



**Gannon University
Nutrition & Human
Performance**

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

This handbook was created specifically for those students enrolled in the Nutrition and Human Performance program with the policies, procedures and guidelines for the program. It should be read by each student upon its presentation and kept as a reference for future questions or concerns throughout their enrollment at Gannon University.

Please consult the current Gannon University Undergraduate Catalog for further important information. It is your responsibility to know and follow the guidelines and expectations of the NHP program, the Sport & Exercise Department and Gannon University as a whole.

General Description

The Nutrition and Human Performance program is designed to integrate both nutrition and exercise physiology concepts so that students can take leadership roles in providing nutritional services to high school, collegiate, recreation, elite and professional level athletes, and active men and women of all sports. The program will also enable students to plan, develop, and implement sound nutritional practices for active and athletic communities on a national and international level. Students will have the opportunity to work with the 20 varsity men's and women's athletic teams and/or have the opportunity to gain professional experience through community initiatives.

Overview of Nutritional Sciences

Nutrition and Human Performance is the science of how food and nutrition affects human health. The field of dietetics has a strong emphasis on public health and a commitment to educating individuals about the importance of making proper dietary choices. The Bureau of Labor Statistics projects that employment for dietitian nutritionists will grow 16% from 2014 to 2024, much faster than the average for all occupations. It notes that the role of food in good health is well known, leading to a larger role for dietitian nutritionists and nutrition and dietetic technicians in patient care and to advise people who want to improve their health.

Program Mission and Goals

The mission of Gannon University's Nutrition and Human Performance program is to promote understanding of the scientific background of nutrition as it translates to effective practice that builds future leaders in dietetics and nutrition. Gannon University Nutrition and Human Performance focuses on the preparation and development of students to become competent leaders who empower their patients, clients, employees and communities.

Program Outcomes

1. Students will master the field of Nutritional Science by demonstrating competency in core nutritional science content areas.
2. Students will develop clinical reasoning skills that will incorporate clinical decision making to improve athlete/client outcomes and implement and modify specific programs to address nutritional needs.
3. Students will develop and practice effective communication skills to identify qualities of effective leadership, develop and motivate people for change, and commit to one's own professional development.

Program Student Learning Outcomes

1. Appraisal of nutritional assessment and nutritional needs across the lifespan.
2. Demonstrate understanding of exercise metabolism and nutrition for sports performance and active lifestyles.
3. Formulate approaches to improve athlete/client outcomes through decision making.
4. Generate nutritional diet programs that address athlete/client nutritional needs.
5. Compare and contrast effective methods of communication used in nutrition to improve athlete/client outcomes.
6. Prepare athlete/clients to make change positive changes in their diets.

Program Faculty, Administration and Staff

Faculty

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Staff

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Admission Requirements

Admission into the Undergraduate program:

Recommended standards for high school students for consideration for acceptance to the undergraduate Sport and Exercise Science Department include:

1. Overall high school GPA of 3.0 or higher.
2. SAT score of 1000 or higher or ACT score of 21 or higher.
3. Completion of college prep biology and chemistry with labs and three years of college prep mathematics.

Admissions / Applications Process

English Language Proficiency

Students whose native language is not English and who intend to begin their degree immediately must demonstrate English language proficiency with the following documentation: a minimum TOEFL iBT of 79, a minimum IELTS score of 6.5. Students who do not have the minimal proficiency will not be admitted in the program.

Tuition and Program Specific Costs

Specific Gannon University costs can be found at: <http://www.gannon.edu/Financial-Aid/Tuition-and-Fees/>

Suggested Course Schedule:

Freshman Year (33 credits)

<i>Fall</i>	<i>Spring</i>
3 Mol and Cell Biology/BIOL 122	3 Animal Form & Function/BIOL 124
1 Mol and Cell Biology Lab /BIOL 123	1 Animal Form & Func Lab/BIOL 125
3 Public Speaking/SPCH 111	3 General Chemistry II/CHEM 114
3 College Composition/LENG 111	1 General Chem II Lab/CHEM 115
2 First Year Seminar/SPRT 101	3 Sport Nutrition/SPRT 130
3 General Chemistry I/CHEM 111	3 Foundations of Theology/LTHE 101
<u>1</u> General Chemistry I Lab/CHEM 112	<u>3</u> Critical Analysis & Comp/LENG 112
16	17

Sophomore Year (33 credits)

<i>Fall</i>	<i>Spring</i>
3 Nutrition & Health /NHP 250 or Science of Obesity Wgt. Mgmt./NHP 310	3 Fine Arts/LFIN
3 Microbiology/BIOL 106	3 Exercise Psychology/SPRT 250
1 Microbiology Lab/BIOL 107	3 Basic Sociology/SOCI 110
3 Organic Chemistry I/CHEM 221	3 Philosophy II Series/LPHI
1 Organic Chemistry I Lab/CHEM 222	3 Organic Chemistry II/CHEM 224
3 Introduction to Philosophy/LPHI 131	<u>1</u> Organic Chem II Lab/CHEM 225
<u>3</u> The Bible: An Intro/LTHE 201	16
17	

Junior Year (34 credits)

<i>Fall</i>	<i>Spring</i>
3 Nutrition & Health/NHP 250 or Science of Obesity Wgt. Mgmt./NHP 310	3 Nutritional Assessment/NHP 400 or Nutrition in Disease/NHP 410
3 Exercise Physiology/SPRT 390	3 Statistics/MATH/PSYC
1 Exercise Physiology Lab/SPRT 391	3 History without Borders/LHST 111
3 Research Methods in Exercise Science/SPRT 310	3 Kinesiology/SPRT 360
3 Motor Development/SPRT 414	1 Kinesiology Lab/SPRT 361
2 Disordered Eating in Athletics/ SPRT 393 or Issues in Cont. in Sport Nutrition/SPRT 395	<u>3</u> Motor Learning & Performance/SPRT 415
<u>3</u> Literature Series/LENG	16
18	

