



# **STUDENT HANDBOOK**

**Spring 2018 Cohort  
Bachelor of Science in Exercise Physiology**

**College of Nursing & Health Sciences  
School of Health Sciences  
Health Sciences & Business Administration Building  
1500 N. Patterson Street  
Valdosta, GA 31698**

## Table of Contents

<b><u>Section One</u></b>	<b><u>Page #</u></b>
Faculty and Staff	3
Introduction to Program	5
What is an Exercise Physiologist?	6
Description of Profession	8
Exercise Physiology Program Planning	10
<b><u>Section Two</u></b>	
Sample Academic Maps	12
Exercise Physiology Course Descriptions	16
Tuition, Fees, & Costs of Program	19
Admission, Retention, & Graduation Criteria	20
Academic Advising	22
Student Assistance Services	22
<b><u>Section Three</u></b>	
Technical Standards	24
Conduct/Dress Code	25
Code of Ethics	27
Confidentiality & HIPPA	30
General Student Conduct	31
Family Educational Rights & Privacy Act	33
Academic Dishonesty	35
Equal Opportunity & Anti-Harassment Policy	36
Student Disposition Policy	38
Academic Grievances	44
<b><u>Section Four</u></b>	
Technical Standards Compliance Form	45
Confidentially Compliance Form	46
Liability Form	47
Student Responsibility Statement Form	48

**Exercise Physiology program faculty and staff:**

***Dr. LaGary Carter, DA, NP-C, ACSM-RCEP, ACSM-CEP***

Associate Dean, School of Health Sciences

Associate Professor

Office: HSBA Building, Room 4002C

Phone: 229-333-5895

E-Mail: [bncarter@valdosta.edu](mailto:bncarter@valdosta.edu)

***Dr. Mark Kasper, Ed.D., ACSM-CEP***

Undergraduate Exercise Physiology Program Director

Associate Professor

Office: HSBA Building, Room 2141

Phone: 229-245-2894

Email: [mkasper@valdosta.edu](mailto:mkasper@valdosta.edu)

***Sarah F. Thomas, MS, ACSM-RCEP, ACSM-CEP***

Clinical Coordinator/Instructor

Office: HSBA Building, Room 2143

Phone: 229-245-6599

Email: [skfretti@valdosta.edu](mailto:skfretti@valdosta.edu)

***Dr. Serina McEntire, PhD***

Exercise Physiology Laboratory Coordinator

Associate Professor

Office: HSBA Building, Room 2145

Phone: 229-333-5981

Email: [sjmcentire@valdosta.edu](mailto:sjmcentire@valdosta.edu)

***Dr. Michael Webster, PhD, FACSM***

Associate Professor

Office: HSBA 2137

Phone: 229-333-7191

Email: [mjwebster@valdosta.edu](mailto:mjwebster@valdosta.edu)

***Kyle Hopkins, BSEP, ACSM EP-C***

Exercise Physiologist – CEMR

Office: HSBA 1054

Phone: 229-253-2887

Email: [kahopkins@valdosta.edu](mailto:kahopkins@valdosta.edu)

## **Providing Advising and Support for Success (P.A.S.S.) Center**

### ***Crystal Marshall, M.Ed.***

Academic Services Professional

Office: HSBA Building, Room 4017A

Phone: 229-333-5959

Email: [cmarshall@valdosta.edu](mailto:cmarshall@valdosta.edu)

### **Administrator**

### ***Dr. Sheri Noviello, PhD, RN***

Dean, Professor of Nursing

College of Nursing & Health Sciences

Office: HSBA Building, Room 4002E

Phone: 229-333-5959

Email: [srnoviello@valdosta.edu](mailto:srnoviello@valdosta.edu)

### **Administrative Support Staff**

### ***Marie B. Bertsch***

Administrative Secretary, Health Sciences

Office: HSBA Building, Room 2019

Phone: 229-333-5959

Email: [mbbertsch@valdosta.edu](mailto:mbbertsch@valdosta.edu)

### ***Cecilia Furey, B. Com***

Senior Administrative Secretary, SON

Office: HSBA Building, Room 4002B

Phone: 229-333-5959

Email: [cfurey@valdosta.edu](mailto:cfurey@valdosta.edu)

### ***Nicole Gunn, Ed.D.***

Administrative Coordinator, CONHS

Office: HSBA Building, Room 4002F

Phone: 229-333-5959

Email: [npgunn@valdosta.edu](mailto:npgunn@valdosta.edu)

## **Introduction**

### **Program Mission**

To educate and train students through a structured, innovative and engaged learning construct to become credentialed Exercise Physiologists.

### **Program Vision**

To be recognized and respected by pertinent professional organizations and employers as one of the premier Exercise Physiology programs in the United States.

### **Program History**

The *Exercise Physiology* program at Valdosta State University has undergone a history of academic and numerical growth. The program of study first appeared in the 1994-1995 undergraduate catalog as a Bachelor of Science in *Health Fitness* within the Department of Health, Physical Education and Athletics. In October 1998, the program of study transitioned from the Bachelor of Science in *Health Fitness* to the Bachelor of Science in *Exercise Science*. The Department of Health, Physical Education and Athletics was changed to the Department of Kinesiology and Physical Education in 1999. In July 2001, the status of “*Educational Recognition Program*” was conferred upon the *Exercise Science* program by the National Strength and Conditioning Association (NSCA). The *Exercise Science* curriculum received recognition by the American College of Sports Medicine (ACSM) University Connection Program (UCEP) which was developed to assure program quality and consistency among colleges and universities. The *Exercise Science* program was recognized by the ACSM Committee on Certification and Registry Boards (CCRB) as meeting the knowledge, skills and abilities (KSAs) for the ACSM *Health Fitness Instructor*® certification and for the ACSM *Exercise Specialist*® in November 2001 and May 2005 respectively. Two years later, the program of study was renamed as a Bachelor of Science in *Exercise Physiology* with approval by the Board of Regents of the University System of Georgia and is one of a handful of undergraduate programs nationwide that officially confers the “*Bachelor of Science in Exercise Physiology*” on the graduation diploma. The Bachelor of Science in *Exercise Physiology* curriculum is based upon the desired educational content and outcomes recommended by the American College of Sports Medicine.

*“The ACSM is the largest sports medicine and exercise science organization in the world. With more than 50,000 [members](#) and [certified professionals](#) worldwide, ACSM is dedicated to advancing and integrating scientific research to provide educational and practical applications of exercise science and sports medicine.” [www.acsm.org](http://www.acsm.org)*

Since 1994, the program of study was located on the main campus in the Physical Education Complex and was one of many programs within the Dewar College of Education. On July 1, 2013, the *Exercise Physiology*, *Athletic Training*, *Nutritional Science* minor and *Dental Hygiene* programs officially became the School of Health Sciences and merged with the College of Nursing to form the College of Nursing and Health Sciences now housed within the newly constructed Health Sciences and Business Administration building on the VSU north campus. Students admitted into the Dental Hygiene program complete the program of study at Wiregrass Technical College.

## **What is an Exercise Physiologist?**

**Commission on Accreditation of Allied Health Education Programs (CAAHEP).**

Exercise Physiology is a discipline that includes clinical exercise physiology and applied exercise physiology. Applied Exercise Physiologists manage programs to assess, design, and implement individual and group exercise and fitness programs for apparently healthy individuals and individuals with controlled disease. Clinical Exercise Physiologists work under the direction of a physician in the application of physical activity and behavioral interventions in clinical situations where they have been scientifically proven to provide therapeutic or functional benefit.

**U.S. Department of Labor. (1991). *Dictionary of Occupational Titles (Vol. 1, 4<sup>th</sup> edition).***

**U.S. Employment Service, Raleigh, North Carolina, p. 62.**

**076.121-018 EXERCISE PHYSIOLOGIST (medical services)**

Develops, implements and coordinates exercise programs and administers medical tests under a physician's supervision, to promote physical fitness. Explains program and test procedures to participants. Interviews participant to obtain vital statistics and medical history and records information. Records heart activity, using an electrocardiograph (EKG) machine, while participant undergoes stress test on treadmill, under physician's supervision. Measures oxygen consumption and lung functioning, using spirometer. Measures amount of body fat, using such equipment as hydrostatic scale, skinfold calipers, and tape measure, to assess body composition. Performs routine laboratory test of blood samples of cholesterol level and glucose tolerance, or interprets test results. Schedules other examinations and tests, such as physical examination, chest X-ray and urinalysis. Records test data in patient's chart or enters data into computer. Writes initial and follow-up exercise prescriptions for participants, following physician's recommendations, specifying equipment, such as treadmill, track or bike. Demonstrates correct use of exercise equipment and exercise routines. Conducts individual and group aerobic, strength and flexibility exercises. Observes participants during exercise for signs of stress. Teaches behavior modification classes, such as stress management, weight control, and related subjects. Orders material and supplies and calibrates equipment. May supervise work activities of other staff members.

**Clinical Exercise Physiology Association ([www.acsm-cepa.org](http://www.acsm-cepa.org))**

A clinical exercise physiologist (CEP) is a healthcare professional who is trained to work with patients with chronic diseases where exercise training has been shown to be of therapeutic benefit, including but not limited to cardiovascular disease, pulmonary disease, and metabolic disorders. CEPs work primarily in a medically supervised environment that provides a program or service that is directed by a licensed physician. A CEP holds a minimum of a master's degree\* in exercise physiology, exercise or movement science, or kinesiology AND is either licensed under state law or holds a professional certification from a national organization that is functionally equivalent to either the ACSM's Certified Clinical Exercise Physiologist® (CEP) or ACSM's Registered Clinical Exercise Physiologist® (RCEP) credentials. An individual with a bachelor's degree in exercise physiology, exercise or movement science, or kinesiology and certified as an ACSM Certified Clinical Exercise Specialist® is also considered qualified to perform exercise physiology services. (\* individuals with bachelor's degrees in exercise science AND who held the ACSM CEP or RCEP certification or equivalent prior to July 1, 2010 are considered Clinical Exercise Physiologists).

**American College of Sports Medicine. (1996). *Sports Medicine Bulletin, Indianapolis, IN, Vol. 31, No. 3, pp. 6-7.***

The *clinical exercise physiologist* works in the application of exercise and physical activity for those clinical and pathological situations where it has been shown to provide therapeutic or functional benefit. Patients for whom services are appropriate may include, but are not limited to, those with cardiovascular, pulmonary, metabolic, immunologic, inflammatory, orthopedic and neuromuscular diseases and conditions. This list will be modified as indication and procedures of application are further modified developed and matured. Furthermore, the clinical exercise physiologist applies exercise principles to groups such as geriatric, pediatric and obstetric populations, and to society as a whole in preventive activities. The clinical exercise physiologist performs exercise evaluation, exercise prescription, exercise supervision, exercise education and exercise outcome evaluation. The practice of clinical exercise physiologists should be restricted to clients who are referred by, and are under the continued care of a licensed physician.

**American College of Sports Medicine. (1994) What is an Exercise Physiologist? Public Relations Department. Indianapolis, Indiana.**

*Exercise physiologists* are scientists who conduct controlled investigations of responses and adaptations to muscular activity utilizing human subjects or animals within a clinical setting, a research institute or an academic institution. Very often such a person teaches academic courses in exercise physiology, environmental physiology or applied human physiology for students of medicine, physiology, physical education or other health-related fields.

