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UNIVERSITY OF NORTH FLORIDA
EXERCISE SCIENCE PROGRAM

MISSION STATEMENT

The mission of the Exercise Science Program is to prepare students with professional skills and analytical abilities to assume prominent positions in health, fitness, and strength and conditioning across the state and nation.

PHILOSOPHY OF THE PROGRAM

We value an education that emphasizes scientific inquiry and discovery. We believe this pursuit includes a combination of scholarship, interdisciplinary collaboration, community involvement, and continued active involvement in the professional organizations within our field. We strive to foster a challenging and engaging learning environment dedicated to the development of personal, scientific, and professional excellence.

ACCREDITATION

The UNF Exercise Science Program is the first and only accredited Program in the State of Florida.

- CAAHEP - Commission on Accreditation of Allied Health Education Programs
  http://www.caahep.org/
- CoAES – Commission on Accreditation for the Exercise Sciences
  http://www.coaes.org/home.html

OUTLOOK


EXERCISE SCIENCE STUDENT EXPECTATIONS

Exercise Science Program students are expected be self-directed adult learners and demonstrate professionalism. This means you are expected to:

1. Attend every class on time
2. Bring materials (book, notes, syllabus, and work) to class every day
3. Take responsibility for and value your skill development and learning
4. Ask for help if you need it
5. Be respectful and professional towards faculty, your peers, and guest speakers
6. Stay organized and self-manage your work/study schedule
7. Be a good, responsible, supportive, fair, and honest class and/or group project member
8. Never disrupt the learning environment
9. Never pack up your books to leave until the class is dismissed
10. Never bring food or drink into the Exercise Science Laboratory
11. Turn off cell phones when entering the classroom, guest lecture, or Exercise Science Laboratory
12. Be familiar with and follow all policies found in this handbook

MAJOR REQUIREMENTS

All Major, Elective, and Foreign Language requirements must be completed prior to internship. Any exceptions must have the Program Director's approval. A minimum 3.0 UNF GPA is required prior to internship. Refer to course descriptions for prerequisite requirements.

The Exercise Science Program sequencing schedule is available online at: https://www.unf.edu/brooks/movement_science/exercise_science.aspx

Upon acceptance into the Exercise Science Program the following requirements must be fulfilled:

1. By the end of the first week; Instruction in Universal Precautions and Blood-Borne Pathogens. This must be completed prior to performing any lab activities and will only be offered during Student orientation.
2. Prior to enrollment in the senior year curriculum; membership (student member category) in the professional organizations of ACSM or NSCA.
3. Prior to Internship; a background check through the Program

Major Requirements (51 Semester Hours)
- HSC 4612 Exercise Physiology for Health Science 3
- HSC 4615L Lab Methods Exercise Physiology for Health Science 3
- PET 3768C Practical Skills in Exercise Instruction 3
- ATR4610 Research in Sports Medicine 3
- PET 4627 Human Injury: Mechanism and Prevention 3
- PET 4550 Physical Fitness Assessment & Exercise Prescription 3
- PET 3325 Functional Anatomy/Kinesiology 3
- HSC 3553 Pathophysiology 3
- PET 3771c Business and Practice in Exercise Physiology 3
- PET 3080 Physical Activity Epidemiology 3
- HUN 4414 Nutrition for Physical Activity and Health 3
- APK 4120C Clinical Exercise Physiology 3
- PEP 4135 Principles in Strength/Conditioning 3
- APK3115C Practical Skills in Strength and Conditioning 3
- PET4943 Pre-internship in Exercise Science 3
- PET4942 Internship in Exercise Science 6

Free Electives (9 Semester Hours): Select 3 courses at any level (1000-4000) with any prefix.

Total Program Hours (60 Semester Hours)
EXERCISE SCIENCE STUDENT ASSOCIATION (ESSA)

The purpose of the ESSA is to create a student support system for students majoring in Exercise Science, inform them of the options within the field through peer mentoring, professional networking and various educational opportunities. For current ESSA information and meeting schedule, please contact the elected ESSA officials.

PROFESSIONAL ORGANIZATIONS

The UNF Exercise Science Program strongly recommends its students to become active in the professional organizations appropriate for their career direction. Activity within a professional organization, (e.g., attending meetings, participating in seminars) can be an effective means of developing knowledge, developing professional relationships outside of UNF, and learning about job/graduate school opportunities. Prior to enrollment in the senior year curriculum a membership (student member category) in the professional organizations of ACSM or NSCA is required.

