

Oklahoma State University

College of Education and Human Sciences



**HRHP – LEISURE STUDIES AND
RECREATION MANAGEMENT & RECREATIONAL
THERAPY GRADUATE PROGRAM HANDBOOK**

Revised 2026

WELCOME

Welcome to Oklahoma State University School of Kinesiology, Applied Health, and Recreation (KAHR) in the College of Education and Human Sciences. The graduate degrees in this program are the doctoral degree: Health, Recreation and Human Performance – Leisure Studies (HRHP-LEIS); and the master's degree: Recreation Management and Recreation Therapy (RMRT). This Handbook will provide the resources that will enable you to be an informed and active participant in your education and help to ensure your ability to complete the graduate program. This handbook is intended to supplement the University Graduate Catalog, policies, rules, and regulations.

All students are responsible for understanding and adhering to the rules and expectations outlined in this RMRT – HRHP-LEIS program graduate student handbook. Students are expected to read this Handbook carefully and adhere to its policies and the various deadlines publicized by the Program, School of KAHR, Graduate College, and the University. It is important to remember that the attitudes and actions of students in this program are a direct reflection on the program, program faculty, and the University. Therefore, it is expected for our students to act in accordance with the program and in a professional manner at all times. Please sign/date and return the acknowledgement form to your assigned advisor (last page of this handbook).

Student Responsibilities in the Teaching/Learning Process

Graduate student responsibilities and deadlines can be reviewed on the Graduate College website and in the Graduate Student Community on Canvas. All students are expected to be familiar with the general policies of the University, the Graduate College, and RMRT – HRHP-LEIS program. Students are held individually responsible for complying with all of the requirements of the rules and regulations set forth by the University.

TABLE OF CONTENTS

Oklahoma State University	5
Mission of the College of Education and Human Sciences.....	5
Mission of the School of Kinesiology, Applied Health, and Recreation.....	5
Mission of RMRT – HRHP-LEIS Program	5
The Nature of the Graduate Studies Program in RMRT – HRHP-LEIS.....	5
The Faculty	6
The Graduate Degree Program.....	7
Graduate Certificate in Recreation and Leisure Management.....	7
Master of Science Degree	7
Doctor of Philosophy (traditional and online options)	8
The Application Process.....	9
Requirements for Application.....	9
Levels of Admission.....	9
Graduate Transfer Credits	11
Graduate Research or Graduate Teaching Assistantship/Associateship	
Opportunities and Process.....	12
Graduate Research or Graduate Teaching Assistantship /Associateship Benefits	12
Post Admission Information	13
Academic Advising	13
Online Training Required for All Graduate Students	13
Academic Standing: Minimum Graduate Requirements.....	13
The Graduate Committee	13
Graduate Certificate in Recreation and Leisure Management.....	13
Master of Science in RMRT	14
Doctor of Philosophy in HRHP-LEIS.....	15
Plan of Study	17
Graduate Certificate	17
Master of Science in RMRT	17
Doctor of Philosophy in HRHP-LEIS.....	17
Sample Plan of Study	18
Academic and Degree Requirements	19
Graduate Certificate in Recreation and Leisure Management.....	19
Master of Science in RMRT	20
Hours, Coursework, and Requirements.....	20
Thesis	20
Doctor of Philosophy in HRHP-LEIS.....	22
Hours, Coursework, and Requirements.....	22
Doctoral Candidacy	23
Qualifying Exams.....	23
Dissertation	24
Time to Degree Completion.....	25

Leave of Absence	25
Deadlines, Forms, and Other Required Paperwork.....	26
Dismissal of a Graduate Student from the Program.....	27
Evaluation and Dismissal of a Graduate Research or Graduate Teaching Assistant/Associate	28
Acknowledgement Form.....	see Canvas Community Document

OKLAHOMA STATE UNIVERSITY

The RMRT – HRHP-LEIS program is part of the Kinesiology, Applied Health, and Recreation and is housed in the College of Education and Human Sciences. The University is a land-grant institution – we have goals related to teaching, scholarship, and extension (outreach to the state and global communities).

The RMRT – HRHP-LEIS program seeks to facilitate personal and professional development through education experiences guided by knowledge and skills necessary for excellence in their chosen professional pursuits.

Mission of the College of Education and Human Sciences

The College of Education and Human Sciences, a community of scholars, prepares and develops professionals who facilitate life-long learning and enrich quality of life for individuals in diverse settings. The College leads in the generation of knowledge in our professional areas and advances professional development through teaching, research, and outreach.

Mission of the School of Kinesiology, Applied Health, and Recreation

The School of Kinesiology, Applied Health, and Recreation (KAHR) fosters the development, integration and application of knowledge, theory, skills, and experiences to promote social, physical, psychological, educational, and environmental health.

Mission of the RMRT – HRHP-LEIS Program

The RMRT – HRHP-LEIS program seeks to facilitate learner's personal and professional development through educational experiences guided by knowledge, and skills necessary for excellence in their chosen professions.

