Each student in the Master’s Program is responsible for reading and adhering to the policies within this handbook.

See Exercise and Sports Nutrition Website:
https://twu.edu/nutrition-food-sciences/graduate-programs/ms-in-exercise-and-sports-nutrition/

See Graduate School Website:
http://www.twu.edu/gradschool/

Please see the website for all current forms:
http://www.twu.edu/gradschool/forms.asp
ESN mission statement: The Master of Science in Exercise and Sports Nutrition exists to train students to bring about lifestyle changes in exercise and nutrition habits for individuals and groups. It also provides students opportunities to acquire strong research skills and applied learning experiences in the classroom, health-related settings, and with high school, university, and professional athletic teams.

ESN vision statement: To become the foremost program in the country teaching students to apply exercise and sports nutrition knowledge in clinical, wellness, community, and athletic settings.
Master of Science Degree in Exercise and Sports Nutrition

Introduction

Texas Woman’s University (TWU) offers the Master of Science degree with a major in Exercise and Sports Nutrition through the Department of Nutrition and Food Sciences (NFS) in the College of Health Sciences. The degree program is the result of the increased nationwide emphasis on health and fitness, awareness of the role of nutrition in athletics, increased demand for classes in both nutrition and kinesiology and increased collaborative research efforts by the faculty in both of these disciplines.

The degree program is interdisciplinary, with major emphasis in nutrition and kinesiology. The primary goals, objectives and expectations of this program are the following:

1. to develop well-prepared professionals who can effect changes in exercise and nutrition habits in both the general population and athletes
2. to provide an appropriate learning atmosphere that encourages independent thinking, creativity, and professionalism, at all stages of the program
3. to provide opportunities for a wide variety of applied learning experiences in health-and sports-related settings
4. to prepare students who are also Registered Dietitian Nutritionists (RDNs) or on the RDN track to take the Certified Specialist in Sports Dietetics (CSSD) board exams.
5. to encourage research in the areas of health issues relating to nutrition and exercise and nutrition and exercise for an athletic population
6. to enable students who desire to acquire strong skills in research methodology, including developing a hypothesis to the completion of a thesis (as applicable).

Students must complete a minimum of 34 hours for thesis option, 40 hours for coursework option, and 40 hours for IOC option (up to 12 hours transferred). Hours include advanced work in research methods, statistics, kinesiology, and nutrition; 3 semesters of practicum in sports nutrition; and, 6 hours of thesis or written comprehensive exit examination.

Practical experience and/or research are two major components of this interdisciplinary program. Many graduate students are involved in research studies on how diet and exercise affect muscle proteins and body composition, as well as nutrition education interventions. Practicum experience is gained through working with athletes in intercollegiate and professional teams, local school districts, as well as in hospitals, private practice RDNs, and corporate wellness centers.
Admission Policies

1. Admission criteria: GRE scores, undergraduate GPA, and measures of the student’s potential.
   The applicant must comply with all Graduate School admission criteria and be admitted into the Graduate School at TWU prior to being admitted into the ESN program. For unconditional admission, applicant must present: (a) a baccalaureate degree in kinesiology or nutrition or its equivalent; (b) official transcripts that show evidence of prerequisite undergraduate courses in the areas of exercise physiology, human anatomy and physiology, all chemistry courses through biochemistry, introduction to nutrition, advanced nutrition and an upper level nutrition course; (c) a grade point average of at least 3.25 on a 4.0 scale on the last 60 hours of formal coursework with a major in either nutrition or kinesiology; (d) evidence of completing the Graduate Record Examination with a preferred minimum score of 141 on the quantitative portion and 143 on the verbal portion; GMAT 330 total or verbal score of 21 and quantitative score of 17; or MCAT score of 500-507 (125-126 critical analysis/reading; biological/biochemical foundations of living systems: 125-126; (e) a 1-2 page statement of intent providing evidence of work and volunteer experience related to intended field of study and goals; (f) two letters of recommendation from individuals knowledgeable of the applicant’s professional skills and career goals.

