



# **Clinical Exercise Physiology, MS**

Student Handbook  
2022-2023 Catalog

## ASU Charter

ASU is a comprehensive public research university, measured not by whom we exclude, but rather by whom we include and how they succeed; advancing research and discovery of public value; and assuming fundamental responsibility for the economic, social, cultural and overall health of the communities it serves.

### Justice, Equity, Diversity and Inclusion at the College of Health Solutions

At the College of Health Solutions, we are focused on improving the health of the communities we serve. Every student, every faculty and staff member, every individual and community member should have the opportunity for better health throughout their lifespan. To improve health, we must embrace and support greater diversity, equity and inclusivity in everything we do, including teaching, research and service. We are committed to doing better. You are welcome at the College of Health Solutions, and this is what you can expect from us.

### Commitments to Justice, Equity, Diversity and Inclusion

We create leaders who advance the principles of justice, diversity, equity and inclusion, shaping a future in which all community members can fully realize their potential.

We embed diversity, equity and inclusion as a transformational force in every aspect of our teaching, research and service as we work to address the challenges facing people and communities to stay healthy, improve their health and manage chronic disease.

We believe that diversity and inclusion are essential for excellence and innovation, and thus it is stated in our college values: We maximize opportunities for people of diverse backgrounds, abilities and perspectives.

We support underrepresented and historically marginalized groups and will not tolerate discrimination or hate of any kind.

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## Introduction

### Welcome

Welcome to the Master of Science in Clinical Exercise Physiology degree program at Arizona State University! You have chosen to take this journey at an exciting time as the opportunities in this field continue to grow. Our current healthcare system is changing positively and moving toward a model of chronic disease prevention rather than solely intervention. This will require qualified specialists such as yourselves to provide the level of expertise to manage this population.

We have designed the MS CEP program to give our students a strong academic and hands on clinical application that mirrors the American College of Sports Medicine requirements. This approach helps to ensure that you are well prepared to write the ACSM'S Certified Clinical Exercise Physiologist exam as well as serve the population with whom you will be working. Our program also supports students who wish to pursue research experiences as preparation for further graduate study as well as those who wish to pursue more applied learning for direct career preparation and enhancement.

We are excited for you to join us as we work toward preparing you to work in a clinical setting serving the needs of our communities with chronic disease. The purpose of this handbook is to lay the foundation for your success in our program and in your future career pursuits. It serves as an initial resource for answers to common questions and outlines the standards and policies established by the Master of Science in Clinical Exercise Physiology and the Graduate College. Please read it and keep it handy as a future reference as you progress through the program.

I am looking forward to working with you and supporting you as develop you continue to develop your professional career.

Sincerely,

Donna M Cataldo, PhD

Program Director and Clinical Professor

### Vision and mission

The mission of the Clinical Exercise Physiology MS program at ASU is to create new knowledge and skills in addition to developing self-motivated and proactive learners and problem solvers to promote better health outcomes for our communities. This program takes a scientifically inclusive approach to advanced exercise physiology, neural, and psychological mechanisms and their application for primary and secondary intervention for the management and treatment of chronic disease. This program places its graduate students into the community providing them the opportunity to apply these concepts through direct patient interactions and care. This combination of in-depth theory and applied clinical experiences prepares our students for future careers in health care and the pursuit of additional graduate work if so desired.

### Program overview

The Clinical Exercise Physiology (CEP) program at Arizona State University-Downtown is committed to preparing students to meet the objectives and requirements necessary for attainment of ACSM's Certified Clinical Exercise Physiologist (ACSM-CEP) examination. The Master of Science in Clinical Exercise Physiology offers unique opportunities for those interested in becoming a clinical professional

who works with clients (under the care of a physician) for cardiovascular, pulmonary, metabolic, orthopedic, musculoskeletal, neuromuscular, or neoplastic immunological/hematological disease prevention and rehabilitation. Once enrolled in the program you may choose to complete the 600 clinical hours that is required to write the ACSM exam OR you may instead complete a thesis.

Students completing the MS CEP degree will demonstrate the ability to:

- Conduct and act upon a Clinical Assessment as would be required for out-patient and in-patient clients.
- Select, administer, and interpret tests to assess a range of client/patient characteristics through appropriate methods of exercise testing.
- Develop and implement an appropriate Exercise Prescription based upon client/patient goals, health, abilities, and other factors.
- Plan, implement, monitor, adapt, and assess the outcomes of specific Exercise Training protocols.
- Describe and utilize appropriate techniques related to client/patient Education and Behavior Change within relevant cultural, economic, social, and other related domains.
- Describe the requirements for successful Program Administration, including personnel management, program evaluation tools, and customer service.
- Perform all professional duties with appropriate consideration of current legal and professional standards of practice.

## Program contacts

Program director: Dr. Donna Cataldo, [donna.cataldo@asu.edu](mailto:donna.cataldo@asu.edu)

- *Plan of Study development and concerns, selection of and questions regarding culminating experiences, scheduling a clinical internship, thesis defense or other defense-related issues, inquiries about committees, and other related program concerns*

Graduate support coordinator: Charles Hale, [chsgrad@asu.edu](mailto:chsgrad@asu.edu)

- *application preparation and submission, course registration issues, Plan of Study questions, or policy and procedure questions*

Program faculty: see [Appendix A](#)

## Admission

Admission to the Clinical Exercise Physiology, MS is available for Fall terms. Priority and final deadlines to apply can be found [here](#). Applications will be reviewed by the admissions committee only once all materials have been received. Application status can be monitored in MyASU. Official admission decisions will be emailed to the student.