**American Society of Exercise Physiologists ([www.asep.org](http://www.asep.org))**

*Exercise Physiologist* means a person who has an academic degree in exercise physiology, or who is certified by ASEP to practice exercise physiology [via the Exercise Physiologist Certified exam (EPC)], or who has a doctorate degree with an academic degree or emphasis in exercise physiology from an accredited college or university.

**Description of the Profession**

Exercise Physiology deals with the study of muscular activity and the associated functional responses and adaptations. In this context an exercise physiologist must understand the scientific basis underlying exercise-induced physiological responses. The exercise physiologist is one who utilizes the principles of exercise physiology in a variety of clinical and non-clinical settings. One will be able to assess, design and implement individual and group exercise and fitness programs for healthy individuals and individuals with controlled disease. One can also deliver a variety of exercise assessment, training, rehabilitation, risk factor identification and lifestyle management services to individuals with or at risk for cardiovascular, pulmonary and metabolic disease. The curriculum has been endorsed by the American College of Sports Medicine (ACSM) and the National Strength and Conditioning Association (NSCA).

### **Career Opportunities**

A degree in Exercise Physiology can lead to several career opportunities such as:

- \* Cardiopulmonary & Cancer Rehabilitation Centers
- \* Clinical or Governmental Wellness & Fitness Centers
- \* Corporate or Commercial Wellness & Fitness Centers
- \* Community Health Educator /Wellness Coach
- \* Physician's Office (Stress Testing)
- \* Pharmaceutical and Medical Sales
- \* Strength & Conditioning Coach

An Exercise Physiology degree can also provide a foundation for graduate studies in:

- \* Exercise Physiology
- \* Physical Therapy
- \* Occupational Therapy
- \* Physician Assistant
- \* Direct-Entry Nurse Practitioner
- \* Chiropractic School
- \* Medical or Osteopathic School
- \* Public Health
- \* Other Medical & Health Fields

### **Salary**

According to the U.S. Department of Labor Bureau of Labor Statistics (May 2013), the median salary of an Exercise Physiologist is \$46,020 per year. However, this figure may vary considerably based upon factors such as education level, certification, experience, employment setting and the geographic region.

### **Certifications**



The Exercise Physiology program prepares and qualifies students for the following certifications through the American College of Sports Medicine (ACSM) certifications and the National Strength & Conditioning Association (NSCA) relative to their chosen career path. **Students are required to sit for either the ACSM EP-C or ACSM CEP certification during the last semester of study (HSEP 4550 Exercise Physiology Internship).**

- **ACSM Certified Exercise Physiologist<sup>SM</sup> (EP-C)** – ACSM Certified Exercise Physiologists® take training to an advanced level by conducting and interpreting physical fitness assessments and developing exercise prescriptions for people who are healthy or have medically controlled diseases.
- **ACSM Certified Clinical Exercise Physiologist<sup>SM</sup> (CEP)** – ACSM Certified Clinical Exercise Physiologists® (CEP) provide exercise-related consulting, and conduct assessments and individualized training to guide and strengthen the lifestyles of those with cardiovascular, pulmonary, and metabolic diseases and disorders.
- **Certified Strength and Conditioning Specialists (CSCS)** – The Certified Strength and Conditioning Specialist® (CSCS®) is for professionals who design and implement strength training and conditioning programs for athletes in a team setting.
- **Certified Special Population Specialist (CSPS)** - The Certified Special Population Specialist® (CSPS®) is for fitness professionals who, using an individualized approach, assess, motivate, educate, and train special population clients of all ages regarding their health and fitness needs, preventively, and in collaboration with healthcare professionals.

The minimum level of education to sit for the ACSM Certified Exercise Physiologist, ACSM Certified Clinical Exercise Physiologist, NSCA Certified Strength and Conditioning Specialist and the NSCA Certified Special Population Specialist certification examination is a student currently in the last semester of study for a bachelor's degree program in Exercise Science or closely related area of study.

<http://certification.acsm.org/get-certified>

<http://www.nasca.com/certification/>

The internship handbook is posted on the program website. Students should read the handbook in advance regarding the required policies and procedures before and during their Internship.

### **Exercise Physiology Program Planning**

Valdosta State University offers an Exercise Physiology Program of Study which leads to a Bachelor of Science in Exercise Physiology. It is housed in the Health Sciences Building on the North Campus of Valdosta State University. The program resides within the School of Health Sciences which is a division of the College of Nursing and Health Sciences.

#### **Expected Student Learning Outcomes and Assessments (undergraduate catalog 2017-2018)**

Students who graduate with a B.S.E.P. degree will be able to demonstrate:

1. Knowledge in basic functional anatomy, biomechanics, electrocardiography, and physiological responses to exercise.
2. Knowledge of nutrition and body composition as related to exercise performance and health maintenance.
3. Knowledge of electrocardiography, submaximal and maximal exercise testing procedures, and techniques related to health and fitness assessments.
4. Administrative and leadership skills for exercise programs in a variety of clinical and nonclinical settings.
5. Knowledge of assessment, evaluation, and education of various populations in clinical and non-clinical settings regarding physical activity and healthful lifestyles.

The program outcomes are assessed by the ability of the student to:

1. Develop, through written, oral, and practical examinations, a scientifically based and medically safe fitness assessment and exercise prescription.
2. Interpret successfully, through written, oral, and practical examinations, the results of health and fitness assessments and demonstrate proficiency in exercise and nutrition prescription for an individualized program for exercise performance and health maintenance.
3. Demonstrate applied competency in electrocardiography interpretation, submaximal and maximal exercise testing, which includes gas analysis, body composition analysis techniques, risk stratification utilizing health and fitness assessments, and various other tests to determine aerobic and anaerobic capacity.
4. Successfully meet VSU guidelines for academic credit for participating in an internship program.
5. Pass at least one certification examination as offered by the American College of Sports Medicine (ACSM), the American Society of Exercise Physiologists (ASEP) or the National Strength and Conditioning Association (NSCA).

Students are highly encouraged to often visit and review the Exercise Physiology program website for announcements and updates. <https://www.valdosta.edu/colleges/nursing-and-health-sciences/exercise-physiology/welcome.php>

#### **Current Professional Domains (Knowledge, Skills & Abilities)**

In order to accomplish the mission and goals of the program, the curriculum has been designed to teach the minimal professional competencies established American College of Sports Medicine (ACSM) for the Certified Exercise Physiologist and the Certified Clinical Exercise Physiologist certification. The ACSM KSAs are embedded in what is termed Job Task Analysis which is further divided into domains.

\*Subject to change with updates to ACSM certification exam.

#### ACSM Certified Exercise Physiologist JTA %

Domain I:	Health & Fitness Assessment	35%
Domain II:	Exercise Prescription & Implementation (& Ongoing Support)	35%
Domain III:	Exercise Counseling & Behavioral Strategies	25%
Domain IV:	Legal/Professional	05%

#### ACSM Certified Clinical Exercise Physiologist JTA %

Domain I:	Patient/Client Assessment	30%
Domain II:	Exercise Prescription	30%
Domain III:	Program Implementation & Ongoing Support	20%
Domain IV:	Leadership & Counseling	15%
Domain V:	Legal & Professional Considerations	5%

The exam content outline for the EP-C and the CEP can be found at the following ACSM links:

<http://certification.acsm.org/files/file/acsm-certified-exercise-physiologist-exam-content-outline.pdf>

<http://certification.acsm.org/files/file/acsm-certified-clinical-exercise-physiologist-exam-content-outline.pdf>

**SECTION TWO  
PROGRAM INFORMATION**

**Academic Map  
\*subject to change\***

**SAMPLE SCHEDULE  
Fall and Spring Terms**

YEAR 1			
TERM 1	Hrs.	TERM 2	Hrs.
ENGL 1101	3	ENGL 1102 *PRE-REQ "C" OR BETTER IN ENGL 1101	3
MATH 1111 OR 1101	3	PSYC 1101 *RECOMMENDED AREA E ELECTIVE	3
BIOL 1030/1040L or BIOL 1010/1020L	4	CHEM 1151K or CHEM 1211/1211L	4
HIST 2111 or 2112	3	PERS XXXX	2
PERS XXXX	2	POLS 1101	3
Total hours	15	Total hours	15

**Milestones:** Overall 3.0 GPA or higher. Accumulate 30 or more collegiate credits. Completion of Georgia Government and History Requirement.

YEAR 2			
TERM 3	Hrs.	TERM 4	Hrs.
ENGL 2111, 2112 or 2113 *PRE-REQ "C" OR BETTER IN ENGL 1102	3	BIOL 2652 *PRE-REQ "C" OR BETTER IN BIOL 2651	4
SOCI 1101 *RECOMMENDED AREA E ELECTIVE	3	ACED 2400 or CS 1000	3
BIOL 2651	4	AREA C ELECTIVE	3
AREA D ELECTIVE	3	MATH 2620 *PRE-REQ MATH 1111 OR 1101	3
		AREA F MATH OR SCIENCE ELECTIVE	4
Total hours	13	Total hours	17

**Milestones:** Overall 3.0 GPA or higher. Accumulate 60 or more collegiate credits. Apply to the Exercise Physiology program during term 4 of year 2 to begin the Exercise Physiology program during term 5 of year 3.

YEAR 3			
TERM 5	Hrs.	TERM 6	Hrs.
HSEP 3020	3	HSEP 3010	3
HSEP 3360	3	HSEP 3410	3
HSEP 3420	3	HSEP 4070	3
HSEP 3430	3	HSEP 4080	3
Total hours	12	Total hours	12

**Milestones:** C or better in all Exercise Physiology courses.

YEAR 4					
TERM 7	Hrs.	TERM 8	Hrs.	Term 9	Hrs.
HSEP 3011	3	HSEP 3650	3	HSEP 4550 (internship)	12
HSEP 3050	3	HSEP 4040	3		
HSEP 3200	3	HSEP 4130	3		
HSEP 4210	3	HSEP 4510	3		
Total hours	12	Total hours	12	Total Hours	12

**Milestones:** Apply for graduation during term 7 of year 4. C or better in all Exercise Physiology courses. Completion of Exercise Physiology Internship.

<b>SAMPLE SCHEDULE</b>					
<b>Fall, Spring, and Summer Terms</b>					
<b>YEAR 1</b>					
TERM 1	Hrs.	TERM 2	Hrs.	TERM 3	Hrs.
ENGL 1101	3	ENGL 1102 *PRE-REQ "C" OR BETTER IN ENGL 1101	3	SOCI 1101 *AREA E RECOMMENDED ELECTIVE	3
BIOL 1010/1020L OR BIOL1030/1040L	4	CHEM 1151K OR CHEM 1211/1211L	4	ENGL 2111 *PRE-REQ "C" OR BETTER IN ENGL 1102	3
MATH 1111	3	PERS XXXX	2		
PERS XXXX	2	MATH 2620 *PRE-REQ MATH 1101 OR 1111	3		
		HIST 2111 or 2112	3		
Total hours	12	Total hours	15	Total hours	6
<b>Milestones:</b> Overall 3.0 GPA or higher. Accumulate 30 or more collegiate credits. Complete Georgia History requirement.					