The following recommended organizations provide student memberships at a relatively low membership cost:

ACSM*  American College of Sports Medicine (National Chapter)
Student Membership Cost - $10/year
401 W. Michigan Street
Indianapolis, IN 46202-3233
317-637-9200
www.acsm.org

NSCA*  National Strength and Conditioning Association
Student Membership Cost - $65/year
1885 Bob Johnson Drive
Colorado Springs, CO 80906
(800) 815-6826
www.nsca-lift.org

* Exercise Science students are required to sit for the ACSM or NSCA certification exam prior to graduating and must pass in order to earn a grade higher than a C in internship.

HONORS IN THE MAJOR PROGRAM

The Honors in the Major Program is designed for the Exercise Science student seeking the challenge of academic work that is different from the traditional course of study. This Program offers students an opportunity to work closely with Exercise Science Program professors.

The requirements for admission into the Honors in the Major Program are:
• completion of at least 60 credit hours of college credit including at least 12 graded upper-division hours at the University of North Florida;
• at least 3.5 GPA within the major and at least 3.2 GPA in all upper-division courses regardless of Institution

Honors in the Major in Exercise Science is awarded upon completion of an advanced Honors Thesis and the completion of at least three but not more than six hours of Direct Independent Studies course work as determined by the student's honors thesis advisor and at least three but no more than 12 hours of Honors Thesis or Project works taken in Exercise Science.

In addition, the Department may (but is not required to) ask students to also complete

• IDH 3922 Thesis Research Prospectus Colloquium: 1 hour
• IDH 3920 Thesis Symposium Colloquium: 1 hour

Two courses facilitate this request:

• APK 4912 Directed Independent Study-Honors in Exercise Science Research (3-6 Credits)
• APK 4971 Directed Independent Study-Honors in Exercise Science Thesis (3-12 Credits)

The Honors in the Major Program is very selective as each Exercise Science faculty member is encouraged to take ONE Honors in the Major student per academic year. More information on admission to the Program can be obtained from the Exercise Science Program Director.

BROOKS COLLEGE OF HEALTH ADVISING OFFICE

The Brooks College of Health Advising office offers many services to help provide personalized advising aimed at assisting students with their academic and career goals. These services include career services, graduation information, course information, important forms and other resources.

Phone: (904) 620-2812
Email: cohadvis@unf.edu
Location: Building 39, Room 2031
Walk-In Hours: Monday-Friday 8:00AM - 4:00PM

HEALTH INFORMATION PORTABILITY AND ACCOUNTABILITY ACT (HIPAA)

The privacy provisions of the federal law, the Health Insurance Portability and Accountability Act of 1996 (HIPAA), apply to health information created or maintained by health care providers who engage in certain electronic transactions, health plans, and health care clearinghouses. The Department of Health and Human Services (HHS) has issued the regulation, “Standards for Privacy of Individually Identifiable Health Information,” applicable to entities covered by HIPAA. The Office for Civil Rights (OCR) is the Departmental component responsible for implementing and enforcing the HIPAA privacy regulation.

For more information, access http://www.hhs.gov/ocr/privacy/hipaa/understanding/index.html
FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974

The 1974 Family Educational Rights and Privacy Act (FERPA), also known as the Buckley Amendment, is a federal law (20 U.S.C. 1232g) that protects the privacy of a student's education record. FERPA applies to all educational institutions receiving funds from the United States Department of Education, from kindergarten through university level.

At the University of North Florida, the privacy of academic records is also protected by Florida Statute, Section 1002.221 (2009) and University Policy 2.0620P.

The U.S. Department of Education summarizes the rights afforded to students by FERPA as follows:
- The right to inspect and review their educational records
- The right to request an amendment to educational records due to inaccuracies
- The right to restrict any or all information from public access
- The right to file a complaint with the Family Policy Compliance Office if they feel their FERPA rights have been violated

FERPA requires universities to provide students with annual notification of these rights. UNF’s annual notification is published in the University catalogs, the student handbook, and our Web site. Students also receive a yearly e-mail. Students who suspect that a FERPA violation has occurred may contact the Family Policy Compliance Office within the U.S. Department of Education.

