

THE UNIVERSITY OF SCRANTON



Bachelor of Science, Kinesiology

Academic Year

2021-2022

The purpose of this handbook is to orient you to the policies, procedures and critical information you need as a student in the undergraduate Kinesiology program. The handbook is updated and approved by program faculty annually.

Student Handbook

Table of Contents

List of Dept. of Health and Human Performance Faculty and Staff.....	2
Department/Program Mission	4
Program Overview.....	4
KNES Program Goals and Student Learning Outcomes.....	5
KNES Program Faculty	7
Academic Policies and Procedures	8
Kinesiology Curriculum	8
Coaching Concentration.....	12
Nutrition Studies Concentration	12
First-Aid/CPR certification Requirement for Graduation.....	13
Program Entry and Progression	14
Academic Code of Honesty	14
Attendance Policy.....	15
Research Reference Styling (Citations).....	15
Academic Advising	15
Statement of Reasonable Accommodations.....	16
Study Abroad Option.....	17
Community Based Learning Requirement	17
Background Clearances	18
Faculty References	18
Professional Behavior.....	19
Co-Curricular Activities and Opportunities.....	20
Student Research	20
Faculty Student Research Program.....	20
Faculty Student Mentorship Program.....	21
Presidential Fellowship Grant	21
KNES Club	21
Phi Epsilon Kappa Honor Society	21
Professional Associations and Memberships.....	22
Work Study Opportunities	23
Fitness for the Field.....	23

Student Complaints/Grievances.....24

A Summary of Your Rights Under the Fair Credit Reporting Act.....25

Forms to be signed and returned to ELH 710.....34-36

DEPARTMENT FACULTY AND STAFF		
NAME	EMAIL	PHONE
Department Office ELH 710		570-941-5874
Dr. Hope Baylow, Assistant Professor and Program Director CSD/SLP	hope.baylow@scranton.edu	570-941-4052
Mary Ann Capone, Department Secretary	maryann.capone@scranton.edu	570-941-5874
Dr. Paul Cutrufello, Professor, Dept. Chair and Program Director KNES	paul.cutrufello@scranton.edu	570-941-5841
Ms. Cheryil Demkosky, Lab Director & Adjunct Faculty	cheryil.demkosky@scranton.edu	570-941-5887
Dr. Debra L. Fetherman, Associate Professor, Program Director CHED	debra.fetherman@scranton.edu	570-941-7111
Dr. Emily Gerstle, Assistant Professor KNES	emily.gerstle@scranton.edu	570-941-7765
Dr. Joan Grossman, Associate Professor KNES	joan.grossman@scranton.edu	570-941-4721
Dr. Michael Landram, Associate Professor KNES	michael.landram@scranton.edu	570-941-4425
Dr. Joseph Pellegrino, Assistant Professor KNES	joseph.pellegrino@scranton.edu	570-941-4559
Dr. Andrew Venezia, Associate Professor KNES	andrew.venezia@scranton.edu	570-941-6745
HELPFUL UNIVERSITY LINKS		
NAME	WEBLINK	PHONE
Panuska College of Professional Studies (PCPS) Advising Center	https://matrix.scranton.edu/academics/pcps/advising/index.shtml	570-941-6390

PCPS Dean's Office	https://matrix.scranton.edu/academics/pcps/dean/index.shtml	570-941-6305
Library	http://www.scranton.edu/academics/wml/index.shtml	570-941-7524
Center for Teaching and Learning Excellence	http://www.scranton.edu/academics/ctle/	570-941-4038
Career Services	http://www.scranton.edu/studentlife/studentaffairs/careers/index.shtml	570-941-7640
Student Counseling Center	http://www.scranton.edu/studentlife/studentaffairs/counseling-center/	570-941-7620
Student Health Center	http://www.scranton.edu/studentlife/studentaffairs/health-services/index.shtml	570-941-7667
Center for Health Education and Wellness	http://www.scranton.edu/studentlife/studentaffairs/chew/index.shtml	570-941-4253
Recreational Sports	http://athletics.scranton.edu/Recreational_Sports/General_Information	570-941-6203
University Ministry and Mission	http://www.scranton.edu/ministries/index.shtml	570-941-7419

Department/Program Mission

The Department of Health and Human Performance is dedicated to the scientific inquiry of exercise and health behavior across a spectrum of settings and populations. The faculty is devoted to the lifelong development and improvement of students in order to become competent and competitive professionals in the field of exercise and health science. The department encourages and supports student growth through the stimulation of intellectual and experiential pursuit of knowledge in light of the Jesuit tradition and ideals.

Program Overview

Kinesiology is the study of human movement as related to exercise and physical activity from an applied, primarily life science perspective. It is dedicated to promoting and integrating scientific research and education on the effects and benefits of exercise, and to the delivery of physical-activity programs that prevent disease, facilitate rehabilitation, promote health, and enhance human performance. Kinesiology is part of the field of Sports Medicine, which also includes clinical areas of study. The scientific aspects of Sports Medicine include exercise physiology, nutrition, biochemistry of exercise, and biomechanics. Testing of lactic acid metabolism, analysis of muscle fatigue, research on muscle hypertrophy and bone density, measurement of body composition, and benefits of exercise in cardiovascular disease, diabetes, osteoporosis and weight control are a few of the many contributions made by exercise scientists to Sports Medicine.

Few academic program majors offer such diverse opportunities after graduation in Kinesiology. The academically rigorous curriculum prepares graduates with knowledge and experience for employment opportunities in a variety of settings. Careers in applied health areas, include corporate, community and hospital-based wellness programs, cardiopulmonary rehabilitation, and research centers investigating the benefits of exercise in chronic disease states. Becoming a strength and conditioning specialist for a sports team or training center is also a career option. The program is also designed in order to provide students the opportunity to take prerequisite courses for graduate programs in Physical Therapy, Physician's Assistant, Athletic Training and other allied health professions, including medical, dental, podiatry and optometry school.

Students should make their career intentions known early in their program of study so that they may be guided appropriately and utilize their electives in order to achieve their academic goals. It is the student's responsibility to be aware of the specific prerequisites required by their graduate school(s) of interest as prerequisites may differ between universities offering the same program. While the Doctor of Physical Therapy program does not offer an accelerated option at this time, students are encouraged to work with their academic advisor if they are interested in graduating in less than four years.

