

Cleveland State University

Baccalaureate Exercise Science Program

Student Handbook

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[https://health.csuohio.edu/health-sci/
exercise-science](https://health.csuohio.edu/health-sci/exercise-science)

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Welcome!

On behalf of the administration, faculty, and staff of the Bachelor's of Science in Exercise Science program at Cleveland State University, we would like to welcome you! We are excited about your journey. You are joining a dedicated group of students and faculty united by their commitment and passion to make a difference in the health and wellness of others. We encourage you to make the most of this challenging yet rewarding experience and to take advantage of the opportunities offered during your studies.

We hope your future will be just as rewarding as we have experienced during our careers. You will find that our field offers a diverse selection of professions and opportunities to grow. We stand ready to support your completion of the program and entry into your career!

Students who earn a degree in Exercise Science have many career opportunities as health and fitness professionals. Through the study of Exercise Science, you may go on to a variety of health-related careers and certifications, including: Personal Training, Physiologist, Strength and Conditioning, Sports Performance, Cardiac Rehabilitation, Cancer Exercise Specialist, Pulmonary Rehabilitation, Group Exercise Instructor, Physical Educator K-12, Biomechanist, Health Educator K-12, Kinesiologist, Community Health, Corporate Wellness, Researcher, and Coaching. Exercise Science also serves as an option for an undergraduate degree for those seeking clinical degree programs such as physical therapy, occupational therapy, nursing, athletic training, Doctor of Medicine (M.D.) or Doctor of Osteopathic Medicine (D.O.). Students may also pursue master's and PhD programs in Exercise Science, Biomechanics, Kinesiology, Human Bioenergetics, or a related field.

This student handbook provides valuable information that will help you succeed on your educational journey. Please keep this document as a reference during your exercise science major plan of study. Feel free to contact your advisor if you have questions or wish to clarify any aspect of your Student Handbook.

Program Overview

Cleveland State University was instituted in 1964. One of the original programs was the Physical Education program. In the early 1980's the Exercise Science program developed under the umbrella of Physical Education. The original undergraduate program provided a Bachelor of Science in Physical Education and Sport (Fitness/Exercise Specialist), and was housed in the Department of Health, Physical Education, Recreation and Dance in the College of Education and Human Services. Several years later, the department name was changed to Health and Human Performance. In the early 2010's, the name of the degree was changed to "Physical Education and Sport (Exercise Science) B.S. in Ed." In the mid-2010's, the Physical Education program was placed into dormancy, and in mid-2022, the Exercise Science program moved out of the College of Education and Human Services, and into the College of Health in the Department of Health Sciences and Human Performance. In Fall of 2024, the degree name was changed again to "Bachelor of Science in Exercise Science". We also have a Master of Education in Exercise Science program.

College of Health Structure

The College of Health is comprised of Communication Sciences and Disorders, Exercise Science, Community Health, Health Sciences, Public Health, Music Therapy, Occupational Therapy, Physical Therapy, the School of Nursing, and the School of Social Work. The Dean of the College of Health is Dr. Stephanie Brooks.

The Chair of the Department of Health Sciences and Human Performance is Dr. Joanna DeMarco. The Program Director for the undergraduate Exercise Science program is Dr. Emily Kullman.

Program Accreditation

The baccalaureate degree in Exercise Science at Cleveland State University is accredited by the Commission on Accreditation of the Exercise Sciences (CoAES).

The Goals and Objectives of the Program of Exercise Science

The program goals of Exercise Science are:

- 1) Demonstrate mastery of foundational principles in kinesiology, exercise physiology, biomechanics, nutrition, and health promotion.
- 2) Utilize knowledge, skills, and abilities in selecting, administering, and interpreting exercise tests, and developing safe and effective exercise programs across a wide variety of populations.
- 3) Demonstrate effective professional and communication skills through written, oral, and technological formats relevant to the field of exercise science.
- 4) Demonstrate preparedness for employment, certification, and/or graduate school in exercise science or a related discipline.

The aim of our program is to prepare competent, skilled, entry-level Exercise Science professionals in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.

Cognitive Domain

The study of Exercise Science provides an understanding of human movement, physiology, and physical activity and how they can be used to maintain or improve health, physical fitness, and sport performance. Students will understand how to select appropriate testing protocols to assess intended targets of exercise application. Further, students will be able to safely and effectively prescribe exercise routines and practices based on critical analysis of each client's personal characteristics and physical assessment results. Students will learn about a wide variety of populations and disease states, and be able to properly modify exercise routines based on one's physical condition.

