



Gannon University
Master of Science in Sport and Exercise
Science

STUDENT HANDBOOK

2018-2019

MISSION STATEMENT: Gannon is a Catholic, Diocesan university dedicated to excellence in teaching, scholarship and service. Our faculty and staff prepare students to be global citizens through programs grounded in the liberal arts and sciences and professional specializations. Inspired by the Catholic Intellectual Tradition, we offer a comprehensive, values-centered learning experience that emphasizes faith, leadership, inclusiveness and social responsibility

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INTRODUCTION

The Master of Science in Sport and Exercise Science (MSES) program is designed to provide the student with an advanced education in human performance, focusing on the physiological, psychological, nutritional, and biomechanical aspects of performance. Upon graduating in the program, the student will possess and demonstrate advanced knowledge in the various areas of human performance in addition to demonstrating leadership and expertise in the field of exercise science.

The MSES Handbook was written for enrolled students in the MSES program to outline policies, guidelines, and procedures for successful completion of the Master of Science degree at Gannon University. The policies and procedures highlighted in the manual reflect that of the university and at the departmental level. Students are expected to be familiar with this manual in addition to the Gannon University Institutional Policy Manual.

OVERVIEW

The Master of Science in Sport and Exercise Science (MSES) program is a 36 credit-hour program designed to be completed in one year. Students can expect to receive advanced education in many facets of human performance including physiological, biomechanical, nutritional, and psychological factors that enhance, as well as limit, our movement capabilities. The program is offered with a full-time or part-time option, and is designed to prepare students for gainful employment and/or further graduate training in the field of exercise science.

DEPARTMENT MISSION

The mission of the Department of Sport and Exercise Science is to instill in our students the knowledge, skills, and abilities that make them leaders in the promotion of safe, active, and healthy lifestyle behaviors. Through professional preparation of both undergraduate and graduate students in exercise, sport and associated fields, our exceptional faculty strive for distinction in our respective fields at the local, regional, and national level. We pursue this goal through active engagement and novel and applied research activities that involve both undergraduate and graduate students, through assisting students in making connections between theoretical concepts and real-life applications, through fostering a positive, engaging, and interactive learning environment, through the active promotion of advanced-level educational opportunities, and through active participation in local and regional community health initiatives. It is with these initiatives in mind that we design our curriculum, advise our student body, and guide our departmental activities.

PROGRAM OUTCOMES

The following are program outcomes for the Department of Sport and Exercise Science.

1. Students will demonstrate comprehensive mastery of basic knowledge in Sport and Exercise Science Core Subjects.
2. Students will demonstrate comprehensive understanding of psychological principles as applied to sport and physical activity.
3. Students will demonstrate comprehensive knowledge of testing and improving the physical functioning of the body.
4. Students will demonstrate comprehensive knowledge of the physiology of physical activity.

5. Students will demonstrate comprehensive knowledge of the anatomy and physics of movement and the structural anatomy of the human body including the ability to identify and assess various anatomical landmarks most likely to be injured in athletic settings.
6. Students will demonstrate comprehensive knowledge of the research process and will identify various research methods and statistical techniques.
7. Students will demonstrate a comprehensive knowledge of the progression of growth and development from infancy through adulthood and the psychological and motoric ramifications of movement behavior across the lifespan.
8. Students will demonstrate the ability to integrate and/or employ course materials in practical or research settings.

STUDENT LEARNING OUTCOMES

The curriculum for the MSES degree is designed around providing students with an advanced, well-balanced, and applied educational experience. Upon graduating with a MSES degree, the student will

1. Possess and demonstrate advanced knowledge of testing the physical capabilities of the body and prescribing activity to improve those parameters.
2. Demonstrate knowledge, skills, and abilities for laboratory and field testing in both physiology and biomechanics.
3. Demonstrate comprehensive knowledge of the research process including design of research studies as well as analysis and interpretation of collected data.
4. Possess and demonstrate advanced knowledge of the psychology of human performance.
5. Possess and demonstrate advanced knowledge of the relationship between nutrition and human performance.
6. Possess and demonstrate advanced knowledge of the physiology of human performance.
7. Possess and demonstrate advanced knowledge of the biomechanics of human performance.
8. Demonstrate leadership and expertise in the field of advanced human performance.

PERSONNEL

Departmental Faculty

The following list includes faculty who teach in the Department of Sport and Exercise Science, contact information, and area of expertise.

Suzanne Kitts, Ph.D.; Assistant Professor and Department Chair

Office: Morosky 166
Phone: (814)871-7820
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Area: Nutrition, Exercise Psychology

Kory Stauffer, Ph.D.; Associate Professor and Graduate Program Director

Office: Morosky 164
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Area: Exercise Physiology, Testing and Prescription

Jason Willow, Ph.D.; Assistant Professor

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Area: Exercise and Sport Psychology

Tania Flink, Ph.D.; Associate Professor

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Email: flink001@gannon.edu
Area: Motor Behavior, Biomechanics

J. David Mosinski, Ph.D.; Assistant Professor

Office: Morosky 169
Phone: (814)871-7449
Email: mosinski001@gannon.edu
Area: Clinical Exercise Physiology

Liz Miller, M.S., ATC, CSCS; Instructor

Office: Morosky 168
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Area: Kinesiology, Athletic Training

University and Department Administration

Keith Taylor, Ph.D.; President of the University

Office: Old Main
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Walter Iwanenko, Ph.D.; Vice President of Academic Affairs

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Sarah Ewing, Ph.D. Dean of the Morosky College of Health Professions and Sciences

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Karen Weichman, Departmental Secretary

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PROGRAM CURRICULUM INFORMATION

The MSES program is a 36 credit-hour program. Students admitted into the MSES program have the option to pursue the curriculum full-time or part-time. The full-time option is designed to be completed in one calendar year (summer to spring the following year). The part-time option is available to students that cannot devote the time necessary to attend on a full-time basis.

Admission Requirements For MSES Program

Admission requirements for the MSES program are dependent upon qualifying grades, prerequisite coursework, and type of candidate (internal or external). These requirements need to be met, regardless of full-time or part-time status. The following is a brief summary of these requirements:

Internal Candidates

- Cumulative and Prerequisite GPA: 2.75
- Completion of Prerequisite courses with a C or better
- Prerequisite Coursework:

- Two biology courses (with labs)
- One chemistry course (with lab)
- Statistics
- SPRT 130 Sport Nutrition or suitable replacement
- SPRT 240 Sport Psychology
- SPRT 250 Exercise Psychology
- SPRT 310 Research Methods
- SPRT 360/361 Kinesiology (with lab)
- SPRT 390/391 Exercise Physiology (with lab)
- SPRT 400/401 Exercise Testing and Prescription

External Candidates

- Cumulative GPA: 2.75
- Completion of Prerequisite courses with a C or better
- Prerequisite Coursework
 - Nutrition (1 course)
 - Exercise Physiology (1 course with lab preferred)
 - Human Anatomy and Physiology (2 courses)
 - Psychology (2 courses)
 - Kinesiology/Biomechanics/Functional Anatomy or similar (1 course)
 - Exercise Testing and Prescription (1 course with lab)
 - Research Methods and/or Statistics (1 course)

Tuition And Program-Specific Costs

The following are tuition costs and laboratory fees for the MSES program for the 2018-2019 year. Tuition and fees are subject to change. See also <http://www.gannon.edu>

Tuition (2018-2019)	\$1,030/credit
University Fee Erie Ground Program (full time)	\$340/semester
University Fee Erie Ground Program (part time)	\$30/credit
Laboratory fees – no application for 2018-19	updated yearly

The following are special fees and expenditures:

Graduate Application fees	\$25
Audit fee	\$150/credit
Challenge fee	\$50/credit
Graduation fee	\$80
Late fee	\$50-100

Curriculum

Full-Time Enrollment

The following curriculum adheres to the schedule followed by an individual with full-time status.