### Quick Facts:

- Location: Downtown Phoenix campus
- Start terms: Fall
- Time to completion: 2 years (may be condensed to 1.5 years)

## Graduate admission requirements

ASU maintains minimum standards for consideration for admission to graduate programs. The program may establish requirements in excess of those established by the university.

- An earned bachelor's degree or higher from a regionally accredited institution in the U.S., or the equivalent of a U.S. bachelor's degree from an international institution officially recognized by that country.
- A minimum grade point average of 3.00 (scale is 4.00 = "A") in the last 60 semester hours or 90 quarter hours of undergraduate coursework is required to be considered for admission to an ASU graduate degree program.
- International applicants must provide proof of English proficiency. The following are accepted to meet his requirement
  - Test of English as a Foreign Language (TOEFL): score of at least 550 (PBT) or 80 (iBT). ASU's institutional code is 4007. Only electronic copies of scores are accepted.
  - International English Language Testing System (IELTS): overall band score of at least 6.5. No institutional code is needed.
  - Pearson Test of English (PTE): score of at least 60.
  - Individual academic units or programs may have higher requirements for English proficiency

## Academic program requirements

In addition to the graduate admission requirements, the program requires the following as part of the application:

**Undergraduate or graduate degrees** (*required*) – bachelor's or master's degree in exercise science, exercise physiology, kinesiology or a closely related field from a regionally accredited institution.

**Prerequisite coursework** – Students who do not have credit for basic courses from their undergraduate degree must complete the courses prior to beginning the application process or prior to beginning graduate coursework. Prerequisite courses include:

- Human Anatomy and Physiology with Laboratories (BIO 201, BIO 202)
- Physiological Foundations of Movement [Exercise Physiology] (KIN 340)
- Human Nutrition (NTR 241)
- Functional Anatomy/Kinesiology (KIN 334)

- Psychology (PSY 101)
- Statistics (STP 226 or similar)
- Exercise Testing with Laboratory (EXW 420)
- Exercise Prescription (EXW 425)

**GRE scores** – required

**Letter of intent** – should address his/her area of professional/scholarly interest, career and professional goals, and relevant background, experience, and training.

**Three letters of recommendation** – two must be academic references with at least one from your major

**Professional resume** – include relevant personal, professional, educational and community activities (one to two pages).

Admission decisions are based on the compatibility of the applicant's career/scholarly interests with the purpose of the degree program, previous academic training and suitable GPA and professional recommendations.

### Provisional acceptance guidelines

In some instances, a student may be admitted provisionally and/or with a deficiency. Students should refer to the official admission letter sent by the Graduate College via MyASU to determine if they have been admitted with a provision and/or deficiency.

A provisional admission requires a student to maintain a 3.0 or higher GPA within a specified timeframe. If the 3.0 is not achieved by the end of the timeframe specified on the official admission letter, the student will be automatically dismissed from the degree program.

A deficiency requires a student to fulfill a competency area within a given timeframe. The academic program will monitor students with deficiencies. If a deficiency is not completed within the timeframe indicated on the official admission letter, the student may be recommended for dismissal from the academic program. For more information about deficiencies, contact [chsgrad@asu.edu](mailto:chsgrad@asu.edu). Students must earn a B or better grade in deficiency courses taken before admission and enrolling in the MS CEP degree program to continue in graduate program.

### Pre-admission credit policy

Credit hours completed at ASU or at another regionally accredited U.S. institution or international institution officially recognized by that country, before the semester and year of admission to an ASU graduate degree program, are considered pre-admission credits. With the approval of the academic unit and the Graduate College, students may include a maximum of 12 graduate-level credit hours with grades of "B" or better that were not used toward a previous degree. Preadmission credits must have been taken within three years of admission to the ASU degree or certificate program to be accepted. Official transcripts must be sent to Graduate Admission Services from the records office of the institution where the credits were earned.

### Accelerated program (4+1)

The College of Health Solutions offers an accelerated 4+1 program designed to enable highly qualified undergraduate majors to earn a Bachelor of Science ([Clinical Exercise Science](#) or [Kinesiology](#)) and a Master of Science in Clinical Exercise Physiology in five years. Undergraduates interested in this program should connect with an advisor regarding the program in the first semester of their junior year. For more information about the MS CEP 4+1 please visit the [4+1 Accelerated MS Programs](#) page.

#### Additional Application Information

- In the personal statement, indicate three potential research mentors with whom you would like to work, and why. We cannot automatically guarantee that your top choices will be available, but we will do our best to pair you with the closest matches, given your research and training interests. Your thesis/applied project committee will consist of one primary mentor and two additional faculty members.
- Letters of recommendation should be written by instructors, research mentors, and/or clinical supervisors who can speak to your aptitude for research and master's level coursework.

Accelerated Bachelor's/Master's (4+1) programs may use a maximum of 12 pre-admission credits which may include up to a maximum of 12 hours shared between the Bachelor's and Master's program. Students in accelerated programs should contact their advisor to ensure proper sharing of credit hours.

