3 hrs.)
EDPR 8547	Sampling Designs and Survey Research Methods (3 hrs.)
EDPR 8549	Multivariate Methods in Education (3 hrs.)
PUBH 8305	Quantitative Methods for Reviewing Research (3 hrs.)
PUBH 8308	Applied Multivariate Statistics (3 hrs.)
PUBH 8309	Applied Survey Analysis in Public Health (3 hrs.)
PUBH 8310	Mixed Model Regression Analysis (3 hrs.)
PUBH 8311	Applied Categorical Data Analysis (3 hrs.)

Major Field (36 hours)

Post-Bachelor's (12 credit hours). Post-baccalaureate doctoral students without the master's degree must complete the following courses within the APBI (ESMS option below) or APHN (either ESMS or NUTR option below) Ph.D. concentrations, respectively:

EITHER:

ESMS	8123	Mechanical Analysis of Motor Skills (3 hrs.)
ESMS	8163	Adv Motor Learning or ESMS 8255 Anatomy of Motor Control (3 hrs.)
ESMS	8201	Physiology of Exercise: Musculoskeletal Aspects (3 hrs.)
ESMS	8202	Physiology of Exercise: Metabolic/Cardiorespiratory Aspects (3 hrs.)

OR

NUTR	8100	Introduction to Wet Lab Methods in Health Studies (3 hrs.)
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NUTR	8152	Problems in Nutrition (3 hrs.)
NUTR	8412	Cellular Nutrition I (3 hrs.)
NUTR	8422	Cellular Nutrition II (3 hrs.)

Post-Master's (24 credit hours). Post-master's doctoral students will successfully complete a minimum of 24 hours of coursework designated by the Doctoral Advisory Committee and may include any of the following as well as courses from different academic programs. Twelve of the 24 credit hours must be ESMS/NUTR 8081 (Supervised Research). Although additional hours of ESMS/NUTR 8081 may be taken, a maximum of 12 will count toward the program of study. Completion of an Applied Project (6 hrs.) or Thesis (6 hrs.) is an additional requirement for Post-Master's students who have not already done so.

ESMS/NUTR 8081 Supervised Research ((1-6 hrs.) 12 credit hours must be accumulated))

And select from the following or other courses with Advisory Committee approval:

ESMS 8133	Current Readings in ESMS (3 hrs.)
ESMS 8210	Analysis of Muscle Function (3 hrs.)
ESMS 8220	Adv Considerations of Skeletal Muscle Structure & Function (3 hrs.)
ESMS 8230	Exercise Endocrinology (3 hrs.)
ESMS 8240	Atherosclerosis & Cardiovascular Disease: Pathophysiology & Interventions (3 hrs.)
ESMS 8250	Motor Control: A Behavioral Emphasis (3 hrs.)
ESMS 8255	Anatomy of Motor Control (3 hrs.)
ESMS 8300	Morphological Foundations of Strength Development (3 hrs.)
ESMS 8532	Research Methods in Sport Neuromechanics (3 hrs.)
ESMS 8542	Advanced Kinesiology (3 hrs.)
HPRO 8732	Randomized Clinical Trials in Health & Movement Sciences (3 hrs.)
PUBH 8170	Epidemiology in Public Health (3 hrs.)
NUTR 8000	Sport Nutrition (3 hrs.)
NUTR 8001	Nutraceuticals & Dietary Supplements (3 hrs.)
NUTR 8002	Exercise & Nutrition Immunology (3 hrs.)
NUTR 8100	Introduction to Wet Lab Methods in Health Studies (3 hrs.)
NUTR 8412	Cellular Nutrition I (3 hrs.)
NUTR 8422	Cellular Nutrition II (3 hrs.)
NUTR 8452	Comparative Digestion/NUTR (3 hrs.)
NUTR 8454	Molecular Nutrition (3 hrs.)

Electives (12 credit hours).

Post-Bachelor's (6 credit hours prior to the master's degree being awarded): Prescribed by the Major Professor and approved by the Doctoral Advisory Committee.

Post-Master's (6 credit hours): Prescribed by the Major Professor and approved by the Doctoral Advisory Committee.

Residency & Professional Scholarship

Doctoral students must be enrolled for a minimum of nine (9) credit hours on The University of Memphis main campus for each of two consecutive semesters. This may include a summer term. Additional minimum requirements for completion of the residency & professional scholarship include one first-author publication in a refereed journal in the discipline, one peer-reviewed first-author presentation at a national/international conference (both from research conducted while the student is enrolled in the doctoral program), and enrollment and successful participation in zero (0) credit hours of Seminar (ESMS 8142) each fall and spring

semester until the comprehensive exams are passed. Data collection associated with the publication requirement will be under the direction of the Major Professor. The official publisher/editor letter of acceptance is sufficient to satisfy the publication requirement.

The Residency and Professional Scholarship requirement does not imply that the student must work on a project independent from their overall dissertation research, but rather that the final products are a presentation at the national/international level and one first-author manuscript is accepted, and that the actual Thesis, Applied Project, or Dissertation document will not suffice for this requirement, but will be a separate product.

Doctoral Advisory Committee

Prospective doctoral students must arrange for a Graduate Faculty mentor before being admitted to a concentration area. After admission to the doctoral program, the mentor will be assigned as the major advisor. To chair the doctoral advisory committee, the faculty member must be a Full member of the Graduate Faculty. This committee will work closely with the student to formulate an approved program of study. The program head (one for each concentration), following consultation with the student and major advisor, will approve the appointment of a minimum of three members to the Advisory Committee. Only one External Graduate Faculty member may serve as a voting member on an advisory committee. These appointments will be forwarded to the Dean of the Graduate School. The advisory committee is not necessarily, but may be, the same as the dissertation committee (see below). Current College of Health Sciences Graduate Faculty are listed at the following site:

https://www.memphis.edu/gradschool/resources/graduate_faculty/chs.php

Potential Changes in Advisory Committee

Students may change the composition of their Advisory Committee, including the major professor. Changes in the Advisory Committee composition must be approved by the Concentration Area Coordinator and the CHS Director of Academic Programs. Changing the composition of the Committee may lead to a delay in graduation and a wholesale change in the capstone research project. Requests for changes in Advisory Committee membership late in a student's program are strongly discouraged.

The new Advisory Committee may require additional coursework. If the student has taken the comprehensive examination prior to the change in Advisory committee, the student may be asked to take the examination by the new member(s). If the dissertation proposal has been approved prior to the committee change, the new committee may require the student to present an additional proposal seminar. This presentation will include any additional research required by the new membership of the Advisory Committee.

Students must promptly document the changes in the advisory committee composition by including the change on the "Thesis/Dissertation Faculty Committee Appointment Form" that they initially filled in. The change must be approved by the Concentration Area Coordinator, the CHS Director of Academic Programs and the Graduate School. The CHS Director of Academic Programs and the Graduate School then archive the revised information.

Generally, switching mentors is discouraged and should only occur under extenuating circumstances. Changing labs is likely to lengthen the student's time to graduation. When a change in mentor is being considered, the decision process should involve a discussion between the student, the student's current mentor, the prospective mentor, the Concentration Area Coordinator, and the CHS Director of Academic Programs. The Director/Coordinator of CHS Graduate Studies is then petitioned with a request for switching

the mentor. Upon discussion with all parties involved, the Director/Coordinator of CHS Graduate Studies will decide on whether the request should be granted. If the request is granted, the “Thesis/Dissertation Faculty Committee” form (if one has already been filled out) must be amended to reflect the switch in mentor, and, if necessary, changes in other committee members. **Upon switching labs, students must transfer all research records to the lab they are leaving.**

Qualifying Examination

Individuals seeking a doctoral degree may be required to take a qualifying examination administered by the academic program in which the student wishes to major. The examination may cover specialized and general knowledge of the major area as well as writing skills. The results of the qualifying exam should be used, in part, to plan the academic program. To be eligible to take this qualifying examination, the student must be fully admitted to the Graduate School. Academic departments may have additional requirements. The College of Health Sciences currently does not administer a qualifying examination for the Ph.D. program.

Doctoral Comprehensive Examination

When a student in good standing has completed all basic required coursework for the doctoral degree or is enrolled in the last semester of coursework (exclusive of dissertation hours), he/she must pass a comprehensive examination to move on to the dissertation.

This examination will contain both written and oral components, covering the major and collateral fields of study. The student’s advisor and doctoral committee will determine the content, nature, and timing of the comprehensive examination and certify its successful completion. The student should seek guidance on the content and format of his/her comprehensive exam from the advisory committee. Performance must be acceptable to the entire Advisory Committee. **The result of the exam (positive or negative) following the written and oral administration must be communicated to the Graduate School on the Comprehensive Exam Results form within the same semester the exam was taken or by the specified deadline in the Graduate Catalog.**

The doctoral comprehensive examination is not a course; therefore, the results of the examination cannot be appealed, nor can they be changed after the form has been filed with the Graduate School. If an exam is failed, remediation is prescribed for the failed areas. Once the major professor and student are satisfied with the remediation efforts, the failed portion of the examination may be taken a second time. However, a second failure results in the student’s termination from the program. This termination may be appealed. The retention appeals process is formalized and must be followed in all cases.

<https://catalog.memphis.edu/content.php?catoid=35&navoid=2207#academic-performance-termination-and-appeals>

A student may register for dissertation hours only after passing the comprehensive examination, submitting the results to the Graduate School, and submitting an approved “Doctoral Degree Candidacy” form to the Graduate School.

The following are separate guidelines for each concentration in the Applied Physiology & Neuromechanics degree program:

Doctoral Comprehensive Exam for the Ph.D. in Applied Biomechanics

1. The comprehensive exam is to be administered by the Doctoral Advisory Committee (DAC) comprised of three (3) Graduate Faculty members including the Major Professor and at least one of the remaining two members from the concentration area.

2. Written and oral portions of the comprehensive exam cover all areas associated with the degree program, including research design/statistics. Test areas are dependent on the program of study and the student's dissertation research topic. Area exams address concepts and issues germane to the concentration and are not limited to the content addressed during coursework.
3. Exams are taken upon successful completion of the individually prescribed program of study or in the final semester before registering for any dissertation hours.
4. The written portion of the exams is administered once per semester at CHS-designated dates and times. The major professor is responsible for setting the dates for the written and oral exams.
5. For the written portion of the comprehensive exam, a document should be prepared by each PhD candidate and cover a topic RELATED to their PhD dissertation research. The topic should be approved by their research advisor and PhD program coordinator *a priori*. The topic should not overlap with dissertation research aims. The format of the written document should follow an appropriate predoctoral proposal (e.g. F31 or similar). The document will be 8-12 pages in length and generally contains the following sections:
 - a. Specific Aims (½-1 page): a summary that introduces the overall problem, lists the major goals (i.e. specific aims) of the proposed research, and provides the overall research hypothesis.
 - b. Significance (≈2 pages): a summary of relevant background material gathered from peer-reviewed journal articles that supports the relevance of the research goals and hypothesis.
 - c. Innovation / Preliminary Data (≈2 pages): presentation of existing work (student's own or previously published) toward the research goals, with descriptions of the novelty of the work. This can include relevant figures or tables. This section should demonstrate that the goals are achievable.
 - d. Approach (4-5 pages): a description of studies proposed to attain the research goals. This will include descriptions of experimental set up, data measurements and analyses (statistical or otherwise). This section should include statements describing how the work will address the primary hypothesis; a statistical power analysis (if relevant); review of anticipated problems and alternative approaches; and a timeline for completion of the research.
 - e. A list of all coursework should be included as an addendum to the comprehensive exam document.
6. This comprehensive exam written document will be submitted to the DAC during the final semester of didactic course work. The document should be submitted at least two weeks prior to the oral comprehensive exam portion.
7. All written exam items must be completed during the same semester during which they were started.
8. The oral comprehensive examination is conducted as a closed meeting.

9. If a student fails one or more sections of the written or oral portions of the comprehensive exam, it will be formally reported to the Graduate School. Subsequently, the committee will prescribe remedial interventions that must be completed before the candidate retakes any portion of the exam.
10. The earliest a student may retake a failed written comprehensive exam is the following semester. A failed portion of the oral exam may be taken at the mutual convenience of the 3-person Doctoral Advisory Committee* and the student, although it should not be taken until the student and major professor agree that appropriate remediation has occurred.
11. If a student fails the second administration of any area of the entire comprehensive exam, it will result in the student being dismissed from the program.
12. The comprehensive examination is not a course; therefore, the results of it cannot be appealed, nor can it be changed after the form has been filed with the Graduate School.
13. The candidate must pass the written and oral portions of the comprehensive before presenting the dissertation prospectus for approval to the 4-person (minimum) Dissertation Committee*.
14. The student must pass the written and oral portions of all examination areas prior to presenting the dissertation prospectus for approval to the 4-person (minimum) Dissertation Committee*.

* The Doctoral Advisory (3 people) and Dissertation (4 people) committees may have different memberships.

* The four-person Dissertation Committee must have at least one Graduate Faculty member from a program area other than the base concentration.