In addition to the advising provided by PCPS Academic Advising and the Department of Health and Human Performance, students interested in attending medical school should participate actively in the Health Professions Organization and seek advising from Dr. Mary Engel, Director of Medical School Placement (570-941-7901). Students interested in completing the prerequisites for

a Physician's Assistant program should seek advising from Father Timothy Cadigan, Ph.D. (570-941-4348). Although not required, completion of the program provides students with the ability to take different certification exams offered by several professional organizations including the American College of Sports Medicine and the National Strength and Conditioning Association. All KNES students must submit proof of First-Aid and CPR certification prior to completion of the Kinesiology program. Copies of the certifications must be submitted to the Department of Health and Human Performance office (ELH 710) no later than the midpoint of the student's second to final semester prior to graduation. Minimum requirements include Adult, Child, and Infant CPR with AED and Basic First-Aid. However, many graduate programs require advanced First-Aid and/or CPR certification, therefore, students applying to graduate programs are strongly advised to consult with those programs in order to identify the certifications suitable to meet their goals. For instance, some graduate programs may only accept certifications if granted by the American Red Cross or the American Heart Association.

Recommended certifications include the following: CPR certification - American Heart Association-Health Care Provider, American Red Cross-Professional Rescuer, or Basic Life Support (BLS) for Healthcare Providers from the American Red Cross; First-Aid Certification - American Heart Association or American Red Cross.

Graduating Kinesiology majors must possess a minimum overall grade point average of 2.75 and a grade point average of 2.75 or higher within the major. All major courses (KNES) and cognate courses must be completed with a minimum grade of "C." Students may progress and take any course within the KNES major provided the pre-requisite course(s) for that course have been completed with a minimum grade of "C."

KNES Program Goals and Student Learning Outcomes

ILO's	Prog Goal	SLO's
Develop and use the intellectual and practical competencies that are the foundation of personal and professional development and lifelong learning including oral and written communication, scientific and quantitative reasoning, critical analysis and reasoning, and technological	Development of critical thinking and communication skills in a quest to become a life-long learner.	<p>Students will apply written and oral communication skills in an exercise and health science context.</p> <p>Students will be able to utilize problem solving and critical thinking skills in an exercise and health science context.</p>

competency and information literacy.		
<p>Demonstrate competence in their chosen field of study, using the knowledge and ability to address the most significant questions, and advancing towards positions of leadership.</p>	<p>Attainment of knowledge related to Kinesiology.</p>	<p>Identify and describe human anatomy and function</p> <p>Describe the energy demands of exercise and explain both the acute and chronic adaptations to exercise.</p> <p>Assess the health status/exercise performance of both healthy and clinical populations.</p> <p>Design appropriate exercise programs for both healthy and clinical populations.</p>
<p>Employ their knowledge and intellect to address situations in a way that demonstrate a devotion to the spiritual and corporal welfare of other human beings and by a special commitment to the pursuit of social justice and the common good of the entire human community.</p>	<p>Develop an understanding of social justice and the commitment to servicing others.</p> <p>Demonstrate an understanding of social justice, the magis, and cura personalis.</p>	<p>Explain their own personal growth and professional skills gained in kinesiology.</p>

KNES Program Faculty

Paul T. Cutrufello, Ph.D., ATC, CSCS (Professor)

Degrees: Ph.D. – Marywood University – Health Promotion; M.S. – Bloomsburg University – Exercise Science; B.S. – Penn State University – Exercise Science

Research Areas: body composition, hydration status, exercise training/performance, and supplementation/ergogenic aids.

Professional Organizations: American College of Sports Medicine, National Athletic Trainers' Association, National Strength and Conditioning Association, International Network of Wrestling Researchers

Emily E. Gerstle, Ph.D. (Assistant Professor)

Degrees: Ph.D. – University of Wisconsin-Milwaukee – Neuromechanics; M.S. – University of Wisconsin-Milwaukee – Neuromechanics; B.S. – Denison University – Biology

Research Areas: Lower extremity and distal foot function in step negotiation; balance & falls

Professional Organizations: International Society of Biomechanics; American Society of Biomechanics; Gait and Clinical Movement Analysis Society

Joan Grossman, Ph.D., RDN (Associate Professor)

Degrees: Ph.D. - Marywood University/Colorado State University; M.S. – Colorado State University; B.S. – King's College

Research Areas: metabolism, post-menopausal women and weight management, cardiac rehabilitation

Professional Organizations: American College of Sports Medicine, Academy of Nutrition and Dietetics, The Obesity Society, American Association of University Professors, Northeast Dietetic Association, Phi Epsilon Kappa

Michael J. Landram, Ph.D., USAW (Associate Professor)

Degrees: Ph.D. - University of Roma "Foro Italico" - Biomedical Research Methods and Statistics; M.S. - Appalachian State University - Exercise Science; BS - Truman State University -Exercise Science

Research Areas: Age and sex differences in cardiovascular and neurological adaptation to exercise training. Training, diet, body composition, and hydration influence on exercise performance.

Professional Organizations: American College of Sports Medicine, American Physiological Society, United States of America Olympic Weightlifting

Joseph K. Pellegrino, Ph.D. (Assistant Professor)

Degrees: Ph.D. Rutgers University, New Brunswick, Nutritional Sciences -Physiology and Biochemistry of Nutrition.

M.S. University of Montana, Missoula, Human Health and Performance -Exercise Physiology.

B.S. Rutgers University, New Brunswick, Biological Sciences –Neuroscience and Systems Physiology; Kinesiology -Exercise Physiology.

Research Interests: Impacts of exercise and nutrition on human health and performance: Exercise as medicine -Different applications of aerobic/anaerobic exercise; Sport physiology: Ergogenic aid/supplement research; Comparative physiology.

Professional Organization: National Strength and Conditioning Association, CSCS; American College of Sports Medicine.

Andrew C. Venezia, Ph.D. (Associate Professor)

Degrees: Ph.D. – University of Maryland, College Park – Neuroscience and Cognitive Science; M.S. – Bloomsburg University – Exercise Science; B.S. – Bloomsburg University – Exercise Science

Research Interests: – Influence of cardiovascular fitness and chronic exercise on memory performance; Acute exercise and memory/neuroplasticity; Exercise genomics

Professional Organizations: American College of Sports Medicine

ACADEMIC POLICIES AND PROCEDURES

Kinesiology Curriculum

Kinesiology, BS

	<i>Department and Number - Descriptive Title of Course</i>	<i>Fall Cr.</i>	<i>Spr. Cr.</i>
First Year			
GE PHIL	<u>PHIL 120 - Introduction to Philosophy</u>	3	
COGNATE	<u>BIOL 110 -111 - (E) Human Anatomy and Physiology and BIOL 110 - 111 Labs¹</u>	4	4
GE WRTG	<u>WRTG 107 - (FYW) Composition</u>	3	
GE HUMN	GE HUMN ELECT - GE Humanities Elective	3	
GE QUAN	<u>MATH 109 - (Q) Pre-Calculus Mathematics OR MATH 114 - (Q) Calculus I</u>		4
GE EP	<u>KNES 110 - (FYDT,FYOC) Introduction to Kinesiology</u>	3	
MAJOR	<u>NUTR 110 - (E) Introduction to Nutrition</u>		3
MAJOR	<u>KNES 210 - Sport and Exercise Physiology</u>		3
GE FSEM	<u>First Year Seminar² (Fall)</u>		