For more information, access http://www.unf.edu/onestop/registrar/FERPA_-_Students.aspx

OCCUPATIONAL SAFETY & HEALTH ADMINISTRATION (OSHA)
BLOODBORNE PATHOGENS STANDARD

Bloodborne pathogens are infectious microorganisms present in blood that can cause disease in humans. These pathogens include, but are not limited to, hepatitis B virus (HBV), hepatitis C virus (HCV), and human immunodeficiency virus (HIV), the virus that causes AIDS. Some student class/lab activities and internships in the Exercise Science Program may require proper handling of potentially infected materials. Those who are exposed to bloodborne pathogens are at risk for serious or life-threatening illnesses.

All of the requirements of OSHA’s Bloodborne Pathogens standard can be found in Title 29 of the Code of Federal Regulations at 29 CFR 1910.1030.

For more information, access https://www.osha.gov/index.html
UNF EXERCISE SCIENCE PROGRAM
POLICIES AND PROCEDURES

PROFESSIONAL APPEARANCE

DRESS CODE
Students are expected to dress appropriately for classroom, Exercise Science Laboratory, and off campus activities.

ATTIRE FOR THE CLASSROOM, OFF CAMPUS ACTIVITIES, AND GUEST LECTURES
Students are required to come to class in proper attire, consistent with the professional image of the Exercise Science Program. Attire described as “business casual dress” will meet this requirement for guest lectures and for most off campus activities. Whenever delivering classroom presentations, or attending a professional conference, “business professional attire” will meet the dress code requirement. The Exercise Science Program interprets business casual as a collared shirt (including polo shirts) and khaki or dress pants. Shoes should be closed toe (avoid sandals and flip-flops). Failure to comply with these standards may result in students being denied participation in activities.

More information on business professional attire is available at: https://www.unf.edu/coggin/cmc/students/dress_attire.aspx
More information on business casual attire is available at: https://www.unf.edu/coggin/cmc/students/casual_attire.aspx

EXERCISE SCIENCE LABORATORY ATTIRE
Appropriate laboratory attire will be required to facilitate learning. Both men and women will be required to wear exercise clothing. Women may be required to wear a two-piece bathing suit top, halter-top, or sports bra depending on the assignment. Men may be required to bare the trunk and upper body during some activities. Because of the changing temperature in the classroom, students should have some type of long sleeve shirt/sweatshirt for warmth during lecture components of laboratory courses. When leaving the laboratory classroom and entering the public areas of the building, students will wear shoes and outer clothing. Failure to comply with these standards may result in students being denied participation in laboratory activities. No sandals, open-toed shoes, perforated shoes or bare feet are permitted. Long hair should be pulled back from the face. Failure to comply with these standards may result in students being denied participation in laboratory activities.

INTERNERSHIP ATTIRE
Students must present a professional appearance and follow the policies and procedures of the internship site related to dress codes. Internship dress must be professional in appearance and may include a tie, dress shirt, and pants for men and a dress shirt and pants for women. Appropriate dress does not include shorts, jeans, sandals, or shirts without collars. To reduce transmission of disease, clothes worn in the clinic should be washed after each use (see OSHA’s bloodborne pathogen’s standards above). Shoes must be conservative, closed-toed, non-skid soles and with flat heels. Students should keep jewelry and other accessories to a minimum. Students may be required to wear a site approved identification badge. Tattoos and piercings should be covered when on clinical internships. Long hair should be pulled back and
dangling earrings should not be worn. In general, professional appearance is considered to include but not be limited to: nails trimmed to appropriate length, no visible tattoos, shirts/blouses tucked in as appropriate and good personal hygiene without fragrant perfumes or lotions. Individual Instructors at internship sites may adjust these requirements at their discretion. Failure to comply with these standards may result in students being denied participation in internship activities.

**STUDENT EVALUATION**

Letter grades are assigned for all courses. The grading scale is interpreted as follows:

- A = 93-100%
- A- = 90-92%
- B+ = 87-89%
- B = 83-86%
- B- = 80-82%
- C+ = 77-79%
- C = 75-76%
- D = 65-74%
- F = below 65%

There are no grades of A+, C-, D+, or D-.

