

Manning College of Nursing and Health Sciences

EXERCISE AND HEALTH SCIENCES MASTER OF SCIENCE PROGRAM STUDENT HANDBOOK

2025-2026

FULL APPROVAL STATUS

The Exercise and Health Sciences
Graduate program maintains Full
Approval Status from Academic Quality
Assessment and Development (AQUAD)

The Exercise and Health Sciences Doctoral Program at the
University of Massachusetts Boston is accredited by
Academic Quality Assessment and Development
(AQUAD)

www.umb.edu/academics/cnhs

**The College maintains the right to amend published policies, procedures, and requirements at any time*

**ALL STUDENTS ARE RESPONSIBLE FOR UNDERSTANDING AND COMPLYING WITH ALL
HANDBOOK POLICIES**

Students are expected to refer often to the policies and procedures contained within the current EHS MS Handbook available on the MCNHS website as well as other links provided in the EHS MS Handbook. All students are to provide their signature that they fully understand and agree to comply with all policies and procedures set forth in the Exercise and Health Sciences Graduate Student Handbook before the end of the 1st semester in the program.

***POLICIES ARE SUBJECT TO CHANGE; STUDENTS WILL BE NOTIFIED VIA EMAIL IN A
TIMELY MANNER OF IMPORTANT CHANGES.**

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1. Program Overview

The master's degree program offers advanced study in exercise and health sciences, including an option for practical experience with completing either a project or a thesis. A wide choice of concentration-based courses, electives and faculty research areas complement the core courses' tight focus on applied exercise physiology, advanced physical activity and health, and advanced health fitness assessment.

There are two concentrations for students to choose to align with their interests and career opportunities: Applied Exercise Physiology (AEP) and Physical Activity and Health Promotion (PAHP).

Electives include areas such as clinical exercise physiology, exercise metabolism, advanced nutrition and health, and designing health promotion interventions. Faculty research focuses on areas such as exercise physiology, physical activity interventions for special populations, behavioral strategies for improving health, and physical activity epidemiology.

Core learning outcomes for master's students are:

- Demonstrate advanced knowledge in Exercise Physiology and/or Physical Activity and Health.
- Apply statistical and research skills to identify, synthesize and critically evaluate scientific literature in the field of Exercise Physiology and/or Physical Activity and Health.
- Design and manage physical fitness assessment or exercise prescription and interventions for promoting exercise, physical activity, and health in different populations.
- Translate knowledge acquired in classroom to actual practice (e.g., research labs, clinical settings).
- Synthesize and disseminate scientific findings through theses or capstone projects.
- Demonstrate leadership to promote physical activity and improve health in diverse populations.

Thesis Option

This option is intended for students who may wish to pursue further academic or scientific study in the field. Prepares students to develop their skills in conducting scientific research. This option culminates with a final written thesis at the end of the student's 4th semester.

Non-Thesis Option

The non-thesis option is focused on acquiring the experiential skills necessary to prepare students for entry into the health field (e.g., exercise physiologist, worksite wellness director, etc.). The practicum provides students with an opportunity to strengthen their scientific knowledge and practical skills in the workplace and prepare students for future entry into the health field. This option culminates with a practicum in the student's area of interest at the end of their 4th semester.

Important Notes:

As noted elsewhere in this handbook, the MS Thesis Option is one of two pathways available for students to complete the MS degree in the Department of Exercise and Health Sciences. The other option is the Practicum Option (see page 25). Students can opt into the Thesis Option during Year 1 of their graduate studies, but a major faculty advisor (mentor) and the Graduate Program Director (GPD) must approve this change. Details of that process are outlined below.

2. Curriculum and Course Requirements

Our program is designed to be completed in two years of full-time study. Students are required to complete a total of 33 graduate credits, with options based on their chosen track. Course requirements differ based on whether students are pursuing AEP or PAHP concentration. All students are also expected to take two graduate-level elective courses along with a practicum(non-thesis).

Table 1: Overview of curriculum

Option	Thesis		Non-thesis	
Concentration	AEP	PAHP	AEP	PAHP
Required Courses (Core Courses)	EHS 630 (3): Advanced Health Fitness and Nutrition Assessment NU 760 (3): Biostatistics I EHS 685 (3): Advanced Exercise Physiology			
Credits	Thesis (9 Credits)		Non-Thesis (9 Credits)	
Courses for Each Concentration (Must select three from the list)	EHS 680 (3)	EHS 610 (3)	EHS 680 (3)	EHS 610 (3)
	EHS 682 (3)	EHS 655 (3)	EHS 682 (3)	EHS 655 (3)
	EHS 610 (3)	EHS 620 (3)	EHS 610 (3)	EHS 620 (3)
	EHS 650 (3)	EHS 650 (3)	EHS 650 (3)	EHS 650 (3)
	EHS 731 (3)	EHS 656 (3)	EHS 731 (3)	EHS 656 (3)
	EHS 740 (3)	EHS 670 (3)	EHS 740 (3)	EHS 670 (3)
	EHS 783 (3)	EHS 710 (3)	EHS 783 (3)	EHS 710 (3)
	EHS 784 (3)	EHS 745 (3)	EHS 784 (3)	EHS 745 (3)
	EHS 786 (3)	EHS 772 (3)	EHS 786 (3)	EHS 772 (3)
	EHS 787 (3)	EHS 775 (3)	EHS 787 (3)	EHS 775 (3)
Credits	9 Credits		9 Credits	
Required Courses for Each Option (Thesis or non-Thesis)	EHS 625 (3)	EHS 625 (3)	EHS 635 (3)	EHS 635 (3)
	EHS 690 (3)	EHS 690 (3)	EHS 698 (6)	EHS 698 (6)
	EHS 699 (6)	EHS 699 (6)		
Credits	12 Credits		9 Credits	
Electives	*EHS Elective (3)		*EHS Elective (3)	*EHS Elective (3)
			*EHS Elective (3)	*EHS Elective (3)
Credits	3 Credits		6 Credits	
Total Credits	33	33	33	33

Core Courses – 9 Credits

The following core courses are required for completion of the EHS MS Program:

EHS 685 – Advanced Exercise Physiology (3 credits)

EHS 630 – Biostatistics II: Advanced Statistical Methods in Healthcare Research (3 credits)

NU 760 – Biostatistics I (3 credits)

Required Courses by Program Option

Thesis Option – 12 Credits

- **EHS 625** – Quantitative Research Methods (3 credits)
- **EHS 690** – Proposal Development (3 credits)
- **EHS 699** – Thesis (6 credits)

Non-Thesis Option – 9 Credits

- **EHS 635** – Project and Program Management in Health Promotion (3 credits)
- **EHS 698**– Practicum (6 credits)

Concentration Courses – 9 Credits

In addition to the core courses, students must complete a minimum of 9 credits of concentration courses. Students may select any three courses from the approved list (Appendix B) based on their chosen concentration:

- Applied Exercise Physiology (AEP)
- Physical Activity and Health Promotion (PAHP)

Table 2: Concentration courses list

Concentration	AEP	PAHP
Courses for Each Concentration (Must select three from the list)	EHS 680 (3)	EHS 610 (3)
	EHS 682 (3)	EHS 655 (3)
	EHS 610 (3)	EHS 620 (3)
	EHS 650 (3)	EHS 650 (3)
	EHS 731 (3)	EHS 656 (3)
	EHS 740 (3)	EHS 670 (3)
	EHS 783 (3)	EHS 710 (3)
	EHS 784 (3)	EHS 745 (3)
	EHS 786 (3)	EHS 772 (3)
	EHS 787 (3)	EHS 775 (3)

Elective Courses (3 credits for thesis option and 6 credits for non-thesis option):

Electives should enhance the student's competency in their concentration area to complete the requirement. See Appendix B. Courses with * can be taken as an elective.

