

DEPARTMENT OF KINESIOLOGY AND HEALTH SCIENCES

ACADEMIC
POLICIES AND
PROGRAM
REQUIREMENTS

I. INTRODUCTION

The Department of Kinesiology and Health Sciences embraces the concept that regular physical activity or exercise enhances health, fitness, and performance. The department aspires to and strives for excellence and distinction in teaching, scholarship, and professional service, and believes that a serious and continuing commitment to scholarship complements and enriches teaching. The department is committed to providing an intellectually challenging yet accessible environment that fosters and maximizes students' learning and development. The department offers a comprehensive curriculum that encompasses both the breadth and depth of knowledge of human health and movement. Through a variety of course offerings, laboratory and internship experiences, research opportunities, and student-faculty interactions, our graduates will develop the knowledge, skills, and abilities needed to excel as professionals or as continuing students seeking advanced education.

The Academic Policies and Program Requirements contained in this document apply to students enrolled in KHS programs consisting of Kinesiology and Health Sciences (KHS) or KHS-Physical Therapy (KPT). Students are required to read and comply with these policies and requirements. These policies are also available on-line as well as part of the *TCNJ Department of Kinesiology and Health Sciences Student Handbook*.

Please note that most program information can be located on the **KHS student resource center**. Please use this as your first reference site.

II. COURSEWORK/PROGRAM REQUIREMENTS

A. Advising

Each student is assigned an advisor. It is the student's responsibility to scheduled meetings to discuss program requirements, course registration, program progression and personal goals each semester. Failing to meet with an advisor may lead to a hold being placed on your account. The advisor will keep records of advising sessions and provide select formal opportunities to meet each semester, however the student may also request informal meetings. KHS & KPT require BIO and STAT courses, as well as prescribes science, English, and psychology courses. Each regularly fill to capacity, failing to meet with advisors, communicate with the KHS department liaisons, and register during assigned times may result in the inability to be added to required courses and postpone progression in the program. While students are required to meet with advisors to discuss course programming, students are primarily responsible for reviewing and understanding the PAWS Academic Requirements page, which includes the required liberal learning/core, civics, major, minimum units, unit transfer limitations, and GPA expectations for graduation.

B. Attendance/Punctuality/Participation

The college does not have an attendance policy, but it does have a participation policy. If you are not in attendance, you are not available to participate.

- Arrive to class prior to the indicated start time. The motto is "early is on-time, on-time is late". Stay for the extent of the course. Arriving late or leaving early may negatively impact your overall grade since participation may be required during those times.
- All KHS courses/instructors DO NOT distinguish between types of absences. If not in class – whether for a dentist appointment, a 'personal day', another TCNJ activity, or any other reason.

- It is the student's responsibility to notify the instructor of an absence, expected lateness, or need to leave early PRIOR to the start of class or within 1 day of the absence.
- If missing class, it is the student's responsibility for attaining missed content and determining future assignments. It is not the professor's responsibility for providing you with materials after the course has met.
- For extenuating circumstances (medical/personal), professors have the right, at their discretion, to determine if the absence is excused, however a professional note is needed. This noted will be required if missed exams/quizzes/work is needed to be made.
- Participation is expected in activity/lab-based courses. ***The inability to participate in at least 80% of class/lab activities will result in the following regardless of reason: 1) the need to repeat the class or 2) '0' or diminished credit earned for assignments specific to activities for non-participation.*** Clear communications must be ongoing with the instructor. The instructor has the discretion to make accommodations as needed and as appropriate to meet learning outcomes (additional information under Accommodations).
 - Notification/documentation from appropriate medical professional/medical specialist on timeline of injury and ability to fully participate in required activities.
 - If a full or partial semester-long injury or illness occurs, a withdrawal from the course may be necessary as course learning objectives may not be met. Determination based medical documentation, diagnosis, and ability to complete learning tasks during the regular semester calendar or instructor specified timeline.

C. KHS internship and capstone requirements

KHS intership and capstone will primarily take place in the fall and spring semesters and are to be taken as co-requisites. The capstone project is to support and enhance the efforts of the internship site and internship expereince. Summer internships are considered due to special circumstances and are provided only with special permission.

