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INTRODUCTION

Welcome to the College of Nursing and Health Sciences (CNHS)

Purpose of this Handbook

The Undergraduate Exercise and Health Sciences (EHS) Handbook details information needed by pre-licensure (Traditional BS) students to earn a Bachelor of Science degree in Exercise and Health Sciences. This handbook supplements the following online University publications, which contain general information related to student rights, academic policies, registration, financial aid, campus facilities, and course descriptions and requirements.

Rights and Responsibilities of EHS Students

This Handbook specifies the rights and responsibilities of all undergraduate Exercise and Health Sciences students. EHS students, faculty, and staff members are responsible to understand and adhere to the policies, procedures, and requirements outlined herein, and all are expected to refer to the most current version of the Handbook available on the CNHS website. Failure to stay informed of published policies, procedures, and requirements is not an excuse for non-adherence.

Mission and Goals and Vision

The mission of the College of Nursing and Health Sciences flows from the mission of the University of Massachusetts Boston. The specific mission of the College of Nursing and Health Sciences is to educate professionals who are prepared to meet the Exercise Health Science and Nursing needs of the citizens of Boston, the Commonwealth of Massachusetts, and the global community. We acknowledge a particular responsibility to address the needs of diverse urban populations. The College of Nursing and Health Sciences faculty, students, administration and staff develop and disseminate knowledge and contribute service related to the disciplines of exercise and health sciences and nursing. The faculty, administration, staff, and students of the College of Nursing and Heath Sciences contribute to the realization of this mission by assuring the following:

1. Provide access to education in exercise and health science and nursing for students from diverse backgrounds.
2. Provide excellence and innovation in scholarship, teaching, and service.
3. Provide public service related to Exercise and Health Sciences.
4. Contribute to the economic development of the Commonwealth by helping to meet the health care industry's need for well-educated and highly skilled nurses and exercise and health science
professionals.

5. Contribute to the improvement of the quality of life of individuals, families and other groups, and communities by fostering wellness and fitness, and by influencing health care policy.

6. Prepare graduates for participation in society as educated, socially responsible professionals.

7. Prepare graduates of the Bachelor of Science Program in Exercise and Health Science for:
   a. Entry into exercise physiology, fitness management, and other allied health professions
   b. Master's and doctoral level study in the discipline of exercise and health science

8. Prepare graduates of the Master and PhD programs for:
   a. Leadership roles as advanced health science professionals
   b. Doctor of Philosophy level study in Exercise and Health Sciences

10. Prepare graduates of the Doctor of Philosophy Program in Exercise and Health Sciences for careers as educators, analysts, and researchers in exercise science.

The vision of the College of Nursing and Health Sciences is to improve the health of diverse urban populations through the integration of teaching, targeted research, service, practice, and health policy in partnership with others.

(Approved CNHS, November 2009)

Mission

The mission of the Department of Exercise and Health Sciences is congruent with the missions and visions of the University of Massachusetts Boston and of the College of Nursing and Health Sciences.

The mission of the Department of the Exercise and Health Sciences for comprehensive, theory-guided, evidence-based practices directed toward health promotion, physical activity, and nutrition. We aspire to provide to the public educated and socially responsible professionals to the public.

It is recognized that the mission can be accomplished through a firm commitment to:

- Recruiting and supporting students, faculty, and staff from diverse backgrounds.

- Using innovative, evidence-based teaching and learning strategies to meet the need for health science professionals at different educational levels that are prepared for excellence in practice with diverse populations in various health settings.

- Providing curriculum and research opportunities designed to discover, apply, and integrate new knowledge addressing strategies that enhance health-related quality of life, with an emphasis on diverse urban populations.
• Preparing graduates for participation in society and the global community as educated, socially responsible individuals.

Goals

The goals of the College of Nursing and Health Sciences address the community of learners through education, research, and service to the university, communities, and the discipline of Exercise and Health Sciences.

The goals are:

• Provide comprehensive tools and services to enhance student learning in collaboration with other departments within the university.

• Create a welcoming environment within the classroom, department and university at large where students, faculty, and staff interact, learn from one another, and work collaboratively.

• Use effective teaching and learning methods to prepare baccalaureate, masters, and doctoral students to provide excellent health care with an emphasis on diverse urban populations.

• Establish partnerships with local, state and federal health agencies to enhance student learning, community service, and faculty practice and research.