Psychomotor Domain

Skills developed within this major include the ability to assess an individual's health and fitness status utilizing a variety of validated testing protocols. These including musculoskeletal abilities, cardiovascular fitness, body composition and sport performance parameters such as power, strength, speed, mobility, and agility. Coursework also prepares students to deliver exercise programs across multiple types of settings and using a wide variety of equipment.

Affective Domain

Exercise Science curricular requirements develop the student's ability to critically evaluate each client's specific needs, and treat all individuals respectfully, efficiently, and in a caring and compassionate way. Through case studies and field experiences, students will gain experience and develop numerous affective skills including: problem solving, active listening, communication, confidence, accountability, and time-management. Analytical skills, problem solving skills, and research skills are developed through laboratory work, papers, and exams. Students are expected to continually demonstrate a passion for Exercise Science and be life long ambassadors of health and fitness.

Below, you will see an outline of the six standards of competency, in accordance with the National Association for Sport and Physical Education (NASPE), as well as what courses will address them.

Goals	Objectives	Assessment	Undergrad Courses
Foundation Core:	Knowledge of human anatomy and physiology, exercise physiology, biomechanics, and care and prevention of injuries. Possess CPR certification and first aid skills and be capable of implementing emergency and safety procedures in exercise settings.	Evaluation of grades each semester. Internship/practicum assessment.	BIO 266 BIO 268 EXS 322 EXS 324 EXS 325/6 EXS 328 EXS 480 EXS 483/4 EXS 494 EXS 495
Exercise Prescription	Ability to effectively perform physiological testing and interpret test results, write appropriate exercise prescriptions for training and conditioning for healthy individuals as well as patients, demonstrate exercise leadership in a variety of group settings from children through senior populations	Evaluation of grades each semester. Internship/practicum assessment.	HPR 250 EXS 315 EXS 324 EXS 325/6 HPE 415 EXS 439 EXS 470 EXS 471 EXS 472 EXS 480 EXS 483/4 EXS 495
Health Promotion	Ability to apply knowledge of proper nutrition for performance and health, as well as weight control. Be aware of stress management techniques and be knowledgeable about substance abuse.	Evaluation of grades each semester. Internship/practicum assessment.	EXS 475 EXS 325/6 EXS 324 HED 210 HED 360 HED 450 EXS 480
Administrative Tasks	Demonstrate knowledge of current research and trends relating to health and fitness, the equipment used to develop or evaluate health and fitness, program promotion strategies and legal liability and ethical issues that can impact health and fitness programs.	Evaluation of grades each semester. Internship/practicum assessment.	EXS 324 EXS 328 EXS 205 EXS 415 EXS 466 EXS 470 EXS 480
Human Relations	Oral and written communication skills, computer skills, organizational abilities, and mathematical skills. Knowledge of motivational techniques and principles related to program adherence and retention.	Evaluation of grades each semester. Internship/practicum assessment.	HPR 250 HED 450 EXS 439 EXS 315 HED 360 EXS 480 HPE 415
Professional Development	Basic knowledge of the environments and organizational structures in which fitness, wellness and sport programs are conducted. Design a professional resume and demonstrate a career development strategy.	Evaluation of grades each semester. Internship/practicum assessment.	HED 360 EXS 328 EXS 480

Core Curriculum/General Education Requirements

Core Curriculum

Starting with the Fall 2025 semester, the General Education Requirements was changed to the Core Curriculum Requirements. A detailed outline of all of the Core Curriculum requirements, including all approved courses can be found at the following link: <https://csuohio.edu/corecurriculum/approved-courses-0>

The core curriculum includes 11 different domains and 37 credit hours, as well as a Writing/Speaking Across the Curriculum component as outlined below:

The 11 domains of Core Curriculum

- Inquiry Launch (3 credits)
- Finding Your Voice (3 credits)
- Research & Professional Writing (3 credits)
- Quantitative & Formal Reasoning (3-6 credits)
- American Civic Literacy (3 credits)
- Human Culture & Creativity (3 credits)
- Global Human Perspectives (3 credits)
- Scientific Inquiry & Investigations (7 credits)
- Society & Human Behavior (3 credits)
- Complexities of a Pluralistic Society (3 credits)
- Data & Digital Literacy (0-3 credits)

Effective communication is the cornerstone of success in life and work. Writing & Speaking Across the Curriculum courses build on the foundations set in the Core Curriculum by emphasizing significant communication in a disciplinary context. At CSU, you will complete at least one Writing Across the Curriculum (WAC) course and at least two total Writing or Speaking Across the Curriculum (SPAC) courses. These courses will be connected to your major program of study, helping you apply your foundational communication skills to your future career or field of study. Within the Exercise Science undergraduate curriculum, EXS 328 Legal & Administrative Aspects of Physical Education & Sport, and EXS 475 Nutrition & Physical Activity are designated WAC courses.