The Senior Capstone and Senior Internship/Co-requisites:

The KHS senior internship (KHS 496) and capstone (KHS 497) courses are to be taken concurrently and during the ***last semester or after all 100-400 level KHS/BIO/STAT/PT required courses have been completed***, with the exception of ONE 400 level KHS course. Liberal learning courses may be completed after the senior internship/capstone.

Senior Internship

For the senior internship all 100-400 level KHS/BIO/STAT/PT req courses, with the exception of KHS 497 and one other 400 level KHS course must be completed prior to registering for KHS 496 -Internship. NO EXCEPTIONS will be provided to any student who has not successfully completed all KHS/BIO/STAT/PT 100-300 level requirements. However, if extenuating circumstances arise, it is at the discretion of the internship coordinator, with support from the faculty advisor and Department Chair, to alter the sequence of senior level courses. Prior to the start of the internship, a minimum grade of 'C' must be earned in all required KHS and correlate course, with an earned overall GPA of 2.75 are required.

One year prior to the internship the student is required to attend a mandatory meeting to indicate semester of internship and the area of interest. The student will be required to complete the online Internship Application before attending the meeting and submit all required materials the semester prior to internship placement.

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Before the internship begins, students must demonstrate competencies in a variety of assessment techniques and proof of attendance at three professional development experiences is required.

Internship placements are at the discretion of the coordinator and special requests may not be accepted. Placement locations, in general, will be within a 30 mile radius.

- Students must have personal transportation to get to and from the internship site.
 - ❖ The Department will attempt to accommodate students with transportation concerns, however, it is the student's responsibility to indicate a lack of transportation to the coordinator at least one semester prior to the start of the internship.

KHS internship requirements include, but may not be limited to:

- ❖ The completion of 400 hours
- ❖ One mandatory professional development experience
- ❖ HIPAA Legal Liability Issues and Universal Precautions
- ❖ CPR/FA/AED for the professional
- ❖ Criminal background check
- ❖ Clean drug test results
- ❖ Physical examination
- ❖ Personal statement

** A signature from the Department Chair (or program representative) is needed to register for internship enrollment. A signature will **ONLY BE PROVIDED** if **ALL** internship application materials have been received. As indicated above, requirements/application materials may vary based on department, state, or professional organization changes.

Grading of senior internship:

The internship site supervisor provides the mid-term and final grade by use of the performance rubric. Upon starting the internship, calculation of attendance by the site supervisor is specific to each internship site may alter the final grade. Student's final internship grade is dependent on strong participation. *As per TCNJ/KHS Participation Policy students must complete 80% of the experience regardless of circumstance.*

Senior internship completion:

A total of 400 hours on site and on-campus requirements must be met as outlined in the syllabus. For any unforeseen reason the internship hours cannot be completed during the regular semester time-frame, contracts with the internship site currently do not allow for extended or modified duration. For that reason a final grade may be reduced, the student may earn an incomplete and after the contract is updated for the following semester the internship may be completed, or a course withdraw may be necessary and the student must repeat the course when able to meet the participation policy

Junior Internships

Two semesters of *non-paid* internship for Juniors who have completed all 100-200 level course work as outlined on the exercise science course of study. Students are required to complete at least 50 hours over two semesters (25 hours each semester) at an on-campus facility/facilities that has/have been approved by the KHS Internship Coordinator. In addition to the practical

field experience, students will communicate/meet regularly with the Internship Coordinator. This will provide a forum for sharing experiences, further developing career objectives, and stimulating creative thinking related to their professional development. These internships are graded as Pass/Fail. Passing grade includes but not limited to, completion of required hours, professionalism, assignments completed at a high level with supervisor satisfaction, and favorable supervisor/internship coordinator final evaluation

D. Examinations

Internal

KHS students will be subject to an internal examination to confirm acquisition of knowledge and practical skills taught throughout the program.

External

KHS students are required to complete the following examinations. Student scores are used for program endorsement and accreditation.