2. Special or probationary admission
   Applicants who meet Graduate School admission criteria, GPA and GRE admission standards but lack up to 9 hours of prerequisite courses may be admitted provisionally until these courses are satisfactorily completed. When equivalent courses exist, prerequisite courses may be completed at the graduate level. These courses must be completed during the first year of graduate study. Once prerequisite courses are completed, the student’s major professor will send a letter to the Graduate School (Change of Status-Provisional to Unconditional Form at Graduate School website) indicating a change in status from provisional to unconditional.

3. Notification of acceptance into the master’s program in Exercise and Sports Nutrition
   Students will be notified by the Graduate School of their acceptance into the ESN program, who their initial advisor will be, if they have been admitted unconditionally or provisionally, and any prerequisite courses that need to be made up if they are admitted provisionally.

4. Credit by transfer
   There is no automatic transfer of graduate credit. However, a student’s advisor or committee may recommend and the Dean of the Graduate School may approve specific courses for transfer credit as a part of the student’s master’s degree plan. The maximum possible number of credits that may be transferred is 9 semester hours.

5. Residence
   Rules and regulations for determining residence status in the State of Texas are specified under Title 3 of the Texas Education Code. See the Graduate School website and forms for further details and information for petitioning a change in residency classification.

6. Teaching and/or research assistantships
   The Departments of NFS and Kinesiology provide a limited number of teaching and research assistantships for qualified graduate students. Applications for assistantships may be secured from the heads of the Departments of NFS and Kinesiology. See www.twu.edu/gradschool/graduate-assistants.asp.

7. Orientation for new graduate assistantship insurance benefits
   A web-based Graduate Assistant Orientation is now available year round. Visit the following site and review the sections that are applicable to your assignment: https://twu.edu/slis/online-graduate-orientation/online-orientation-webinar/
Texas Woman’s University  
Department of Nutrition and Food Sciences  
M.S. In Exercise and Sports Nutrition  
Coursework Option

**Required Core Courses:** (12 hours)
- NFS 5314 Human Nutrition and Metabolism*
- NFS 5363 Human Nutrition and Disease Statistics Course (such as KINS 5033, HS 5703, FS 5193, or MATH 5573)
- NFS 5332 Capstone Seminar (with a ‘C’ grade or higher)**
*Students must earn a “B” or better in this core course  
**Students take this seminar towards the end of the program

**Addional Required Courses in Major:** (15 hours)
- NFS 5583 Nutrition and Exercise  
- KINS 5613 Cardiovascular Response to Exercise (offered Fall even years)  
- KINS 5553 Advanced Exercise Physiology (offered Fall even years)  
- KINS 5683 Exercise Evaluation and Prescription (offered Fall odd years)  

**PLUS**
- NFS 5681 Sports Nutrition Practicum* or NFS 5813 Dietetic Internship (may replace one practicum hour NFS 5681 requirements for RDN interns with permission of Dietetic Internship Director AND Sports Nutrition Practicum Coordinator) or NFS 5133 Professional Internship for Exercise and Sports Nutrition**  
*Students with the RDN credential or intending to become RDN-certified must complete NFS 5681 three times except as noted above. Non-RDN students must complete NFS 5133.  
**Students who are non-RDN track. Should be taken the last semester of graduate school. NFS 5583 MUST be completed currently with or prior to registering for the first section of 5681.

**Additional Coursework:** (13 hours)
Coursework to be selected from additional courses from the Departments of Nutrition and Food Sciences, Health Studies, Kinesiology or coursework transferred from another institution (up to 9 hrs) with approval of the student’s advisory committee.
- HS 5063 Aging and Health  
- HS 5353 Epidemiology  
- HS 5363 Population Health  
- KINS 5583 Hormonal Response During Exercise  
- KINS 5573 Graded Exercise Testing  
- NFS 5033 Eating Behaviors and Eating Disorders  
- NFS 5043 Nutritional Aspects of Vegetarianism  
- NFS 5423 Nutrition and Gerontology  
- NFS 5443 Nutrition and Women’s Health  
- NFS 5475 Advanced Preventive Nutrition  
- NFS 5493 Medical Nutrition Therapy in Pediatrics  
- NFS 5521 Nutrition for Collegiate and Professional Sport  
- NFS 5623 Neutraceuticals and Dietary Supplements  
- NFS 5693 Nutrition and Metabolic Syndrome  
- NFS 5813 Internship Experience in Nutritional Care

**Note:** A maximum of 9 credit hours for internship experience, practicum, independent study, or cooperative education is permitted in this option. Research hours are not permitted.