General Education (GenEd08)

For students admitted to CSU prior to Fall 2025, there is the option to remain with the previous General Education Requirements (GenEd08). Below, you will see the summary of the General Education Requirements at CSU for students admitted prior to Fall 2025. A crosswalk between GenEd08 and new Core Curriculum can be found at the following site: <https://www.csuohio.edu/instructionalexcellence/core-gen08-crosswalk>

Summary Table of General Education Requirements
(as approved by Faculty Senate, April 2007; effective Fall 2008; updated Spring 2018)

AREA	COURSE/CREDIT REQUIREMENT	MIN CREDIT S	FURTHER REQUIREMENTS
BASIC FOUNDATION			
Introduction to University Life	1 course	1	Must be completed in first year.
Writing/Composition	2 courses	6	Must be completed in the first year or prior to completion of the first 30 hours of coursework. Courses used to fulfill this requirement must be passed with C grades or better.
Mathematics/Quantitative Literacy	2 courses	6	First course must be completed in the first year or prior to completion of the first 30 hours of coursework.
BREADTH OF KNOWLEDGE REQUIREMENTS			
Natural Sciences	2 courses plus 1 hour of lab	7	Each course must be a minimum of 3 hours.
Social Sciences	2 courses (from 2 different departments)	6	- Each course must be a minimum of 3 hours. - At least one of these courses, or one of the approved Arts and Humanities courses, must be focused on Africa, Asia, Latin America or the Middle East.
Arts and Humanities	2 courses (from 2 different departments)	6	- Each course must be a minimum of 3 hours. - At least one of these courses, or one of the approved Social Sciences courses, must be focused on Africa, Asia, Latin America or the Middle East.
Social Diversity	2 courses	6	Each course must be a minimum of 3 hours. - One course must be African-American. - One course must be U.S. diversity course. Transfer students with 60+ credit hours only have to fulfill half of the Social Diversity requirement. They may take either an African American Experience or a U.S. Diversity course.
ADDITIONAL COMPONENTS			

Writing Across the Curriculum (including Speaking Across the Curriculum)	<u>3 courses</u> (must be passed with C grades or better)	At least 1 credit for each course	Three courses are required. One course must be in the major program. A student may substitute one approved SPAC course for one of the WAC courses. Individual courses cannot be used to earn both WAC and SPAC credit. A student must earn a C grade or better in a WAC or SPAC course to earn WAC or SPAC credit. WAC and SPAC courses must be completed at CSU. A student cannot receive WAC or SPAC credit for a transfer course. Transfer students: • A student transferring in 90+ credit hours must take one WAC course in his or her major. A SPAC course may not be substituted. • A student transferring in 60-89 credit hours must take either two WAC courses, or one WAC course and one SPAC course. Of these, one course must be in the student's major. Pre-requisite for all WAC courses: Completion of the general education Writing/Composition requirement.
Capstone Experience	1 course or equivalent	1	The Capstone course must be completed at CSU. A student cannot receive Capstone credit for a transfer course.

Exercise Science Program Requirements

The undergraduate program of Exercise Science at CSU is a laboratory-based science major that provides students with a strong foundational background in human anatomy, kinesiology, and physiology as they apply to exercise and human movement. Studying Exercise Science fosters communication skills, critical thinking, and an understanding of human movement and physiology. Students in the program leave CSU with the knowledge and skills necessary to develop personalized fitness programs and to assess the fitness of clients who begin a fitness program or evaluate the benefits of their current program.

Skills developed within this major include:

- Ability to assess an individual's health and fitness status, including: musculoskeletal abilities, cardiovascular fitness, and body composition
- Testing sport performance parameters such as power, strength, speed, mobility, and agility
- Prescribing appropriate exercise programs based on testing results and individual goals
- Research skills as demonstrated through laboratory work, papers, and exams
- Analytical skills
- Communication skills
- Time management skills
- Problem solving skills
- A passion for health and fitness

Students begin with an entry-level professional course: EXS 205 Introduction to Exercise Science. In this course, students are introduced to professionals in the exercise science field and are exposed to field experiences that allow them to develop professional competencies and create connections in the community. This course lays the groundwork for future exercise science courses and a career in the field of exercise science.

In the second and third year of the program, courses such as EXS 315 Group Exercise Instruction, HED 360 Health Promotion in the Workplace, EXS 322 Anatomical Kinesiology, and EXS 325/326 Physiology of Exercise/Lab, provide laboratory and additional field experiences to help students learn how to be competent, confident practitioners in a variety of professions. Professional settings that utilize these types of skills are: personal training, strength and conditioning, coaching, corporate wellness, cardiac rehabilitation, graduate school or other clinical professions.