The Nature of the Graduate Studies Program in RMRT – HRHP-LEIS

At OSU, we offer a Graduate Certificate in Recreation and Leisure Management, Master of Science degree in Recreation Management and Recreational Therapy, a traditional and an online Doctoral Ph.D. degree. Individual students may then tailor their plan of study to emphasize outdoor recreation, leadership, campus recreation, sport, athletics, intramurals, recreational therapy, and other focus areas. Please note that Recreational Therapy is not available through the online Ph.D. program unless the student is already as Certified Recreational Therapist.

The Master's program is designed to prepare future administrators for various types of agencies and organizations associated with the fields of parks, recreation, recreational therapy, and leisure studies. The Doctoral program focuses on preparing future faculty members at institutions of higher education.

THE FACULTY

While engaged in your graduate studies you will have opportunities to work with faculty within and outside the RMRT – HRHP-LEIS program. Outside faculty often serve as resources and committee members. In RMRT – HRHP-LEIS, every faculty member has served as a practitioner before entering higher education. While pursuing a variety of interest in research and service, this team of professors works to provide excellence in the classroom. The program faculty are: Dr. Donna Lindenmeier, Dr. T Brenner, Dr. Tim Passmore, Dr. Brittany Dao, and Dr. Kelley McCubbin. In addition, the faculty includes research professionals, post-doctoral fellows, and adjunct faculty.

Dr. Tim Passmore is nationally recognized for his expertise on Medicare and Medicaid regulations related to inpatient and outpatient healthcare. He regularly provides consultation to recreational therapists and healthcare organizations related to behavioral health and physical rehabilitation.

Dr. Donna Lindenmeier is nationally recognized for her expertise in outdoor and community recreation programming. Dr. Lindenmeier was the leader on developing the 2023-2032 State Comprehensive Outdoor Recreation Plan for Oklahoma and is the Director of the Oklahoma Tourism and Recreation Assistance Center. One of her focal areas is the use of recreation to enhance the lives of post-service professionals (military and first responders).

Dr. Brittany Dao is an expert in pediatric recreational therapy, specifically in infancy and early childhood populations. Dr. Dao's research includes pediatric quality of life, developmental and intellectual disabilities, Autism Spectrum Disorder, transitions between activities / tasks, and warm-water therapy.

Dr. T Brenner is an expert in outdoor recreation, facilitation, and community events. Dr. Brenner's research includes how recreation can be a tool to foster community, aid in life transitions, participant engagement in large event settings, and how to use recreation to improve the quality of life for veterans recently separated from the military.

Dr. Kelley McCubbin is an expert in mental health, specifically trauma-based disorders and adolescent populations. Dr. McCubbin's research interest include Recreational Therapy in the public schools, and professional development in compassion fatigue, professional associations, and evidence-based practice.

THE GRADUATE DEGREE PROGRAM

The program in RMRT – HRHP-LEIS at OSU is based on the foundation of baccalaureate curriculum, Council on Accreditation of Parks, Recreation, Tourism and Related Professions under the auspice of the National Recreation and Park Association, and the Committee on Accreditation of Recreational Therapy Education (CARTE) under the auspice of the Commission on Accreditation of Allied Health Professions.

Details for the requirements of the Graduate Certificate, Master of Science, and Doctoral degrees in the RMRT – HRHP-LEIS program are provided below and can be found on the OSU Graduate College website. Minor adjustments may occur from year to year. However, the student is responsible for requirements in place at the time of admission and at the time of filing the individual plan of study.

Graduate Certificate in Recreation and Leisure Management

- The Certificate is designed to facilitate persons without a background in the field gaining an understanding of the professional field, additionally, it is designed to aid those already in the field to gain a deeper or updated understanding.
- This is a 12-credit hour graduate certificate program.
- It requires the student select from a prescribed set of courses.

Master of Science Degree

- The Master of Science degree in RMRT at OSU is designed as a general graduate degree.
- The degree requires 36-credit hours of required courses, and a culminating research project.
- The graduate advisory committee may require courses or experiences beyond the minimum of 36-credit hours on the plan of study to assure competency for the graduate student.
- Students pursuing Recreational Therapy as a graduate student without an undergraduate degree in Recreational Therapy will need to take additional courses and/or courses other than the general requirements to become eligible for certification.
- Graduates from the Master of Science degree program have been successful in a wide range of careers upon completion of the degree, including:
 - Campus Recreation
 - Intramurals
 - Non-profit management
 - Corporate recreation
 - Recreational Therapy
 - Interpretive services in parks

- Management in municipal park & recreation, and other branches of the profession
- Athletic program management
- Athletic facility management

Doctor of Philosophy (traditional and online options)

- The Doctor of Philosophy degree in HRHP-LEIS is designed to prepare a balanced scholar, qualified to become a productive faculty member in teaching, research, and professional service.
- The degree requires 60-credit hours of course work, qualifying exams, and dissertation.
- Applicants presenting undergraduate and master degrees from disciplines outside of the profession may be required to complete additional courses or experiences as prerequisites or within the graduate plan of study. Such requirements will be specified at the time of admission to be considered as prerequisites.
- The graduate advisory committee may require courses or experiences beyond the minimum of 60 hours on the plan of study to assure competency for the graduate student.
- Graduates from the Doctor of Philosophy degree program generally pursue faculty positions, but some have chosen careers outside of the academic community.