**Minor:**
A minor of 9 graduate credit hours in an area of emphasis can be achieved within the total number of program hours or by taking additional coursework. If a minor is declared, a faculty member in that minor area of study must serve on the academic committee.

**Minimum Total Program Hours: 40 hours**
Recommended Sequence of Classes: Coursework-Only Option (Non-Interns)

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Fall I</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Course</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NFS 5314 Nutrition and Human Metabolism</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>NFS 5363 Human Nutrition in Disease</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>KINS 5553, 5683, or 5613</td>
<td>3-6</td>
<td></td>
</tr>
<tr>
<td>NFS 5583 Nutrition and Exercise</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td><strong>Spring I</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Course</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Statistics course or Research Methods (see list)</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>NFS, KINS, or other elective</td>
<td>9</td>
<td></td>
</tr>
<tr>
<td>NFS 5681 Sports Nutrition Practicum</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td><strong>Summer 1</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Course</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NFS 5681 Sports Nutrition Practicum</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>NFS, KINS, or other elective</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td><strong>Fall 2</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Course</td>
<td></td>
<td></td>
</tr>
<tr>
<td>KINS 5553, 5683, or 5613</td>
<td>3-6</td>
<td></td>
</tr>
<tr>
<td>NFS 5681 Sports Nutrition Practicum</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>NFS Seminar</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>NFS 5332 Capstone Seminar</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td><strong>Total Hours:</strong></td>
<td>40</td>
<td></td>
</tr>
</tbody>
</table>
Capstone Seminar:

Application for NFS MS Capstone Seminar

Submitted to the Faculty Member Prior to Class Registration

Student Name: Student ID#

I am requesting to enroll in the NFS Capstone Seminar during __________ semester ________. I hereby declare that I have completed the NFS core courses with the exception of the Capstone seminar, and will be in the last semester of my Master’s Degree Nutrition studies. I understand that I need to receive a 70% or higher in order to pass the Capstone Seminar degree requirement.

I have finished the following courses with satisfactory grades, or will be finishing all courses during the semester taking the Capstone Seminar:

_____ NFS 5314 Nutrition and Human Metabolism
_____ NFS 5363 Human Nutrition and Disease
_____ 3 hours of statistics or research design
_____ 17 hours of additional courses in major
_____ 8 additional hours from major area, other NFS program areas (Food Systems Management or Food Science), or coursework from another institution (up to 9 hours) with approval of the advisory committee

Completion of the NFS 5331.50 Capstone online seminar will bring the total program hours to 36 hours minimum.

_____ Unconditional status on file with the Graduate School.
_____ A copy of my transcript is attached with this application

Student Signature: Major Advisor Signature:
Texas Woman’s University  
Department of Nutrition and Food Sciences  
M.S. in Exercise and Sports Nutrition  
Thesis Option

**Group I – Required Core Courses**: (13 hours)  
NFS 5314 Human Nutrition and Metabolism*  
NFS 5363 Human Nutrition and Disease  
KINS 5023 Methods of Research AND Statistics Course (such as KINS 5033, HS 5703, FS 5193, NFS 5903 Research Methods, or MATH 5573)

*Students must earn a “B” or better in this core course

**Group II – Additional Required Courses**: (15 hours)  
NFS 5583 Nutrition and Exercise  
KINS 5553 Advanced Exercise Physiology  
KINS 5613 Cardiovascular Response to Exercise  
KINS 5683 Exercise Evaluation & Prescription

**PLUS**  
NFS 5681 Sports Nutrition Practicum* or  
NFS 5813 Dietetic Internship (may replace one practicum hour NFS 5681 requirements for RDN interns with permission of Dietetic Internship Director AND Sports Nutrition Practicum Coordinator) or  
NFS 5133 Professional Internship for Exercise and Sports Nutrition**

*Students with the RDN credential or intending to become RDN-certified must complete NFS 5681 three times except as noted above. Non-RDN students must complete NFS 5133.