Upper-level course in the third and fourth year include EXS 439 Therapeutic Recreation and Disability Sport, EXS 470 Exercise Testing and Prescription, EXS 471 Exercise Programs for Special Populations, EXS 483/484 Strength and Conditioning/Lab, and EXS 494 Biomechanics. In these courses, students build skills in applying what they have learned about anatomy, kinesiology, and physiology to develop fitness testing and exercise programs for various populations to enhance performance, health, and/or fitness.

The final stage of completing the program entails an internship experience at a site of the student's choice (EXS 480). The internship experience allows the student to further develop their skills as a professional in their chosen field before obtaining their degree. Students are representatives of CSU and not only will gain professional experience, but they will also be providing valuable services to the community. Previous sites include, but are not limited to: hospitals, sports performance centers, strength and conditioning facilities, recreation centers, cardiac rehabilitation centers, corporate wellness centers, and research facilities.

Upon completion of the Bachelor's of Science in Exercise Science program, students are eligible to take professional certification exams with the American College of Sports Medicine (ACSM) and the National Strength and Conditioning Association (NSCA), among other organizations.

Criteria for the Exercise Science Major

Students must first be admitted to CSU before they can be admitted to the Program of Exercise Science. Application procedures for admission to Cleveland State University are available on the Office of Admission's website:

<http://www.csuohio.edu/admissions/admissions>

Once a student has been accepted to CSU, they can then declare Exercise Science as their major.

The Exercise Science degree requires a minimum of 120 completed credit hours. All students must achieve a minimum cumulative grade-point average of at least 2.50. **All students must maintain a grade-point average of 2.75 for professional coursework in Exercise Science. No grades of D or F will be accepted.**

Students can refer to the undergraduate catalog for general education requirements, or page 7 of this program guide. Below, you will find major-specific requirements.

Professional Core Requirements (9 courses)

- EXS 322 Anatomical Kinesiology (3 credits)
- EXS 325 Physiology of Exercise (3 credits)
- EXS 326 Physiology of Exercise Lab (1 credit)
- EXS 328 Legal & Administrative Aspects of Physical Education & Sport (3 credits)
- HED 450 Facilitating Lasting Behavior Change (3 credits)
- EXS 475 Nutrition & Physical Activity (3 credits)
- EXS 494 Biomechanics (3 credits)
- EXS 439 Therapeutic Recreation and Disability in Sport (3 credits)

Exercise Science Requirements (8 courses)

- EXS 205 Introduction to Sport Management & Exercise Science (3 credits)
- EXS 315 Group Exercise Instruction (3 credits)
- HPE 415 Evaluation in Health and Human Performance (3 credits)
- EXS 472 Physiology of Aging (3 credits)
- HED 360 Health Promotion in the Workplace (3 credits)
- EXS 470 Exercise Testing and Prescription (3 credits)
- EXS 471 Exercise Programs for Special Populations (3 credits)
- EXS 483/484 Strength and Conditioning/Lab (3 credits)

Capstone Experience (2 courses)

- EXS 479 Internship Preparatory Experience
- EXS 480 Internship and Senior Seminar

Planned Electives (9 credits required)

- EXS 330 Motor Learning and Development (3 credits)
- EXS 430 Psychosocial Aspects of Physical Activity (3 credits)
- EXS 466 Sport/Fitness Facility Management (3 credits)
- EXS 477 Prevention and Rehabilitation of Cardiovascular Diseases (3 credits)
- EXS 491 Coaching Essentials (3 credits)
- EXS 493 Special Topics in Sport Education (3 credits)
- HED 315 Nutrition for Health and Sport (3 credits)
- HED 472 Consumer Health (3 credits)
- HED 474 Stress Management (3 credits)
- HED 477 Social Issues and Needs in Nutrition (3 credits)
- HSC 346 Women's Health (3 credits)
- HSC 381 Pathology (3 credits)
- HSC 442 Health Disparities (3 credits)
- HSC 488 Complementary & Alternative Medicine (3 credits)
- SPM 300 Sport Management (3 credits)
- SPM 461 Sport Governance and Policy (3 credits)
- SPM 467 Sports Marketing (3 credits)

Physical Skills (3 credits required)

- PES 105 Weight Training (Required; 1 credit)
- PES 140 Aerobic Fitness (Required; 1 credit)

Choose one class from the courses below

- PES 106 Walking for Aerobic Fitness (1 credit)
- PES 107 Cross-Training (1 credit)
- PES 162 Yoga 1 (1 credit)
- PES 163 Yoga 2 (1 credit)

Internship Requirements

The internship application process begins at least one semester before the intended internship experience. Students are required to complete and submit required documentation for EXS 480 as well as their intended internship site. Students must have completed at least 75% of their exercise science major credits before they are eligible to complete their internship, and will need to enroll in EXS 479 Internship Preparatory Experience (1 credit) the semester before they intend to complete their internship. Most students complete their internship during their last semester, but exceptions can be made to complete it during their second-to-last semester.