Undergraduate Exercise and Health Sciences Objectives

At the completion of the undergraduate Exercise and Health Sciences program in the College of Nursing and Health Sciences at the University of Massachusetts Boston, the graduate will have the ability to:

1. **Demonstrate knowledge of core and concentration specific EHS courses:**
   • Identify chronic health conditions and disparities associated with physical inactivity and poor nutrition.
   • Convey the most current recommendations for physical activity and nutrition.
   • Demonstrate knowledge of the physiological response to physical activity and associated health benefits.
   • Understand the correlates of physical activity behavior.
2. **Demonstrate the ability to apply scientific theory to practice in humans:**
   - Design and implement a health behavior intervention, based on scientific theory, to improve health and fitness.
   - Demonstrate the ability to assess health-related fitness.
   - Apply the scientific method through the completion of a group research project using objective measures.
   - Design individualized exercise programs for low and moderate risk populations.

3. **Demonstrate ability to evaluate literature related to exercise and health sciences:**
   - Gather and analyze relevant peer-reviewed literature.
   - Draw conclusions through synthesis of the literature.
   - Convey knowledge of literature related to the exercise and health sciences in oral and written format.

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**Welcome from the Department of Exercise and Health Sciences**

The Undergraduate Exercise and Health Sciences Program was created to meet the needs of students interested in pursuing a variety of health-related careers. As a relatively new academic discipline, we are among the fastest-growing programs of study in the country. Our enrollment has nearly tripled in the past five years to over 650 talented, motivated, and high-achieving students who represent the rich sociocultural diversity of a quality research-based university. Our faculty ranks have likewise increased and represent an interdisciplinary, talented group of instructors and professors who will help provide you with an excellent education as well as opportunities to become involved in their research.

The Department of Exercise and Health Sciences is at the forefront of reducing adverse health conditions associated with inactivity and unhealthy eating and empowering individuals and communities to take charge of their own health and well-being. Highlights of our department include a nationally recognized faculty, an active learning environment with an abundance of student-faculty interaction, and numerous opportunities for career development through a wide range of internship experiences, directed research, and professional activities.

**Message from the Department Chair**

Welcome to the Department of Exercise and Health Sciences at the University of Massachusetts Boston. On behalf of the department I want you to know that we are excited that you have chosen us to receive your bachelor’s degree with us. We are committed to excellence in teaching, research and
experiential learning which will provide you with the sound theoretical knowledge and hands-on, practical experience you will need as you enter the rapidly-growing fields of exercise and health. The information on our website and in our student handbook has been created to guide you through your degree with us. We hope that you are able to take the time to familiarize yourself with our curriculum and policies.

The Department of Exercise and Health Sciences (EHS) is an integral part of the College of Nursing and Health Sciences (CNHS), and offers a Bachelor of Science in Exercise and Health Sciences, one of the fastest growing academic disciplines in the country. Through teaching, scientific research, and hands-on learning, our students gain the theoretical and practical knowledge necessary for careers or advanced graduate study in the fields of exercise and health. Our curriculum includes a solid foundation based on the principles of exercise physiology, health behavior change, and physical activity promotion while offering the flexibility for students to prepare for careers in exercise or health-related fields. Popular career goals include physical therapy, occupational therapy, nursing, physician assistants, exercise physiology, health promotion, and other related health professions. For talented undergraduates, you may also be interested in our MS and PhD degrees in Exercise and Health Sciences.

You will find our curriculum to be challenging and rewarding, offering students a sound theoretical knowledge base coupled with experiential learning opportunities at many of the top institutions in Boston, the health care capital of the world. New to the curriculum in the fall of 2016 are fewer required EHS required courses, more choices for electives, and an increased flexibility so that you can tailor the curriculum to your educational and career goals. One new feature is that by taking the required EHS classes, students will have the foundational course work needed to take the American College Sports Medicine (ACSM) exam to become a Certified Exercise Physiologist®. Further, we offer facilities and equipment so that students will gain in-class practical knowledge, such as our dedicated EHS lab in the Center for Clinical Education and Research, and GoKids!, a nationally-recognized center which provides groundbreaking health and exercise education to Boston-area children. Many of our students find that the internship experience is key to setting them apart in the job market or when applying for graduate studies.