		16	14
Second Year			
GE NSCI	<u>CHEM 112-113 - (E) General and Analytical Chemistry /CHEM 112L-113L</u>	4.5	4.5
MAJOR	<u>KNES 229 - Applied Anatomy and Kinesiology</u>	3	
MAJOR	<u>KNES 375 Exercise Testing/Programming for Health and Performance</u> **	3	
COGATE	<u>PSYC 110 - (S) Fundamentals of Psychology</u>		3
GE HUMN	HUMN ELECT - Humanities Elective	3	
S/BH ELECT	S/BH ELECT - Social and Behavioral Elective		3
GE T/RS	<u>T/RS 121 - (P) Theology I: Introduction to the Bible — T/RS 122 - (P) Theology II: Introduction to Christian Theology</u>	3	3
GE PHIL	<u>PHIL 210 Ethics</u>		3
		16.5	16.5
Third Year			
COGNATE	<u>PHYS 120/PHYS 120L - (E) General Physics I</u>	4	
ELECT	FREE ELECT - Free Electives ³	3	3
MAJOR	<u>KNES 448 (EPW) Research Methods in Exercise Science</u>	3	
COGNATE	<u>EDUC 120 (Q) Applied Statistics, PSYC 210 (Q) Statistics in the Behavioral Sciences, OR MATH 204 (Q) Introduction to Statistics</u>	3	
MAJOR	<u>KNES 313 - Biomechanics of Human Movement</u>		3

MAJOR	<u>KNES 360 - Essentials of Strength Training and Conditioning**</u>		3
COGNATE	COGNATE ELECT - Cognate Elective ³		3
MAJOR	<u>KNES 380 - Internship in Kinesiology</u>		1-3
GE ELECT	FREE ELECT - Free Elective ³	3	
		16	13-15
Fourth Year			
MAJOR	<u>KNES 440 - (EPW) Advanced Physiology of Sport and Exercise**</u>	3	
MAJOR	<u>KNES 442 - Clinical Exercise Physiology</u>		3
GE S/BH	S/BH ELECT - Social Behavioral Elective		3
MAJOR	MAJOR ELECT - Major Electives	3	3
GE PHIL or T/RS	PHIL ELECT - Philosophy Elective or T/RS ELECT - Theology Elective	3	
GE HUMN (D)	HUMN ELECT (D) - Humanities Electives	3	3
GE ELECT	FREE ELECT - Free Electives ³	3	1
		15	13
TOTAL: 120 - 122 Credits			

¹In addition to BIOL 110 -111 with Labs, students may also wish to consider BIOL 141 - BIOL 142 with Labs as these courses may be required for some graduate programs in the allied health professions.

²*The selection of a First Year Seminar may fulfill requirements both for the First Year Seminar and a General Education Requirement. Thus, the First Year Seminar will not add to the total credits for the semester. Talk with your advisor if you have any questions.*

³*Students with a guaranteed seat in the DPT should consider an advanced PSYC course (PSYC 225 or PSYC 238), BIOL 245 with lab, and PHYS 121/PHYS 121L which are prerequisite courses for the DPT program.*

** Includes a Community-Based Learning Project, coordinated via the department and faculty mentors.

Required Courses Within the Major (31 credits)

KNES 110 - (FYDT,FYOC) Introduction to Kinesiology

KNES 210 - Sport and Exercise Physiology
KNES 229 - Applied Anatomy and Kinesiology
KNES 313 - Biomechanics of Human Movement
KNES 360 - Essentials of Strength Training and Conditioning
KNES 375 - Exercise Testing/Programming for Health and Performance
KNES 380 - Internship in Kinesiology
KNES 440 - (EPW) Advanced Physiology of Sport and Exercise
KNES 442 - Clinical Exercise Physiology
KNES 448 - (EPW) Research Methods in Exercise Science
NUTR 110 - (E) Introduction to Nutrition

KNES Major Electives (6 credits)

COA 208 - Conditioning and Training for Sports
HPRO 210 - (S) Introduction to Health Promotion and Disease Prevention
HPRO 310 - (EPW, S) Behavior Theory in Health Promotion and Practice
KNES 212 - Nutrition in Exercise and Sport
KNES 240 - Prevention and Care of Sports Injuries
KNES 412 - Current Topics in Exercise Science and Sports Medicine

Required Cognate Courses (31 credits)

BIOL 110/110L - (E) Human Anatomy and Physiology
BIOL 111/111L - (E) Human Anatomy and Physiology
CHEM 112 - (E) General and Analytical Chemistry/CHEM 112L
CHEM 113 - (E) General and Analytical Chemistry/CHEM113L
MATH 109 - (Q) Pre-Calculus Mathematics or MATH 114 - (Q) Calculus I
EDUC 120 - (Q) Applied Statistics, PSYC 210 - (Q) Statistics in the Behavioral Sciences or MATH 204 - (Q) Introduction to Statistics
PHYS 120/PHYS 120L - (E) General Physics I
PSYC 110 - (S) Fundamentals of Psychology

GE Requirements (33 credits)

HUMN ELECT (C) - Humanities Electives CH,L,CF,CA - 12 credits
GE ELECT (D) - Cultural Diversity Electives - 6 credits
S/BH ELECT - Social Behavioral Electives - 6 credits (PSYC 110 fulfills 3 cr.)
PHIL 120 - Introduction to Philosophy - 3 credits
PHIL 210 - Ethics - 3 credits
WRTG 107 - (FYW) Composition - 3 credits
T/RS 121 - (P) Theology I: Introduction to the Bible - 3 credits
T/RS 122 - (P) Theology II: Introduction to Christian Theology - 3 credits
T/RS or PHIL ELECT - Theology or Philosophy Elective - 3 credits

First Year Seminar

Cognate Elective (3 credits)

BIOL 141 - (E) (FYOC, FYDT Lab only) General Biology
BIOL 142 - (E) (FYOC, FYDT Lab only) General Biology
BIOL 245 - (EPW: lab only) General Physiology (S)
BIOL 241 - Comparative Vertebrate Anatomy (S)
CHEM 232 - (E) Organic Chemistry/CHEM 232L or CHEM 233 - (E) Organic Chemistry/CHEM 233L
CHEM 350 - General Biochemistry I
PHYS 121/PHYS 121L - (E) General Physics II
PSYC 238 - Exercise and Sport Psychology
PSYC 225 - (S) Abnormal Psychology
NUTR 350 - Nutrition through the Life Cycle

Free Electives (16 credits)

Total 120 credits

Coaching Concentration

The 15-credit Coaching Concentration is based on the American Sport Education Program (ASEP) and will help meet the needs of those who wish to coach and work more effectively with young athletes from youth through interscholastic sports.