The internship requires 360-540 hours in the field of Exercise Science. The internship site supervisor is asked to provide a performance evaluation in the middle and at the end of the internship experience. Additionally, students are monitored by a CSU faculty supervisor. The CSU faculty supervisor visits the student at their internship experience at least twice in the semester to evaluate progress and ensure a fulfilling, educational experience. The Department of Health Science and Human Performance uses a web-based system called Blackboard for all internship tracking, evaluation, and assessment. The faculty liaison provides a grade to the student based on their demonstration of competency as well as their ability to engage, assess, and demonstrate their levels of knowledge and skills.

Students will have assignments that relate to refining their communication and professional skills and will report weekly about their internship experience and reflect on how the experience is shaping them as a professional practitioner. Upon completion of the internship, students submit a binder that provides artifacts and completed projects as supporting evidence attesting to their experience.

The program of Exercise Science requires use of a web-based system called Exxat for all internship onboarding requirements. Exxat access is given to all students in the program of Exercise Science during EXS 479. Students complete their field work onboarding in the Exxat system prior to beginning their internship. It is each student's responsibility to maintain compliance with the program of Exercise Science requirements by uploading all required documentation to keep their electronic profile current. If a student will be delayed with completion of any item, the student is expected to communicate in writing with their faculty advisor prior to the due date of the item to describe their plan and timeline for expected completion. Failure to maintain a current profile may result in a delay in starting full-time internship experiences, delayed graduation, and/or removal from a site.

These requirements are needed for our program to maintain compliance with legal affiliation agreements with our community partners. With experiences happening at various (and sometimes unanticipated) times throughout the year, students on individualized schedules, and differing internship site processes, it is important that the program of Exercise Science has a consistent approach. As a result, Exercise Science faculty/staff will not permit individual student exceptions to the above policy. Should a student choose to let their profile lapse for any reason, they are accepting the potential consequences of their decision as outlined above (including being unable to participate in their internship, delayed graduation, and removal from the site).

Below are the internship application procedures:

INTERNSHIP APPLICATION INSTRUCTIONS (to be addressed in EXS 479 course)

See the end of this document for due dates and information on Exxat.

Step 1 – Intent: This section of the application process signifies your intent to complete your internship/practicum. Each of the following must be completed and uploaded to EXXAT for approval prior to the Step 1 due date. See the end of this document for due dates and information on EXXAT.

The following items need to be submitted to EXXAT prior to the Step 1 deadline:

- **Goals/objectives to be sought during the Internship/Practicum**
 - This is a description of what you plan to accomplish during your practicum, as well as how you expect this experience to fit into your long-term career goals
- **Current resume**
- **College of Health Professionalism Policy Acknowledgement Form** – This form acknowledges the expectations of the students relevant to all components of their internship/practicum requirements. This includes meeting all timelines associated with the application process, on-site professional behavior expectations, accountability of actions, and commitment to excellence.
- **Acknowledgement forms** – Background check, immunization, and drug test acknowledgement forms must be signed and submitted to EXXAT. These indicate acknowledgement of the student that they may be required to complete additional tasks based on the requirements of their sites, and that these could have an impact on their ability to complete their internship/practicum at certain sites.
- **Current First Aid/CPR/AED certification**
 - CPR/AED must be obtained from an AHA or Red Cross class (must have in-person test for full certification)
 - First Aid can be obtained from AHA, Red Cross or through the NFHS online First Aid course
- **BCI & FBI background check**
 - This can be obtained at the Levin Student Services Center (LSSC) office in Julka Hall, room 376. You will need to provide the results of the background checks. Background checks expire and must be renewed annually. See below for detailed information on getting your background check done at the LSSC at CSU.
- **Site information**
 - Information about the location and focus of your internship site must be provided to your advisor. You must also provide your advisor with the name and contact information of your site supervisor.
- **HIPPA/Blood Borne Pathogens Form**

- Students must complete online training and quizzes demonstrating knowledge regarding HIPPA compliance and managing blood borne pathogens. The form must be reviewed and signed by the EXS 479 instructor.

