



PARKINSON
SCHOOL *of* HEALTH SCIENCES
AND PUBLIC HEALTH

Exercise Science (ES)

Student Handbook

2022-2023

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Welcome Message

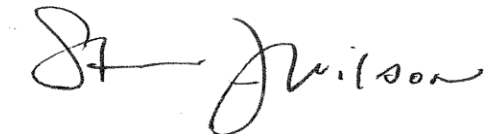
On behalf of the entire faculty and staff of Loyola University Chicago's Exercise Science (ES) program, I would like to welcome you to your ES major. The Parkinson School of Health Sciences and Public Health houses the ES program and it is our goal to make your educational experience a positive and rewarding time of growth.

In order to help you progress smoothly through the undergraduate ES program, I refer you first to the Parkinson School Bachelor of Science Student Handbook. The Parkinson School handbook provides important information on policies, procedures and services relevant to all undergraduate students in the School. Secondly, I encourage you to become familiar with this handbook – the ES Student Handbook, which provides additional information specific to students enrolled in the ES major or minor.

The ES Student Handbook is here to support you through your academic journey. It is the responsibility of each student to review the handbook as a way of preparing for successful academic life and progression toward graduation.

You are always welcome to visit with me to gain additional guidance on your ES major or career path in exercise science. We look forward to assisting you on your successful path toward a Loyola University Chicago BS degree in Exercise Science.

Sincerely,

A handwritten signature in black ink that reads "Stephanie Wilson". The signature is written in a cursive style with a large initial "S" and "W".

Stephanie Wilson, MPT, CPT, CGI
Director of the Undergraduate Exercise Science Program/Instructor
Parkinson School of Health Sciences and Public Health

I. Loyola University Chicago Mission, Values and Promise

Loyola is Chicago's Jesuit Catholic University—a diverse community seeking God in all things and working to expand knowledge in the service of humanity through learning, justice, and faith. The Parkinson School of Health Sciences and Public Health curriculum is based on the Loyola University Chicago Mission, Values and Promise.

Definitions and more information regarding the university Mission, Values and Promise can be found at <http://www.luc.edu/mission/>.

II. Overview of Exercise Science Program (ES) Within the Parkinson School of Health Sciences and Public Health

In 2012, a baccalaureate degree program of Exercise Science was created at Loyola University Chicago. This program prepares graduates for positions in health and exercise related fields. Information about the undergraduate program of Exercise Science can be found at <https://www.luc.edu/parkinson> .

The ES program is one of several degree programs offered within the Parkinson School. The B.S. in Exercise Science from Loyola's Parkinson School of Health Sciences and Public Health prepares students for myriad health and exercise related fields. Graduates can look forward to careers in adult fitness and personal training; assessment, design, and implementation of individual and group exercise; and fitness programs for healthy people and those with controlled disease. Through coursework and hands-on experience, students will develop skills in evaluating health behaviors and risk factors, conducting fitness assessments, writing appropriate exercise prescriptions, and motivating individuals to modify negative health behaviors.

III. Parkinson School Exercise Science Program

A. Program Outcomes

Faculty and administrators are engaged in a collaborative effort to recruit, retain, educate, and graduate health care professionals who contribute to the well-being of society. The goal of the undergraduate Exercise Science program is to prepare graduates to perform effectively in entry-level positions. At the completion of the program the graduate has the knowledge and skills to:

1. Demonstrate proficiency in exercise and fitness screening, health appraisal and risk stratification, fitness assessment and evaluation, and exercise techniques.
2. Communicate effectively and collaboratively with clients and the interprofessional team in exercise and fitness settings.
3. Integrate values, ethics, and client preferences into exercise science practice.
4. Participate in activities to promote lifelong learning and professional development in exercise science.
5. Demonstrate proficiency in critical thinking and evidence-based decision making in Exercise science.

6. Synthesize knowledge from the arts, sciences and exercise sciences as the basis for assessment of physical capabilities and exercise prescriptions.