<i>Department and Number - Descriptive Title of Course</i>	Credits
COA 160 - Coaching Principles	2
COA 161 - Sport First Aid	1
COA 202 - Sports Administration	3
COA 208 - Conditioning and Training for Sports	3
PSYC 238 - Exercise and Sport Psychology	3
COA 205 - Teaching Sports Skills	3

Total: 15 Credits

Nutrition Studies Concentration

The concentration in Nutrition Studies is designed to encourage critical thinking, engage students in dialogue, and increase self-awareness of their own nutritional status. It is designed to increase the knowledge base of the depth and implications of nutritional problems and their effects on chronic illnesses. Students in health-related fields such as Kinesiology, Exercise Science, Nursing,

Physical Therapy, Occupational Therapy and Community Health Education, as well as students in elementary and secondary education where basic nutrition is being implemented, will benefit from this course concentration.

Required Courses

Mandatory:

- NUTR 350 - Nutrition through the Life Cycle

This advanced-level course makes note of particular dietary needs and requirements as a function of the aging process. The areas addressed include levels of nutrient needs beginning with preconception through the entire life cycle.

Plus one of the following:

- NUTR 110 - (E) Introduction to Nutrition
- NUTR 220 - Nutrition for the Health Care Professions
- BIOL 255 - Animal Nutrition and Metabolism (S)

Supplemental Courses (choose three)

- BIOL 110-111 - (E) Human Anatomy and Physiology or
- BIOL 210 - Introductory Medical Microbiology or
- BIOL 245 - (W: lab only) General Physiology (S) or
- BIOL 250 - Microbiology (MC) or
- BIOL 348 - Functional Neuroanatomy (S) or
- BIOL 446 - Cardiovascular Physiology (S)
- CHEM 110-111 - (E) Introductory Chemistry
- CHEM 112-113 - (E) General and Analytical Chemistry
- CHEM 232 - (E) Organic Chemistry
- KNES 212 - Nutrition in Exercise and Sport
- KNES 229 - Applied Anatomy and Kinesiology
- KNES 435 - (D) Exercise, Nutrition and Women's Health
- NURS 111 - (D) Women's Health

First-Aid and CPR Requirement for Graduation

All Kinesiology students must submit proof of First-Aid and CPR certification prior to completion of the Kinesiology program. Copies of the certifications must be submitted to the Department of Health and Human Development office (ELH 710) no later than the midpoint of the student's second to final semester prior to graduation. Minimum requirements include Adult, Child, and Infant CPR with AED and Basic First-Aid. However, many graduate programs require advanced First-Aid and/or CPR certification, therefore, students applying to graduate programs are strongly

advised to consult with those programs in order to identify the certifications suitable to meet their goals. For instance, some graduate programs may only accept certifications if granted by the American Red Cross or the American Heart Association.

Recommended certifications include the following: CPR certification - American Heart Association-Health Care Provider, American Red Cross-Professional Rescuer, or Basic Life Support (BLS) for Healthcare Providers from the American Red Cross; First-Aid Certification - American Heart Association or American Red Cross.

Program Entry and Progression

Students may transfer into the KNES from other Universities or other academic programs at The University of Scranton. Applicants seeking admission to the KNES Program as incoming freshmen are admitted through the University's Undergraduate Admissions Office. Students that change their major to KNES, declare or transfer into the KNES Program must complete the appropriate Registrar form(s) and submit to Panuska College of Professional Studies (PCPS) Academic Services. You will be assigned a PCPS Academic Services advisor. You are also encouraged to make an appointment to meet with the KNES Program Director.

Graduating Kinesiology majors must possess a minimum overall grade point average of 2.75 and a grade point average of 2.75 or higher within the major. All major (KNES) and cognate courses must be completed with a minimum grade of "C." Students may progress and take any course within the KNES major provided the pre-requisite course(s) for that course have been completed with a minimum grade of "C."

Academic Code of Honesty

Please refer to the Student Handbook for University policy regarding the Academic Code of Honesty. Students should be aware of violations (plagiarism, submission of duplicate work, collusion, and unauthorized possession of tests) and subsequent penalties for such violations. The following information is an excerpt from the University Academic code of Honesty.

The University seeks to educate students who have strong intellectual ambition, high ethical standards and dedication to the common good of society. Academic excellence requires not only talent and commitment but also moral integrity and a sense of honor. Integrity in intellectual activity is an indispensable prerequisite for membership in any academic community, precisely because the resultant trust makes possible the open dialog and sharing of information that are the core of successful academic community. Plagiarizing papers and cheating on examinations are examples of violations of academic integrity. Academic dishonesty trivializes the students' quest for knowledge and hinders professors from accurately assessing the individual talents and accomplishments of their students.

Plagiarism on the part of a student in academic work or dishonest examination behavior will ordinarily result in the assignment of the grade of "F" by the

instructor. The instructor should notify the student of the academic dishonesty and his or her action in response to it, such as a lowered grade for the assignment or course, within five days after action is taken. In addition, all instances of academic dishonesty must be reported to the chairperson of the department involved and to the student's dean within three days of the notification of the student. Upon receiving such notification, the chairperson will distribute a copy of the Academic Code of Honesty to the student within seven days.

Attendance Policy

Per the University's Undergraduate Catalog, "Students are expected to attend all scheduled meetings of courses in which they are enrolled. Students are responsible for all materials presented and announcements made during any class." As a component of professional development, the KNES program's attendance policy establishes professional communication between the student and the faculty of courses in the KNES program including KNES and NUTR courses. While individual instructors may add to this policy, the attendance policy noted below serves as a minimum standard for attendance in KNES program courses.

Students are expected to attend all classes but are permitted three unexcused absences for a traditional Fall or Spring semester course meeting MWF, two unexcused absences for a course meeting TR, and one unexcused absence for a course meeting once per week. Five percentage points will be deducted from the final grade for every additional unexcused absence. An excused absence must be approved by the instructor >24 hrs prior to class. In the event of an emergency or sudden, unexpected event occurring <24 hrs prior to class, the instructor must be informed, preferably via email, prior to class. If notification cannot be made prior to class, this is considered an unexcused absence. Written documentation may be requested (e.g. physician's note, etc.) at the discretion of the instructor.

Research Reference Styling (Citations)

All submitted assignments/papers for any course within KNES, including NUTR courses, must utilize citation guidelines as indicated by the American Psychological Association (APA). Students are encouraged to purchase the *Publication Manual of the American Psychological Association*. Additional information is available through the APA's website at <http://www.apastyle.org/>. Internet sources can also be used in order to properly compose a reference list <https://www.library.cornell.edu/research/citation/apa> or in-text citations <http://blog.apastyle.org/apastyle/2011/01/writing-in-text-citations-in-apa-style.html>.

Academic Advising

The PCPS Academic Advising Services advises all KNES students. You are encouraged to make appointments with your advisor early in the semester. It is your responsibility to know the requirements for the baccalaureate degree in Kinesiology. It is also the students own responsibility to plan ahead and be aware of graduate school pre-requisites that may be required depending on the student's career goals.