## Tuition and assistance

### Tuition and fees

Tuition is set by ASU and the Arizona Board of Regents each year. View the general [Tuition and Fees Schedule](#), or calculate a more specific estimate of charges using the [ASU Tuition Estimator](#). Information on residency requirements can be found at [Residency for Tuition Purposes](#).

The Clinical Exercise Physiology, MS has a program fee of \$55 per credit (\$500 max per semester).

### Financial assistance

Financial assistance is available through a variety of sources, including:

- College of Health Solutions [scholarships](#)
- Graduate College [fellowships](#)
- Traditional financial aid (loans and grants). Visit the [Financial Aid website](#).

# Curriculum and graduation requirements

## Program requirements

The Clinical Exercise Physiology, MS is comprised of 31 credits, including a written comprehensive exam and either a thesis or 600 hours of clinical experience.

### Required core (21 credits)

- EXW 501 Research Statistics (3)
- EXW 535 Advanced Exercise Assessment and Prescription (3)
- EXW 542 Health Promotion (3)
- EXW 560 Cardiopulmonary Rehabilitation (3)
- EXW 565 Cardiovascular and Pulmonary Physiology (3)
- EXW 568 Management & Treatment of Chronic Disease for the Clinical Exercise Physiologist (3)
- KIN 547 ECG Interpretation (3)

### Electives (1 credit)

- EXW 591 Seminar (1)

### Culminating experience and other requirement (9 credits)

- Clinical Internship:
  - EXW 515 Advanced Exercise Physiology (3)
  - EXW 584 Clinical Exercise Physiology Internship (6)
- Thesis:
  - EXW 500 Research Methods (3)
  - EXW 599 Thesis (6)

*Note: A grade of B- or better is required in EXW 501, EXW 535, and EXW 542.*

*No 400-level coursework may be used toward the requirements of this program.*

### Written comprehensive exam

All students are required to successfully complete a written comprehensive examination that will be completed during the 4th or final semester. The comprehensive examination is considered a final integrative experience in which students demonstrate mastery of the knowledge base gained in the MS Clinical Exercise Physiology program. This exam should be scheduled with the program director no later than 3 weeks before the end of the semester you intend to graduate.

The student must schedule the comprehensive examination with the program director. The comprehensive examination will include questions based on ACSM'S Certified Clinical Exercise Physiologist material and from your academic program of study. Comprehensive examinations will be designed and evaluated by a committee of graduate faculty who has the primary responsibility for teaching graduate level coursework in the degree program. The committee will include a minimum of three faculty members, including the program director. The exam is online and will be proctored by the program director. Students must receive a score of at least 80% on the exam to graduate.

Failing the comprehensive examination(s) is considered final unless the supervisory committee and the head of the academic unit recommend, and the dean of the Graduate College approves, a re-

examination. Only one re-examination is permitted. A petition with substantial justification for re-examination, endorsed by the members of the students' supervisory committee and the head of the academic unit, must be approved by the dean for the Graduate College before students can take the examination a second time.

Re-examination may be administered no sooner than three months and no later than one year from the date of the original examination. The Graduate College office may withdraw students from the degree program if the students' petition for re-examination is not approved, or if the students fail to successfully pass the retake of the comprehensive examination(s).

### Clinical Internship

Students following the clinical internship option are required to participate in six credit hours of EXW 584 Clinical Exercise Physiology Internship and will accumulate a total of 600 hands on clinical hours. Alyssa Holland ([alyssa.holland@asu.edu](mailto:alyssa.holland@asu.edu)) is the MS CEP program's senior specialist for clinical placements. She is available to assist you in identifying suitable clinical opportunities and support you during the on-boarding process through My Clinical Exchange; the national clinical placement center.

Students will participate in 600 hours of internship in the following performance domains:

- Clinical Assessment
- Exercise Testing
- Exercise Prescription
- Exercise Training
- Education and Behavior Change
- Program Administration
- Legal and Professional Considerations

And in the following clinical disorder areas:

- Cardiovascular
- Pulmonary
- Metabolic
- Orthopedic/musculoskeletal
- Neuromuscular
- Neoplastic
- Immunologic
- Hematologic

### Thesis

Students may choose the thesis option. A master's thesis is a written report of an empirical research project. The content and scope of your thesis research is to be approved by your thesis faculty mentor (Chair). The faculty mentor (Chair) of the thesis committee is typically from the student's degree program and should be carefully selected by the student to guide their work. The final thesis document must then be defended before the thesis mentor and two additional faculty members. While masters-level projects are not expected to be fully independent of the faculty mentor's research, it is expected that each student will have made a major substantive contribution to all aspects of the thesis research, and will be the sole author of the thesis document submitted to the committee for defense. **The thesis option is a good choice for students who are interested in pursuing more advanced graduate study in the field.**

A faculty mentor (Chair) and two other faculty members will comprise the student's thesis committee. The faculty mentor (Chair) and thesis committee members approve and guide a student's work throughout the thesis process. Only tenured/tenure-track faculty may serve as Chair of a thesis supervisory committee. ASU academic professionals or non-tenure accruing faculty with appropriate academic credentials may serve as a member or co-chair on master's thesis committees; they may not serve as Chair of a master's thesis supervisory committee. Non-tenure accruing faculty, who hold a master's or doctoral degree, may serve as Co-Chair, or member of a master's thesis supervisory committee.