Doctoral Comprehensive Exam for the Ph.D. in Applied Physiology & Nutrition

1. The comprehensive exam is to be administered by the Doctoral Advisory Committee (DAC) comprised of three (3) Graduate Faculty members including the Major Professor and at least one of the remaining two members from the concentration area.
2. Written and oral portions of the comprehensive exam cover all areas associated with the degree program, including research design/statistics. The remaining test areas are dependent on the program of study and the student's dissertation research topic. Area exams address concepts and issues germane to the concentration and are not limited to the content addressed during coursework.
3. Exams are taken upon successful completion of the individually prescribed program of study or in the last semester before registering for any dissertation hours.
4. The written portion of the exam is administered once per semester at CHS-designated dates and times. The major professor is responsible for setting the dates for the written and oral exams.
5. All written exam items must be completed during the same semester during which they were started.
6. For the written exam, each DAC member will assign questions to the doctoral student at a date agreed upon by the committee. The student will have one week to complete the assigned exam from each examiner. The completed exam for each area should be submitted for evaluation before the deadline set *a priori*.
7. Once the entire written portion of the exam has been successfully completed, the oral portion should then be completed before the end of that same semester at the earliest mutual convenience of the 3-person DAC* and the student. The oral exam is not the dissertation prospectus although topics associated with it may be examined by the Committee. The oral

comprehensive examination is conducted as a closed meeting.

8. The oral exam will generally consist of three 60-minute sessions, one for each examiner, during which the examiners will question/test the student on their understanding and ability to explain topics related to their written examination. During the oral examination, examiners can address aspects of the written examination that require further attention or revision. If the examiner is not satisfied with certain aspects of the written or oral examinations, the student will be given the opportunity to revise/edit certain aspects of the examinations within a specified timeline.
9. If a student fails one or more sections of the written or oral portions of the comprehensive exam, it will be formally reported to the Graduate School. Subsequently, the committee will prescribe remedial interventions that must be completed before the candidate retakes any portion of the exam. The earliest a student may retake a failed written comprehensive exam is the following semester. An initially failed portion of the oral exam may be retaken at the mutual convenience of the 3-person Doctoral Advisory Committee* and the student, although it should not be taken until the student and major professor agree that appropriate remediation has occurred.
10. If a student fails the second administration of any area of the entire comprehensive exam, it will result in the student being dismissed from the program.
11. The comprehensive examination is not a course; therefore, the results of it cannot be appealed or changed after the form has been filed with the Graduate School.
12. The candidate must pass the written and oral portions of all examination areas before presenting the dissertation prospectus for approval to the 4-person (minimum) Dissertation Committee*.

*Doctoral Advisory (3 people) and Dissertation (4 people) committees may have different memberships.

*The four-person Dissertation Committee must have at least one Graduate Faculty member from a program area other than the base concentration.

Annual Doctoral Student Review & Progress Report

An Annual Doctoral Student Progress Report must be completed by the Major Professor in April or May of each year of the student's residence in the program. Students will then discuss the report with their Major Professor as well as Graduate Faculty members in the program area. The report must be electronically submitted to the CHS Director/Coordinator of Graduate Studies. If the CHS Director/Coordinator of Graduate Studies was not present in the initial meeting, he/she may call for an additional meeting with the student alone, the student's major professor alone, the program coordinator alone, or with any combination of the major professor, program coordinator, and student. The program coordinator will write in the progress report his/her assessment of the student's progress and share these comments with the student, the major professor, and the CHS Director/Coordinator of Graduate Studies. Students and their Major Professor are encouraged to share the annual progress reports with the students advisory committee.

Admission to Candidacy (late-stage doctoral student)

Before an applicant is officially admitted to candidacy for a doctoral degree and allowed to register for dissertation hours, the student must have satisfied the following requirements:

- Formation of an Advisory Committee.

- Satisfactory completion of 18-total credit hours research core, 30-total credit hours of designated concentration courses, 12-total credit hours of electives, and 6-total credit hours of Capstone Research (applied project, thesis, or equivalent).
- For Post-Master's students, this will be an additional 6 credit hours of research core classes, an additional 18-credit hours of concentration courses, and 6-credit hours of electives.
- For Post-bachelor's students, this will be 18-credit hours of research core classes, 30-credit hours of concentration courses, 12-credit hours of electives, and a 6-credit-hour applied project or thesis. Once the initial 36 credit hours of designated courses (including an applied project or thesis) are completed, students who apply for it will be awarded their master's degree and begin the post-master's curriculum.
<https://apply.memphis.edu/register/grmodify>
- Have taken a minimum of 70% of the total required hours as 7000- or 8000-level courses (<https://catalog.memphis.edu/content.php?catoid=32&navoid=1900#course-numbering-system>). However, no more than 15 hours of 6000-level courses may be applied to a doctoral degree. Individual academic programs may have more restrictive requirements.
- Students wishing to substitute an alternative course for a required course must have the approval of their major professor, Graduate Studies Committee, and CHS Director of Graduate Studies. The students must then submit the Course Substitution Form (https://www.memphis.edu/gradschool/pdfs/course_substitution_form_v7.pdf), which must accompany the candidacy form.
- Satisfactory completion of the Doctoral Comprehensive Exam.
- A cumulative GPA of ≥ 3.00 on all coursework listed on the candidacy form as well as any other graduate work undertaken at The University of Memphis within the specified time limit. Grades of "D" or "F" are not accepted for any graduate degree credit, but these grades will be computed in the GPA. No more than seven (7) hours of "C+," "C," or "C-" will be counted toward degree requirements (<https://catalog.memphis.edu/content.php?catoid=35&navoid=2207#course-numbering-system>). Expired course grades can be removed from the calculation of a given student's cumulative GPA. These courses will, however, still appear on the student's transcript. A student deemed eligible for expired course grade removal by their academic department must have a written plan for degree completion, developed with their academic advisor, in place before the student grade record can be updated. (Grades for these expired courses will have an "X" assigned with the letter grade.) Advisors can fill out a grade expiration form found here: <https://catalog.memphis.edu/content.php?catoid=35&navoid=2207#expired-course-grade-removal->.
- The student's graduate work up to this point must be acceptable in quality and quantity to the Major Advisor, Advisory Committee, Graduate Program Coordinator, and CHS Director of Graduate Programs.
- Grades earned on courses taken during the student's final semester may not be used to correct GPA deficiencies. All coursework offered for the doctoral degree must have been completed within 10 years.

- The student must submit a Doctoral Degree Candidacy Form after the dissertation proposal has been approved and any necessary human- or animal-subjects approvals have been obtained. See the section on “**Regulatory Issues.**”
- Although the student already should be a doctoral candidate, the student must file a graduation application (“Apply to Graduate”) in the term the dissertation will be completed and submit it to the Graduate School for final approval. This application is available in the student’s *MyMemphis* account under the *MyDegree* tab.

Dissertation (HMSE 9000)

A dissertation acceptable to the faculty is a requirement for all doctoral candidates. The dissertation must represent a significant scholarly effort that culminates in an original contribution to the field of inquiry. It should reflect the candidate’s ability to conduct independent research and interpret in a logical manner the facts and phenomena revealed by the research. The dissertation must meet the specific regulations of the academic program in which the student is majoring and the Graduate School. The written format used for the dissertation is a “journal-ready” style in combination with an appended external literature review. When appropriate, multiple papers may be “bundled” together as one dissertation. Students should also familiarize themselves with the Thesis/Dissertation Preparation Guide before starting to write because some modifications to the journal-ready style are required.

The dissertation topic should be an extension or refinement of the line of research carried out by the major professor. However, the entire dissertation committee will help guide in proposal (or prospectus) development. Accordingly, all members of the dissertation committee should ordinarily approve the proposal (prospectus) prior to approval being sought from the Graduate School and either the Institutional Review Board (IRB) or Institutional Animal Care and Use Committee (IACUC). Otherwise, *Institutional* approval of an amended proposal may be required. A completed Thesis/Dissertation Proposal approval form must be filed with the Graduate School. https://www.memphis.edu/gradschool/pdfs/forms/tdproposal_new.pdf

If human or animal subjects are involved, the appropriate approval forms must accompany the approved Thesis/Dissertation Proposal form. Approval from the institutional review board must be secured before undertaking any subject recruitment, data collection, or any other actionable aspects of the research study. See the section on “**Regulatory Issues.**” <https://catalog.memphis.edu/content.php?catoid=35&navoid=2207#regulatory-issues>

Upon completion of data collection and analysis, the final draft of the dissertation must be approved by all members of the dissertation committee. Follow the guidelines specified in the Thesis/Dissertation Checklist (https://www.memphis.edu/gradschool/current_students/td-guide.php). After the successful defense, a copy of the defended and corrected dissertation must be submitted to the Graduate School along with the committee approval form, a sample paper from the journal(s) used, and a copy of the journal’s author guidelines. After the Graduate School has reviewed the final draft, the student must make all additional corrections. The student will subsequently convert the final corrected document into a PDF version and then upload it to the Electronic Thesis/Dissertation (ETD) archival system. See the Graduate School Thesis/Dissertation Preparation Guide for instructions on how to upload the final document. https://www.memphis.edu/gradschool/current_students/td-prep.php

Guidelines are periodically modified by the Graduate School, so follow their most recent published guidelines for electronic submission. https://www.memphis.edu/gradschool/current_students/td-prep.php

Students who unsuccessfully defend their dissertation will be assigned a “U” (unsatisfactory) grade. The Graduate School will then send the student a letter of termination from the program.

Dissertation Continuous Enrollment

Doctoral candidates must register for dissertation credit each academic semester (fall and spring) until the dissertation is completed. Students must enroll in the summer semester if they plan to complete and defend their dissertation then. See individual academic units for specific requirements.

The only exception to this policy is if the student’s major professor is on leave or otherwise unavailable. In such cases the approval of the appropriate college director and the Vice Provost for Graduate Programs is required. In case of serious medical circumstances, students may request a leave of absence, subject to the approval of the program graduate coordinator, the college director of graduate studies, and the Dean of the Graduate School. Retroactive approval will not be granted. A leave of absence does not extend the time limit for completing the degree.

Dissertation Defense

After the completion of the dissertation and all other prescribed work for the degree, candidates will formally present and defend the dissertation in a public forum. The student’s dissertation advisory committee will oversee the defense and pose questions on the original research and its relation to the candidate’s major field of study. All members must be present at the examination. If the student’s performance on this examination is satisfactory as judged unanimously by the committee, all requirements for the degree will have been completed. Students must be enrolled in the semester during which they defend their dissertation. Students who unsuccessfully defend their dissertation will be assigned a “U” (unsatisfactory). The Graduate School will then send a letter of termination from the program.

The student has two years from the date of graduation to submit a manuscript from the dissertation for publication. If no less than one manuscript has been submitted after two years or accepted for publication after three years, the major professor may take over the publication submission process as first author on the entire work.

Dissertation Credit

Credit will be posted upon the completion and acceptance of the dissertation. Six (6) hours of dissertation credit is required. No more than the maximum number of semester hours for dissertation accepted by the academic program will be counted towards the degree, even though the student may have registered for additional hours to maintain continuous enrollment.

Graduation

To be certified for graduation, the student’s entire program, including the dissertation, must be acceptable to the dissertation committee, the program coordinator, the CHS director/coordinator of graduate studies, and the Dean of the Graduate School. The following paperwork, in addition to Comprehensive Examination Results and Admission to Candidacy forms (filed before enrolling for dissertation hours), must be filed in the Graduate School by their stated deadline: https://www.memphis.edu/gradschool/current_students/index.php#grad

- Students must “Apply to Graduate” by the deadline published in the Graduate Catalog and available on-line for the term the dissertation will be complete. No exceptions will be made if a student does not complete an application to graduate by the stated deadlines.

- The Dissertation Defense Results form, as soon as the defense has concluded.
- Please notify the Graduate School Graduation Analyst of any changes in name or address. Students who are graduating will receive notification from the Commencement Office explaining graduation ceremony requirements periodically throughout each semester.

Second Doctoral Degree

Students who have previously earned a doctorate from The University of Memphis or are currently enrolled in one may share some courses while pursuing a second doctoral degree. The second academic unit will determine whether any credits from the first degree will be accepted toward the second degree. The two programs may be pursued simultaneously or sequentially and must be completed within the appropriate time limit, starting with initial matriculation in the first program of study. Accordingly, course expirations and potential course validations should be considered.

