



**IUP Graduate Handbook**

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*M.Ed. in Health and Physical Education*

*Department of Kinesiology, Health and Sport Science*

Handbook Updated [2022]

M.Ed. in Health and Physical Education  
Department of Kinesiology, Health and Sport  
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## Introduction

### IUP's Civility Statement

As a university of different peoples and perspectives, IUP aspires to promote the growth of all people in their academic, professional, social, and personal lives. Students, faculty, and staff join together to create a community where people exchange ideas, listen to one another with consideration and respect, and are committed to fostering civility through university structures, policies, and procedures. We, as members of the university, strive to achieve the following individual commitments:

**To strengthen the university for academic success**, I will act honestly, take responsibility for my behavior and continuous learning, and respect the freedom of others to express their views.

**To foster an environment for personal growth**, I will honor and take care of my body, mind, and character. I will be helpful to others and respect their rights. I will discourage intolerance, hatred, and injustice, and promote constructive resolution of conflict.

**To contribute to the future**, I will strive for the betterment of the community, myself, my university, the nation, and the world.

### Affirmative Action

<https://catalog.iup.edu/content.php?catoid=7&navoid=951>

### Title IX Reporting Requirement

<https://catalog.iup.edu/index.php>

### Student Conduct and Student Rights

<https://www.iup.edu/student-support-and-standards/policies/index.html>  
[www.iup.edu/gradcatalog](http://www.iup.edu/gradcatalog)

## Department of Kinesiology, Health and Sport Science

The Kinesiology, Health, and Sport Science Department is a diverse and interdisciplinary department that offers multiple nationally accredited programs of study designed to promote lifetime health, fitness, and physical activity across the lifespan.

Curriculum requirements are specific to each program of study and include opportunities for student-centered learning and “hands-on” practical experiences. Students learn and apply their skills using up-to-date technology in the classroom and clinical settings. Classes are taught by outstanding faculty members who are active in research and service to their academic disciplines and who are committed to student professional development.

Graduates are prepared to assume leadership roles in a variety of occupational settings, including educational, corporate, medical, and community sites.

### Faculty and Staff

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## Admission Requirements

To be admitted to the Kinesiology, Health, and Sport Science Department, the applicant must have completed the requirements for a bachelor's degree from an accredited college or university and must fulfill the general requirements for admission to the School of Graduate Studies and Research for a master's degree. A minimum TOEFL score of 540 (paper-based) which converts to a computer-based score of 193 is necessary for international students.

Other admission requirements to be admitted to the K-12 Teacher Certification program include: Fulfillment of requirements set by the College of Education and Educational Technology.

## International Students

In addition to the policies and resources described in the Graduate Catalog, International Students should also refer to the Office of International Education <http://www.iup.edu/international/> and the International Students website <http://www.iup.edu/page.aspx?id=10035> for guidance regarding required forms, ESL/academic assistance, transportation, housing, and social events. The International Student Handbook <http://www.iup.edu/page.aspx?id=10039> is also a valuable resource for international students attending IUP.

Graduate Admissions: [www.iup.edu/admissions/graduate/](http://www.iup.edu/admissions/graduate/)

For more information regarding Admission Classification and Provisional Admission for International Graduate Application, view the Graduate Catalog: <https://catalog.iup.edu/index.php>

## Financial Information

Financial support is offered to students in the form of Graduate Assistantships, Educational Loan Programs, graduate student research funding, as well as professional development and travel funding. A limited number of Doctoral Fellowships are also available on a competitive basis.

**Graduate Assistantships** (GAs) are selectively awarded to highly qualified graduate students and often on the basis of academic excellence. Full time students can be eligible for 20-hour or 10-hour per week GAs and some part time students may also have GA eligibility. Visit [www.iup.edu/graduatestudies/assistantships](http://www.iup.edu/graduatestudies/assistantships) for more information.

**Educational Loan Programs** such as the Federal Stafford Loan Program, Grad PLUS program or for Federal Work Study program are available to graduate students. Visit [www.iup.edu/page.aspx?id=12041](http://www.iup.edu/page.aspx?id=12041) for details.

## Academic Advisement

Once admitted to the program, students will work with the program coordinator to develop a sequence of coursework that meets the goals of the student. The role of the program coordinator is to advise each student on what courses to take and to provide a timeline of completion.

The student role in the advising relationship is to be responsible for meeting all program requirements as outlined in the program handbook as well as requirements discussed with the program coordinator.

