



Master of Science in Clinical Exercise Physiology

Graduate Student Handbook

2018-2019 Edition

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 positively changing and moving toward a model of chronic disease prevention. This will require qualified specialists such as yourselves to provide the level of expertise.

We have designed the MS CEP program to give our students a strong academic and hands on clinical application that mirrors the ACSM requirements. This approach helps to ensure that you are well prepared to write the RCEP 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 Exercise and Wellness and the ASU Graduate College. Please read it and keep it handy as a future reference as you progress through the program.

I look forward to working with you on helping to develop your professional career this journey.

Donna M Cataldo, PhD

Degree Coordinator, Master of Science in Clinical Exercise Physiology
Clinical Professor, College of Health Solutions

Helpful Web Pages and Graduate Resources

- MS in CEP Homepage: <https://chs.asu.edu/programs/clinical-exercise-physiology-ms>
- MS in EXW Degree Page: <https://webapp4.asu.edu/programs/t5/majorinfo/ASU00/NHCEPMS/graduate/false>
- ASU Graduate Education Homepage: <https://graduate.asu.edu/>
- Graduate Student Forms: <https://graduate.asu.edu/student-forms>
- Completing Your Degree: <https://graduate.asu.edu/completing-your-degree>
- Graduate Policies and Procedures: <https://graduate.asu.edu/key-policies>

Contact Information

- For application preparation and submission, course registration issues, Plan of Study questions, or policy and procedure questions, please contact:
 - Chuck Hale, MEd, Student Services Coordinator Sr.
(Chuck.Hale@asu.edu); 602-496-0862
- For Plan of Study development and concerns, selection of and questions regarding culminating experiences, scheduling a thesis defense or other defense-related issues, inquiries about committees, and other related program concerns, please contact:
 - Donna Cataldo, PhD, MS in CEP Program Degree Coordinator
(donna.cataldo@asu.edu); 602-496-0903

Master of Science in Clinical Exercise Physiology Program Blackboard

All students admitted into the Master of Science in Clinical Exercise Physiology degree program will have access to the MS CEP Program Blackboard shell. The blackboard 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.

TABLE OF CONTENTS

SECTION	SUBSECTION	PAGE
Welcome Letter		2
Helpful Web Pages and Graduate Resources		3
	Contact Information	3
	MS EXW Blackboard	3
Program Overview		5
	MS EXW Degree Description	5
	Who Should Apply	5
	Competencies	5
Admissions		6
	Letter of Intent	6
	Deficiencies and Prerequisite Course Requirements	6
	Admission Types	6
	Tuition, Costs, Fees, and Requirements	7
Graduate College Policies and Procedures		7
The Plan of Study		7
	MS EXW Curriculum Overview	8
Description of Culminating Experiences		9
	Written Comprehensive Examination	9
	Applied Project	10
	Thesis	11
Procedures for Selection of Applied Project/Thesis Mentors and Committees		13
Changing Culminating Experiences		14
Student Conduct and Behavior		15
	Academic Integrity	15
	Culture of Respect	16
	Title IX	16
	Prohibition Against Discrimination, Harassment, and Retaliation	16
	Campus Safety	16
General Policies		16
	Assistantships/Financial Aid	16
	Continuous Enrollment and Leave of Absence	17
	Coursework	17
	Minimum GPA	18
	Minimum Course Grades	18
	Grievance and Appeal Procedures	18
	Probation and Dismissal Policy	18
	Time Limits	18
Student Resources		19

PROGRAM OVERVIEW

Master's Degree Program

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 Registered Clinical Exercise Physiologist (RCEP) 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.

Overview

A minimum of thirty-six (36) credit hours of graduate courses, including 600 hours of internship experience and a comprehensive examination, are required to complete the MS degree.

Who Should Apply?

Students who have completed a bachelor's degree in exercise and wellness, exercise science, kinesiology, nursing, or related field, who are interested in a career as a Clinical Exercise Physiologist should consider this program.

Competencies

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.

ADMISSIONS

Admission to the MS CEP degree program is based on a number of factors including:

- GPA (grade point average) no less than 3.0 on a 4.0 scale
- GRE (Graduate Record Exam) scores no less than the 50th percentile
- Letters of Recommendation (3)
- Letter of Intent (Statement of Career/Research Interests and Goals)

Applicants whose native language is not English must submit a Test of English as a Foreign

Language (TOEFL) score.

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, GRE scores, and professional recommendations.

Letter of Intent: A student's letter of intent should address his/her area of professional/scholarly interest, career and professional goals, and relevant background, experience, and training.