To undertake combination doctoral degrees, admission must first be obtained to both programs. An approved formal plan of study, including shared credit hours, must be developed upon admission and copies kept by all participating parties. (Consecutive programs do not require approval of shared courses by those overseeing the first program.) No more than 12 semester hours from one doctoral degree may be applied toward the other degree. Students must pass separate comprehensive examinations and successfully defend separate dissertations. <https://catalog.memphis.edu/content.php?catoid=9&navoid=217>

Checklist for Ph.D. Program

Entry Semester/Year (start 10- & 12-year clocks) _____

Programs Run 12 months/yr

Full-time = 9 credit hrs/semester

Full-time = 1 credit hr/semester After Doctoral Comprehensive Exams Passed


Item	Approver/ Recipient	Date of Completion
Submitted all Admission items for Major/Concentration(s)/Certificate(s)		
Received Official Admission Approval Letter(s)		
Name of Major/Concentration		
Full-time or Part-time status & date of changes in that status		
Post-bachelor's or post-master's		
If Post-bachelor's, interim M.S. award area expectation		
If Post-bachelor's, indicated on application of concurrent M.S. award area		
Total Number of credit hours in Ph.D. program		
Notified of Acceptance into Program of Study		
Name of Major Professor/Advisor w/ contact information		
Name of Replacement Major Professor/Advisor if needed		
Advisory Committee Formed		
Have located the Program Degree Sheet for their Concentration		
Graduate Courses/Credit Hours Approved for Transfer by end of 1 st semester		
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•		
Projected Certificate or 2 nd (Dual) Concentration Area		
If Certificate or 2 nd Concentration Area, Name of respective Advisors w/ contact information		
If 2 nd Concentration Area, projected format for 2 nd Comprehensive Exam		
If Certificate or 2 nd Concentration Area, projected semester/year of completion		
Projected Shared Course Credits with written agreement of designated courses		
Prerequisites, if any, completed by end of 12 months		
Research Residency Presentation Completed		
Research Residency Paper Accepted in Refereed Journal		
Research Residency Consecutive Full-time Semester Completed		
Applied Project or Thesis Completed: Post-Bachelor's- 6 hrs; Post-Master's- outside program of study		
Research Core Completed: Total- 18 hrs; Post-Bachelor's- 12 hrs; Post-Master's- 6 hrs and omissions taken outside program of study		
Major Field Completed: Total- 36 hrs; Post-Bachelor's- 12 hrs; Post-Master's- 24 hrs		
Electives Completed: Total- 12 hrs; Post-Bachelor's- 6 hrs; Post-Master's- 6 hrs		
Dissertation Completed: Total- 6 hrs		
Seminar Enrollment until Doctoral Comprehensive Exams Successfully Completed (Fall/Spr)		
Cumulative GPA after 1 st Semester		
Cumulative GPA after 2 nd Semester		
Cumulative GPA after 3 rd Semester (Annual Review Completed)		

Cumulative GPA after 4 th Semester		
Cumulative GPA after 5 th Semester		
Cumulative GPA after 6 th Semester (Annual Review Completed)		
Cumulative GPA after 7 th Semester		
Cumulative GPA after 8 th Semester		
Cumulative GPA after 10 th Semester		
Cumulative GPA after 11 th Semester		
Cumulative GPA after 12 th Semester (Annual Review Completed)		
Cumulative GPA after 13 th Semester		
Cumulative GPA after 14 th Semester		
Cumulative GPA after 15 th Semester (Annual Review Completed)		
First Academic Probation, if manifested (semester/year)		
If 1 st Probation, met with advisor to develop remediation plan		
Continued Academic Probation, if manifested (semester/year)		
If 2 nd Semester of Probation, met with advisor		
Master's Comprehensive Exam (ESMS/NUTR 7878) (For post-bachelor's students only)		
Applied Project Title for post-bachelor's students only		
Thesis Title for post-bachelor's students only		
IRB or IACUC submission date		
IRB or IACUC approval date		
Examined <u>Yearly Updated Graduate School Calendar</u> for Relevant Deadlines https://www.memphis.edu/gradschool/news-events/calendar.php		
Applied Project/Thesis Defense Date for post-bachelor's students only		
Applied Project/Thesis Defense Results for post-bachelor's students only		
Comprehensive Exam Results for ESMS/NUTR 7878 for post-bachelor's students only		
Post-masters Phase for All Doctoral Students		
Completed all deficiencies (coursework/research) from master's degree program		
Advisory Committee Formed or Modified		
Written Doctoral Comprehensive Exams Scheduled		
Written Doctoral Comprehensive Exams Successfully Completed		
2 nd Written Doctoral Comprehensive Exam Scheduled Following Semester if needed		
Oral Doctoral Comprehensive Exams Scheduled (only after written portion passed)		
Oral Doctoral Comprehensive Exams Completed		
Submit Doctoral Candidacy Forms After Oral Doctoral Comprehensive Exams Passed		
Advanced Ph.D. Candidate Standing		
Schedule Dissertation Proposal Meeting (open)		
Dissertation Proposal Approved		
IRB or IACUC submission date		
IRB or IACUC approval date		
Examined <u>Yearly Updated Graduate School Calendar</u> for Relevant Deadlines https://www.memphis.edu/gradschool/news-events/calendar.php		
Data Collection Complete on Dissertation		
Dissertation Final Defense Scheduled (open)		
Dissertation Final Defense Results		
Applied for Graduation for <u>All Programs</u> to be completed		
Attend Hooding Ceremony		

Applied Physiology and Neuromechanics

Annual Review Form for Ph.D. Students Semester: Spring 2026

Instructions:

Submit the information requested for your entire degree program, not just the current year
Highlight items added since the last annual review unless this is your first year in the program.
Delete example entries in each section. If you want to leave an entry blank, use a space character.
Click on the  symbol to add additional entries

Name: *Brandt Pence*

Advisor: *Marie van der Merwe*

Program: ☒ Applied Physiology & Nutrition ☐ Applied Biomechanics

Semester of Entry: Fall 2025

Previous Degrees: *Indicate date, field of study, and institution.*

B.S. (or equivalent): University of Memphis, Dietetics, May 2018

M.S. (or equivalent): University of Memphis, Nutrition Science, May 2021

Other (specify): RD, May 2022

Career Goals:

Briefly outline career goals in around 100 words.

Research Interests:

Indicate research interests in around 250 words.

Plan of Study: *If not completed, indicate the semester you plan to take the course*

Course	Completed	Grade	Semester
HMSE 8010	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	A	F23
ESMS 8020	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	A	S24


Date of Doctoral Comprehensive Exam: Leave blank if not yet completed

Anticipated Degree Completion: Indicate semester and year, e.g., Spring 2025

Dissertation Committee:

Leave blank if not known. External members are graduate faculty outside of the College of Health Sciences.

Name	Affiliation	External
<i>Marie van der Merwe</i>	University of Memphis	<input type="checkbox"/>
<i>Melissa Puppa</i>	University of Memphis	<input type="checkbox"/>
<i>Brandt Pence</i>	University of Memphis	<input type="checkbox"/>
<i>Jeffery Vance</i>	University of Miami	<input checked="" type="checkbox"/>

Publications: *Provide full citations starting with the most recent; include manuscripts, book chapters, and abstracts. **Bold** your name in the author list. If you have publications in multiple categories, click the  symbol to add additional categories.*

Choose a category

Pence BD, Yarbro JR. Classical monocytes maintain ex vivo glycolytic metabolism and early but not later inflammatory responses in older adults. *Immun Ageing* 16: 3, 2019.

Publications in Preparation: *Indicate submission status. Include only papers or other products actively being written or under submission. **Bold** your name in the author list.*

Choose a category

Pence BD, Smith JA. Exercise and immune function. Submitted to *Journal of Exercise Science*.

Conferences Attended:

Conference Name	Date	Presented	Award
American College of Sports Medicine	May 2023	<input type="checkbox"/> Oral <input checked="" type="checkbox"/> Poster	Leave blank if none

Conference Presentation Citations:

Pence BD, Powell, DW. Effect of breast augmentation on ACL shear forces during drop jump landing by women's Olympic beach volleyball players. American College of Sports Medicine Annual Meeting, Indianapolis, Indiana, 2023.

Grant Submissions:

Funder	Dates	Title	Total Costs	Funded <i>yes, no, pending</i>
Sigma Xi	2022-2023	Effects of exercise in cancer patients.	\$400	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> P

Teaching: *Include seminars and guest lectures*

Course	Semester	Type	Instructor of Record?
NUTR 2202	F23	<input type="checkbox"/> Lec <input type="checkbox"/> Lab <input type="checkbox"/> Sem <input checked="" type="checkbox"/> Guest	<input type="checkbox"/>

Awards:

List complete details including date and awarding body. For example:
Academic Success Award, University of Memphis, May 2022

Leadership and Service:

List complete details including dates of service and institution or location. For example:
ESMS Student Representative, CHS Undergraduate Curriculum Committee, University of Memphis, 2022-2023

Sample Programs of Study

Graduate Certificate

Sport Nutrition & Dietary Supplementation

Required Courses:

NUTR 7000: Sport Nutrition

NUTR 7001: Nutraceuticals and Dietary Supplements

NUTR 7002: Exercise and Nutrition Immunology

Three additional credit hours will be completed by choosing from the following options:

NUTR 7003: Practicum in Sport Nutrition*

ESMS 7202: Physiology of Exercise: Metabolic/Cardiorespiratory

HPRO 7780: Health and Lifestyle Counseling

M.S. Concentrations in the Health Studies Major

The following are examples of each of the M.S. concentration areas.

Note: Consult with your academic advisor about any program changes that have been overlooked for this handbook. The Graduate School serves as the final arbiter for any disputed aspects associated with program governance.

M.S. CONCENTRATIONS

1. Health Studies/ Exercise Nutrition (online only)

https://catalog.memphis.edu/preview_program.php?catoid=35&poid=14762&returnto=2229

A minimum of 30 credit hours of online courses is required for this concentration.

Program Research Core (6 hours):

HMSE 7010 - Research Methods in HS ** Credit Hours: (3)

and

EDPR 7541 - Stat Meth App Ed I ** Credit Hours: (3)

or

EDPR 7561 - Qualitative Mthds Educ ** Credit Hours: (3) (typically not recommended)

or

PUBH 7150 - Biostatistical Methods I ** Credit Hours: (3)

or

HPRO 6400 – Statistics for Health Sciences** Credit Hours: (3)

or

HMSE 7100 – Data Analytics in Health Sciences

Concentration Required Courses (12 hours)

ESMS 7201 - Phys Exer Musculoskltl** Credit Hours: (3)

ESMS 7202 - Phys Ex Mtbolc/Cardresp** Credit Hours: (3)

NUTR 7412 - Cellular Nutrition I** Credit Hours: (3)

NUTR 7422 - Cellular Nutrition II** Credit Hours: (3)

Elective Courses (12 hours) A conceptual balance between exercise science and nutrition will be sought based on the area of undergraduate training and the following potential electives. With that in mind, choose from the following courses or other courses with the approval of the advisor.

ESMS 6603 - Adv Meth Strength Cond** Credit Hours: (3)

ESMS 7020 - Pub/Prop in Health & Biomed** Credit Hours: (3)

ESMS 7300 - Morphological Foundations of Strength Development** Credit Hours: (3)

ESMS 7902-7911 - Special Topics Exercise, Sport and Movement Sciences** Credit Hours: 1-3

NUTR 7000 - Sport Nutrition** Credit Hours: (3)

NUTR 7001 - Nutraceuticals and Dietary Sup** Credit Hours: (3)

NUTR 7002 - Exer & Nutrition Immunology** Credit Hours: (3)

NUTR 7212 - Appl Nutr for Health** Credit Hours: (3)

NUTR 7902-11 Special Topics in Nutrition Science** (3)

ELC 7000 Credit for Prior Learning will also be considered for possible use as elective hours.

Culminating Experience

None

2. **Health Studies/ Exercise, Sport & Movement Sciences**

https://catalog.memphis.edu/preview_program.php?catoid=35&poid=14626&returnto=2229

A minimum of 36 credit hours is required for this concentration.

Program Research Core (6 hours):

HMSE 7010 - Research Methods in HS ** Credit Hours: (3)

and

EDPR 7541 - Stat Meth App Ed I ** Credit Hours: (3)

or

EDPR 7561 - Qualitative Mthds Educ ** Credit Hours: (3) (typically not recommended)

or

PUBH 7150 - Biostatistical Methods I ** Credit Hours: (3)

or

HPRO 6400 – Statistics for Health Sciences** Credit Hours: (3)

or

HMSE 7100 – Data Analytics in Health Sciences

Concentration Requirements:

Exercise, Sport and Movement Sciences (18 hours):

ESMS 7020 - Pub/Prop in Health & Biomed** Credit Hours: (3)

ESMS 7123 - Mech Analysis Mtr Skill Credit Hours: (3)

ESMS 7163 - Advanced Motor Learning Credit Hours: (3)

ESMS 7201 - Phys Exer Musculoskltl** Credit Hours: (3)

ESMS 7202 - Phys Ex Mtbolc/Cardresp** Credit Hours: (3)

and

EDPR 7542 - Statistical Methods Applied to Education II Credit Hours: (3)

or

PUBH 7152 - Biostatistical Methods II ** Credit Hours: (3)

and

PUBH 7152 - Biostatistical Methods II ** Credit Hours: (3)

or

HMSE 7200 – Health Data Science Credit Hours: (3)

Electives (6 credits):

A total of six (6) hours of guided electives are to be selected with approval of the advisor for the Exercise, Sport and Movement Sciences concentration.

Culminating Experience (6 hours)

Exercise, Sport and Movement Sciences:

ESMS 7900 - Research Laboratory Residency. Credit Hours: (1-6) (oral defense required)

or

ESMS 7950 - Applied Project in ESMS. Credit Hours: (1-6) (use journal-ready writing style with appended extended literature review and oral defense)

or

HMSE 7996 – Thesis. Credit Hours: (1-6) (use journal-ready writing style with appended extended literature review and oral defense)

or

Additional six credit hours of electives with approval of the advisor

and

Successful completion of a written comprehensive examination (ESMS 7878)

Notes:

ESMS 7900 - Must be under the tutelage of a Graduate Faculty member with Full status at either one of the College of Health Sciences Laboratories or at another approved site on campus and involves 40 contact hours per credit hour. For residency arrangements to be formalized, they must first receive written or electronic approval by the student's Major Professor, the ESMS Program Coordinator, and the Director of the laboratory in which training is to occur.

HMSE 7996 - Students choosing the thesis option should familiarize themselves with the Thesis/Dissertation Preparation Guide before starting to write.

Other Requirements

Successful completion of a comprehensive examination (successful defense of the Research Laboratory Residency, Applied Project, or Thesis may serve this purpose; otherwise, a written examination is required). Consult the Graduation Information webpage on the Graduate School website for information pertaining to the submission of comprehensive exam results and when to "Apply to Graduate" in the MyMemphis Portal.

3. **Health Studies/ Lifestyle Medicine (formerly, Health Promotion) (online only)**

https://catalog.memphis.edu/preview_program.php?catoid=35&poid=14627&returnto=2229

A minimum of 30 credit hours of online courses is required for this concentration.