Summer – 12 credits

GSPRT 500 Seminar in Human Performance	3 credits
GSPRT 510 Advanced Strength and Conditioning	3 credits
GSPRT 520 Advanced Laboratory Techniques	3 credits
GSPRT 530 Research Methods and Statistics in Human Performance	3 credits

Fall – 12 credits

GSPRT 540 Principles of Behavior Change	3 credits
GSPRT 550 Advanced Sport Nutrition	3 credits
GSPRT 562 Cardiopulmonary Physiology	3 credits
GSPRT 600 or 602 (Thesis I or Internship I)	3 credits

Spring – 12 credits

GSPRT 572 Exercise Biochemistry	3 credits
GSPRT 581 Neuromuscular Physiology	3 credits
GSPRT 582 Advanced Clinical Exercise Physiology	3 credits
GSPRT 601 or 603 (Thesis II or Internship II)	3 credits

Part-time Enrollment

The following curriculum adheres to the suggested schedule followed by an individual with part-time status.

Summer Year 1– 6 credits

GSPRT 500 Seminar in Human Performance	3 credits
GSPRT 510 Advanced Strength and Conditioning	3 credits

Fall Year 1– 6 credits

GSPRT 540 Principles of Behavior Change	3 credits
GSPRT 550 Advanced Sport Nutrition	3 credits

Spring Year 1 – 6 credits

GSPRT 572 Exercise Biochemistry	3 credits
GSPRT 582 Advanced Clinical Exercise Physiology	3 credits

Summer Year 2– 6 credits

GSPRT 520 Advanced Laboratory Techniques 3 credits

GSPRT 530 Research Methods and Statistics
in Human Performance 3 credits

Fall Year 2– 6 credits

GSPRT 562 Cardiopulmonary Physiology 3 credits

GSPRT 600 or 602 (Thesis I or Internship I) 3 credits

Spring Year 2 – 6 credits

GSPRT 581 Neuromuscular Physiology 3 credits

GSPRT 601 or 603 (Thesis II or Internship II) 3 credits

Course Descriptions

GSPRT 500 Seminar in Human Performance (3 credits)

This course is intended to familiarize students with current and relevant research in the field of human performance. Students will gather, read, present and critique current scholarly material in human performance and related fields in an effort to both better understand the research process and also to help formalize their own research interests.

GSPRT 510 Advanced Strength and Conditioning (3 credits)

The objective of this course is to provide graduate students with theoretical and practical knowledge of the physiological, biomechanical, administrative aspects of designing and supervising strength and conditioning programs for various populations.

GSPRT 520 Advanced Laboratory Techniques (3 credits)

This course is designed to give the student working knowledge of the procedures of various testing techniques used in both the laboratory as well as in the field setting. The student will be expected to demonstrate expertise in various laboratory testing techniques as a requisite for course completion.

GSPRT 530 Research Methods and Statistics in Human Performance (3 credits)

This course is designed to introduce the student to methodological and statistical techniques specific to human performance and related fields. Students will be exposed to the research process and also various statistical techniques used to assess the efficacy of exercise interventions and conditioning programs. Student will also become familiar with various types of research and the benefits and drawbacks of each.

GSPRT 540 Principles of Behavior Change (3 credits)

The purpose of this course is to help the student gain a greater understanding of psychological and emotional factors that influence athletic and nonathletic performance. Furthermore, the student will learn psychological theories and mechanisms for how psychological skills training can positively influence performance and exercise participation.

GSPRT 550 Advanced Sport Nutrition (3 credits)

This course is designed to further develop an understanding of the influence of nutrition for acute and chronic biological and physiological adaptations to physical activity and sport. Emphasis will be placed on adaptations in macronutrients and micronutrients metabolism to fuel energy systems, popular performance enhancing and weight loss supplements, and current research trends that address various sports and populations.

GSPRT 562 Cardiopulmonary Physiology (3 credits)

This course is a study of the physical principles as they apply to cardio-pulmonary physiology, anatomy of the lungs and heart, the mechanics of ventilation and pulmonary circulation, airway resistance, hemodynamics, lung compliance, and the non-uniform distribution of ventilation and perfusion. Gas laws and other mathematical equations will be studied and applied to the cardiopulmonary system. Oxygen transport and carbon dioxide transport are also covered in detail. Additional topics include laboratory studies, electrocardiographs, pulmonary function studies, invasive and non-invasive blood gas monitoring, and sleep studies.

GSPRT 572 Exercise Biochemistry (3 credits)

This course is designed to provide students with a comprehensive exposure to the effects of exercise on cellular metabolism and cell structure and function. The course begins with a refresher of biochemical concepts that the student was introduced to in previous coursework including metabolism, protein, carbohydrates and lipids, nucleic acids and gene expression. The course will then delve into such topics as neural control of movement and muscular contraction and the integration of exercise metabolism specifically related to the macronutrients. Finally, students will receive training on how to assess the biochemical processes of people who exercise.

GSPRT 581 Neuromuscular Physiology

The purpose of this course is to introduce graduate students to the study of neuromuscular physiology from an applied perspective. For this course, key topics in both cellular and systems physiology related to muscle and nerve function are presented, in addition to basic neuromuscular methodology in the laboratory. These concepts are then related to mechanisms of adaptation and exercise, force control, and control of functional movements in healthy adults, in addition to aging and disease.

GSPRT 582 Advanced Clinical Exercise Physiology (3 credits)

This course is designed to provide students with an understanding of the current knowledge and trends in rehabilitation of populations with cardiac, pulmonary and metabolic disorders through assessment and specific exercise programming. This will further include a thorough explanation of the pathogenesis of these disorders. The course will also expose the student to the interpretation of electrocardiograms both at rest and during submaximal and maximal exercise bouts.

GSPRT 600 Thesis I (3 credits)

For this course, the student will complete the first four chapters of his or her Master's thesis. The chapters include the introduction, literature review, statement of the problem and hypothesis, and proposed methods. This course will be completed prior to data collection on his or her Master's thesis and prior to GSPRT 601.

GSPRT 601 Thesis II (3 credits)

For this course, the student will complete the final two chapters of his or her master's thesis. The chapters include the results and discussion sections. This course prepares the student for the final thesis defense prior to obtaining the master's degree.

GSPRT 602 Internship I (3 credits)

For this course, the student will engage in a practical internship as assigned by the director or instructor of the Sport and Exercise Science Master's program. The majority of these assignments will be with one of the athletic teams at the university. This internship will last the duration of the Fall semester and require 150 hours of internship hours.

GSPRT 603 Internship II (3 credits)

For this course, the student will engage in a practical internship as assigned by the director or instructor of the Sport and Exercise Science Master's program. The majority of these assignments will be with one of the athletic teams at the university. This internship will last the duration of the Spring semester and require 150 hours of internship hours.

GPA Requirements in MSES Program

The grading system for all courses in the MSES program follows that of the university.