Graduate Admissions: [www.iup.edu/admissions/graduate/](http://www.iup.edu/admissions/graduate/)

For more information regarding Admission Classification and Provisional Admission for International Graduate Application, view the Graduate Catalog: [www.iup.edu/gradcatalog](http://www.iup.edu/gradcatalog)

## Campus Resources & Student Support

The School of Graduate Studies and Research: [www.iup.edu/graduatestudies/](http://www.iup.edu/graduatestudies/)

Graduate Catalog: [www.iup.edu/gradcatalog](http://www.iup.edu/gradcatalog)

Office of Student Billing: <https://www.iup.edu/student-billing/>

Office of the Registrar: [www.iup.edu/registrar/](http://www.iup.edu/registrar/)

Disability Support Services: [www.iup.edu/disabilitysupport/](http://www.iup.edu/disabilitysupport/)

Office of Social Equity: [www.iup.edu/socialequity/](http://www.iup.edu/socialequity/)

IUP Campus Library: [www.iup.edu/library/](http://www.iup.edu/library/)

MyIUP: [www.iup.edu/myiup/](http://www.iup.edu/myiup/)

IT Support Center: [www.iup.edu/itsupportcenter/](http://www.iup.edu/itsupportcenter/)

Veterans and Service Members: [www.iup.edu/veterans/resource-center/](http://www.iup.edu/veterans/resource-center/)

IUP Writing Center: [www.iup.edu/writingcenter/](http://www.iup.edu/writingcenter/)

IUP Career and Professional Development Center: [www.iup.edu/career/](http://www.iup.edu/career/)

IUP Parking Services and Visitor Center: [www.iup.edu/parking/](http://www.iup.edu/parking/)

University Policy: [www.iup.edu/police/](http://www.iup.edu/police/) | 724-357-2141

Crisis Intervention 24/7 Hotline: 1-877-333-2470

Student Registration: [www.iup.edu/registrar/students/registration-resources/index.html](http://www.iup.edu/registrar/students/registration-resources/index.html)

*Insert additional links and information as deemed necessary and helpful for your students.*

## IUP Email

IUP offers an email account to all active students. **Your IUP email address is the primary means by which the university will contact you with official information and you should use for all IUP official communications. It is your responsibility to check your IUP email regularly.** Visit

<https://www.iup.edu/itsupportcenter/get-support/e-mail-and-calendar/general/> to learn more about setting up this account. For more information regarding University Policy on email communications, view the Graduate Catalog: [www.iup.edu/gradcatalog](http://www.iup.edu/gradcatalog)

## Graduate Student Assembly

The Graduate Student Assembly (GSA) represents the graduate student body's interests at IUP and within the Indiana community. The GSA makes recommendations related University-wide and graduate-specific policies and in areas of concern in the cultural, intellectual, and social life of the part- and full-time graduate student. Visit [www.iup.edu/graduatestudies/gsa](http://www.iup.edu/graduatestudies/gsa) for more information.

## Programs and Degrees

### Master's Program

#### M.Ed. in Health and Physical Education

The Master of Education in Health and Physical Education offers both a 33-credit thesis program and a 36-credit non-thesis program. This degree includes emphasis tracks tailored towards specific career goals. Within this program, students can focus on (1) K-12 Teacher Certification, (2) Community Health Education, or (3) Adapted Physical Activity.

#### K-12 Teacher Certification

Students interested in earning PA teacher certification in K-12 Health and Physical Education can apply to this program. The majority of coursework can be completed online or through video conferencing, perfect for the working adult. Students in this track are required to attend a 4-week summer residency at IUP and complete a 6-12 credit student teaching experience. Teachers who are certified in another area and wish to add health and physical education to their credentials only need to complete 6 semester hours of student teaching. Students certified in another K-12 content area will complete an internship experience. Students must complete and pass the PRAXIS II exams. These exams are Fundamental Subjects Content Knowledge (5511/0511) and Health and Physical Education Content Knowledge (5857).

#### Community Health Education

Focuses on advocating and instructing health-related topics in the community, government or private settings. Graduates can seek employment as leaders in agencies involved in the training and prevention of health-related behaviors and conditions. Graduates will have the prerequisite knowledge eligible to sit for the National Commission for Health Education Credentialing (NCHEC) Certified Health Education Specialist (CHES) exam. **This track does not lead to teacher certification.**



### Adapted Physical Activity

Designed for students who have an interest in working in school, community, or recreational settings where adapted physical activity programs are offered. Graduates will demonstrate the ability to develop, instruct, and assess programming for individuals with various disabilities. Graduates will have the prerequisite knowledge eligible to sit for the Adapted Physical Education National Standards (APENS) Certified Adapted Physical Education (CAPE) exam. **This track does not lead to teacher certification.**

#### Degree Requirements

The total credit hours for the teacher certification track is 36 credits, and the total credit hours with certification is 42-48 credits.