** Students who are non-RDN track. Should be taken the last semester of graduate school.

**Group III – Thesis**: (6 hours)  
KINS/NFS 5983 Thesis I  
KINS/NFS 5993 Thesis II

**Total Program Hours**: Minimum 34 hours

**Minor:**  
A minor of 9 graduate credit hours in an area of emphasis can be achieved within the total number of program hours or by taking additional coursework. If a minor is declared, a faculty member in that minor area of study must serve on the academic committee.
**Recommended Sequence of Classes: Thesis Option (Non-Interns)**

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall I</td>
<td><strong>Course</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>NFS 5314 Nutrition and Human Metabolism</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>NFS 5363 Human Nutrition in Disease</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>KINS 5553, 5683, or 5613</td>
<td>3-6</td>
</tr>
<tr>
<td></td>
<td>NFS 5583 Nutrition and Exercise</td>
<td>3</td>
</tr>
<tr>
<td>Spring I</td>
<td><strong>Course</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Statistics course or Research Methods (see list)</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Statistics course or Research Methods (see list)</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>NFS 5983 Thesis I</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>NFS 5681 Sports Nutrition Practicum</td>
<td>1</td>
</tr>
<tr>
<td>Summer 1</td>
<td><strong>Course</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>NFS 5681 Sports Nutrition Practicum</td>
<td>1</td>
</tr>
<tr>
<td>Fall 2</td>
<td><strong>Course</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>NFS 5553, 5683, or 5613</td>
<td>3-6 hours</td>
</tr>
<tr>
<td></td>
<td>NFS 5681 Sports Nutrition Practicum</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>NFS 5993 Thesis 2</td>
<td>3</td>
</tr>
<tr>
<td>Spring 2</td>
<td><strong>Total Hours:</strong></td>
<td>34</td>
</tr>
</tbody>
</table>
Texas Woman’s University  
Department of Nutrition and Food Sciences  
M.S. In Exercise and Sports Nutrition  
International Olympic Committee (IOC) Diploma in Sports Nutrition Option

Group I – Required Core Courses: (8 hours)
NFS 5363   Human Nutrition and Disease*
Statistics (such as KINS 5033, HS 5703, FS 5193, or MATH 5573)
NFS 5332 Capstone Seminar (with a ‘C’ grade or higher)**

NFS 5331   Capstone Seminar ** (see page 10)

*Students must earn a “B” or better in this core course  
** Students take this seminar towards the end of the program

Group II – Additional Required Courses: (9 hours)
NFS 5583   Nutrition and Exercise
KINS 5553   Advanced Exercise Physiology
NFS 5681   Sports Nutrition Practicum* or  
            NFS 5133   Professional Internship for Exercise and Sports Nutrition**or  
NFS 5813   Dietetic Internship (check with Dietetic Internship Director)

*Students with the RDN credential or intending to become RDN-certified must complete NFS 5681 three times except as noted above. Non-RDN students must complete NFS 5133.

** Students who are non-RDN track. Should be taken the last semester of graduate school.

Group III – Electives: (13 hours) (Up to 12 hours may be replaced by IOC diploma)
Students should select at least one course from the Department of Kinesiology and at least two courses from the Department of Nutrition and Food Sciences. Graduate elective courses will be chosen that complement the student’s goals and meet the approval of the student’s graduate advisor committee.

Total Program Hours: Minimum of 18 hours plus IOC Diploma for thesis option or 25 hours plus IOC Diploma for coursework only option.