Senior Year (31 credits)

<i>Fall</i>	<i>Spring</i>
2 Disordered Eating in Athletics/ SPRT 393 or Issues & Cont. in Sport Nutrition/SPRT 395 3 Exercise Testing & Prescription/SPRT 400 1 Exercise Testing & Prescription Lab /SPRT 401 3 Independent Study/SPRT 450 3 Advanced Sport Nutrition/NHP 350 3 LPHI 237 or any LTHE 300 course <u>1 Leadership Seminar</u> 16	3 Nutrition Assessment/NHP 400 or Nutrition in Disease/NHP 410 3 Clinical Exercise Physiology/SPRT 425 3 Exercise Biochemistry/SPRT 405 3 Medical Terminology <u>3 Senior Seminar/LBST 383</u> 15

Course Descriptions

Core of Discovery Courses

Liberal Studies/LENG 111: College Composition

The principles of logic, rhetoric, and language and their use in written discourse. Application of these theories to numerous reading and writing assignments. Much attention to basic writing skills. 3 credits

Liberal Studies/LENG 112: Critical Analysis and Composition

Development of the reading, research, and writing skills needed to use library resources to solve problems in a variety of disciplines, and relate these solutions to appropriate audiences.

Prerequisite: Liberal Studies/LENG 111 3 credits

Liberal Studies/LPHI 131: Introduction to Philosophy

An introduction to the study of philosophy. Beginning with the dawn of philosophical awareness among the ancient Greek philosophers, the course surveys both traditional and modern approaches to the philosophical understanding of the human condition. 3 credits

Liberal Studies/LTHE 101: Foundations of Theology and Christian Morality

Rooted in the richness of the Catholic Intellectual Tradition, this course explores the religious experiences of the human person and their relationship to Christian moral living. 3 credits

Liberal Studies/LTHE 201: The Bible: An Introduction

Students will explore the structure, theological themes, literary forms, and historical context of the Judeo-Christian Bible using methods of Biblical interpretation. 3 credits

SOCI 110: Basic Sociology

An introduction to sociology, its perspectives, methods, theories, and selected substantive areas. The substantive areas selected will vary. 3 credits, Fall, Spring

Foundational Courses

BIOL 122: Molecular and Cellular Biology

This course is designed to introduce the student to certain aspects of cell structure and function, genetics, and molecular biology. This course, together with BIOL 124 and 126, provides the student with a firm foundation upon which the specialized courses can be built. Concurrent with BIOL 123. 3 credits, Fall, Spring

BIOL 123: Molecular and Cellular Biology Lab

This course provides the student with laboratory experiences in which topics covered in BIOL 122 lecture are studied in an experimental fashion. Concurrent with BIOL 122. 1 credit, Fall, Spring

BIOL 124: Animal Form and Function

This course begins with a survey of several animal phyla (e.g. Porifera, Cnidaria, Platyhelminthes, Annelida, Arthropoda, Echinodermata, Chordata). A functional approach is then taken to understand the major organ systems in animals, emphasizing the vertebrates. Concurrent with BIOL 125. Prerequisite: BIOL 122-123. 3 credits, Fall, Spring

BIOL 125: Animal Form and Function Lab

This course complements BIOL 124 lectures by giving the student a chance to experimentally investigate the anatomy and functions of some organ systems in animals. Concurrent with BIOL 124. Prerequisite: BIOL 122-123. 1 credit, Fall, Spring

BIOL 106: Introductory Microbiology

This course covers basic morphological and behavioral characteristics of microorganisms (bacteria, fungi, prions, viruses, and protozoa) predominately associated with humans. Topics expand over microbial affiliations with different diseases, epidemiology, pathology and control. Additionally, an introduction to applied microbiology will be discussed. Concurrent with BIOL 107. 3 credits, Fall, Spring

BIOL 107: Introductory Microbiology Lab

This course consists of labs which complement topics taught in BIOL 106. Concurrent with BIOL 106. 1 credit, Fall, Spring

CHEM 111: General Chemistry I

This course represents a study of the fundamental theories and general principles of chemistry. The course is primarily designed as an introductory course for science majors and is a basic prerequisite for additional course work in chemistry. In this course the structure of matter, the relation of chemical structure to chemical and physical behavior of matter, the qualitative and quantitative aspects of chemical reactivity and associated energy changes are studied. In addition, selected topics are covered which illustrate the social relevance of the chemist/scientist and the historical significance of the field of chemistry. Prerequisite: High School Algebra 3 credits, Fall

CHEM 112: General Chemistry I Laboratory

Experiments are designed to reinforce the concepts taught in General Chemistry I (CHEM111). Emphasis is on developing safe and proper laboratory technique, as well as proper recording and processing of data. Included in the course are syntheses, analyses (both qualitative and quantitative), instrumental techniques and computational experiments.

Co-requisite: CHEM 111 1 credit, Fall

CHEM 114: General Chemistry II

This course emphasizes basic chemical principles that underlie a more advanced study of the broad field of chemistry. These topics include kinetics, thermodynamics, electrochemistry, acid base chemistry, equilibria, and solution properties.

Prerequisite: CHEM 111 3 credits, Spring

CHEM 115: General Chemistry II Laboratory

Experiments are designed to reinforce the concepts taught in General Chemistry II (CHEM 114). Emphasis is on developing safe, proper laboratory technique, and proper recording and processing of data. Included in the course are syntheses, analyses (both qualitative and quantitative), instrumental techniques and computational experiments.