THE APPLICATION PROCESS

The application process is the same for all the RMRT – HRHP-LEIS degrees in the program. Applications are accepted year-round, but graduate research or graduate teaching assistantships/associateships are limited. The earlier the application is submitted, the better the chance of obtaining a graduate research or graduate teaching assistantship/associateship.

Requirements for Application

- Application – this can be found on the Graduate College website (gradcollege.okstate.edu) under the Prospective Student Resources tab.
- Materials that will be requested on the application:
 - Professional goal statement (two-pages), including research interests
 - Current Resume / Vita
 - Transcripts from all colleges/universities attended
 - 3.5 minimum graduate GPA required for PhD applicants
 - 3.0 minimum baccalaureate GPA required for Master's applicants
 - Scholarly writing sample
 - 3 letters of recommendation (theses will need to be uploaded to the application by the person writing the letter). The letters should address:
 - Academic capability
 - Communication skills
 - Desire and potential for success in graduate school
 - Ability to work independently
 - Experience in the field
- Once all the required materials are in, the RMRT – HRHP-LEIS faculty will review the completed application packet and make an admissions decision.

Levels of Admission

- Admission without qualification – recommendation of full admission
 - This is a decision that can be made if the applicant meets or exceeds all admission criteria.
- Admission with qualification – admission to the graduate program with conditions
 - One of the most common conditions stipulates that the student must earn grades of B or better in all course, earn and maintain a 3.0 GPA, in the first 12 hours of graduate coursework to maintain enrollment and be fully admitted.
- Denied Admission – is not admitted to the program at the present time
 - Students with academic records that are below admission standards yet who show potential (or for those who might want to “check out” graduate school), the faculty might recommend that the student apply to OSU as a “Special Student”. A Special Student is a non-degree seeking student, and as such, is not

eligible for a Graduate Research or Graduate Teaching Assistantship/Associateship or financial aid. If later admitted to the graduate program, up to 9 credit hours of graduate coursework that was taken as a Special Student may be applied toward degree requirements.

GRADUATE TRANSFER CREDITS

Transfer of credits may occur if a student was formally admitted to OSU's Graduate College or to the graduate college at another institution.

Transfer credit guidelines include:

- A maximum of 9 credit hours may be accepted toward a Master's degree.
- Doctoral students may be able to transfer more than 9 credit hours, but must complete at least 30 hours of their program at OSU.
- No more than 9 credit hours may be transferred from institutions not granting doctoral degrees.
- Transfer credits for a graduate degree must be approved by the student's committee.
- Transfer credit from another institution will be accepted only if approved on the Plan of Study.
- The student must have been in good standing in the institution from where the credit is being transferred.
- The grades in courses transferred must be "B" or better; "N", "P", "S" or similar designations are acceptable for up to three credit hours with approval of the program of study.
- The institution from which the credits were earned must be accredited by a recognized, institutional accrediting body.
- Transfer credits must have been completed no more than 10 years prior to conferment of the OSU graduate degree.
- No thesis or dissertation credits may be transferred.
- No credits used in the completion of previously granted degrees may be transferred and used in a new degree.

The student initiates the request for transfer by consulting with the student's current academic advisor, and then completing a Transfer of Credit Approval form. Transfer request must also be accompanied by an official transcript and should be accompanied by both the catalog description and course syllabus for the courses the student is petitioning to transfer.

The request to transfer credits is subject to the student's advisor, RMRT – HRHP-LEIS graduate program coordinator, and Graduate College approval.

GRADUATE RESEARCH OR GRADUATE TEACHING ASSISTANTSHIP/ASSOCIATESHIP OPPORTUNITIES AND PROCESS

Types of Assistantships / Associateships Available – Graduate Research or Graduate Teaching Assistantships / Associateships (GRA/GTAs) are often available to incoming students. There are two types of assistantships / associateships available in connection with the RMRT – HRHP-LEIS program:

- Graduate Teaching Assistant/Associate (GTA) – teach theory and/or activity courses in the program (Doctoral GTAs are expected to teach at least one theory course). Additionally, other GTA/GRA positions can be available with other campus programs / departments.
- Graduate Research Assistant/Associate (GRA) – available through externally funded research projects in conjunction with the RMRT – HRHP-LEIS faculty members as principal investigators on grants and contracts.

Assistantships/Associateships are competitive and it is important that you submit your application as early as possible. When completing the Graduate College admission process, prospective students have the option to check a box indicating that they are interest in GTA/GRA opportunities. If you check that box, the Graduate Coordinator will email you a GTA/GRA application to be completed and emailed back to the Graduate Coordinator.

GRA/GTA Benefits

- Stipend paid monthly
- Health insurance
- Tuition paid for courses within the scope of the plan of study (student fees are **not** included in the tuition waiver). Students are responsible for tuition waiver form completion every semester of enrollment (including summer semester if enrolled).
- Office space
- Membership in the Leisure Studies Graduate Student Association

POST ADMISSION INFORMATION

Academic Advising

Upon admission into the RMRT – HRHP-LEIS graduate program, the student will be assigned an advisor (Graduate Certificate Coordinator, Graduate Coordinator, or another member of the graduate faculty in the program). The student will work with the assigned advisor until the student secures a committee chair. The student will meet with the assigned advisor to determine enrollment and proceed toward finding a committee chair. It is the responsibility of the student to contact the assigned advisor.