Table 3: Sample of Course Plan

Option	Thesis		Non-Thesis	
Concentration	AEP	PAHP	AEP	PAHP
Semester 1	EHS630 (3) EHS685 (3) NU760 (3)	EHS630 (3) EHS685 (3) NU760 (3)	EHS630 (3) EHS685 (3) NU760 (3)	EHS630 (3) EHS685 (3) NU760 (3)
Semester 2	EHS625 (3) Concentration course #1 (3) EHS Elective* (3)	EHS625 (3) Concentration course #1 (3) EHS Elective* (3)	EHS 635 (3) Concentration course #1 (3) EHS Elective* (3)	EHS 635 (3) Concentration course #1 (3) EHS Elective* (3)
Semester 3	EHS690 (3) Concentration	EHS690 (3) Concentration	Concentration course #2 (3)	Concentration course #2 (3)

	course #2 (3) Concentration course #3 (3)	course #2 (3) Concentration course #3 (3)	Concentration course #3 (3) EHS Elective* (3)	Concentration course #3 (3) EHS Elective* (3)
Semester 4	EHS699 (6)	EHS699 (6)	EHS698 (6)	EHS698 (6)
Total	(33)	(33)	(33)	(33)

3. Choosing a Faculty Advisor

The first semester of study is a critical time for master's students to determine which option of study they will pursue and which faculty mentor/advisor they will choose to help them complete the program. Students are encouraged to be proactive in making this all-important choice by meeting with the Graduate Program Director, the Program Assistant and individual faculty to determine which faculty may be the best "fit" to guide the student. The process is completed when the student has met with a faculty member, discussed her/his area of interest, and secured the commitment of the faculty member to guide the student. This should be done by the end of the student's first semester of study. The faculty advisor will help the student narrow the area of focus, advise the student on relevant coursework for their elective credits, and mentor the student in their selected option.

Once the faculty member and student have agreed to work together, it is important that they continue to communicate as the student moves through the program. The frequency of this communication will vary and will depend upon the student's need for mentoring. At the very least by the beginning of the third semester, the student and faculty need to determine (based upon the option of study) the topic of the student's thesis or practicum. For thesis students, the student's faculty advisor will help identify at least two additional faculty to comprise the student's thesis committee during the third semester. The student's committee, once approved by the Graduate Program Director and the Dean of Graduate Studies, guides the student in completing their thesis.

4. EHS Graduate Faculty and Staff

Faculty

Visit [Exercise and Health Sciences Department Faculty - UMass Boston \(umb.edu\)](http://Exercise.and.Health.Sciences.Department.Faculty.-UMass.Boston.umb.edu) for an updated faculty list.

- **Tracy Baynard, PhD** Tracy.Baynard@umb.edu
- **Dana Commesso, EdD** Dana.Commesso@umb.edu
- **Rachel Drew, PhD** Rachel.Drew@umb.edu
- **Azizah Jor'Dan, PhD** Azizah.jordan@umb.edu
- **Melissa Linden, PhD** Melissa.linden@umb.edu
- **Laurie Milliken, PhD** Laurie.Milliken@umb.edu
- **Carlos Salas, MS** Carlos.Salas@umb.edu
- **Heidi Stanish, PhD** Heidi.Stanish@umb.edu
- **Richard Viskochil, PhD** Richard.Viskochil@umb.edu
- **Julie Wright, PhD** Julie.Wright@umb.edu

- **Huimin Yan, PhD** Huimin.Yan@umb.edu
- **Tongjian You, PhD** Tongjian.You@umb.edu
- **Nan Zeng, PhD** Nan.Zeng@umb.edu
- **Kai Zou, PhD** Kai.Zou@umb.edu

Leadership

- **Dana Commesso, EdD:** *Interim Department Chair*
Dana.Commesso@umb.edu
- **Kai Zou, PhD:** *Graduate Program Director*
Kai.zou@umb.edu

Staff

- **Chanel Fields:** *EHS Program Coordinator*
chanel.fields@umb.edu

5. The MS Thesis Option

The MS thesis option provides students with the unique opportunity to conduct scholarly research on issues regarding physical activity, nutrition, and health in a multicultural setting. Students who select the Thesis option will demonstrate their ability to plan and conduct a mentored research project. The graduate program's research focus is intended to enhance the career growth potential of students, whether they choose to apply their research skills in advanced academic study, or in workplace settings where sophistication in conducting and managing research and other projects is required. Students have the opportunity to conduct their thesis research in a number of topical areas that align with the skills and expertise of faculty in the department. The major faculty advisor and thesis committee will ensure departmental and university-wide consistency in meeting master's-level criteria.

By the end of their first semester, students are encouraged to identify a faculty mentor (i.e., major faculty advisor) with whom they wish to study. In conducting their research, students must also demonstrate knowledge in research methods and leadership skills.

The student will identify a thesis topic in consultation with their major faculty advisor and thesis committee. The thesis committee must be comprised of at least two EHS faculty members and one external member. The range of possible thesis projects can entail either primary or secondary data collection and/or data analysis. The advisor and thesis committee members must provide signed approval of the proposal before students move on conducting their research.

The thesis option requires students to demonstrate their ability to conduct thesis research in a period of two semesters or stages. The thesis proposal stage involves the student completing a thorough literature review (including historical context of the research, current gaps in knowledge and other relevant topics), writing specific aims and objectives, determining the study design, and completing both a written and oral presentation of the proposed research ideally by November 1 of Semester 3. Students complete this stage

while enrolled in EHS 690 – Proposal Development, which is worth 3 credits.

The proposal includes a written document that is distributed to the faculty members at least 2 weeks before the oral presentation. The written proposal should consist of 3 chapters, an introduction (Chapter 1), a comprehensive literature review (Chapter 2), and a detailed summary of the study design and methods (Chapter 3). The oral presentation is expected to be approximately 20-30 minutes in length and summarizes the literature review and highlights the study aims, design and methods.

The thesis execution stage occurs while the student is enrolled in EHS 699 – Thesis. Students cannot enroll in this course unless they have successfully passed the thesis proposal stage. The thesis execution stage involves conducting the research, analyzing the data, writing the thesis document, and passing an oral defense during Semester 4. Students are expected to demonstrate satisfactory skills, knowledge, and abilities introduced in the master's degree core curriculum and electives. The final thesis product will include a manuscript-ready format eligible for submission for publication to a peer-reviewed journal. The overall structure of thesis will be: introduction(Chapter 1), literature review (Chapter 2), design and methods (Chapter 3), results (Chapter 4), and discussion (Chapter 5). The thesis shall follow the [University's guidelines for thesis preparation](#) and shall require a formal defense. The thesis must be approved by all members of the thesis committee, the GPD acting on behalf of the program, and the Dean of Graduate Studies.