Statement of Reasonable Accommodations

Students with Disabilities

Reasonable academic accommodations may be provided to students who submit relevant and current documentation of their disability. Students are encouraged to contact the Center for Teaching and Learning Excellence (CTLE) at disabilityservices@scranton.edu or (570) 941-4038 if they have or think they may have a disability and wish to determine eligibility for any accommodations. For more information, please visit www.scranton.edu/disabilities.

Writing Center Services

The Writing Center focuses on helping students become better writers. Consultants will work one-on-one with students to discuss students' work and provide feedback at any stage of the writing process. Scheduling appointments early in the writing progress is encouraged.

Students can make an appointment through the My.Scranton portal: my.scranton.edu -> Self Service -> Student & Financial Aid -> CTLE Menu.

For more information, please contact Amye Archer at amy.e.archer@scranton.edu or visit the Writing Center webpage.

My Reporting Obligations as a Required Reporter

As a faculty member, I am deeply invested in the well-being of each student I teach. I am here to assist you with your work in this course. Additionally, if you come to me with other non-course-related concerns, I will do my best to help. It is important for you to know that all faculty members are required to report incidents of sexual harassment or sexual misconduct involving students. This means that I cannot keep information about sexual harassment, sexual assault, sexual exploitation, intimate partner violence or stalking confidential if you share that information with me. I will keep the information as private as I can but am required to bring it to the attention of the University's Title IX Coordinator, Elizabeth M. Garcia, or Deputy Title IX Coordinator, Christine M. Black, who, in conversation with you, will explain available support, resources, and options. I will not report anything to anybody without first letting you know and discussing choices as to how to proceed. The University's Counseling Center (570-941-7620) is available to you as a confidential resource; counselors (in the counseling center) do not have an obligation to report to the Title IX Coordinator.

Non-Discrimination Statement

The University is committed to providing an educational, residential, and working environment that is free from harassment and discrimination. Members of the University community, applicants for employment or admissions, guests, and visitors have the right to be free from harassment or discrimination based on race, color, religion, ancestry, gender, sex, pregnancy, sexual orientation, gender identity or expression, age, disability, genetic information, national origin, veteran status, or any other status protected by applicable law.

Students who believe they have been subject to harassment or discrimination based on any of the above class of characteristics, or experience sexual harassment, sexual misconduct or gender discrimination should contact Elizabeth M. Garcia, Title IX Coordinator, (570) 941-6645 elizabeth.garcia2@scranton.edu, Deputy Title IX Coordinators Christine M. Black (570) 941-6645 christine.black@scranton.edu, or Ms. Lauren Rivera, AVP for Student Life and Dean of Students, at (570)941-7680 lauren.rivera@scranton.edu. The United States Department of Education's Office for Civil Rights (OCR) enforces Title IX. Information regarding OCR may be found at www.ed.gov/about/offices/list/ocr/index.html

Study Abroad Option

As an KNES student, the optimal time to study abroad is during the sophomore or junior years, however, it is important to note that all pre-requisite science courses (Biology, Chemistry, Physics, etc.) for admittance into The University of Scranton's DPT program must be completed at The University of Scranton and cannot be taken while abroad. Prior to making any plans with the University's Study Abroad Program, all KNES students that want to study abroad must meet with the KNES Program Director and complete the KNES Study Abroad Course Sequence Plan form (see Appendices). The original copy of the form must be turned into PCPS Advising and a copy will be kept in your department student file. All other University and College Study Abroad policies must be followed.

Community Based Learning Requirement

CBL cancelled Fall 2020 due to Covid-19

As a KNES student, you are required to complete academic community based learning (CBL) to graduate. Community based learning is required for all PCPS undergraduate students. During your freshmen year, you will complete your initial CBL (10 hrs) by attending designated presentations and participating in the Blessing of the Books through the PCPS T.A.P.E.S.T.R.Y. program <http://www.scranton.edu/academics/pcps/tapestry/Tapestry-magis.shtml>

As a sophomore, junior and senior, you will complete a CBL project each year although depending on when particular courses are taken, it is possible to have two projects required in the same year or even the same semester. Projects will be determined through the following core courses: KNES 375 (sophomore year/20 hrs), KNES 360 (Junior year/20hrs), and KNES 440 (senior year/30 hrs). The PCPS policies and procedures for timesheets must be followed. A copy of your CBL timesheets for hours and each project will be kept in your department student file. Information on PCPS CBL policies is located at: <https://matrix.scranton.edu/academics/pcps/service/index.shtml>

Background Clearances

Clearances are required for the internship experience (KNES 380). Background clearances are also required for some community based learning (CBL) projects. If and when these clearances are needed, this will be communicated to the student. The cost of the clearances and their timely completion before engaging in the project are the responsibility of the student.

The clearances include the PA State Police Clearance, the PA Child Abuse Clearance, and the FBI clearance (fingerprinting required).

1. The state police clearance can be completed by going to <https://epatch.state.pa.us/Home.jsp>. Click on “submit a new record check” and proceed. The fee should be waived for volunteers. Students must allow time for these to be processed, therefore, it is imperative that students begin to process these clearances no later than the second week of class.
2. The PA Child Abuse Clearance is available at <https://www.compass.state.pa.us/cwis/public/home>. Create a new account to start the process. The fee should be waived for volunteers.
3. The FBI clearance can be obtained by registering through Identogo <https://www.identogo.com/>. Instructions are available at the following: <http://www.scranton.edu/hr/.documents/minors-on-campus/FBI-Fingerprint-Check.pdf>. The code you need to use is 1KG6ZJ.

Faculty References

All students applying to graduate school, including those with the DPT guaranteed seat, will be required to complete letters of recommendations. Students are encouraged to and welcome to request letters of recommendation from the KNES faculty. Please do this in a timely manner prior to the application deadline (>2 weeks) and do so in a professional manner. When approaching a professor to request a letter of recommendation, it is recommended that students make the request in person and provide the faculty member with a current transcript, a resume, a list of extracurricular activities including service, and any other information that might assist the faculty member in preparing the letter. A professor with whom you have worked outside of the classroom will be better suited to write a letter of recommendation whereas a professor who only had you in class may only be able to comment on your academic performance. Remember that a letter from an

individual with additional knowledge or your personal qualities and attributes can often prepare a more effective letter of recommendation. Additional assistance regarding resume building and graduate applications is available through Career Services

<http://www.scranton.edu/studentlife/studentaffairs/careers/index.shtml>

Professional Behavior and Classroom Etiquette

Students are expected to demonstrate ethical and professional behavior while on-campus, in class, or while representing the University during an internship or service learning opportunity. Students and student organizations are subject to disciplinary action according to the provisions of the Student Code of Conduct and/or any other applicable University rules or regulations. Please refer to the Student Code of Conduct at <http://www.scranton.edu/studentlife/studentaffairs/student-conduct/student-code.shtml>. While participating or serving in any capacity, both at the University or off-campus while representing the University, students are expected to:

