

**Professional Masters Degree Committee
Department of Health and Human Performance**

Standard Operating Procedures

The Professional Masters Degrees (PMD) that are offered by the department of Health and Human Performance are: the Master of Education (M.Ed.) in Physical Education, Master of Science (M.S.) in Nutrition, Master of Arts (M.A.) in Sport and Fitness Administration, and Master of Athletic Training (M.A.T.). The purpose of this document is to outline the standard operating procedures that govern the administration of these degree programs.

I. The PMD Committee

The PMD Committee, hereafter referred to as the Committee, is a standing committee of the Department of Health and Human Performance as defined in the department bylaws.

A. Committee Membership

The committee is comprised of tenure track and non-tenure track faculty members who are nominated and elected according to the department bylaws. The committee shall consist of one faculty member who represents each professional Master degree plus one at-large faculty member elected by the department faculty. A committee member may represent multiple professional Master degrees, provided that he or she has an active role in delivering each degree. Each committee member serves a one (1) year academic term.

B. Committee Chair.

The chair of the PMD Committee is nominated and elected among the individual committee members at the first meeting of an academic year. The committee chair serves a one (1) year term. The committee chair is responsible for setting the committee meeting dates and times, setting the agenda of each meeting, and providing written minutes of each meeting.

C. Replacement of Committee Members.

The faculty in the respective program areas will elect a member to fill a vacancy on the PMD Committee. The entire department faculty will nominate and elect a faculty member to fill a vacancy on the PMD Committee for the at-large committee position.

II. Meetings

The PMD Committee meets at least one (1) time per month during the academic year. During the summer semesters, meetings are convened on an ad-hoc basis as considered necessary by the Committee chair.

III. Committee Voting Procedures

One vote will be cast by each member of the Committee present at the time of voting. A simple majority of votes is sufficient for a motion to pass.

IV. Administration of Professional Masters Degrees

A. Student Applications to the PMD Programs.

Acceptance to the PMD programs is determined by majority vote of the Committee. The Committee is responsible for final recommendation to the department chair of a graduate application for entry to the PMD programs. Final recommendation of approval or rejection of an application is determined officially by the College Dean.

Admittance to a PMD program is based on a series of criteria that will include GPA, GRE test scores, letters of recommendation, academic transcripts, and/or other pertinent information such as a personal statement. The Committee will assign a faculty advisor to each admitted applicant. The HHP Graduate Student Advisor will retain a master list of admitted students.

V. General Petitions

Petitions for students enrolled in the PMD programs will be sent to the Chair of the PMD Committee for initial review. The petitions will then be reviewed by the committee for consideration of a vote. Committee members review general petitions containing substantive changes to the student's degree program including but not limited to transfer of graduate (approved undergraduate) course credit from other institutions; transfer course credits from post-baccalaureate status; change in degree program; course substitutions; etc. Students wanting to have courses that were taken as post-baccalaureate status transferred into the PMD programs will need to also complete a course adjustment form.

VI. Administration of Comprehensive Examinations

The PMD Comprehensive Examination will be offered once during each regular semester. All students will write the exam on the same day. Exam dates will be set by the Committee. Traditionally, the exam is scheduled for a Saturday morning from 9:00am to 12:00pm. In the fall semester, the last Saturday of October is usually chosen. Differing times may be identified by the PMD committee. In the spring semester, the last Saturday in March is usually chosen.

The Comprehensive Exam will be administered during one continuous period of three hours. Each student's exam will consist of four content areas chosen by the student's faculty advisor. The content areas should represent the body of knowledge essential to the student's degree objectives.

A. Committee Chair Responsibilities.

1. Reviews approved applications for examination.
2. Writes approval letter for student to take examination detailing examination format and location.
3. Requests examination questions from advisors.
4. Reserves the HHP Computer Lab for the day of the examination.
5. Collates and prepares the examination packets and delivers to proctor.
6. Provides a list of approved students taking examination to the proctor.
7. Receives student's responses from proctor, and delivers to advisors for grading.
8. Provides collated readers' results for committee to review and approve.