Co-requisite: CHEM 114

Prerequisite: CHEM 112

CHEM 221: Organic Chemistry I

In this course, the student will study hydrocarbons, both aliphatic and aromatic compounds. Emphasis is placed upon the structures, properties, syntheses, reactions and uses of these compounds.

Prerequisite: CHEM 114 3 credits, Fall

CHEM 222: Organic Chemistry Laboratory I

This course provides the student with an introduction to the laboratory methods and techniques of organic chemistry. Emphasis is placed upon the purification and characterization of organic molecules

Prerequisite: CHEM 115; Co-requisite: CHEM 221 1 credit, Fall

CHEM 224: Organic Chemistry II

In this course the student will study many monofunctional families of compounds. Emphasis is placed upon the structures, properties, syntheses, reactions and the uses of these compounds.

Prerequisite: CHEM 221 3 credits, Spring

CHEM 225: Organic Chemistry Laboratory II

This course involves experimental studies of the reactions of organic molecules and identification of molecules using infrared and nuclear magnetic resonance spectroscopy.

Prerequisite: CHEM 222; Co-requisite: CHEM 224 1 credit, Spring

Exercise Science Core Courses

SPRT 101: First Year Seminar in Sport and Exercise Science

The First Year Seminar is a discussion/experience-based course to orient the new students to Gannon University, to introduce the Liberal Studies Core and LIFECORE, to assist in the transition from high school to university life and to encourage development of academic, personal and spiritual aspects of the student's life. Each seminar is unique, depending upon the instructor and/or program in which it is offered. SPRT 101 First Year Seminar in Sport and Exercise Science affords students the opportunity to explore and experience topics related to health and wellness. Topics include the importance of physical activity, healthy eating, stress and relaxation, social wellness, cultural experiences, and service. Students will also partake in classroom activities and discussion related to research and professionalism.

Lecture: Two hours per week 2 credits, Spring

SPRT 130: Nutrition for Sport and Exercise

This course is designed to introduce the concepts of proper nutrition with specific concentration given to the promotion and maintenance of optimal physical performance both at the elite as well as recreational levels. The course will discuss such topics as the role of carbohydrates, protein and fat in exercise and sport; vitamin and mineral intake and exercise; the role of fluid intake and electrolytes in physical activity; nutrition and fitness assessment; ergogenic substances in sport and exercise and the myths of the fad diet craze.

Lecture: Three hours per week. 3 credits, Spring

SPRT 250: Psychosocial Aspects of Exercise and Physical Activity

The primary objective of the class is to provide the student with a general overview of the reciprocal relationship between psychological parameters and exercise and health. Course topics include, but will not be limited to, exercise adherence, exercise promotion, the relationship between physical activity and depression, anxiety, positive well being, self efficacy, cognitive functioning, distress, sleep disorders, mood, self-esteem, stress, and behavioral interventions for health promotion.

Lecture: Three hours per week. 3 credits, Spring

SPRT 310: Research Methods in Exercise Science

An introduction to the research process to familiarize the student with basic statistical techniques in Exercise Science research both qualitative and quantitative in nature; to provide extensive writing experiences for students; to prepare students to complete the SPRT450 (Independent Study in Exercise Science) Senior Research Proposal/Project; to provide prerequisite coursework for entrance into graduate programs in school of the student's choosing.

Lecture: Three hours per week. 3 credits, Fall

SPRT 360: Kinesiology

Analysis of sport and human movement using both anatomical and biomechanical approaches. Application of the basic principles and laws of physics as applied to sport and physical activity will be presented. Recommended junior year.

Prerequisites: Take One Group (BIOL108/109 and BIOL110/111 or BIOL122/123 and BIOL124/125)

Lecture: Three hours per week. 3 credits, Both Terms

SPRT 361: Kinesiology Lab

This course complements and enhances the Kinesiology lecture course.

Prerequisite: Concurrent enrollment in SPRT360 is recommended.

Lab: Three hours per week. 1 credit, Both Terms

SPRT 390: Physiology of Exercise and Sport

An examination of the physiological functions of man as they relate to stresses created by various sports and other physical activities. Acute and chronic effects of various training programs are examined for their contribution to the improvement of performance in sport and physical activity.

Prerequisites: Take One Group (BIOL108/109, BIOL110/111 or BIOL122/123, BIOL124/125)

Lecture: Three hours per week. 3 credits, Both Terms

SPRT 391: Physiology of Exercise and Sport Lab

The application of physiological principles to sport and physical activity, including adaptation responses to exercise. Both immediate and long-term adaptations are studied.

Prerequisite: Concurrent enrollment in SPRT 390 recommended.

Lab: Three hours per week. 1 credit, Both Terms

SPRT 400: Fitness Assessment and Exercise Prescription

The assessment and promotion of physical fitness including concepts and techniques of fitness testing, principles of weight training, aerobic exercise, nutrition, and stress management as applied to health and fitness settings. Emphasis on methods and protocols for screening, evaluating, and prescribing exercise.

Prerequisites: SPRT390/391 Lecture: Three hours per week. 3 credits, Fall

SPRT 401: Fitness Assessment Lab

This class will complement and enhance the Fitness Assessment and Exercise Prescription lecture course. The class will focus on the practical application of the assessment and promotion of physical fitness including concepts and techniques of flexibility and body composition assessment, strength and cardiovascular testing, principles of weight training, and aerobic exercise as applied to health and fitness settings.