**Note:** this is the University's grading scale; each Instructor will identify their grading scale in their syllabi.

Any questions or concerns about grades should first be discussed directly with the Instructor. If students are unable to resolve the difficulties with the Instructor, they may appeal to the Program Director. Students are further entitled to the normal appeals process of UNF.

**Written & Oral Examinations:** Students must receive an average of 75% or above on all examinations to pass a given course. This includes all examinations titled in course syllabi as a mid-semester examination, comprehensive final exam, oral examination, or exam. If a student has not earned a grade of 75% based on examinations alone, the student will receive a course grade no higher than “D” regardless of the overall grade calculated using numeric grading criteria found in the syllabi.

**Practical Examinations:** In courses that have both a written and clinical practical component, students must have an average of 75% or above in both written and practical components. If a student does not have a 75% average in each component, the student will receive a course grade no higher than “D” regardless of the overall grade calculated using numeric averages.
ATTENDANCE

The Exercise Science Program at UNF believes that professional behavior patterns are critical to success within our profession. Consistent attendance, promptness, and readiness to participate in class and internship experiences are examples of expected professional behavior. Noncompliance with these policies may result in a reduced grade or failure in a given course. Students may be denied an internship or removed from an internship due to absence. In addition, the Exercise Science Program regards class tardiness as unacceptable professional behavior. A “tardy” is defined as being late to class or leaving class early. Registered students not attending the first day of the semester may be dropped from the course(s) at the discretion of the Instructor. Students are expected to attend all of their scheduled classes to satisfy all academic objectives as outlined by the Instructor.

Class Activities - Attendance, promptness, and active participation are expected at all scheduled classes, written and practical examinations, internships, and for any meeting scheduled during an Instructor’s office hours. Punctuality is important and indicates respect for Instructors and fellow students. Students are expected to arrive to class on time prior to the Instructor initiating class and to return from breaks on time. The Exercise Science Program requires that all students must be prepared for class; if a student is not prepared it will result in dismissal from the class for the day. This will be marked as an unexcused absence and it will be the student’s responsibility to make up the work missed. Students must notify the Instructor through email prior to the class/lab, unless otherwise stated in the course syllabus, for the need to miss or be late. The student is responsible for any material covered during time missed. Students should ensure ability to attend classes and be on time by having adequate arrangements for childcare and transportation. The faculty will determine any action to be taken, including the option of dismissal from the Program, in response to excessive unexcused absences.

Examinations - Students are expected to take all written and practical examinations as scheduled. If circumstances prevent the student from taking an exam or a practical at its scheduled time, the student is responsible for notifying the Instructor through email prior to the scheduled exam time, unless otherwise stated in the course syllabus. Documentation may be required before a make-up exam is permitted.

Assignments - Deadlines for assignments are determined with consideration for the amount of time needed for completion as well as for the amount of time required for grading the work. Assignments that are turned in late create undue burden on the Instructors and provide an unethical advantage to the student over classmates. If assignments/exams are turned in late, acceptance and grading of this work is at the discretion of the Instructor.

In the event of absences due to participation in a University-sponsored activity, Instructors must allow students the opportunity to make up work due during such absences. However, it is the student's responsibility to make arrangements with the Instructor prior to the absence to hand in written materials (e.g., assignments, papers, and projects) and to reschedule any activities that would normally occur in class (e.g., quizzes, tests, presentations, and performances).

For the purposes of the attendance policy, a University-sponsored activity means any activity on or off campus which is initiated, aided, authorized, or supervised by the University, such as academic
field/study trips, TLO activities, intercollegiate athletic events (competition and travel related to competition; does not include practice), official meetings of student government leaders, University programming, and international travel.

Note: Students are required to attend a minimum of 90% of all scheduled class activities for each course to pass the given course. If a student has not attended the required minimum of 90% of the scheduled class activities, the student will be required to retake the course regardless of grade. Excessive unexcused absences (≥ 5 absences in a semester) in any course will result in probationary status for the subsequent semester and possible dismissal from the UNF Exercise Science Program.

STUDENT RESPONSIBILITY TO STAY INFORMED

It is the student's responsibility to keep informed of all rules, regulations, and procedures required for their studies. This includes the information and policies contained in the Exercise Science Program student handbook, course syllabi, email notifications, BlackBoard announcements, and any verbal notifications issued during class lecture, lab, or internship. Exercise Science Program regulations will not be waived or exceptions granted because students plead ignorance of the regulations or claim failure of the academic adviser to keep them informed. As such, students are responsible for reading the Exercise Science Program Student Handbook and will be held responsible for abiding by the policies and procedures.