IV. Academic Support

A. Academic Advising

Freshman and sophomore students are advised through *the Office of First and Second Year Advising (FSYA)* located in the Sullivan Center. Academic advising for junior and senior students are conducted in the Parkinson School of Health Sciences and Public Health. Students may refer to the Exercise Science Program under the tab “Advising” for detailed information about their assigned advisor and advising hours. Academic advisors will meet with the student to discuss their program plan.

B. Student Accessibility Center (SAC)

All requests for accommodations are considered on a case-by-case basis. The student requesting accommodations should meet with an SAC staff member, as early as possible, preferably before the beginning of their first term at the university. The student is required to provide official documentation of the disability from an appropriate professional. Contact information is available at <http://www.luc.edu/sac/>.

C. Special Health Accommodations

Documentation from a healthcare provider is required whenever a student has a health issue that demands certain precautions or accommodations that do not violate university or agency policies, yet allow the student to fulfill the objectives of the course. These situations may include, but are not limited to: pregnancy, special dietary needs, and other medical conditions that require modification and/or restrictions for student participation in service-learning or internship experiences. Documentation from a healthcare provider is required when the accommodations are no longer necessary.

D. Changing a Major

Students may change their major, but they will not be able to return to the program once they change their major. The student should contact their Academic Advisor to discuss a possible major change.

V. Communication Systems

A. Email Policy

Parkinson School has established e-mail as an official means of communication using each student’s official LUC e-mail account. The Parkinson School of Health Sciences and Public Health will only send e-mails to the student’s university e-mail account. If the student chooses to use a personal account, it must be re-routed to their Loyola e-mail. The website that can be used for this process is

<http://pellonia.luc.edu/iuadmin>. The student is responsible for checking their LUC accounts daily for important course, internship and Parkinson School information and announcements.

B. LUC Learning Management System

Faculty uses Loyola University Chicago's learning management system. The learning management system provides the student with all course information including the syllabus, course documents, calendar, assignments, grades, and, at times, lectures. The learning management system can be accessed online from the LUC homepage. The student can access the learning management system for each course once they have registered through LOCUS (Loyola's Online Connection to University Services) at <http://www.luc.edu/locus>. The Loyola University Chicago UVID and password must be used to access web-based course information.

VI. Admission into the Exercise Science Program

- ES students may be admitted to the ES major as freshmen, internal or external transfers.
- A minimum cumulative GPA of 2.25 is required to transfer into the ES major. Internal transfers need an established LUC GPA in order to be admitted (i.e. first year students in their first semester need to wait until final grades post in order to apply for an internal transfer).

VII. Academic Standards for Exercise Science Program

Each student is required to abide by Loyola University Chicago policies as well as Parkinson School policies. LUC policies may be found in the university catalog.

<http://www.luc.edu/academics/catalog/undergrad/reg.shtml>. Parkinson School policies are identified below:

A. Grading System

The standardized grading scale for the Exercise Science program in the Parkinson School is as follows:

A	=	(93-100)
A-	=	(90-92)
B+	=	(87-89)
B	=	(83-86)
B-	=	(80-82)
C+	=	(77-79)
C	=	(73-76)
C-	=	(70-72)
D+	=	(67-69)
D	=	(60-66)
F	=	(60 and below)
WF	=	Withdrawal/Failure
W	=	Withdrawal

I	=	Incomplete
P	=	Pass
NP	=	No Pass
NR	=	Registered Never Attended

Quizzes, Exams and Assignments

In addition to course policies, Parkinson School abides by the following:

- Exams and quizzes must be taken on the day scheduled. If illness or other serious circumstance arises, the course instructor is to be notified before the exam or quiz begins.
- Assignments are due on the date specified unless an extension is negotiated with the course instructor prior to the deadline date.
- The course instructor will determine the consequence of late or missing assignments.
- Materials not permitted during examinations include but are not limited to cell phones, water bottles, hats (excluding religious head covering), and pocketed or hooded sweatshirts.