<u>Grade</u>	<u>Percent</u>	<u>Grade Points/Credit Hour</u>
A+	100.0+	4.0
A	93.0-99.99	4.0
A-	90.0-92.99	3.7
B+	87.0-89.99	3.3
B	83.0-86.99	3.0
B-	80.0-82.99	2.7
C+	77.0-79.99	2.3
C	75.0-76.99	2.0
F	74.99 and below	0
I (Incomplete)		0
X (Withdrawal)		0
P (Pass)		0
AU (Audit)		0

Program Retention and Progression

All students (full-time or part-time) are required to maintain a GPA of 3.0 each semester when enrolled in the MSES program. A student whose GPA falls below 3.0 are subject to review by the Program Director and Academic Dean. Separation from the University is the responsibility of the dean in consultation with the Program Director. If a student receives a grade of 74.99% or below for one or more courses yet maintains a GPA of greater than 3.0, this student is still subject to review by the Program Director and Academic Dean on a case by case basis. The Program Director and Dean will then mutually determine the course of action to be taken place

following this review. Please see the Graduate Catalog or the University IPM for detailed protocols regarding grades and dismissals or the following section on General University Policies and Procedures.

In addition to GPA and grade requirements, progression in the MSES program to the following semester is determined by the final exam score for each course. Specifically, students must earn a 75% or higher on his or her final exam to continue within the MSES program. Failure to obtain a 75% or higher for the final exam may result in program standstill. Continuation of the program is at the discretion of the Program Director and Dean. Students may be required to re-take the course the following academic year, but will not progress in the program until the 75% grade for the final exam is met for that year (see also Repeat Courses below).

Grade Changes and Repeat Courses

Grade changes can only be initiated by faculty members who gave the original grade. Any grade disputes should be taken up to the professor who gave the grade. Any grievances should be taken up with the professor in question in addition to the Program Director. The protocol for grievances will be followed as laid out in the Graduate Catalog and University IPM.

If a student fails a course by receiving a grade of 74.99% or lower, the student may repeat a course at the discretion of the MSES Program Director and Dean. If granted, the course will be repeated the following academic year.

Statute of Limitations

A student must complete a Master's degree program within six years of taking the first course. Exceptions can be granted only by the program director and the Academic Dean. Additionally, students who have not enrolled for two years must contact their program directors for approval of registration and review of remaining requirements.

PROGRAM POLICIES AND PROCEDURES

The following are program policies and procedures specific to the MSES program. For university policies, please see the section entitled General University Policies and Procedures, which follows this section and consult the Gannon University Graduate Catalog.

Internship experience and placement

The MSES internship experience is a graduation requirement for all students. The internship experience can be completed at a location of their choosing based on the student's goals following graduation. Some examples of past internship experiences are: local sports teams, cardiac rehabilitation, corporate fitness and wellness centers, and YMCA programming. It is highly recommended to complete your internship hours at a site that will provide you with valuable experience to ensure job placement following graduation. (For example, if you are interested in working with athletes in the future then your internship should probably involve working with athletes in the capacity you are interested in)

Students who are interested in gaining experience in conducting research are encouraged to work with the faculty in the department to do so. The students can choose a mentor in the department who might best fit their research interests. The student will then work with the faculty member to design, conduct and communicate the research project as part of their internship hours. Internship hours can also be acquired through activities that are held by the Exercise Science department as well as working as a research assistant for faculty or classmates.

The MSES graduate student is responsible for obtaining their internship placement. The instructor for the course will provide guidance as to available opportunities and contact information for these sites. However, it is up to the student to contact the internship supervisors. Some internship sites may require a meeting or interview before placement. Be aware that not all placements are guaranteed and the student who best fits the site will be placed there.

Internship Clearances

Background checks may be needed for some internship sites. If your internship site does need background checks you will be responsible for the cost and obtaining those clearances. Locally, the UPS store on 12th St. conducts background checks and fingerprinting.

Certifications and Qualifications

Certification and experience needed will depend on the internship site and responsibilities of the position.

For students who are interested in working with an athlete population you will be required to have sat for the National Strength & Condition Association's CSCS exam prior to working with a team. If you do not sit for the exam or do not pass the test prior to your internship start date you may continue working with that team at the discretion of the internship instructor and supervisor.

For other internship experiences, it is highly recommended that you have at least a basic, entry level certification that pertains to the field you are interested in. For example, if your internship

is at the YMCA it would be beneficial to you to obtain your personal training or group fitness certification if you will be working with the public and/or clients.

All MSES graduate students need to have a current CPR certification prior to working with individuals in a sport and fitness setting. Regardless of your future field of employment almost all positions will require you to be CPR certified. All certification exams within the health professions require a CPR certification prior to having a valid certification.

Internship Supervision

The internship experience is supervised by two individuals: the instructor of the course and your direct report at the site. Both individuals are vital to your internship experience. You should be in contact with the internship instructor on a weekly basis (the course syllabus will provide you more information on this). Your direct supervisor will be in charge of your experience and guide you through the hands on learning taking place. If you are not able to make it to your internship for whatever reason you should be in contact with both the instructor and supervisor. Grading requirements are decided upon by the instructor and this information is provided in the course syllabus. The internship supervisor will give feedback about performance and this may also be included into the grading criteria.

Internship Attendance and Punctuality

You are required to complete 300 hours (minimum of 150 hours in each semester) in total for both the fall and spring semesters of the MSES program. The schedule of how you complete these hours will be decided upon by your internship supervisor. To pass the course all 150 hours should be complete and verified by your internship supervisor. At any time if you are not able to attend your internship you must notify both the instructor and your supervisor. Repeated issues with attendance will not be tolerated with the penalty of being removed from the internship site and failing the course. Punctuality is included in this attendance policy. Any instance of tardiness or absenteeism should be accompanied by an appropriate excuse. Outside jobs and student organization obligations are not an appropriate excuse for tardiness or absenteeism. If a pattern of tardiness occurs your internship instructor may penalize you for this and decide upon a future course of action. If you do not show up for your internship and do not call you may be removed from the site and fail the course.

Professional Appearance

Professional appearance is of utmost importance when working with clients. Your attire and grooming are your clients' first impression of you. Plus, you are representing Gannon University at the internship sites. Appropriate dress is required for all off campus experiences as well as professional presentations and experiences at Gannon University. This dress code also applies to testing and assessing of community members in the Human Performance Lab (HPL). The dress code will be based on the internship site that you are working at. Please make sure you speak

with your supervisor on site prior to starting to clarify the dress code. If no dress code is required you should dress in business casual or professional fitness attire. Showing up in shorts, cut off shirts, revealing clothes, flip flops, etc is not professional dress. Again, if you are not sure of the dress code or appropriate attire ask your internship instructor or supervisor. When testing in the HPL with community members, again, you should be presenting yourself and our university professionally. Showing up in inappropriate attire will not be tolerated. Please ask your internship instructor or HPL director to determine appropriate attire. It is recommended that our students wear Gannon University apparel when possible.

Students who do not comply with the appearance standards for their internship experience will be excused for the day. An ongoing pattern of inappropriate dress will result in disciplinary action.

Professional Conduct

One of the most important goals for your internship experience is to begin to develop your professional resume and reputation. To do this, it is important to develop a good rapport with your clients, supervisors and other individuals you work with. These relationships can lead to obtaining recommendations for future employment opportunities and success within the field. To do this you must have a good handle on not only your professional life, but also your personal life. Your own personal success is your responsibility, and success will occur by taking part in as many opportunities as you can to grow and gain experience within your field. This includes being responsible for the environment that you are working in: taking care of lab equipment, cleaning up after yourself, and safety. You should not assume it is someone else's job and instead assume that it is yours. If you are unsure about a situation, equipment, or safety situation then ask a superior as soon as possible. Again, you are representing Gannon University and anything that you do which may hurt the reputation of the program or university will be grounds for dismissal from the internship or the MSES program.