Selecting thesis mentor and committee: Only tenured/tenure-track faculty may serve as Chair of a thesis supervisory committee. ASU academic professionals or non-tenure accruing faculty with appropriate academic credentials may serve as a member or co-chair on master's thesis committees; they may not serve as Chair of a master's thesis supervisory committee. Non-tenure accruing faculty, who hold a master's or doctoral degree, may serve as Co-Chair, or member of a master's thesis supervisory committee. Non-tenure accruing faculty, who hold a master's or doctoral degree, may serve as the Chair of an applied project.

Students will have the opportunity to determine appropriate mentors for thesis or applied projects through a variety of means (e.g., seminars, coursework, consultation with the program director, consultation with students and faculty). Students are responsible for contacting potential mentors whose research and/or expertise aligns with their thesis or project interests and goals.

The core MS CEP degree program faculty are a group of distinguished scholars with a wide variety of research and professional interests. Additionally, faculty from other degree programs may occasionally be available to serve as faculty mentors if research and expertise interests align.

Thesis proposal: The thesis proposal defense is a formal presentation of the research design and procedures to the thesis committee. The thesis proposal will be developed and written under the guidance of the faculty mentor (Chair). A written copy of the proposal should be given to each thesis committee member at least 10 days prior to the defense. The proposal must be formatted correctly and include a formal title page, introduction with a statement of purpose/question/specific aims and hypotheses, a review of the literature, and must describe in detail the methods to be used including descriptions of subjects, instruments, statistics and other procedures. (Note: ASU has an online Formatting Tool that uses the [Format Manual](#) guidelines to generate a template into which you insert your document's text).

**The student will take the MS CEP Thesis Proposal Form to the oral defense with the appropriate portions completed.**

[Access the Formatting Tool](#)

[Graduate Education Format Manual](#)

A copy of the Institutional Review Board (IRB) forms to be submitted should be included with the proposal. IRB approval should be sought after the proposal has been formally approved. IRB approval is required before thesis data collection and analysis can proceed.

Thesis Defense: After completion of the thesis project, the final format review of the document and oral defense is to be scheduled after approval from the faculty mentor. The submission of the final document

for format and request to schedule a defense must be completed in MyASU at least 10 days before the date of the intended defense. The defense date, time, building and room number should be scheduled with the thesis committee and unit support staff before scheduling online through MyASU. Use the 'Ten Working-Day Calendar' available online from the Graduate College to determine appropriate defense schedule dates. Please see the Graduate College [Completing Your Degree site](#) (Tab: Graduate Deadlines and Procedures) for updated deadlines and guidelines. Students can see the deadline to submit their document on MyASU.

Thesis format evaluation/oral defense procedures:

*Step A: Apply for Graduation*

You may apply for graduation through the "Graduation" tab on your MyASU, or through the University Registrar's Office online, in person or by mail. Information about the graduation application procedures and fees is available online: Graduation. If you apply after the deadline for a given semester, you will be assessed a late fee and your name will not appear in the commencement program.

*Step B: Submit Materials for Format Evaluation and Scheduling the Oral Defense*

When you have identified a suitable defense date with your committee and reserved a building and room number, you will request to schedule the defense through the "Defense" tab on your MyASU. The request to schedule a defense must be submitted within 10 working days of the planned defense date. In the "Defense" tab you will have a "Schedule My Defense" link that will take you to the electronic schedule form. If the link does not appear on your MyASU, please verify that every item below has been completed and contact the graduate support coordinator should you need assistance:

- You must be defending a Thesis.
- You must have an approved iPOS (no pending changes or petitions).
- You must have met all minimum 3.0 GPA requirements (iPOS and Graduate).
- You must have an approved full committee on the iPOS (no pending changes).
- You must be an active student and currently enrolled.

You must submit a **complete** draft of the thesis document at least ten (10) calendar days before the defense date via the iPOS. For more instructions, please click [here](#).

Please note that it is expected there will be content revisions needed after receiving feedback from the supervisory committee. However, it is also expected that the document is ready to defend, meaning that there is full text in each section and the Format Tool was utilized prior to submission to the format office.

*Step C: Approval to Hold the Oral Defense*

Once you have submitted the request to schedule a defense, the request must be approved by the academic unit through the iPOS approval system. When the defense has been approved, you will receive email confirmation and your defense will be highlighted on the Graduate College's Master's/Doctoral Defense Calendar website that updates every Monday.

*Step D: Hold the Oral Defense*

Students and supervisory chairs must be physically present at the oral defense of their thesis, dissertation or equivalent research document. If you have any member(s) that cannot be physically present at the defense because of extenuating circumstances, please refer to the [Absent Committee Member Procedures](#).

The thesis committee will receive instructions regarding defense reporting procedures via email from the Graduate College 7 days prior to the defense. Faculty serving on the committee may access iPOS through their MyASU in order to report results. Reported results can be viewed in iPOS under the Defense Results tab.

Students are responsible for submitting final revisions to the thesis and ensuring defense results are reported the Graduate College through iPOS by the applicable deadlines.