Deficiencies and Prerequisite Course Requirements: Students who do not have undergraduate credit for the basic courses required during their BS 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
- Physiological Foundations of Movement (Exercise Physiology)
- Human Nutrition
- Functional Anatomy/Kinesiology
- Psychology
- Statistics
- Exercise Testing with Laboratory
- Exercise Prescription

For more information about deficiencies, contact Chuck Hale, MEd, Student Services Coordinator Sr. **Students must earn a B or better grade in deficiency courses taken after admission and enrolling in the MS CEP degree program to continue in graduate program.**

Admission Types

Regular Admission: Applicant satisfies all requirements for admission and is academically acceptable to both the MS EXW degree program and the Graduate College Office.

Provisional Admission: Applicant does not meet minimum academic standards with respect to grade point averages as required by Graduate College and the MS EXW degree program, but has additional evidence to suggest the potential for success. This status provides the MS EXW degree program with an opportunity to better evaluate the student's academic potential. Students have a maximum of one academic year to satisfy the provisional condition. Graduate Admission Services will withdraw students from the degree program who have not met the provisions of their admission within the required timeframe. When students have satisfied the provisional requirements, they should confirm with the academic unit that a change of status has been recommended. Students with Provisional Admission are not eligible to submit a Plan of Study until the conditions of admission have been satisfied.

Regular Admission with Deficiencies: Applicant's grades and test scores are at an acceptable level but applicant does not have the academic background expected by the MS EXW degree program and the university. Required deficiency courses may not be applied toward the minimum hours required for the degree program. Monitoring deficiency completion is the responsibility of the MS EXW degree program

Tuition, Costs, Fees, and Residency Requirements:

Tuition and Fees Estimator: <https://students.asu.edu/tuition>

Residency Requirements: <https://students.asu.edu/residency>

GRADUATE COLLEGE POLICIES AND PROCEDURES

The Graduate College has created a policy handbook to help guide graduate students along their academic path. This handbook can be found at:

<https://graduate.asu.edu/sites/default/files/asu-graduate-policies-and%20procedures.pdf>

THE PLAN OF STUDY

The Plan of Study

The basic iPOS includes a total of **36 hours** of required coursework. Master's students must file their iPOS by the time they enroll in 50 percent of the credit hours required towards their degree program. A student is not eligible to apply for graduation or the comprehensive examination until an iPOS has been approved. A sample of the Program of Study is in [Appendix A](#).

The iPOS must be submitted in the semester in which students enroll in their 18th credit hour (typically the second semester). The final iPOS is completed and submitted online through MyASU https://graduate.asu.edu/progress/steps/filing_your_plan_of_study. Once submitted, the iPOS is automatically routed to the MS CEP Degree Coordinator. He/she will do a final evaluation of the iPOS and will either approve it and forward to Graduate Education, or send it back to the student electronically for revision. **[Note:** After courses have been entered into the iPOS, the student needs to “Print Course Page” located under the Summary tab and have his/her advisor sign. After the student has obtained the Advisor’s signature, he/she should turn in the signed IPOS approval page to the MS CEP Degree Coordinator to be placed in the student’s file.]

Comprehensive Examination for Non-Thesis Graduate Students

All students are required to successfully complete a written comprehensive examination that will be completed during the 4th/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.

The student must schedule the comprehensive examination with the MS CEP Degree Coordinator and Graduate Education. The comprehensive examination will include questions based on the RCEP examination. Comprehensive examinations will be designed and evaluated by a committee of graduate faculty who has primary responsibility for teaching graduate level coursework. The committee will include a minimum of three faculty members, including the MS CEP Degree Coordinator. The exam will be graded by members of the MS CEP Program Committee. Students must receive a score of at least 80% on the exam to graduate.

The results of the examination must be reported to Graduate Education within the semester it is completed. If the student fails the examination, he/she may petition for re-examination (within 60 days) if endorsed by the members of the student's Supervisory Committee, the head of the academic unit, and approved by the Dean. Only one re-examination is permitted, and must be administered no sooner than 60 days and no later than one year from the date of the original examination. If the student's petition for re-examination is not approved or the student fails the re-examination, Graduate Education will withdraw a student from his/her degree program.

Internships

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

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 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.**

Students electing the thesis option should include in their iPOS 6 credits of EXW 599 Thesis in their iPOS.

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.

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 EXW Thesis Proposal Form to the oral defense with the appropriate portions completed (see MS EXW Blackboard: Forms).

Access the Formatting Tool: <https://graduate.asu.edu/formatadvising/welcome>
Graduate Education Format Manual: <https://graduate.asu.edu/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 Education [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: <https://students.asu.edu/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 your academic unit 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 email to gradformat@asu.edu. Please be sure to include your ASU Affiliate ID number on the document or in the email text that you submit to the format office.