On a personal level, your judgment will be a significant factor in your ability to garner favorable recommendations, to open doors to new opportunities, and to earn the respect of your peers, clients, and supervisors. Do not make the mistake of thinking that your actions in your private life will not influence your professional life. The two are far more interrelated than many students realize. Your actions outside of your duties as a student can and do affect your future. Lapses in judgment such as alcohol or controlled substance law violations, poor conduct at professional meetings or alumni functions, inappropriate voicemail greetings or email addresses, posting embarrassing (or illegal activity) photos or information on publicly accessible websites (like Twitter, Instagram, Facebook, etc.) will cause your judgment to be questioned by your peers, your supervisors, your patients and your potential employers. If you demonstrate questionable judgment, you should not expect to receive favorable recommendations from your faculty nor should you expect the faculty to put their personal reputation or this program's reputation in jeopardy by creating special opportunities for you.

Cell Phones/Mobile Devices

Cell phones should be turned off or put on vibrate while present at an internship site. Always check with your internship supervisor to determine the appropriate use of cell phones or mobile devices. Failure to comply with cell phone policies could result in dismissal from the internship site. Students should not be using their cell phones while working with clients at their internship site or while in the Human Performance Lab.

Harassment & Discrimination

Harassment and/or discrimination of other students, athletes, patients, staff, etc. are a severe breach of professional ethics. Harassment and discrimination can take many forms including but not limited to sexual harassment (including sexual preference discrimination), gender discrimination, racial/ethnic discrimination, religious discrimination, sport-based discrimination, socioeconomic discrimination, etc. No form of harassment or discrimination will be tolerated and students engaging in such discrimination in classes or clinical experiences will be immediately removed from the experience. An ongoing pattern of harassment / discrimination may be grounds for dismissal from the MSES program.

Unethical & Criminal Activity

Students are expected to abide by Gannon University's Student Code of Conduct and by all laws of the Commonwealth of Pennsylvania. Student conduct violations may result in severe penalties including expulsion from the University. Violation of state laws can potentially result in a student becoming ineligible to sit for certification exams or work at certain facilities. Any criminal activity may be grounds for dismissal, including those incorrectly perceived as "minor violations" by students. Violations such as drug/alcohol/tobacco violations, theft, and more severe crimes are all potential grounds for dismissal from the SES Program.

Removal from Internship Experiences

Any violation of the above policies or other conduct that is of concern to the internship instructor or supervisor will be dealt with in the following way:

First offense: A written warning will be given documenting the infraction by the student. The student will then meet with the internship instructor, supervisor and/or program coordinator to discuss rectifying the situation and regain favorable status at the internship site. In some cases a first offense may be reason for removal from the internship site. This will be at the discretion of the internship supervisor and/or program director.

Second offense: A meeting with the internship instructor and program director will be conducted to determine disciplinary actions which need to occur based on the severity of the situation. At this point it will be up to the instructor and program director to determine if

removal from the internship site is necessary as well as further disciplinary actions such as removal from the course with no other internship placement given and therefore failure of the course, or if dismissal from the program is warranted. Dismissal from the program may also involve meeting with the chair of the department and/or dean.

In some cases the offense may be severe enough to be immediately dismissed from the internship site with no new placement offered during the semester. If this occurs, students will fail the course and will not be able to make up the course credits until the following year. This decision will be at the discretion of the internship instructor, MSES program director and/or chair of the SES department.

****All students participating in an internship will be required to sign a behavioral contract acknowledging that they have read the following information regarding their internship experience and responsibilities. Failure to sign this contract will delay placement at a facility.****

Thesis Option

Students who choose to complete a thesis option should make their preference known to the Director of the Program prior to the Fall semester. Those student that are interested in completing a Master's thesis will be assigned to a primary (and possibly a secondary) Thesis Advisor, who is also the main instructor for GSPRT 600 and 601 for that student. Full-time students will be required to take GSPRT 600 (Thesis I) in the Fall semester, and GSPRT 601 (Thesis II) in the Spring semester. Part-time students are required to take GSPRT 600 and GSPRT 601 in the Fall and Spring semesters, respectively, but they do not have to be taken the same year. GSPRT 600 and 601 cannot be taken in the spring and fall semesters, respectively.

A full, detailed description of the thesis protocol can be found in the Thesis Handbook provided by GSPRT 600 and 601 instructors (**Thesis Handbook.pdf**). The following subsections briefly describe the process, including grading,

Thesis Grading

Thesis projects are handled on a one-on-one basis with the primary thesis advisor and the student in question. A rough rubric is provided in the course syllabi for GSPRT 600 and 601; however, thesis advisors and other committee members may choose to create his or her own grading rubric for the course. This rubric will be determined by the instructor at the beginning of the semester.

Acceptable grades for GSPRT 600 and 601 adhere to the guidelines put forth by the Gannon University Graduate Catalog: A+, A, A-, B+, B, B-, C+ and C. Any student receiving below a 75% for GSPRT 600 or 601 will fail the course. Students must pass both GSPRT 600 and 601 for the Master's degree to be conferred.

Repeating GSPRT 600 or 601 will be allowed on a case-by-case basis, as determined by the Thesis Advisor. Based on the grade percentage and the amount of effort by the student, the

Thesis Advisor may refuse to permit the student to repeat the course due to failure, and further action as determined by the department or the college will be put in place. However, if the course is to be repeated, the student must take the course in the semester that that it is normally offered.

In some cases, an incomplete (“I”) grade will be given to the student that meets the standard of academic excellence for GSPRT 600 and 601, but does not fully complete the items put forth in the timeline due to issues with data collection or data analysis. This is commonly observed for students completing GSPRT 601, where extra time is needed to defend or complete the final draft of the thesis. The incomplete grade will remain in effect until the final requirements for the course are met and approved by the Thesis Advisor. After approval, the Thesis Advisor will change the grade to reflect the quality and effort for that course. Students will not receive a Master of Science degree until the requirements for the class are met, as determined by the primary thesis advisor. Full-time students who receive an incomplete grade for the thesis option for GSPRT 601 will have until the end of the Fall semester of that year to complete the course and get a change of grade. Incomplete grades not changed within the designated time period will be changed to “F”. Repeating the course will be determined by the Thesis Advisor on a case-by-case basis.

Thesis Document and Defense

As part of the requirements for GSPRT 600 and 601, students must complete a thesis document and defend his or her thesis in a formal defense setting. The thesis document will consist of a completed research project, including statistics, results, and discussion. This final document will be used in part to determine a student’s grade for GSPRT 601. It is likely that the student will have revisions for his or her thesis document following the thesis defense. The student is expected to make any and all revisions to the document based upon feedback from the committee. Final grades given to students in GSPRT 601 are based upon the quality and completeness of the final thesis product.

For the final defense, the student will present a Power Point presentation highlighting the thesis study to the general audience. Afterward, a closed-door question and answer session with the student and the committee will commence. During this time, the committee members have to right to ask questions pertaining to the thesis content and/or any other general question related to the field of expertise. A rubric is provided for the committee members to determine pass/failure of both the presentation and formal defense question and answer session.

If the student receives a failing grade (below a C) for the final defense, the student will be allowed a second attempt to pass, and reexamination is required. However, if the student does not complete revisions and defend in a timely manner, the student will receive a failing grade for GSPRT 601.

Comprehensive Examination

Each MSES student is required to take a Comprehensive Examination, which is held in April of each year. Comprehensive exams are designed for students to demonstrate competency within the area of Sport and Exercise Science to ensure success in their respective future careers. Completion and passing of the Comprehensive Exams fulfills, in part, the requirements for completion of the MSES degree.