<b>YEAR 2</b>			
TERM 1	Hrs.	TERM 2	Hrs.
BIOL 2651	4	BIOL 2652 *PRE-REQ "C" OR BETTER IN BIOL 2651	4
POLS 1101	3	AREA C ELECTIVE	3
ACED 2400 OR CS 1000	3	PSYC 1101 *AREA E RECOMMENDED ELECTIVE	3
AREA D ELECTIVE	3	AREA F MATH/SCIENCE ELECTIVE	4
Total hours	13	Total hours	12
<b>Milestones:</b> Overall 3.0 GPA or higher. Accumulate 60 or more collegiate credits. Complete Georgia History requirement. Complete Georgia Government requirement. Apply to the Exercise Physiology program during term 2 in year 2 to begin the Exercise Physiology program during term 1 of year 3.			

<b>YEAR 3</b>			
TERM 1 – Sp 18	Hrs.	TERM 2 – Summer 18	Hrs.
HSEP 3020	3	HSEP 3010	3
HSEP 3360	3	HSEP 3410	3
HSEP 3420	3	HSEP 4070	3
HSEP 3430	3	HSEP 4080	3
Total hours	12	Total hours	12
<b>Milestones:</b> Earn a C or better in all Exercise Physiology courses.			

<b>YEAR 4</b>					
TERM 1 – Fa 18	Hrs.	TERM 2 – Sp 19	Hrs.	TERM 3 – Su 19	Hrs.
HSEP 3011	3	HSEP 3650	3	HSEP 4550 (internship)	12
HSEP 3050	3	HSEP 4040	3		
HSEP 3200	3	HSEP 4130	3		
HSEP 4210	3	HSEP 4510	3		
Total hours	12	Total hours	12	Total hours	12
<b>Milestones:</b> Apply for graduation during term 1 in year 4. Earn a C or better in all Exercise Physiology courses. Complete the Exercise Physiology Internship.					

# University Core Curriculum Requirements for Exercise Physiology Students

## CORE CURRICULUM

### Area A: Essential Skills.....9 Semester Hours

Required:

- ENGL 1101: Composition I.....3 Semester Hours
- ENGL 1102: Composition II.....3 Semester Hours
- One required from the following:..... 3 Semester Hours
  - o MATH 1101: Intro to Math Modeling ; MATH 1111: College Algebra

*\*Prerequisite for CHEM 1211 (see area D) is Math 1111*

### Area B: Institutional Options – Perspectives.....4 Semester Hours

Two courses are required, each from a different area of the Perspectives; all courses carry 2 semester credit hours. \*Transfer students should have their official transcript for evaluation to determine perspective courses. PERS 2485, 2499 or 2430 recommended.

### Area C: Humanities/Fine Arts..... 6 Semester Hours

Required:

- One of the following:.....3 Semester Hours
  - o ENGL 2111: World Lit I ; ENGL 2112: World Lit II ; ENGL 2113: World Lit III
- Choose one additional course:.....3 Semester Hours

### Area DII.B: Science, Mathematics, and Technology.....11 Semester Hours

Required:

- Chemistry Lab Science..... 4 Semester Hours
  - o CHEM 1151K; CHEM 1211/1211L
- Biology Lab Science..... 4 Semester Hours
  - o BIOL 1010/1020L; BIOL 1030/1040L; BIOL 1107K
- Math or Science Elective .....3 Semester Hours

### Area E: Social Sciences..... 12 Semester Hours

Required:

- POLS 1101: American Government.....3 Semester Hours
- HIST 2111 or 2112: American History .....3 Semester Hours
- Social Science Elective (Choose two):.....6 Semester Hours

### Area F: Courses appropriate to the Major..... 18 Semester Hours

Required:

- BIOL 2651: Human Anatomy and Physiology I....4 Semester Hours
- BIOL 2652: Human Anatomy and Physiology II... 4 Semester Hours
- MATH 2620: Statistical Methods.....3 Semester Hours
- ACED 2400: Computer Technology Workplace... 3 Semester Hours
- Math or Science Elective.....4 Semester Hours

## Professional Course Requirements (60 Hours)

<b>Spring 2018 First (Block) Semester</b>			<b>12 semester hours</b>
HSEP	3020	Assessments in Exercise Physiology	3
HSEP	3360	Exercise Epidemiology	3
HSEP	3420	Exercise Physiology	3
HSEP	3430	Kinesiology	3
<b>Summer 2018 Second (Block) Semester</b>			<b>12 semester hours</b>
HSEP	3010	Exercise Testing & Prescription I	3
HSEP	3410	Biomechanics	3
HSEP	4080	Exercise Electrocardiography	3
HSEP	4070	Exercise Cardiopulmonary Physiology	3
<b>Fall 2018 Third (Block) Semester</b>			<b>12 semester hours</b>
HSEP	3011	Exercise Testing & Prescription II	3
HSEP	3050	Care & Prevention of Exercise-Related Injuries	3
HSEP	3200	Nutrition for Health & Human Performance	3
HSEP	4210	Clinical Exercise Physiology	3
<b>Spring 2019 (Block) Semester</b>			<b>12 semester hours</b>
HSEP	3650	Resistance Training Program Development	3
HSEP	4040	Pediatric Exercise Physiology	3
HSEP	4130	Exercise Cardiopulmonary Rehabilitation	3
HSEP	4510	Exercise Physiology Practicum	3
<b>Summer 2019 Fifth (Block) Semester</b>			<b>12 semester hours</b>
HSEP	4550	Exercise Physiology Internship	12

## Exercise Physiology Course Descriptions

### Block One Courses

**HSEP 3020 Assessments in Exercise Physiology** 1-4-3

**Prerequisites:** Admission to the Exercise Physiology program. Development of knowledge, skills, and abilities in selecting, administering, and interpreting standardized health, athletic, and physiological-related physical fitness tests.

**HSEP 3360 Chronic Disease Epidemiology** 3-0-3

**Prerequisites:** Admission the Exercise Physiology program. Introduction to the distribution and determinants of chronic diseases in the population. Causal relationships laying the groundwork for programs of prevention and control emphasized. Commonly used epidemiological statistics and research methods discussed.

**HSEP 3420 Exercise Physiology** 2-2-3

**Prerequisite:** Admission to the Exercise Physiology program. An understanding of how the body, from a functional standpoint, responds, adjusts, and adapts to exercise. Topics include bioenergetics, neuromuscular concepts, cardiorespiratory considerations, physical training, and environmental concerns involving physical activity, athletic performance, and health-related fitness.

**HSEP 3430 Kinesiology** 2-2-3

**Prerequisites:** Admission to the Exercise Physiology program. Basic physical concepts as they apply to human movement are explored. Structural anatomy, neuromuscular physiology and biomechanical principles as they apply to sport skills and fitness activities are emphasized.

### Block Two Courses

**HSEP 3010 Exercise Testing and Prescription I** 3-0-3

**Prerequisite:** A grade of “C” or better in HSEP 3020 and HSEP 3420. A concentrated study of the principles of exercise testing and prescription for the apparently healthy adult including the health appraisal, risk assessment, and interpretation of data. The American College of Sports Medicine exercise guidelines are emphasized.

**HSEP 3410 Biomechanics** 2-2-3

**Pre-requisites:** A grade of “C” or better in HSEP 3430. A concentrated study of the dynamics and mechanical analysis of human movement.

**HSEP 4070 Exercise Cardiopulmonary Physiology** 3-0-3

**Pre-requisites:** A grade of “C” or better in HSEP 3420 and HSEP 3360. A concentrated study in the exercise physiology of the healthy and diseased cardiopulmonary system. Emphasis on cardiopulmonary adaptations to acute and chronic exercise and on normal versus abnormal conditions and their effects on exercise testing and training.

**HSEP 4080 Exercise Electrocardiography** 3-0-3

**Pre-requisites:** A grade of “C” or better in HSEP 3420. A basic understanding of the 12 lead electrocardiogram as it relates to graded exercise testing, training, and functional evaluation. The course is designed particularly to assist the clinical exercise physiologist in developing the skills required for quickly identifying electrocardiographic patterns at rest and during exercise.



## Block Three Courses

- HSEP 3011 Exercise Testing and Prescription II** **3-0-3**  
**Pre-requisites: A grade of “C” or better in HSEP 3010.** A grade of “C” or higher in all prerequisite courses. A continuation of HSEP 3010, with emphasis on cardiovascular, pulmonary, and metabolic disease; the role and mechanism of action for medications such as alpha and beta blockers, calcium channel blockers, ACE inhibitors, nitrates, peripheral vasodilators, and diuretics. Additional classifications to be reviewed include inotropic, anti-arrhythmic, anti-thrombosis, lipid-lowering, hypo/hyperglycemic, anti-inflammatory, and bronchodilators.
- HSEP 3050 Care and Prevention of Exercise-Related Injuries** **2-2-3**  
**Pre-requisites: A grade of “C” or better in HSEP 3430.** Basic knowledge, skills, and abilities required for the prevention, treatment, and rehabilitation of common injuries related to physical activity.
- HSEP 3200 Nutrition for Health and Human Performance** **3-0-3**  
**Pre-requisites: A grade of “C” or better in HSEP 3420 or permission of instructor and Exercise Physiology Program Coordinator if admitted Nutrition Minor.** An introduction to the characteristics of the essential dietary nutrients and their respective roles in the body. Emphasis is placed on the effects of nutritional practices on health and human performance.
- HSEP 4210 Clinical Exercise Physiology** **3-0-3**  
**Pre-requisites: A grade of “C” or better in HSEP 3010, HSEP 4070.**  
An advanced course in the physiology of exercise as it relates to the clinical exercise physiologist or health care professional. The integration of the body’s various systems relative to the prevention and therapeutic role of exercise will be examined. Case study assignments will focus on problem oriented management of subjective and objective data.

## Block Four Courses

- HSEP 3650 Resistance and Training Program Development** **2-2-3**  
**Pre-requisites: A grade of “C” or better in HSEP 3430 & 3410.** Development, instruction, supervision, and evaluation of muscular fitness and flexibility programs for diverse populations and settings using a variety of training modalities. Based upon competencies required for ACSM, NATA, and NSCA certifications.
- HSEP 4040 Pediatric Exercise Physiology** **2-2-3**  
**Pre-requisites: A grade of “C” or better in HSEP 3420.** The physiological differences between children and adults relative to exercise performance. Variables such as size, biomechanics, neuromuscular, reproductive, hormonal, and cardiovascular-respiratory differences will be examined.
- HSEP 4130 Exercise Cardiopulmonary Rehabilitation** **3-0-3**  
**Pre-requisites: A grade of “C” or better in HSEP 3011 & 4080.** A study of multi-phasic and multi-disciplinary programs designed to restore to a productive life the individual with cardiopulmonary disease. Common medical treatments and diagnostic procedures and treatments reviewed. Emphasis on the American College of Sports Medicine and the American Association of Cardiovascular and Pulmonary Rehabilitation guidelines.
- HSEP 4510 Exercise Physiology Practicum** **0-6-3**  
**Pre-requisites: A grade of “C” or better in HSEP 3020, 3420, 3010, 3011, 3050, 4080.** Students

**must also have a completed graduation checklist returned from the Registrar and current CPR card.** Evaluation, review, and mastery of the competencies required for the clinical or applied exercise physiologist prior to enrollment in HSEP 4550.