### MEd in Health and Physical Education Core Courses

#### Core Courses (12cr)

Course	Course Name	Credits
KHSS 517	Contemporary Issues in School and Community Health	3cr
KHSS 634	Current Literature in Health, Fitness, and Sport	3cr
KHSS 640	Research Methods for Health, Sport, and Physical Activity	3cr
KHSS 680	Seminar	3cr

### Tracks (choose one A-C)

#### A. Teacher Certification\* (24cr)

Course	Course Name	Credits
KHSS 526	Health Science Instruction	3cr
KHSS 615	Program Design and Assessment in Health and Physical Education	3cr
KHSS 631	Motor Learning	3cr
KHSS 645	Advanced Teaching Techniques in Physical Education	3cr
KHSS 655	Health and Fitness for Elementary Children	3cr
KHSS 670	Advanced Seminar in Adapted Health Physical Education	3cr
KHSS 675	Fitness Technology for Health and Physical Educators	3cr
EDEX 560	Family Perspective on Disability	3cr
or		
EDEX 650	Exceptional Children and Youth	3cr

#### B. Community Health Education (12cr)

Course	Course Name	Credits
KHSS 520	Health Education and Promotion at the Workplace	3cr
NURS 610	Health Promotion and Social Issues	3cr
HSAD 605	Epidemiology in Health Service Administration	3cr
or		

KHSS 672	Epidemiology of Physical Activity	3cr
KHSS 698	Internship	3cr

**Adapted Physical Activity (12cr)**

<b>Course</b>	<b>Course name</b>	<b>Credits</b>
EDEX 650	Exceptional Children and Youth	3cr
KHSS 537	Coaching Disability Sport	3cr
KHSS 670	Advanced Seminar in Adapted and Physical Education	3cr
KHSS 698	Internship	3cr

**Electives and/or Thesis (Choose one)**

Thesis Option (6cr)

<b>Course</b>	<b>Course name</b>	<b>Credits</b>
KHSS 795	Thesis	6cr
	Electives in KHSS or related fields.	3cr

Non-Thesis Option (12cr)

<b>Course</b>	<b>Course name</b>	<b>Credits</b>
	Electives in KHSS or related fields.	12cr

\*Students seeking teacher certification do not require elective or thesis credits. Those students follow the professional practice requirements outlined below.

**Professional Practice for Teacher Certification (6-12cr)**

Students seeking certification as health and physical education teachers must also student teach as required by the Pennsylvania Department of Education. Students demonstrating acceptable levels of knowledge, skills, and disposition will be permitted to enroll in EDUC 421 and/or EDUC 441 Student Teaching. A review of the student teaching applicant’s graduate record will be conducted by the HPE Graduate Pedagogy Committee, which will determine if the student has met all requirements to move ahead with certification. Those who are determined to be deficient will not be permitted to student teach. They will receive a degree without Pennsylvania teaching certification.

Those who are certified as elementary teachers will complete six credits in secondary student teaching. Those certified as secondary teachers will complete six credits of elementary student teaching.

Non-certified students must complete both the elementary and secondary student teaching for a total of 12 credits. A culminating activity is required. The total credit hours for the teacher certification track is 36 credits, and the total credit hours with certification is 42-48 credits.

\*Students seeking teacher certification in health and physical education who do not have prerequisite methods courses may be required to take additional courses. Individual programs will be designed based on a review of your transcripts.

### Certificates and/or Certification and/or Licensure

K-12 Teacher Certification Students seeking a certification as health and physical education teachers must also student teach as required by the Pennsylvania Department of Education.

### Course Descriptions

Please visit the following link for a full list of the graduate course descriptions:

[www.iup.edu/graduatestudies/catalog/course-descriptions/khss--kinesiology,-health,-and-sport-science/](http://www.iup.edu/graduatestudies/catalog/course-descriptions/khss--kinesiology,-health,-and-sport-science/)

## Evaluation of Students

For information regarding School of Graduate Studies and Research policies on grading, view the Graduate Catalog: [www.iup.edu/gradcatalog](http://www.iup.edu/gradcatalog)

*Insert information about how students will be evaluated. This section may be added to each program/degree as necessary.*

### Comprehensive/Candidacy Examinations

This examination is given, usually upon the candidate's completion of coursework, to determine the student's progress in the degree field and fields related to it and the student's likelihood of success in his/her research-dissertation phase. The examination may be written, oral, or both and is not necessarily limited to areas in which the candidate has taken course work. In addition to having written procedures for taking the comprehensive exam, departments must also have written procedures regarding providing feedback for comprehensive exams.