Corequisite: Concurrent enrollment in SPRT400 required

Lab: Three hours per week. 1 credit, Fall

SPRT 414: Motor Development Across the Lifespan

This class will address a wide variety of topics within the field of motor development.

Specifically, the course will discuss motor development from conception through adulthood.

The class will incorporate dynamic systems theory with the hourglass model of the stages of motor development in explaining the process of human growth and associated skill proficiency development.

Lecture: Three hours per week. 3 credits, Fall

SPRT 415: Principles of Motor Learning and Performance

This course examines the many aspects of learning and executing motor skills. Teaching methodology, learning theories, neurophysiological phenomena, maturational and psychosocial factors are investigated as they relate to movement patterns in sport and physical activity.

Lecture: Three hours per week. 3 credits, Spring

SPRT 425: Clinical Exercise Physiology

This course will provide classroom and informal laboratory experiences that take full advantage of current knowledge and trends in rehabilitation of populations with cardiac, pulmonary and metabolic disorders through assessment and specific exercise programming. The course will also expose the student to the interpretation of electrocardiograms both at rest and during submaximal and maximal exercise bouts.

Prerequisites: SPRT390/391 required

Lecture: Three hours per week. 3 credits, Spring

SPRT 450: Independent Study in Sport and Exercise Science

The student explores an area of topical or special interest pertinent to the study of Sport and Exercise Science. The experience allows the student to explore, in depth, a subject area through a research project, advanced clinical experience, prophylactic care plan development, or other area as approved by project advisor.

Prerequisite: Permission from instructor or program director required.

1-3 credits, Both Terms and Summer

Applied Nutrition Courses

NHP 250: Nutrition and Health

This course deals with the basic principles of human nutrition, including the nutrients, food sources and their utilization in the body for growth and health throughout life.

Prerequisite: CHEM103/104, BIOL108/109 or consent of instructor

Lecture: 3 hours per week 3 credits, Fall, Odd years

NHP 300: Nutrition in the Life Cycle

This course deals with the changing nutritional needs of individuals throughout the lifespan. Physiological, societal and economic factors and the availability of nutrition services are considered in meeting the nutritional needs of men, women, and children from gestation through adulthood.

Prerequisite: NHP250 or consent of instructor

Lecture: 3 hours per week 3 credits, Fall, Even years

NHP 310: Science of Obesity and Weight Management

This course examines the multifactorial aspects of obesity, maintenance of healthy weight, and the relationship of weight status and chronic disease prevention. The student will learn the effects of obesity on health (mental and physical) and the proper ways to intervene with individuals/clients when it comes to weight management. The student will also learn how to assess a client's willingness to change, and techniques to set realistic goals for their client/patient.

NHP 350: Advanced Sport Nutrition

This course provides an in-depth study of the nutrients as they relate to sports and fitness and of health-related issues related to human performance. These issues include eating disorders, dietary supplements, and various dietary manipulations.

Prerequisite: NHP250 or consent of instructor

Lecture: 3 hours per week 3 credits, Spring

NHP 400: Nutritional Assessment

This course emphasizes the systematic process of comprehensive assessment of the individual's nutritional status in health and disease. Anthropometric measurements, laboratory and clinical parameters, family, personal and medical histories, dietary intake, psychosocial factors, and many other factors are examined to draw conclusions for nutritional and other forms of intervention.

Prerequisite: NHP250 or consent of instructor

Lecture: 3 hours per week 3 credits, Spring, Odd years

NHP 410: Nutrition and Disease

This course studies the pathogenesis of diseases and their dietary or nutritional management. Diseases that are studied include; Cardiovascular diseases, diabetes, obesity and metabolic syndrome, selected gastrointestinal disorders, and renal disorders.

Prerequisite: NHP250 or consent of instructor

Lecture: 3 hours per week 3 credits, Spring, Even years

SPRT 393: Disordered Eating in Athletics

Students in the course will gain a comprehensive understanding of eating disorders in athletes. The course contains an overview of disordered eating among athletes including the psychopathology and etiology, an examination of the effects of disordered eating on the health and performance of athletes and finally, information regarding the identification, prevention, treatment and management of disordered eating in athletes.

Lecture/Lab: Two hours per week 2 credits, Fall Odd Years

SPRT 395: Issues and Controversies in Sports Nutrition and Human Performance

This senior level course is designed to review topics in sports nutrition and human performance and to discuss, in detail, current issues that face athletes and those who work with them. Students will also critically review current events related to sports nutrition and will also present scientific research on a variety of topics, such as the use of performance enhancing drugs, the relationship between current diet and fitness fads and sports performance, nutritional issues in weight-loss oriented sports.

Lecture/Lab: Two hours per week 2 credits, Fall Even Years

SPRT 405: Exercise Biochemistry 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. Prerequisites: SPRT130, SPRT390 required
Lecture/Lab: Three hours per week 3 credits, Spring

Program Retention and Progression

Students enrolled in the program will be required to meet the following criteria to retain their placement in the program and progress toward graduation.