The Comprehensive Exam consists of detailed case studies, which may describe a typical or atypical client in need of performance consultation. The student must provide physiological, biomechanical, psychological, and nutritional information that satisfies the requirements of the case studies. Knowledge of course content including theory, testing procedures, and other forms of practice must be included.

Students must receive a grade of **75% or higher** to pass the Comprehensive Exam. If a student receives a 74.99% or lower on the exam, they will be required to partake in an oral exam, conducted by both faculty and the Program Director. During this time, students will be able to defend his or her answer(s) on the exam and/or have an opportunity to correct his or her answers orally. Faculty may also ask the student general questions about the topic. Any feedback given to the students is at the discretion of the faculty member grading that section. Students will have an opportunity to study and prepare for the oral examination.

A MSES student who fails the oral examination will result in dismissal from the program and exclusion from future re-enrollment in the program. In the event of extenuating circumstances which impacted the performance of the student on the oral exam, the student may petition the Program Director for a second oral examination. If the petition is granted, a second oral examination will be given with different questions from the first exam. If the petition is not granted, the student will be dismissed from the program. Failure in the second examination will result in dismissal from the program and exclusion from future re-enrollment in the program.

Human Performance Lab (HPL)

The Human Performance Lab (HPL) is a high-tech facility designed for research-related activities, experiential learning in both undergraduate and graduate courses, clinical experiences for students and faculty, and sport and patient testing (both internal and external).

MSES are expected to perform 5 hours per semester of service in the HPL. These hours may be required to be related to performance testing, whether athletic team testing or community testing. Students will be working with the coordinator of the HPL, Jeff Webster, for these testing sessions. The following is Jeff Webster's contact information:

Jeffrey D. Webster, M.S., LAT, ATC
Coordinator, Human Performance Lab
Morosky College of Health Professions and Sciences

SRC Office 138
Office Phone: (814) 871-7898
Fax: (814) 871-7083
Email: webster001@gannon.edu

The following are the rules and regulations when working in the HPL, as put forth by Jeff Webster and the Department of Sport and Exercise Science:

1. Any reservations for HPL usage (whether for research, testing, or class), must be made by contacting Jeff Webster prior to the event. No exceptions.
2. Dress appropriately and professionally. Please wear some form of Gannon apparel for all testing opportunities / client interactions. Khaki shorts / pants, polos or appropriate t-shirts and sneakers are recommended.
3. Please plan to arrive at least 30 minutes prior to the scheduled testing time; so that you can calibrate / prepare any equipment that you may need for testing appointments.
4. Testing opportunities (both athletic and non-Gannon) will count toward your internship hours. Open House and Wellness Fair shifts will also count toward your internship hours. Please take advantage of all opportunities that present themselves.
5. Always display a positive attitude in front of our clients.
6. Communication is vital to successful testing. You must relay all comments, questions, concerns to all parties involved, including faculty, HPL coordinator, fellow students, and clients.
7. Be prepared daily for every possible scenario. Know the answers to questions before being asked by clients.
8. Be yourself. **Don't be afraid to ask questions. Don't be afraid to make mistakes.** These testing opportunities should be enjoyable and educational, not a drag!

Laboratory Conduct And Procedures

In addition to the HPL, students have access via their student ID to the SPRT labs, located in Morosky. Students may use these spaces to work on projects, conduct research, or perform other academic-related activities. The following are rules and regulations governing the use of the Sport and Exercise Science lab space that all students must adhere to. Any violations may result in revoking of access to the labs.

1. Open Lab Hours. Each semester, open lab hours are posted. This is to ensure that all faculty and students (both MSES and MAT) are aware of the availability of the labs. Students may use these spaces for academic purposes, provided that they do not infringe upon class or other activities that may be taking place in these labs (including meetings, lab practicals, and data collection sessions).
2. Lab Reservations. Students interested in reserving the laboratory space (M172) for data collection or other academic activities are required to talk to Dr. Kory Stauffer in advance to reserve the room.
3. Equipment and Care. As part of the MSES curriculum, students may be using the equipment in the SPRT labs and the HPL, both in class and during off-hours. Please be respectful of the equipment in the lab and treat it as your own. Also, please be courteous

and clean up the lab after equipment use and put equipment back where you found it for the next group to use.

4. Reporting damaged or lost equipment. Please report and damaged or lost equipment to Dr. Kory Stauffer. In addition please report any equipment or supplies that need to be replenished.

Professional Development

A student learning outcome for the MSES program is to have the students demonstrate leadership and expertise in the field of advanced human performance. To implement this, it is expected of the students to partake in professional development activities. These activities may be linked to specific course requirements, in particular for Internship I or II, or Thesis I or II. The following are a list of professional development activities:

1. Celebrate Gannon. Each Spring, Gannon University hosts a mini-symposium for undergraduate and graduate students to highlight the student's work on research or other projects in podium or poster format. Internship students not formally conducting research will be required to present some aspect of their experience (summary of project, case study, etc.) at Celebrate Gannon. Thesis students may present his or her research at Celebrate Gannon, or at other conferences (listed below).
2. MARC-ACSM. The Mid-Atlantic Regional Conference of the American College of Sport Medicine takes place in November each year. Thesis students are expected to present research at this conference if not presenting at Celebrate Gannon or other conferences. It is also highly encouraged that all MSES students attend this conference for further professional development in his/her chosen field.
3. Other Professional Conferences (regional or national). It is highly encouraged that students present his or her research at other regional or national conferences in the area of Exercise Science.

Service To The Department

It is expected that students in the MSES program partake in service to the department for a variety of events that take place throughout the academic year. Participation may be linked to specific course requirements or requirements through internship hours. For many of these activities, students learn new job-related and personal skills. These events also promote collegiality among the MSES students, faculty, and other personnel around campus, which help to foster good working relationships with individuals for future reference. Therefore, we highly encourage students to take advantage of any potential service activities.

The following list includes service activities that take place on a yearly basis. This list is not exclusive, as help with other events may arise.

1. Pumpkin Run 5K race. Each Fall, the Department of Sport and Exercise Science plans and hosts a 5K event for charity. Students may be involved in the planning process,

- fundraising, volunteer recruitment management, participant registration, and day-of-event activities, including set-up and break-down.
2. Indoor Triathlon. Each Spring, the Department of Sport and Exercise Science plans and host an indoor triathlon at the university rec center. Students may be involved in the planning process, fundraising, volunteer recruitment management, participant registration, and day-of-event activities, including set-up and break-down. Former students in the past have used this event as part of their internship hours as head of the planning and execution committee.
 3. Open Houses. Each Fall and Spring, Gannon University hosts open houses for potential future Gannon students and their families. Help is required in both the SPRT labs in Morosky and the HPL to perform and/or manage hands-on demonstrations to touring open house participants.
 4. Wellness Fair. Each February, help is needed at the Wellness Fair in the HPL, performing and/or managing hands-on demonstrations in the HPL.
 5. Oral Practicals for SPRT 361 and SPRT and SPRT 420. Dr. Kitts always requires help with oral practicals for undergraduate students in her courses. Students will be assisting in the process as test subjects for the undergraduate students.
 6. Grade School and High School Tours and/or Programs. Help is required in the HPL to perform and/or manage hands-on demonstrations for these tours and programs.
 7. Data Collection for Thesis Students. Students performing thesis experiments may require additional help with their experimental protocol, which may include data collection and/or participation. Students are encouraged to help other students with their projects.
 8. Data Collection for Professional Research. Faculty and/or students may require additional help with their experimental protocol for their professional research projects, which may include data collection and/or participation. Students are encouraged to help with these projects.