B. Student Applications for Comprehensive Examination.

A student who has completed at least 18 semester hours of course work and with consent of his or her advisor may apply to take the Comprehensive Examination. The application must indicate four content areas in which the student will be tested. These content areas are to be chosen by the student in consultation with his or her advisor. The completed application is filed with the Graduate Advisor, who will send a copy to the Committee for approval. The Graduate Advisor will then mail an approval letter to the student acknowledging the status of approval to take the examination; date, time, and location of the examination; format of the examination, and necessary materials to bring to the examination.

C. Examination Readers and Results.

For each content area of the comprehensive examination, two faculty readers will be selected to independently examine the student responses. The student's advisor is responsible for identifying readers for their students' examination questions. The readers must be members of the HHP faculty or adjunct faculty or teach in the HHP degree program. Each reader will report a pass or fail result to

the advisor. The advisor will then provide an overall decision of pass or fail of the entire examination based on the results of the readers. The readers' results and overall advisor results are provided to the committee chair to collate and distribute to the committee members for a final vote.

A decision of pass/fail on all comprehensive examinations are ultimately the decision of the PMD Committee members voting on the examination results provided by the student's advisor. The committee members will review the overall pass/fail decisions of the student's advisor. Successfully passing the examination requires that the student pass 75% or more of the entire examination. The official communication or the resulting decision of pass/fail will be provided by the advisor.

D. Failure of the Comprehensive Examination, Reapplication, and Remediation Plan.

If a student fails the comprehensive examination, the student, in consultation with and approval of advisor, can re-apply to take the examination a second time. Students will retake all content areas of the exam. If a student fails the comprehensive examination a second time, the student with approval from advisor will need to submit a general petition to the PMD Committee for approval to take the examination a third time. The PMD Committee requires that documentation of a remediation/deficiency plan of action be provided and signed by both the student and advisor before committee approval.

E. Taking Comprehensive Examination While Not Enrolled in Course Work.

A student cannot take the comprehensive examination while not enrolled in courses. A one-credit hour course PEP 6198 is available for students who have completed all course requirements.

F. Administration of in-person Comprehensive Examination to Students

All comprehensive examinations are given each semester via a computer format. All students admitted to the traditional PMD degrees must take their exam at the University of Houston Main Campus on the scheduled date of the exam. Typed questions on separate pages will be provided to the student (in their examination packet) in which to respond. Students will compose their responses using a word processor.

1. Comprehensive Examination Packets. An examination packet, including an instruction sheet and the examination questions is created for each student. Packets will remain with the chair of the PMD Committee until the examination date.

2. Examination Questions. An advisor of the student will provide questions from courses or content areas in the student's degree program. A

student's advisor will be responsible for the process of collecting questions from the faculty member(s) tasked with writing the questions on each course or content area. The advisor delivers these questions to the chair of the committee for distribution to the examination proctor and students taking the examination.

3. Examination Proctoring. The PMD Committee provides a list of faculty proctors each year to the HHP faculty. The faculty proctor is responsible for proctoring the students taking the examination. If the faculty proctor assigned is unable to proctor, a replacement faculty proctor will be provided by the originally assigned proctor. The proctor will receive the prepared examination packets from the committee chair one day prior to the examination period to distribute to the students on the day of the examination. The proctor ensures that academic honesty is adhered to. At the end of the examination period, the proctor will individually seal each student's examination packet and return sealed packets to the committee chair on the next business day.

G. Administration of off-campus Comprehensive Examinations to Students

The preparation of exam questions is the same as described in the previous section. The examination site will be selected by the student and approved by the Committee Chair. In some cases, the students may have to pay an additional fee for use of the designated site to take the examination. The sites will provide a proctor to ensure examination integrity. The proctor fees will be designated by the specific site for the examination, and will be paid by the student.

Upon completion of the examination, the saved file is submitted to the Committee Chair for allocation to advisor and graders.