Online Training Required for All Graduate Students

- 1 is 2 Many online training must be completed to enroll in or after the first semester: 1is2many.okstate.edu/
- Responsible Conduct of Research (RCR) online training must be completed prior to submitting the official plan of study: compliance.okstate.edu/rcr/training

Academic Standing: Minimum Grade Requirements

- A GPA of 3.0 on a 4.0 scale (B) is required to maintain good standing as a graduate student and meet requirements of a degree.
- A course with a grade below “C” may not be used as part of the minimum number of hours required.
- Grades below “B” are considered below acceptable standards for a graduate student.
- If a student’s overall GPA drops below 3.0, the student is subject to being placed on strict academic probation and is required to earn a minimum grade of 3.0 GPA during the next semester of full-time enrollment or 2 semesters of part-time enrollment or the student may be dismissed from the program and/or the Graduate College.

The Graduate Committee

The Committee assists the student in progressing through the degree, determines and approves the plan of study (coursework), and oversees the culminating project.

Graduate Certificate in Recreation and Leisure Management

- The certificate does require an advisor to be listed on the Plan of Study. Generally, the advisor listed is the Graduate Certificate Coordinator. This person must be a full-time faculty member within the RMRT – HRHP-LEIS program and hold the appropriate graduate faculty status.
- No other committee members are required.

Master of Science in RMRT

- A minimum of three faculty members are required for a Master's degree Committee.
- The majority of the committee member must be RMRT – HRHP-LEIS faculty.
- All members, advisor, and chair must hold Graduate Faculty membership status at a level appropriate for the role requested.
- All faculty members are free to choose to or not to serve on any committee for any reasons.
- It is up to the student to contact, request, and secure committee membership.
- Students focusing within the realms of RM or RT:
 - **Recreation Management**
 - The chair and advisor must be faculty with a focus on Recreation Management.
 - It is required that the majority of the committee are faculty with a focus on Recreation Management.
 - If no eligible faculty member with a focus of Recreation Management will chair and advise the committee, the student will not be permitted to continue in the RMRT – HRHP-LEIS graduate program due to the Graduate College practice of dismissal based on failing to form a committee.
 - **Recreational Therapy**
 - The chair and advisor must be faculty with a focus on Recreational Therapy due to certification and licensure requirements.
 - It is required that the majority of the committee are faculty with a focus on Recreational Therapy.
 - If no eligible faculty member with a focus of Recreational Therapy will chair and advise the committee, the student will not be permitted to continue in the RMRT – HRHP-LEIS graduate program due to the Graduate College practice of dismissal based on failing to form a committee.
 - **General RMRT**
 - Some students interest area falls within the fields associated with HRHP, but are not specifically RM or RT (health, wellness, healthcare administration, community-based settings for health and wellness). Student focusing on topics in the general RMRT and not specifically RM or RT:
 - The Chair can be any RMRT faculty with chairing privileges.
 - The advisor and all committee member must hold graduate faculty status for the role requested.

- If no RMRT faculty holding chairing privileges, advising privileges, and/or at least enough faculty with appropriate status to form the majority of the committee are willing to serve, the student will not be permitted to continue in the HRHP-LEIS doctoral program due to the Graduate College practice of dismissal based on failing to form a committee.
- **Doctor of Philosophy in HRHP-LEIS**
 - A minimum of four faculty members are required for a Doctoral degree Committee.
 - The majority of committee members must be RMRT – HRHP-LEIS faculty.
 - One of the members is noted as the Graduate College Representative (GCR) and must be from outside the administrative unit of RMRT – HRHP-LEIS (outside of KAHR). The GCR can be selected by the student or can be selected through the CEHS Associate Dean's office.
 - Once the student has a Committee Chair, the Chair will contact the CEHS Associate Dean's office and request a GCR. The office will make all needed contacts and report back to the Chair the name of the selected GCR. The student will then include the GCR on the committee information within the plan of study.
 - The student may choose to select and solicit their own GCR. To do so, the student will work with the Chair to make sure the selected faculty will meet the requirements to serve as a GCR. Then the student will make contact and request the faculty member serve as the GCR.
 - GCR must be outside of KAHR.
 - GCE must hold the appropriate graduate faculty status.
 - All faculty are free to choose to or not to serve on any committee for any reason.
 - Only those faculty members who hold Graduate Faculty membership and are approved to chair doctoral committees may serve as Committee Chair.
 - All other members must hold Graduate Faculty membership status at a level appropriate for the role requested.
 - All faculty members are free to choose to or not to serve on any committee for any reason
 - It is up to the student to contact and request committee membership.
 - Student focusing within the realms of RM or RT:
 - **Recreation Management**
 - The chair must be faculty with a focus on Recreation Management unless there is no Recreation Management faculty that has doctoral committee chairing privileges.