CPR Certification

Every student in the MSES is encouraged to obtain an Adult CPR/AED, particularly if the student is working with individuals in a performance setting. An American Red Cross (ARC) approved written exam and skills session is required for the ARC certification. Certifications can also be obtained through online courses. There is an extra fee associated with the certification (\$25 online), see also <http://www.redcross.org/ux/take-a-class>.

Policy On Outside Employment

It is anticipated that graduate students may seek regular employment in order to finance their education. However, it should be noted that the MSES program is a rigorous and time-consuming experience and students are urged to balance their education with other responsibilities, in particular if the student is full-time status. Absences from coursework, class attendance, required service hours or meetings due to work schedules are not permitted,. No concessions will be given for work-related absences in lieu of required class responsibilities.

Policy On Social Media

It is to be expected that MSES students have existing profiles on social networking websites, such as Facebook, Twitter, Instagram, etc. However, the following guidelines should be followed if a student chooses to utilize such services:

1. No offensive or inappropriate pictures should be posted. Examples of offensive or inappropriate pictures include, but are not limited to, alcohol, illegal drugs, and sexual innuendos.
2. No offensive or inappropriate comments should be posted. Examples of offensive or inappropriate comments include, but are not limited to, references to drunkenness, illegal drugs, acts punishable by law, and foul language (curse words).

NOTE: In addition to the unfortunate reality of online predators, potential employers and internship supervisors also use these sites to screen candidates. Many graduate programs and scholarship committees now search these sites to screen applicants. Therefore, it is suggested that students set all social networking pages to “private” to limit open access

From time to time, the Department of Sport and Exercise Science posts job openings, discussions, and other career related information on its public Facebook page, in addition to descriptions and pictures from past events and happenings in our department. It is encouraged that MSES students visit this page from time to time.

GENERAL UNIVERSITY POLICIES AND PROCEDURES

The following information is in regard to general policies and procedures implemented at Gannon University. These can also be found in the Graduate Catalog and University Institutional Policy Manual (IPM).

Graduate Studies Mission Statement

The mission of graduate education at Gannon University is to provide distinctive and rigorous programs in diverse disciplines for students who are seeking to: advance their knowledge and attain mastery in their profession; engage with the faculty in the integration of scholarship, research and professional practice; and succeed as critical thinkers and decision makers and as contributing leaders of their professions in a global society.

Graduate Studies Vision Statement

Graduate programs at Gannon University will be recognized for their academic excellence and their innovative pedagogies. Our programs will produce life-long learners who successfully compete in their respective careers, provide ethical leadership, and serve their communities. Graduate education will be acknowledged and supported as central to Gannon’s continued growth and innovative, entrepreneurial spirit.

Graduate Studies Learning Outcomes

Graduates of a Gannon University Graduate Program will:

- **Master Knowledge and Skills**
 - Master the skills, methods, and knowledge appropriate to the discipline.
 - Demonstrate the skills needed to continue professional development and life-long learning appropriate to the discipline.
- **Think Critically**
 - Access, analyze, and evaluate information.
 - Disseminate and communicate information.
- **Conduct and Analyze Research**
 - Evaluate and utilize research methodologies appropriate to the discipline.
 - Use data driven decision-making to impact practice and/or enhance the discipline.
- **Manifest Leadership and Professional Responsibility**
 - Demonstrate the ability to assume leadership roles appropriate to the discipline.
 - Demonstrate the ability to apply ethical standards appropriate to the discipline.

Academic Grievance Policy

Scope and Purpose:

1. This policy addresses academic grievances only. An academic grievance is defined as a complaint brought by a student regarding the University's provision of education and academic (only) services affecting their role as a student. Complaints or grievances connected to assigned grades represent a special case to the grievance process. Grading reflects careful and deliberate assessment of a student's performance by a faculty member. As such, the substance of grading decisions may not be delegated to the grievance process. Nevertheless, the University recognizes that in rare cases the process of grading may be subject to error or injustice. Therefore, a student who alleges an error or injustice in the grading process would follow this policy toward resolution.
2. This policy does not apply to student complaints regarding employment or alleged violations of other policies in the student handbook.
3. It is the intent that this policy to provide an efficient process, allowing for both informal and formal resolution of grievances related to academic concerns, complaints or allegations.
4. A student must initiate a grievance as close as possible to the date of the occurrence of the incident and no later than 45 days after the end of the semester in which the alleged grievance occurred. The three summer sessions are considered as one semester.

General Guidelines

Academic grievance procedures should be kept as informal as possible based on principles of mediation and conciliation. Every reasonable effort should be made to resolve any academic grievance at the lowest organizational level possible. In the event that it cannot be resolved informally, the student may seek resolution at the next higher level according to the Formal Resolution procedure.

In the event that the faculty member is no longer employed by the University or is not available within the timelines specified in these general guidelines, the student is to initiate the complaint with the faculty member's immediate supervisor.

The student filing a grievance may have a third-party advisor, such as the University Ombudsperson; attend any meeting at which the student appears. The faculty member involved in the grievance may also have a third-party advisor approved by the University attend any meeting at which the faculty member appears. Legal counsel shall not be used by either party in this grievance process.

Informal Resolution Phase

All academic grievances begin with the informal resolution phase. This first step toward resolution of an academic grievance should begin at the lowest organizational level. The student and the faculty member or University colleague involved should meet to discuss and work toward resolution of the concern. The student should address the grievance to the faculty member or University colleague involved as soon as possible. The student should follow the established protocol regarding the levels of appeal. Formal resolution shall not occur without occurrence of the informal resolution phase.

The student may contact the University Ombudsperson for assistance in initiating the academic grievance process or at any time during the process. The student may contact the University Ombudsperson for assistance in initiating the academic grievance process or at any time during the process.

Formal Resolution Phase

The formal resolution phase is used by the student when a satisfactory informal resolution has not occurred.

1. The first step in the formal resolution of an academic grievance is to submit a formal written account of the grievance to the appropriate immediate supervisor. Students may consult the Human Resources office to determine the appropriate supervisor.
 - a. The written account must be submitted to the immediate supervisor within two weeks after the last meeting of the informal resolution phase.
 - b. The written account should include: identification of the grievant, the respondent, the incident - date, time, place, names of witnesses, the existing rule/policy/established practice claimed to be violated and a brief statement of the desired outcome.
 - c. Within three weeks of receipt of all written materials, the appropriate immediate supervisor will fact-find from involved parties and render a decision in writing via registered mail to the parties involved.
2. The second step, if needed, in the formal resolution phase occurs when and if the faculty or student is not satisfied with the immediate supervisor's resolution of the grievance. The student or the faculty member or University colleague involved may then appeal to the next level of the organizational chart by providing a written account of the grievance process and decision.
 - a. A written account must be submitted to the next level of the organizational chart within two weeks of receipt of the decision rendered by the immediate supervisor (Step 1).