KHS/KPT = ACSM/CSCS/NSCA Exam - The KHS/KPT programs, require students to take the ACSM Fitness Specialist exam or NSCA's CSCS exam during the KHS 497: Capstone Course. Scores must be sent to The College of New Jersey and provided to the course instructor and internship coordinator. Non-passing scores may negatively impact your course grade.

E. Student Travel

Internships, laboratory experiences, and professional development experiences require students to travel to off-campus clinical agencies, hospitals, schools, fitness centers, etc. Students are responsible for arranging their own transportation to off-campus sites. Placement locations, in general, will be within a 30 mile radius

F. Technology

It is at the discretion of the faculty member to allow the use of cell phones and other electronic devices in the classroom or in the clinical/field experience/student teaching setting. KHS faculty typically discourage the use of phones and computers as it distracts from the learning experience and research indicates it reduces learning. Refer to course syllabi for specifics. Clinical agencies, school districts, and internship sites may have policies prohibiting employees and students from using personal phones, including texting and cameras, in all areas where patients and visitors have access. Students are responsible to learn and adhere to these policies.

G. Accommodations

The KHS department will support ADA guidelines for individuals with physical and mental disabilities. It is the KHS major's responsibility to notify course instructors of any accommodations outlined from the Office of Differing Abilities/Accessibility Resource Center or medical personal. All accommodations will be considered, however may not be approved if the accommodations limit the ability of the student to meet or demonstrate the course learning goals. Alternate learning objectives may be created to afford the student the opportunity demonstrate said competencies, where appropriate.

III. PROGRAM REQUIREMENTS

A. Add/Change Classes

If a student needs to add or change a course, the “Add/Change” request form may be found on the KHS website and must be completed to be considered.

The procedure for attempting to enter a closed class is as follows;

1. Locate the “Add/Change Class” link on the KHS website under the student resource tabs.
2. Complete the form and click Submit.

After reviewing all requests the following may happen:

1. Accepted and added to the course.
2. Wait listed - another section may be opened if enough students are wait listed and need the course.
3. Denied entry.

Note: The KHS Department cannot enroll students into other department courses. If the course(s) needed is/are offered by another department, the student must contact that department to make the appropriate request.

B. Discipline Criteria

1. Grade/GPA requirements

As stated in the Department undergraduate bulletin, all KHS majors must earn a grade of ‘C’ or better and KPT students a grade of C+ or better in all required KHS and pre-requisite courses (KHS, BIO, ELE, STATS, etc.). KHS/KPT students, prior to beginning the internship, a minimum cumulative GPA of 2.75 is required in the designated classes outlined in the program planner.

2. Remediation/Dispositions

Students are expected to demonstrate patterns of behavior consistent with safe and ethical professional and educational practice. Students who do not demonstrate such behavior and standards may be removed from: courses, teacher preparation field experience, student teaching, and internships experiences are subject to a failing grade in the course and possible dismissal from the program.

Students failing to meet grade requirements or professional behaviors are required to complete a remediation or disposition form with the course instructor, advisor, and/or department chair. The remediation/disposition form is to identify current shortcomings (either academic or behavioral) and outline a plan for future success. Receiving more than one remediation/disposition form may lead to the student’s removal from a course. Removal from the program will depend on the nature and severity of the remediation and student’s disposition. As per the [Student Conduct Code](#) no warning or previous notifications are warranted in situations where student conduct has been deemed inappropriate. Some examples may include: drugs, violence, illegal actions, dangers to child/patient welfare, or failure to maintain confidentiality. A form must be completed during or after the semester after the course is completed. The form must then be returned to the KHS main office by the deadline indicated.

3. Repeating Courses

The minimum grade required for all KHS required courses is a ‘C’ and for KPT pre-req courses a ‘C+’. As indicated in the [TCNJ Repeating Courses policy](#):

“A student may repeat any course once. If a student desires to take a course more than twice, permission must be obtained from the chair of the department in which the student is majoring and the chair of the department offering the course. When a course is repeated, only the highest grade is counted in the grade point average and toward meeting graduation requirements, although all grades earned will appear on a transcript.”*

Permission to take the class more than twice is at the discretion of the Department Chair. It is KHS Department policy that no student will be allowed to repeat a course more than twice. Each student is given two opportunities. A course dropped after the designated drop date where a “Withdraw” grade is earned constitutes an attempt. If the course cannot be successfully completed in two attempts, the student will not be allowed to continue in the KHS program and will be required to seek another major outside of Kinesiology and Health Sciences. Each scenario for requesting to repeat a course is different and the Department reserves the right to offer additional opportunities to repeat a course for select circumstances (medical leave, etc.)