- The advisor must be faculty with a focus on Recreation Management.
- If faculty with a focus on Recreation Management with doctoral chairing privileges are present and have selected not to chair the committee and/or if no member of the faculty with a focus on Recreation Management who is qualified will serve as the advisor of the committee, the student will not be permitted to continue in the HRHP-LEIS doctoral program due to the Graduate College practice of dismissal based on failing to form a committee.
- **Recreational Therapy**
 - The chair must be faculty with a focus on Recreational Therapy unless there is no Recreational Therapy faculty that has doctoral committee chairing privileges.
 - The advisor must be faculty with a focus on Recreational Therapy.
 - If faculty with a focus on Recreational Therapy with doctoral chairing privileges are present and have selected not to chair the committee and/or if no member of the faculty with a focus on Recreational Therapy who is qualified will serve as the advisor of the committee, the student will not be permitted to continue in the HRHP-LEIS doctoral program due to the Graduate College practice of dismissal based on failing to form a committee.
- **General HRHP-LEIS**
 - Some students interest area falls within the fields associated with HRHP, but are not specifically RM or RT (health, wellness, healthcare administration, community-based settings for health and wellness). Student focusing on topics in the general HRHP-LEIS and not specifically RM or RT:
 - The Chair can be any HRHP-LEIS faculty with chairing privileges.
 - The advisor and all committee member must hold graduate faculty status for the role requested.
 - If no HRHP-LEIS faculty holding chairing privileges, advising privileges, and/or at least enough faculty with appropriate status to form the majority of the committee are willing to serve, the student will not be permitted to continue in the HRHP-LEIS doctoral program due to the Graduate College practice of dismissal based on failing to form a committee.

Plan of Study

Once the student meets with the Committee to discuss and review the Plan of Study, the student will submit the Plan of Study online through the Graduate College portal in the Modules of the Graduate Student Community on Canvas.

Graduate Certificate

- By the end of the first semester (not including summer), the student must submit a plan of study within the Graduate College online system.
- By the middle of the second semester (not including summer), the student must have a completed and approved plan of study.
- If this is not done, a hold will be placed on the student's file and the student will not be allowed to enroll for further coursework without special permission from the Graduate Certificate Coordinator.

Master of Science in RMRT

- Students should have a completed and approved plan of study on file by the middle of the second semester enrolled (not including summer).
- If this is not done, a hold will be placed on the student's file and the student will not be allowed to enroll for future coursework without special permission from the Graduate Coordinator.

Doctor of Philosophy in HRHP-LEIS

- Students should have a completed and approved plan of study on file by the middle of the second semester of enrollment (not including summer).
- If this is not done, a hold will be placed on the student's file and the student will not be allowed to enroll for future coursework without special permission from the Graduate Coordinator.

Sample Plan of Study

OKLAHOMA STATE UNIVERSITY - UNOFFICIAL GRADUATE COLLEGE PLAN OF STUDY

Instruction for submissions of plan of study

- Create your proposed plan of study.
- Meet with your committee and discuss the viability of the proposed plan.
- If changes to the plan are necessary, log on and edit the plan.
- Log on and submit the proposed plan.

Graduate College will review the plan and notify you accordingly.

Personal Information

- CWID
- First and last name
- Degree and department
- Major (HRHP-LEIS or RMRT) and concentration
- Minor and specialization
- Degree method: (dissertation or thesis)
- Expected graduation date
- Plan of Study Status

Current Committee Members

- Position, Name, Department, Approval, Signature, Signature Date
- Chair and Advisor (as one person or two separate people)
- Member (1-2 MS; 2-3 Ph.D.)
- GCR (for Ph.D. only)

Course List

- Course ID, Course Title, Semester/Year, Institution Name, Credit Hours
- Example:
 - REMS 6003, Analyses of Variance, Spring/2020, OSU, 3
- MS = 36; Ph.D. = 60

Signature

- Requires the student to sign affirming that the student has visited the Graduate College website and Canvas page, have read the information, and comply or will comply with all the regulations.

Department / Program Recommendation

- Committee members will sign to approve.
- Graduate Coordinator of the program will sign to approve.
- Then the plan of study will go to the Graduate College to have the final sign of approval.

ACADEMIC AND DEGREE REQUIREMENTS

As part of all graduate work, students are required to complete the Responsible Conduct of Research training and the 1 is 2 Many online trainings. If a student is not completing the trainings as part of a course, it is the responsibility of the student to complete the trainings during graduate work.

Graduate Certificate in Recreation and Leisure Management Hours, Coursework, and Requirements

- The Graduate Certificate in Recreation and Leisure Management includes 12 hours of coursework.
- Coursework
 - 3 hours
 - RMRT 5453 Recreation Management and Recreational Therapy Experiential Learning Lab
 - 9 hours – Choose one course from each group
 - Elective Course Group A – select one course – 3 hours
 - RMRT 5030 Field Problems in Recreation Management
 - RMRT 5423 Supervision of Recreation Management People and Programs
 - RMRT 5443 Social Foundations of Recreation Management
 - Elective Course Group B – select one course – 3 hours
 - RMRT 5113 Graduate Internship in Recreation Management
 - RMRT 5403 Outdoor Recreation
 - RMRT 5513 Recreation and Leisure Education
 - RMRT 5703 Areas and Facilities in Recreation Management Services
 - RMRT 5713 Campus Recreation, Intramurals, and Sport
 - Elective Course Group C – select one course – 3 hours
 - RMRT 5013 Recreation and a Technologically Advanced Society
 - RMRT 5020 Workshop in Recreation Management
 - RMRT 5023 Legal Aspects of RM, H, PE, & LS
 - RMRT 5033 Recreation Specialization and Serious Leisure
 - RMRT 5413 Organization and Administration Recreation and Leisure Services
 - RMRT 5943 Grant Writing and Nonprofit Management
 - Any substitutions or deviations from the list must be approved by the Graduate Certificate Coordinator prior to enrollment.