### **Block Five Courses**

**HSEP 4550 Exercise Physiology Internship** **0-0-12**  
**Pre-requisites: A grade of “C” or better in all course requirements for the Exercise Physiology Bachelors of Science degree except HSEP 4550; current and up to date American Heart Association Basic Life Support for Health Care Providers CPR certification; and current and up to date professional liability insurance.** The student is required to work 40 hours per week for a minimum of 10 weeks, or 400 cumulative hours. Students must complete a major project or paper related to some aspect of the internship site, teach at least two educational classes, and submit a weekly log of their daily activities. The internship site must reflect an area directly related to the field of clinical or applied exercise physiology.

**\*Students should review the internship handbook for additional policies and procedures required before and during their internship.**

The course credit notations are on the far right (e.g., 2-2-3) of each course prefix and title and above the course description. The *first* number is the number of lecture or didactic hours (or equivalent) each week; the *second* number is the number of laboratory hours (or equivalent) each week; the *third* number is the number of semester credit hours.

## Tuition, Fees, & Costs of the Program

The university tuition, fees, and costs for coursework can be found in the university catalog. However, there are some additional costs associated with the program. All costs are approximate and subject to change without prior notice. The approximate additional costs are:

### Program Requirements:

1. At least one Set Black Scrubs with VSU Logos (Top and Bottom) \$35 - \$50
2. Laboratory materials (HSEP 3010, 3020, 3050, 4510)  
(ex. blood pressure cuff, stethoscope, measuring tape) \$50 - \$150
3. ACSM Certification Exam \$200 - \$275

### EP Internship (HSEP 4550) Requirements:

4. Student Professional Liability Insurance \$75 - \$100
5. Criminal Background Check and 10 Panel Drug test \$75 - \$100
6. ACSM student or affiliate membership \$10 / year
7. Liability Insurance (1 year) \$50 - \$70
8. American Heart Association BLS for Healthcare Providers \$50
9. Health Insurance variable
10. Physical Examination and Vaccinations variable

\*\*Students should expect to work 40 hours/week for a minimum of 10 weeks during Internship, usually without financial compensation. Students that elect to intern at a facility located outside of Lowndes County may incur additional expenses related to travel, meals, lodging and etc.

### Other:

11. Textbook / Technology cost: dependent on course textbook requirements and technology resource costs per semester. Information should be available via Banner, emailed information to student, and/or course syllabus.
12. Travel to educational experience sites as warranted: gas, basic car maintenance (most sites are in Lowndes County or within a 50 mile radius).
13. Miscellaneous clothing cost: dress casual, dress shirts, dress pants, coat, tie, dresses, dress shoes are required for certain aspects of the program. (i.e. dress attire for student presentations, dress attire for guest speakers, dress attire for conferences, dress attire for interviews, dress attire for certain clinical education experience rotations, etc.).
14. Tuition/Housing/Meals/etc.: dependent on individual student options. The current tuition and fee schedules are available on the "*Student Financial Services*" webpage.  
<http://www.valdosta.edu/administration/finance-admin/financial-services/students/>

## **Admission, Progression/Retention, & Graduation Criteria**

Students interested in pursuing the Bachelor of Science in Exercise Physiology degree must declare their major as “Pre-Exercise Physiology.” The admission, retention and graduation requirements are applicable to any and all VSU students that have selected “Pre-Exercise Physiology” as their major.

### **Admission Criteria**

Admission into the Exercise Physiology Program of Study is competitive. Successful completion of the minimal requirements does not guarantee admission into the program. The minimum requirements for program admission eligibility are:

1. declared Pre-Exercise Physiology major
2. Completion of all courses in the Areas A – F of the Core Curriculum as it pertains to the Pre-Exercise Physiology curriculum requirements
3. 2.75 cumulative, overall grade point average
4. a grade of “C” or better in all area A, D, and F courses of core requirements including lab sections
5. completion of the Test of Essential Academic Skills (TEAS V) for Allied Health
6. meet application deadline for semester of entry

### **Progression/Retention Standards**

Once accepted into the program, the student must maintain certain academic standards to progress without delay or interruption towards final matriculation. Progression standards include:

1. Having less than 2 grades of less than “C” in Exercise Physiology courses
2. Completion of all Block 1-3 courses with a “C” or better before enrolling in HSEP 4510
3. Completion of all Block 1-4 courses with a “C” or better before enrolling in HSEP 4550

**Any student will be dismissed from the program upon earning a *second* course grade of “D” or “F” in any of the Exercise Physiology courses regardless of the semester in which the second infraction (D or F) occurred.**

For students that are dismissed due to policies indicated in “Retention Requirements” and/or dismissed due to policies indicated in the “Policies and Procedures Manual.”

1. Any student that is dismissed due to policies indicated in the “Retention Requirements” section is NOT eligible or permitted to reapply to the program.
2. Any student that is dismissed due to a violation listed in the VSU Student Handbook or the Exercise Physiology program’s student handbook must go through the appeals processes available at the College and/or University level in order to reapply to the program.

## General Graduation Requirements

1. Having less than 2 grades of < “C” in EP courses
2. Completion of all Block 1 – 4 courses with a “C” or better
3. Satisfactory completion of HSEP 4550
4. Overall, cumulative GPA of  $\geq 2.00$

Candidates for degrees must complete a minimum of 120 (somewhat more in selected majors) semester hours of academic work, with a cumulative grade point average of 2.00 or better calculated from all work attempted at Valdosta State University.

Transfer credit applied to degree requirements may be used to satisfy hours but is not included in the VSU cumulative GPA requirements for graduation. No person will be graduated with less than a 2.00 cumulative GPA. The academic work must include a minimum of 39 hours of upper division courses (that is, courses numbered 3000 or above), including at least 21 semester hours of upper division in the major field.

Students must earn a “C” or better in ENGL 1101/1101H and ENGL 1102/1102H. A grade of “C” or better is also required in major area courses and in the courses for the minor. Programs may specify other courses in which a grade of “C” or better is required.

Of the 40 semester hours immediately preceding graduation, at least 30 must be taken in residence at Valdosta State University. Any student admitted to the University for the final year must be in residence for two semesters and must complete in this time at least 30 semester hours in residence, including 21 hours of senior college work in the major. Students who change their major or interrupt their college work for more than a year become subject to the requirements of the catalog in effect at the time of the change or re-enrollment to fulfill degree requirements.

Approved Change of Major forms must be submitted to the Registrar. The academic department and college of your major may require an undergraduate course to be repeated for credit, if the course is evaluated to be out of date.

Prospective graduating seniors must apply to the Office of the Registrar for final evaluation of credits and programs two full semesters in advance of the expected graduation date. A \$25 graduation fee must be paid at the Bursary prior to final evaluation. This fee is valid for one year beyond the initial term selected for completing degree requirements. All financial obligations to the University must be cleared before an official diploma will be issued.

## Student Transfer Policy

Students transferring to Valdosta State University must complete the same requirements as a student entering the University as a freshman (new student). Transferable core courses are left to the discretion of the VSU Office of the Registrar. **Only classes taken within the VSU Exercise Physiology program of study will count towards fulfillment of the academic requirements for the degree (60 semester hours).**

## **Academic Advising**

Academic advising for all “Pre-Exercise Physiology” majors is provided by the Providing Advising and Support for Success (P.A.S.S.) Center within the College of Nursing and Health Sciences.

Students are highly encouraged to contact the P.A.S.S. Center to make an appointment for academic advising once registration opens for the next semester. Walk-In Advising is where students can “walk-in” without an appointment to see an advisor, typically one of our skilled GA (Graduate Assistant) advisors. “Walk-In” advising is performed on a first come first serve basis and could equate to a significant amount of waiting time to be advised.

Students must undergo formal academic advising with their adviser to be eligible to register for courses. Once students are unconditionally admitted into the program, an Exercise Physiology faculty member will be assigned to serve as the student’s advisor. Exercise Physiology students should meet with their adviser approximately two weeks prior to the beginning of registration.

Also, before mid-term of the third semester in the program students should meet with their advisor to complete an *Application for Graduation*. The Application for Graduation packet should be submitted and returned at least two semesters (during the 3<sup>rd</sup> semester in the EP program) before the expected graduation or internship semester. The website for the P.A.S.S. Center is below.

<http://www.valdosta.edu/colleges/nursing-and-health-sciences/pass-center/welcome.php>

## **Exercise Physiology / University Assistance Programs**

**Student Affairs:** [www.valdosta.edu/studentaffairs/](http://www.valdosta.edu/studentaffairs/)

Departmental Areas: Cooperative Education, Counseling Center, Alcohol and Other Drug Education, Student Conduct, Financial Aid, Housing and Residence Life, Health Promotion, Access Office, Orientation and Student Leadership, Career Opportunities, Student Life, Campus Recreation, Testing, Parent Programs, and Student Publication.

**Access Office (location – Farber Hall):** [www.valdosta.edu/access](http://www.valdosta.edu/access)

The mission of the Access Office is to create an accessible, inclusive, sustainable learning environment, in which disability is recognized as an aspect of diversity that is integral to the campus community and to society. Some examples of the services available to eliminate barriers include classroom and testing accommodations, materials in alternate formats, and access to adaptive technology.

**Counseling Center (location – Powell Hall East, 2nd floor; phone: 229-333-5940)**

The Counseling Center provides a broad range of mental health services to the university community aimed at maximizing the personal growth and development of its members. These services are free of charge.

**Office of Alcohol and Other Drug Education (location – Powell Hall East, 1st floor; phone 229-259-5111)**

The Office of Alcohol and Other Drug Education is dedicated to taking a pro-active approach in addressing the issue of substance use/abuse among the VSU community and its potential impact on academic, professional, and social development.

**Student Health Center (phone 229-333-5886; appointments 229-219-3200)**

<http://www.valdosta.edu/administration/finance-admin/auxiliary-services/student-health/>

The Student Health Center is a department within the Division of Auxiliary Services. Services are available to all currently enrolled full-time students who are taking four, or more, semester hours and who have paid the health fee.

**Appeals and Grievances:** [www.valdosta.edu](http://www.valdosta.edu) (The student will refer to University and/or College of Nursing and Health Sciences policy.)

\*For additional University information and assistance programs see the Undergraduate Catalog or visit [www.valdosta.edu](http://www.valdosta.edu).

**Health Promotion:** The Office of Health Promotions is located in Centennial Hall 135B. The mission of the office is to empower Valdosta State University students to make healthier lifestyle choices through prevention education. The goal is to provide wellness education through interactive formats and to assist students in connecting with various resources throughout the VSU community. For more information call 229-245-3896 or visit the website at <http://www.valdosta.edu/student/student-services/counseling-center/health-promotions/welcome.php>

## SECTION THREE

### PROGRAM POLICIES AND PROCEDURES

#### Technical Standards

The program requires students to have the cognitive and physical ability to perform tasks related to the profession. The technical standards the student must possess to succeed in the program are:

1. Effective written and oral communication skills
2. Proficiency of the English language
3. Respect for diverse cultural backgrounds
4. Accuracy in recording medical information
5. Understanding and maintaining medical confidentiality
6. Strong problem solving skills
7. Critical or higher order thinking skills
8. Understand and accept constructive criticism
9. Emotional well-being
10. Ability to exercise sound judgment
11. Coping skills in stressful situations
12. Professionalism and rapport with diverse populations
13. Minimum level of muscular strength and endurance based on national norms
14. Minimum level of cardiorespiratory fitness based on national norms
15. Normal or sufficient auditory, visual and sensory perception
16. Free of musculoskeletal issues that would preclude various body positions such as sitting, standing, squatting, kneeling and maintaining balance.