- Must maintain a cumulative GPA of 2.75 both overall in prerequisite coursework. (evaluated after sophomore year, spring semester) Failure to do so will lead to probationary status in which the student will be granted one year to show progress toward raising their GPA to the acceptable standard. At the end of the yearlong probationary period, the student must possess a cumulative and/or prerequisite GPA of 2.75 or higher or they will be removed from the program and will be placed in the undergraduate Sport and Exercise Science bachelor degree program.
- Students must achieve a grade of C or better in all prerequisite courses.
 - SPRT 130: Sport Nutrition
 - SPRT 390/391: Exercise Physiology with Lab
 - BIOL 106/107: Introductory Microbiology with Lab
 - BIOL 122/123: Molecular and Cellular Biology with Lab
 - BIOL 124/125: Animal Form and Function with Lab
 - CHEM 111/112: General Chemistry I with Lab
 - CHEM 114/115: General Chemistry II with lab
 - CHEM 221/222: Organic Chemistry I with Lab
 - CHEM 224/225: Organic Chemistry II with Lab
 - BIOL 115/116: Human Anatomy & Physiology I with Lab
 - BIOL 117/118: Human Anatomy & Physiology II with Lab
- The student is permitted to retake prerequisite courses but must recognize that, given the accelerated nature of the program, deviating from the designed progression is not recommended if the student is to stay on pace for successful matriculation to graduation.
- Also, students must maintain a grade of C or better in the Applied Nutrition Courses:
 - NHP 250: Nutrition and Health
 - NHP 310: Science of Obesity and Weight Management

- NHP 350: Advanced Sports Nutrition
- NHP 400: Nutritional Assessment
- NHP 410: Nutrition and Disease
- SPRT 393: Disordered Eating in Athletics
- SPRT 395: Issues and Controversies in Sports Nutrition
- SPRT 405: Exercise Biochemistry

Repeat Course Policy

A student may repeat a course. The student is required to take the course at Gannon and submit written notice of a repeated course to the Registrar's Office if he or she wishes to have the repeat noted on the transcript. Forms are available in the Registrar's Office. When a student elects to repeat a course, the letter "R" will be placed in front of the original grade and the original grade will not be calculated in the grade point average (GPA). This policy is limited to 15 credits of course work. Each repeat registration is counted as a course. This policy does not cover the situation when the "repeat" (or subsequent) course was completed prior to fall 1972 semester unless the student is readmitted. Courses repeated beyond 15 credits will have both grades calculated in the GPA. Repeated courses can only be included once in all degree requirements for graduation.

A student may be granted permission to repeat a failed Gannon course at another institution. However, since credits transfer but not grades, the original course cannot be coded as a repeat.

Some Academic Programs have a more restrictive repeat policy. Contact the Program Director for more information. A course failed in the field of concentration may be repeated once. If not successfully passed, the student is not permitted to continue in that field of concentration.

Bachelor Degree Requirements:

The following list indicates minimum University requirements for the baccalaureate degree. Please note that some programs specify additional requirements beyond these minimums. See descriptions of individual programs for any additional requirements.

1. At least 128 hours of academic work must be completed by the student, with an overall quality point average of not less than 2.0. Courses numbered below 100 are not used to meet the requirement.
2. The specific course requirements must be fulfilled as stipulated in each academic program. A cumulative grade point average of 2.0 in the field of concentration is required. A cumulative grade point average of 2.0 is also required for a successful completion of the minor.
3. At least two thirds of the upper level courses in the field of concentration, including required seminars, and the final thirty credit hours of degree requirements, must be taken at

Gannon University. Exceptions to these specific requirements have been granted to students who are enrolled in approved accelerated programs. Other students with special circumstances may request a waiver of these degree requirements, with the approval of the Academic Dean and Provost of Gannon University.

4. All courses specified for the fulfillment of requirements for the field of concentration and cognate fields must be completed within a time span not to exceed ten years.
5. A course failed in the field of concentration may be repeated once. If not successfully passed, the student is not permitted to continue in that field of concentration.
6. A student is not permitted to continue in a field of concentration in which ten or more semester hours have been failed, or in which more than six semester hours have been failed in one semester.

***If University requirements are not met, the student will be removed from the major and placed into “Undeclared” major due to program policy.**

Academic Grievance Policy

The following information is taken from the Institutional Policy Manual Vol. 7, Section 7.5.1-7.5.4

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.
 - 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.
 - The panel members shall have access to the written appeals and each person involved in the grievance.
 - The panel decision shall be communicated in writing to the student, faculty member, College Dean and program director.
 - 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.
 - The decision of the grievance appeal panel is final.

Academic Integrity

The following information is from the Graduate Catalog regarding Academic Regulations

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.

Forms of Academic Dishonesty

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.

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.

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):

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

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):

- Stealing, buying or otherwise obtaining all or part of a non-administered test.
- Selling or giving away all or part of a non-administered test including answers to a non-administered test.
- Bribing any other person to obtain a non-administered test or any information about the test.
- 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.
- 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.
- Entering a building, office, file, or computer/computer system for the purpose of obtaining a non-administered test.
- Hiding and/or mutilating library/classroom books and/or equipment.

Procedure

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.

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 Sanction

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

Policy of Professional Integrity

All students have an obligation to maintain ethical behavior in relationship to their profession.

Professional Behavior

Those behaviors reflecting status, character, and standards of the given profession.

Ethical Behavior

Those behaviors in accordance with the accepted principles of right and wrong that govern the conduct of a profession.

Any student of Gannon University who engages in unprofessional or unethical conduct is subject to disciplinary action which could include reprimand, probation, separation and expulsion from the University.

Social Networking

Due to the increase in use of social media networking (i.e. Facebook, Twitter, online blogs, etc.), students must be aware and responsible for the content posted on these websites. Students are not to disclose any information regarding tests, oral practical exams, check-offs, current or past patients from clinical experiences, or any other information that might be considered as violating HIPAA or FERPA standards.

Access to Student Records

In accordance with the 1975 Family Educational Rights and Privacy Act, the University has established a policy concerning access to student records. The full policy is available upon request from the Registrar's Office. The following items are included here because of their general interest:

1. Probation and suspension letters, and other correspondence are sent directly to all students at their home address.

2. Access to student records is permitted only upon receipt of a written release by the student.
3. Students may have access to parental financial records submitted in support of financial aid applications.
4. With certain exceptions, each student has access to his or her personal and academic records.
5. Students may request that directory information not be released to anyone.

