

**PROCEDURES AND DEADLINES TO BE OBSERVED FALL 2009-SUMMER 2010  
MASTER IN PHYSICAL EDUCATION/ATHLETIC ADMINISTRATION-ISU**

<u>Procedure</u>	<u>Deadline</u>	<u>Place</u>	<u>Person Checklist</u>
1. Admission to Graduate School	Before enrollment –Application by: -May 1 <sup>st</sup> for Summer Enroll. -July 1st for Fall Enroll. -December 1 <sup>st</sup> for Spring Enroll.	Grad. School	Student _____
2. GRE or MAT Exam	Required for SSPE program admission (may request to repeat), see pg. 1 Classification	Test Center	Student _____
3. Advisor Assignment	Upon admission	SSPE Office	SSPE _____
4. Contact Advisor	Upon acceptance to SSPE Prog.	SSPE Office	Student _____
5. Reclassification	From Class (w/Perf. Req.) to Classified following completion of 9 credits	Grad School	Student _____
6. Letter of Understanding	Due within 4 wks. of acceptance letter	SSPE Office	Student _____
7. Planned Prog. of Study	Filed upon admission, due within 4 wks. of acceptance letter date	SSPE Office	Student _____
8. Final Program of Study	Filed 1 <sup>st</sup> 4 wks. the sem. <u>prior</u> to the graduating sem. (Required <u>in SSPE office prior</u> to exam scheduling)	SSPE Office	Student _____
9. Professional Experience	All students must document in an athletic setting or complete an internship (PE 655 at ISU)	SSPE Office	Student _____
10. Filing for Diploma	Semester prior to graduating semester- within last 2 wks.	Grad School	Student _____
11. Filing for Graduation	Semester prior to graduating semester - within last 2 wks.	Grad School	Student _____
12. Schedule Final Exam	Schedule by calling SSPE Grad. Admin. within the first 4 wks of sem. <b>PRIOR</b> to the sem. of final exam. (Requires final POS is in SSPE)	SSPE Office	Student _____
13. Obtain Exam GFR (Written/Oral Student)	Student arranged, <u>Call SSPE for potential list, arrange by time of final POS.</u>	SSPE Office	Student _____

14. Written & Oral Exam (Non Thesis Exam) Timeline:
- A. Student call SSPE to schedule exam- Sem. PRIOR to Grad. \_\_\_\_\_
  - B. Final Prog of Study-1<sup>st</sup> 4 wks Sem. PRIOR to Grad. \_\_\_\_\_
  - C. Apply to graduate-1<sup>st</sup> 4 wks Sem. PRIOR to Grad. \_\_\_\_\_
  - D. Written Exam given-2<sup>nd</sup> month of final semester \_\_\_\_\_
  - E. Committee Review Exam-for 2 weeks following written exam \_\_\_\_\_
  - F. Student mailed notice on pass or fail-2 weeks following written \_\_\_\_\_
  - G. Student mailed Oral Question -2 Weeks prior to oral \_\_\_\_\_
  - H. Oral Exam held-3<sup>rd</sup> month of final semester \_\_\_\_\_
  - I. Committee review of Exam & Decision-Exam Day \_\_\_\_\_

15. Thesis Exam Timeline (Each element is student responsibility):
- A. Select Thesis option-on Planned Program of Study, upon admission to program \_\_\_\_\_
  - B. Thesis Topic Choice-approved by advisor during first semester of course work, preferably chosen as part of PE 640 Research & Writing class work \_\_\_\_\_
  - C. Committee Selection-student responsibility, select at the time of the topic choice with advisor/com. chair \_\_\_\_\_
  - D. Thesis Proposal Meeting-Schedule with com. chair after approved initial draft of prospectus \_\_\_\_\_
  - E. Human Subjects Review-in coordination with proposal and prior to data collection. Schedule this **EARLY**. \_\_\_\_\_
  - F. Thesis chapter review-by committee during middle of final semester of study \_\_\_\_\_
  - G. Final Prog of Study-1<sup>st</sup> 4 wks Sem. PRIOR to Grad. \_\_\_\_\_
  - H. Thesis Completion-Five weeks prior to scheduled Oral defense date, approval required by committee \_\_\_\_\_
  - I. Student must schedule the defense date in coordination with committee members, upon com. chair/advisor approval \_\_\_\_\_
  - J. Committee review of Exam & Decision-Exam Day \_\_\_\_\_

**Program Resources:**

Dept of Sport Science & PE	ISU at Poc	Office, Pat Peyton Grad. Admin.	208-282-4852
Dept of Sport Science & PE	ISU at Poc	Dr. John Fitzpatrick, Grad. Director	208-282-4058
Dept of Sport Science & PE	ISU at Boise	Dr. Howard Gauthier, Boise Coord.	208-373-1753
Dept of Kinesiology	BSU	Office, Chris Borton, Admin. Asst.	208-426-4270
Dept of Kinesiology	BSU	Dr. Shelley Lucas, Grad. Coord.	208-426-2446
Univ. Programs at Boise	ISU at Boise	Alison Crane, Dir. Student Service	208-373-1706
Dept. of Administration	ISU at Boise	Donna Yates, Financial Admin.	208-373-1701
Graduate School	ISU at Poc	Tami Carson-Admissions	208-282-2150
Graduate School	ISU at Poc	Donna Plant-Graduation	208-282-2229
Graduation Apps.,Diplomas	ISU at Poc	Donna Plant-Graduation	208-282-2229
Human Subjects	ISU at Poc	Office	208-282-3811
Testing Center	ISU at Poc	Counseling & Testing Office	208-282-2130