Applicants for admission to the program will be required to verify they understand and meet these technical standards or that they believe with certain accommodations can meet the standards. The following is a copy of the *Acceptance of Technical Standards* that each student is required to sign as part of the application and it shows and understanding and acceptance of those standards.



## **Guidelines for Dress and Appearance**

Exercise Physiology students should present themselves as an allied health professional in the classroom, laboratory, fitness center, during observational sites, health fairs or in any other capacity that is reflective of the program of study. It is the responsibility of each student to keep his/her appearance neat and clean. A professional, neat, and clean personal appearance “while on duty” is an important factor in gaining the respect of your instructors, classmates, preceptors and the general public. The guidelines include, but are not limited to the following:

1. Students are expected, at all times, to present a professional appearance and attitude.
2. Inclement weather: check with the Instructor or Preceptor
3. Clothing: must be modest. Clothing must cover the belly and buttocks and not be excessively tight.  
**Exceptions to certain aspects of dress and appearance may be permitted in the laboratory setting per the direction and discretion of the instructor.**
  - a. Pants and shorts should have a clean hemline (no cut-offs) and no holes.
  - b. The length of shorts will be considered appropriate when the shorts extend beyond the fingers with arms resting at side.
  - c. No underwear may be showing. It is the discretion of the instructor or preceptor as to when pants or shorts are too low.
  - d. Tank tops or sleeveless shirts will not be allowed.
  - e. Sweatshirts/jackets should not have logos other than VSU or they should be plain. Color of sweatshirt/jacket should be red, black, gray, or white during internship, observation, health fairs & community services/events.
  - f. Hats with a non-VSU logo are not permitted. Hats should be red, black, gray, or white. Hats may not be worn inside buildings during internship, observation, health fairs & community services/events.
4. Hats: Hats should not be worn inside the building
5. Shoes: Athletic shoes must be worn at all times within the laboratory setting unless otherwise directed by the instructor. No sandals, flip-flops, open toed, heel less or high heel shoes will be allowed.
6. Hair: Maintain appropriate hair length (as defined by the Faculty or Preceptor) and professional looking hairstyle that is well groomed. Males: ***beards and mustaches must be neatly groomed as defined by the instructor or preceptor.*** Females with shoulder length hair must have hair pulled back, and hair beyond shoulder length must be in a pony-tail in the laboratory setting. Students should understand that long hair and/or excessive facial hair may not be permitted at certain internship sites.
7. Piercings - Males: NO facial piercing for male (includes earrings). Females: piercing is limited to ears and must be limited to 2 per ear. Female earrings must be modest for safety purposes (no large hoops or dangling earrings). Males and females: No visible body piercing is permitted.
8. Jewelry should be modest and minimal per the discretion of the faculty/instructor.
9. Fingernails must be properly manicured per CDC regulations. Artificial fingernails or extenders are prohibited. When viewing from the palmar surface fingernail tips must not be visible beyond the tips of the fingers in a clinical setting. No fingernail polish during observations or internship.
10. Tattoos. Visible tattoos must be covered during outside observations, when dealing with the public in an official capacity, during observations and Internship. The student must provide the supplies to cover tattoos. The method and material utilized to cover tattoos must be approved by the student’s Preceptor. The Preceptor may require that the student wear long sleeves or long pants if another method of covering tattoos cannot be determined.
11. Breath should be fresh.
12. Body odors should be pleasant with fragrances kept to a minimum. Perfumes must not be worn in a clinical setting (hospital, physician’s office, PT/OT clinic and etc.).

## **HUMAN PERFORMANCE LAB CONDUCT**

1. Students are not allowed in the HPL unsupervised.
2. Cell phones, tablets, readers, voice/video recorders, and other electronic media are not allowed for use in the HPL without lab staff or instructor permission.
3. Unprofessional behavior will not be tolerated in the HPL. You will be asked to leave if you display unprofessional, rude, or insensitive behavior towards the client, instructor or fellow students. There will be no makeup activities for dismissal due to unprofessional behavior and the dismissal will result in absence being recorded and you will be subject to the VSU CONHS Dispositional Policy and Academic Integrity.
4. Water in a container with a lid is permitted in the lab. No other food or drinks are allowed.
5. No gum or candy permitted in the lab.
6. Closed toe shoes with non-marking soles are to be worn in EP lab at all times. You will not be permitted with open toe shoes of any kind or any shoe that lab staff or instructor deems inappropriate for activity.
7. Hats should not be worn inside the HPL.
8. Failure to not dress appropriately will result in an absence/refusal of admittance. There will be no makeup activities for failing to dress properly or participate in class activities.
9. Do not place your belongings on equipment at any time (ie no backpacks/books/clipboards, etc placed on DXA table, BodPod table, computer tables, etc). Equipment is not to be used for personal storage. Place your belonging in the area designated by lab staff or course instructor.
10. Do not sit on equipment (ie DXA table, treadmill decks/belts, Biodex chair, etc). This is not personal seating and should only be used appropriately.
11. All equipment and property should be treated properly and with respect. If you knowingly use equipment incorrectly and damage it, you will be required to replace it.
12. All equipment used in class must be cleaned and placed in its proper place at the conclusion of each use or class.
- 13.

## **HUMAN PERFORMANCE LAB DRESS CODE**

1. Closed toe shoes with non-marking soles are to be worn in EP lab at all times. You will not be permitted with open toe shoes of any kind or any shoe that lab staff or instructor deems inappropriate for activity.
2. Shorts/pants should cover the entire buttocks and remain in place.
3. Shirts should cover the entire torso.
4. No clothing with profanity, suggestive slogans, or otherwise offensive language/images is allowed.
5. Clothing appropriate for the activity being performed is required (athletic shorts/pants, t-shirts, etc should be worn during any physical activity).
6. No large or dangling jewelry is permitted in lab.
7. Appropriate and regular use of deodorant, antiperspirants, etc is expected to control personal body hygiene.
8. No excessive perfume or make-up should be worn.

# PROFESSIONAL CONDUCT

## ACSM Code of Ethics

Preamble: These principles are intended to aid Fellows and members of the College individually and collectively to maintain a high level of ethical conduct. These are not laws but standards by which a Fellow or a member may determine the propriety of his/her conduct, relationship with colleagues, with members of allied professions, with the public, and with all persons in which a professional relationship has been established. The principal purpose of the College is the generation and dissemination of knowledge concerning all aspects of persons engaged in exercise with full respect for the dignity of people.

Section 1: Members should strive continuously to improve knowledge and skill and make available to their colleagues and the public the benefits of their professional expertise.

Section 2: Members should maintain high professional and scientific standards and should not voluntarily collaborate professionally with anyone who violates this principal.

Section 3: The College, and its members, should safeguard the public and itself against members who are deficient in ethical conduct.

Section 4: The ideals of the College imply that the responsibilities of each Fellow or member extend not only to the individual, but also to society with the purpose of improving both the health and well-being of the individual and the community.

**The statement of principles of ethical behavior for ACSM members reads:** Members and affiliates of the American College of Sports Medicine are committed to the highest standards of conduct. As advocates for athletes' health and performance, all ACSM members assume an obligation to train, treat and support athletes with the highest ethical standards. Avoiding inappropriate treatment of athletes as well as the appearance of inappropriate treatment is of the utmost importance. I hereby affirm:

1. Members should treat or train athletes with the objective of maintaining the integrity of competition and fair play.
2. Members should treat or train every athlete with the utmost care and to the highest level of their professional competence.
3. Members should acknowledge that they are aware of international doping control standards as determined by the List of Prohibited Substances and Methods published by the World Anti-Doping Program or by the relevant Anti-Doping Authority.
4. Members should treat athletes only as their medical conditions warrant and will observe the rules of the appropriate anti-doping organizations regarding use of prohibited substances or methods.
5. Members should not advise, aid, or abet any athlete to use prohibited substances or methods of doping.
6. Members should use all means possible to deter doping by athletes.
7. Members should maintain confidentiality of personal medical information and will protect the right of the clean athlete to compete.
8. Members should agree that departure from these principles of ethical behavior in treating athletes may result in sanctions by ACSM and will accept those sanctions as determined.

**Maintenance of Good-standing in Regulated Professions:** Any Fellow or member required by law to be licensed, certified or otherwise regulated by any governmental agency in order to

practice his or her profession must remain in good-standing before that agency as a condition of continued membership in the College. Any expulsion, suspension, probation or other sanction imposed by such governmental agency on any Fellow or member is grounds for disciplinary action by the College.

**Public Disclosure of Affiliation:** Other than for commercial venture, any member or Fellow (FACSM) may disclose his/her affiliation with the College in any context, oral or documented, provided it is currently accurate. In doing so, no member or Fellow may imply College endorsement of whatever is associated in context with the disclosure, unless expressly authorized by the College. Disclosure of affiliation in connection with a commercial venture may be made provided the disclosure is made in a professionally dignified manner, is not false, misleading or deceptive, and does not imply licensure for the attainment of specialty or diploma status. Members who are currently ACSM Certified or Registered may disclose their certification status and Fellows may disclose their Fellow status. Because membership and fellowship in ACSM is granted to individuals, disclosure of affiliation and/or use of the initials ACSM are not to be made as part of a firm, partnership or corporate name. Violation of this article may be grounds for disciplinary action.

**Discipline:** Any Fellow or member of the College may be disciplined or expelled for conduct which, in the opinion of the Board of Trustees, is derogatory to the dignity of or inconsistent with the purposes of the College. The expulsion of a Fellow or member may be ordered upon the affirmative vote of two-thirds of the members of the Board of Trustees present at a regular or a special meeting, and only after such Fellow or member has been informed of the charges preferred against him and has been given an opportunity to refute such charges before the Board of Trustees. Other disciplinary action such as reprimand, probation, or censure may be recommended by the Committee on Ethics and Professional Conduct and ordered following the affirmative vote of two-thirds of the members of the Board of Trustees present at a regular or special meeting or by mail ballot, provided a quorum takes action.

<http://www.acsm.org/join-acsm/membership-resources/code-of-ethics>

## **Code of Ethics for ACSM Certified and Registered Professionals**

This Code of Ethics is intended to aid all certified and registered American College of Sports Medicine Credentialed Professionals (ACSMCP) to establish and maintain a high level of ethical conduct, as defined by standards by which an ACSMCP may determine the appropriateness of his or her conduct. Any existing professional, licensure or certification affiliations that ACSMCPs have with governmental, local, state or national agencies or organizations will take precedence relative to any disciplinary matters that pertain to practice or professional conduct. This Code applies to all ACSMCP's, regardless of ACSM membership status (to include members and non-members. Any cases in violation of this Code will be referred to the **ACSM CCRB Executive Council and the CCRB Ethics subcommittee**, and if appropriate the ACSM Committee on Ethics and Professional Conduct as well.