Minor:
A minor of 9 graduate credit hours in an area of emphasis can be achieved within the total number of program hours or by taking additional coursework. If a minor is declared, a faculty member in that minor area of study must serve on the academic committee.
Special requirements for this degree

1. **Field experience**
   No specialized experience is required but is recommended for entry into this program. Field experience is required for graduation through the practicum described below.

2. **Advisory Committee**
   When a student is accepted into the Master of Science in Exercise and Sports Nutrition Program, the ESN Coordinator will assign an academic advisor. The academic advisor will be responsible for the student’s program until a permanent academic advisor is selected. During the first semester, the student will select an advisor of her/his choice and develop a degree plan with the major advisor. Only graduate faculty members whose major faculty appointment (half time or more) is in the Departments of NFS or Kinesiology qualify to serve as academic advisors. [http://www.twu.edu/nutrition-food-sciences/ms-exercise-sports-nutrition.asp](http://www.twu.edu/nutrition-food-sciences/ms-exercise-sports-nutrition.asp)

3. **Degree Plan**
   Effective Fall 2018 master level students will no longer file paper degree plans but will submit degree audits through [Student Planning](http://www.twu.edu/gradschool/forms.asp). The graduate student and the advisor share the responsibility of reviewing and updating any changes to the student’s degree audit. (When the student presents a minor, a faculty member from the minor department must approve the proposed program and serve on the student’s committee).

   It often occurs that a degree plan will need to be changed or to include “elective” or “special topics”. When this is the case, it is the student’s responsibility to update the degree plan. The degree plan can be updated or modified by completing a Change in Degree Plan form ([http://www.twu.edu/gradschool/forms.asp](http://www.twu.edu/gradschool/forms.asp)). The change in Degree Plan request should be submitted to the student’s academic advisor for approval. If the modifications being requested are substantial, the academic advisor will discuss the request with all committee members before approving the change. The Exercise and Sports Nutrition Coordinator will then send the form to the Dean of Graduate School.

4. **Practicum - NFS 5681**
   **For RDNs and those pursuing the RDN**, the Exercise and Sports Nutrition student will participate in structured, supervised practical experiences both on and off campus, NFS 5681. You will be required to complete the first practicum experience in the TWU Fitness and Recreation or in another approved site for a beginning rotation. Then, you will have the opportunity to suggest two other locations depending on your areas of focus. Affiliation agreements must be on file before a student begins rotations at any off-campus site.

   Student is required to complete a minimum of 45 clock hours of supervised practice during a semester or an average of 3 practicum hours a week. Before beginning these experiences, copies of immunization records and CPR certification must be uploaded to the Demographic Form. This form, along with instructions, can be found here: [https://twu.edu/student-health-services/immunization-compliance/](https://twu.edu/student-health-services/immunization-compliance/)

   The student is required to complete all undergrad prerequisites along with Nutrition and Human Metabolism (5314), Exercise Evaluation and Prescription (5683), and Nutrition and Exercise (5583) prior to enrolling in practicum. The student will follow the syllabus provided for each course. The syllabus and related documents will detail requirements for successful completion of the practicum experience, including, but not limited to documentation of
supervised practice hours, documentation of a preceptor’s positive evaluation of the student, and documentation of completed competencies. Students enrolled in NFS 5813 Internship (dietetic interns) may be able to meet one of the practicum experience hours during their supervised practice. Check with the Practicum Coordinator and Dietetic Internship if your goal is to complete the Sports Nutrition Practicum hours during the internship.

The ESN student will be evaluated throughout the period by the Practicum Coordinator and the site supervisor. It is the student’s responsibility to schedule an evaluation meeting for the end of the practicum with both the practicum coordinator and the site supervisor. A site visit or a scheduled phone evaluation are acceptable. It will again be the responsibility of the student to inform the practicum coordinator at least a week in advance for an appropriate time for that visit. The grade in the course will be dependent on several factors detailed in the syllabus, including the final evaluation, documentation of completed hours, documentation of completed competencies, professional behaviors, and quality of work completed. (Please review each syllabus for further details.) Evaluation forms will be completed separately by the student and the site supervisor/preceptor. The student will then meet with both of these individuals to discuss strengths and areas for improvement.