#### *Step E: Submit Thesis/Dissertation to UMI/ProQuest*

##### Final Document Approval Pathway:

- Students electronically submit the final version of their document that has been approved by the supervisory committee and the head of the academic unit to UMI/ProQuest.
- The approved document is then reviewed by the Graduate College's format advisors to ensure compliance with format regulations; additional format revisions may be required.
- When final format approval has been granted, the Graduate College notifies ProQuest that the document is ready for publication.
- Once the document has been submitted to ProQuest and approved by ASU format advisors for publication, the document cannot be recalled; no changes may be made to an approved document. Always double-check to make sure you have submitted the correct version for publication.
- Students may not receive a letter of degree completion until ASU has approved the final document and notified ProQuest

##### UMI/ProQuest Submission Instructions:

- Students are required to create a new user account specific to the submission of their document and must use their ASU email address.
- Select the appropriate Publishing Option but do not select "Open Publishing" as the Graduate College does not allow open publishing. If you select the "Open Publishing" option your ETD submission will be returned to you.
- UMI/ProQuest requires all students to submit a PDF version of their final document. The Graduate College requires that the PDF document is in compliance with the formatting standards. Students will receive final format approval only after the submitted PDF document has successfully passed a format review. To create a PDF version of the document, students can use the full Adobe suite free of charge by logging into <http://www.asu.edu/myapps>, or alternatively UMI/ProQuest provides a free Word to PDF conversion.
- Students have an opportunity to order bound copies of their document for themselves through UMI/ProQuest. They can also go to any third-party bindery to obtain bound copies of their document if desired.

#### [Graduate College Thesis Policies and Procedures](#)

### **Application to graduate**

Students should [apply for graduation](#) during the semester of planned graduation and must apply no later than the [dates specified](#) on the University Registrar Services website. Students can apply for graduation online through MyASU or in-person through the ASU Graduation Office, located in the [university registrar services locations](#). Students must have an approved iPOS on file before applying for graduation.

## Plan of study

To graduate in a timely manner, students should follow a recommended plan of study. Deviation from a plan of study should be discussed with the graduate support coordinator and program director. Failure to follow a plan of study may result in delayed graduation.

### Clinical Internship Option

Term	Course	Credits
Term 1 - Fall	EXW 591 Seminar	1
	EXW 565 Cardiovascular & Pulmonary Physiology	3
	EXW 542 Health Promotion	3
	KIN 547 ECG Interpretation	3
Term 2 - Spring	EXW 515 Advanced Exercise Physiology	3
	EXW 535 Advanced Exercise Assessment & Prescription	3
	EXW 560 Cardiopulmonary Rehabilitation	3
Term 3 - Summer	EXW 584 Clinical Exercise Physiology Internship <i>Note: only needed if beginning internship prior to Fall</i>	1
Term 4 - Fall	EXW 501 Research Statistics	3
	EXW 568 Management & Treatment of Chronic Disease for CEP	3
	EXW 584 Clinical Exercise Physiology Internship	3
Term 5 - Spring	EXW 584 Clinical Exercise Physiology Internship	2 or 3

### Thesis Option

Term	Course	Credits
Term 1 - Fall	EXW 591 Seminar	1
	EXW 565 Cardiovascular & Pulmonary Physiology	3
	EXW 542 Health Promotion	3
	KIN 547 ECG Interpretation	3
Term 2 - Spring	EXW 500 Research Methods	3
	EXW 535 Advanced Exercise Assessment & Prescription	3
	EXW 560 Cardiopulmonary Rehabilitation	3
Term 3 - Fall	EXW 501 Research Statistics	3
	EXW 568 Management & Treatment of Chronic Disease for CEP	3
	EXW 599 Thesis	3
Term 4 - Spring	EXW 599 Thesis	3

## Interactive plan of study (iPOS)

The Interactive Plan of Study, or iPOS, is an agreement between the student, the academic unit, and the Graduate College. The iPOS must be submitted by the time the student has enrolled in 50 percent of the minimum credit hours required for the degree program (i.e. 15 credits), and before completing comprehensive exams, thesis/dissertation. Students are encouraged to submit their iPOS at the beginning of their program. More information on iPOS can be found [here](#).

**Faculty advisor/chair:** Donna Cataldo (internship students) or Thesis advisor (thesis students)

**Change of coursework:** If a change of coursework is needed, the student must update the courses listed in the iPOS and submit a course change for review. This process is required if you projected a course you did not complete, or if you need to change courses listed. The iPOS will be routed electronically to the graduate support coordinator for review and approval, and then for auditing by the Graduate College.

## Specializations and certifications

The College of Health Solutions prepares graduates for excellence upon entering the workplace. Since certification and licensure requirements vary by profession and from state-to-state, we recommend that you visit the [ASU licensure website](#) to determine if your program meets the requirements of individual state licensures or national certifications, as applicable. If you have specific questions, please contact your program director or degree coordinator.

## Satisfactory academic progress

All graduate students are expected to make systematic progress toward completion of their graduate program. This progress includes satisfying the conditions listed below, and achieving the benchmarks and requirements set by the individual graduate programs as well as the Graduate College. If a student fails to satisfy the requirements of their program and/or the benchmarks outlined below, the student may be dismissed from their program based on the academic unit's recommendation to the Graduate College at which time the dean of the Graduate College makes the final determination.