B. Final Examinations

Final examinations are given during the scheduled examination period in each session. The student is expected to take their exams as scheduled. The student with more than 3 exams on a given day may contact the Associate Dean for Undergraduate Programs for consideration of possible exam schedule revision. The student who is unable to attend a final examination must contact their instructor prior to the exam. Requests made the day of the final exam will be denied.

C. Grade Requirements

All Exercise Science required major courses (any course with a prefix of: BIO, CHEM, EXCM, PHYS, PSYC, GNUR) must be successfully completed with a grade of “C minus” or better. If a student fails to achieve a “C minus” grade, the course must be retaken. A course can only be repeated once. Students cannot take required major courses for Pass/ No Pass.

D. Progression Requirements

All of the following are required to progress in the ES Program:

- A minimum cumulative GPA of 2.25
- A minimum grade of C minus in all major courses required for the major; this requirement includes both ES and non-ES specific courses (i.e. BIO, CHEM, PHYS, etc).
- Any student who does not achieve a “C minus” or better in 2 or more required major courses will be dismissed for poor scholarship from the program and the Parkinson School.

VIII. Senior Year Internship (EXCM 395 – Internship)

- All pre-requisite coursework must be complete prior to the start of the internship semester.
- A minimum cumulative GPA of 2.25 is required at the completion of the previous semester.
- Internship Orientation session must be attended in spring semester of the student's junior year.
- All required documents as outlined in the ES Internship Handbook must be submitted within prescribed timelines.
- Students may only attend internships after completing all health, security and other human resource requirements as required by the Parkinson School and internship agency.

Students are responsible for their own transportation to and from internship sites. It is imperative that students plan for transportation needs prior to the senior internship semester.

Changing internship placements cannot be accommodated.

Parkinson School and the ES Program abide by HIPAA law. Confidentiality is to be maintained in all forms of written and spoken communication including any communication on Facebook, blogs or other forms of social media. Failure to abide by HIPAA law may result in dismissal from the internship, the ES program, Parkinson School and/or Loyola University Chicago.

Students are expected to abide by all agency-specific requirements regarding confidentiality and proprietary information. You may be asked to sign a Confidentiality or Non-Disclosure Agreement at your internship site. Confidentiality is to be maintained regarding all matters and content related to the business operations and policies of internship sites.

No ES student is to be involved in direct or indirect patient care at any time during the internship experience. Failure to abide by this policy may result in dismissal from the internship, the ES program, Parkinson School and/or Loyola University Chicago.

Refer to complete policies and procedures of the ES senior internship in the ES Internship Handbook found under the "Internship Info" tab in Sakai. Access the handbook and other internship documents by clicking [here](#).

IX. Academic Probation

Any student whose Cumulative GPA falls below 2.25 will be placed on academic probation. Students are allowed no more than two semesters on academic probation. Students placed on probation are limited to enrolling in a maximum of 15 credit hours during the semester of probation.

- Initial Probation Period. At the end of the first probationary semester the student must achieve a *Term* GPA of 2.25 or better. Failure to achieve a *Term* GPA of 2.25 or better at the end of the first probationary semester will result in dismissal from the Exercise Science Program and the School of Health Sciences and Public Health.
- Any student who achieves a *Term* GPA of 2.25 or better at the end of their initial probationary semester, while not yet achieving a *Cumulative* GPA of 2.25 will be continued on probation for one more semester. A student will be allowed this one additional semester to return to good standing, defined as achieving a *Cumulative* GPA of 2.25 or better.

The student is expected to adhere to LUC and Parkinson School academic policies. Refer to LUC academic policies at

<http://www.luc.edu/academics/catalog/undergrad/reg.shtml>

A. Alterations in Program Plan

1. Withdrawal

Definition: When a student elects to change enrollment status by removing themselves from the official class roster. Withdrawal from specific courses in the BS program may impact a student's ability to progress in the program. For more information about withdrawing from a course, or assistance, please see your assigned Academic Advisor.

According to University policy: Complete withdrawal before the beginning of the term start date will result in no financial responsibility. Complete withdrawal from all classes after the term start date will result in tuition charges according to the withdrawal schedule of the university.