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. The Pass/Fail form will be sent to your Supervisory Committee only after your academic unit has approved the defense in the system. When the defense has been approved, you will receive email confirmation and your defense will be highlighted on the Graduate Education 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](#).

On the day of your defense, the Pass/Fail form will have already been sent to your Committee Chair from Graduate Education for your Committee to sign. It is the responsibility of your Committee Chair to take the form to the defense location.

Students are responsible for submitting final revisions to the thesis and the signed thesis Pass/Fail form to the Graduate College by the deadlines indicated by the Graduate College.

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 Graduate Education format advisors to ensure compliance with format regulations; additional format revisions may be required.
- When final format approval has been granted, Graduate Education 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 Graduate Education 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. ASU Graduate Education 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 Education Thesis Policies and Procedures:

<https://graduate.asu.edu/completing-your-degree>

PROCEDURES FOR SELECTION OF THESIS MENTORS AND COMMITTEES

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 MS CEP Degree Coordinator, 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.

Faculty: The core MS in 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.

STUDENT CONDUCT AND SAFETY

Academic Integrity

Graduate students are expected to follow university guidelines related to the Student Code of Conduct. University policies related to academic integrity and code of conduct are available at <https://provost.asu.edu/academic-integrity>. Each student must act with honesty and integrity, and must respect the rights of others in carrying out all academic assignments. A student may be found to have engaged in academic dishonesty if, in connection with any Academic Evaluation or academic or research assignment (including a paid research position), he or she:

1. Engages in any form of academic deceit;
2. Refers to materials or sources or uses devices (e.g., computer disks, audio recorders, camera phones, text messages, crib sheets, calculators, solution manuals, materials from previous classes, or commercial research services) not authorized by the instructor for use during the Academic Evaluation or assignment;
3. Possesses, reviews, buys, sells, obtains, or uses, without appropriate authorization, any materials intended to be used for an Academic Evaluation or assignment in advance of its administration;
4. Acts as a substitute for another person in any Academic Evaluation or assignment;
5. Uses a substitute in any Academic Evaluation or assignment;
6. Depends on the aid of others, including other students or tutors, in connection with any Academic Evaluation or assignment to the extent that the work is not representative of the student's abilities;
7. Provides inappropriate aid to another person in connection with any Academic Evaluation or assignment, including the unauthorized use of camera phones, text messages, photocopies, notes or other means to copy or photograph materials used or intended for Academic Evaluation;
8. Engages in Plagiarism;

9. Uses materials from the Internet or any other source without full and appropriate attribution;
10. Permits his or her work to be submitted by another person in connection with any Academic Evaluation or assignment, without authorization;
11. Claims credit for or submits work done by another;
12. Signs an attendance sheet for another student, allows another student to sign on the student's behalf, or otherwise participates in gaining credit for attendance for oneself or another without actually attending;
13. Falsifying or misrepresenting hours or activities in relationship to an internship, externship, field experience clinical activity or similar activity; or
14. Attempts to influence or change any Academic Evaluation, assignment or academic record for reasons having no relevance to academic achievement.

The highest standards of academic integrity are expected of all graduate students, both in the The failure of any graduate student to meet these standards may result in serious consequences including suspension or expulsion from the university and/or other sanctions as specified in the academic integrity policies of individual colleges as well as the university.

At the graduate level, it is expected that students are familiar with these issues and each student must take personal responsibility in their work.

Newly admitted graduate students will receive a "priority task" on their MyASU directing them to complete a blackboard 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.

Culture of Respect

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 the Master of Science of Exercise and Wellness degree program, the College of Health Solutions, and the University. The MS EXW program expects its students will be good representatives who recognize that poor behavior on the part of one student impacts all by creating a negative perception of the program, the college, and the university.

Title IX

Title IX is a federal law that 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 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. If you or someone you know has been harassed on the basis of sex or sexually assaulted, you can find information and resources at <http://sexualviolenceprevention.asu.edu/faqs/students>

Prohibition Against Discrimination, Harassment, and Retaliation

Arizona State University is committed to providing an environment free of discrimination, harassment, or retaliation for the entire university community, including all students, faculty members, staff employees, and guests. ASU expressly prohibits [discrimination](#), [harassment](#), and [retaliation](#) by employees, students, contractors, or agents of the university based on any protected status: race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, gender identity, and genetic information. Inappropriate conduct need not rise to the level of a violation of federal or state law to constitute a violation of this policy and to warrant disciplinary action/sanctions.