- ACSMCPs shall be dedicated to providing competent and legally permissible services within the scope of the Knowledge, Skills, and Abilities (KSAs) of their respective credential. These services shall be provided with integrity, competence, diligence, and compassion.
- ACSMCPs provide exercise information in a manner that is consistent with evidence-based science and medicine. ACSMCPs respect the rights of clients, colleagues, and health professionals, and shall safeguard client confidences within the boundaries of the law.
- Information relating to the ACSMCP/client relationship is confidential and may not be communicated to a third party not involved in that client's care without the prior written consent of the client or as required by law. ACSMCPs are truthful about their qualifications and the limitations of their expertise and provide services consistent with their competencies.
- ACSMCPs maintain high professional standards. As such, an ACSMCP should never represent him/herself, either directly or indirectly, as anything other than an ACSMCP unless he/she holds other license/certification that allows him/her to do so.
- ACSMCPs practice within the scope of their knowledge, skills, and abilities. ACSMCPs will not provide services that are limited by state law to provision by another health care professional.
- An ACSMCP must remain in good standing relative to governmental requirements as a condition of continued Credentialing. *Committee on Certification and Registry Boards Candidate Handbook 17 V7.0 – February 2012*
- ACSMCPs take credit, including authorship, only for work they have actually performed and give credit to the contributions of others as warranted.
- Consistent with the requirements of their certification or registration, ACSMCPs must complete approved, additional educational course work aimed at maintaining and advancing their knowledge, skills and abilities
- Candidates applying for a Credentialing examination must comply with all eligibility requirements and to the best of their abilities, accurately complete the application process. In addition, the candidate must refrain from any and all behavior that could be interpreted as "irregular" (please refer to the policy on irregular behavior).
- Any ACSMCP may be disciplined or lose their certification or registry Students accepted to the program are expected to maintain a high level of professional conduct in class, internships, and field experiences. Furthermore, professional conduct includes behavior and appearance. Professional conduct is a responsibility to yourself, your family, others, the program, the institution, and the profession.

[http://certification.acsm.org/files/file/ACSMCandidateHandbook\\_v7\\_2012.pdf](http://certification.acsm.org/files/file/ACSMCandidateHandbook_v7_2012.pdf)

## **Social Media**

Freedom of speech is a protected liberty within the U.S. Constitution. The first amendment, within the *Bill of Rights*, also carries personal responsibility and accountability for views and opinions publically expressed in a verbal, written, picture or artistic format within a social media outlet. Therefore, any such expression invoking or displaying a lack of professionalism, a lack of integrity, a lack of civility, disrespect, hostility, harassment or immodesty towards a classmate, faculty or staff member, the Exercise Physiology program or VSU will not be tolerated. Such an incident is also subject to investigation by the Exercise Physiology Admission & Progression Committee, the College of Nursing and Health Sciences Honor Council and/or the Student Conduct Office. Punitive actions may consist of, but is not limited to, a written reprimand, temporary or permanent dismissal from the program, or expulsion from the university.

## **Confidentiality**

Students enrolled in the School of Nursing must hold in confidence all patient related information. Specific instruction on confidentiality within the health care setting is provided within the curriculum. Failure to protect any patient's right to confidential treatment may result in a failing grade in the course and dismissal from the program or the College of Nursing And Health Sciences. To meet confidentiality requirements each student is required to affirm their understanding of patient's right to privacy, and need for confidentiality by signing a confidentiality agreement form.

## **Health Insurance Portability and Accountability Act (HIPPA)**

The broad mission and extensive scope of operations of the Board of Regents of the University System of Georgia, including the constituent colleges and universities of the University System of Georgia (collectively, the "Board"), necessitates that the Board collect, maintain, and, where necessary, disseminate health information regarding the Board's students, employees, volunteers, and others. For example, the Board collects medical information through its various medical and dental hospitals, clinics, and infirmaries, through the administration of its various medical and life insurance programs, and through its various environmental health and safety programs. The Board protects the confidentiality of individually identifiable health information that is in its possession. Such health information, which is protected from unauthorized disclosure by Board policies and by state and federal law, is referred to as "protected health information," or "PHI." PHI is defined as: "any individually identifiable health information regarding an employee's, a student's, or a patient's medical/dental history; mental or physical condition; or medical treatment." Examples of PHI include patient name, address, telephone and/or fax number, electronic mail address, social security number or other patient identification number, date of birth, date of treatment, medical treatment records, medical enrollment records, or medical claims records. The Board will follow the practices that are described in this Notice of Privacy Practices ("Notice"). The Board reserves the right to change the terms of this Notice and of its privacy policies, and to make the new terms applicable to all PHI that it maintains. Before the Board makes an important change to its privacy policies, it will promptly revise this Notice and post a new Notice in prominent locations.

## STUDENT CONDUCT OFFICE

The primary responsibility of the Student Conduct Office (SCO) is to oversee and conduct the student disciplinary process on campus. The SCO deals mostly with individual violators but is also called on to assist with groups that violate the Code of Conduct. The SCO is located on the third floor of the Student Union in the Office of the Vice President for Student Affairs and Dean of Students. The SCO assists students, staff, and faculty in the determination of the appropriate response to alleged violations of the Student Handbook's Student Code of Conduct. The SCO's primary mission is to get students back on track regarding the completion of their degree program. For more in-depth SCO information, please call 229-333-5941 or visit SCO's webpage at <http://www.valdosta.edu/administration/student-affairs/student-conduct-office/welcome.php>



Valdosta State University is a learning environment based on trust and mutual respect in which open dialogue, vigorous debate, and the free exchange of ideas are welcome. The University is equally dedicated to the core values of community, including a commitment to practice **civility, integrity, and citizenship**. As members of this community, and proud Blazers, we will strive to uphold these core values for the advancement of the University.

**Civility**- A Blazer shows *courtesy* and *compassion* as well as *respect* for the *dignity* of every human being.

**Integrity** -Each Blazer is *responsible* for his or her own actions, and our *community* is stronger when we contemplate the context of our decisions and uphold the principles of *trust* and *honesty*.

**Citizenship** – Every Blazer has an interest in the well-being of the *community*, and, therefore, a duty to stay informed, to make *positive* contributions, and to offer support to those who need help.

### General Expectations

As a Blazer, I pledge to uphold the core principles of Civility, Integrity and Citizenship. Inasmuch as Valdosta State University is an institution committed to the quest for knowledge, truth, and wisdom, all students are expected: to examine critically and otherwise to evaluate themselves, their knowledge, and their society; to commit themselves to genuine enlightenment rather than to inflexible adherence to limited knowledge; to respect the regulation and order of the university community, which must exist for real learning to take place; to respect and obey the laws of the State of Georgia and the United States; to respect and obey the Code of Conduct as set forth by the Student Government Association in the University Handbook; to assume full responsibility for their individual and collective actions; to participate seriously and purposefully in campus life as both student and person; to make mistakes because they are “students,” but to profit from these mistakes by maturing eventually into fully participating, responsible, educated leaders in whatever careers they select.

## **Drugs**

Valdosta State University, as a comprehensive university within the University System of Georgia and recipient of federal funds, supports and complies with the Drug Free Work Place Act of 1988, the Drug Free Schools and Communities Act of 1989, and the Drug Free Postsecondary Education Act of 1990. Faculty, staff, and students of Valdosta State University are advised that the unlawful manufacture, distribution, dispensation, possession, or use of illicit drugs and alcohol is prohibited, and violations of this policy will result in appropriate disciplinary action, to include suspension or termination. Faculty, staff, and students are expected to adhere to the policies of the institution, observe the basic rules of good conduct, and observe all local, state, and federal regulations relative to illegal drugs and alcohol. Violations of such regulations, including misdemeanor or felony convictions during the course of one's employment or enrollment, will result in appropriate disciplinary action. This policy is subject to modifications, and said changes will be publicized. Questions regarding this matter may be directed to the Office of Personnel or the Office of the Vice President for Student Affairs.

## **Student Dissent**

Valdosta State University will not permit any demonstrations or protests that would disrupt any academic or regularly scheduled non-academic pursuits. Dissent which is voiced in a constructive way and is manifested in an orderly and peaceful manner is acceptable. Threats, demands, and coercion are not acceptable. All students affiliated with Valdosta State University are expected to abide by the Student Code of Conduct.

## **Board of Regents Statement on Disruptive Behavior**

The following is the policy of the Board of Regents of the University System of Georgia regarding disruptive behavior in any institution of the University System: The Board of Regents of the University System of Georgia reaffirms its policies to support fully freedom of expression by each member of the academic community and to preserve and protect the rights and freedom of its faculty members and students to engage in debate, discussion, peaceful and non-disruptive protest and dissent. The following statement relates specifically to the problem described below. It does not change or in any way infringe upon the Board's existing policies and practices in support of freedom of expression and action. Rather, it is considered necessary to combat the ultimate effect of irresponsible disruptive and obstructive actions by students and faculty which tend to destroy academic freedom and the institutional structures through which it operates. In recent years, a new and serious problem has appeared on many college and university campuses in the nation. Some students, faculty members, and others have on occasion engaged in demonstrations, sit-ins, and other activities that have clearly and deliberately interfered with the regular and orderly operation of the institution concerned. Typically, these actions have been the physical occupation of a building or campus area for a protracted period of time or the use or display of verbal or written obscenities involving indecent or disorderly conduct. These actions have gone beyond all heretofore recognized bounds of meetings for discussion, persuasion, or even protest, in that: (1) acquiescence to demands of the demonstrators is the condition for dispersal, and (2) the reasonable and written directions of institutional officials to disperse have been ignored. Such activities thus have become clearly recognizable as an action of force,



operating outside all established channels on the campus, including that of intellectual debate and persuasion which are at the very heart of education.

The Board reaffirms its belief that all segments of the academic community are under a strong obligation and have a mutual responsibility to protect the campus community from disorderly, disruptive, or obstructive actions which interfere with academic pursuits of teaching, learning and other campus activities. The Board of Regents understands that this policy is consistent with resolutions adopted by the American Association of University Professors in April, 1968, by the Association of American Colleges in January, 1968, and by the Executive Committee of the Association for Higher Education in March, 1968, condemning actions taken to disrupt the operations of institutions of higher education. The Board of Regents is deeply concerned by this new problem. Under the Constitution of the State of Georgia, under all applicable court rulings, and in keeping with the tradition of higher education in the United States, the Board is ultimately responsible for the orderly operation of the several institutions of the University System and the preservation of academic freedom in these institutions. The Board cannot and will not divest itself of this responsibility. Of equal or greater importance, such action of force as has been described above destroys the very essence of higher education. This essence is found in the unhampered freedom to study, investigate, write, speak, and debate on any aspect or issue of life. This freedom, which reaches its full flowering on college and university campuses, is an essential part of American democracy, comparable to the jury system or the electoral process. For these reasons and in order to respond directly and specifically to this new problem, the Board of Regents stipulates that any student, faculty member, administrator, or employee, acting individually or in concert with others, who clearly obstructs or disrupts, or attempts to obstruct or disrupt any teaching, research, administrative, disciplinary or public service 48 activity, or any other activity authorized to be discharged or held on any campus of the University System of Georgia is considered by the Board to have committed an act of gross irresponsibility and shall be subject to disciplinary procedures, possibly resulting in dismissal or termination of employment.

#### **Notification of Rights under the Family Educational Rights and Privacy Act of 1974 (FERPA) for Post-Secondary Institutions Dealing with Student Educational Records**

In accordance with the policy of the Board of Regents of the State of Georgia and under the provisions of The Family Educational Rights and Privacy Act of 1974 (FERPA), Valdosta State University maintains various educational records for each matriculating student. VSU affords students certain rights with respect to these educational records, and these rights include:

1. The right to inspect and review the student's educational records within 45 days of the day the University receives a request for access. Students should submit to the registrar, the dean of the appropriate college, the head of the appropriate academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed. VSU's official contact person for such record requests is the Custodian of Official Records in the Office of the Vice President for Academic Affairs. There will be a nominal fee for the retrieval and reproduction of any record requests.