Master of Science RMRT

Hours, Coursework, and Requirements

- The Master of Science includes 36 hours of coursework.
 - 6 hours of research / inquiry to include
 - REMS 5013 Research Design and Methodology
 - REMS 5953 Statistical Methods in Education
 - Or other courses as approved by the committee
 - 9 hours of RMRT core
 - RMRT 5023 Legal Aspects of RM, H, PE, & LS
 - RMRT 5413 Organization and Administration of RM
 - RMRT 5443 Social Foundations of Recreation Management
 - 15 hours of Cognate
 - RMRT courses at 5000 or 6000 level
 - Students seeking Recreational Therapy, Recreation Management, or other professional credentials will be required to take specific courses as required by the credentialing bodies.
 - All course selections require approval by the student's graduate committee.
 - 6 hours thesis
 - RMRT 5000 Master's Thesis
 - Non-thesis option (rarely used and approved option)
 - RMRT 5231 Formal Report (1 credit hour)
 - RMRT 5000 Master's Thesis (2 credit hours)
 - One additional course to be approved by student's graduate committee
 - **Thesis**
 - Each step of the process that involves the committee reading materials will require 2 weeks of committee reading time.
 - Students are also required to complete the online Thesis/Dissertation formatting training through the Graduate College Canvas community.
 - Thesis requirements / outline are as follows:
 - The thesis will follow the 5-chapter model: 1) Introduction, 2) Literature Review, 3) Methodology, 4) Results and Findings, and 5) Conclusions and Recommendations.
 - The Proposal:
 - Students will work with their thesis advisor to select a topic to research
 - Students will formulate research questions
 - Students will formulate hypothesis
 - Write the Proposal – chapters 1, 2, and 3

- Upon approval from the Thesis Advisor, the Chair will send the proposal to the committee members and schedule the Proposal.
 - After approval of the research proposal, including any alterations determined based on the results of the Proposal Meeting
 - Submit IRB application
 - After IRB approval, collect data
 - Analyze data
 - Write chapters 4 and 5
 - The Defense:
 - After data collection, analysis, writing chapters 4 and 5, and upon approval of the Thesis Advisor, the Chair sends the full thesis to the committee members and schedules the Thesis Defense.
 - Upon approval of the committee, including any alterations determined necessary during the Thesis defense, the Thesis will need to be submitted to the members of the committee and to the Graduate College.
- Students selecting the non-thesis option will follow the same process as the Thesis option.

Doctor of Philosophy in HRHP-LEIS

Hours, Coursework, and Requirements

- The Doctor of Philosophy includes 60 hours of coursework.
 - 12 hours of Teaching Thread
 - Required
 - RMRT 6123 Curriculum Development in RMRT
 - RMRT 6013 Ethical and Professional Issues in RMRT Higher Education
 - Select 6 hours that may include the following
 - RMRT 5513 Recreation and Leisure Education
 - CIED 5073 Pedagogical Research
 - EDTC 5153 Computer-Based Instruction Development
 - EDTC 5503 Facilitating Online Learning
 - EPSY 5463 Psychology of Learning
 - EPSY 5473 Psychology of Adult Learning
 - EPSY 5553 Motivation in Educational Contexts
 - HESA 5333 Intro to Hidden Student Populations
 - HESA 6233 Critical Issues in Higher Education
 - 15 hours of Research and Methodology Thread
 - Required
 - RMRT 5943 Grant Writing and Non-Profit Management
 - REMS 6003 Analysis of Variance
 - REMS 6013 Multiple Regression Analysis in Behavioral Studies
 - REMS 5963 Computer Applications in Nonparametric Data Analysis, STAT 5033 Nonparametric Methods, or other Nonparametric course approved by committee
 - Select 3 hours that may include the following
 - REMS 6023 Psychometric Theory
 - REMS 6373 Program Evaluation
 - REMS 6663 Applied Multivariate Research in Behavioral Sciences
 - STAT 5043 Sample Survey Designs
 - SCFD 5913 Introduction to Qualitative Research
 - SCFD 6113 Theoretical Foundations of Inquiry
 - SCFD 6123 Qualitative Research I
 - CIED 6253 Designing and Conducting Mixed Methods Research
 - 18 hours of the Cognate
 - Required
 - RMRT 6223 Graduate Writings in RMRT
 - RMRT 6323 Graduate Readings in Recreation Management and Recreational Therapy
 - Select 12 hours from specialization area