- b. The written account should include: identification of the grievant, the respondent, the incident - date, time, place, names of witnesses, the existing rule/policy/established practice claimed to be violated, a copy of the decision of the immediate supervisor and a brief statement of the desired outcome.
 - c. Within three weeks of receipt of all written materials, the next level of the organizational chart will fact-find from involved parties and render a resolution in writing to the parties involved.
3. The third step, if needed, in the formal resolution process is to appeal to the appropriate College Dean.
 - a. The College Dean shall be given a written account of the grievance process to date. This must be submitted within two weeks of receipt of the resolution decision rendered by the next person on the organizational chart (Step 2).
 - b. The College Dean shall render a decision in writing to the parties involved within three weeks.
 - c. In the event the Dean's resolution of the alleged academic grievance is not satisfactory to either party, the appeal shall be directed to the Provost and Vice President of Academic Affairs.
4. The fourth step, if needed, in the formal resolution process is to appeal to the Provost and Vice President of Academic Affairs. This step must be initiated within two weeks of receipt of the College Dean's decision.
 - a. The Provost and Vice President of Academic Affairs shall review the written appeal and response(s) to make a determination whether or not there are sufficient grounds to hold an appeal hearing.
 - b. If there are insufficient grounds to hold an appeal hearing, the decision of the College Dean will be upheld.
 - c. If there are sufficient grounds to hold an appeal hearing, the Provost shall establish an ad hoc grievance appeal panel.
 - i. A grievance appeal hearing panel would be established on an ad hoc basis and consist of five members for each case. The grievance appeal hearing panel shall be convened by the Provost and Vice President for Academic Affairs. The panel shall be composed of the Provost and Vice President for Academic Affairs, or her/his designee (serves as Chair), two faculty representatives chosen from the Faculty Senate Academic Grievance Group, and two student representatives chosen from the Student Government Association Academic Grievance Group. The Provost and Vice President for Academic Affairs, or her/his designee shall have a vote only in event of a tie.
 1. The panel members shall conduct the business of the appeal in strict confidence, and in private. The meetings and deliberations of the panel shall be closed.
 2. The panel members shall have access to the written appeals and each person involved in the grievance.
 3. The panel decision shall be communicated in writing to the student, faculty member, College Dean and program director.
 4. The decision of the grievance appeal panel must be submitted in writing by registered mail to both parties. This communication

- should include an opportunity for a member of the panel or the Provost and Vice President for Academic Affairs to debrief or otherwise provide further assistance to either party.
5. The decision of the grievance appeal panel is final.

Academic Integrity

Gannon University considers the maintenance of academic integrity of utmost importance and stresses that students are responsible for thoroughly understanding this code. Absolute integrity is expected of every Gannon student in all academic undertakings; the student must in no way misrepresent his/her work, fraudulently or unfairly advance his/her academic status, or be a party to another student's failure to maintain integrity.

The maintenance of an atmosphere of academic honor and the fulfillment of the provisions of this code are the responsibilities of the students and faculty of Gannon University. Therefore, all students and faculty members shall adhere to the basic principles of this Code.

I. Forms of Academic Dishonesty

A. Plagiarism

Plagiarism is the inclusion of someone else's words, ideas or data as one's own work. When a student submits work for credit that includes the words, ideas or data of others, the source of that information must be acknowledged through complete and accurate documentation, and specific footnote references, and, if verbatim statements are included, through quotation marks as well. By placing his/her name on work submitted for credit, the student certifies the originality of all work not otherwise identified by appropriate acknowledgments.

A student will avoid being charged with plagiarism if there is an acknowledgment of indebtedness.

EXAMPLES (Including but not limited to)

- Whenever one quotes another person's actual words.
- Whenever one paraphrases another person's idea, opinion or theory;
- Whenever one borrows facts, statistics, or other illustrative materials, unless the information is common knowledge.
- Downloading or purchasing material from Internet without identifying appropriate acknowledgement.

B. Fabrication

Fabrication is the use of invented information or the falsification of research or other findings with the intent to deceive.

EXAMPLES (Including but not limited to)

- Citing information not taken from the source indicated.
- Listing sources in a bibliography not used in the academic exercise.
- Inventing data or source information for research or other academic exercise.

- Submitting as your own any academic exercise (e.g., written work, documentation or legal document [e.g., patient charts, etc.], painting, sculpture, etc., etc.) prepared totally or in part by another.
- Taking a test for someone else or permitting someone else to take a test for you.

C. Cheating

Cheating is an act of deception by which a student misrepresents that he/she has mastered information on an academic exercise that he/she has not mastered.

EXAMPLES (Including but not limited to)

1. Copying from another student's test paper and/or other assignments.
2. Actively facilitating another student's copying from one's own test paper/other assignments.
3. Using the course textbook or other materials such as a notebook not authorized for use during a test.
4. Collaborating during a test with any other person by receiving information without authority.
5. Using specifically prepared and unauthorized materials or equipment during a test, e.g. notes, formula lists, notes written on student's clothing, etc.
6. Reporting a clinical visit completed when it was not.
7. Falsifying reports of clinical visits, laboratory exercises, or field experiences.

D. Academic Misconduct

Academic misconduct is the tampering with grades, or taking part in obtaining or distributing any part of a test not administered.

EXAMPLES (Including but not limited to)

1. Stealing, buying or otherwise obtaining all or part of a non-administered test.
2. Selling or giving away all or part of a non-administered test including answers to a non-administered test.
3. Bribing any other person to obtain a non-administered test or any information about the test.
4. Entering a building, office, file or computer/computer system for the purpose of changing a grade in a grade book, on a test, or on other work for which a grade is given.
5. Changing, altering, or being an accessory to the changing and/or altering of a grade in a grade book, on a test, a "change of grade" form, or other official academic records of the University which relate to grades.
6. Entering a building, office, file, or computer/computer system for the purpose of obtaining a non-administered test.
7. Hiding and/or mutilating library/classroom books and/or equipment.

Procedure

A. Informal Procedure

If an instructor suspects that a student or students may have violated Gannon University's code of Academic Integrity, he/she will promptly notify the student(s) involved and request an explanation of the alleged discrepancies noted. The student(s) will be invited to meet with the

instructor to review the matter in question. The process of notification and meeting will take place within 30 calendar days of the alleged violation. If the student is cleared of the suspicion, the matter will be dropped. If the student(s) admits to the allegation as alleged, the instructor will impose a sanction upon the student. The student(s) should be aware that admission of guilt does not eliminate or lessen the sanction imposed by the instructor. A written statement of the infraction will be forwarded to the student(s) academic advisor(s) by the Academic Dean. The records are maintained at the Academic Dean's office for a period of three years after the student leaves or graduates from the university.

B. Formal Procedure

1. If an instructor suspects that a student or students may have violated Gannon University's Code of Academic Integrity, he/she will promptly notify the student(s) involved and request an explanation of the alleged discrepancies noted. The student(s) will be invited to meet with the instructor to review the matter in question.
The process of notification and meeting will take place within 30 days of the alleged violation. If the student(s) is/are cleared of the suspicion, the matter will be dropped.
2. If the student(s) and the instructor are not able to agree on the matter of guilt on the alleged violation or on the severity of the sanction imposed by the instructor, the student(s) may appeal the instructor's decision to the Dean of the College. Any appeal must be made within 10 calendar days of the instructor/student meeting.
3. (Note: exceptions can be made for unusual circumstances [end of semester, graduation, and late grade returns, etc.].) Students are expected to continue to attend class during the appeal process.
4. A hearing will be scheduled with the Academic Dean. The instructor will present pertinent evidence and the student will be given the opportunity to challenge the evidence and present a defense.
5. The Dean will issue a finding based upon the evidence presented. If the Dean determines that not enough evidence has been presented, the matter will be dropped. If the Dean finds the student(s) in violation of the Code of Academic Integrity, he/she has the power to issue a sanction. Finally, the Dean has the power to support the sanction originally imposed by the instructor. (The Dean has the power to augment the sanctions by issuing administrative sanctions [i.e. suspension or separation]) in addition to the academic sanctions imposed by the faculty member. In all deliberations, the Dean may take into account not only the evidence of the appeal proceeding but also the record of any previous infraction.
6. Following the Dean's decision, the student(s) may wish to make a final appeal to the Provost with respect to the fairness of the original proceeding and/or the appropriateness of the punitive sanction imposed. The Provost will issue a decision within 10 calendar days of the appeal. Students are expected to continue attending class during the appeal process. Records of completed disciplinary proceedings are destroyed if the student is acquitted. Records of the completed disciplinary proceedings are maintained in the Student Conduct Office and the Academic Dean's Office if the student is found guilty. The records are maintained for a period of three years after the student leaves or graduates from the University.