COMMUNICATION

All official correspondence will be sent to student via the UNF email system. This may include important and time sensitive notifications such as internship information, Instructor communications, and grade feedback. Thus, the Exercise Science Program requires the student to check their email daily, even during University holidays, while in the Program. Prompt communication is central to both professionalism and success in the Program.

Email correspondence with faculty and other Exercise Science students is expected to be both professional and clear. Use of text/slang language is unprofessional and therefore unacceptable. Use complete sentences. Emails are typically read and responded to once daily, Monday-Friday. If a question is vital to understanding a concept for an assignment, plan ahead. The faculty does not guarantee response to email within 24 hours. Therefore it is important that the student account for weekends and holidays.

BACKGROUND CHECKS

A background check is required for all UNF students who participate in field experiences as part of their educational program. The background check will be required prior to the field experience. These field experiences include, but are not necessarily limited to: internships, clinical experiences, or other types of experiential learning either directly involving or in agencies serving children, the elderly, patients, or other vulnerable populations.

The background check shall be completed:
1. Annually for students in Programs including these types of experiences each year of the Program of study;
2. In the semester immediately preceding the experience for students in those Programs including these experiences as a final or capstone experience.

NOTE: To meet the Brooks College of Health contractual obligation to the agencies in which students are placed, the background check must be done through a vendor sanctioned by the College and using the application format for the students’ particular Program.

The mechanism for obtaining the background check will be explained by faculty/Program leader/coordinator at the time the check is required.

NOTE: Information revealed by a background check may prevent participation in required internship. Inability to participate in required internship experiences will jeopardize successful completion of the Program.

**INTERNSHIPS**

Exercise Science majors are required to complete a 400 hour internship during their senior year. Internships provide an opportunity to apply the knowledge and skills developed in the classroom.

To qualify for their senior internship, students must satisfy the following criteria:

1. Obtain the Brooks College of Health required background check.
2. Become a student member of ACSM or NSCA.
3. Successfully complete all other major and free elective coursework.
4. Overall GPA must be at least 3.0.
5. Major GPA must be at least 3.0.
6. Meet all deadlines for internship related paperwork.

The internship coordinator will evaluate all paperwork connected with the internship, provide appropriate information to the intern and supervisor, and evaluate the culminating internship project.

**LETTERS OF RECOMMENDATION**

Each year the Exercise Science Program faculty receives several requests for writing letters of recommendation. The following information will be helpful to the student making such a request.

When the student asks for a letter, understand that the task takes time; therefore a minimum of **four weeks** (excluding University breaks and holidays) is required for a letter of recommendation to be completed. Please plan accordingly.
Be sure to inform the faculty of the purpose of the letter (internship, employment, or graduate school) and any formatting guidelines for the receiving institution(s).

Following a granted request for a letter of recommendation, the student must provide a copy of:

- a current one page resume
- a copy of your cover letter (if used)
- a transcript (unofficial is OK)
- Contact information: your full name, email address, telephone, home address
- a statement of purpose
- an outline or list of accomplishments
- list of projects with the faculty
- the name and contact information of the person receiving the letter
  - This helps personalize the letter, as opposed using the generic "To Whom It May Concern" address.
- a statement of the preferred delivery method (e.g., email, regular mail, or centralized application service)
- any relevant information regarding a name change

So, what is most likely to get you a top (4 or 5) rating?

- Professional conduct in and out of class (demeanor, integrity/ethics, reliability, quality of oral presentations and written work, timeliness, foresight, response to stress, presentation of self, positive response and use of constructive criticism, respectful of others, teamwork, etc.)
- A/B grades, especially in professional area course and prerequisites
- Active leadership and participation in some type of service activities
- Paid or volunteer work in an Exercise Science related area

Note: As outlined by the Career Services Division of Academic Affairs at UNF, a member of the faculty is under no obligation to write a letter of recommendation for anyone. If a faculty member feels uncomfortable honoring the request, the student will be informed and a letter will not be issued.