We recognize the personal investment you are making in your future, and we are happy that you have chosen the Exercise and Health Sciences Program to help you reach your educational and career goals.

Jessica Whiteley
Interim Chairperson, Exercise and Health Sciences
Organization of CNHS

The **Dean of the College** oversees the overall direction and operations of the College, including both the Department of Exercise and Health Sciences and the Department of Nursing. The Dean is supported by an Associate Dean regarding academic matters and an Assistant Dean regarding administrative and financial matters; each is supported by their respective staff members.

**Contact Information**: [www.umb.edu/academics/cnhs/faculty_staff/administration](http://www.umb.edu/academics/cnhs/faculty_staff/administration)

The Department of **Exercise and Health Sciences Chairperson** supports the Dean through oversight and direction of the Department of EHS. The Chairperson is supported by Program Directors and their Program Assistants. The Department of Exercise and Health Sciences Chairperson facilitates implementation of curricula and policies developed by the faculty. Undergraduate Program Directors are responsible for implementing curricula and policies with support from the Department of Exercise and Health Sciences faculty and Program Assistants. Undergraduate Exercise and Health Sciences Program Directors oversee the programs professional staff working therein.

**Contact Information**: [https://www.umb.edu/academics/cnhs/exercise_and_health_sciences/faculty](https://www.umb.edu/academics/cnhs/exercise_and_health_sciences/faculty)

The **Office of Student Services** is supervised by the Director of Student Services who oversees an administrative assistant and four program-specific Student Services Specialists (a.k.a. “program advisors”) who provide academic advising to students on the specific requirements of each program. The staff administer student-related activities including orientation, program advising, convocation, and graduation. Student referrals for non-academic support are made to assist students in accessing needed resources offered throughout the University. The staff also support and enforce academic policies and procedures established by the CNHS Faculty and the University. The Director of Student Services also serves as co-chair on the Student Affairs Committee.

**Contact Information**: [www.umb.edu/academics/cnhs/faculty_staff/staff](http://www.umb.edu/academics/cnhs/faculty_staff/staff)

**Student Services can also be reached by email at**: CNHSStudentServices@umb.edu

The **Clinical Internship and Placement Office** (CIPO) is led by a Coordinator and supported by
Clinical Placement Specialists. The CIPO oversees relationships with clinical agencies as well as the clinical clearance and placement of students within their clinical agency sites for clinical courses, preceptorships, and internships.

Contact Information: www.umb.edu/academics/cnhs/faculty_staff/staff

The Center for Clinical Education and Research (CCER) is led by a Director and houses the Exercise and Health Science Lab, Simulation Suite, Competency Testing Rooms, and Computer Lab. The Center for Clinical Education and Research (CCER) promotes student engagement in a range of educational activities that will maximize the successful completion of their program of study and transition into practice, including the Plan for Success program, clinical tutoring, and mandatory clinical competency examinations.

Contact Information: http://www.umb.edu/academics/cnhs/ccer

Meet Our Faculty and Staff

The Exercise and Health Sciences faculty and staff are committed to the University and College mission and dedicated to providing outstanding education, research and service. EHS faculty offices are generally located on the 3rd floor of the Science Building. Click here for more information.

Full-Time Faculty
Dr. Jessica Whiteley: Department Chairperson
Dr. Dana Commesso: Undergraduate Program Director
Dr. Tongjian You: Graduate Program Director
Dr. Sarah Camhi
Dr. Rachel Drew
Dr. Richard Fleming
Dr. Phil Gona
Dr. Ana Lindsay
Dr. Laurie Milliken
Dr. Mario Munoz
Dr. Heidi Stanish
Dr. Phil Troped
Dr. Julie Wright
Dr. Huimin Yan
Dr. Kai Zou

Part-Time Faculty
Dr. Milko Ivanov
Dr. Timothy Morgan

EHS Staff
Daniel Shockley: Clinical Placement Specialist
Carlos Salas: Graduate Program Assistant
Chanel Fields: Undergraduate Program Assistant

UNDERGRADUATE EXERCISE AND HEALTH SCIENCES REQUIREMENTS

Admission

General Admissions Statement
Admission to undergraduate Exercise and Health Sciences is competitive and requires the submission of appropriate application and related documentation. Specific admissions criteria for each program are listed separately on the CNHS website (see www.umb.edu/academics/cnhs). All newly admitted students must attend a mandatory new student orientation before enrolling and registering for classes in the first semester.