Table 4: Required Documentation and Deadlines for Completing MS Thesis Option

Forms	Description	Deadline
Commitment to MS Thesis Option	<ul style="list-style-type: none"> Commits the student to completing the thesis option. Signed by student, major faculty advisor, and GPD by the end Semester 2 	End of Semester 2
Form 1: Designation of MS Thesis Committee	<ul style="list-style-type: none"> Formally designates student's thesis committee. Signed by student, major faculty advisor, 2 other faculty committee members, and the GPD. 	Ideally by August 31 of Semester 3
Form 2: Approval of Thesis Proposal	<ul style="list-style-type: none"> Signed by the student, the thesis committee chair and GPD after student finalizes date of final oral presentation and defense. 	Oral proposal presentation and defense should ideally take place by September 30 of Semester 3 Form 2 should be completed and submitted 2-4 weeks prior to final oral defense to allow for proper scheduling and logistical matters to be accounted for.

Form 3: Thesis Defense announcement	<ul style="list-style-type: none"> • Form announces official thesis defense date. • Students present a written document and PowerPoint presentation to the committee 2 weeks prior to oral defense and complete final oral presentation. 	<p>Oral thesis defense should ideally take place no later than March 30 in semester 4.</p> <p>You must let your committee members, GPA and GPD know about your proposed date <u>AT LEAST 2 weeks</u> prior to the date of defense.</p>
Form 4: Final Approval of Completed MS Thesis	<ul style="list-style-type: none"> • Signed by committee and GPD after students successfully defend their thesis. • Students present a written 	Oral Thesis Defense by March 30 of Semester 4.
	<ul style="list-style-type: none"> • document to the committee 2 weeks prior to oral defense and complete final oral presentation. 	<p>This deadline gives the student and faculty time for revision of the written thesis and submission of a final grade.</p> <p>In addition, you must submit your defended, completely revised (if required by your committee), and fully formatted thesis or dissertation to the Office of Graduate Studies (Grad Studies) via the UMass Boston ScholarWorks website by the following dates:</p> <ul style="list-style-type: none"> • April 20 for a May degree date • July 20 for an August degree date • December 1 for a December degree date

5.1 MS Thesis Option Coursework

In addition to core courses, there are two required courses, EHS 690 - Proposal Development (3 credits) and EHS 699 - Thesis (3 credits) and 3 credits of electives in the thesis option. Table 2 lists core courses for the MS program for students in the thesis option. After completing three core courses and prior to EHS 690 Proposal Development, the student will select a major faculty advisor for their thesis.

Table 5: Sample of Thesis Option Course of Study

Option	Thesis	
Concentration	AEP	PAHP
Semester 1 (Fall)	EHS630-Advanced Health Fitness Assessment (3) EHS685-Applied Exercise Physiology (3) NU760- Biostatistics (3)	EHS630-Advanced Health Fitness Assessment (3) EHS685- Applied Exercise Physiology (3) NU760- Biostatistics (3)
Semester 2 (Spring)	EHS625-Quantitative Research Methods (3) Concentration course #1 (3) EHS Elective* (3)	EHS625-Quantitative Research Methods (3) Concentration course #1 (3) EHS Elective* (3)
Semester 3 (Fall)	EHS690-Proposal Development (3) Concentration course #2 (3) Concentration course #3 (3)	EHS690-Proposal Development (3) Concentration course #2 (3) Concentration course #3 (3)
Semester 4 (Spring)	EHS699 - Thesis (6)	EHS699 - Thesis (6)
Total credits	(33)	(33)

*See Appendix B and C below for the list of courses that can be taken as Concentration Course and Elective

Table 6: Thesis Option Timeline

Semester 1	Semester 2	Semester 3	Semester 4
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<ul style="list-style-type: none"> • Talk with Graduate Program Director and/or Graduate Program Assistant about career and project interests. • Engage with appropriate faculty to discuss ideas about project and possible mentorship • Narrow interests. 	<ul style="list-style-type: none"> • Continue to engage with appropriate faculty to discuss project ideas and mentorship. • Select major advisor for thesis. • Meet with potential committee members on EHS faculty. 	<ul style="list-style-type: none"> • Finalize committee (sign Form 2). • Complete Forms 1 (Thesis committee form) and 2 (Thesis proposal form) 	<ul style="list-style-type: none"> • Meet with faculty advisor (weekly/bi-weekly as needed) • Complete an oral presentation to committee (final defense). • Complete Forms 3 (Thesis defense announcement form) and 4 (Thesis defense form).
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5.2 MS Advisor and Thesis Committee

Thesis committees in the Department of Exercise and Health Sciences consist of a Chair (Major Faculty Advisor) and two additional members. All members of the committee must be graduate faculty for the MS Program. By the middle of the third semester, each student's major faculty advisor will help the student identify two additional faculty members to comprise the student's thesis committee. These two other faculty members should be selected for their expertise related to the student's topic. This may include content expertise or skills in areas such as statistics or study design that may contribute to the thesis. At minimum, MS thesis committees must consist of 3 members, two of whom should be full-time faculty from the Department of Exercise and Health Sciences. In certain cases where specialized expertise is needed, committees may consist of up to 4 members. In special cases the composition of the thesis committee can be modified with approval from the GPD.

The GPD must provide written approval of the thesis committee by completing the Committee Approval Form. The thesis committee guides the students in developing the thesis proposal, completing the thesis, and in the final oral defense of the thesis. The committee will help to ensure consistency across departmental and university-wide requirements and expectations for the thesis. It shall be the responsibility of the thesis committee to approve the thesis project, to supervise its execution by the student, and to arrange for the final examination of the student, including public notice.

5.3 Thesis Standards

These standards provide information for the preparation of the final manuscript following the thesis or defense and for the submission of the work to the Office of Graduate Studies (OGS), after the final review of content and style by your major advisor. Please read them carefully and in their entirety. They are to be used in conjunction with the specific format and styles manual adopted by your academic program and accepted by the Office of Graduate Studies. **These instructions should be used from the moment you begin your thesis, and not as an afterthought to correct format.**

Throughout the preparation of your thesis, you should keep in mind that your manuscript will be considered a published work and not a pre-publication document. Some style manuals, especially those issued by professional associations, are intended to guide the preparation of an article for editorial review and revision; therefore, you may encounter requirements in those manuals which are not applicable to the preparation of a thesis. For example, pre-publication manuals often instruct that the reference section of the work be double-spaced, while correct thesis form in the reference section is single-spaced.

All theses will be deposited electronically into the University's Scholarworks electronic repository. No paper copies will be required or accepted. The requirements presented below are effective as of February 2025, and any thesis submitted after this date must follow them. A step-by-step guide to using UMass Boston Scholarworks is available at the [UMass Boston Graduate Studies website](#).

5.4 Proposal Development (3rd semester)

The Master's Proposal is due ideally during (e.g., October), but no later than the end of the 3rd semester of the program as the latest. There is variability in the format of the master's proposal, ranging from a 10-page single spaced document (not including title page, abstract, and appendices) to a proposal that includes a much longer introduction and literature review.