According to University policy: During the late and change registration period, a student may withdraw from a course without penalty, or notation, on their academic record. After the late and change registration period, a designation of "W" will appear on the academic record. After a specified point in the semester, withdrawal from a course will result in a "WF" grade for the course, which is the equivalent of a failing grade (F) for the course. Dates for these withdrawal conditions are published in the university academic calendar.

More information about the University Policy is available at:

http://www.luc.edu/academics/catalog/undergrad/reg_credithour.shtml#d.en.120577

(Note: A student who withdraws from a course with a grade of "WF" has this course attempt designated as a course failure, and is subject to the progression policy related to failing grades.)

A student who withdraws from the same required course twice and receives a notation of “W” on their academic record, will be placed on probation. For the probation to be lifted, the student must complete the course with a grade of C- or higher during the next semester in which the course is offered.

If the course is not successfully completed with a C- or higher, or if the student withdraws a third time from this same course, the student will be dismissed from the program. Additionally, if a student previously withdraws from the same course twice and fails the course on their third attempt, the student is dismissed from the program.

Important: Students who transfer into a Parkinson program will still be required to follow the above policy (i.e. if the student withdrew twice from a required course for their new Parkinson major, prior to transferring in, the student will not be admitted into the program. Withdraws that occurred prior to entry into the Parkinson major are included in this policy.

2. Leave of Absence (LOA)

It is expected that the student will maintain registration within the University from the time of initial enrollment until graduation. If this is not possible, a leave of absence (LOA) must be requested prior to the anticipated date of the leave. The student in the undergraduate Exercise Science program may request a leave of absence that is not to exceed two academic years, consecutively, or interspersed throughout the program. Accruing more than two years of LOA will result in automatic dismissal from the program. The student is advised to contact their Parkinson School Academic Advisor when considering a LOA to fill out the required paperwork. When the student returns from the LOA, they will be assigned to courses according to the current program plan, on a space available basis.

3. Coursework completed outside of LUC

Parkinson School abides by the policies of LUC regarding coursework taken outside of LUC in addition to policies specific to ES

- a. Transferring students with previous college credits can submit syllabi and transcripts to evaluate comparability to ES courses. Documents should be submitted to the Academic Advisor.
- b. Current students planning to transfer course credits from a course taken outside of LUC must obtain approval from their Academic Advisor prior to enrolling. Failure to obtain prior approval may result in non-acceptance of transferred credit hours.

B. Dismissal from the Parkinson School for Poor Scholarship

Definition: Dismissal is removal from LUC and Parkinson School according to their respective policies.

- Per above, any student who fails to achieve a *Term* GPA of 2.25 or better for the initial probationary semester will be dismissed for poor scholarship from the Exercise Science Program and the School of Health Sciences and Public Health.
- Per above, any student who fails to achieve a *Cumulative* GPA of 2.25 or better after two probationary semesters will be dismissed for poor scholarship from the Exercise Science Program and the School of Health Sciences and Public Health.
- Any student who does not achieve a “C minus” or better in 2 or more required Exercise Science courses (any course with a prefix of: BIO, CHEM, EXCM, PHYS, PSYC, STAT, GNUR) will be dismissed for poor scholarship from the Exercise Science Program and the School of Health Sciences and Public Health.
- Any student who fails to achieve a “C minus” or better in the same required major course twice, will be dismissed for poor scholarship from the Exercise Science Program and the School of Health Sciences and Public Health.
- Students who maintain a cumulative GPA of at least a 2.0 may be academically eligible to submit an application for transfer to another school/college within the university. Note: students are eligible to internally transfer into a different undergraduate program within Parkinson as long as their cumulative GPA meets the program’s requirements.

C. Dismissal from the Parkinson School for Reasons Other than Poor Scholarship

The ES Program and the School of Health Sciences and Public Health reserve the right to dismiss a student regardless of GPA for reasons related to violations in professional role responsibilities, academic integrity or ethical practice.