Step 2 – Submission of Standards and any other additional requirements: This section of the application process indicates that you've met with your site supervisor and have a plan to address all required standards. Additionally, you will need to provide your tentative schedule to ensure that you will meet the number of hours required. You will need to have this form signed by your site supervisor and your academic advisor prior to submission to EXXAT. Depending on your site, there may be additional requirements such as immunizations or a drug test. If immunizations or other health metrics are required by the internship site, students may wish to check with the CSU Health & Wellness Services at 216-687-3649, since some medical services and immunizations can be obtained inexpensively at the CSU clinic. Health & Wellness Services is located in the College of Health (CH) Building, 2112 Euclid Ave, Room 205.

DUE DATES

	Fall Internship/ Practicum	Spring Internship/ Practicum	Summer Internship/ Practicum
Step 1	June 15 th	September 30 th	February 28 th
Step 2	July 15 th	October 31 st	March 31 st

FINGERPRINTING

CRIMINAL BACKGROUND CHECKING & FINGERPRINTING

Levin Student Services Center (LSSC)

Julka Hall JH 376,

Monday-Friday, 9:00-4:30; hours are subject to change

Phone: 216-687-4625 Fax: 216-687-9284

Email: levinstudents@csuohio.edu

Fingerprinting Procedure

All background checks at Cleveland State University are processed through the Office of Field Services located at Julka Hall, Room 376. Please visit their [website](#) for more information.

Need payment and ID to be fingerprinted.

- ID can be Driver's license or State of Ohio ID
- Cost is \$30.00 each or \$60.00 for both FBI & BCI.

STEP 1: Submitting payment

Paying by Cash or Check

- Pay at Cashier's Office (BH 115)
- Take receipts to LSSC

Paying by Credit Card

- Pay at the LSSC (JH 376)

STEP 2: Education Advising Office

- Bring cashier's receipt and driver's license or State of Ohio ID.
- Complete electronic fingerprinting.
- Results are available within 2-4 weeks.

<https://levin.csuohio.edu/lssc/fingerprinting-for-criminal-background-checks>

EXXAT LINKS

Exxat Login: <https://login.exxat.com>

Login with your CSU credentials

Here are tutorials to help you create your new Exxat profile.

[Student Navigation Tutorial](#)

[Submitting Compliance Documents](#)

HOURS REQUIRED FOR INTERNSHIP

Undergraduate Internship

EXS 480 (8 credit hours) = 360 total hours (~24 hours per week over 15 weeks)

EXS 480 (12 credit hours) = 540 total hours (~36 hours per week over 15 weeks)

CSU/Exercise Science Program Policies and Procedures

Transfer policy

CSU has well defined Articulation and Dual Admissions Agreements with Cuyahoga County Community College (Tri-C). Students who have acquired an associate of arts degree from regionally accredited community or junior colleges may qualify for blanket transfer credit of up to 64 semester hours in the social and behavioral sciences courses and general education courses.

1. A request to substitute a transferred course for a course in the major requires the student to provide a course description and syllabus for their Exercise Science advisor to review and

determine if the material has been already covered. If a determination cannot be made, the course transfer request will be reviewed by the School Curriculum Committee for determination of credits.

2. The Program of Exercise Science does not grant academic credit for life or work experience.

Grade appeals procedures

1. A student should first discuss with the class instructor a request to change an assigned grade as soon as possible. Both student and instructor should share viewpoints and to mediate differences of opinion.
2. If not resolved, University policy is as follows:

Section 3344-21-01 Grade dispute. Once a grade has been submitted to the registrar's office, a faculty member may change it only because of an error in computation and only with permission of the college dean. If an instructor and a student disagree on a grade issued the student may request a meeting with the faculty member and his or her superior whether it be chairperson or dean. If the matter is not resolved the issue then follows collegiate procedures and may come before a review committee. Finally, a recommendation is made to the university admissions and standards committee of the faculty senate by the college. The burden is on the student to prove that a computational error has been made or that non-uniform standards have been applied.

Academic and nonacademic performance standards

1. Students must maintain an overall cumulative grade point average of at least 2.50, as well as maintain a 2.75 grade point average in their Exercise Science major courses. Grades of D or F are not accepted for major's courses, and the courses must be repeated until a passing grade is earned.
2. Satisfactory or Unsatisfactory. If a student receives an Unsatisfactory grade, continuation within the major is reviewed by the EXS Program Director.
3. Students must demonstrate an ability to function skillfully, effectively, and professionally during their Exercise Science internship and during their corresponding course work.
4. Students shall confer with their Exercise Science faculty advisor prior to registering for classes.