The proposal should include the following:

- 1. Title of Project:** Choose a title that is specific (rather than general) and highly descriptive of the project.
- 2. Abstract:** An abstract is one of the most important sections of a scholarly project such as a journal article or grant proposal. This section includes a brief summary of the proposal. Important areas to be covered include a statement of questions or hypotheses to be investigated as well as a description of the research participants, key constructs, and procedures that will be used to carry out the study.
- 3. Introduction (Chapter 1):** List the broad objectives or overarching goals of the project along with more specific research hypotheses or questions that the proposed research is designed to address. This section should be one to two pages.
- 4. Literature Review (Chapter 2):** Present an opening argument that highlights the importance and significance of the aims of the proposed research. Next review the literature relevant to the current proposal. Critically evaluate existing knowledge and identify gaps that the project is intended to fill. The literature reviewed should be oriented toward the specific questions addressed in the proposed master's thesis project. Do NOT discuss research in the general area unless it provides direct justification for the particular hypotheses, research questions, or concepts that will be pursued. This is the section in which variables and hypotheses/questions that will be examined should be clearly identified and defined. If used, measures that test the hypotheses should also be explicitly outlined in the methods section. It is important to provide a rationale or justification of the relevance of each of the particular variables that are included and proposed for study or each of the questions that will be explored. The length of this section is determined in discussions with individual mentors. The content of the background and

significance will also vary depending on the aims and methods proposed.

5. Design and Methods (Chapter 3): Describe the proposed research design and procedures that will be used to accomplish the specific aims of the project. This section should be a summary of each step in the execution of the project; it tells the reader which population will be studied, exactly what procedures will be followed, and how data will be analyzed. Note what is novel or innovative about the proposed conceptualization or approach. For qualitative research, in which broad research questions may be proposed rather than specific hypotheses, it is important to explain the procedures for data collection and the particular method proposed within the field of qualitative research. To the extent possible, include a description of the proposed participants (who they will be, how many will be recruited/enrolled, and what inclusion and exclusion criteria will be employed). Include any instructions to be given to participants, how the data will be collected, analyzed, and interpreted, scoring procedures, procedures to ensure that scoring is reliable, and specific analyses to be undertaken. For quantitative studies, be sure that variables are clearly operationalized and that a rationale for the statistical methods chosen is provided. The proposed analyses should follow from and closely match (in both number and technique) the hypotheses that were outlined in the background and significance section.

6. References: Include in the reference section a list of all references cited in the text. Refer to the APA publication manual for the correct form for citing references both in the text and in the references section. There is no page limit in the reference section.

7. Appendix: Students can choose to attach an appendix if there is information that would be distracting or too detailed to include in the main body of the text, but is nonetheless important to include. For example, students may choose to append a new measure or coding scheme that was developed specifically for the proposed study, or one which is not widely known or cited in previously published research. If more than one document is appended, title this section "appendices."

5.5 Written and Oral Presentation of the Proposed Research

Steps in Proposal Defense Preparation

Once the Committee Chair, in consultation with the Thesis Committee, has determined the proposal is satisfactory, the student will schedule a date for the proposal defense with all committee members. All members of the Thesis Committee are required to be in attendance for the defense. The student should take the following steps in scheduling the defense:

1. The student is responsible for choosing a date with all committee members.
2. The student should contact the Graduate Program Assistant for a room reservation for the defense.
3. Two weeks prior to the defense, the student should submit a complete proposal announcement to the Graduate Program Assistant.
4. The student is responsible for all set up, material preparation, and other details for the hearing.
5. The student must bring Thesis Proposal Form (Notification of Proposal Acceptance)

with them to the hearing for committee members to use in evaluating the proposal.

Results of the Defense

The two possible outcomes of the committee vote are:

1. **Pass:** Everyone on the committee checks the “pass” box and signs. Any required revisions are clearly spelled out in the comments section of the form by the Major Advisor and the Committee. In some cases, the entire committee may indicate that they want to see changes to the proposal. In other cases, only the major advisor will need to review the changes and sign off indicating that the conditions for the “pass” have been met.
2. **Fail:** Everyone on the committee checks the “fail” box and signs. To advance in their program, students may have to submit a new written proposal to the committee for review and/or present at a second oral defense. The specific conditions will be decided upon by the Major Faculty Advisor and the committee. Students have one opportunity to redo the written and/or oral components of the thesis proposal. If the student receives a fail on the retake, they automatically are opted back into the MS exam option.

Students may be required to make modifications to the written proposal document. Typically, revisions will be completed within two weeks of the oral defense. Once this stage is completed, Thesis Proposal Form is signed by the committee and the GPD. Once this form is signed, the student may commence research activities related to the project.

Research Compliance

All research involving human subjects or animals must be approved by the campus Institutional Review Board (IRB) or the campus Institutional Animal Care and Use Committee (IACUC) and data collection CANNOT start until appropriate IRB or IACUC approvals have been obtained. Forms and information about IRB or IACUC Review can be obtained from [Office for Research and Sponsored Programs](#). Students are advised to consult with the IRB or the IACUC early in the process.

5.6 Thesis Development (3rd - 4th semester)

- Conducting the research
- Analyzing the results
- Writing the thesis

5.7 Preparing and Defending – Final Thesis (4th semester)

- Passing an oral defense
- Manuscript-ready format eligible for submission to a peer-reviewed journal

5.8 Final Oral Defense

The final oral defense of the thesis should be completed by March 30 of Semester 4 for an April submission date. Once the student passes this stage, the Thesis Defense Form (MS) will be signed by the committee, the student, the GPD, and the EHS Department Chair. Students will have 2 more weeks to complete revisions of the final thesis document, if needed. The oral defense will typically consist of a 30-45 minute presentation on the background of the thesis research, the significance of the findings, and a discussion and interpretation of the results. Students will need to respond to relevant questions from the thesis committee related to the thesis research design, implementation, and results. This final examination, which will consist of an oral presentation, will be conducted by the thesis committee, and will be primarily concerned with, but not

necessarily limited to, the candidate's thesis. For example, a committee member may question or probe a student about practical implications of their findings or future research directions.

This final oral defense or examination shall be scheduled when all thesis committee members agree that the thesis is sufficiently complete to undergo defense; approval of the thesis, passing the defense, and/or recommending the degree, however, are not implied by scheduling this examination.

The final oral defense/examination itself is attended by the candidate, the thesis committee, and invited guests, such as other EHS faculty and students. Only the committee members may vote. If all committee members cast positive votes, the student shall be deemed to have passed the final oral examination. If there is one negative vote, the degree will be held up pending satisfactory resolution by the student of the objections of the dissenting member of the committee; final program approval is represented by the signature of the GPD. Students failing in their initial defense will be required to repeat all or part of the defense. A second failure of the thesis defense will result in the student's release from the graduate program.

5.9 Process and Deadlines for Thesis Submission Final submission:

By 11:59 PM (EST/EDT) on the dates below, you must submit a copy of your defended and revised thesis/dissertation, approved in full for content by your program, to the Office of Graduate Studies via the [UMass Boston ScholarWorks website](#).

Deadlines:

- April 20 for a May degree date
- July 20 for an August degree date
- December 1 for a December degree date

Before the final submission, the **format** of the thesis must have been approved in full by the Office of Graduate Studies format editor and must have been authorized by this advisor in writing to submit the final version of the thesis. [See here for the most up to date Standards for the Preparation of Theses and Dissertations](#). **Please carefully read this document before your thesis defense, pay attention to the Materials Needed for Submission and Working with Format Editor. If possible, before your defense.**

- Introduce yourself to your format editor by email (optional). Feel free at this time to ask any questions you may have about format. Your editor will be Carol Cullen (carol.cullen@umb.edu).
- Email the format editor a copy of your Signatory Page to obtain approval of its format before seeking the actual signatures. Follow the sample page in the Standards. Please be attentive to the details of the signatory page, particularly the name and title of each committee member.