Advising

The essence of a quality undergraduate experience, regardless of the program, is academic advising. Each program has its own unique system for delivering information and monitoring the progress of its graduate students; thus it is essential that each undergraduate student contact the director of his or her program to ask for direction. This advice is most important at the onset of the program to avoid scheduling conflicts and problems with course sequencing, and to assure that the steps required to complete the program are understood. Gannon has set aside specific dates, for advising and students will make appointments with their advisors to talk about their classes.

Attendance Policy

Attendance at all classes and laboratory sessions is expected and mandatory of all students and all courses are conducted with this understanding. A student's grades are based upon the general quality of work performed in each course and by such factors as prompt completion of all assignments, papers, and readings, by presence for all examinations, and by participation in class discussion. Ultimately, it is the responsibility of each faculty member to set reasonable attendance policies appropriate to individual courses and to publish those policies on course syllabi. When so indicated on the course syllabus, class attendance may directly influence final grades in a course.

Undergraduate Grading Scale

A+	4.0	=	100%+
A	4.0	=	93.0 -- 100%
A-	3.7	=	90.0 – 92.9%
B+	3.3	=	87.0 – 89.9%
B	3.0	=	83.0 – 86.9%
B-	2.7	=	80.0 – 82.9%
C+	2.3	=	77.0 – 79.9%
C	2.0	=	73.0 – 76.9%
C-	1.7	=	70.0 – 72.9%
D	1.0	=	60.0 – 69.9%
F	0.0	=	0.0 – 59.9%

Graduation

Degrees are conferred three times per year: December, May, and August. Attendance at Commencement ceremonies, which are held in December and in May, is highly recommended, since graduation is such an important and joyous occasion in the life of academic institutions. An undergraduate student is eligible to participate in the December ceremony only after all requirements are completed. 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.

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. Specific deadlines are in the undergraduate catalog. Your advisor also has this information.

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

Withdrawal

Students who find it necessary to withdraw from the University must fill out a withdrawal form available in the Student Success Center. Students can complete a temporary withdrawal (2 semesters or less) or a complete withdrawal. Students who withdraw for medical or mental health reasons must present appropriate documentation at the time of the withdrawal. These documents will be reviewed by the director of Gannon's Health Center or Counseling Services and could impact any refund as well as conditions for readmission to the University.

The withdrawal process includes an exit interview with staff from the Student Success Center, student's academic advisor, Cashier's office, Financial Aid office, the Registrar's office, and, when applicable, the Office of Residence Life, International office, Health and Counseling

Center. Students must complete the withdrawal process within two working days from the date they start the process in the Student Success Center. Forms that do not reach the Registrar's office with all of the required signatures will be considered incomplete and the student will not be withdrawn from the University.

Failure to comply with this regulation may result in the assignment of a grade of 'F' for all courses in which the student is currently enrolled and possible separation from the University. The student may also forfeit any rights of readmission to the University. When students withdraw they should refer to the Academic Calendar for the last day to withdraw from a course in order to receive withdrawal (X) grades. Withdrawal after this date will result in 'F' grades unless permission is granted by the student's Academic Dean.

Every student receiving a federal grant and/or loan who completely withdraws officially or unofficially within the first 60% of the semester will be subject to a Title IV Return of Federal Funds review. This review will determine the portion of federal funds the student earned and the portion of federal funds the school must return to the Department of Education. Please refer to the Refund Policy in the University catalog for complete details.

Students that receive all F's for a semester, who did not formally withdraw, will be reviewed by the Financial Aid Administrator to establish the students' last date of attendance. If a student ceased attendance for all classes before 60% of the semester was over, that last date of attendance will be used. If a last date of attendance cannot be determined, the Financial Aid Administrator is required to process an "unofficial" withdrawal date using the mid-point of the semester to calculate unearned federal funds that must be returned to the appropriate federal aid program.

Students need to understand that, although they can withdraw from a semester with X grades, the Financial Aid Administrator must review and adjust federal aid disbursements made to any student receiving federal grants and/or loans based on their last date of attendance or unofficial withdrawal date. The student is responsible for any returned federal funds that results in a balance due on their student account. If payment is not made, the student will be liable for all reasonable collection costs, including attorney fees and other charges necessary for the collection of any amount not paid.

Leave Policy:

Gannon University recognizes that a student may need to temporarily interrupt their education and has a procedure to facilitate this situation. The following are examples of categories that might qualify a student for temporary leave:

- co-op/internship
- military (involuntary)
- medical/psychological
- family/personal

The above categories are not meant to be an inclusive list nor do they guarantee that a student will be granted a temporary leave. The student who feels that they have a legitimate reason to

request a leave should request a form from the Student Success Center. The request will be reviewed by appropriate officials of the University.

Temporary leave may be granted for a period of one or two semesters following the student's current enrollment. If a student applies for leave in the first two weeks of the semester then the current semester is counted as one of the two eligible semesters of leave.

When the student is ready to return to the University they should follow these steps:

- If there were any restrictions/holds placed on their return those should be dealt with first e.g. in the case of medical/psychological leaves students are required to provide a release from their physician to the Health/Counseling Center. The Student Success Center will notify the Registrar Office staff to release the hold.
- Contact your faculty advisor to discuss your schedule and they will okay you for registration in GUXpress.
- Contact the Registrar for a registration time.

Medical Leave

- Undergraduate 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

Practicum Attendance

Attendance to your practicum site is mandatory. If you cannot make it to your site you must call the facility and/or preceptor to explain the absence. Absences must follow the Gannon University guidelines; accepted excuses are events that are university supported or sanctioned such as an educational trip or athletic event.