Probation policy and procedures

1. Students may be placed on probationary status for violation of both academic and non-academic performance standards.
2. The Program may grant admission to a student with less than the required cumulative grade point average if the faculty or EXS Program Director believes the student has good potential to graduate.
3. Students may be placed on probationary status for non-academic performance including, but not limited to:

- 1. A breach of the University Student Handbook;**

2. A breach of a field agency's policies and procedures;
3. Chemical dependency or use of illegal drugs during one's course of study;
4. A hostile or resistant attitude toward learning or supervision;
5. Inappropriate or disruptive behavior towards colleagues, faculty, or staff at the university or field agency.

Discontinuance from the Program of Exercise Science and Major

Activities that may result in discontinuance include, but are not limited to:

1. Repeated failure to carry out or complete assignments within expected time limits in class or in field;
2. Repeated unexplained tardiness or absence from class or field;
3. Repeated emotional outbursts that are troublesome to others or disruptive to the class or field experience;
4. Evidence of inability to establish helping relationships in field experience work;
5. Evidence of inability to respect and/or appreciate persons who are different from themselves and/or lifestyles differing from their own;
6. Evidence of plagiarism (see University policy at: <https://www.csuohio.edu/writing-center/plagiarism>)
7. Evidence of any abuse of agency records or other confidential information acquired at an agency field practicum.

Academic Advising

Students are assigned to a College of Health advisor and an Exercise Science department faculty advisor following the student's admission to the major. Students are encouraged to meet regularly with the advisor/s throughout the academic year.

Applying for Graduation

All students are required to complete a graduation application through CampusNet well in advance of their projected graduation date. Students should consult their Exercise Science Advisor or College of Health advisor before submitting their application. Deadlines for graduation applications are posted on the Registrar's website: <https://www.csuohio.edu/registrar/graduation-information>.

University Graduation/Commencement Exercises

Attendance at this milestone event is highly recommended. Upon applying for graduation, students will receive further information about the details of the graduation ceremony.

Graduation academic regalia may be rented or purchased from the CSU Viking Outfitters Bookstore. Additional information can be found on the CSU Viking Outfitters Bookstore website: <https://www.bkstr.com/csuohiostore/home>

About CSU

Student Conduct Code

In order to carry out its mission, the University community shall promulgate and enforce appropriate rules, regulations and policies and take action when violations of such rules, regulations and policies occur.

Students voluntarily enter into membership in the University community and, in so doing, assume obligations of performance and behavior reasonably expected by that community for the purpose of furthering its mission, objectives, processes and functions.

STUDENTS ACCEPT THE RIGHTS AND OBLIGATIONS SET FORTH IN THIS CODE AND OTHER UNIVERSITY RULES, REGULATIONS, AND POLICIES WHEN THEY ARE ADMITTED TO THE UNIVERSITY. STUDENTS ARE ALSO SUBJECT TO THE LAWS OF THE STATE OF OHIO AND THE REGULATIONS, CODES OF HONOR AND CONDUCT AND ACADEMIC STANDARDS OF ANY UNIT WITHIN THE UNIVERSITY TO WHICH THE STUDENT BELONGS.

The President of the University shall have the final responsibility and authority for the discipline of all students at the University. The President may delegate responsibility and authority to appropriately designated University officials. Duly constituted student judicial bodies and appellate bodies (as defined in the Student Conduct Code) are authorized to conduct student or student organization disciplinary hearings and appeals and to impose University disciplinary action as set forth in this Code. Disciplinary action may be taken on the basis of University rules, regulations, policies and procedures and may include counseling, admonition, sanctions or separation from the University community.

The Student Conduct Code can be found online here: <https://www.csuohio.edu/policy-register/student-code-conduct>

Office of Disability & Testing Services

CSU is committed to providing an equal opportunity to all persons. The Office of Disability & Testing Services is designed to address the personal and academic issues of students and other persons with disabilities who participate in university programs and activities. A wide range of services are offered. Students receive such assistance until they graduate. The CSU campus is largely accessible, and many of our renovated areas are barrier free.

More information can be found on their website here:

<https://www.csuohio.edu/disability/disability>

Student Resources: Technology & Tutoring

Technology

The University provides extensive training for computer and software usage, Blackboard use, and all related student needs around course and classroom technology.

The University Blackboard web page has links to tutoring for students on Blackboard

<https://www.csuohio.edu/center-for-elearning/blackboard-login>

The Help Desk, the One Stop Student Resource Center, accessed in person by phone, or email, can also point you in the right direction.

<https://www.csuohio.edu/ist-help-desk/help-desk>

Campus Location

Main Classroom Building 116 allin1@csuohio.edu

Phone: 216.687.5411

The University also has Mobile Campus located in the CSU Student Center in room SC128A. Students in good standing with the University can borrow HP laptops or MacBook Airs and basic or feature-rich scientific color graphing calculators for on-and-off campus use, at no cost. Loans are issued for seven days and may be renewed, in person, in some circumstances.