More Information:

[https://www.umb.edu/media/umassboston/content-assets/admissions/graduate-students/UMass_Boston_Dissertation_Thesis_Submission_Standards_\(Final-February-2025\).pdf](https://www.umb.edu/media/umassboston/content-assets/admissions/graduate-students/UMass_Boston_Dissertation_Thesis_Submission_Standards_(Final-February-2025).pdf)

6. The MS Non-Thesis Option

6.1 Overview of the MS Non-Thesis Practicum Option

The purpose of the graduate practicum is to provide students with capstone experience in the fields of exercise and health sciences. This experiential course, which can be field- or laboratory- based, and located on site at UMass Boston or off-campus, provides an opportunity for students to apply relevant clinical, communication and management skills. In close consultation with the course instructor and major advisor,

the student is placed in an EHS Department-approved site to complete a minimum of 200 hours of experience.

The student who elects this option wishes to strengthen their scientific knowledge and management/leadership skills in the workplace. This option provides students with an opportunity to acquire and apply the experiential skills necessary to prepare students for entry into the health field (e.g. exercise physiologist, work site wellness director).

The EHS MS Practicum Option is designed for students who are interested in careers that include, but are not limited to:

- Project leadership and management, such as in grant-funded research or in clinical or practice settings, such as worksite wellness programs or public health departments.
- Fitness and wellness management, exercise physiology.
- Public or private sector positions in exercise science/physiology, or other health promotion and disease prevention programs implemented in clinical or health management settings.

The practicum is designed to support students' translation of knowledge acquired in EHS courses to hands-on, skilled based practice. One of the main objectives is to complete a work product such as, but not limited to, participation in the development and/or implementation of a site-based evaluation, or development and presentation of evidence-based training materials.

Students taking the Practicum Option must present their capstone experience at an event open to the university. This presentation should clearly demonstrate the student's proficiency and includes real examples of some of the following: written communication, oral presentations, work plans, budgets, intervention/exercise/curriculum/program plans, and/or evaluations of an intervention/curriculum/program.

In addition to the core courses, this option includes EHS 698 Practicum (6 credits), and six elective credits, three which must be taken within the EHS department. Table 6 lists elective courses for the MS program for students in the project option. Once the student makes that selection, a practicum placement will be coordinated (EHS 698) by the student, the GPA and the Clinical and Internship Placement Office (CIPO). This option entails the completion of a minimum of 100 hours of hands-on experience at an approved practicum site. The practicum will culminate with a capstone presentation of the student's experience at an event open to the university (this may include Research Day or another college event).

6.2 MS Non-Thesis Option Coursework

All non-thesis students are required to complete a 200-hour practicum. The Practicum Option aims to enable the student to accomplish some or all the following objectives:

- Integrate and strengthen technical knowledge and quantitative skills developed in master's degree courses (leadership, communication, program/project management).
- Gain firsthand experience within a professional network in a physical activity and health promotion, health care or research setting.
- Communicate effectively both orally and in writing.

- Develop management and leadership competencies in areas such as supervision, team development, communication, and program/project management responsibilities.
- Translate research skills into development, management and evaluation of public health projects/programs.

Table 7. A Sample Non-Thesis Option Course of Study

Option	Non-Thesis	
	AEP	PAHP
Semester 1 (Fall)	EHS630-Advanced Health Fitness Assessment (3) EHS685-Applied Exercise Physiology (3) NU760- Biostatistics (3)	EHS630-Advanced Health Fitness Assessment (3) EHS685- Applied Exercise Physiology (3) NU760- Biostatistics (3)
Semester 2 (Spring)	EHS635- Program and Project Management (3) Concentration course #1 (3) EHS Elective* (3)	EHS635- Program and Project Management (3) Concentration course #1 (3) EHS Elective* (3)
Semester 3 (Fall)	Concentration course #2 (3) Concentration course #3 (3) EHS Elective* (3)	Concentration course #2 (3) Concentration course #3 (3) EHS Elective* (3)
Semester 4 (Spring)	EHS698 - Practicum (6)	EHS698 - Practicum (6)
Total credits	(33)	(33)

**See Appendix B for the list of courses that can be taken as Concentration Course and Elective

6.3 Practicum Standards

The purpose of the graduate practicum is to provide students with capstone experience in the fields of exercise and health sciences. This experiential course, which can be field- or laboratory-based, and located on site at UMass Boston or off-campus, provides an opportunity for students to apply relevant clinical, communication, and management skills. The practicum is designed to support students' translation of knowledge acquired in prior EHS courses to actual skill-based practice. In close consultation with the course instructor and Practicum Director, the student is placed in an EHS Department-approved site to complete a minimum of 200 hours of experience.

The student also attends a synchronous class meeting once per month. The synchronous meetings will be in-person and provide a forum for students to reflect on and assess their practicum learning experiences with their course instructor and peers. The in-person meetings will be combined with the undergraduate internship course. Graduate students will be expected to lead small group discussions with undergraduate students. Class meetings will extend beyond the student's skill practicum experience to include ongoing evaluation or re-evaluation of career goals, mentorship, and developing leadership skills.

Students will work as a team member in the sponsoring organization under the supervision of the course instructor and site preceptor for a minimum of 200 hours during the semester.

Students will meet regularly with their major advisor to discuss progress with their projects.

The practicum application and placement process begins the semester prior to their final practicum semester. It is important that students pay attention to the timeline to ensure that they are on track to start their Practicum. The Practicum Director will support the students with the placement process. Students may pick from a list of existing partner sites or may find their own site. All background check, clinical, and agreement paperwork deadlines need to be met and will need to be completed prior to the semester beginning.

6.4 Clinical Clearance Requirements

The Clinical and Internship Placement Office (CIPO) supports the College of Nursing and Health Sciences with compliance for clinical groups, internships, preceptorships, and practica. In order to maintain partner compliance per our affiliation agreements, the CIPO staff regularly communicates with various outside constituents, such as health care partners and their legal counsel, Office of General Counsel, Board of Health, Center for Disease Control, Massachusetts Centralized Clinical Placement System, and others. All clinical clearances must be done through Complio Clinical Clearance. Chief activities include:

- CORI & National Background Checks
- Health Requirements: Immunization, Health Insurance, CPR Certification
- FERPA Releases
- Affiliation Agreements

Students are fully responsible to follow timeline (Table 8-9), complete and submit clinical clearance documents correctly and on time. Incomplete packets will not be accepted. Students who fail to submit Clinical Clearance documentation on time will be administratively withdrawn from clinical EHS courses. Following initial clearance, it is the students' responsibility to remain in compliance with clinical requirements. EHS students are also responsible for all costs related to required immunizations, tests, certifications, insurance, illness, and/or hospitalization.

6.5 Final Oral Presentation

In the oral poster presentation, coordinated by the students and the course instructor, the student will present the rationale for, relevance of, and outcomes of the practicum, and respond to relevant questions regarding the design, implementation, and evaluation of their practicum. The poster will be printed at Quinn Graphics through the Department of Graduate Studies. This presentation will take place during the EHS Department's Student Professional Day.