5. Practicum – NFS 5133
For non-RDN students, this class is designed to provide application of exercise and sports nutrition knowledge in varied practice settings. Before beginning this experience, copies of immunization records and CPR certification must be submitted to the Pioneer Performance Clinic and Practicum Coordinator.
Student is required to complete a minimum of 150 clock hours of supervised practice during a semester. An average 10 practicum hours a week is required. This course should be taken the last semester of graduate school.

6. Research competency
Research competencies will be demonstrated through the successful completion of the graduate research methods and statistics courses and/or the production of a thesis.

7. Time limits
No absolute time period exists, but credit hours older than six years cannot apply towards the master’s degree. Under extraordinary circumstances, credit hours older than six years may be reinstated with the permission of the Dean of Graduate School upon recommendation of the student’s advisory committee, and Dean of the College of Health Sciences.

8. Research Committee Policy
A graduate student’s responsibility includes recommending the membership of the committee. Refer to the Graduate Catalog for more information. https://catalog.twu.edu/graduate/health-sciences/nutrition-food-sciences/exercise-sports-nutrition-ms/
Policies and Procedures for the Development and Completion of Thesis

Research Project Procedures

Prospectus
Students completing a thesis must meet the requirements for NFS 5983 Thesis (taken first) and NFS 5993 Thesis (taken second). During 5983 enrollment, the student presents a prospectus to the research committee. The prospectus must be successfully defended and approved prior to collecting data for the thesis project.

The policy of the Nutrition Program stipulates that a 10 working day reading period be granted to each member of a research committee who receives a prospectus or thesis. An outline of the procedure follows:

1. Consult with research chair regarding feasibility of the project and verify that all prerequisites for candidacy have been met.
2. Prepare a draft of the prospectus. The prospectus is a maximum 10-page document that includes the relevance and purpose of the research project, specific aims, methodology, and statistical analysis. Submit the draft to the research chair for comments, suggestions for improvement, etc.
3. Submit the corrected draft to the research chair for approval.
4. After the research chair gives approval, the draft is submitted to all committee members by the student a minimum of 10 working days prior to prospectus or thesis meetings.
5. Schedule a prospectus meeting of the committee at which the draft is clarified and defended by the student. At least two members of the student’s research committee must be present for the meeting to be official.
6. An approved IRB from the Institutional Review Board (IRB) if using human participants or Institutional Animal Care and Use Committee (IACUC) if using animals to conduct the research must be submitted to the student’s research committee at the same time as the prospectus.
7. Secure letters of agreement from any non-university agency which will supply participants (schools, hospitals, etc.). Letters of agreement must accompany the prospectus. Revise the tentative outline as suggested by the committee and reduce the length to a maximum of 10 pages, excluding references and appendices. Appendices include approval from IRB, IACUC, or letters of agreement.
8. Secure committee members’ signatures of approval (Prospectus Cover Sheet at http://www.twu.edu/gradschool/forms.asp) and forward two copies of the prospectus to the Chair of NFS for approval and signature. The original signature sheet, letters of approval, and IRB or IACUC approval must be attached.
9. The student and chair of the student’s research committee must file copies of the Responsible Conduct in Research Training with the prospectus – see https://www.twu.edu/institutional-review-board-irb/training-requirements/
10. One copy of the prospectus for thesis is filed with the Dean of the Graduate School and the second with NFS.
11. The student enrolls in 5993 when the student is in the final stages of writing a thesis and presents the completed project to the research committee.

As soon as the student is notified of approval of the prospectus, collection of data may begin.

Format of Thesis
Each thesis should reflect the highest standards of research and scholarship and should make a meaningful contribution to the field of Nutrition. Consequently each thesis must manifest rigorous standards of content, style, and format. The student should write their thesis in the format of the journal chosen by the chair of their thesis committee. The format
for the title page and abstract for a thesis are found at the graduate website: http://www.twu.edu/gradschool/forms.asp.