D. Support & Guidance

The student who is subject to dismissal from the Parkinson School is advised to meet with their Academic Advisor for support and guidance.

E. Appeal Process

Definition: Reinstatement is the process whereby a student seeks to be readmitted to the Parkinson School.

The student dismissed from the ES Program has an opportunity to apply for readmission within one calendar year after dismissal. The student who seeks

readmission is required to meet with the ES Academic Advisor to discuss the process. The Academic Advisor will collect and submit the necessary information to the Chair of the ES Program Committee. Students must submit the following materials to the ES Academic Advisor one week in advance of the ES Program Committee meeting:

1. Personal Statement
 - a. Statement should be no longer than one page single spaced
 - b. Statement must include the circumstances that led to dismissal and the steps taken to demonstrate the student's ability to be successful in the ES program
2. Two Letters of Recommendation from Loyola University Chicago faculty
 - a. It is advised that letters come from current ES faculty as these letters are given greater weight
 - b. Letters must be received directly from the author of the letter
3. Transcripts: If the student attended another college/university since the time of dismissal, an official copy of the transcript, either a digital copy or hard-copy in a sealed envelope, are to be included with the readmission materials.
4. A complete readmission packet includes the personal statement, two letters of recommendation, and transcripts where applicable

The Student may request to attend the ES Program Committee meeting to present the Readmission Application. No one other than the student may attend the committee meeting when presenting for readmission. The ES Program Committee will inform the student of the final decision within 72 hours of meeting.

A student who has been dismissed from the ES program more than one time is not eligible to appeal for readmission.

Any student who is not able to complete the required readmission materials will be denied readmission into the program. A student whose readmission application is denied is not eligible to apply for readmission a subsequent time.

If the student is readmitted, the student must follow the most recent curriculum. As such, the student should discuss this requirement with their Academic Advisor prior to starting the readmission process.

F. Failure to Progress Probation

Any student who fails to show timely progression toward completion of his/her degree requirements per his/her program plan, may at the discretion of his or her dean, be placed on probation. A contract defining the terms under which the student can remove him/herself from probation must be completed by the end of the second week of classes in the next semester.

G. Appeal to Register for Over 18 Hours

A cumulative GPA of 3.0 or higher is required to register for greater than 18 hours in a semester. Students need to submit an Appeal to Register for Over 18 Hours form

to the Academic Advisor of the Exercise Science program.

H. Academic Grievance Procedure

In order to provide a forum for the fair resolution of academic disputes involving individual student complaints of the appropriateness of course grades and accusations of academic dishonesty, the student may refer to the following:

http://www.luc.edu/academics/catalog/undergrad/req_academicgrievance.shtml

X. Exercise Science Minor

A. Requirements

Students wishing to fulfill the requirements for a minor in the ES Program must: successfully complete 16-17 credit hours of courses from the major as evidenced by a grade of C- or better.

- A student who does not pass with a C- or better or withdraws from a required ES course must repeat the course and achieve a grade of C- or better. Courses can only be repeated once. If the student repeats the course and does not achieve a grade of C- or better, the student will be dismissed from the ES program.

B. Required Courses

The courses listed below are required for the minor.

1. EXCM 101 – Introduction to Exercise Physiology
2. EXCM 201 – Physiology of Exercise
3. EXCM 342 – Sports Nutrition
4. The student must choose one course from Group A and one course from Group B for the final two required courses for the minor.

Group A	Group B
<ul style="list-style-type: none">• EXCM 364- Introduction To Clinical Exercise Testing and Prescription with lab• EXCM 390- Psychology of Health and Exercise	<ul style="list-style-type: none">• EXCM 345 – Therapeutic Exercise• EXCM 385 –Kinesiology and sports Biomechanic

XI. Access to Exercise Science Courses for Students Not Enrolled in the Major or Minor

A. Open Courses

The following ES courses are open to any student in the University regardless of his/her major:

- A.** EXCM 101 – Introduction to Exercise Physiology
- B.** EXCM 201 – Physiology of Exercise
- C.** EXCM 115 – NCCA Personal Training

XII. Pre-Physical Therapy (PT) Track

The track is open to all declared Exercise Science undergraduate students. Once admitted into the track, students must receive a final grade of a B or better in their Pre-PT-specific EXCM courses (i.e. HSM 120, EXCM 345, EXCM 352, EXCM 387 and EXCM 399 Special Topics).