- 15 hours of Dissertation
 - Required
 - RMRT 6000 Doctoral Dissertation
- Doctoral Candidacy
 - Is often called ABD (all but dissertation)
 - At OSU, that means that you
 - Have a filed and approved plan of study
 - Have successfully completed your qualifying exams
 - Have successfully completed your proposal
 - Committee has signed and you have submitted the Doctoral Candidacy Form
 - Once you are a Candidate, you can enroll in 2 hours (generally dissertation hours) to be considered full-time. This includes being considered full-time for visas, financial aid, and assistantship/associateship eligibility.
- Qualifying Exams
 - Qualifying exams are required as part of the doctoral degree process.
 - Qualifying exams should be taken during the latter part of the coursework and prior to the Research Proposal.
 - The qualifying exam process must begin by the 5th week of the semester.
 - Students should enroll in at least one hour of independent study or dissertation during the semester preparing for and taking the exams – most people enroll in 3 credit hours.
 - Qualifying exams are given as a “take-home” style exam in which the student is given 2 weeks to respond to the questions and return the exam and responses to the committee chair.
 - Students will ask their committee chair to collect questions from the committee members. Each member of the student’s committee will provide the chair of the committee with one question (which may have multiple parts) to which the student must respond or the committee member may provide multiple questions to include on the exam, in which case the student will be directed to select one question from the list and respond to that question.
 - In addition to the questions provided from the committee members, the exam will include at least one statistics/research methodology question (which may have multiple parts) that the student must answer.
 - The questions from the committee members will focus on work from courses, and general questions related to the field – history, theory, philosophy, and curriculum.
 - The three options for review are:
 - Pass – completed and accepted
 - Conditional review – the committee will determine what conditions need to be met

- Fail – do not pass and must rewrite the entire qualifying exam at a later date (if a student fails twice, the student is removed from the graduate program by the Graduate College)
 - Once complete, the student will move to the proposal phase of the degree.
- Dissertation
 - Each step of the process that involves the committee reading materials will require 2 weeks of committee reading time.
 - Students are also required to complete the online Thesis/Dissertation formatting training through the Graduate College Canvas community.
 - Dissertation requirements / outline are as follows:
 - The thesis will follow the 5-chapter model: 1) Introduction, 2) Literature Review, 3) Methodology, 4) Results and Findings, and 5) Conclusions and Recommendations.
 - The Proposal:
 - Students will work with their Dissertation Advisor to select a topic to research
 - Students will formulate research questions
 - Students will formulate hypothesis
 - Write the Proposal – chapters 1, 2, and 3
 - Upon approval from the Dissertation Advisor, the Chair will send the proposal to the committee members and schedule the Proposal.
 - After approval of the research proposal, including any alterations determined based on the results of the Proposal Meeting
 - Submit IRB application
 - After IRB approval, collect data
 - Analyze data
 - Write chapters 4 and 5
 - The Defense:
 - After data collection, analysis, writing chapters 4 and 5, and upon approval of the Dissertation Advisor, the Chair sends the full Dissertation to the committee members and schedules the Dissertation Defense.
 - Upon approval of the committee, including any alterations determined necessary during the Dissertation defense, the Dissertation will need to be submitted to the members of the committee and to the Graduate College.

Time to Degree Completion

Students are encouraged to enroll in 6-9 credit hours per semester to ensure timely completion of the degree. Enrolling in fewer than 3 credit hours each semester or intermittent enrollment may cause the student to exceed the time limits discussed for degree completion. For the Doctor of Philosophy, all requirements must be completed within 9 years. For Master of Science and Graduate Certificate, all requirements must be completed within 7 years. The student, with support from the program, may petition the Graduate Dean to extend the time due to extenuating circumstances.

Leave of Absence

Students should be continuously enrolled after matriculation. A leave of absence from continuous enrollment is allowed by students who are officially accepted to and have enrolled in a graduate program at OSU and wishes to temporarily take an absence from the program. A student may take a leave of absence for up to one academic year. The student will maintain their active status and is not required to reapply to resume enrollment at OSU. Students who are not continually enrolled for semester(s) after the leave of absence has expired will be placed on inactive status and will need to reapply to re-enter the Graduate College and the program. A leave of absence stops the time to degree completion deadlines. Leave of absence requests must be accompanied by a letter from the department and be approved by the Graduate College. Additional information can be found on the Graduate College website.

DEADLINES, FORMS, AND OTHER REQUIRED PAPERWORK

Students are responsible for knowing about and following all University, Graduate College, and program deadlines and paperwork requirements. This information is updated frequently on the University website, may be found in the University Catalog, and may be obtained from the Graduate College website or the Graduate College Canvas Community.