1. Arrive on time.
 - a. Should a student arrive late for class, they should enter the classroom quietly without disrupting anyone.
2. Be courteous and attentive of others.
 - a. Refrain from talking to other students during class while the instructor or another student is addressing the class.
3. Students are expected to attend all scheduled meetings. In the event one cannot make a scheduled appointment, the student must notify that individual beforehand.
 - a. Should a student miss a class, students are responsible for all materials presented and announcements made during any class. Please refer to the attendance policy noted above as well as the attendance policy included in course syllabi.
 - b. Students are expected to utilize their University emails (...@scranton.edu) for correspondence with faculty members and in order to receive class notifications including assignments and class cancellations
4. Turn off cell phones and other electronic devices before entering the classroom unless otherwise directed.
5. Sit as close to the front of the classroom as possible.
6. Be prepared and willing to contribute to the class discussions. Please attempt to limit questions regarding course material through email. Try to ask these questions during class since your peers may have similar questions and this may promote learning for the group.
7. Do only work in class pertaining to that class.
8. Be sensitive and supportive of individual differences among students, such as race, gender, ethnic background, religious preference.
9. Dress appropriately as directed for meetings, internships, class presentations, and designated events.
10. Address faculty/staff members using the proper prefix (Dr/Mr/Mrs/Prof/etc.). Do not use first names or last names only.

11. Use proper salutations, signatures, and grammar when emailing faculty/staff members. Do not use “hey” to address others either in-person or through email.
12. Do not leave class early unless prior arrangements have been made with the instructor.
13. All questions regarding grades (exams or course grades) should be addressed as soon as possible. Questions should be asked in-person as inquiries through email may not be addressed.
14. Final times are pre-determined. The University of Scranton policy states if you have three (3) finals on a day, one final may be moved. However, classes that are NOT within your major should be moved first.
15. Please refrain from using profanity at all times.

CO-CURRICULAR ACTIVITIES AND OPPORTUNITIES

Student Research

Students are encouraged to participate in research. As such, students may participate as research assistants in faculty led research projects or they may develop their own research ideas in collaboration with a faculty mentor and take a more active role in the research process. Students interested in research should consult with an KNES faculty member whose research interests are included earlier in this document. Any KNES student engaged in research in the KNES lab should be working with a faculty mentor. Before using any lab equipment independently, students must be trained by a supervising faculty member or lab coordinator who will then document this training. The lab coordinator will maintain the documentation of student training and the particular equipment/testing procedures for which the student is trained. The use of all lab equipment must also be scheduled in advance.

Faculty Student Research Program

A significant part of the educational experience can occur through the "hands-on" inquiry that takes place by participating in research and other creative projects with faculty mentors through the Faculty/Student Research Program. The Faculty/Student Research Program (FSRP) is a university-wide opportunity for all undergraduate students in good academic standing. Although the FSRP program is offered on a non-credit basis, students receive transcript recognition for their participation. Students need to secure a faculty mentor and should expect to devote seven to eight hours per week on the research activity. Students can enroll in this program through the Office of Research Services. Additional information is available at <http://www.scranton.edu/academics/provost/research/student-research.shtml>

Student/Faculty Teaching Mentorship Program

The principal purpose of the Student/Faculty Teaching Mentorship Program (SFTMP) is to offer student the opportunity to be involved in faculty instructional activities. The SFTMP allows students to learn about college-level teaching in ways that transcend the traditional roles of faculty and students. The program is university-wide and covers all academic departments. Participation is open to undergraduate and graduate students in good academic standing. Although this program is offered on non-credit basis, students will receive transcript recognition for their participation. The SFTMP is administered by the Center for Teaching and Learning Excellence (CTLE) and the Registrar's Office. Additional information is available at <http://www.scranton.edu/academics/ctle/student-faculty-teaching-mentorship-program/index.shtml>

President's Fellowship for Summer Research

The University of Scranton will offer six undergraduate student summer research grants for 2013. The Office of Research and Sponsored Programs will administer the program. The \$3,000 stipends are offered to provide students with the opportunity to engage in a research project with a full-time faculty mentor during a ten-week period. In addition to the \$3,000 student award, \$500 is allocated for materials and/or student travel. Student awardees will have a residence hall bed assigned free of charge during the research period. Additional information is available at <http://www.scranton.edu/academics/provost/research/sub%20pages/student%20research%20opportunities.shtml>

Kinesiology Club

The Kinesiology Club is the official social organization for University of Scranton students interested in the field of Kinesiology, both as a career and a degree to branch off of for various paths. The Kinesiology Club is an active club on Scranton's campus that strives to serve our school and community. The club participates in various service and community events throughout the school year allowing Kinesiology students a chance to share the knowledge they have gained in classrooms with the Scranton community. The club also collaborates with [purepowerlifting.com](http://www.purepowerlifting.com) to host USA Powerlifting sanctioned events on-campus. These experiences serve as fund raising opportunities for the club, as well as educational opportunities for its members. Opportunities include trips to various places such as the Bodies Exhibit and Lake Placid, as well as the annual Club Dinner featuring a guest speaker. The Kinesiology Club is an important club on campus that provides great resources to the Scranton community and permits Kinesiology majors to develop a sense of camaraderie among their fellow classmates. Each year, KNES majors will receive invitations to join the club. Students may also contact the club's faculty advisor in the KNES department.

Phi Epsilon Kappa Honor Society

Phi Epsilon Kappa (PEK) Fraternity is a national professional fraternity for persons engaged in or pursuing careers in kinesiology, exercise science, sports medicine, and sport management. Membership is designed to stimulate scholarship among the individual members and

advance the field of exercise science. The University of Scranton's local chapter name is Zeta Gamma. Requirements include: declared Kinesiology major at the University of Scranton, senior status, an overall GPA of a 3.5 or higher, and a GPA of 3.5 within Kinesiology courses. Applications are typically due in the month of September each year. Students may contact the PEK faculty advisor for further information.

Professional Associations and Memberships

Students are encouraged to join a professional association related to kinesiology and exercise science. Students may obtain student memberships designed to enhance a student's understanding of Kinesiology based content and professional opportunities available in the chosen field.

American College of Sports Medicine (ACSM): www.acsm.org

Undergraduate Student Member Application (\$10/yr) (For new members only)

Undergraduate student membership is open to any full-time undergraduate student studying in a field related to Kinesiology or sports medicine.