2. The right to request the amendment of the student's educational records that the student believes is inaccurate. Students may ask the University to amend a record that they believe is inaccurate. They should write the University official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the university decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's educational records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted (such as an attorney, auditor or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the University may disclose education records without consent to officials of another school in which a student seeks or intends to enroll. Directory information: Valdosta State University publishes student information in the form of directories, programs, etc. Students who desire that directory information not be released without consent should notify the Office of the Registrar. The following is considered directory information unless notification is received to the contrary: Student's name, address (local and home), telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, class schedule, photograph, full- or part-time status, e-mail address, and the most recent previous educational agency or institution attended by the student. Educational records may be furnished to a requesting party in compliance with a judicial order or pursuant to any lawfully issued subpoena.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failure by Valdosta State University to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605, (202) 260-3887.

**The following are exceptions within FERPA, and students should take note of them:**

- a. Students do NOT have access to the financial records of parents of students.
- b. Students do NOT have access to letters of recommendation placed in records prior to January 1, 1975.
- c. Personal records of instructional, supervisory, and administrative personnel are NOT open for review and inspection by students.
- d. The professional records of the institution's medical staff are not open for review and inspection by students. However, physicians or other appropriate professionals of the student's choice can review these records.

## Academic Dishonesty Policy

The program follows the academic dishonesty policy of the institution. It can be found in the university catalog and it states:

“Students are responsible for knowing and abiding by the Academic Integrity Policy as set forth in the *Student Code of Conduct* and the faculty members’ syllabi. All students are expected to do their own work and to uphold a high standard of academic ethics. Appendix A of the *Student Code of Conduct* in the *VSU Student Handbook* outlines academic integrity violations as well as the academic response and disciplinary response to such violations <http://www.valdosta.edu/administration/student-affairs/student-conduct-office/student-handbook.php>. The online *VSU Student Handbook* reflects the most current policy on academic integrity. Academic integrity violations may result in suspension or expulsion from the university. Additional information on academic integrity as well as resources for faculty and students can be found at the Academic Affairs website: [www.valdosta.edu/academic/AcademicHonestyatVSU.shtml](http://www.valdosta.edu/academic/AcademicHonestyatVSU.shtml).”

Plagiarism is also defined in the university catalog and is:

“Plagiarism is defined as “the copying of the language, structure, programming, computer code, ideas, and/or thoughts of another and passing off same as one’s own, original work” (*Virginia Tech Honor Code Constitution*, [www.honorsystem.vt.edu/?q=node/5](http://www.honorsystem.vt.edu/?q=node/5)). The violation, then, consists of both copying and misrepresenting the material in question. When a student places his or her name on any kind of work, he or she claims responsibility for the originality of the contents except for those parts that are specifically attributed to another or that are considered common knowledge. If a student has consulted any outside source, whether published or not, and has incorporated any of its “language, structure, ideas, programming, computer code, and/or thoughts” into his or her work without acknowledging that source, he or she may be guilty of misrepresenting the work’s originality. When paraphrasing material from an outside source, the student must change both the sentence structure and the vocabulary (where possible) in expressing the original material in his or her own words. Any instance where the “language, structure, ideas, programming, computer code, and/or thoughts” have been borrowed from another’s work, paraphrased or not, without proper reference/citation, the act constitutes plagiarism on the part of the writer.”

Course sections may use plagiarism-prevention technology. Students may have the option of submitting their written work online through a plagiarism-prevention service or of allowing the instructor to submit their work. The written work may be retained by the service for the sole purpose of checking for plagiarized content in future student submissions. At the discretion of the instructor and based on the seriousness of the situation, the penalty for academic dishonesty in the program may be one or more of the following:

1. Grade of zero on the test, quiz, homework, problem or other assignment for the student(s) involved.
2. Grade of F for the course
3. Dismissal from the program
4. Dismissal from the university

Students have the right to appeal an academic dishonesty charge. Procedures for this process are available in the undergraduate catalog.

### **EQUAL OPPORTUNITY STATEMENT**

Valdosta State University is an equal opportunity educational institution. It is not the intent of the institution to discriminate against any applicant for admission or any student or employee of the institution based on the sex, race, religion, color, national origin, disability, or sexual orientation of the individual. It is the intent of the institution to comply with the Civil Rights Act of 1964 and subsequent Executive Orders as well as Title IX, the Equal Pay Act of 1963, the Vietnam Era Veterans Readjustment Assistance Act of 1974, the Age Discrimination in Employment Act of 1967, and the Rehabilitation Act of 1973 (Undergraduate Catalog, 2014-2015).

### **ANTI-HARASSMENT POLICY**

The program adheres to the Anti-Harassment Policy of the university and it applies to both on and off-campus activities that are required for the degree. It can be found in the catalog and significant parts of it are quoted here: "Valdosta State University is committed to maintaining a fair and respectful environment for living, working and studying. To that end, and in accordance with federal and state law, Board of Regents' policy, and University policy, the University prohibits any member of the faculty, staff, administration, or student body from harassing any other member of the University community because of that person's gender." Pursuant to Title VII of the Civil Rights Act of 1964 and Title IX of the Educational Amendments of 1972, "sexual harassment" is defined as: unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when:

1. submission to such conduct is made either implicitly or explicitly a term or condition of an individual's employment or status in a course, program or activity;
2. submission or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individual; or
3. such conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from an educational program or activity.

Examples of sexual harassment may include, but are not limited to the following:

1. physical assault.
2. direct or implied threats that submission to sexual advances will be a condition of employment, work status, compensation, promotion, grades, or letters of recommendation.
3. sexual advances, physical or implied, or direct propositions of a sexual nature. This activity may include inappropriate/unnecessary touching or rubbing against another, sexually suggestive or degrading jokes or comments, remarks of a sexual nature about one's clothing and/or body, preferential treatment in exchange for sexual activity, and the inappropriate display of sexually explicit pictures, text, printed materials, or objects that do not serve an academic purpose.
4. a pattern of conduct, which can be subtle in nature that has sexual overtones and is intended to create or has the effect of creating discomfort and/or that, humiliates another.
5. remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history that does not serve a medical or academic purpose."

Sexual harassment can occur regardless of the relationship, position or respective sex of the parties. Same sex harassment violates this policy and harassment by a student of a faculty member or a subordinate employee of his/her supervisor. Anyone should contact the Director of Social Equity, also known as

Affirmative Action Officer if they feel they are or have been harassed. Furthermore, no student or employee should assume that an official of Valdosta State University knows about his or her particular situation. The University encourages any person who feels he or she has been sexually harassed to report the incident to the Affirmative Action Officer. And, administrators and supervisors must report to the Affirmative Action Officer in timely manner any and all incidents of discrimination and harassment which are reported to them.

## **College of Nursing and Health Sciences Disposition Policy**

### **Purpose**

The purpose of the Disposition Policy process is for faculty to identify students who may need intervention to successfully complete both the pre-professional and professional requirements for their program of study. Dispositions are the values, qualities, and professional ethics that influence one's behaviors toward students, families, colleagues and communities. Dispositions can affect student learning, motivation and development of personal and professional growth.

### **Dispositional Expectations**

1. Demonstrates ethical behavior as defined by the profession:
  - Athletic Training  
Board of Certification Standards of Professional Practice: <http://www.bocatc.org/resources/standards-of-professional-practice>  
National Athletic Trainers' Association Code of Ethics: <http://www.nata.org/codeofethics>
  - Dental Hygiene  
American Dental Association Code of Ethics: [http://www.ada.org/~media/ADA/About%20the%20ADA/Files/code\\_of\\_ethics\\_2012.ashx](http://www.ada.org/~media/ADA/About%20the%20ADA/Files/code_of_ethics_2012.ashx)
  - Exercise Physiology  
American College of Sports Medicine Code of Ethics: <http://www.acsm.org/join-acsm/membership-resources/code-of-ethics>
  - American Nurses Association Code of Ethics: [www.nursingworld.org/MainMenuCategories/EthicsStandards/CodeofEthicsforNurses.aspx](http://www.nursingworld.org/MainMenuCategories/EthicsStandards/CodeofEthicsforNurses.aspx)
2. Adheres to university, class, and clinical policies. Classroom examples include punctuality; adhering to schedules; and observing the classroom structure as outlined in the course syllabi. Clinical examples include adhering to policies of students' program of study; adhering to workplace policies of various clinical sites; punctuality; and meeting the expectations of clinical sites.
3. Exhibits appropriate and professional interactions with faculty, staff, preceptors, and peers. Examples include demonstrating the ability to work with diverse individuals; demonstrating courtesy and respect for all; commitment to diversity; open-mindedness and support of others; and willingness to accept constructive criticism from preceptors and faculty of the student's program of study.

4. Maintains professional appearance, communication and mannerisms. Examples include dressing appropriately for the situation and learning environment; exhibiting competence and professionalism in oral, written, social media, and electronic communications; exhibiting fair and equitable treatment of all; maintaining confidentiality of client records, correspondences, and conversations; demonstrating truthfulness as well as honesty; and working collaboratively with peers, faculty and staff.
5. Exhibits appropriate level of preparedness in classroom and clinical settings. Examples include communicating with professors and instructors regarding absences; being respectful and attentive in class and at clinical sites; fulfilling course and clinical obligations; completing assignments in a timely manner; exhibiting critical thinking skills; providing ongoing and competent client/patient care; willingness to approach tasks in an organized and skillful manner; and demonstrating self-reflection and the ability to make improvements based on preceptor and faculty feedback.
6. Demonstrates a collaborative approach when seeking solutions to problems with peers, students, faculty, parents, clinical preceptors and administration.
7. Displays qualities of lifelong learning through engagement in completion of course requirements, continuous professional development, and academic preparedness. Lifelong learning is a term that applies to continuing one's education through university or community-based programs.

**Examples of Actions Necessitating Completion of Disposition Forms, (including, but not limited to)**

- Excessive absences or lateness for class or clinical assignments (see University policy and course syllabus).
- Lack of professional dress or demeanor when interacting with other students, clients/patient, preceptors or faculty as defined by student's major department.
- Exhibiting disruptive behavior toward faculty, staff, preceptors, peer student or guest speakers. This includes classroom disruptive behavior. This extends to clients/patients and preceptors when students are in a clinical area affiliated with their program of study.
- Inability to contribute effectively in a group setting.
- Exhibiting a lack of proficiency and/or professionalism in written and/or oral language skills, including electronic forms of communications (i.e., e-mail, text, social media, etc.).
- Exhibiting a lack of professionalism, responsibility, respect for others, confidentiality and accountability on social media.
- Demonstrating a lack of content/ clinical knowledge, including appropriate skill progression, in any content area at the student's current level. Appropriate content knowledge and skill progression is important when working with patients.
- Being removed from a clinical experience.
- Plagiarism or cheating on any graded activity (Use University policy).
- Blatant dishonesty or breach of confidentiality.
- Purposefully compromising the well-being of a client/patient.
- Harassment of clients, preceptors, peer students, faculty, or staff.
- Any other disposition issues outlined by the student's major/field of study.