6.6 Non-thesis option timeline

Table 8: Completing Internship in the Spring Semester

Month	Action(s)
January	<ul style="list-style-type: none"> • Attend optional info session • Rolling application
February	<ul style="list-style-type: none"> • Attend optional info session • Final application deadline
March	<ul style="list-style-type: none"> • Complete mandatory orientation

	<ul style="list-style-type: none"> • Attend 1-on-1 meeting with EHS Team
April-June	<ul style="list-style-type: none"> • Inquire and interview
July	<ul style="list-style-type: none"> • Submit clinical clearance paperwork (if required) • Submit placement for site
September-December	<ul style="list-style-type: none"> • Internship

Table 9: Non-thesis Option Timeline

Month	Action(s)
August	<ul style="list-style-type: none"> • Attend optional info session
September	<ul style="list-style-type: none"> • Attend optional info session • Rolling application • Complete mandatory orientation
October	<ul style="list-style-type: none"> • Final application deadline • Complete mandatory orientation • Attend 1-on-1 meeting with EHS Team
November	<ul style="list-style-type: none"> • Inquire and interview
December	<ul style="list-style-type: none"> • Submit clinical clearance paperwork (if required) • Submit placement for site
January-May	<ul style="list-style-type: none"> • Internship

7. **Policies and Procedures**

7.1 Academic Standing and Progression

A student must maintain a cumulative average of at least 3.0 during their studies. The computation of the grade point average will include all graduate and upper-level undergraduate courses (taken as a matriculated student) that are eligible to count toward the student's graduate degree or certificate program. Grades for any courses taken at UMass Boston as a non-matriculated student but later transferred into the program are also included in the calculation of the GPA; grades for courses transferred into the program from other institutions are not calculated into the GPA. Graduate students with a cumulative GPA lower than 3.0 will not be eligible to graduate until they raise their GPA to a 3.0.

7.2 Satisfactory or Reasonable Progress, Academic Probation, and Academic Dismissal

A student must make satisfactory or reasonable progress toward completion of a degree program within the university's policy on time limits for that degree. A student who is not making satisfactory or reasonable progress is subject to probation and dismissal upon the recommendation of the graduate program director to the Dean of Graduate Studies.

Graduate probation and dismissal decisions are based on the criteria stated below. Individual graduate programs may establish more stringent quality standards, which are stated in the program section of the Graduate Catalog and enforced for all students in that particular program.

1. Graduate students whose cumulative grade point average falls below 3.0 will automatically be placed on academic probation and are not considered to be in good standing academically. Both the student and their graduate program director will be notified of this probationary status.
2. A student who in any two semesters, consecutive or otherwise, has semester grade point averages

of below 2.8 is subject to academic dismissal for failure to make satisfactory progress, upon recommendation by the program director to the Dean of Graduate Studies.

3. Any graduate student who has accumulated four (4) or more INC or IF grades will be considered not to be making satisfactory progress toward the degree, will be placed on probation, and will normally be barred from registering for additional classes until the INC/IF grades are cleared.
4. Students may also be placed on probation for failure to meet program requirements upon the request of the graduate program director.

While on academic probation, a student shall be ineligible to hold office in any recognized student organization or recognized professional association or to represent the university in any sense on or off campus. Students on probation will normally not be allowed to hold a graduate assistantship. Students will be removed from academic probation either when their cumulative grade point average meets or exceeds 3.0 or upon approval of a formal request by the relevant graduate program director to the Dean of Graduate Studies.

A student who has been placed on academic probation in any two semesters, consecutive or otherwise, will automatically be dismissed from the program and the University. The dismissal decisions will be initiated by the Office of Graduate Studies, in collaboration with the Registrar's Office, after reviewing transcripts of graduate students who, based on approved program criteria, are subject to dismissal. The Office of Graduate Studies will then refer cases for dismissal to the appropriate Graduate Program Director for review and recommendations. A recommendation for dismissal can be waived by the Graduate Program Director upon request to the Dean of Graduate Studies. A request for a waiver should include the basis for the recommendation and the terms for successful continuation in the program. Final dismissal decisions will be made by and communicated to the affected graduate student, the Graduate Program Director, and the Office of the Registrar by the Dean of Graduate Studies.

Graduate students may appeal dismissal decisions in writing to the Graduate Program Director. The Graduate Program Director in consultation with their dean who support reinstatement for the student will forward a written recommendation, stipulating the terms for successful continuation in the program, to the Dean of Graduate Studies who makes a final determination as to whether to rescind the dismissal. In addition, the Dean of Graduate Studies may add further stipulations to the reinstatement. All students for whom the dismissal is rescinded automatically remain on academic probation. Failure to meet any terms identified within the probationary letter will result in automatic dismissal without recourse to appeal.

7.3 Academic Honesty and Academic Misconduct

It is the express policy of the university that every aspect of graduate academic life, related in whatever fashion to the university, shall be conducted in an absolutely and uncompromisingly honest manner by graduate students. For complete information on university policy in this area, see [Code of Student Conduct](#).

Examples of academic dishonesty include, but are not limited to, cheating on examinations, submitting written material that is the work of others, purchasing papers over the internet, or seeking unauthorized use of computer files of a faculty or staff member or other student(s).

Misconduct includes, but is not limited to, furnishing false or inaccurate information, disruptive conduct, or theft and damage to university property.

Should a faculty member suspect a student of plagiarism or other academic dishonesty, the faculty member will notify the EHS student in writing of the charges and inform him/her of his/her rights and responsibilities as outlined in the [University's "Procedures for Academic Dishonesty"](#). The faculty member should meet with the EHS student to discuss the alleged violation within ten (10) days of incident. If the issue is not resolved at this meeting, the faculty member will notify the EHS student in writing within ten (10) days of the meeting, and copy the Dean of Graduate Studies, Graduate Program Director, and the Department Chair.

Sanctions for plagiarism or academic dishonesty may include, but are not limited to, a zero (0) for the assignment, course, or both, and other sanctions up to dismissal, per University policy.

The University has a special concern for incidents in which persons are subject to harassment because of membership in a protected class. Such incidents damage not only individuals but also the free and open academic environment of the University. If no sanction is imposed, the charges are considered dismissed. The student will be notified regarding next steps in the process by the Office of Graduate Studies. Students are encouraged to utilize Student Services as a resource during this process. Cheating EHS students are honor-bound to maintain ethical practices when taking an examination. If an EHS student's behavior signifies that s/he is cheating during an examination, as defined under the "Academic Honesty" section of the Code of Student Conduct, the EHS student will be asked to surrender the examination and meet with the faculty member as specified below.

7.4 Graduate Grading Policy

For graduate students, the university has used a system of letter grades that are equivalent to numerical "quality points," according to the following table:

Letter Grade	Quality Point Equivalent
A	4.00
A-	3.70
B+	3.30
B	3.00
B-	2.70
C+	2.30
C	2.00
F	0.00

The quality points for each grade are multiplied by the number of credits for the course, and the totals for all courses are added; this result is the student's cumulative quality point figure. The cumulative quality point figure is divided by the number of cumulative credit hours carried; this result is the student's cumulative quality point average. Graduate students may also be given grades of "NA" (Not Attending), "Inc" (Incomplete), "Y" (In Progress), "SAT" (Satisfactory), "AUD" (Audit). Explanations of these grades appear below.

*The lowest passing grade for a graduate student is a "C." Grades lower than "C" which are submitted by faculty will automatically be recorded as "F." This graduate grading policy also applies to graduate students enrolled in undergraduate courses.