A calendar of deadlines is available in the Graduate Office and lists graduation requirements and dates. Final dates for submitting the thesis CANNOT be waived for any reason (See Graduation Deadlines at https://twu.edu/gradschool/current-students/degree-completion/). Each candidate, not the faculty advisor, is responsible for meeting Graduate School requirements and deadlines. The Graduate School staff is available to answer questions or to clarify policies or procedures.

The proposed section headings as per Thomas, Nelson and Silverman’s textbook Research Methods in Physical Activity: Fifth Edition (2005) are listed below. However, the research advisor may recommend formatting the thesis in a different manner.

a. **Chapter I – INTRODUCTION**, will include the following:
   - Title
   - Introduction
   - Problem Statement
   - Hypothesis or Hypotheses
   - Definitions
   - Assumptions and Limitations
   - Significance

b. **Chapter II – REVIEW OF THE LITERATURE**
   This chapter should aim toward contrasting/comparing of similarities and differences in terms of the present study and completed literature.

c. **Chapter III will be titled METHODS and include the following sections:**
   - Participants or Animals
   - Instruments or Apparatus
   - Procedures
   - Design and Statistical Analysis

d. **Chapter IV – RESULTS**

e. **Chapter V – will be titled DISCUSSION and include the following sections:**
   - Discussion
   - Conclusions
   - Summary
   - Recommendations

f. **Chapter IV/V – can be a manuscript for publication using the style manual of the chosen peer-reviewed journal**

**Preparation of Thesis**

a. Submit the completed thesis to the research chair for comments and suggestions per research chair’s schedule and instructions.

b. Resubmit the corrected draft to research chair until it is finally approved.

c. After the research chair has given approval, corrected thesis is submitted to other committee members by the student.

d. Student provides hard copy of the corrected thesis to committee members prior to oral examination.

e. Student schedules final oral examination with input of all committee members in regards to scheduling availabilities.

f. Student gives all committee members at least 10 working days to read and comment on thesis before final examination date.
Final Oral Examination Procedures
The student schedules a meeting for defense of the thesis after distributing the paper and at a time all members will be present.
Two forms (Certification of Final Examination (Dissertation, Thesis, Professional Paper at http://www.twu.edu/gradschool/forms.asp) and the signature page of the thesis are to be presented by the student at the time of final oral examination. At the conclusion of a satisfactory oral examination, the final examination certification form is signed by all committee members and is filed in the NFS office for the chair’s signature. The Chair of NFS will then send the form to the Dean of the Graduate School. The signed signature page is submitted with final copy of the thesis.

Final Paper Filing Procedures
The thesis must be prepared in accordance with regulations outlined on TWU Graduate School website (Please see http://www.twu.edu/gradschool/forms/)
Also, make an appointment with a Graduate Service Analyst to ensure you have followed the proper formatting for filing a thesis. The major professor may not forward the thesis unless a clearance has been obtained from the IRB or IACUC and that all required signatures of informed consent from human participants are on file.

When submitting the necessary signature page, please use the format indicated at the website: http://www.twu.edu/gradschool/forms.asp. Signature pages for all copies turned in to the Graduate School must have original signatures. Forms for copyrighting your master’s thesis are available in the Graduate School.

Guidelines for Publication Agreement
Graduation Policies

Graduate students must be enrolled in Thesis II (NFS 5993) during the semester in which they graduate unless all requirements of the Graduate School are met prior to the first day of registration of the ensuing semester. If a student fails to meet the deadline for graduation established by the Graduate School in a given semester but completed all requirements by the close of that semester, the Dean of the Graduate School will write a letter to the effect to the student’s employer. The letter is tantamount to the awarding of the degree.

Students in the Exercise and Sports Nutrition Program who wish to qualify for August graduation should be aware of the following:

1. Thesis I must be completed and approved prior to the first day of spring semester.
2. Data and the Results, Discussion, and Conclusion must be completed and approved prior to spring semester last week of classes.
3. If a member of the research committee is to be replaced because the faculty member will not be available when the student plans to defend during the summer, the request for change must be initiated by the research chair prior to dead week of spring semester.
4. The final defense must be held during the research chair’s scheduled summer session.