Inclement Weather

The NHP Program will observe inclement weather closings and delay procedures enacted by the University. However, a clinical facility, their director or course instructor can cancel or delay participation in a clinical rotation, activity or course if they deem the weather to be a hazard to travel or participation of the student or those who participate in the activity.

If snow or flooding or any other act of nature prevents a student from attending the clinical education experience, and the university has not announced a university-wide weather policy update, the student will arrange to make up the clinical time with his/her instructor as necessary. In the event that a sudden conflict, illness, or emergency arises, the student must notify the Preceptor immediately via phone or in person. Only in the certain conditions (i.e., death in the immediate family, hospitalization) will this notification be waived. Students are responsible to communicate with the Preceptor on a daily basis regarding the hours of operation for the Preceptor related to the assigned clinical education experience.

Practicum Penalties

If a student has an infraction that is identified by the Practicum Preceptor (PP), the student is subject to a written incident report. The Infraction Form will be given to the student to sign and a copy will be emailed or mailed to the Practicum Coordinator (PC) and/or Program Director copied on the email. The following steps are to be taken if an a student does not comply with educational, attendance policies, or clinical facility protocols.

1. The first infraction report constitutes a warning. The student and the PP will discuss the incidence and the PP will issue the student with a warning. The PP will then send an email to the PC informing the program of an official warning.
2. The second infraction will result in an infraction report and will serve as documentation of the infraction. The Practicum Coordinator will then schedule a meeting between the Practicum Coordinator, the Preceptor and the student to discuss the incident and come to a resolution. **A 5% reduction on the student's clinical evaluation will be assessed, thus effecting the outcome of the clinical course overall grade.**
3. The third infraction will result in a conference between the student, Preceptor, Practicum Coordinator, and Program Director to discuss all incidents. An infraction form will serve as documentation of the infraction. **A 10% reduction on the student reduction on the student's clinical evaluation will be assessed, thus effecting the outcome of the clinical course overall grade.**

4. The fourth infraction will result in a conference between the student, the Program Director, and discuss the clinical experience and the continued enrollment in the MAT Program. The infraction form will serve as documentation of the infraction. **The 4th infraction may result in a “F” for the clinical education course** and may ultimately affect the matriculation through the NHP Program.

***If at any time the infraction form identifies an unexcused absence that day must be made-up during their clinical education rotation.

Removal from Practicum Experiences

Practicum Preceptors have a primary responsibility to ensure the safety of and provide care for their patients. To this end, a Practicum Coordinator may remove a student from his/her practical experience at any time for conduct that compromises the safety or care of the patient or others in the clinical site. Behaviors that are grounds for temporary removal from the clinical experience include but are not limited to confidentiality breaches, harassment, absenteeism or tardiness, malpractice / negligence, failure to fulfill responsibilities, or other activities that the supervisor deems as unsafe or inappropriate. Inappropriate clothing and/or dress code infractions may also be cause for removal from practical experiences.

Students are removed from experiences on a temporary basis and may be reinstated. Removal from an experience for more than three days requires the concurrence of the Program Director and Practicum Coordinator. Students may be removed from clinical experiences for the remainder of the term for disciplinary or patient safety reasons and will not be reassigned to another clinical until the next experience cycle. Removal from a clinical experience will most certainly impact the clinical grade of the student, possibly to the extent that it requires repeating the course.

Ongoing patterns of unsafe / unprofessional behavior may be grounds for dismissal from the NHP Program.

Practicum Education Site Policies

What follows are some general guidelines and expectations for clinical experiences. At the commencement of each clinical experience it is the responsibility of the students to clarify all guidelines and expectations with their specific clinical preceptor.

Professional Appearance, Attire, & Grooming

Good grooming and personal hygiene are essential for health care providers and usually is the basis for your patients' first impression of you. Along these lines, students should maintain a neat and professional appearance at all times during clinical experiences. Their appearance should not distract from the professional image they are trying to develop. The decision on professional appropriateness of appearance is made solely at the discretion of the Program Director, Practicum Coordinator and/or the rotation facility policies.

Dress Code

At a minimum the dress code will consist of business casual attire with the Gannon University apparel and khaki or dress pants deemed appropriate for the clinical site. **Only clothing that is Gannon University oriented or otherwise neutral in nature will be acceptable for clinical experiences.**

Students who do not comply with the appearance, attire, or dress code for their clinical experience will be excused from the experience for the day. An infraction form may be used by the Clinical Preceptor and the day must be made up to complete the practicum experience.

An ongoing pattern of inappropriate dress may be grounds for dismissal from the experience. Be sure to clarify appearance expectations with your clinical supervisor & /or the Program Director prior to beginning each clinical experience.

Professional Conduct

Among your first and most important goals in this program is to earn the professional respect of your patients, peers, and supervisors, this respect is paramount to developing a good rapport with all key to obtaining recommendations that may lead to employment opportunities, and key to your ultimate professional success. This respect will never be earned without first demonstrating a strong sense of personal responsibility that goes hand-in-hand with being in a profession that places the well-being of others as its highest priority. You need to demonstrate personal responsibility on a daily basis in this program. You can do so by, first:

1. Demanding excellence of yourself and demanding it from those around you.
2. You must assume personal responsibility for your own success by seizing upon every available opportunity to grow and develop professionally and seeking out the quality opportunities that are less available.
3. You must assume personal responsibility for the health and well-being of your patients by never compromising their quality of care or assuming someone else will make sure the patient gets the care that they need.
4. You must assume personal responsibility for the quality and condition of your working environment by being meticulous about the upkeep of facilities and equipment.
5. You must assume personal responsibility for getting the job done by never blindly assuming that someone else will take care of it.
6. You must assume personal responsibility for your reputation and this program's reputation by never compromising on your professionalism and work-ethic.

