

Master of Science Clinical Exercise Physiology Graduate Student Handbook

Helpful Web Pages and Graduate Resources

EXW Program Homepage:	https://chs.asu.edu/snhp
MS CEP Degree Program:	https://chs.asu.edu/cep
ASU Graduate Education Homepage:	https://graduate.asu.edu/?destination=index
ASU Graduate Education Catalog:	https://catalog.asu.edu/graduate
ASU Graduate Education Application:	https://webapp4.asu.edu/dgsadmissions/Index.jsp
Information for Current Graduate Students	http://graduate.asu.edu/current_students
Graduate Student Forms	http://graduate.asu.edu/forms/index.html
Deadlines	http://graduate.asu.edu/graddeadlines.html
Policies	http://graduate.asu.edu/faculty_staff/policies

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Master of Science Degree Clinical Exercise Physiology

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.

Admission

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

- Bachelor's degree in exercise in wellness, exercise physiology, kinesiology or related field
- Minimum 3.0 GPA (grade point average)
- GRE (Graduate Record Exam) scores at or above 50th percentile
- Completion of all prerequisite courses prior to applying to or beginning graduate coursework
- 3 letters of recommendation
- Statement of career/research interests
- Test of English as a Foreign Language (TOEFL) score (for applicants whose native language is not English).

Review of applications begins on January 15, and continues as long as space is available.

Letter of Intent

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

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

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 Examinations

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 75% 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

Academic Integrity

The highest standards of academic integrity are expected of all graduate students, both in the academic coursework and in their related research activities. 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.

Violations of academic integrity include, but are not limited to: cheating, fabrication, tampering, plagiarism, or aiding and/or facilitating such activities. At the graduate level, it is expected that students are familiar with these issues and each student must take personal responsibility in their work. In addition, 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 in the Office of Student Life, or at <https://provost.asu.edu/index.php?q=academicintegrity>.

Assistantships/Financial Aid

A limited number of graduate teaching and research assistantships for full-time graduate students are available. Students are encouraged to make application for these stipends along with application for admission. In addition, the Financial Aid Office of Arizona State University provides information on other available scholarships, fellowships, or assistantships. Any MS CEP student holding a Graduate Teaching Assistantship must be enrolled for a minimum of 6 credit hours (not audit) each semester.

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 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 coursework except taking comprehensive exams, then they must register for at least 1 credit hour of EXW 595 Continuing Enrollment during the summer term they intend to graduate. Students planning to discontinue enrollment for a semester or more must request approval for a Leave of Absence from Graduate Education. A Request to Maintain Continuous Enrollment form must be filed and approved before the anticipated absence. See Graduate Education Policies for more information about Continuous Enrollment/Leave of Absence Policies.

http://graduate.asu.edu/progress/steps/critical_policies_to_remember/continuous_enrollment

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 3.0 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 is considered to be 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.

Time Limits

All work toward a master's degree must be completed within six consecutive years, beginning 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.

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 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 CEP program if they exceed the statute of limitations and are not making sufficient progress towards their degree. Dismissal for any reason cited above will be automatic. The student will receive notice from the MS CEP 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). http://graduate.asu.edu/sites/default/files/Graduate_Appeals_Guidelines.pdf

Faculty

The core CEP Program faculty mentors are a group of distinguished scholars with a wide variety of research interests within Exercise Science and Health Promotion.

Steps Toward Graduation

1. File iPOS.
2. Complete required courses in iPOS (6 credits minimum/12 credits maximum for TAs).
3. Complete 600 hours of internship experience.
4. Pass comprehensive exam with a 75% or better.
5. Apply for graduation.
6. Have all grades submitted.

Graduate Policies and Procedures

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

<https://graduate.asu.edu/current-students>

APPENDIX A – Program of Study



M.S. Degree Clinical Exercise Physiology 36 Credit Hours with Comp/RCEP^R

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

Fall	EXW 591	EXW Seminar (1)
Fall	KIN 547	EKG Interpretation (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 565	Cardiovascular & Pulmonary Physiology (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

APPENDIX B – Student Advisement Checklist

**Exercise and Wellness Program
Master of Science Degree
STUDENT ADVISEMENT CHECKLIST**

FIRST YEAR

Fall

First Week

- ❑ Discuss with student his/her career and professional interests and goals and go over program requirements and timeline.
- ❑ Assist student in selecting a focus area and selecting coursework.
- ❑ Suggest that students take 9-12 credits in Fall—(FTE's are calculated in Fall Semester). NOTE: Requirements: **Six (6) GRADUATE Credits are required** each semester to keep Teaching Assistantship. TAs cannot take more than 12 credit hours without petitioning Graduate Education.

First Semester

- ❑ Check on progress in first semester graduate courses.

Spring

- ❑ Submit iPOS to Graduate Education. This is required when student has registered for 18 hours of coursework.
- ❑ Complete Health and Safety Requirements for internships.
- ❑ Discuss with student his/her internship rotations.
- ❑ Check on progress in second semester graduate courses.

SECOND YEAR

Fall

- ❑ Discuss with student his/her internship rotations.
- ❑ Schedule monthly meeting with MS CEP Program Coordinator to review internships.
- ❑ Check on progress in third semester graduate courses.

Spring

- ❑ Check [Graduation Deadlines and Procedures](https://graduate.asu.edu/graddeadlines.html) (Graduate Education). <https://graduate.asu.edu/graddeadlines.html>
- ❑ Schedule timeline for comprehensive examinations.
- ❑ Check on progress in fourth semester graduate courses.
- ❑ Schedule monthly meeting with MS CEP Program Coordinator to review internships.
- ❑ Student should apply for Graduation (Please note the [Graduate Education's graduation deadline dates](#)).
- ❑ Take comprehensive exam.
- ❑ Student must resolve all incompletes on iPOS.
- ❑ Student must GIVE A COPY of TRANSCRIPT to Committee Chair before final signatures are obtained (to make sure all grades are recorded).

College of Health Solutions Convocation and University Commencement