Website: <https://www.csuohio.edu/services-for-students/mobile-campus>

Tutoring

Following is the link to the Academic Support Hub, where group tutoring is available, and where tutors work with students to develop a personal development plan.

<https://www.csuohio.edu/tutoring>

Students can also access this tutoring resource through Starfish. Starfish is the academic advising portal that is directly linked to your Campusnet and to all your Blackboard course shells. Go to Starfish to schedule an appointment with your academic advisor, and for tutoring. Additional information about Starfish for students can be found at the following link:

<https://www.csuohio.edu/successprograms/starfish-student>

In summary, CSU offers a wide range of support for technology and academic tutoring for students to support student success.

For additional questions, do not hesitate to contact the Department of Health Sciences and Human Performance. We will be happy to link you to these and other resources.

Counseling and Support Services

Actively enrolled students may seek free, confidential, and professional counseling at the Cleveland State University Counseling Center (located at Rhodes Tower 1235), by calling (216) 687-2277. Additional information about the Counseling Center may be found on the Center's website: <http://www.csuohio.edu/counselingcenter/counselingcenter>.

Faculty may also suggest that students schedule an appointment with the Counseling Center. All counseling is completely confidential.

Vikes CARE Management

CARE stands for Community Assessment Response & Evaluation and is a program that provides support to the campus community. CARE is not counseling or emergency response, it is an optional resource that facilitates a network of support comprised of CARE Managers, on and off-campus resources, and faculty. CARE offers one-on-one meetings, referrals, assistance navigating CSU policies, advocacy, and risk assessment. Additional information can be found on the CARE website: <http://www.csuohio.edu/care/care>.

Academic Support Services

The Writing Center: The Writing Center is located in the Library/Rhodes Tower Room 124 and is a free service to all students who need assistance in preparing written assignments. The Writing Center staff is especially helpful when preparing WAC (Writing Across the Curriculum) papers. Appointments are available by calling the Writing Center at (216) 687-6981. Further information about the Writing Center's Services and WAC paper guidelines is located on their website:

<https://www.csuohio.edu/writing-center>

WAC Program Guidelines:

<https://www.csuohio.edu/corecurriculum/writing-speaking-across-curriculum>

Student Grievances, Appeals, and Grade Disputes

Cleveland State Grievance Policy

Students in the Exercise Science program have the right to file grievances related to general CSU policies. Information on the Cleveland State University's Student Grievance Policies can be found on CSU Office of University compliance's website: <https://www.csuohio.edu/policy-register/student-grievance-procedure>

The grade appeals process is directed by a subcommittee of the Faculty/Student Affairs Committee. The purpose of the Subcommittee on Appeals is to provide a grade appeal system that affords recourse to a student who has evidence or believes that evidence exists to show that an inappropriate grade has been assigned as a result of prejudice, caprice, or other improper conditions such as mechanical error, or assignment of a grade inconsistent with those assigned to other students. Additionally, a student may challenge the reduction of a grade for alleged scholastic dishonesty.

In essence, the grade appeals system is designed to protect students from grade assignments that are inconsistent with policy followed in assigning grades to others in the course.

A grade will not be raised because a faculty member graded tests very severely, providing the faculty member applied the same rigorous standards to all students. Nor will proof that a faculty member has been antagonistic toward the student be sufficient cause to raise a grade unless evidence exists that such antagonism did in fact result in a lower grade. The grounds for appeal are limited. If students are not certain whether there are grounds for appeal, the student should discuss the case with the Chair of the Department of Health Sciences and Human Performance/ Student Affairs Committee.

Office for Protected Rights

The Office for Protected Rights (OPR) handles issues related to discrimination and/or harassment. For information on the Discrimination and Harassment Policy or the OPR procedures for investigating complaints of discrimination and/or harassment, please contact the OPR Office at 216-687-2223, or see their website at <https://www.csuohio.edu/opr>

The Family Educational Rights and Privacy Act (FERPA)

As a general rule, faculty and staff approach student privacy in the same manner that clinicians approach patient privacy. As faculty supervises students, they often interact with confidential student information such as evaluations, grades, and personal identifying information. Students are assured, however, that all student records and personal identifying information are protected and held in the strictest of confidence as required by the Family Educational Rights and Privacy Act (FERPA). Conversations about student progress and achievement are appropriate among the student's educational team but are otherwise treated as strictly confidential. This further means that conversations with students about their evaluations, grades, or any other confidential information, will take place only with the student, unless he/ she provides prior consent. Additional information about FERPA may be found on the US Department of Education's website: <https://studentprivacy.ed.gov/ferpa>