## Procedures for Assessing Dispositions

A student's professional dispositions will be assessed in classes, clinical, and community settings. The instructor or preceptor who identifies a deficiency or behavior inconsistent with established dispositions will follow these procedures:

1. Upon a student's action which necessitates the completion of a disposition report, the instructor or preceptor will schedule an informal meeting. The purpose of the meeting with the student is to discuss the area of concern and offer possible solutions and remedies.
  - a. The date of the meeting, the instructor's specific concerns and potential solutions will be documented on the Disposition Report Form and placed in the student's file.
  - b. Both instructor and student will receive a copy of the completed form.
  - c. The faculty member involved in the informal meeting must complete either a VSU Student Conduct Incident Report or a VSU Academic Integrity Report if applicable. This can be found at <http://www.valdosta.edu/administration/student-affairs/student-conduct-office/>.
2. If a second meeting becomes necessary, based on the same deficiency or additional behaviors of concern, through completion of a second disposition form, the following steps will be implemented.
  - a. The instructor will schedule a meeting to include the student and an ad hoc committee consisting of the student's advisor, the department chair/assistant dean, program coordinator, and the instructor. Students have the option to request an additional committee member outside of the student's program of study, if desired.
    1. In the event that the program director/coordinator is the person bringing the second disposition issue forward, another committee member must be secured.
    2. In the event that the program director/coordinator and the advisor are the same person, another committee member must be secured.
  - b. The faculty member scheduling the formal meeting must complete either a VSU Student Conduct Incident Report or a VSU Academic Integrity Report if applicable. This can be found at <http://www.valdosta.edu/administration/student-affairs/student-conduct-office/>.
  - c. This meeting must occur within 5 university business days of the reported deficiency or behavior. At this time, the instructor who completed the second disposition report will review the prior behavioral concerns recorded in the student's file, as well as the continued or additional concerns that initiated the second report. The student will have the opportunity to explain her/his position and provide additional relevant information. The department chair or program coordinator will determine whether additional faculty, staff or school personnel are required to support or refute the observed behavior and will meet with those persons to gather the information.
  - d. The result of this meeting may be a recommendation that the student be allowed to continue her/his program, development of a remediation plan, or a

determination to remove the student from the program. The department chair or program coordinator will make the final decision with input from the committee and ensure the decision is delivered to the student within 5 university business days of the meeting occurring. Documentation of the meeting's content, including any written agreements or action plans, will be placed in the student's file. Each attendee will receive a copy.

- e. The student has a right to appeal the committee's decision within 5 university business days of the student being notified of the decision. He or she must submit the appeal in writing to the Dean of the College of Nursing and Health Sciences. The Dean will review the request and all related documents in the student's file, will meet with the student, instructor and department chair as needed to review the appeal, and will render a decision in writing.
  - f. If a satisfactory resolution is not reached, graduate students may appeal to the Dean of the Graduate School and undergraduates may appeal to the Vice President of Academic Affairs
3. Upon receiving three disposition forms, or any single incident considered a significant violation of ethical or professional behavior, the student may be removed from his or her Program of Study. Ethical and professional behaviors are referenced above, and are defined by each profession in the College of Nursing and Health Sciences
- a. The faculty member completing the third disposition form must complete either a VSU Student Conduct Incident Report or a VSU Academic Integrity Report if applicable. This can be found at <http://www.valdosta.edu/administration/student-affairs/student-conduct-office/>.



## College of Nursing and Health Sciences Disposition Report

Date: \_\_\_\_\_

Student Name: \_\_\_\_\_ ID No. \_\_\_\_\_

Major: \_\_\_\_\_ Advisor: \_\_\_\_\_

Name of Instructor/ Preceptor Initiating Disposition Form: \_\_\_\_\_

### **Complete the following:**

**1. Give evidence for area(s) of concern. Attach copies of documentation.**

**2. Student response to the completion of the disposition form (student writes response below):**

**3. Meeting details (department head, faculty member, and student). Complete the following:**

**4. Action plan (if applicable):**

**5. The department head, faculty member, and student must sign the appropriate statement below.**

**Department Head:** Statement: I have met with the student and faculty member to discuss this concern and an action plan has been outlined and discussed with the faculty member and the student.

---

Department Head Signature                      Date Met

**Faculty statement:** I have met with the student and discussed the concern(s).

---

VSU Faculty Signature                      Date Met

**Student statement:** I understand that failure to comply with the outlined action plan may result in my not completing my program of study.

---

Student:    Date:

**6. Distribute copies of this form to the Student Advising Folder; Department Head, and Faculty Member.**

## **Academic Grievance**

Students in the College of Nursing And Health Sciences must adhere to the student regulations as outlined in both the undergraduate Catalog and the Valdosta State University Student Handbook. Individual faculty members retain primary responsibility of assigning grades and evaluations. The faculty member's judgment is final, unless compelling evidence is presented. The School of Health Sciences encourages students to seek open discussion, and resolution, to grievance by applying the following procedure:

1. The exercise physiology student with a problem is obligated first to seek a resolution to the problem with the involved faculty member.
2. If a satisfactory resolution cannot be reached, the student should submit a written request for review with supporting evidence to the Assistant Dean of Health Sciences.
3. If a satisfactory resolution cannot be reached between the student and the Assistant Dean, the student may appeal in writing to the Dean of the College of Nursing and Health Sciences.

## **Grade Changes**

Final grades submitted by the course instructor may not be changed except for approved special circumstances. A request for grade change form must be submitted by the instructor, and the change-of-grade form must be approved by the appropriate officials and forwarded to the Registrar.

## **Grade Appeals**

Students have the right to appeal their grades; however, they should do so within 30 days of the grade's posting on Banner. To appeal a grade, a student must submit a grade appeal form from the Registrar's office. The student should complete the form with all pertinent information and then speak with the professor about the change. If the professor and the student do not resolve the situation, the student may then proceed to appeal to the department head/assistant dean and, finally, the dean.

### **Online Grade Appeal Form:**

<https://www.valdosta.edu/academics/registrar/documents/student-grade-appeal-form.pdf>

## Technical Standards Compliance

The program requires students to have the cognitive and physical ability to perform tasks related to the profession. The technical standards the student must possess to succeed in the program are:

1. Effective written and oral communication skills
2. Proficiency of the English language
3. Respect for diverse cultural backgrounds
4. Accuracy in recording medical information
5. Understanding and maintaining medical confidentiality
6. Strong problem solving skills
7. Critical or higher order thinking skills
8. Understand and accept constructive criticism
9. Emotional well-being
10. Ability to exercise sound judgment
11. Coping skills in stressful situations
12. Professionalism and rapport with diverse populations
13. Minimum level of muscular strength and endurance based on national norms
14. Minimum level of cardiorespiratory fitness based on national norms
15. Normal or sufficient auditory, visual and sensory perception
16. Free of musculoskeletal issues that would preclude various body positions such as sitting, standing, squatting, kneeling and maintaining balance.

Applicants for admission to the program will be required to verify they understand and meet these technical standards or that they believe with certain accommodations can meet the standards.

### **Acceptance WITHOUT Accommodation:**

I, \_\_\_\_\_ certify that I have read and  
(print name of applicant)

understand the technical standards for selection listed above, and I believe to the best of my knowledge that I meet each of the standards without accommodation. I understand that if I am unable to meet these standards I will not be admitted into the program and/or be allowed to continue in the program.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

### **Acceptance WITH Accommodation:**

I, \_\_\_\_\_ certify that I have read and  
(print name of applicant)

understand the technical standards for selection listed above and I believe to the best of my knowledge that I can meet each of these standards with certain accommodations. I will contact the Access Office for Students with Disabilities at Valdosta State University to determine what accommodations may be available. I understand that if I am unable to meet these standards with or without accommodations, I will not be admitted into the program and/or be allowed to continue in the program.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

## **Confidentiality Acknowledgment and Adherence Form**

I, \_\_\_\_\_, understand that information in the offices of the College of Nursing and Health Sciences, is confidential and may not be divulged to anyone except the person who owns the information; those faculty, staff or administrators who have need to know; and those individuals or agencies who fulfill the requirements under the Federal Educational Rights and Privacy Acts of 1974, as Amended (FERPA). I understand that I am to be compliant with the Health Insurance Portability and Accountability Act (HIPAA), as well as all Protected Health Information (PHI). I also understand that information at the Affiliated Settings, is confidential and may not be divulged to anyone except the person who owns the information, as this is a violation of federal law. If I release confidential information, I understand that I may be dismissed from the Exercise Physiology Program (and any off-campus directed experience if applicable).

I have read the above and agree to maintain the confidentiality of all information that I have access to.

\_\_\_\_\_  
Term / Year

\_\_\_\_\_  
Printed Name of Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Student

**VALDOSTA STATE UNIVERSITY**  
**College of Nursing and Health Sciences - School of Health Sciences**  
**Exercise Physiology Program**

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**AGREEMENT AND RELEASE OF LIABILITY**

1. In consideration of gaining membership or being allowed to participate in the activities and programs of *Valdosta State University - Exercise Physiology* and to use its facilities, equipment, and machinery in addition to the payment of any fee or charge, I do hereby waive, release and forever discharge The Board of Regents of the University System of Georgia by and on behalf of *Valdosta State University* and its officers, agents, employees, representatives, executors, and all others from any and all responsibilities or liability for injuries or damages resulting from my participation in any activities or my use of equipment or machinery in the above-mentioned facilities or arising out of my participation in any activities at said facility. I do also hereby release all of those mentioned and any others acting upon their behalf from any responsibility or liability for any injury or damage to myself, including those caused by the negligent act or omission of any of those mentioned or others acting on their behalf or in any way arising out of or connected with my participation in any activities of *Valdosta State University - Exercise Physiology* or the use of any equipment at *Valdosta State University - Exercise Physiology*. **(Please initial \_\_\_\_\_)**
  
2. I understand and am aware that strength, flexibility, and aerobic exercise, including the use of equipment, are potentially hazardous activities. I also understand that fitness activities involve a risk of injury and even death and that I am voluntarily participating in these activities and using equipment and machinery with knowledge of the dangers involved. I hereby agree to expressly assume and accept any and all risks of injury or death. **(Please initial \_\_\_\_\_)**
  
3. I do hereby declare myself to be physically sound and suffering from no condition, impairment, disease, infirmity, or other illness that would prevent my participation in any of the activities and programs of *Valdosta State University - Exercise Physiology* or use of equipment or machinery except as hereinafter stated. I do hereby acknowledge that I have been informed of the need for a physician's approval for my participation in an exercise/fitness activity or in the use of exercise equipment and machinery. I also acknowledge that it has been recommended that I have a yearly or more frequent physical examination and consultation with my physician as to physical activity, exercise, and use of exercise and training equipment so that I might have recommendations concerning these fitness activities and equipment use. I acknowledge that I have either had a physical examination and have been given physician's permission to participate, or that I have decided to participate in activity and/or use of equipment and machinery without the approval of my physician and do hereby assume all responsibility for my participation and activities, and utilization of equipment and machinery in my activities. **(Please initial \_\_\_\_\_)**

Name (print) \_\_\_\_\_

Name (signature) \_\_\_\_\_

Date: \_\_\_\_\_

**VALDOSTA STATE UNIVERSITY EXERCISE PHYSIOLOGY PROGRAM**  
**STUDENT RESPONSIBILITY STATEMENT**

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I have read the Valdosta State University Exercise Physiology Student Handbook. I know and understand the following items:

- 1) The criteria for admission into the Exercise Physiology Program,
- 2) The retention requirements to remain in the Exercise Physiology Program, and
- 3) The policies and procedures of the Exercise Physiology Program.

\_\_\_\_\_  
Term / Year

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