4. Maximum Number of KHS Courses Allowed to Repeat

A maximum of two different courses may be failed by KHS/KPT majors. For all KHS track majors, course failure is defined as not meeting minimum course grade of C for any required course. Students must show an aptitude for science-based courses and therefore continuation in the KHS program will only be permitted only with consistent demonstration of success. **Upon failure of the third KHS course**, the KHS/KPT student will not be allowed to continue in the KHS program and will be required to seek another major outside of Kinesiology and Health Sciences.

5. Repeating a Course during the KHS Senior Internship

If in a position where a 400 level course is being repeated during the internship, a contract must be signed by the student indicating that a second failure, regardless of if the internship is passed, will result in the inability to graduate from the KHS Department. The Repeating Courses policy (above) will remain in effect, regardless if all other program requirements have been successfully completed.

C. Electives

KHS

Currently the KHS program allows for multiple elective course opportunities. This provides each student with enough electives to meet requirements for prospective graduate school programs (PA/PT/OT/etc.). A list of the types of graduate school pre-requisites can be found on the KHS website, however, the requirements may change without departmental knowledge and it is the student’s responsibility to periodically check with programs of their choice. KHS students must be forward thinking about which electives to take and when to take them. This can be mapped out with the assistance of an advisor.

D. Exercise is Medicine on Campus Group

The mission of the KHS EIM Group is to represent all Kinesiology and Health Sciences (KHS) students. All majors are required to be members of the EIM Group and make meaningful contributions. Each student must participate in one event each academic year. Events will be presented to the student body during monthly meetings. The organization encourages membership in professional organizations on the local, state, and national levels as well as provides an opportunity for personal professional growth and participation in college-wide and community-based activities that promote healthy eating and regular participation in physical activity by all children and adults. Students must demonstrate evidence of annual involvement in the Exercise Is Medicine on Campus Chapter events, and other departmental, campus, community, or professional activities that support the mission of the department.

E. Program Assessments

KHS/KPT Program

KHS/KPT programs will be assessed periodically based on the learning goals. KHS students will be required to demonstrate assessment competencies prior to being placed for the internship.

F. Professional Development Experience Requirements

Professional Development Experiences (PDE) are required to enhance and support student learning and may include approved conferences, workshops, symposiums, webinars, in-services, etc.

Professional Development Experience Requirements continued

These experiences should DIRECTLY relate to the student's current area of study and assist in futhering their professional knowledge and preparing them for future employment. Some professional development requirements are built into KHS courses and may be part of the overall course grade. If there is a question of PDE appropriateness or weight, the student must seek guidance from an advisor or the department chair.

Students must attend a professional meeting/conference yearly. A minimum of four full-day professional development experiences are required prior to graduation. Two required sessions must be met by a TCNJ KHS conference and state, regional, or national level (NSCA, ACSM, or SHAPE) conference. The remaining professional development experiences can be met through a combination of activities (conferences, seminars, trainings, certification courses. Proof of attendance and summary form must be submitted to the department and student's web portal. Failure to complete professional development requirements impact Capstone and Internship grades.

Regardless of when the student entered the program, **a minimum of four (4) full-day professional development experiences must be completed prior to graduation.**

- Attending one (1) PDE per year is strongly encouraged.
- Please note, one (1) must be a state, eastern district, regional, or national conference (NSCA, ACSM, AAHE, or NJAHPERD/AAHPERD).

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- Students may attend multiple half-day PDE in order to equate to one full PDE. Note that department/advisor approval is first required.
- All students are encouraged to get pre-approval for professional development experiences, as some may not be deemed appropriate.