Satisfactory academic progress includes:

1. Maintain a minimum 3.00 for all GPAs.
2. Satisfy all requirements of the graduate program.
3. Satisfy the maximum time limit for graduation for the student's graduate program (six years for masters and certificates, ten years for doctoral)
4. Successfully pass comprehensive exams, qualifying exams, foreign language exams, and the oral defense of the proposal/prospectus for the thesis or dissertation.
5. Successfully complete the culminating experience.
6. Graduate students must remain continuously enrolled in their graduate program. Failing to do so without a Graduate College approved Leave of Absence is considered to be lack of academic progress and may result in the Graduate College withdrawing the student from their program.

## GPA and grades

Graduate students must maintain a minimum 3.00 (scale is 4.00 = "A") grade point average (GPA) to maintain satisfactory academic progress and to graduate. The minimum 3.00 GPA must be maintained on all GPA's (Plan of Study (iPOS) GPA, Overall Graduate GPA and Cumulative GPA):

1. The iPOS GPA is calculated on all courses that appear on the student's approved iPOS
2. Cumulative GPA represents all courses completed at ASU during the graduate career.
3. The Overall Graduate GPA is based on all courses numbered 500 or higher that appear on the transcript after admission to a graduate program or graduate non-degree. This includes shared coursework if in an approved accelerated bachelor's/master's program.

Transfer credits and some courses taken in the Sandra Day O'Connor College of Law are not calculated on in the iPOS GPA or the Graduate GPA. Courses lower than a "C" cannot appear on the iPOS but will be included when calculating the Graduate GPA. Courses with an "I" grade (incomplete) or "X" grade

(audit) cannot appear on the iPOS. Thesis credit hours may only receive grades of “Z” (research is in progress), or “Y” (research is satisfactorily complete).

**Minimum Course Grades** – Students who earn grades below a B- in EXW 501, EXW 535, or EXW 542 courses will be required to retake those courses in order to remain in the MS in CEP Program.

University grade definitions and policies can be found [here](#).

### Incomplete grade requests

An incomplete grade request may be considered when the following factors are present:

- The student has been completing acceptable work (grade of “C” or better) and has completed 80% of the course.
- The student is unable to complete the course due to illness or conditions beyond the student’s control.
- The student can complete the unfinished work with the same instructor.

Students have up to one calendar year to finish incomplete work. If a student does not complete the missing coursework by the date that is agreed upon on the incomplete request form, the instructor may change the grade to what was earned based on the work completed in the class. If the coursework is not completed after a calendar year, the incomplete becomes permanent. Repeating a class in which an incomplete is awarded will not replace the “I” on the student’s transcript. Students must complete the [incomplete request form](#) and submit it to their instructor for review and processing.

### Academic probation and dismissal

Failure to maintain a minimum 3.0 GPA or failure to satisfactorily progress in the program as referenced in this handbook will result in the student being placed on academic probation. Students will be notified of probationary status and expectations for improvement by the program director or graduate support coordinator. Time limits for probationary status may vary. Typically, students have 9 credit hours or one year, whichever comes first, to raise their GPA.

Students who fail to meet requirements or timeline needed to demonstrate satisfactory improvement will be recommended for dismissal from the program. A student can be recommended for dismissal from the MS CEP program if they exceed the statute of limitations and are not making sufficient progress towards defending their thesis. Notice will be provided by the program director and will include procedures for appeal.

### Time to completion limit

All work toward a master’s degree must be completed within six consecutive years. Graduate courses taken prior to admission that are included on the Interactive Plan of Study must have been completed within three years of the semester and year of admission to the program. The six-year period begins with the term of admission to the program OR the earliest term of applied pre-admission credit.

Any exception to the time limit policy must be approved by the program director, the College of Health Solutions, the dean of the Graduate College. The Graduate College may withdraw students who are unable to complete all degree requirements and graduate within the allowed maximum time limits.

### Appeal and grievance processes

## Grade appeal

The final grade appeal process may only be initiated by a student once the course has concluded and a final course grade has been posted to the student's transcript. Per university policy, grade appeals must be processed in the regular semester immediately following the issuance of the final grade in dispute (by commencement for fall or spring) regardless of whether the student is enrolled at the university.

The process begins with a discussion about the matter between the student and the course instructor. If the matter is unresolved, the student should submit a Grade Appeal Form for further review. If this review does not adequately settle the matter, the student should begin the formal procedure of appealing to the College of Health Solutions Academic Standards and Grievance Committee. More information on all steps of this process can be found [here](#).

## Student grievance

Students who wish to file a grievance about a non-grade-related matter may use the established procedure (more information can be found [here](#)). Non-grade-related grievances may include dissatisfaction with an instructor, problems with a classmate or other unresolved situations.