Program Research Core (6 hours):

HMSE 7010 - Research Methods in HS ** Credit Hours: (3)

and

EDPR 7541 - Stat Meth App Ed I ** Credit Hours: (3)

or

EDPR 7561 - Qualitative Mthds Educ ** Credit Hours: (3)

or

PUBH 7150 - Biostatistical Methods I ** Credit Hours: (3)

or

HPRO 6400 – Statistics for Health Sciences** Credit Hours: (3)

or

HMSE 7100 – Data Analytics in Health Sciences

Concentration requirements:

Lifestyle Medicine (21 hours):

HPRO 7182 – Principles of Lifestyle Medicine & Health Promotion ** Credit Hours: (3)

HPRO 7183 - Lifestyle/Wellness/Disease ** Credit Hours: (3)

HPRO 7710 – Health & Wellness Program Planning ** Credit Hours: (3)

HPRO 7712 - Epidemiology ** Credit Hours: (3)

HPRO 7722 - Hlth Intrvntn Thry/Apps ** Credit Hours: (3)

HPRO 7780 - Health Counseling ** Credit Hours: (3)

HPRO 7790 - Program Management in HPRO Credit Hours: (3)

Guided electives selected with approval of the advisor:

Electives (3 hours or 0 hours if an Applied Project is completed)

Culminating Experience (3 hours)

(Consult Graduate School Calendar for submission deadlines):

HPRO 7950 - Applied Project in HPRO ** Credit Hours: (1-6)

or

Advisor-approved elective ** (3 credit hours)

Other Requirements

Consult the Graduation Information webpage on the Graduate School website for information pertaining to when to “Apply to Graduate” in the MyMemphis Portal.

4. **Health Studies/ Physical Education Teacher Education (online only)**

https://catalog.memphis.edu/preview_program.php?catoid=35&poid=14628&returnto=2229

A minimum of 33 credit hours of online courses is required for this concentration.

Program Research Core (6 hours):

HMSE 7010 - Research Methods in HS ** Credit Hours: (3)

and

EDPR 7541 - Stat Meth App Ed I ** Credit Hours: (3)

or

EDPR 7561 - Qualitative Mthds Educ ** Credit Hours: (3)

or

PUBH 7150 - Biostatistical Methods I ** Credit Hours: (3)

or

HPRO 6400 – Statistics for Health Sciences** Credit Hours: (3)

or

HMSE 7100 – Data Analytics in Health Sciences

Concentration requirements:

Physical Education Teacher Education (15 hours):

PETE 7006 - Instruction in PETE ** Credit Hours: (3)

PETE 7202 - Curr & Instr Model in PETE ** Credit Hours: (3)

PETE 7203 - Assessment & Eval in PETE ** Credit Hours: (3)

PETE 7207 - Adaptive Technologies in PETE ** Credit Hours: (3)

PETE 7152 - Problems in PETE Credit Hours: (1-3)

Guided electives selected with approval of the advisor:

Physical Education Teacher Education (6 hours):

Choose from the following courses or other courses with approval of the advisor

ECED 7100 - Foundtn/Early Child Ed Credit Hours: (3)

ECED 7104 - Play/Erly Chldhd Dev Credit Hours: (3)

ECED 7107 - Constructivism in ECED Credit Hours: (3)

ESMS 7163 - Advanced Motor Learning Credit Hours: (3)

ESMS 7173 - Sport/Exercise Psych Credit Hours: (3)

ESMS 6603 - Adv Meth Strength Cond Credit Hours: (3)

HPRO 7182 – Principles of Lifestyle Medicine & Health Promotion ** Credit Hours: (3)

HPRO 7183 - Lifestyle/Wellness/Disease ** Credit Hours: (3)

HPRO 7722 - Hlth Intrvntn Thry/Apps ** Credit Hours: (3)

SPRT 7440 - Promotions in Sport Commerce ** Credit Hours: (3)

SPRT 7603 - Admin of Athletics ** Credit Hours: (3)

LEAD 7000 - Intro to Educ Ldrshp ** Credit Hours: (3)

LEAD 7004 - Instructional Leadership ** Credit Hours: (3)

IDT 7052 - Intro Instr Design & Technlgy ** Credit Hours: (3)

IDT 7061 - Instructional Design & EdTech ** Credit Hours: (3)

Culminating Experience (6 hours)

(Consult Graduate School Calendar for submission deadlines -):

HMSE 7996 - Thesis Credit Hours: (1-6)

or

PETE 7950 - Applied Project in PETE Credit Hours: (1-6)

or

Two advisor-approved graduate courses

Other Requirements

Consult the Graduation Information webpage on the Graduate School website for information pertaining to when to “Apply to Graduate” in the MyMemphis Portal.

M.S. Concentrations in the Nutrition Major

The following are examples of each of the M.S. concentration areas.

Note: Consult with your academic advisor for any program changes that have been overlooked for this handbook. The Graduate School serves as the final arbiter for any disputed aspects associated with program governance.

1. Nutrition/ Environmental Nutrition (online only)

https://catalog.memphis.edu/preview_program.php?catoid=35&poid=14630&returnto=2229

A minimum of 33 credit hours of online courses is required for this concentration.

Program Research Core (6 hours):

HMSE 7010 - Research Methods in HS ** Credit Hours: (3)

and

EDPR 7541 - Stat Meth App Ed I ** Credit Hours: (3)

or

EDPR 7561 - Qualitative Mthds Educ ** Credit Hours: (3)

or

PUBH 7150 - Biostatistical Methods I ** Credit Hours: (3)

or

HPRO 6400 – Statistics for Health Sciences** Credit Hours: (3)

or

HMSE 7100 – Data Analytics in Health Sciences

Concentration requirements:

Environmental Nutrition (21 hours):

NUTR 7182 - Environmental Nutrition ** Credit Hours: (3)

NUTR 7183 - Complementary NUTR ** Credit Hours: (3)

NUTR 7710 - Humanitarian Nutrition ** Credit Hours: (3)

NUTR 7712 - Cultural Nutrition and Foods ** Credit Hours: (3)

NUTR 7720 - Food Policy ** Credit Hours: (3)

NUTR 7722 - Sustainable Food System ** Credit Hours: (3)

NUTR 7850 - Seminar in Environmental NUTR ** Credit Hours: (3)

Guided electives selected with approval of the advisor:

Environmental Nutrition (3 hours)

Culminating Experience (3 hours)

Environmental Nutrition:

NUTR 7800 - Internship in Environ NUTR ** Credit Hours: (3-6)

or

NUTR 7950 - Applied Project in NUTR ** Credit Hours: (1-6)

(Consult Graduate School Calendar for submission deadlines - www.memphis.edu/gradschool/calendar.php)

Other Requirements

Consult Graduate School Calendar for Intent to Graduate submission deadlines - www.memphis.edu/gradschool/calendar.php

2. **Nutrition/ Integrated Nutrition (formerly, Clinical Nutrition)**

https://catalog.memphis.edu/preview_program.php?catoid=35&poid=14629&returnto=2229

Depending upon pre-program credentials, 33-42 credit hours of coursework is required for this concentration.

Program Research Core (6 hours):

HMSE 7010 - Research Methods in HS ** Credit Hours: (3)

and

EDPR 7541 - Stat Meth App Ed I ** Credit Hours: (3)

or

EDPR 7561 - Qualitative Mthds Educ ** Credit Hours: (3)

or

PUBH 7150 - Biostatistical Methods I ** Credit Hours: (3)

or

HPRO 6400 – Statistics for Health Sciences** Credit Hours: (3)

or

HMSE 7100 – Data Analytics in Health Sciences

Concentration requirements:

Integrated Nutrition (23 hours):

HPRO 7780 - Health Counseling ** Credit Hours: (3)

NUTR 7205 - Nutrition Care Acute/Chronic I Credit Hours: (3)

NUTR 7305 - Nutrition Care Acute/Chronic II Credit Hours: (3)

NUTR 7405 - Pharmacol Nutr Prof Credit Hours: (3)

NUTR 7412 - Cellular Nutrition I** Credit Hours: (3)

NUTR 7422 - Cellular Nutrition II** Credit Hours: (3)

NUTR 6010 - Management and Food Systems Credit Hours: 3

Guided electives selected with approval of the advisor:

Integrated Nutrition (0 hours)

Culminating Experience (6-10 hours)

(Consult Graduate School Calendar for submission deadlines - www.memphis.edu/gradschool/calendar.php):

Integrated Nutrition:

NUTR 7481 - Clin Intern NUTR Credit Hours: (6)

Other Requirements

Consult Graduate School Calendar for Intent to Graduate submission deadlines - www.memphis.edu/gradschool/calendar.php

3. Nutrition/ Nutrition Science

https://catalog.memphis.edu/preview_program.php?catoid=35&poid=14631&returnto=2229

A minimum of 33 credit hours is required for this concentration (36 hours if a post-bachelors Ph.D. student).

Program Research Core (6 hours):

HMSE 7010 - Research Methods in HS ** Credit Hours: (3)

and

EDPR 7541 - Stat Meth App Ed I ** Credit Hours: (3)

or

EDPR 7561 - Qualitative Mthds Educ ** Credit Hours: (3) (typically not recommended)

or

PUBH 7150 - Biostatistical Methods I ** Credit Hours: (3)

or

HPRO 6400 – Statistics for Health Sciences** Credit Hours: (3)

or

HMSE 7100 – Data Analytics in Health Sciences

Concentration requirements:

Nutrition Science (12 hours):

NUTR 7152 - Problems in NUTR Credit Hours: (3)

NUTR 7412 - Cellular Nutrition I** Credit Hours: (3)

NUTR 7422 - Cellular Nutrition II** Credit Hours: (3)

and

PUBH 7152 - Biostatistical Methods II ** Credit Hours: (3)

or

HMSE 7200 – Health Data Science Credit Hours: (3)

Guided electives selected with approval of the advisor:

Nutrition Science (9 hours)

Culminating Experience (6 hours)

Nutrition Science:

HMSE 7996 - Thesis Credit Hours: (1-6)

or

NUTR 7950 - Applied Project in NUTR ** Credit Hours: (1-6)

or

NUTR 7900 - Research Lab Residency Credit Hours: 1-6

or

Six additional credit hours of approved electives and a written comprehensive exam over required coursework

Notes:

NUTR 7900 - Must be under the tutelage of a Graduate Faculty member with Full status at either one of the College of Health Sciences Laboratories or at another approved site on campus and involves 40 contact hours per credit hour. For residency arrangements to be formalized, they must first receive written or electronic approval by the student's Major Professor, the Nutrition Science Program Coordinator, and the Director of the laboratory in which training is to occur.

HMSE 7996 - Students choosing the thesis option should familiarize themselves with the Thesis/Dissertation Preparation Guide before starting to write.

(Consult Graduate School Calendar for submission deadlines - www.memphis.edu/gradschool/calendar.php):

Other Requirements

Successful completion of a written comprehensive examination (successful defense of Research Laboratory Residency, Applied Project, or Thesis may also serve this purpose).

(Consult Graduate School Calendar for submission deadlines - www.memphis.edu/gradschool/calendar.php)

Consult Graduate School Calendar for Intent to Graduate submission deadlines -

www.memphis.edu/gradschool/calendar.php

Ph.D. Concentrations in the Applied Physiology & Neuromechanics Program

https://catalog.memphis.edu/preview_program.php?catoid=35&poid=14765&returnto=2229

https://catalog.memphis.edu/preview_program.php?catoid=35&poid=14766&returnto=2229

The following are exemplary of the two Ph.D. concentration areas.

Warning: Consult with your academic advisor for any program changes that have been overlooked for this handbook.

	Ph.D. in <i>Applied Physiology & Neuromechanics (APNM)</i>	
Concentrations →	<i>Applied Biomechanics (APBI)</i>	<i>Applied Physiology & Nutrition (APHN)</i>
<i>Research Core Courses</i>		
<u>Post-bachelor's</u> →	12 hours: HMSE 8010, HMSE 8100, HMSE 8200, ESMS 8020	12 hours: HMSE 8010, HMSE 8100, HMSE 8200, ESMS 8020
<u>Post-master's</u> →	6 hours: (8000-level PUBH biostatistics courses or equivalent in addition to those required for post-bachelor's students)	6 hours: (8000-level PUBH biostatistics courses or equivalent in addition to those required for post-bachelor's students)
	Total Research Core Hours = 18	Total Research Core Hours = 18
<i>Concentration Courses</i>		
<u>Post-bachelor's</u> → (choose one 12-hour block)	12 hours: For ESMS: ESMS 8123, ESMS 8255 or 8163, ESMS 8201, ESMS 8202	12 hours: ESMS emphasis → ESMS 8123, ESMS 8255 or 8163, ESMS 8201, ESMS 8202
		12 hours: NUTR emphasis → NUTR 8152, NUTR 8100, NUTR 8412, NUTR 8422
<u>Post-master's</u> →	18 hours: Committee-approved 7/8000-level courses in addition to those required for post-baccalaureate students (includes 12 hours of ESMS 8081)	18 hours: Committee-approved 7/8000-level courses in addition to those required for post-baccalaureate students (includes 12 hours of ESMS 8081 or NUTR 8081)
	Total Concentration Hours = 30	Total Concentration Hours = 30
<i>Guided Electives</i>		
<u>Post-bachelor's</u> →	6 hours: Designated by Doctoral Committee	6 hours: Designated by Doctoral Committee
<u>Post-master's</u> →	6 hours: Designated by Doctoral Committee	6 hours: Designated by Doctoral Committee
	Total Guided Elective Hours = 12	Total Guided Elective Hours = 12
<i>Capstone Research</i>		
<u>Post-bachelor's</u> →	6 hours: ESMS 7950 or HMSE 7996	6 hours: ESMS/NUTR 7950 or HMSE 7996
<u>Post-master's</u> →	6 hours: Dissertation (must pass comprehensive exam before registering)	6 hours: Dissertation (must pass comprehensive exam before registering)
	Total Capstone Research Hours = 12	Total Capstone Research Hours = 12
Total Hours Post-Bachelor's Admission	72	72
Total Hours Post-Master's Admission	36	36

Credit hours in various categories are minimums. Additional courses may be required.