Benefits:

1. Print & electronic subscription to ACSM's monthly scientific journal, *Medicine & Science in Sports & Exercise*®
2. Print & electronic subscription to ACSM's quarterly review of current research topics, *Exercise and Sport Sciences Reviews*
3. Electronic subscription to ACSM's weekly e-newsmagazine, *Sports Medicine Bulletin*
4. Access to and inclusion in ACSM's Online Membership Directory
5. Discounts on meeting and conference registrations, ACSM Certification exams, and ACSM continuing education credits
6. ACSM InfoSearch a weekly update service that helps members stay up to date with the latest book and journal literature

National Strength and Conditioning Association (NSCA): <http://www.nasca.com/>

Undergraduate Student Member Application (\$65/yr)

Undergraduate student membership is open to any full-time undergraduate student.

Benefits:

1. Electronic access to the NSCA Coach, Personal Training Quarterly publication
2. Electronic subscription to the *Strength and Conditioning Journal*
3. Electronic subscription to the *Journal of Strength and Conditioning Research*
4. Discounted Registration at national, regional, and local events
5. Preferred pricing at NSCA Store

Work Study Opportunities

Work study opportunities exist in the Department of Health and Human Development and are coordinated by the department secretary. Students may inquire about available opportunities through the department secretary and must follow University procedures and apply through the Financial Aid Office. Additional information is available at <http://www.scranton.edu/financial-aid/ws-univ-work-study.shtml>

Professional Fitness for Kinesiology

To be a successful KNES student and perform the essential functions expected of an Kinesiology graduate at The University of Scranton, an individual must possess specific skills and abilities. If a student needs assistance to demonstrate the following skills and abilities, it is the responsibility of the student to request accommodation through the Center for Teaching and Learning Excellence (CTLE).

The student must be able to (with or without reasonable accommodations):

1. Communicate verbally, nonverbally and in writing in an effective and respectful manner across diverse situations and to people with different social and cultural backgrounds, including with instructors, community site supervisors, fellow students, clients, and healthcare professionals.
2. Collect, organize, analyze and prioritize information to make safe, appropriate, and timely decisions regarding the proper care for physically active or sedentary individual through the use of established protocols.
3. Record information that is provided by individuals such as clients, athletes, medical personnel and instructors efficiently and accurately.
4. Possess adequate strength, dexterity, balance, and sensation to accurately and safely carry out physical activities including:
 - Variety of physical assessments,
 - Variety of physical activities,
 - Physical positioning of an individual and assistance in the moving of an individual; and,
 - Administration of exercise and training techniques that require demonstration, facilitation, spotting, or resistance.
5. Acknowledge and respect individual, social, gender, and cultural differences in fellow students, colleagues, faculty, patients/clients and community members.
6. Demonstrate flexibility and adaptability to changing situations and uncertainty in an academic or internship environment.
7. Maintain a calm demeanor during situations that may be physically, emotionally, and/or intellectually stressful.
8. Behave in an ethical and moral manner, upholding professional and community standards.
9. Accept critical feedback and respond by appropriate modification of behavior.

Students are evaluated and observed by faculty on an ongoing basis in and out of the classroom. If a faculty member has evidence, or has become aware, that a student has failed to or appears unable to perform an essential function, the faculty member will submit a Student of

Concern Memo to the Kinesiology program Director. After a careful review, and in consultation with the faculty, a remediation plan may be developed by the Program Director. In the event that remediation is not possible or if the student is unsuccessful in achieving the benchmark(s) identified in the remediation plan, the matter will be forwarded to the PCPS Dean's office to consider dismissal from the Kinesiology program.

Student Complaints/Grievances

Federal legislation (the Higher Education Opportunity Act of 2008 (HEOA, as amended) and regional accreditation requirements require that institutions make available to students information regarding filing a complaint with the regional accreditor, state and other agencies, and that it makes available “Policy and methods used in handling and tracking student grievances and complaints. Include public disclosure(s) of the policy/policies for student grievances and complaints (URLs, catalog, handbook, or other public location of this information).”

The University of Scranton makes every effort to address student academic and student life concerns in a timely fashion through existing administrative and academic channels. Information regarding the handling of formal student grievances and complaints are available in the following resources:

[University Student Handbook](#)

Student Rights and Confidentiality of Information: [FERPA Policy](#)

[Student Code of Conduct: Complaint Procedures and Conduct Process Information](#)

[Sexual Harassment and Sexual Misconduct Process: Reporting, Support and Resources](#)

[Student Disability Accommodations: Support, Resources, and Grievances](#)

Each resource above outlines how complaints are handled and resolved. Resources are provided to students throughout the process either as evidenced in the ability to have a University support person and/or by measures provided by the Dean of Students. Other offices, including the office of the Academic Dean, Registrar, and the Office of Equity and Diversity, also offer student resources and guidance regarding the above policies.

Should complaints be received by the institution from MSCHE, PDE, or SARA, they are forwarded to the Provost and/or the relevant administrator responsible for that area or issue. In the case of MSCHE, this includes the ALO; in the case of SARA, this includes the Vice Provost for Enrollment Management and External Affairs.

Para información en español, visite www.consumerfinance.gov/learnmore o escribe a la Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.

A Summary of Your Rights Under the Fair Credit Reporting Act

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under the FCRA. **For more information, including information about additional rights, go to www.consumerfinance.gov/learnmore or write to: Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.**

- **You must be told if information in your file has been used against you.** Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment – or to take another adverse action against you – must tell you, and must give you the name, address, and phone number of the agency that provided the information.
- **You have the right to know what is in your file.** You may request and obtain all the information about you in the files of a consumer reporting agency (your “file disclosure”). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:
 - a person has taken adverse action against you because of information in your credit report;
 - you are the victim of identity theft and place a fraud alert in your file;
 - your file contains inaccurate information as a result of fraud;
 - you are on public assistance;
 - you are unemployed but expect to apply for employment within 60 days.

In addition, all consumers are entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See www.consumerfinance.gov/learnmore for additional information.

- **You have the right to ask for a credit score.** Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.
- **You have the right to dispute incomplete or inaccurate information.** If you identify information in your file that is incomplete or inaccurate, and report it to the consumer reporting agency, the agency must investigate unless your dispute is frivolous. See www.consumerfinance.gov/learnmore for an explanation of dispute procedures

•**Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information.** Inaccurate, incomplete, or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.

•**Consumer reporting agencies may not report outdated negative information.** In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.

•**Access to your file is limited.** A consumer reporting agency may provide information about you only to people with a valid need -- usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.

•**You must give your consent for reports to be provided to employers.** A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to www.consumerfinance.gov/learnmore.

•**You may limit “prescreened” offers of credit and insurance you get based on information in your credit report.** Unsolicited “prescreened” offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt out with the nationwide credit bureaus at 1-888-5-OPTOUT (1-888-567-8688).

•**You may seek damages from violators.** If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.

•**Identity theft victims and active duty military personnel have additional rights.** For more information, visit www.consumerfinance.gov/learnmore.