The instructor of a class has full responsibility for grading and is the best judge of student performance; there may, however, be instances in which a graduate student believes that a grade has been assigned unfairly. In such cases, the student should discuss the grade with the instructor. If they are unable to resolve the issue between them, the student should make a written request to the graduate program director asking for a formal meeting among the three parties to explain, discuss, and/or reconsider the grade. Although the graduate program director serves as mediator in this meeting, the faculty member remains the final authority for any grading decision.

7.5 Grades for Practicum (698) and Capstone Credits

The required number of practicum, thesis, dissertation, and capstone credits varies by program. While in progress, these credits will be graded Y (in progress) for thesis and dissertation credits and, at the discretion of the program, for practicum and capstone credits. Normal tuition rates will apply. Upon satisfactory completion of these projects, these credits will be converted to SAT (satisfactory).

7.6 Not Attending (NA)

The Not Attending (NA) grade signifies that, although a student registered for a course and appeared on the class roster, the student never attended the class. The NA grade is not a substitute for dropping or withdrawing from a course. A student is still responsible for all tuition and fee charges for courses designated NA on their record. The NA grade has no effect on the student's cumulative grade point average. The NA grade designation may be replaced on a student's record by a "W" (withdrawal), provided that the student submits a withdrawal form to the Office of the Registrar before the withdrawal deadline.

7.7 Incomplete (INC)

The grade incomplete (INC) is reported only where a portion of the assigned or required class work, or the final examination, has not been completed because of serious illness, extreme personal circumstances, or scholarly reasons at the request of the instructor. If your record is such that you would fail the course regardless of your missing work, you will fail. Permission of the instructor must be obtained and the Incomplete Grade Contract must be completed. If you are receiving the grade of incomplete (INC), you are allowed up to one year in which to complete the course. The new grade must be submitted to the Registrar by the grading deadline for that semester depending on the grading deadline set by faculty member. The grade for any course not completed by this deadline will be converted to the grade of 'IF'.

7.8 Five-Year Limitation on Period to Earn a Degree

All MS students must earn their degree within five years of the date of matriculation into the program of study in the Manning College of Nursing and Health Sciences.

Exceptions to credit minimum must be made in consultation with the student's advisor. Changes will affect the student's program of study and expected date of graduation. The student must petition their Graduate Program Director for an exception to the minimum credit policy. Exceptions will be made in special circumstances and may be granted for one semester only. If an exception is granted by the Graduate Program Director, the student will be notified in writing and requested to meet with their advisor to file a new program of study and expected date of graduation. Graduate students who fail to complete their program of study within five years will be placed on registration hold by the university registrar and may be subject to dismissal by the Dean of Graduate Studies.

7.9 Request for Extending Five Year Limitation

Graduate students may seek an extension of the five-year time limitation to complete their program of study because of extenuating circumstances one time during their program of study.

- Graduate students must be in good academic standing and not on probation to be considered for an extension.
- Graduate students must file a petition for extension on the deadline to graduate in writing to the Graduate Program Director who will forward the request to the Dean of Graduate Studies. The petition request should include all relevant information including a clear statement of the reasons for the request, the extenuating circumstances, and a revised plan of study with new date of graduation.
- A signature of the graduate student's academic advisor of record must accompany the petition for extension containing the revised program plan at the time of the request.
- The Dean of Graduate Studies will notify graduate student of the decision in writing.

7.10 Leave of Absence Policy

A student who has been accepted into a graduate program is expected to remain in continuous enrollment until graduation, either full-time or part-time. However, if circumstances arise that cause an interruption in graduate study, a student may apply for a leave of absence (LOA). Leaves of absence are generally granted only in cases of substantiated illness or disability of the student or family member, military service, or one semester maternity or paternity leave. A student should document the basis for the leave.* A leave of absence must be approved by the graduate program director and the Dean of Graduate Studies using the form available [here](#).

- Leaves of absence are granted in yearly increments, and students may not be granted more than three years total LOA.
- Time spent on leave approved by OGS does not count toward the Statute of Limitations (SOL). The “SOL clock” is stopped for the period of the leave.
- Students on LOA will not be covered by the health insurance plan until they return to registration
- Students on LOA do not pay the program fee while on leave and a leave of absence does not make a student eligible for student loan deferments.

* If a student is providing medical information on another person as the basis for a medical leave of absence, the student must have the permission of that person to release the information.

7.11 Full-Time and Part-Time Status

For most purposes, full-time graduate study is defined as nine or more credits, part-time as eight or fewer credits, and half-time as six credits. The faculty intends to be flexible with students' needs to balance the demands of graduate study with the obligations of work and family. Students may, therefore, elect to enroll in the program on either a full-time or part-time basis. Upon admission, students will indicate which option they will choose. A student may change their enrollment option only with the permission of their faculty advisor and the GPD. The semester enrollment patterns under each option presented above apply to students who are enrolling full-time. Students seeking financial aid should be certain to obtain detailed information about full-time and part-time status requirements from the Office of Financial Aid Services.

7.12 Program Continuation

All degree-seeking graduate students must maintain continuous registration, also known as a program fee until the degree sought by the student is formally awarded. Students may register for the program fee (CAS 600) on the WISER online registration system. Continuous registration must also be maintained even when a student is on a leave of absence from the program.

Continuous registration requires a fee to be paid to maintain matriculation. If for any reason a student does not register for courses or dissertation credits, he/she must maintain continuous registration per semester.

https://www.umb.edu/bursar/tuition_and_fees#program_fee

Failure to register before the registration deadline for the semester for which the student is registering may result in late fees and be classified as inactive.

7.13 Registration Procedures

Both newly accepted and currently enrolled students must begin the course registration process by conferring with their graduate program directors. New student registration is scheduled by each individual graduate program. Currently enrolled degree-seeking (matriculated) students register, using WISER, during the advanced registration periods beginning in April (for the fall semester) and November (for the spring semester). An "add/drop" period, usually five days in length, is provided at the beginning of each semester for students wishing to make changes in their schedules. All changes must be approved by the appropriate faculty member and graduate program director.

- **Maximum Credit Load**

A graduate student may register for up to 12 credits during the fall and spring semesters. Any student who wishes to register for more than the maximum credit load must secure written permission from the graduate program director and program coordinator.

- **Retaking Courses**

A student may repeat any course, provided the student has not taken and passed a more advanced course for which it is a prerequisite. The course may be repeated regardless of the grade received, but there may be only one such repetition per course. If a student repeats a course, both grades will appear on the student's transcript, but only the second grade will be computed in the student's cumulative average. Students must get approval from the program director and program coordinator.

- **Adding or Dropping Courses**

During the "add/drop period"—usually five days at the beginning of each semester—a student may add, Exercise and Health Sciences MS Student Handbook

drop, or change courses without penalty; that is, no entry will be made on the student's permanent record. No courses may be added after this period. Please note: a student enrolled in only one course and wishing to drop that course must either pay the program fee to remain active in the program or withdraw from the program. Students must notify the program coordinator before making any course adjustments.

- **Withdrawing from Courses**

After the add/drop period, a student may withdraw from a course by completing a course withdrawal form before the withdrawal deadline noted for each term in the academic calendar. Withdrawal forms are available from the Graduate Registrar and must be submitted to that office by the published deadline. A grade of W will appear on the student's transcript for a course the student has withdrawn from. Students are to get approval from the graduate program director and program coordinator.