How to Apply: New Freshman and Non-UMB Transfer Students
If you have never been formally matriculated into a degree-granting program at UMB and wish to enter the Exercise and Health Sciences Program as either a new freshman or new transfer student, you must apply to the College through the Office of Undergraduate Admissions. Undergraduate Admissions is responsible for assembling and processing your UMB application, evaluating applicants, rendering decisions based on admission criteria and deadlines set by the College, and arranging new student orientation for accepted students. To apply, or for further information, please visit the Office of Undergraduate Admissions website: www.umb.edu/admissions/ug.

How to Apply: UMB Inter-College Transfers, UMB Degree-holders, and Readmissions
If you are a current UMB student within another major, a formerly matriculated UMB student, or have completed a previous bachelor degree at UMB, you must apply directly through the College of Nursing and Health Sciences, i.e., NOT Undergraduate Admissions, through one of the processes described below.
Applying for a Second UMB Undergraduate Degree in EHS

Any student who has graduated from the University is eligible to apply for admission to a second UMB undergraduate degree program in Exercise and Health Sciences. Second UMB Degree Applications and deadlines are available online. Second UMB Degree applicants are subject to the same cumulative and health science pre-requisite GPA criteria as new/external transfer students applying through Undergraduate Admissions. Second UMB Degree applicants are not required to have completed any course requirements. Second UMB Degree applicants are not required to repeat UMB General Education requirements including the Writing Proficiency Requirement.

Applying Readmission to Undergraduate EHS

Students who leave or left the Exercise and Health Sciences Program in good academic standing with a cumulative GPA of 2.0 or better will be considered for readmission based on space available. Regardless of academic standing, students who seek to return are expected to adhere to readmission deadlines posted on the CNHS website. Students seeking readmission to CNHS must first obtain an Application for Readmission form from the Office of the Registrar's website: www.umb.edu/registrar/forms. They must then submit the completed form, transcripts from any institution(s) of higher education attended since leaving UMass Boston, and an unofficial UMass Boston transcript, along with the required fee, to the Office of Student Services before the priority deadline listed on the CNHS website www.umb.edu/academics/cnhs.

Readmission after an absence of two (2) or more years requires approval of the CNHS Student Affairs Committee (SAC). If allowed to return, students will be subject to curriculum requirement as well as college and university policies in effect at the time of readmission. If readmission is granted, an individual program of study may be developed to accommodate any curriculum changes.

Academic Progression

Students must adhere to the following policies to progress through their Undergraduate Exercise and Health Sciences Program.

1. Attend all student orientations, as scheduled, in order to gather the information necessary to undertake the program and maximize potential for success.

2. Complete the University's General Education requirements.

3. Complete all core course requirements outlined on the Advising Worksheet.

4. Maintain a cumulative GPA of 2.0 or higher every semester for the program duration. If the cumulative GPA falls below 2.0 after completion of the 1st semester of the Exercise and Health Sciences Program, the student will be dismissed from the program.
5. Students in the undergraduate EHS program must receive a grade of "C-" or higher in all Health Science required courses. (Less than "C-" in any such course is considered a failing grade.)

6. Students who receive a grade of "D+" or below for the first time in any required EHS courses, will be placed on probation.

7. Students who receive a grade of "D+" or below for the second time in any required EHS required courses will be dismissed from CNHS.

8. Complete all mandatory course requirements and 400-hour internship.

9. Manage their academic career by reviewing their Degree Audit Report and student account on WISER and meeting periodically with a Student Services Specialist and/or Faculty Advisor.

General Education Requirements

All University of Massachusetts Boston students are required to complete courses in various academic disciplines to satisfy general education requirements. The general education curriculum at UMass Boston provides multiple opportunities to build and improve upon students' academic foundation.

What is General Education?