States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General. For information about your federal rights, contact:

TYPE OF BUSINESS and CONTACT:

1.a. Banks, savings associations, and credit unions with total assets of over \$10 billion and their affiliates

Consumer Financial Protection Bureau
1700 G Street, N.W.
Washington, DC 20552

b. Such affiliates that are not banks, savings associations, or credit unions also should list, in addition to the CFPB:

Federal Trade Commission: Consumer
Response Center – FCRA
Washington, DC 20580 (877) 382-4357

2. To the extent not included in item 1 above:

a. National banks, federal savings associations, and federal branches and federal agencies of foreign banks

Office of the Comptroller of the Currency
Customer Assistance Group
1301 McKinney Street, Suite 3450
Houston, TX 77010-9050

b. State member banks, branches and agencies of foreign banks (other than federal branches, federal agencies, and Insured State Branches of Foreign Banks), commercial lending

companies owned or controlled by foreign banks, and organizations operating under section 25 or 25A of the Federal Reserve Act

Federal Reserve Consumer Help Center
P.O. Box. 1200
Minneapolis, MN 55480

c. Nonmember Insured Banks, Insured State Branches of Foreign Banks, and insured state savings associations

FDIC Consumer Response Center
1100 Walnut Street, Box #11
Kansas City, MO 64106

d. Federal Credit Unions

National Credit Union Administration Office of Consumer Protection
(OCP) Division of Consumer Compliance and Outreach (DCCO)
1775 Duke Street
Alexandria, VA 22314

3. Air carriers

Asst. General Counsel for Aviation
Enforcement & Proceedings
Aviation Consumer Protection Division
Department of Transportation
1200 New Jersey Avenue, S.E. Washington, DC 20590

4. Creditors Subject to the Surface

Transportation Board
Office of Proceedings, Surface Transportation
Board
Department of Transportation
395 E Street, S.W. Washington, DC 20423

5. Creditors Subject to the Packers and Stockyards Act, 1921

Nearest Packers and Stockyards
Administration area supervisor

6. Small Business Investment Companies

Associate Deputy Administrator for Capital
Access
United States Small Business Administration
409 Third Street, S.W., 8th Floor
Washington, DC 20416

7. Brokers and Dealers

Securities and Exchange Commission
100 F Street, N.E.
Washington, DC 20549

8. Federal Land Banks, Federal Land Bank Associations, Federal Intermediate Credit Banks, and
Production Credit Associations

Farm Credit Administration
1501 Farm Credit Drive
McLean, VA 22102-50909.

9. Retailers, Finance Companies, and All Other Creditors Not Listed Above

FTC Regional Office for region in which the creditor operates or Federal
Trade Commission: Consumer Response Center – FCRA
Washington, DC 20580
(877) 382-4357

ACKNOWLEDGMENT AND AUTHORIZATION FOR BACKGROUND CHECK

I acknowledge receipt of the separate document entitled DISCLOSURE REGARDING BACKGROUND INVESTIGATION and A SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT and certify that I have read and understand both of those documents. I hereby authorize and consent to the obtaining of "consumer reports" by The University of Scranton (the "School") at any time after receipt of this authorization and throughout my participation in the educational program or clinical, experiential, residency, or other education or degree requirements, if applicable. I further authorize and consent to the obtaining by the School, and inclusion in these reports, at any time after receipt of this authorization and throughout my participation in the educational program or clinical, experiential, residency, or other education or degree requirements, if applicable, of my immunization records and other applicable health information to be used for purposes of evaluating my application for participation in an educational program with the School or for participation in clinical, experiential, residency, or other education or degree requirements at a health care facility or clinical program. To this end, I hereby authorize and consent to, without reservation, any law enforcement agency, administrator, state or federal agency, institution, school or university (public or private), information service bureau, data or record repository, to furnish any and all background information requested by a third party consumer reporting agency and/or the School. I agree that a facsimile ("fax"), electronic or photographic copy of this Authorization shall be as valid as the original.

Residents of New York only: Upon request, you will be informed whether or not a consumer report was requested by the School, and if such report was requested, informed of the name and address of the consumer reporting agency that furnished the report. You have the right to inspect and receive a copy of any investigative consumer report requested by the School by contacting the consumer reporting agency identified above directly. By signing below, you acknowledge receipt of Article 23-A of the New York Correction Law

Residents of New York City only: By signing this form, you further authorize the School to provide you with a copy of your consumer report, the New York City Fair Chance Act Notice form, and any other documents, to the extent required by law, at the mailing address and/or email address you provide to the School.

Residents of Washington State only: You also have the right to request from the consumer reporting agency a written summary of your rights and remedies under the Washington Fair Credit Reporting Act.

Residents of Minnesota and Oklahoma only: Please check this box if you would like to receive a copy of a consumer report if one is obtained by the School.

Print Name: _____

Signature: _____ Date: _____

DISCLOSURE REGARDING BACKGROUND INVESTIGATION

The University of Scranton (the “School”) may obtain information about you from a third party consumer reporting agency for purposes of evaluating your application for participation in an educational program with the School or for participation in clinical, experiential, residency, or other education or degree requirements at a health care facility or clinical program, which may be deemed to be “employment purposes” under the Fair Credit Reporting Act (“FCRA”). Thus, you may be the subject of a “consumer report” which may contain information regarding your criminal history, social security verification, motor vehicle records (“driving records”), verification of your education or employment history, or other background checks. These reports will also include immunization records and other applicable health information to be used for the above stated permissible purposes, specifically verifying your compliance with health care facility requirements for accessing the facility and participating in clinical, experiential, residency, or other education or degree requirements at the facility.

You have the right, upon written request made within a reasonable time, to request whether a consumer report has been run about you and to request a copy of your report. These searches will be conducted by a third party consumer reporting agency. The scope of this disclosure is all-encompassing, however, allowing the School to obtain from any outside organization all manner of consumer reports throughout the course of your participation in the educational program or clinical, experiential, residency, or other education or degree requirements to the extent permitted by law.

Print Name: _____

Signature: _____

Date: _____

Kinesiology Student Handbook Verification Form

Your signature on this form indicates that you have read and understand your responsibilities with regard to policies, procedures, and curricular information set forth in this handbook. Please complete this form and the two forms on the previous two page. You may sign these forms electronically or print out these three pages, sign them, and scan them. Please email them to the Department of Health and Human Performance secretary maryann.capone@scranton.edu. Please do not return hard copies to the main office unless absolutely necessary.

- I understand that I am subject to the policies described in the Kinesiology Student Handbook
- I understand that I am subject to all other policies described in The University of Scranton's Student Code of Conduct.
- I understand that the provisions of this handbook are not to be regarded as an irrevocable contract between the student and the Department of Health and Human Development.
- I understand that Department of Health and Human Development reserves the right to change any provision or requirement at any time within my term of attendance.

Student Name (printed)

Student's Current Year (based upon credits earned; Freshman, Sophomore, etc.)

Student Signature

Date