APPLICATION PROCEDURES FOR GRADUATE ADMISSION in the COLLEGE OF HEALTH SCIENCES

Acceptance of applicants to one of the M.S. or Ph.D. graduate programs offered by the College of Health Sciences is typically decided by a vote of no less than two Graduate Faculty in the respective concentration areas. The same procedure also applies to the award of graduate teaching assistantships.

Graduate Faculty in each of the offered concentration areas continuously review online applications during the admission cycle. Applications are evaluated based on the grade point average, transcripts, letters of recommendation, mentor letter (for Ph.D. program), research experience, and optional interviews of the applicant. Submission of scores on the Graduate Record Exam are optional but will be considered if submitted. Scores on an English Proficiency test are also taken into consideration for international (F1 visa) applicants. (<https://catalog.memphis.edu/content.php?catoid=35&navoid=2199#admission-of-international-students>) No exceptions are permitted by the Graduate School for those scoring less than the minimum on the English Proficiency test submitted.

Students are accepted for the semester indicated on their application. Accepted students who want to join the program at a later semester must contact their prospective mentor and the CHS Director of Graduate Studies as well as submit a formal electronic request for delayed admission to determine whether their acceptance will still be valid that semester or whether they should re-apply.

<https://catalog.memphis.edu/content.php?catoid=35&navoid=2199#admission-to-masters-degree-programs>
<https://catalog.memphis.edu/content.php?catoid=35&navoid=2199#admission-to-doctoral-degree-programs>

Meeting entrance requirements for admission does not guarantee acceptance into an M.S. or Ph.D. program of the College of Health Sciences. Admission is competitive.

Undeclared majors accepted by the Graduate School are not guaranteed acceptance into any graduate program offered by the College of Health Sciences.

Acceptance of applicants into the College of Health Sciences Graduate Program is final only when approved by the Graduate School.

APPLICATION AND ADMISSION

APPLICATION PROCESS

1. To be competitive, applicants should have majored in a program related to the M.S. or Ph.D. program of choice. In some cases, undergraduate or graduate prerequisite courses will be required for advancement in the program in which admission is sought.
<https://www.memphis.edu/healthsciences/graduate/graduateadmissions.php>
2. The Graduate Record Exam (GRE) is optional for all M.S. and Ph.D. concentrations.
<https://www.memphis.edu/healthsciences/graduate/graduateadmissions.php>
3. Prospective M.S. and Ph.D. students must hold a baccalaureate degree from an accredited institution while prospective Ph.D. students also may hold a master's degree from an accredited institution. To be minimally competitive, applicants should have a cumulative grade point average of 2.75 (on a 4.00 scale) at the undergraduate level and 3.00 (on a 4.00 scale) at the graduate level.
https://www.memphis.edu/admissions/apply/naces_inst.php

4. Applications will be submitted online via Slate™ through the University of Memphis Graduate School portal (https://www.memphis.edu/gradschool/future_students/index.php#apply). Information on the application process can be obtained by emailing the College of Health Sciences Recruitment Coordinator (mjclnton@memphis.edu) or by referring to <https://www.memphis.edu/healthsciences/graduate/graduateadmissions.php>.
5. Application deadlines for the respective programs may be found below. However, earlier submissions are preferable for optimal consideration, especially if an assistantship is desired and/or a Visa is needed.
 *Note: As part of the application packet, prospective Ph.D. students must include a letter from a Full Graduate Faculty member in the respective concentration indicating that they agree to serve as the individual's research mentor while they are in the program.

Degree	Major	Concentration	Open Date	Deadline	Start Term/Year
M.S. Health Studies or Nutrition (refer to individual concentration for deadlines) https://www.memphis.edu/healthsciences/graduate/graduateadmissions.php					
Fall Semester admission materials should be submitted by:				May 1	Fall
(if a Graduate Assistantship is being sought, earlier application submission is recommended)					
- <u>International students'</u> materials should be submitted by:				April 1	Fall
Spring Semester admission materials should be submitted by:				October 1	Spring
(if a Graduate Assistantship is being sought, earlier application submission is recommended)					
- <u>International students'</u> materials should be submitted by:				September 1	Spring
Ph.D. Applied Physiology & Neuromechanics	Applied Biomechanics			May 1	Fall
Ph.D. Applied Physiology & Neuromechanics	Applied Biomechanics			Oct. 1	Spring
- <u>International students'</u> materials should be submitted by:				September 1	Spring
Ph.D. Applied Physiology & Neuromechanics	Applied Physiology & Nutrition			May 1	Fall
Ph.D. Applied Physiology & Neuromechanics	Applied Physiology & Nutrition			Oct. 1	Spring
- <u>International students'</u> materials should be submitted by:				September 1	Spring

6. M.S. applicants will have a faculty advisor assigned for them. For the Ph.D. program, applicants must arrange for a faculty mentor **prior** to applying to the program. Prospective faculty mentors are located at the following two sites: (<https://www.memphis.edu/healthsciences/graduate/applied-biomechanics-phd.php>) and (<https://www.memphis.edu/healthsciences/graduate/applied-physiology-nutrition-phd.php>). After reviewing the information on this website, applicants should interact directly with faculty whose research interests match their own. The faculty member who agrees to mentor an applicant will send to the applicant and to the respective Program Coordinator a letter or email stating that (1) he/she is willing to mentor the applicant if accepted into the program during his/her graduate studies, and (2) if sponsored, how the applicant will be funded if accepted into the program. This confirmation letter is critical since no applicants will be accepted into the residential Applied Physiology & Neuromechanics Ph.D. program without a prearranged advisor/mentor.
8. The applicant must have the following documents uploaded or sent to the Graduate School by following instructions on the Graduate School portal (https://www.memphis.edu/graduateadmissions/future/apply_grad.php):
 - a. Official transcripts of all previous academic coursework must be sent directly from the issuing institution to The University of Memphis Graduate Admissions.
 - b. Applicants whose highest degree is from a foreign institution must have their credentials evaluated by any credentialing agency listed on the National Association of Credential Evaluation Services' website. The course-by-course report is required.
 - c. Two letters of recommendation (three for the Ph.D. program) from individuals capable of assessing the applicant's suitability for graduate work in one of the concentration areas must be submitted to the Graduate School application site (https://www.memphis.edu/graduateadmissions/future/apply_grad.php).
 - d. A written *personal statement* by the prospective student of 500-1000 words indicating the

intended major, concentration, and area of focus, the applicant's present interests and career goals, research and applied interests, and prior research and applied experience.

9. International Applicants (F1 visa)

https://www.memphis.edu/graduateadmissions/international/add_requirements.php

Requirements specific for international applicants and information on steps to obtain the I-20 can be found on this website: <https://www.memphis.edu/graduateadmissions/international/index.php>.

Applicants accepted in the program should initiate the request for I-20 as soon as possible after learning about their acceptance. (The Ph.D. program in Applied Physiology & Neuromechanics and the M.S. program in Nutrition are STEM-designated programs. The Health Studies M.S. program is not STEM designated.)

All applicants who will be attending the University on a student visa must supply evidence of an adequate level of English proficiency. The following applicants automatically satisfy the English proficiency requirement:

Applicants whose highest earned degree has English as the medium of instruction. Applicants with degrees equivalent to a U.S. bachelor's, master's, doctorate or professional degree from an accredited college or university where English is the language of instruction in higher education may be exempted from the English Proficiency requirement for application to the graduate school. Evidence that the language of instruction is English must appear on the academic transcript. Otherwise, the applicant will be asked to provide additional documentation.

Applicants whose highest degree is not from a program taught entirely in English will have to satisfactorily complete one of the following activities:

- Provide official standardized English Proficiency test scores.

*Note, you may be admitted with unofficial scores, but official scores must be received before the end of your first semester to remain in good academic standing.

Standardized English Proficiency Tests:

<https://www.memphis.edu/graduateadmissions/future/admission-requirements.php>

English proficiency test scores currently accepted by the College of Health Sciences:

- **DET (Duolingo English Test)**- 110 or higher on the overall score, all sub scores must be at least 80.
- **TOEFL (Test of English as a Foreign Language)** Institution code 1459. TOEFL - 550 or higher on the paper version, 80 or higher on the internet-based test
- **IELTS (International English Language Testing System)**- 6.5 or higher
- **PTE (Pearson Test of English)** - 59 or higher

International students are required to demonstrate a strong grasp of the English language before admission into graduate programs. Conditional admission may be granted depending on individual academic departmental policy. If English conditional admission is offered, students will need to register for English skills assessment and take instructional sessions (if required as a result of that assessment) through the University's Intensive English for Internationals (IEI) program (www.memphis.edu/iei). Upon successful completion of the requisite sessions, as determined by IEI, the student's English skills will be considered up to standard and the TOEFL/IELTS/PTE requirement may be waived depending on specific academic department policy. The student can then proceed into their graduate academic program.

Please note that to have a complete application packet, students seeking English conditional admission will need to simultaneously apply for the IEI program through the link above, to the Graduate School by clicking here, and to their academic program by visiting the department website.

<https://www.memphis.edu/herff/departments/international.php>

<https://www.memphis.edu/iei/goingon.php>

<https://www.memphis.edu/graduateadmissions/international/condadm.php>

During the application process applicants are encouraged to communicate with the respective CHS program coordinators. **For prospective Ph.D. applicants, communication with their prospective advisor is also required.**

GRADUATE SCHOOL POLICIES & REGULATIONS

GRADUATE SCHOOL CONTACTS

<https://www.memphis.edu/gradschool/contact/index.php>

GRADUATE SCHOOL FORMS

Following are links to forms associated with discussion items presented in this handbook, a brief notation of their purpose, and general deadlines/comments on them.

https://www.memphis.edu/gradschool/resources/forms_summary.php

https://www.memphis.edu/gradschool/resources/forms_index.php

Academic Misconduct

Under Academic Regulations, see Academic Misconduct:

<https://catalog.memphis.edu/content.php?catoid=35&navoid=2207#academic-misconduct>

Graduate students at the University of Memphis are expected to observe the regulations and policies that govern the behavior of students as members of this academic community. These regulations and policies are published in the Code of Student Rights & Responsibilities. Graduate students should become familiar with the University's policies on plagiarism in its various forms. **The advent and advances in artificial intelligence (AI) are being monitored. The use of AI or *ghost writer* services for content development associated with coursework, including dissertations, theses, and applied projects is prohibited.** Furthermore, term papers may not be used to meet the requirements of more than one course unless approved in advance by both instructors. https://www.memphis.edu/osa/?_ga=2.142180154.985003308.1659364590-973945930.1639668720

The University of Memphis Code of Student Rights & Responsibilities defines academic misconduct as all acts of cheating, plagiarism, forgery, and falsification.

The term plagiarism includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full or clear acknowledgement. It also includes the unacknowledged use of materials prepared by another person, artificial intelligence, or an agency engaged in the selling of term papers or other academic materials.

Academic misconduct also includes furnishing false information to a University official, faculty member, or office; or the forgery, alteration, or misuse of any University document, record, or instrument of identification. The Office of Student Accountability addresses allegations of academic misconduct.

Academic Performance Termination and Appeals

Under Academic Regulations, see Academic Performance Termination and Appeals:

<https://catalog.memphis.edu/content.php?catoid=35&navoid=2207#academic-performance-termination-and-appeals>

Students may be terminated from a graduate program based on: 1. academic or professional performance where termination from a graduate program does not terminate a student from the University and, therefore, students may be eligible to apply for alternative graduate programs; or 2. academic misconduct where students may be suspended or expelled from the University by virtue of an action of the Office of Student Accountability for conduct violations of the Student Code of Rights and Responsibilities. In such situations, suspension or expulsion from the University will result in automatic termination from the graduate program with no separate right of appeal. Please see the Office of Student Accountability website for more details. Also, use the following link for the Graduate School's official form for terminating a student from a program of

study:

https://www.memphis.edu/gradschool/pdfs/termination_form_1.pdf?_ga=2.264655495.985003308.1659364590-973945930.1639668720

Academic Warning and Probation

Under Academic Regulations, see Academic Warning and Probation

<https://catalog.memphis.edu/content.php?catoid=35&navoid=2207#academic-warning-and-probation>

A graduate student whose term GPA drops below 3.00 will be put on *academic warning*. *Academic warning* does not prohibit the student from registering for classes but will be indicated on the student's record and the student will receive notification from the Graduate School. A graduate student whose term GPA remains below 3.00 in consecutive semesters will be put on *academic probation* and will remain there until their term and cumulative GPA are both no less than 3.00.

A graduate student whose cumulative grade point average drops below 3.00 will be placed on *academic probation*. Two consecutive semesters of *academic probation* will result in the student receiving a registration hold. The hold can only be removed with approval from the student's academic program. Students will receive notification from the Graduate School that they have been put on *academic probation*.

A second consecutive semester on *academic probation* may result in the student's termination from the program. Continuation in the Graduate School beyond two consecutive semesters on *academic probation* will be granted only when recommended by the academic unit program director/coordinator and approved by both the respective Program Coordinator and the CHS Director/Coordinator of Graduate Studies and then communicated to the Graduate School.