7.14 Withdrawing from the University

The effective date of withdrawal from the university is that on which all forms are completed, signed, and returned to the One Stop Student Service Center. The last day students may withdraw is the last day of classes of the semester. Students withdrawing receive a W for each course in which they are enrolled. Failure to complete a withdrawal form will result in the recording of the grade of F (failure) for all courses at the end of the term. To withdraw from the university, a student must do the following:

1. Consult with the graduate program director and coordinator.
2. Receive clearance from any university office in which financial charges have been incurred.

7.15 Readmission

Graduate degree candidates must maintain continuous registration, either by enrolling for course, thesis, capstone or dissertation credits; or by paying a program fee. Any student who has failed to maintain continuous registration and who wishes to resume their pursuit of the degree must apply for readmission, and will be subject to the policies and requirements in effect at the time of readmission. The applicant must complete a readmission application form and pay readmission and all back program fees before the application will be considered. Before the applicant can be readmitted, the application must be approved by the appropriate program director and the Dean of Graduate Studies. The deadline for readmission applications is one month before the beginning of the semester for which application is being made.

Readmitted students must meet the program requirements that pertain at the time of their readmission. Courses older than seven years at the time of readmission cannot be used toward the degree, except with the prior written permission of the graduate program director at the time of readmission. In addition, it is within the program director's discretion to disallow any previously taken courses from counting toward the readmitted student's degree program.

Any student wishing readmission should contact their Graduate Program Director and the Graduate Registrar for further information. Eligibility for readmission is limited to students who were in good standing at the time of their withdrawal and who are still in compliance with the statute of limitations policy governing the completion of the degree.

7.16 Graduate Assistantships

The University offers a limited number of graduate assistantships in teaching or research to qualified students. Applicants for admission to graduate programs and currently enrolled students should consider Exercise and Health Sciences MS Student Handbook

applying. These graduate assistantships, which range from 0.5 to 1.0 FTE require weekly service in the areas of teaching, research or administrative support. In return, the University pays a stipend and provides a tuition waiver and a waiver of a certain percentage of the fees. Students may obtain more information about assistantships by contacting the Graduate Program Director. General information about assistantships is also available from the Office of Graduate Studies.

8. Degree Requirements

8.1 Graduation Requirements and Procedures

The College recognizes master's students eligible for graduation in May, August and December. Graduate students must consult the individual program descriptions in the [Graduate Student Bulletin for complete information regarding graduation requirements.](#)

In general, graduate students are eligible for graduation if they complete the following:

- The required number of credits as designated in their program of study and all thesis or practicum requirements as designated in their program of study.
- Have a cumulative GPA of 3.0 in all required UMass Boston courses excluding electives.
-

8.2 Filing for Graduation

In order for a student to graduate, an application must be completed online through WISER by the dates published on this website (<https://www.umb.edu/registrar/graduation/applying/>), and followed the [procedures outlined by the Office of the Registrar.](#)

More information: <https://catalog.umb.edu/content.php?catoid=49&navoid=7876>

9. **Appendices**

Appendix A. Further Information

Frequently asked questions

<https://www.umb.edu/registrar/registration/frequently-asked-questions/>

Graduate Students Resources

<https://www.umb.edu/admissions/graduate-students/graduate-students-assistantships/graduate-student-resources/>

Graduate Students Assistantships

<https://www.umb.edu/admissions/graduate-students/graduate-students-assistantships/>

Academic calendar

<https://www.umb.edu/registrar/academic-calendar/>

Graduation Policies

<https://www.umb.edu/registrar/graduation/>

Graduate Student Forms

<https://www.umb.edu/registrar/forms/graduate/>

Office of the Bursar

<https://www.umb.edu/bursar/>

Appendix B. EHS Graduate Courses

- *EHS 610 Exercise and Aging
- *EHS 620 Pediatric Exercise
- *EHS 625 Quantitative Research Methods
- EHS 630 Advanced Health Fitness and Nutrition Assessment
- *EHS 635 Project and Program Management in Health Promotion
- *EHS 650 Obesity and Weight Management
- EHS 655 Advanced Physical Activity and Health
- *EHS 656 Advanced Nutrition and Health
- *EHS 670 Designing Exercise and Health Promotion Interventions
- *EHS 680 Clinical Exercise Physiology
- *EHS 682 Exercise Metabolism
- EHS 685 Applied Exercise Physiology
- EHS 690 Proposal Development
- *EHS 696 Independent Study
- *EHS 697 Special Topics
- EHS 698 Practicum
- EHS 699 Thesis
- *EHS 710 Physical Activity Intervention, Chronic Disease and Disability in Aging (3)
- *EHS 731 Body Composition Assessment (3)
- *EHS 740 Human Motor Control and Movement Dysfunction (3)
- *EHS 745 Theoretical Foundations of Health Behavior (3)
- *EHS 772 Cardiovascular Disease Epidemiology and Prevention (3)
- *EHS 775 Statistical Methods for Epidemiology (3)
- *EHS 783 Neuromuscular Aspects of Exercise in Obesity and Cancer (3)
- *EHS 784 Cardiovascular Aspects of Exercise in Clinical Populations (3)
- *EHS 786 Exercise Endocrinology and Metabolic Disorders (3)

- *EHS 787 Neurovascular Exercise Physiology in Health and Cardiovascular-Related Disease
- *EHS 790 Professional Skills & Grant Writing for Exercise Science (3)

* Courses can be taken as an elective if not taken as a concentration course.

Appendix C. Master of Science (MS) in Exercise and Health Sciences (EHS) Curriculum

Option	Thesis		Non-thesis	
Concentration	AEP	PAHP	AEP	PAHP
Required Courses (Core Courses)	EHS 630 (3): Advanced Health Fitness and Nutrition Assessment NU 760 (3): Biostatistics I EHS 685 (3): Advanced Exercise Physiology			
Credits	Thesis (9 Credits)		Non-Thesis (9 Credits)	
Courses for Each Concentration (Must select three from the list)	EHS 680 (3) EHS 682 (3) EHS 610 (3) EHS 650 (3) EHS 731 (3) EHS 740 (3) EHS 783 (3) EHS 784 (3) EHS 786 (3) EHS 787 (3)	EHS 610 (3) EHS 655 (3) EHS 620 (3) EHS 650 (3) EHS 656 (3) EHS 670 (3) EHS 710 (3) EHS 745 (3) EHS 772 (3) EHS 775 (3)	EHS 680 (3) EHS 682 (3) EHS 610 (3) EHS 650 (3) EHS 731 (3) EHS 740 (3) EHS 783 (3) EHS 784 (3) EHS 786 (3) EHS 787 (3)	EHS 610 (3) EHS 655 (3) EHS 620 (3) EHS 650 (3) EHS 656 (3) EHS 670 (3) EHS 710 (3) EHS 745 (3) EHS 772 (3) EHS 775 (3)
Credits	9 Credits		9 Credits	
Required Courses for Each Option (Thesis or non-Thesis)	EHS 625 (3) EHS 690 (3) EHS 699 (6)	EHS 625 (3) EHS 690 (3) EHS 699 (6)	EHS 635 (3) EHS 698 (6)	EHS 635 (3) EHS 698 (6)
Credits	12 Credits		9 Credits	

Electives	*EHS Elective (3)		*EHS Elective (3)	*EHS Elective (3)
			*EHS Elective (3)	*EHS Elective (3)
Credits	3 Credits		6 Credits	
Total Credits	33	33	33	33