When a PDE has been completed following must be done to obtain credit.

- Proof of attendance must be attached to the conference worksheet form.
 - ❖ The worksheet form is located in the student's folder in the main KHS office, room 216, in the forms box in the main KHS office, room 216 or under Student forms on the KHS website.
- The student's advisor must sign off on the conference worksheet form for the student to meet the conference requirement.
- The conference worksheet and supporting documents must remain in the student's KHS folder located in the KHS office, room 216.

A hold may be placed on the student's PAWS account if PDE requirements are not met yearly.

*****Professional Development Experiences will be tied to grades in KHS 496/497: KHS Internship/Capstone. Failure to meet ALL professional development requirements will result in a 10% decrease in the final grade of the indicated course(s). No partial credit, a 10% reduction in the overall grade will occur.**

G. Registering for Courses

Registration should occur during the assigned enrollment period outlined by Records & Registration. The student's assigned enrollment time is listed on their PAWS account. Failing to register in a timely manner may cause students to be locked out of courses.

The department may be able to assist getting students into closed classes (within the major), but only if discussed in a timely manner (i.e. contacting the department a few days before classes begin is not timely). The official form of communication is email. Email your name, ID, class and section, and issue to the program assistant, Mrs. Wells at wells@tcnj.edu.

It is critical that students understand when courses are offered (some are only offered once a year or once every 2 years) or if the course has a prerequisite. This is especially true for HPET courses and required courses that are offered through other departments (BIO 171/201, ELE 201, STAT 115, etc.)

Students must arrange an advising time within the month prior to registration. Each track uses different advising protocol which must be followed. Advising sessions are posted or emailed to students to identify when sessions will occur.

Once classes are closed, the Department has limited flexibility to assist with adding students to classes, therefore it is critical to meet with an advisor and register during the scheduled period.

H. Program Planner Requirements (KHS and Non-KHS Required Courses)

Given the nature of the KHS curriculum, course sequence is very important. Students are advised to follow the established curriculum plan in order to avoid delays in entering KHS courses and

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delays in graduation. Sequence sheet are available on the KHS website as well as in the KHS office in Packer Hall 216. Students are required to work closely with faculty advisors in scheduling courses and progressing towards finalizing their degree.

<i>KHS Required Courses</i>	<i>KPT Additional Required Courses</i>
BIO 171/Form and Function KHS 160/Current Health and Wellness Issues KHS 172/Foundations of Exercise Science KHS 103/203/Human Anatomy and Physiology KHS 105/205/Human Anat. and Physiology II KHS 210/Applied Strength & Cond Techniques KHS 211 Applied Physiology KHS 250/Nutrition and Mtabolism KHS 300/Pediatric Exercise Science KHS 301/Biomechanics KHS 302/Assess and Eval of Human Perf KHS 320/Research Methods for KHS KHS 396/397/Junior Internship KHS 405/Clinical Exercise Physiology KHS 410/Exercise Physi and Exercise Prescript KHS 496/Internship KHS 497/Research Seminar in KHS STA 115/Statistics Note: These courses are subject to change.	ENGLISH 102 PSYCHOLOGY BIO 201: Themes in Bio CHEM 1 & 2 PHYSICS 1 & 2

Health & Wellness Minor

The Health & Wellness minor is to support and prepare individuals to make important health decisions that will optimize overall health and well-being through education, health promotion, coach instruction, and practical integrated experiences.

Minor Courses

The minor consists of five core courses:

1. KHS 160: Current Health & Wellness
2. KHS 209: Functional Personal Conditioning
3. KHS 225: Personal Nutrition
4. KHS 351: Stress Management
5. KHS 375: Coaching Leadership

One select KHS/NUR/PBH course may serve as equivalent for Minor program completion.

As grade of ‘C’ or better must be attained for successful completion of the course. A maximum of two attempts allowed prior to being removed from the minor.

TCNJ student from any major may choose to minor in Health & Wellness. Complete the ‘Application for Minor’ form found on the Records and Registration website under forms.