ACADEMIC INTEGRITY

Students are expected to abide by the UNF policy on academic integrity available at http://www.unf.edu/president/policies_regulations/02-AcademicAffairs/EnrollmentServices/2_0640P.aspx

“Violations of the principle of academic integrity include, but are not limited to:

a) **CHEATING**: Intentionally using, providing, obtaining, or attempting to use, provide, or obtain unauthorized materials, information, notes, study aids or other devices in any academic exercise. This definition includes unauthorized communication of information during an academic exercise.
b) **FABRICATION & FALSIFICATION**: Intentional and unauthorized alteration or invention of any information or citation in an academic exercise. Falsification is a matter of altering information, while fabrication is a matter of inventing or counterfeiting information for use in an academic exercise.

c) **MULTIPLE SUBMISSIONS**: The submission of any portion of the same academic work, including oral reports, electronic files, or hard-copy form, for credit more than once without authorization.

d) **PLAGIARISM**: Intentionally or knowingly presenting the work of another as one's own (i.e., without proper acknowledgment of the source). The sole exception to the requirement of acknowledging sources is when the ideas, information, etc. are common knowledge.

e) **ABUSE OF ACADEMIC MATERIALS**: Intentionally or knowingly destroying, stealing, or making inaccessible library or other academic resources material.

f) **COMPLICITY IN ACADEMIC DISHONESTY**: Providing assistance in any form to help another to commit an act of academic dishonesty.”

**EXERCISE SCIENCE PROGRAM HONOR CODE**

Academic and professional honesty are essential to the existence and growth of an academic and professional community. Without maintaining high standards of honesty, the reputation of the University, the College, the School and the professions are compromised, students are treated unfairly and society is poorly served. The UNF Brooks College of Health and Exercise Science Program Honor Code are designed to foster a professional and honorable way of life, and it extends to student academic activities as well as professional services and clinically-related activities. All Exercise Science students are required to take responsibility for their professional behavior in the classroom, online, and in clinical settings. As a student enrolling in classes in the UNF Brooks College of Health Exercise Science Program, students are agreeing to abide by the UNF Academic Integrity Code and the policies and procedures contained in the UNF Exercise Science Student Handbook. Students must never cheat, fabricate, falsify, plagiarize, abuse academic material, be complicit in academic dishonesty, or submit work for multiple submissions without authorization. Any of the above violations must be reported immediately in order to maintain the high academic standards of the Exercise Science Program. Violating the UNF Academic Integrity Code or assisting another student in violating this code will result in disciplinary action which may include my dismissal from the University or Program, a failing grade in the course or assignment in question, and/or referral to appropriate University personnel.

**VIOLATION OF THE ACADEMIC INTEGRITY CODE**

When a faculty member determines that a violation of the Academic Integrity Code should result in a penalty, the faculty member will notify the student of the offense by sending an Academic Misconduct Reporting Form to the student and a copy to the departmental Chairperson within twenty calendar days after the date in which the faculty member identifies the violation. The Academic Misconduct Reporting Form documents the circumstances surrounding the accusation and any adjustment to a grade or other action taken or recommended by the faculty member. No proceedings or hearings may be held, except as outlined in the appeals process. All electronic correspondence shall be made through the student's University email address and the faculty or administrator's University email address. The academic integrity of UNF will be strictly enforced. Academic dishonesty will not be tolerated. Adherence to above stated policies are consistent with the behaviors expected of the student in the
Exercise Science Program and any failure to abide by the UNF policy on academic integrity will result in immediate dismissal from the Exercise Science Program.

PROBATION AND DISMISSAL

A student may be placed on probation and/or dismissed from the Program if she/he does not perform satisfactorily in either academic or clinical work. The policies below define the circumstances under which a student will be placed on probation and/or dismissed from the Program.

Academic Course Probation: Any student who receives a “D” in a required course or fails to attend 90% of scheduled class activities will be placed on probation within the Program. The Program Director will be notified by the course instructor of any student in academic difficulty and will notify the student in writing of his/her probationary status and implications of that status. A student on academic probation will have one, and only one opportunity to remediate the “D”, or the first “F”, through a mechanism to be determined by the faculty of the Program. It is also important to note that most Exercise Science Program courses are not offered every semester. Consequently, a successful remediation of a course may preclude the ability to progress in the Program. In order for a remediation of a course to be considered, the student MUST have a Program GPA of 3.0 when considering all other major coursework.