## Appealing recommendation for dismissal

1. Students may appeal a decision for dismissal from the program by submitting a letter to the program director.
  - a. The appeal letter must be received within 10 business days of the date of the letter of dismissal. The letter should state the reasons justifying a reversal of the original decision and provide substantive evidence in support of the request.
  - b. Letters received after the 10 business-day interval will not be reviewed and the dismissal will be final.
  - c. The program committee will review all letters of appeal that are received within the 10 business-day time frame. The committee will submit their decision to the program director within 10 business days of receipt of the student's letter.
2. The program director will then notify the Student Success Hub of the decision. The Student Success Hub will inform the student of the decision.
3. If the appeal is denied, the student may appeal to the CHS Academic Standards and Grievances Committee within 10 business days of receiving the denial of the appeal. The CHS Academic Standards and Grievances Committee will review the dismissal and appeal materials and make a recommendation to the dean of the College of Health Solutions. The dean will have 20 calendar days to make a final decision.
4. If at any stage, a timely appeal is not submitted by the student, the program director will recommend dismissal to the Graduate College via the Student Success Hub. The Graduate College will then inform the student of the dismissal by letter.

## Student code of conduct and academic integrity

ASU expects and requires its students to act with honesty, integrity, and respect. Required behavior standards are listed in the [ASU Student Code of Conduct and Student Disciplinary Procedures](#), the [ABOR Code of Conduct](#), the [Computer, Internet, and Electronic Communications Policy](#), the [ASU Student Academic Integrity Policy](#), and outlined by the [Office of Student Rights & Responsibilities](#). Violations of a Graduate College, College of Health Solutions, or Arizona State University policy will result in academic review and may consequently result in student disciplinary procedures.

### Academic integrity

The [ASU Student Academic Integrity Policy](#) lists violations in detail. These violations fall into five broad areas that include, but are not limited to:

1. Cheating on an academic evaluation or assignment.
2. Plagiarizing.
3. Academic deceit, such as fabricating data or information.
4. Aiding academic integrity policy violations and inappropriately collaborating.
5. Falsifying academic records.

Information on the Academic Integrity procedure within the College of Health Solutions can be found at <https://catalog.asu.edu/policies/chs>.

Newly admitted graduate students will receive a "priority task" on their MyASU directing them to complete a canvas module on academic integrity. The module consists of a PowerPoint that outlines academic integrity and students must take a quiz and pass with an 80% or higher.

### Student code of conduct

Violations of the ASU Student Code of Conduct, other than the provision concerning academic dishonesty, are more generally considered inappropriate behavior. The [Office of Student Rights and Responsibilities](#) reviews and sanctions these matters. If a student violates both the academic integrity provision and additional provisions of the Student Code of Conduct, both the college and the Office of Student Rights and Responsibilities will review the matter. Each independently makes determinations concerning violations and appropriate sanctions.

### Professional conduct

ASU is a community and a professional work environment. Graduate students are expected to treat their peers, teachers, students, staff, and members of the ASU community with respect and work with them in a professional manner. Graduate students are representatives of their program, the College of Health Solutions, and ASU. Students must demonstrate the requisite qualifications for successful professional performance, including interpersonal skills, basic communication skills, appropriate professional conduct, and satisfactory performance in field experiences.

Graduate students who demonstrate behaviors or characteristics which make success in their related fields questionable will be reviewed by the program committee. The committee's review may result in a recommendation for dismissal from the program or implementation of probational conditions for continued participation. Students may appeal a recommendation for dismissal by following [established procedures](#).

## College and university procedures and policies

All policies and procedures outlined in this handbook are in accordance with policy set by the [Graduate College](#) and [Office of the University Provost](#). In some cases, program policies may be more restrictive than those set by Graduate College and Provost.

### Continuous enrollment policy

Students must be registered for a minimum of one credit hour during all phases of their graduate education, including the term in which they graduate. This includes periods when students are engaged in research, conducting a doctoral prospectus, working on or defending theses or dissertations, taking comprehensive examinations, taking Graduate Foreign Language Examinations, or in any other way using university resources, facilities or faculty time.

Registration for every fall semester and spring semester is required. Summer registration is required for students taking examinations, completing culminating experiences, conducting a doctoral prospectus, defending theses or dissertations, or graduating from the degree program. More information on this policy can be found [here](#).

### Requesting a leave of absence

Graduate students planning to discontinue registration for a semester or more must submit a leave of absence request via their Interactive Plan of Study (iPOS). This request must be submitted and approved **before** the anticipated semester of non-registration. Students may request a maximum of two semesters of leave during their entire program. Students with a Graduate College-approved leave of absence are not required to pay tuition or fees, but in turn are not permitted to place any demands on university faculty or use any university resources. These resources include university libraries, laboratories, recreation facilities or faculty and staff time. More information on this policy can be found [here](#).

### Registration policies

Students are strongly encouraged to enroll in courses well in advance of the start of the term. Enrollment must be complete by the Add/Drop deadline for the session in which the class is offered. Courses that are dropped by the Add/Drop deadline will not appear on a student's transcript. If a course is removed from a student's schedule after this deadline, it will be considered a withdrawal and a grade of "W" will be recorded. Term dates and deadlines, including the Add/Drop, Tuition Refund, Course Withdrawal, and Session Withdrawal deadlines, can be found on the [Academic Calendar](#).

### Discrimination, harassment, and retaliation

Title IX of the Education Amendments of 1972 is a federal law which provides that no person be excluded on the basis of sex from participation in, be denied benefits of, or be subjected to discrimination under any education program or activity. Both Title IX and university policy [ACD 401](#) make clear that sexual violence and harassment based on sex is prohibited. An individual who believes they have been subjected to sexual violence or harassed on the basis of sex can seek support, including counseling and academic support, from the university. For information on resources, visit the sexual violence awareness, prevention, and response [website](#).