General education provides a strong foundation for success in upper-level coursework and in future careers, built upon the development of four key areas:

1. Critical analysis and logical thought
2. Verbal and quantitative reasoning
3. Understanding human diversity
4. Principal approaches to general knowledge, including:
   - Mathematics and Natural Sciences
   - Social and Behavioral Sciences
   - Arts and Humanities
   - World Languages and World Cultures

The goals, principles, and components of general education are designed to ensure that students can:

- Engage in critical reading and analysis
- Understand and respect human diversity
- Explore the principal approaches to knowledge
- Learn in depth
- Speak, listen, and write effectively
- Reason logically and quantitatively
Exercise and Health Sciences Requirements

The Department of Exercise and Health Sciences redesigned the curriculum for the BS in Exercise and Health Sciences beginning in Fall 2016. Because your degree requirements are based on when you entered the EHS Program, there are two lists of degree requirements, herein referred to as the “New EHS Curriculum” and the “Old EHS Curriculum”. However, students admitted under the Old EHS Curriculum have the option of switching to the New EHS Curriculum or continuing with the Old EHS Curriculum.

• If you entered the EHS Program in fall 2016 or later, you are under the New EHS Curriculum.
• If you entered the EHS Program spring 2016 or earlier, you are under the old curriculum, unless you opt to switch to the New EHS Curriculum.
• If you wish to switch to the New EHS Curriculum, please see your program advisor and fill out an “Undergraduate Curriculum Choice Form.”
• If you are unsure which requirements apply to you, please consult your Degree Audit /Degree Progress Report or speak to your Student Support Specialist

Degree Requirements – New EHS Curriculum

The requirements which follow are effective as of Fall 2016. If you are a student admitted to the EHS program prior to fall 2016, you may have a different set of degree requirements. Please consult your Degree Audit in WISER or meet with your assigned Student Support Specialist for your specific list of requirements and further information.

Candidates for the Bachelor of Science in Exercise and Health Sciences (EHS) must complete a minimum of 120 credits and maintain a cumulative grade point average of 2.0. Required courses include EHS core curriculum and electives, general education, and general elective courses.

EHS Major Courses (New)

In order to complete the requirements for the Bachelor of Science in Exercise and Health Sciences, all EHS students are required to complete a comprehensive list of courses from the academic disciplines of exercise science and health sciences, which is also referred to as the EHS core curriculum. These courses provide the theoretical and experiential background necessary for careers and advanced study in a student’s chosen field. All of the following courses are 3 credits except where noted:
• BIOL 207: Anatomy and Physiology I (4 credits)
• BIOL 208: Anatomy and Physiology II (4 credits)
• EHS 120: Careers in Exercise & Health
• EHS 160: Fitness and Wellness
• EHS 230: Strength and Conditioning
• EHS 260: Physical Activity and Health
• EHS 280: Statistics for Health Professionals
• EHS 300: Health Fitness Assessment (4 credits)
• EHS 310: Applied Kinesiology
• EHS 320: Adapted Physical Activity
• EHS 345: Health Behavior Change
• EHS 370: Exercise Program Design
• EHS 385: Exercise Physiology I (optional lab)
• EHS 490: Internship (12 credits)
• EHS Elective #1
• EHS Elective #2

Note: You need not complete these requirements in the order that follows; rather, you should plan your course selections carefully so as to complete introductory and prerequisite coursework early on in your undergraduate career.

Please note the following:
All EHS core curriculum requirements (listed above) including BIOL 207 and BIO 208 must be passed with a grade of C- or higher, and may not be taken on a pass/fail basis.

As listed above, students must complete three EHS electives as part of the requirements for the major. Students may choose any 3-credit courses offered by the EHS Department that are not already required for the major. Two of the three EHS electives may be at any level while the third must be at the 300 or 400 level.

Many EHS courses have pre-requisites which are listed in WISER and the Undergraduate Course Catalog. Pre-requisites are not waived for EHS courses under any circumstances.

EHS 490 is a 400-hour, 12-credit internship that provides a comprehensive, experiential learning opportunity as a capstone to the Exercise and Health Sciences Program. EHS-490 is offered in the fall and spring semesters as well as during the summer. Students must complete all other degree requirements before starting the internship. EHS 490 may be taken with a maximum of one other course in the fall or spring semesters only. Students taking EHS 490 during the summer are not allowed to take any other courses simultaneously. For more information, please see “The Final Semester Internship” section of this handbook.
General Electives (New)

In addition to EHS major and general education requirements, EHS students must complete a number of general elective courses that can be chosen from any academic discipline at UMass Boston. The number of general elective credits varies by student but is generally between 21 and 36 credits, depending on course selection, prerequisites, and/or possible transfer credit. To determine your number of required general elective credits, add the number of EHS major credits and general education credits required of you and then subtract that total from the 120 credits required for graduation.