Campus Safety

To report an emergency on campus, students can simply dial 911 or use one of the emergency call boxes found on campus. Non-emergency ASU Police or campus-safety matters should be directed to 480-965-3456. ASU has an opt-in, text-message alert system by which students can choose to receive a text message from ASU in times of an emergency. Students can sign up for the service online. Students are also encouraged to download the LiveSafe mobile application on their phones. For additional safety resources and contacts, such as Counseling Services, Police and Safety Escort Services, visit the Safety Resources website.

GENERAL POLICIES

Assistantships/Financial Aid

A limited number of graduate assistantships for MS CEP students are available. In addition, the Financial Aid Office of Arizona State University provides information on other available scholarships, fellowships, or assistantships.

Teaching Assistantships:

The MS CEP program occasionally offers graduate teaching assistantships that involve some tuition waiver. TA positions for MS CEP students are dependent upon funding availability and program needs from year to year. Any MS CEP student holding a Graduate Teaching Assistantship (TA) must be a full-time student (minimum 6 credit hours, maximum 12 credit hours).

Graduate Student Assistantships:

The MS CEP program offers a number of graduate student assistantships that do not provide any tuition waiver. These positions generally involve providing assistance to faculty with course management and grading. Any MS CEP student holding a Graduate Student Assistantship (GSA) must be enrolled in at least 1 credit hour. Please contact Chuck Hale, Student Services Coordinator, Sr (Chuck.Hale@asu.edu) to inquire about the process for applying for graduate student assistantships.

Absence and Leave Policies for Assistantships

<https://graduate.asu.edu/sites/default/files/ta-ra-policies-and-procedures-handbook-8-4-2017.pdf>

Continuous Enrollment and Leave of Absence

Once admitted, graduate students must be registered for a minimum of one graduate credit hour (not audit) every semester (not including summers) during all phases of their graduate education. This includes periods when they are engaged in research, working on or defending theses, taking comprehensive exams, or in any other way using university facilities or faculty time including the term in which they graduate. Thus, if a student has completed all course work except defending the thesis or taking comprehensive exams, they must register for at least 1 credit hour of EXW 595 Continuing Enrollment in every term until they graduate (including the term in which they graduate). Undergraduate courses not included on the iPOS do not satisfy the Graduate College continuous enrollment policy

Graduate students planning to discontinue registration for a semester or more must submit a Request to Maintain Continuous Enrollment form. This request must be submitted and approved **before** the anticipated semester of non-registration. Students may request to maintain continuous enrollment with course registration for a maximum of two semesters during their entire program. It is highly recommended that students coordinate with the MS in EXW Coordinator if discontinuing registration.

Having an approved Request to Maintain Continuous Enrollment by Graduate Education will enable students to re-enter their program without re-applying to the university. **Students who**

do not register for a fall or spring semester without an approved Request are considered withdrawn from the university under the assumption they have decided to discontinue their program. Students removed for this reason may reapply for admission to resume their degree program; the application will be considered along with all other new applications to the degree program.

Coursework

Graduate level courses are those numbered 500 or higher. All core courses required by a graduate program must be at least 500 level.

Courses with grades of “D”, “E”, or “W” and audited courses (graded as “X”) cannot be included on an iPOS. Courses applied to a previously awarded degree cannot be included on an iPOS. Any course with a grade of Incomplete (“I”) must be completed within one calendar year of the end of the scheduled course. If a regular grade is not assigned within the calendar year, the “I” becomes permanent. The student will have to re-register for the course to receive credit. Additional information regarding incomplete grades may be found at <https://www.asu.edu/aad/manuals/ssm/ssm203-09.html>

Graduate students may register to audit one or more courses with the approval of the supervisory committee chair and the consent of the instructor involved. An audited course does not count toward the minimum number of credits required for international students with visa restrictions, students employed as TA/RAs, or students receiving financial assistance. Courses taken for audit do not satisfy the Graduate College continuous enrollment policy. Undergraduate courses not included on the iPOS do not satisfy the Graduate College continuous enrollment policy. Master’s degree students whose culminating experience is a thesis must include 6 (and only 6) credit hours of 599 Thesis credits on the iPOS. Thesis credit hours may only receive grades of “Z” (research is in progress), or “Y” (research is satisfactorily complete).