Academic Dishonesty Sanctions

Any student found guilty of academic dishonesty will be subject to penalties, which, depending on the gravity of the offense, may include the following:

1. Failure of the assignment involved (subject to decision by faculty member)
2. Failure of the course (subject to decision by faculty member)
3. Subject to review and approval of the Academic Dean, separation from the University
4. Subject to review and approval of the Academic Dean, expulsion from the University.

Graduation

Degrees are conferred three times per year: December, May, and August. Attendance at Commencement ceremonies is highly recommended, since graduation is such an important and joyous occasion in the life of academic institutions. Students who have applied for May or August graduation and who have had their application approved by their program director may participate in the May commencement ceremony and have their names listed in the program. Graduate students with more than six credit hours remaining to be completed in the summer may not be approved for August graduation nor participation in the May ceremony. Graduate students enrolled in current and future programs that have a structured curriculum that requires more than 6 hours in the summer as the final semester, such as the Physician Assistant Program, may participate in the May ceremony.

Prospective graduates should complete an application for graduation early in the semester (or year) of planned commencement. Submission of this form, which is available in the offices of the Dean, Registrar, and on GUXpress under student academic forms, will begin an administrative process in which the student's file will be carefully examined by the program director with regard to program requirements for graduation and potential difficulties. An early application will allow for both expeditious processing of the request and time to make up any deficiencies. December graduates must apply for graduation before September 15. May and August graduates must apply for graduation before February 15.

Medical Leave

Graduate students who find it necessary to take a medical leave from the University must:

- Meet with their respective Program Director/Chair or advisor
- Submit medical documentation that substantiates/verifies need for the leave
- Medical leave form must be completed
- Conditions of return are to be formulated and addressed in a letter from the program director/chair and dated and signed by the student
- Medical leave of absence is granted for up to two (2) semesters
- Student must submit medical clearance to return to coursework AND a written plan of action needs to be developed with input from the program director/chair prior to returning
- If a student does not return to the University within two (2) years, they will be required to reapply for admission

- Failure to comply with this policy may result in the assignment of an “F” grade for all courses for which the student is enrolled in during the current semester, and forfeiture of the rights for readmission
- International students must work closely with the International Student Office when contemplating a leave or withdrawal from studies

Non-Discrimination Policy

It is the policy of Gannon University to affirmatively implement equal opportunity to all qualified applicants and existing students and employees. In administering its affairs, the University shall not discriminate against any person on any basis prohibited by law. All aspects of employment including recruitment, selection, hiring, training, transfer, promotion, termination, compensation and benefits conform to this policy. All aspects of student affairs and education of students including recruitment, admissions, financial aid, placement, access to facilities, student discipline, student life and student employment conform to this policy. Questions or inquiries regarding the University’s policy should be directed to the Director of Human Resources, Gannon University, 109 University Square, Erie, PA 16541-0001; phone (814) 871-5615.

Policy on Withdrawal and Dismissal

A. Withdrawal

In the event that a student is contemplating withdrawal from the Master of Science in Exercise Science program, the student is strongly encouraged to first discuss these concerns with a program faculty member or the program chair. This discussion can provide the student with helpful information about alternatives to withdrawal, such as a leave of absence from the program. Discussion with the program chair is required in the event of withdrawal or a leave of absence for the completion of appropriate forms and notification to other offices at the University.

B. Dismissal

Students may be dismissed from Graduate Studies for academic and/or professional reasons.

Academic: All students whose GPA falls below 3.0 are subject to review each semester by their program director and their Academic Dean. Separation from the University is the responsibility of the appropriate Academic Dean in consultation with the program director.

Professional: All students whose professional behavior in the classroom or in clinical situations falls below professional standards will be subject to dismissal from the program.

Appeal of dismissal action may be made to the Academic Dean. Reinstatement to graduate studies at Gannon is possible only with written permission of the Academic Dean.

Graduate Student Academic Action for a cumulative grade point average below 3.0 will be based upon the following guidelines:

- Graduate students who have attempted fewer than 9 credits at Gannon University will receive a letter of warning.
- Graduate students who receive a provisional academic admission and have attempted 9 credits or more at Gannon University will be dismissed.
- Graduate students who received a regular admission and attempted 9 credits or more but fewer than 24 credits at Gannon University will be placed on academic probation. Graduate students who fail to raise their cumulative grade point average to a 3.0 or above after attempting 9 additional credits will be dismissed.
- Notwithstanding the prior guidelines, graduate students who have attempted 9 credits or more at Gannon University whose cumulative grade point average is less than 2.3 will be dismissed.
- Graduate students who have attempted 24 credits or more at Gannon University will be subject to dismissal.

None of these guidelines will supersede individual program requirements that create a higher expectation.

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) is the federal law that governs release of, and access to, student education records. Below is a brief summary of your rights under FERPA:

1. The right to inspect and review the student's education records within 45 days of the day Gannon University receives a request for access.
 - A student should submit to the Registrar's Office written requests that identify the record(s) the student wishes to inspect. The Registrar 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 Registrar's Office, the student will be advised of the correct person to whom the request should be addressed.
2. The right to request the amendment of the education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.
 - A student who wishes to ask Gannon University to amend a record should write to the Registrar, clearly identify the part of the record the student wants changed, and specify why it should be changed.
 - If Gannon University decides not to amend the record as requested, the Registrar will notify the student in writing of the decision and the right of the student 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 provide written consent before Gannon University discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent:
 - Gannon University discloses education records to school officials with legitimate educational interests. A school official is a person employed by Gannon 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 Gannon 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.

- Gannon University may disclose, upon request, education records without consent to officials of another school in which a student seeks or intends to enroll.
 - Gannon University may release Directory Information. Directory Information is defined as that information which would not generally be considered harmful or an invasion of privacy if disclosed. Directory Information at Pacific University currently includes the following: student name; permanent address; local address; temporary address; electronic mail address; telephone number; dates of attendance; degrees and awards received; major field of study; participation in officially recognized activities and sports; weight and height of members of athletic teams; theses titles/topics; photograph; full-time/part-time status; most recent previous school attended; date and place of birth, and recorded image.
 - Although Gannon University legally may release Directory Information, current policy does not allow release of any student information to parties outside of the university. Exceptions to this include, but are not limited to: Dean's Lists; Academic or Athletic honors, awards or programs; contracted Commencement photographers; or information to students' hometown newspapers.
 - Students may elect a "Directory Hold", which places a hold on the release of any information outside of Gannon University. This request is made in writing to the Registrar. The request for a Directory Hold will be honored by the University for no more than one academic year, but can be filed annually with the Registrar. The implications of a Directory Hold are far-reaching, and students should consult with the Registrar before submitting a request.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Pacific University to comply with the requirements of FERPA. The office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
600 Independence Avenue, SW
Washington, DC, 20202-4605



Verification Form

I, _____, understand that information in the offices of the Morosky College of Health Professions and 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 also understand that information at the Affiliated Sites 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 will be discharged immediately from the Athletic Training Program (and directed observation experience if applicable).

I have read the above and agree to maintain the confidentiality of all information that I have access to. I further confirm that I have completed the FERPA training as required in the NHP Program.

Student Name

Date

Student Signature