### Program Level Examination Appeals

Appeals for Program Level Exams such as, candidacy, comprehensive, or qualifying examinations, are made to the dean of the School of Graduate Studies and Research (SGSR) based on policy and/or procedural violations. The appeal can be based only on policy and/or procedural violations, and not simply on the outcome of the examination. Procedural violations would be cases in which the program/department failed to follow program/department and/or University policies and/or procedures relating to the administration and/or evaluation of the exam.

The appeal must be made in writing to the dean of the School of Graduate Studies and Research. Documentation of the policy(ies)/procedures in question must be provided, along with a detailed description of the alleged violation(s). All evidence supporting the alleged violation should also be

provided. The student must submit the written appeal to the dean of the SGSR within 30 days of receipt of the outcome of the examination. Upon receipt of the written appeal to the dean of the SGSR, the dean will conduct an investigation of the allegation, review the documentation and render a final decision which completes the appeal process. The final decision rendered by the dean of the SGSR may not be appealed.

If it is found that policy/and/or procedure has been violated, the dean of the SGSR will instruct the program/department to allow the student to retake the exam, fully adhering to policy and procedures. In the event of a finding in support of the student allegation, the reexamination may not be counted as one of the attempts permitted under the University or Department's Reexamination Policy.

### Reexamination Policy

No student is permitted a "third" examination without a recommendation to that effect from the degree program's sponsoring department per their adopted written procedures and the approval of the School of Graduate Studies and Research dean (or designee). Exceptions to this policy for programs can be made only with the approval of the School of Graduate Studies and Research. In the event a student does not successfully complete the comprehensive re-examination according to program requirements and the failure results in program dismissal, the program must notify the School of Graduate Studies and Research (SGSR) of the dismissal in writing. The SGSR will send an official notification of the dismissal to the student.

## Degree Completion

For more information, view the Graduate Catalog: [www.iup.edu/gradcatalog](http://www.iup.edu/gradcatalog)

## Thesis and/or Dissertation Completion

*Thesis/Dissertation Defense Department Process or Protocol*

*Departments determine if the defense of a thesis/dissertation are open (faculty and students welcome) or closed (only the committee and chair of the project). Each program that offers thesis/dissertation should develop and put in writing in their handbook the programmatic decision about open or closed defenses.*

## Evaluation Outcome for Dissertation and/or Thesis

*Thesis/Dissertation Defense Department Process or Protocol about how the dissertation and/or thesis are evaluated and possible results and what they mean for the student. For example, pass, pas with revisions, revise and resubmit, fail.*

**For students admitted after Fall 2017** – Dissertation and thesis credits will be assigned Pass or Fail as the final evaluation outcome for the taken credits and carry no quality points weighted towards a student's CGPA.

**For students admitted prior to Fall 2017** – Dissertation and thesis credits will be assigned a letter grade as the final evaluation outcome for the credits taken and carry quality points weighted towards a student's CGPA for the number of dissertation credits required for the program. "Extended" dissertation credits are not calculated into a student's CGPA.

For more information, view the Graduate Catalog: [www.iup.edu/gradcatalog](http://www.iup.edu/gradcatalog)

## University Policies and Procedures

**University policy is the baseline policy.** Programs may have policy that is more stringent than the University baseline policy; however, not less stringent than the University baseline policy. For questions regarding this statement, please contact [Program Coordinator] or the School of Graduate Studies and Research.

### Academic Calendar

View the IUP Academic Calendar: [www.iup.edu/news-events/calendar/academic/](http://www.iup.edu/news-events/calendar/academic/)

**The Following University and SGSR policies can be found at [www.iup.edu/gradcatalog](http://www.iup.edu/gradcatalog)**

Academic Good Standing  
Academic Integrity  
Bereavement-Related Class Absences  
Continuous Graduate Registration for Dissertation and Thesis  
Grade Appeal Policy  
Graduate Fresh Start Policy  
Graduate Residency Requirement  
Leave of Absence Policy  
Time Limitations  
Time-to-Degree Masters/Doctoral Dismissal Appeal Policy  
Time-to-Degree Extensions for Master's Thesis and Doctoral Dissertation  
Transfer of Credits Policy

*(If you add program policy, be sure to delineate University policy and program policy.)*

## Research

[www.iup.edu/gradcatalog](http://www.iup.edu/gradcatalog)  
[www.iup.edu/research/](http://www.iup.edu/research/)

## Signature Page

My signature below indicates that I am responsible for reading and understanding the information provided and referenced in this department/program student handbook.

\_\_\_\_\_[please initial] I understand my program coordinator may share this document with the School of Graduate Studies and Research.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Submit to Dr. David Wachob by the start of your first official term in the program.**

**The KHSS department will keep this signed document on file.**