## Student support resources

### Academic program support

All students admitted into the Master of Science in Clinical Exercise Physiology degree program will have access to the MS CEP Program Canvas shell. The Canvas site will include a copy of the MS CEP Student Handbook and the Graduate College Policies and Procedures Manual as well as information related to the Plan of Study, graduation, workshops and conferences in the field, job opportunities, campus resources, and MS CEP Program Forms.

Graduate students in the College Health Solutions have access to the [Graduate Student website](#), which houses college resources and advising information.

### University resources

- [Graduate College](#)
- [Office of the University Provost](#)

### Academic and career support

- [ASU Libraries](#)
- [Graduate Writing Center](#)
- [Career and Professional Development Services](#)
- [Handshake](#)
- [Graduate and Professional Student Association](#)
- [Student Clubs and Organizations](#)

### Business and finance services

- [Financial Aid and Scholarship Services](#) (financial aid)
- [Student Business Services](#) (tuition, fees, and payments)
- [Parking and Transit Services](#) (permits, shuttles, public transit)
- [Sun Devil Card Services](#) (ID cards)
- [University Technology Office](#) (technology assistance)
- [Sun Devil Dining](#) (meal plans, M&G, hours)

### Counseling services

ASU Counseling Services provides confidential, time-limited counseling and crisis services for students experiencing emotional concerns or other factors that affect their ability to achieve their goals. Support is available 24/7.

In-person counseling: Monday-Friday 8 a.m. – 5 p.m.

ASU Counseling Services, Student Services Building 234 Tempe, AZ 85287

480-965-6146

#### After-hours/weekends

Call EMPACT's 24-hour ASU-dedicated crisis hotline:

480-921-1006

### For life threatening emergencies

Call 911

### **Disability accommodations**

Reasonable accommodations are determined on a case-by-case, course-by-course basis to mitigate barriers experienced due to a disability ([SSM 701-02](#)). Students with disabilities who require accommodations must register with the [Student Accessibility and Inclusive Learning Services](#) and submit appropriate documentation. It is recommended students complete this process at the beginning of the term and communicate as appropriate with their instructor.

- Email: [Student.Accessibility@asu.edu](mailto:Student.Accessibility@asu.edu)
- Phone: (480) 965-1234
- FAX: (480) 965-0441

*Pregnancy:* Students requesting services due to pregnancy ([SSM 701-10](#)) should be prepared to submit documentation regarding the pregnancy, any complications and clearance to return to school related activities. Student Accessibility can work with students to foster continued participation in a program, whether that be with academic accommodations such as absences or assistance requesting a leave, or through other requested accommodations.

### **Health and fitness**

All ASU students enrolled in in-person programs have access to Sun Devil Fitness facilities on all campuses. For more information about facilities, membership and group fitness classes, please visit: <https://fitness.asu.edu>

For information about health insurance and appointments with care providers, please see the ASU Health Services website: <https://eoss.asu.edu/health>

### **International students**

ASU's International Student and Scholars Center can provide support and answers to questions about visas, employment, scholarships and travel. To find more information or schedule an appointment with an ISSC adviser, visit the website: <https://issc.asu.edu/>

### **Veterans and military**

The Pat Tillman Veterans Center provides guidance and support for students who are veterans, active-duty military or military dependents. For more information, please call the office at 602 496-0152 or visit: <https://veterans.asu.edu/>

## Appendix

### A: Program faculty

**Cheryl Der Ananian, PhD, Associate Professor** ([profile](#)) – Her primary research interests involve the promotion of physical activity for older adults with an emphasis on utilizing physical activity as a secondary prevention strategy for chronic illnesses including arthritis and heart disease.

**Donna Cataldo, PhD Clinical Professor** ([profile](#)) – Her primary research interests involve prediction and prevention of chronic diseases with focuses in cardiac rehabilitation, diabetes, heat and cold exposure illness and dehydration.

**Jeremy Franzen, PhD, Assistant Professor** ([profile](#)) – His primary areas of interests involve human performance and metabolic adaptations as well as cardiovascular function.

**Simon Holzapfel, PhD, Assistant Professor** ([profile](#)) – His primary research interests involve the effects of exercise interventions on motor, cognitive, clinical functions, and health in persons with Down syndrome, other intellectual disabilities, and stroke survivors.

**Susan Racette, PhD, Associate Professor** ([profile](#)) – Her primary research interests include weight control and obesity, cardiometabolic risk factors and outcomes, and serving diverse communities in urban environments.

**Jason Siegler, PhD, Associate Professor** ([profile](#)) – His primary research interests involve buffering supplementation and maximizing human performance, hydration in team sports, athlete monitoring in team sports, and injury pre-rehabilitation and prevention. Currently, his research interests are primarily focused on fatigue reduction in the context of human exercise performance.

**Pam Swan, PhD, Associate Professor** ([profile](#)) – Her primary research interests involve the physiological effects of exercise on obesity and chronic disease. Recently her attention has been to explore novel physical activity modalities to help improve metabolic and musculoskeletal fitness in women following extreme weight loss.