7. You must assume personal responsibility for your conduct in your classes, your clinical experiences, and in your personal life and recognize that all three will influence people's respect for you.
8. You must assume personal responsibility for your mistakes by acknowledging them and learning from the constructive criticism that accompanies them.
9. You must assume personal responsibility for maintaining the legacy of the students who went before you by working hard to be excellent rather than assuming you will be excellent simply because others who preceded you worked hard and became excellent.

Punctuality

Students are expected to be punctual for their classes and clinical experiences. Tardiness is not acceptable for practicing professionals and it is therefore not acceptable for students. 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.

Cell Phones/Mobile Devices

Cell phones should be turned off or put on vibrate while students are present at a clinical education site. **Students should take note of the clinical education's cell phone policy during their orientation** to determine the appropriate use of cell phones or mobile devices. Failure to comply with cell phone policies could result in dismissal from the clinical site. Students are not to use their cell phones during the practices and treatment times in their clinical sites.

Sexual Harassment Procedures/Practices

Sexual harassment can happen between student to student or preceptor to student. As soon as a problem is identified, it should be reported to the Coordinator of Clinical Education (CCE) or Sue Majocka the Student Conduct Officer: phone 814-871-7224, email: kerner005@gannon.edu.

If the problem cannot be resolved at this level, the Coordinator of Clinical Education will contact the Office of Student Accountability, Police/Safety or the Title IX Coordinator. From this point, the next steps are on a case by case basis of what the procedure will be.

Sexual harassment includes any behavior of a sexual nature that is, or may be perceived as being unwelcome or offensive. Sexual harassment, by its very nature, violates the basic right of each individual to be treated as a person worthy of respect, and is in direct contradiction to the Gannon University mission. It is also a violation of state and federal laws.

Such conduct includes sexual advances, requests for sexual favors and other verbal or physical conduct or communication of a sexual nature directed toward a member of the Gannon community or applicant, particularly when one or more of the following circumstances are present:

- Submission to such conduct is an explicit or implicit term or condition of academic/clinical evaluation;
- Submission to or rejection of such conduct is used as a basis for an academic/clinical evaluation affecting the individual;
- The conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance, or creating an intimidating, hostile or offensive working or learning environment.

If a member of the Gannon community believes that he/she has been or is being subjected to sexual harassment or has observed sexual harassment, the initial course of action should be to advise or otherwise inform the alleged harasser that the behavior is unwelcome and must stop.

Because this action may not always be possible, informal and formal complaint resolution procedures are established. Please use the following procedure:

1. When a student is in a clinical setting and is subjected to sexual harassment, he/she should follow the above initial course of action to inform the alleged harasser that the behavior is unwelcome and must stop.
2. If this is not possible, the student should follow the sexual harassment policy and procedures of the facility. (These are generally located in the Policy and Procedure manual of the department or contact the Human Resources Department).
3. If it is not possible to follow this policy/procedure or it is unavailable, the student should seek advice, information or guidance by contacting the Practicum Coordinator or the Sexual Harassment Officer at Gannon.
4. The Sexual Harassment officer will assess the student's complaints, discuss available resources and options and determine if a formal complaint procedure is appropriate.
5. If a formal complaint is filed, it should follow the Gannon University Sexual Harassment Complaint Resolution Procedure.
6. Every attempt will be made to resolve cases of alleged sexual harassment at the earliest possible state with integrity and sensitivity to all parties involved. Confidentiality will be respected consistent with the University's legal obligations.

Harassment & Discrimination

Harassment and/or discrimination of other students, athletes, patients, staff, etc. is 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 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 obtain certification to practice Athletic Training. 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 program.

Alcohol, Tobacco and Other Drugs

Underage drinking will not be tolerated under any circumstances. Consuming alcohol is discouraged, even for those students who are 21 or older. Any banned substance by the Commonwealth of Pennsylvania and Federal Law is prohibited. A student who needs assistance for a personal problem concerning his/her own use, a friend's use, a family member's use may a program faculty member, administrator, the university Counseling Center, or the Alcohol and Other Drug Education Program. All information will be held in the strictest of confidence.

Policy Infractions

An infraction of this policy by an NHP student will result in a hearing before the Program Director and the student's current Preceptor who will render a decision on the infraction. Due process will be followed in keeping with University policy regarding individuals' rights.

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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

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Student Statement of Contract

I, _____ (Print Name), as a Nutrition and Human Performance student promise to:

1. Uphold the principles of academic honesty and integrity
2. Conduct myself in a professional manner.
3. Abide by the academic regulations and standards outlined in the Gannon University Student Handbook, the Gannon University Catalog, and the Gannon University Nutrition and Human Performance Program Student Handbook
5. Report any observed violation of academic honesty
6. Respect all property of the Sport and Exercise Science Department including lab equipment, models, and animal specimens

I have read, understand, and will comply with all the information in the NHP Student Handbook. I further understand that should I violate any policies or procedures set forth the in NHP Student Handbook; it may jeopardize my continuation in the NHP program.

Signature: _____ Date: _____

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Student Handbook Verification Form

I certify that I have completed the required orientation program and have read and understand the policies and procedures contained within the Nutrition and Human Performance Student Handbook. I further understand that I understand a violation of these policies or procedures may affect my successful completion of the NHP program.

By signing this I am confirming that I have received a copy of the student handbook to be kept for a reference.

Student (Print)

Date

Student (Signature)

Date