IV. STUDENT CONDUCT

A. Complaints/Grade Appeals*

The order of steps to be taken by a student having a complaint against a faculty member shall be as follows. If either party is not satisfied with the decision at any step, appeal may be made to the next step.

- A. Discussion with the faculty member.
- B. Discussion with the chairperson of the department.
- C. Appeal to the departmental complaint committee, if any.
- D. Appeal to the school complaint committee.
- E. Appeal to the Dean of the school.
- F. Appeal to the Provost or chief academic officer.
- G. Appeal to the President of the College.

The complaint and the proposed solution from step B onward shall be provided in writing to all parties involved, to the chairperson, and to the next group or person appealed to. Minutes shall be kept at each step and signed by all present. Hearings at each step shall be held within 30 days after the request for hearing. In steps B through G, both parties to the complaint shall have the right to be present, to present testimony, and to respond to testimony by the other party.

*Updated College student complaint or grade appeal policies will be followed

B. Student Conduct:/Academic Integrity Policy

The Department of Kinesiology and Health Sciences (KHS) holds academic integrity as its foundation for the education of students. The KHS department shares the academic integrity policy instituted by The College of New Jersey. The College's policy may be viewed at the following website URL: <http://academicaffairs.tcnj.edu/college-governance/policies/academic-integrity/>. This document has been modified from the College's document to meet the needs of the KHS department.

Academic dishonesty is any attempt by the student to gain academic advantage through dishonest means, to submit, as his/her own, work which has not been done by him/her or to give improper aid to another student in the completion of an assignment. Such dishonesty would include, but is not limited to: submitting as his/her own a project, paper, report, test, or speech copied from, partially copied, or paraphrased from the work of another (whether the source is printed, under copyright, or in manuscript form). Credit must be given for words quoted or paraphrased. The rules apply to any academic dishonesty, whether the work is graded or ungraded, group or individual, written or oral.

The KHS Academic Integrity Policy can be located on the KHS webpage.

C. Professionalism

All students are expected to act in a professional manner at all times and in all activities related to professional development. These areas include but are not limited to: Professional attire; interaction with faculty, staff, classmates and mentors; punctuality and attendance/participation; and work ethic.

C. Professional Attire

The KHS major is one that offers a wide range of courses that may require different attire. It is the student's responsibility to dress accordingly to the appropriate environment. Unfitting attire may impact participation/grade. Examples include: movement related attire is expected during activity courses or KHS measurement & evaluation courses.

D. Professional Interactions

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During your TCNJ experience, appropriate communication is expected with all faculty, staff, supervisors, coordinators, and mentors. Although there is a casual feel to the department, professional behavior is expected at all times. Some examples are listed below:

- Address all individuals with the appropriate titles used in the professional environment, unless otherwise indicated by that person; Dr., Professor, Mr. Mrs. /Ms., etc. Be consistent regardless of if communication is oral or written.
- Knock on a door prior to entering or being invited to enter.
- Provide a civil greeting/thank people for their assistance.
- Shake hands with a supervisor or client when introducing yourself.
- State your name prior to asking for assistance.
- Thank people for their assistance.

E. Respect

Students are expected to treat all faculty, staff, classmates, facilities, equipment, classrooms, laboratories, computers, and related properties with respect at all times. Failure to adhere to these regulations may mean loss of permission to use said properties. Example: using appropriate pronouns, following technology rules, bringing food or drink into the computer lab. All may cause privileges to be denied or reporting to integrity board/student affairs.

F. Work Ethic

As stated previously, it is the student's responsibility to attend classes regularly, attain all missing course content on their own, communicate openly with professors about areas of academic concern, and assume a leadership role in their own education. All coursework is expected to be submitted on the due date prior to the start of class to the online learning management system (i.e. CANVAS/LiveText/etc.). Student's efforts need to reflect the appropriate work ethics as illustrated above.

V. ONLINE RESOURCES

[Behavioral and Risk Treatment \(BART\)](#)

[Bookstore](#)

[Campus Police Services](#)

[Counseling and Psychological Services \(CAPS\)](#)

[Kinesiology and Health Sciences](#)

[Library](#)

[Records and Registration](#)

[PAWS](#)