Minimum GPA

There are two GPA requirements that govern academic progress in and graduation from a graduate degree program. The iPOS GPA is based on all courses that appear on the student's final iPOS. The Graduate GPA is based on all courses numbered 500 or higher that appear on the transcript. To be eligible for graduation, students must achieve both an iPOS GPA **and** an overall Graduate GPA of 3.00 or higher. If either GPA falls below 3.0, the student must develop, with their advisor, an academic performance improvement plan that includes the conditions and timeframes for making satisfactory academic progress in her/his degree program. The student may be placed on academic probation until the conditions specified in the academic performance improvement plan are met and both GPAs are raised above 3.0. Transfer credits are not counted in calculations of the iPOS or Graduate GPA.

Faculty differ on the use of the +/- grading system for their classes. Students should be aware that a course grade of B is considered a 3.0 and that a course grade of B- is equivalent to a 2.67.

Minimum Course Grades

Students who earn grades below a B- in Core (EXW 501, EXW 536, EXW 542) and Research (EXW 500, EXW 591 and EXW 592) courses will be required to retake those courses in order to remain in the MS in EXW Program.

Grievance and Appeal Procedures

<https://catalog.asu.edu/appeal>

Probation and Dismissal Policy

A student can be placed on academic probation for unsatisfactory progress or failing to maintain

a 3.0 GPA on the iPOS or Graduate GPA. Time limits for remaining on probationary status may vary. Typically students have up to one semester or 9 credits to demonstrate improvement and be removed from probation. Students who fail to meet the requirements or timeline needed to demonstrate satisfactory improvement will be dismissed from the program. A student can be recommended for dismissal from the MS EXW program if they exceed the statute of limitations and are not making sufficient progress towards defending their thesis. Dismissal for any reason cited above will be automatic. The student will receive notice from the MS EXW Degree Coordinator that they have been removed from the program. A student may appeal any action concerning dismissal through the Graduate Council Appeals Board (GCAB).

https://graduate.asu.edu/sites/default/files/Graduate_Appeals_Guidelines.pdf

Time Limits

All work toward a master's degree must be completed within six consecutive years. The six years begin with the semester and year of admission to the program. Graduate courses taken prior to admission that are included on the iPOS must have been completed within three years of the semester and year of admission to the program.

APPENDIX A – Program of Study



**M.S. Degree
Clinical Exercise Physiology
36 Credit Hours**

Program of Study – Fall Semester 1: 10 hours course work

Fall	EXW 591	EXW Seminar (1)
Fall	KIN 565	Cardiovascular & Pulmonary Physiology (3)
Fall	EXW 500	Research Methods (3)
Fall	EXW 536	Physiological Aspects of PA and Chronic Disease (3)

Program of Study – Spring Semester 1: 10 hours course work

Sp	EXW 547	EKG Interpretation (3)
Sp	EXW 535	Advanced Exercise Assessment & Prescription (3)
Sp	EXW 560	Cardiopulmonary Rehabilitation (3)
Sp	EXW 592	Research (1)

Program of Study – Fall Semester 2: 9 hours course work

Fall	EXW 501	Research Statistics (3)
Fall	EXW 542	Health Promotion (3)
Fall	EXW 584	Clinical Exercise Physiology Internship (3)

Program of Study – Spring Semester 2: 7 hours course work

Sp	EXW 568	Management and Treatment of Chronic Disease for CEP (3)
Sp	EXW 584	Clinical Exercise Physiology Internship (3)
Sp	EXW 591	M.S. Seminar All concentrations: (1) RCEP Prep

Elective (Upon Approval): KIN 530: Advanced Exercise Physiology

STUDENT RESOURCES

Graduate College Resources and Services List:

<https://graduate.asu.edu/professional-development/resources>

Academic and Professional Development

ASU Libraries: <https://lib.asu.edu/>

Graduate Academic Support Center (Statistics and Writing): <https://tutoring.asu.edu/student-services/graduate>

Career Services: <https://eoss.asu.edu/cs/students>

Graduate and Professional Students Association: <https://gpsa.asu.edu/>

Student Support Services

International Student Services: <https://issc.asu.edu/>

ASU Health Services: <https://eoss.asu.edu/health>

ASU Counseling Services: <https://eoss.asu.edu/counseling>

Disability Resources: <https://eoss.asu.edu/drc>

Pat Tillman Veterans Center: <https://veterans.asu.edu/>

Business and Finance Services

Downtown Phoenix Campus Parking: <https://cfo.asu.edu/pts-parking-downtown>

Public Transit: <https://cfo.asu.edu/transit>

Campus Shuttles: <https://cfo.asu.edu/shuttles>

Student Business Services: <https://students.asu.edu/tuitionandbillingcontact>

ASU Sun Devil ID Card Services: <https://cfo.asu.edu/cardservices>

Banking on Campus (Midfirst Bank): <https://asu.midfirst.com/>