Some of the required paperwork (all with deadlines)

- Financial Aid application
- GRA/GTA – employment application
 - Students with GRA/GTA are responsible for tuition waiver completion **every** semester of enrollment (including summer semesters if enrolled)
 - Plan of Study
 - Draft of thesis / dissertation submitted to the Graduate College for format approval
 - IRB
 - Admission to Doctoral Candidacy upon completion of qualifying exams and successful proposal
 - Application for diploma (found on the Registrar's website)

Dismissal of a Graduate Student from the Program

In instances when a student reaches a situation when it is no longer possible to complete the intended degree (e.g., failure of all permitted attempts of the PhD qualifying exam, comprehensive exam or candidacy exam), and is still in good academic standing with the Graduate College, a domestic student may be considered for transfer to non-degree seeking student status and be subject to all non-degree seeking student rules (including maximum number of hours that can later be used toward a graduate degree or certificate program). If visa restrictions prohibit the student's matriculation as a non-degree seeking student, the Graduate College will inform the Office of International Students and Scholars of the student's impending dismissal from the program; the student will have until the end of the semester to be admitted into another graduate program. (University Catalog)

- This includes, but is not limited to:
 - Failure to maintain the appropriate GPA
 - Failure to form a graduate committee
 - Unprofessional conduct
 - Academic integrity violation
 - Research misconduct
 - Student misconduct

Process:

- If an intention to dismiss is received by the student, the student may utilize the appeals process, if they so choose:
- Each stage of an appeal should be done in a timely manner. Each step must be initiated by the student within 5 business days of receiving notification of the last stage.
 - Step 1 – Meet with the Graduate Coordinator to hear an appeal.
 - Step 2 – Meet with the Program Faculty to hear an appeal.
 - Step 3 – Meet with the Department Head / School Head to hear an appeal.
 - Step 4 – Appeal to the Graduate Dean / Graduate Council.

Evaluation and Dismissal of a GRA/GTA

- GRA/GTAs are granted by the department to students who are eligible and maintain that eligibility as long as the department has assistantships/associateships available. The number of assistantships/associateships can change from semester to semester based on need and funding. Additionally, GRA/GTA will have a time limit of no more than 4 years for MS students and no more than 5 years for Ph.D. students.
- GRA/GTAs are generally granted at a 0.5 FTE that equates to 20 hours per week of work. This may vary day to day, but should not exceed the limit of the assigned assistantship/associateship.
- GRA/GTA's will be evaluated every semester by a member of the Graduate Faculty within the program.
- GRA/GTA's will be formally evaluated annually by the Graduate Coordinator or School Head.
- GRA/GTA's are expected to:
 - Maintain appropriate office hours
 - Maintain and fulfill all obligations to assigned work
 - Report absences to the supervisor of the assigned work or the Graduate Coordinator
 - Maintain a professional demeanor and manner
- If a student is not meeting assistantship/associateship expectations and/or making satisfactory degree progress, including UR grades, those concerns should be documented, and a remediation (or improvement) plan developed with a clear indication of the potential consequences of not meeting expectations outlined in the plan. (Graduate College Guidelines)
- The improvement plan should clearly delineate the requirements for re-employment as a GRA/GTA if that is a possibility or grounds for termination of the position at the end of an assignment. (Graduate College Guidelines)
- Extraordinary circumstances, such as failure to show up for the assignment or creating safety concerns, may create a situation in which termination mid-semester may occur.
- Allegations of misconduct, such as Academic Integrity (AI) charges, are not grounds alone for automatic termination of an assistantship/associateship. Due process for such charges must occur; actions are taken based on a finding of responsibility, not just for an allegation. (Graduate College Guidelines)
- Assistantship/Associateship positions shall not be terminated without the involvement of the Senior Associate Dean for Research, Graduate Studies, and Faculty Affairs for the College of Education and Human Sciences, who will work with the Graduate College to ensure that policy and procedures are followed, and the associated assistantship/associateship benefits are addressed. (CEHS GRA/GTA Guidelines)
- Additional information can be found within the Graduate College Guidelines and the CEHS GRA/GTA Guidelines.

- Dismissal of a GRA/GTA may include, but is not limited to:
 - Failure to maintain full-time student status
 - Failure to maintain active student status
 - Failure to maintain appropriate office hours
 - Failure to fulfill assigned work
 - Unreported and/or excessive absences
 - Unprofessional conduct
 - Academic integrity violation
 - Research misconduct
 - Student misconduct
- Additional information may be obtained from the Graduate Coordinator and/or the School Head.

Process:

- During the regularly scheduled GRA/GTA evaluation meetings or at any time, if a GRA/GTA is failing to meet the expectations, the Graduate Coordinator can initiate this process.
- The Graduate Coordinator will notify the GRA/GTA in writing (hard-copy or email) of concerns related to performance.
- The student is responsible to contacting the Graduate Coordinator within 5 business days of receiving the communication to set a meeting.
- The Graduate Coordinator will, at the meeting, inform the GRT/GTA of the concerns and provide a plan of action to address the concerns.
- Both the GRA/GTA and the Graduate Coordinator will sign the plan and retain copies.
- Additional meetings may be set by the Graduate Coordinator to address the issues.
- At the conclusion of the plan timeline, the Graduate Coordinator will inform the GRA/GTA if the conditions of the remediation plan were completed or not. The Graduate Coordinator will inform the student and all necessary administrators of the resolution.
- GRA/GTA may appeal the remediation plan and / or the resolution of the remediation plan through the following steps.
- Each stage of an appeal should be done in a timely manner. Each step must be initiated by the student within 5 business days of receiving notification of the last stage.
 - Step 1 – Meet with the Graduate Coordinator to hear an appeal.
 - Step 2 – Meet with the Program Faculty to hear an appeal.
 - Step 3 – Meet with the Department Head / School Head to hear an appeal.
 - Step 4 – Meet with the Associate Dean of Graduate Studies within CEHS.