Degree Requirements - Old EHS Curriculum

The requirements which follow are in effect for students who entered the EHS program in spring 2016 or earlier. If you are a student admitted to the EHS program fall 2016 or later you will have a different set of degree requirements. Please consult your Degree Audit in WISER or meet with your assigned academic advisor for your specific list of requirements and further information.

Candidates for the Bachelor of Science in Exercise and Health Sciences (EHS) must complete a minimum of 120 credits and maintain cumulative grade point average of 2.0. Required courses include EHS Core, EHS Concentration, general education, and general elective courses.

EHS Core Courses (Old)

Also referred to as the EHS core curriculum requirements, these 14 courses provide the theoretical and experiential background necessary for careers and/or advanced study in your chosen field.

- BIOL 207: Anatomy and Physiology I (4 credits)
- BIOL 208: Anatomy and Physiology II (4 credits)
- EHS 120: Careers in Exercise & Health
- EHS 150: Introduction to Nutrition
- EHS 160: Physical Activity and Health
- EHS 240: Prevention and Care of Athletic Injuries
- EHS 260: Physical Activity and Health
- EHS 280: Statistics for Health Professionals
- EHS 300: Health Fitness Assessment (4 credits)
- EHS 310: Applied Kinesiology
- EHS 320: Adapted Physical Activity
- EHS 340: Health Behavior Change
- EHS 360: Wellness Coaching
- EHS 490: Internship (12 credits)
Please note the following:
All of the courses listed above must be passed with a grade of C- or higher, and may not be taken on a pass/fail basis.

Many EHS courses have pre-requisites which are listed in WISER and the Undergraduate Course Catalog. Pre-requisites are not waived for EHS courses under any circumstances. Note: BIOL-111 General Biology I (4-credits) is a pre-requisite for BIOL-207 (Anatomy & Physiology I) and BIOL-208 (Anatomy & Physiology II).

You need not complete these requirements in the order that follows; rather, you should plan your course selections carefully so as to complete introductory and prerequisite coursework early on in your undergraduate career.

EHS 490 is a 400-hour, 12-credit internship that provides a comprehensive, experiential learning opportunity as a capstone to the Exercise and Health Sciences Program. EHS-490 is offered in the fall and spring semesters as well as during the summer. Students must complete all other degree requirements before starting the internship. EHS-490 may be taken with a maximum of one other course in the fall or spring semesters only. Students taking EHS-490 during the summer are not allowed to take any other courses simultaneously. For more information, please see “The Final Semester Internship” section of this handbook for more information.

EHS Concentrations, Old Curriculum
In addition to the EHS Core Curriculum, EHS students are required to declare one of three concentrations by the time he or she reaches 45 credits. A description of each concentration and the required courses appears below.

Each concentration requires students to complete EHS electives. An EHS elective is any departmental course not already required in a student's core or concentration. For instance, the EHS Department offers several courses which are designated as EHS electives only. Alternatively, students may take courses in concentrations other than their own to satisfy this requirement. For instance, a student in the Health Sciences concentration may take EHS 230 Strength & Conditioning as an EHS elective, while a student in the Fitness Instruction and Management concentration may take EHS 460 Research Methods I as an EHS elective. Please note that only courses with the EHS designation in the course title satisfy this requirement.

To declare a concentration, students should visit the One Stop or Registrar's Office to fill out a Declaration of Major, Minor or Program of Study form, and return it to the CNHS Main Office.

Exercise Science Concentration
The Exercise Science concentration prepares students for careers in physical activity-related research, cardiac rehabilitation, clinical exercise physiology, pediatric exercise, or future post-graduate exercise
study.

Courses required for the Exercise Science concentration are:
• EHS 350: Obesity and Weight Management
• EHS 380: Exercise Physiology I
• EHS 390: Exercise Physiology II
• EHS 410: Exercise and Aging
• EHS 420: Pediatric Exercise
• EHS 460: Research Methods I
• EHS 470: Research Methods II
• EHS 480: Clinical Exercise Physiology
• EHS elective

Fitness Instruction & Management Concentration
The Fitness Instruction and Management Concentration prepares students for careers in fitness center management, personal training, sports conditioning, worksite health promotion, and many other exercise-related businesses.