If, in the opinion of the academic unit and the Graduate School, a degree-seeking student is making unsatisfactory progress toward degree completion, the student may be dismissed (*terminated*) from the degree program. Termination procedures must be followed. This decision may be appealed.

<https://catalog.memphis.edu/content.php?catoid=35&navoid=2207#academic-performance-termination-and-appeals>

For non-degree-seeking students, if the Graduate School and academic unit in which the student is enrolled in coursework determine that the non-degree-seeking student is making unsatisfactory progress toward licensure, certification, or program admission, the student may be prohibited from taking additional courses in that program. Termination procedures must be followed.

Course Load Limitations

Fifteen semester hours of coursework is the maximum load for students devoting full time to graduate study during regular sessions. The maximum total number of hours of graduate course work for which a graduate student may enroll during the Summer Session is 9. Those who register for 9 or more hours per semester in the academic year will be considered full-time students.

<https://catalog.memphis.edu/content.php?catoid=35&navoid=2207#graduate-maximum-course-load-and-time-status>

Doctoral students who have completed and passed their comprehensive exams and have been admitted to candidacy will be allowed to enroll in 1 credit hour of dissertation to be considered full-time students. These students are required to sign a statement on their comprehensive-exam-results form indicating that they will work at least part-time on their dissertation for the next four semesters following their comprehensive exams (excluding summers). If students are not working at least part-time on their dissertations, they are required to notify the Graduate School. Working less than part-time may result in federal financial aid implications. After

four semesters, this agreement must be reevaluated. Please contact the Graduate School at that time.

Student Classification	Number of hours to be considered full-time
Graduate Students (masters and graduate certificates)	9 hours
Doctoral students (pre-comps)	9 hours
Doctoral students (post-comps)	1 hour

Requests for overloads must be approved by the Director of Graduate Studies in the student's college or school.

Course Numbering System

<https://catalog.memphis.edu/content.php?catoid=35&navoid=2207#course-numbering-system>

Only non-degree and fully admitted graduate students may enroll in and receive graduate credit for courses numbered according to the following system:

6000-6999: Courses equivalent to 4000 level senior courses for which a limited amount of graduate credit may be earned. Students will be expected to do more work, such as an additional paper or additional higher-level readings, to receive graduate credit.

- Students may not receive credit for a 6000-level course if they have credit at the 4000 level.
- 6000-level courses must be taught by members of the Graduate Faculty.
- No more than 15 post-baccalaureate hours of 6000-level courses may be applied to a doctoral degree.

7000-7999: Courses open primarily to master's students and taught by members of the Graduate Faculty

8000-8999: Courses open primarily to post-master's students and post-bachelor's students admitted to a doctoral program. They are taught by members of the Graduate Faculty

9000: Dissertation, directed by a full member of the Graduate Faculty in the student's program of study

Credit by Exam and Course Validation

For Credit by Exam and Course Validation information please visit the Registrar Office's website.

<https://catalog.memphis.edu/content.php?catoid=32&navoid=1900#credit-by-exam>

<https://sso.memphis.edu/idp/profile/cas/login?execution=e3s1>

Dissertation

An acceptable dissertation is a requirement for all doctoral degrees. The dissertation must represent a significant scholarly effort that culminates in an original contribution to the field of inquiry. It should reflect the candidate's ability to conduct independent research and interpret in a logical manner the facts and phenomena revealed by the research. The dissertation must meet the specific regulations of the academic department in which the student is majoring and the Graduate School. Consult the academic department for the acceptable format. Students should also familiarize themselves with the Thesis/Dissertation Preparation Guide before starting to write.

The dissertation proposal (or prospectus) is developed under the guidance of the dissertation committee. All members

of the dissertation committee must approve the proposal (prospectus) and the approved form must be filed with the Graduate School.

If human or animal subjects are involved, the appropriate approval forms must accompany the approved Thesis/Dissertation Proposal form. Approval from the institutional review board must be secured before undertaking any research. See the section on “Regulatory Issues.”

All members of the dissertation committee must approve the final draft of the dissertation. After the successful defense, a copy of the defended and corrected dissertation must be submitted to the Graduate School along with the committee approval form. After the Graduate School has reviewed the final draft, the student must make all additional corrections. At such time, the student will convert the final corrected document into a PDF version and then upload to the Electronic Thesis/Dissertation (ETD) archival system. See the Graduate School Thesis/Dissertation Preparation Guide for instructions on how to upload the final document.

After the dissertation has been approved by the ETD manager, the student should submit the final approved PDF version to the Graduate School on a CD, along with an extra title page, an extra unnumbered abstract of not more than 350 words, the ProQuest Microfilming Agreement form (provided to student when defended copy has been reviewed) and confirmation that the Survey of Earned Doctorates has been completed. The abstract will be published by ProQuest. Fees to cover the cost of microfilming and publishing are specified in Section 6, under “Miscellaneous Fees,” and are to be paid by the student.

Students who unsuccessfully defend their dissertation will be assigned a “U” (unsatisfactory) grade. The Graduate School will then send a letter of termination from the program.

Dissertation: Continuous Enrollment Requirement

Doctoral candidates must register for at least one hour of dissertation credit each academic semester (fall and spring) until the dissertation is completed. Students must enroll in the summer semester only if they plan to complete and defend their dissertation during that term. See individual academic units for specific requirements. A grade of IP (in progress) is normally given until the dissertation has been completed.

The only exception to this policy is if the student’s major professor is on leave or otherwise unavailable. In such cases, the approval of the appropriate college director and the Vice Provost for Graduate Programs is required. In case of serious medical circumstances, students may request a leave of absence, subject to the approval of the program graduate coordinator, the college director of graduate studies, and the Dean of the Graduate School. Retroactive approval will not be granted. A leave of absence does not extend the time limit to the degree.

Dissertation Credit

Credit will be posted upon the completion and acceptance of the dissertation. A minimum of 6 hours of dissertation credit is required. No more than the minimum number of semester hours for dissertation accepted by the academic program will be counted towards the degree, even though the student may have registered for additional hours to maintain continuous enrollment.

Dissertation Defense

After the completion of the dissertation and all other prescribed work for the degree, candidates will be given a final oral examination dealing with the dissertation and its relation to the candidate’s major field of study. The student’s dissertation advisory committee will conduct this exam. All members must be present at the examination. If the

student's performance on this examination is satisfactory as judged unanimously by the committee, all requirements for the degree will have been completed. Students must be enrolled in the semester during which they defend their dissertation. Students who unsuccessfully defend their dissertation will be assigned a "U" (unsatisfactory). The Graduate School will then send a letter of termination from the program.

Full-time Status

Graduate students enrolled in a minimum of 9 credit hours of coursework are considered full-time. Ph.D. students **admitted to candidacy** (after the comprehensive exams have been passed) are considered full-time by registering for 1 credit hour of dissertation (HMSE 9000) each semester. This must be done every semester (fall and spring continuous enrollment) until the dissertation has been completed. Master's students who have completed all coursework except for the applied project, research laboratory residency, or thesis are also considered full-time by registering for 1 credit hour of the respective capstone endeavor and must do so every semester until it has been successfully completed.

Note: When registering, students should consider the overall credit-hour requirement in the respective programs for the applied project, thesis, research laboratory residency, and dissertation.

Grade Point Average: Graduate students must maintain a minimum cumulative GPA of 3.00 ("B"). Grades of "D" and "F" will not apply toward any graduate degree but will be computed in the GPA. No more than 7 hours of "C-," "C" or "C+" will be applied towards meeting degree requirements. Grades earned at another university will not be computed in the cumulative GPA. Grades in courses that are older than the time limitation set for completion of a given degree will be shown on the transcript. With permission of the College of Health Sciences, however, these grades will not be included in the computation of the GPA used for graduation. Only courses that have been validated will count toward the degree (see below for validation policy). The overall GPA required for graduation, computed on all graduate level courses completed whether they are listed on the candidacy form, must also be a minimum of 3.00.

Grade Removal Policies

Expired course grade removal or change of major grade removal may be done one time with the approval of the program advisory committee, the College Graduate Director/Coordinator, and the Graduate School.

Expired Course Grade Removal

<https://catalog.memphis.edu/content.php?catoid=35&navoid=2207#expired-course-grade-removal->

The request for expired course grade removal form is a plan of academic forgiveness which allows graduate students who previously experienced academic difficulty to improve their academic record upon returning to college after an extended absence. The process allows eligible students to resume study without being penalized for past unsatisfactory scholarship.

Courses eligible for the expired course removal process must be at least eight (8) consecutive calendar years old as a master's degree student or at least ten (10) years old as a doctoral student. Any number of expired course grades are eligible for this program.

In consultation with their advisor, students will need to complete a Course Grade Removal from Cumulative GPA form, obtaining all required signatures.

<https://catalog.memphis.edu/content.php?catoid=35&navoid=2207#expired-course-grade-removal->

<https://catalog.memphis.edu/content.php?catoid=35&navoid=2207#change-of-major-grade-removal>

Student Requirements

To be considered eligible a student must:

- Be admitted as a degree-seeking student at the University of Memphis.
- Submit a completed Course Grade Removal from Cumulative GPA form, containing all signatures noted on the form, to the Graduate School.
- Students applying for expired course grade removal are not required to provide additional supporting documentation.

Terms

- The student may be granted Expired Course Grade Removal only once during their graduate academic career.
- Courses Grades Removed will remain on the student's academic record although they will not be included in the calculation of the graduate student's GPA. These courses will appear with an "X" in front of the grade on the transcript. Once a course grade is removed, this is not reversible.
- This is independent of financial aid and scholarship regulations and requirements. The student should consult with other offices at the University of Memphis for proper guidance regarding federal, state, and institutional financial aid programs; collection of student fees and charges; payment plan options; scholarship eligibility; and/or educational benefits.

Students using this policy should understand that the original grades remain on the transcript but no longer count in the GPA.

Change of Major Grade Removal

This is a plan of academic forgiveness that allows graduate students with previous academic difficulty to improve their academic record when they change programs of study (majors or concentrations). This allows students to exclude a limited number of graduate courses in which they received a C or lower at the University of Memphis from their GPA calculation. It is intended to forgive grades of C or lower that do not apply to the new major.

Student Requirements

To be considered eligible, a student must:

- Be admitted as a degree-seeking student at the University of Memphis within their newly chosen major.
- Have an overall graduate level GPA of less than 3.00 (on academic probation) at the time of application for change of major grade removal.
- In consultation with their new academic advisor, submit an Academic Program Update Form specifying the old and new programs of study (major/concentration), first. The Course Grade Removal from Cumulative GPA form must be submitted next, no later than the end of the semester in which the student matriculates into the new program.
- Not have earned a graduate degree previously or have been granted a previous change of major grade removal.

- The student may apply to exclude 1/3 of the program coursework from the previous degree with grades of C or less from their GPA calculation (an "X" will appear in front of the excluded grades on the transcript). These courses must be required courses in the previous program of study (old major/concentration) and cannot be required for the new program of study (major/concentration).
- The fully completed Course Grade Removal from Cumulative GPA form should be submitted to the Graduate School for review. Graduate School staff will keep advisors from both programs informed of the status of the application and consult with them as needed.

For the application for change of major grade removal to be approved by the Graduate School, a student must:

- Complete a minimum of 6 hours with a minimum GPA of 3.00 in courses that represent progress toward the new declared major/concentration. These courses must be completed within one academic semester of the application.
- Receive CHS Graduate Director and Graduate School approvals to continue coursework in the new program while remaining on academic probation.

Terms

- This is not a substitute for repeating courses to replace grades and should only be used as a final option. The student may be granted change of major grade removal only once during their graduate career.
- Once a student has successfully fulfilled conditions for change of major grade removal, the GPA will then be re-calculated excluding the courses named in the application. Reminder: maximum of 1/3 of the old program of study (major/concentration) with grades of C or lower may be excluded; the courses may come from any semester or combination of semesters; most importantly, all courses excluded must be required courses in the previous program of study (old major/concentration) and cannot be required for the new program of study (major/concentration). These courses will appear with an "X" in front of the grade on the transcript.
- Courses chosen under this policy will not count toward course repeat policy
- This is independent of financial aid and scholarship regulations and requirements. The student should consult with the Office of Financial Aid, University & Student Business Services, Scholarship Office, and/or Veterans Educational Benefits & Certification in the Office of Registrar at the University of Memphis for proper guidance regarding federal, state, and institutional financial aid programs; collection of student fees and charges; payment plan options; scholarship eligibility; and/or educational benefits.
- Students using this policy should understand that because the original grades remain on the transcript, they may be considered by other institutions when applying to graduate or professional school and by employers.

<https://catalog.memphis.edu/content.php?catoid=35&navoid=2207#change-of-major-grade-removal>

https://www.memphis.edu/gradschool/pdfs/coursegraderemovalfromcumulative_gpa_4.pdf?_ga=2.265183503.1864061198.1712160085-1712895843.1708982328

Graduate Appeals for Grade and Academic Performance

Under Academic Regulations, see Graduate Appeals Committee for Grade and Academic Performance

Retention Appeals: <https://catalog.memphis.edu/content.php?catoid=35&navoid=2207#academic-performance-termination-and-appeals>

Graduate Faculty

The University of Memphis maintains three levels of Graduate Faculty: Full, Associate, and External. Only Full Graduate Faculty members may chair doctoral committees. Full or Associate Graduate Faculty may chair master's committees. Full members of the Graduate Faculty may direct dissertations and Associate members may direct theses in an academic unit other than their own at the discretion of the graduate coordinator and/or the chair of that department/program. External Graduate Faculty may be members of doctoral and master's committees in their areas of expertise but may not chair them. All CHS graduate program coordinators must be members of the Full Graduate Faculty.