Academic Course Dismissal: Grounds for dismissal based on academic performance include any one of the following:

1. Violating the Academic Integrity Code or assisting another student in violating this code
2. Violating the Honor Code
3. Violating the Exercise Science Program Policies
4. A felony conviction, and/or by recommendation by the University, College, or Program
5. Failure to comply with dress code standards
6. Attending class activities while intoxicated
7. Failure to remediate successfully a course in which the student has received a “D” as defined above
8. Recept of a “D” in a second required course without regard to a prior successful remediation effort in any other course
9. Receipt of an “F” in any required course. (Except for clinical internships in which a second F would be grounds for dismissal as described below)
10. Excessive unexcused absences from scheduled class/lab (≥ 5 absences)
11. Failure to provide the required background check prior to Internship

Internship Course Probation: Any student who receives a grade of “F”, withdrawal, or incomplete, for an internship will be required to complete a remediation plan. Once this plan is accepted by the Program faculty, the faculty will work with the student on an intervention or to place the student on a repeat internship. This plan must be completed before the student can continue in the Program. Upon receiving an “F” in an internship, a student will have one, and only one opportunity to remediate the internship by repeating the internship. If the student receives a second a grade of “F” for an internship they will be dismissed from the Exercise Science Program.
**Internship Course Dismissal:** Grounds for dismissal based on internship performance include any one of the following:

1. Failure to successfully remediate a failed Internship
2. Any electronic correspondence (e.g., texting, calling, emailing, social media, etc.) with any patients/clients/athletes
3. Personal interaction with any patients/clients/athletes away from the Internship site (e.g., evenings, nights, and weekends)
4. Attending Internship while intoxicated
5. Pursuing an intimate and unprofessional relationship with any patients/clients/athletes or internship site staff
6. Providing inaccurate background information
7. A felony conviction, and/or by recommendation by the University, College, or Program during the Internship
8. Failure to comply with site specific dress code standards
9. Excessive unexcused absences from scheduled Internship hours (≥ 5 absences)
10. Use of social media/networking/technology (e.g., cell phone, iPad, etc.) for communication or personal entertainment (e.g., talking, texting, gaming)
11. Studying for classes during Internship experience clinical hours

   **Note:** Taking a Program Director approved online class during Internship is permitted; taking traditional, face-to-face classroom instruction is not permitted during Internship

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**APPLYING TO GRADUATE**

You are required to apply for graduation during the first month of the term in which you expect to graduate. Failure to apply for graduation by the deadline may affect your ability to graduate, result in receiving a reduced number of guest tickets for commencement, and can result in the delay of your diploma. Refer to the UNF Academic Calendar for graduation deadlines. Graduation applications are available on the web or from your academic advisor. You may apply online in myWings by signing into Student Self-Service, then selecting Student Records, then Graduation Application. If you are applying after the deadline, you will need to see your academic advisor. Check with your academic advisor to verify that you have completed your Program of study and satisfied all graduation requirements. If there are incomplete or non-recorded grades on your academic record, the course work must be completed and the official Change of Grade form must be submitted by the date of commencement.

For more information, access [http://www.unf.edu/commencement/](http://www.unf.edu/commencement/)
Appendix 1

UNIVERSITY OF NORTH FLORIDA
EXERCISE SCIENCE PROGRAM

Policies and Procedures
Informed Consent

Fall 2015

I hereby attest that I have obtained a personal copy of the Student Handbook, 1st Edition, for the University of North Florida Exercise Science Program. I have read this handbook thoroughly and I agree to abide by all standards, policies, and procedures set forth in it. I understand that this Handbook may be revised and that I am subject to adhere to any revised policies and procedures communicated to me by an Exercise Science Faculty Member. I recognize the importance of conducting one's self as a professional at all times. I understand the student evaluation process and expectations. I also understand the consequences of unprofessional behavior or violation of the academic integrity and/or honor code while a student in this Program. Failure to adhere to any and all verbal or written policies or procedures will result in disciplinary action that may include a reprimand, probation, or dismissal from the Exercise Science Program at the University of North Florida.

I hereby attest that I have received training and will abide by all federal and university regulations under Blood-borne Pathogens and Universal Precautions in both didactic and clinical education settings.

Printed Student's Name

Student's Signature

Date