To be admitted into the track, students must contact their declared academic advisor to update their program plan. Students must be in good academic standing with an established GPA of a 3.0 in order to be admitted into the Pre-PT track.

Students in the Pre-PT track must complete the CPR certification and send their academic advisor their certificate prior to graduation. The American Heart Association is the only accepted organization. Red Cross is not accepted by most DPT programs. Students should seek certification by their junior or senior year, since the certification only lasts 2 years (if the student needs the certification for their accelerated program after graduation).

XIII. Professional Behavior and Conduct

The Parkinson School is committed to providing its students, faculty, staff and guests with an environment that is respectful, safe, and conducive to learning, teaching and employment. Exercise Science students are expected to display professional behavior, such as honesty, punctuality, maturity, and respectful communication with faculty, community partners and student peers at all times. The Exercise Science Program and the Parkinson School adhere to the Community Standards of conduct put forth by Loyola University Chicago. These standards provide a baseline for acceptable student conduct. Adherence is expected of students in all Exercise Science courses and its program.

XIV. Academic and Professional Integrity

The Parkinson School is committed to providing its students, faculty, staff and guests with an environment that is respectful, safe, and conducive to learning, teaching and employment. Professional behavior is expected at all times. The Parkinson School abides by the University Academic Integrity policy that clearly defines plagiarism and academic cheating and the consequence of academic dishonesty.

For more information refer to:

http://www.luc.edu/academics/catalog/undergrad/reg_academicintegrity.shtml

- The consequences of academic dishonesty can be severe, including failure in the course where the dishonesty occurred or greater sanctions including dismissal from the Parkinson School and/or Loyola University Chicago.
- Students are ethically obligated to report any observed dishonesty to the Course Instructor, ES Program Director or Associate Dean for Undergraduate Programs.
- Failure to report observations of dishonesty may result in the same or similar sanctions as those who commit acts of academic dishonesty.

XV. Opportunities within the Parkinson School

A. Student Organizations and Service

The student is encouraged to participate in ES organizations and service. Current opportunities include the following:

- Exercise Science Club
- Community-based service
- National and International service

B. Academic Awards

The Parkinson School recognizes outstanding achievement by awarding the following honors to graduating students:

- Dean's Gold Medallion
- Scholastic Silver Honor Medallion
- Advocacy and Leadership in Healthcare Award
- Spirit of St. Ignatius Award
- Internship Excellence Award

C. Independent Study

The student may have the opportunity to register for Independent Study. The purpose of Independent Study is to provide a focused experience in an area of exercise science interest. Independent studies can vary in credit (1-3 credits) and may be applied to LUC credit hour requirements. The student will meet with their Academic Advisor to discuss how the Independent Study will fit into their total curriculum plan. If the Independent Study meets the program plan, the student completes the Independent Study Form on (*Learning Management System*) and submits this to the Associate Dean of Undergraduate Programs.

D. International Experiences

Study Abroad – Students interested in studying abroad must meet all the requirements for study prescribed by the Office of International Programs located in the Sullivan Center. Students should meet with both their academic advisor and study abroad advisor to discuss possible international opportunities. Exercise Science students are limited to studying abroad during the summer session only

unless otherwise advised by their academic advisor.

For more information contact <http://www.luc.edu/studyabroad>.

E. Parkinson Scholars Scholarship

This scholarship is awarded annually to both undergraduate and graduate students in the Parkinson School of Health Sciences and Public Health. Students must apply to be eligible. Questions pertaining to Parkinson Scholars can be sent to the Director of Student Affairs, Lucia Garcia at lucgarcia@luc.edu.