No more than one External Graduate Faculty member may serve as a voting member of a student's committee. Membership in the Graduate Faculty is required to teach 6000-level graduate courses or above. An emeritus faculty member may continue to serve as a dissertation chair under the condition that the supervised dissertation has passed a proposal defense before the emeritus faculty member retires.

The Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) requires that faculty teaching graduate and post-baccalaureate coursework have earned a doctoral or terminal degree in the teaching discipline or a related discipline. Exceptions for 6000-level cognates may be considered when the 4000-level course is simultaneously delivered. Additionally, an exception to this guideline occasionally occurs when a prospective faculty member has relevant unique experiences, certifications, affiliations, education, and related talents that may serve as justification for them teaching graduate courses.

Additional information pertaining to application for Graduate Faculty status, including the Guidelines and Procedures for Graduate Faculty Status, is available on-line or can be obtained from the Graduate School. <https://www.memphis.edu/gradschool/resources/index.php>

Current College of Health Sciences Graduate Faculty are listed at the following site:

https://www.memphis.edu/gradschool/resources/graduate_faculty/chs.php

Graduate Teaching Assistantships and Fellowships

Students accepted into a College of Health Sciences graduate program may be eligible for a graduate assistantship (GA). Students should indicate this on their application if it is desired. The applicant's prospective faculty advisor should stipulate in the support letter if he/she wishes the applicant to be considered for a GA.

The GA stipends vary depending on the program of study (M.S. or Ph.D.) and typically include both a monthly stipend, as well as support for tuition and fees for the fall and spring semesters (as well as summer for most Ph.D. GAs). At the present time, health insurance is not provided as part of the GA package.

Most students are expected to work in a faculty-directed laboratory for 20 or more hours per week, while some students will assist in teaching undergraduate courses and may have a reduction in the time spent working in the laboratory. Students should speak directly to their faculty supervisor for specifics pertaining to their assignment. Concurrent employment beyond the Graduate Assistantship is permitted for domestic

students only when the assistantship supervisor grants permission, and it must be secondary to the assistantship. International students may not be employed beyond the Graduate Assistantship.

In general, students pursuing their MS degree will be allocated a GA for 8-9 months (Mid-August to Early May), for a maximum of two years. Students pursuing their Ph.D. degree will be allocated a GA for all 12 months. If they were admitted in the post-bachelor's program, the assistantship may be for a maximum of 5 years. Post-master's students in the Ph.D. program may hold a GA position for a maximum of three years (exceptions can be made if the program extends beyond this period, if no fault of the student). For Ph.D. students, the stipend amount will increase from year 1 to 2, and year 2 to 3. Students should speak to the College of Health Sciences' business officer to learn of the current monthly stipend amount.

Students seeking teaching assistantships or other financial aid during the summer semester should discuss available opportunities with their faculty supervisor (major professor) and/or inquire with the graduate coordinator.

Refer to the Graduate School website for updated University-wide award and fellowship opportunities:
https://www.memphis.edu/gradschool/current_students/fellowships-awards.php

Maximum Combined Credit Hours to Fulfill Degree Requirements

For graduate students, the maximum amount of combined hours of transfer credit, credit by examination, course validation and experiential learning credit used to fulfill degree requirements is two-thirds the number of hours required for the degree although individual sources may be less.

Maximum Combined Credit Hours of Alternative Avenues to Fulfill Degree Requirements

<https://catalog.memphis.edu/content.php?catoid=35&navoid=2207#maximum-combined-credit-hours-to-fulfill-degree-requirements>

For graduate students, the maximum amount of combined hours of transfer credit, credit by examination, course validation and experiential learning credit used to fulfill degree requirements is two-thirds the number of hours required for the degree.

The Graduate School sets minimum standards to which all the diverse graduate programs across the university must adhere. Individual colleges, schools, and graduate programs are encouraged to set more stringent requirements as necessary to meet their accreditation and student needs.

For additional information about credit by examination procedures, contact the Graduate School Graduation Analyst or the Graduate School Office at 901.678.4212.

Minimum Grade Requirements

Students must earn at least a "B" or 3.00 GPA for each semester when enrolled in the program. Failure to maintain a minimum 3.00 GPA one semester results in a semester-long academic probation period in which the student must achieve a 3.00 GPA. Failure to achieve a 3.00 GPA during the academic probation period will result in student withdrawal from the program. Additionally, a student whose cumulative GPA falls below 3.00 is ineligible for a graduate assistantship.

Students will be permitted two grades of 2.00 (C) in courses required in the student's approved program of study. A third course grade of 2.00 or lower earned may result in dismissal from the program.

Students are allowed to repeat graduate courses only once and no more than two courses may be repeated. Approval to repeat a course must be obtained from the student's Advisor/Major Professor.

Privacy Rights of Parents and Students

The University complies fully with the Family Educational Rights and Privacy Act (FERPA) of 1974. This act is designed to protect the privacy of educational records, to establish the right of students to inspect and review their educational records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Students also have the right to file complaints with the FERPA Office concerning alleged failures by the institution to comply with the Act.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information, you may call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may call 1-800-437-0833.

Or you may contact us at the following address:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-8520

The provisions for the release of information about students and the rights of students and others to have access to the University of Memphis education records are published each semester in the online class listing. A copy of the Act and the University of Memphis Procedure may be reviewed in the offices of the Registrar or University Counsel.

Regulatory Issues

Human Subjects: All University of Memphis faculty, staff, or students who propose to engage in any research or scholarly activity involving the use of human subjects must have prior approval from the Institutional Review Board (IRB). The IRB is responsible for safeguarding the rights and welfare of all people participating in research or scholarly projects, whether funded or non-funded. *Human subjects* are living individuals about whom an investigator (whether professional or student) conducting research obtains: (1) data through intervention or interaction with the individual, or (2) identifiable confidential information. Research means a

systematic investigation, including research development, testing, and evaluation, designed to develop or contribute to generalizable knowledge. For further information, contact the IRB coordinator in the Office of Research Support Services.

IRB approval is an absolute requirement prior to subject recruitment and/or data collection. Therefore, investigators must develop their IRB proposals carefully and allot sufficient time for this process to run its course. Finally, for investigations lasting more than a year, the approval must be renewed.

Vertebrate Animals: All uses of vertebrate animals must receive prior approval from the Institutional Animal Care and Use Committee (IACUC).

Biohazards: Research involving recombinant DNA, radioisotopes, or other hazardous material must receive prior approval by the Institutional Biosafety Committee.

Repetition of Courses: A graduate student may repeat a course to earn a higher grade only if the earned grade was a “U” or lower than a “B” (3.00). No course may be repeated more than once to improve the grade. Only the grade earned in the second attempt will be included in the computation of the cumulative grade point average using the grade change workflow process. A maximum of two courses may be repeated during the student’s total graduate career to improve a grade. However, if a student advances to a doctoral program and wishes to repeat a third course at the doctoral level, the student must seek approval from the CHS director of graduate studies. Students should always check with their advisors before enrolling in a course a second time. After completion of the repeated course(s), students must go to their director of graduate studies or designee to get approval for grade replacement.

RETENTION

Students who have been admitted to the program on the condition that they complete master’s- or doctoral-committee-designated prerequisite coursework must make satisfactory progress toward this goal each semester of enrollment. Failure to make satisfactory progress may result in dismissal from the program. Prerequisite courses typically should be completed within one year of program admission.

As per Graduate School policy, students are required to maintain a cumulative grade point average (GPA) of at least 3.00 for all graduate coursework. Failure to maintain the minimum GPA is considered sufficient cause for dismissal from the program. In addition, a student whose GPA falls below 3.00 is ineligible for a graduate (teaching, administrative, or research) assistantship.

Students will be permitted two (2) grades of (C, C-, C+) in courses required in the student’s approved program of study. Students will be evaluated by Graduate Faculty in the student’s concentration area at the end of the semester in which a third course grade of (C, C-, C+) or lower is earned for possible dismissal from the program.

Students in any of the respective master’s concentrations have the option to annually request a formal meeting with no less than the major professor/advisor and one other Graduate Faculty member in the program to discuss their overall progress. However, if the student is placed on academic probation, this meeting is mandatory. The student should contact the major professor as soon as he/she is notified of their

probation status.

During the meeting, items such as coursework; grades; research residency; collegiality with peers, staff, and faculty; thesis/applied project/research lab residency/dissertation progress, etc. will be potential topics of discussion. If anything threatens the continuance of the student in the program, remediation efforts will be outlined and discussed.

This *student/program-faculty annual meeting* is mandatory for students in both Ph.D. concentrations and will be organized by Graduate Faculty in that concentration area. If for any reason, the annual meeting has not transpired before the first week in May, the doctoral student should ask the major professor/advisor to schedule it. (located in this document after Student Checklist for Ph.D. Programs)

Switching Classes

To switch out a class, students should first sign up for the new class and then sign out from the class to be replaced. Otherwise, there may be a late charge associated with the switch.

Shared Credits

This section pertains to credits shared between two UofM graduate programs. For credits transferred to a UofM degree program from another institution and recorded on the UofM transcript, please see the Transfer Credit section.

Graduate Certificate Programs

A maximum of 15 credits may be shared between a certificate program and a non-related graduate degree program, subject to approval of the graduate degree program as well as the Graduate School. Moreover, all credits from a certificate program may be shared with a relevant graduate degree program where the entire content of the certificate program can satisfy some of the requirements of the graduate degree program. Students should consult the degree program coordinator in advance to determine which of the certificate program credits are appropriate for sharing.

Second (Combination) Master's Degree

Students who have previously earned a master's degree from The University of Memphis or are currently enrolled in one may share some courses while pursuing a second master's with a different concentration, major, and/or degree. The second academic unit will determine whether any credit from the first degree will be accepted for the second degree. The two programs may be pursued simultaneously or sequentially and must be completed within the appropriate time limit, starting with initial matriculation in the first program of study. Accordingly, course expirations and potential course validations should be considered.

To undertake a combination master's program, admission must be obtained to both programs. An approved formal plan of study, including shared credit hours, must be developed upon admission and copies kept by all participating parties. (Consecutive programs do not require approval of shared courses by those overseeing the first program.) If approved, up to 20% of the total combined credit hours for the two programs or 15 credit hours (whichever is greater) may be shared. Students must pass separate comprehensive examinations.

Second (Combination) Doctoral Degree

Students who have previously earned a doctorate from The University of Memphis or are currently enrolled in one may share some courses while pursuing a second doctoral degree. The second academic unit will determine whether any credits from the first degree will be accepted for the second degree. The two programs may be pursued simultaneously or sequentially and must be completed within the appropriate time limit, starting with initial matriculation in the first program of study. Accordingly, course expirations and potential course validations should be considered.

To undertake combination doctoral degrees, admission must first be obtained to both programs. An approved formal plan of study, including shared credit hours, must be developed upon admission and copies kept by all participating parties. (Consecutive programs do not require approval of shared courses by those overseeing the first program.) No more than 12 semester hours from one doctoral degree may be applied toward the other degree. Students must pass separate comprehensive examinations and successfully defend separate dissertations.

Time Limitation

All requirements for the master's degree must be completed in eight (8) consecutive years. Courses older than these limits will not be allowed as credit toward the master's degree, although the grades will be calculated in the cumulative GPA. Grades earned in courses that are older than program time limits will be shown on the transcript and will be calculated in the cumulative GPA but will not be accepted for graduation purposes unless a request for expired course grade removal has been granted.

Doctoral degrees must be earned within 12 consecutive years. All course work must be completed within 10 years of the student's original admission to a doctoral program. The student may take a further two (2) years of dissertation credit after the initial 10 years for coursework. Due to the intrinsic mentoring-heavy nature of this program, a long-term approach for completing it is not recommended.

There are no exceptions to program time limitations. However, students may request the option of validating old courses taken at The University of Memphis as described in the "Academic Regulations" section of this Bulletin.

Transfer Credits

<https://catalog.memphis.edu/content.php?catoid=35&navoid=2207#transfer-credit>

Credit towards a graduate degree or certificate does not transfer automatically. Graduate work completed at another institution can be accepted in a graduate program at the University if the work (1) is relevant to the graduate program at the University; (2) does not exceed the time limitations set for the graduate program; and (3) is approved by the student's Advisory Committee and the CHS Director of Graduate Studies. Courses proposed for transfer credit must have a minimum of 750 contact minutes for each semester credit. Thesis and Dissertation credits cannot be transferred.

Credit previously earned at another institution must be presented for evaluation before the student submits their candidacy form, ordinarily during the first semester of enrollment. Forms are available on-line or from the Provost's Office. Only transcripts received directly from an issuing institution are considered official. Grades earned at another institution will not be computed in the University cumulative grade point average,

nor will they be accepted for transfer unless they are “B” (3.00) or better.

Credits Transferred from an uncompleted degree

Transfer credit may be accepted from an uncompleted graduate degree or graduate certificate program for up to one-half the number of semester hours required for a master’s, post-master’s, or doctoral program. Up to six semester hours of transfer credit can be accepted toward a graduate certificate program at the UofM. Students enrolled in a post-master’s program who have credit hours beyond the master’s degree from another institution may transfer up to one-half the number of semester hours required for the post-master’s program at UofM. Individual academic units may set more stringent limitations.

Note: Residency and Scholarship Requirements may impact the number of hours that can be transferred.

Credits Transferred from a completed degree

Up to 15 semester hours of coursework may be transferred from a completed graduate degree or graduate certificate to a master’s, post-master’s, or doctoral program at UofM. For post-master’s programs of study, credits from a completed master’s degree are not considered to be transfer credits as they do not appear on the student’s transcripts. For these post-master’s programs of study, up to 15 semester hours of coursework beyond the master’s degree may be transferred toward the degree. Individual academic units may set more stringent limitations. Note: Residency and Scholarship Requirements may impact the number of hours that can be transferred.

Admission to Candidacy

Before an applicant is officially admitted to candidacy for a doctoral degree and allowed to register for dissertation hours, the student must have satisfied the following requirements:

- Successfully completed the Doctoral Comprehensive Examination
- The student must also submit a Doctoral Degree Candidacy Form.
- If a student wishes to substitute a course for a required course, the substitution must be approved by the student’s advisor or the graduate program coordinator on the Course Substitution Form. The form must accompany the candidacy form.
- No more than 15 hours of 6000-level courses may be applied to a doctoral degree. Individual departments may have more restrictive requirements.
- The student must have a cumulative GPA of 3.00 on all graduate work undertaken at The University of Memphis whether the courses are listed on the candidacy form. Grades of “D” or “F” are not accepted for any graduate degree credit, but these grades will be computed in the GPA. No more than (7 hours of “C+,” “C,” or “C-” will be counted toward degree requirements. Expired course grades can be removed from the calculation of a given student’s cumulative GPA. Expired courses will, however, still appear on the student’s transcript. A student deemed eligible for expired course grade removal by their academic department must have a written plan for degree completion, developed with their academic advisor, in place before the student grade record can be updated. (Grades for these expired courses will have an “X” assigned with the letter grade.) Advisors can fill out a grade expiration form found here:
http://www.memphis.edu/gradschool/resources/forms_index.php.
- Grades earned on courses taken during the student’s final semester may not be used to correct GPA deficiencies. All coursework offered for the doctoral degree must have been completed within 10 years.
- An approved Thesis/Dissertation Proposal Form must be filed with the Graduate School. Any

necessary *human* or *animal subjects* approvals must be included before any research is undertaken. See the section on “Regulatory Issues.”

- The student must submit a graduation application (“Apply to Graduate”) in the term the dissertation will be completed and submitted to Graduate School for final approval. This application is available in the student’s *MyMemphis* account under the *MyDegree* tab. A student must have at least a 3.00 grade point average in all graduate work before applying to graduate.

Transfer of Undeclared Major Credits

Students who have successfully completed 7000-level courses during one semester while being undeclared majors at the University of Memphis Graduate School may apply up to 12 credits of these courses to their graduate degree if approved by their Advisory Committee and the Graduate School.

<https://catalog.memphis.edu/content.php?catoid=35&navoid=2199#other-admission-regulations>

To transfer undeclared major credits students must use this form:

https://www.memphis.edu/gradschool/pdfs/forms/doctoral_transfer_credit.pdf.

Before registering for a second semester of graduate level coursework, the non-degree student is required to sign a release agreeing that additional coursework will not apply to degree programs.

Non-degree students must maintain a 3.00 GPA in graduate courses to re-enroll and are not eligible for graduate assistantships.

Clearinghouse for Graduate School Forms

https://www.memphis.edu/gradschool/resources/forms_index.php

Checklist for M.S. Programs

Student's Name _____

Entry Semester/Year (starts 8-year clock) _____

Item	Approver/ Recipient	Date of Completion
Submitted all Admission items for Major/Concentration(s)/Certificate(s)		
Received Official Admission Approval Letter(s)		
Name of Major/Concentration _____/_____		
Total Number of credit hours in program _____		
Name of Major Professor/Advisor w/ contact information _____		
Name of Replacement Major Professor/Advisor if needed _____		
Have located the Program Degree Sheet for their Concentration _____		
Graduate Courses/Credit Hours Approved for Transfer by end of 1 st semester		
Courses Transferred: _____		
Projected Certificate or 2 nd (Dual) Concentration Area _____		
If Certificate or 2 nd Concentration Area, Name of respective Advisors w/ contact information _____		
If 2 nd Concentration Area, projected format for 2 nd Comprehensive Exam if required _____		
If Certificate or 2 nd Concentration Area, projected semester/year of completion _____		
Projected Shared Course Credits with written agreement of designated courses _____		
Shared Courses: _____		
Prerequisites, if any, completed by end of 12 months		
Prerequisite courses: _____		
Applied Project Track?		
Research Laboratory Residency Tract?		
Thesis Track?		
Coursework Only Track?		
Cumulative GPA after 1 st Semester		
Cumulative GPA after 2 nd Semester		
Cumulative GPA after 3 rd Semester		
Cumulative GPA after 4 th Semester		
Cumulative GPA after 5 th Semester		
First Academic Probation, if manifested (semester/year)		
If 1 st Probation, met with advisor to develop remediation plan		
Continued Academic Probation, if manifested (semester/year)		
If 2 nd Semester of Probation, met with advisor		
Enrolled in XXXX 7878 for final semester in program if in ESMS or NSCI		
Comprehensive Exam (XXXX 7878) Format Selected _____		
For Comprehensive Exam (XXXX 7878), if selected areas are available, selections made		
For Written Comprehensive Exam, consulted w/ each Exam Area Questioner		
If a research track, proposal topic _____		
If a research track, proposal date _____		
If a research track, proposal results _____		
IRB or IACUC submission date _____		
IRB or IACUC approval date _____		

Checklist for Ph.D. Programs

Student's Name _____

Entry Semester/Year (start 10- & 12-year clocks) _____

Programs Run 12 months/yr

Full-time = 9 credit hrs/semester

Full-time = 1 credit hr/semester After Doctoral Comprehensive Exams Passed

Item	Approver/ Recipient	Date of Completion
Submitted all Admission items for Major/Concentration(s)/Certificate(s)		
Received Official Admission Approval Letter(s)		
Name of Major/Concentration		
Full-time or Part-time status & date of changes in that status		
Post-bachelor's or post-master's		
If Post-bachelor's, indicated on application the identity of the concurrent M.S. award area		
Total Number of credit hours in Ph.D. program		
Notified of Acceptance into Program of Study		
Name of Major Professor/Advisor w/ contact information		
Name of Replacement Major Professor/Advisor if needed		
Advisory Committee Formed		
Have located the Program Degree Sheet for their Concentration		
Graduate Courses/Credit Hours Approved for Transfer by end of 1 st semester		
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Projected Certificate or 2 nd (Dual) Concentration Area		
If Certificate or 2 nd Concentration Area, Name of respective Advisors w/ contact information		
If 2 nd Concentration Area, projected format for 2 nd Comprehensive Exam		
If Certificate or 2 nd Concentration Area, projected semester/year of completion		
Projected Shared Course Credits with written agreement of designated courses		
Prerequisites, if any, completed by end of 12 months		
Research Residency Presentation Completed		
Research Residency Paper Accepted in Refereed Journal		
Research Residency Consecutive Full-time Semester Completed		
Applied Project or Thesis Completed: Post-Bachelor's- 6 hrs; Post-Master's- outside program of study		
Research Core Completed: Total- 18 hrs; Post-Bachelor's- 12 hrs; Post-Master's- 6 hrs and omissions taken outside program of study		
Major Field Completed: Total- 36 hrs; Post-Bachelor's- 12 hrs; Post-Master's- 24 hrs		
Electives Completed: Total- 12 hrs; Post-Bachelor's- 6 hrs; Post-Master's- 6 hrs		
Dissertation Completed: Total- 6 hrs		
Seminar Enrollment until Doctoral Comprehensive Exams Successfully Completed (Fall/Spr)		
Cumulative GPA after 1 st Semester		
Cumulative GPA after 2 nd Semester		
Cumulative GPA after 3 rd Semester (Annual Review Completed)		

Cumulative GPA after 4 th Semester		
Cumulative GPA after 5 th Semester		
Cumulative GPA after 6 th Semester (Annual Review Completed)		
Cumulative GPA after 7 th Semester		
Cumulative GPA after 8 th Semester		
Cumulative GPA after 10 th Semester		
Cumulative GPA after 11 th Semester		
Cumulative GPA after 12 th Semester (Annual Review Completed)		
Cumulative GPA after 13 th Semester		
Cumulative GPA after 14 th Semester		
Cumulative GPA after 15 th Semester (Annual Review Completed)		
First Academic Probation, if manifested (semester/year)		
If 1 st Probation, met with advisor to develop remediation plan		
Continued Academic Probation, if manifested (semester/year)		
If 2 nd Semester of Probation, met with advisor		
Master's Comprehensive Exam (ESMS/NUTR 7878) (For post-bachelor's students only)		
Applied Project Title for post-bachelor's students only		
Thesis Title for post-bachelor's students only		
IRB or IACUC submission date		
IRB or IACUC approval date		
Examined <u>Yearly Updated Graduate School Calendar</u> for Relevant Deadlines https://www.memphis.edu/gradschool/news-events/calendar.php		
Applied Project/Thesis Defense Date for post-bachelor's students only		
Applied Project/Thesis Defense Results for post-bachelor's students only		
Comprehensive Exam Results for ESMS/NUTR 7878 for post-bachelor's students only		
Post-masters Phase for All Doctoral Students		
Completed all deficiencies (coursework/research) from master's degree program		
Advisory Committee Formed or Modified		
Written Doctoral Comprehensive Exams Scheduled		
Written Doctoral Comprehensive Exams Successfully Completed		
2 nd Written Doctoral Comprehensive Exam Scheduled Following Semester if needed		
Oral Doctoral Comprehensive Exams Scheduled (only after written portion passed)		
Oral Doctoral Comprehensive Exams Completed		
Submit Doctoral Candidacy Forms After Oral Doctoral Comprehensive Exams Passed		
Advanced Ph.D. Candidate Standing		
Schedule Dissertation Proposal Meeting (open)		
Dissertation Proposal Approved		
IRB or IACUC submission date		
IRB or IACUC approval date		
Examined <u>Yearly Updated Graduate School Calendar</u> for Relevant Deadlines https://www.memphis.edu/gradschool/news-events/calendar.php		
Data Collection Complete on Dissertation		
Dissertation Final Defense Scheduled (open)		
Dissertation Final Defense Results		
Applied for Graduation for <u>All Programs</u> to be completed		
Attend Hooding Ceremony		

**College of Health Sciences
Applied Physiology and Neuromechanics**


**Annual Review Form for Ph.D. Students
Semester: Spring 2026**

Instructions:

Fill out with information requested for your entire degree program, not just the current year.

Highlight items added since the last annual review unless this is your first year in the program.

Delete example entries in each section. If you want to leave an entry blank, use a space character.

Click on the  symbol to add additional entries

Name: Sheila Student

Advisor: *Marie van der Merwe*

Program: ☒ Applied Physiology & Nutrition ☐ Applied Biomechanics

Semester of Entry: Fall 2025

Previous Degrees: *Indicate date, field of study, and institution.*

B.S. (or equivalent): University of Memphis, Dietetics, May 2018

M.S. (or equivalent): University of Memphis, Nutrition Science, May 2021

Other (specify): RD, May 2022

Career Goals:

Briefly outline career goals in around 100 words.

Research Interests:

Indicate research interests in around 250 words.

Plan of Study: *If not completed, indicate the semester you plan to take the course*

Course	Completed	Grade	Semester
HMSE 8010	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	A	F23
ESMS 8020	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	A	S24


Date of Doctoral Comprehensive Exam: Leave blank if not yet completed

Anticipated Degree Completion: Indicate semester and year, e.g., Spring 2025

Dissertation Committee:

Leave blank if not known. External members are graduate faculty outside of the College of Health Sciences.

Name	Affiliation	External
<i>Marie van der Merwe</i>	University of Memphis	<input type="checkbox"/>
<i>Melissa Puppa</i>	University of Memphis	<input type="checkbox"/>
<i>Lawrence Weiss</i>	University of Memphis	<input type="checkbox"/>
Jeffery Vance	University of Miami	<input checked="" type="checkbox"/>

Publications: *Provide full citations starting with the most recent; include manuscripts, book chapters, and abstracts. **Bold** your name in the author list. If you have publications in multiple categories, click the  symbol to add additional categories.*

Manuscripts

Pence BD, Yarbro JR. Classical monocytes maintain ex vivo glycolytic metabolism and early but not later inflammatory responses in older adults. *Immun Ageing* 16: 3, 2019.

Publications in Preparation: *Indicate submission status. Include only papers or other products actively being written or under submission. Bold your name in the author list.*

Manuscripts

Student, S., Pence, B. Exercise and immune function. *Journal of Exercise Science*.

Conferences Attended:

Conference Name	Date	Presented	Award
American College of Sports Medicine	May 2023	<input type="checkbox"/> Oral <input checked="" type="checkbox"/> Poster	Leave blank if none

Conference Presentation Citations:

Student, S, Powell, DW. Effect of breast augmentation on ACL shear forces during drop jump landing by women's Olympic beach volleyball players. American College of Sports Medicine Annual Meeting, Indianapolis, Indiana, 2023.

Grant Submissions:

Funder	Dates	Title	Total Costs	Funded <i>yes, no, pending</i>
Sigma Xi	2022-2023	Effects of exercise in cancer patients.	\$400	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> P

Teaching: *Include seminars and guest lectures*

Course	Semester	Type	Instructor of Record?
NUTR 2202	F23	<input type="checkbox"/> Lec <input type="checkbox"/> Lab <input type="checkbox"/> Sem <input checked="" type="checkbox"/> Guest	<input type="checkbox"/>

Awards:

List complete details including date and awarding body. For example:
Academic Success Award, University of Memphis, May 2022

Leadership and Service:

List complete details including dates of service and institution or location. For example:
ESMS Student Representative, CHS Undergraduate Curriculum Committee, University of Memphis, 2022-2023