Courses required for the Fitness Instruction and Management Concentration are:
• EHS 230: Strength and Conditioning
• EHS 370: Exercise Program Design
• EHS 380: Exercise Physiology I
• EHS 400: Practicum in Adult Fitness
• EHS 440: Health Fitness Management
• MGT 130: Introduction to Business
• AF 210: Financial Accounting
• EHS elective #1
• EHS elective #2

Health Sciences Concentration
The Health Sciences concentration prepares students for advanced graduate study and/or future careers in physical therapy, occupational therapy, physician assistant, public health, nutrition, health promotion, and various other health professions. Students in the Health Sciences concentration also go on to attend medical school or direct-entry nurse practitioner programs. This concentration will provide a sound scientific basis of health and wellness while also offering flexibility for selecting particular courses geared towards individual career objectives in the health professions.

Courses required for the Health Sciences Concentration are:
• EHS 460 Research Methods I
• EHS 470  Research Methods II
• CHEM 115 & 117  Chemical Principles I w/ Lab*
• CHEM 116 & 118  Chemical Principles II w/ Lab*
• PSYCH 100 or 101  Intro to Psychology
• EHS elective
• EHS elective

Note: With advisor consent, students may substitute other UMass Boston lab science courses in place of one or both Chemical Principles courses, including CHEM 130 Physiological Chemistry, BIOL 209 Medical Microbiology, Physics 107 College Physics I, Physics 108 College Physics II, among others. This flexibility allows you to tailor your BS degree by choosing courses that are required for your graduate study plans. Please note that CHEM 115 & 117 and CHEM 130 are introductory chemistry courses and only 1 may be used to satisfy this requirement.

Exercise and Health Sciences Courses

EHS 120: Careers in Exercise & Health

This course is an overview of professions in the fields of exercise and health science. Career opportunities within fitness instruction and management, clinical exercise, sports medicine, health science, and allied health will be investigated. Objectives include describing various aspects of careers, determining requirements for advanced study and learning what coursework would be necessary for applying to several professions of interest. Activities and faculty/guest speakers will introduce students to the wide array of careers related to exercise and health science.

3 Credits (Core)
EHS Students only

EHS 150: Introduction to Nutrition

This course examines ways in which nutrition promotes health, influences disease, and affects exercise and sports performance. A major goal is to have students better understand the role that nutrition plays in their own health. Participants evaluate popular diets and dietary supplements, examine current nutrient recommendations, and acquire confidence in making sensible nutrition recommendations.

3 Credits (Core in Old Curriculum, Elective in New Curriculum)
EHS and nursing students only

EHS 160: Fitness and Wellness

Students completing this course will learn introductory concepts about 1) fitness and related topical areas, including physical activity, nutrition, behavior change, body composition, muscular strength,
cardiorespiratory endurance, and flexibility, and 2) wellness, including lifestyle related chronic diseases such as obesity, diabetes, cancer and cardiovascular disease. Students will learn about the components of fitness as it relates to health and develop their own personal fitness plan. Students will be introduced to causes and treatments for lifestyle related chronic diseases, relevant organizational websites, and develop their own wellness profile. This is a fundamental course that introduces students to the basic principles of fitness and wellness.

3 Credits (Core)
EHS students only

**EHS 230: Strength and Conditioning**

This course addresses the scientific and theoretical basis of strength training and conditioning. Basic terms and concepts will be discussed and an overview of the major research that has been conducted in this area will be explored. The fundamental concepts and variables that influence the design of strength and conditioning programs will be discussed, with an emphasis on functional training. The bioenergetics of exercise and training will be explored. Anaerobic training adaptations will be compared and contrasted with aerobic training adaptations. The course is designed to serve as basic preparations for the National Strength and Conditioning Association (NSCA) Certified Strength and Conditioning Specialist (CSCS) certification.

3 Credits (Elective in Old Curriculum, Core in New Curriculum)
EHS Students only

**EHS 240: Prevention and Care of Sport Injuries**

This course is designed to assist students in recognizing and providing immediate treatment of the common injuries seen in recreational and competitive sports. Additional topics include pre-participation physicals, protective equipment, emergency first-aid, orthotics, illnesses and disease routinely seen in active individuals, and when to treatment and referrals.

3 Credits (Core in Old Curriculum, no longer offered in New Curriculum)
EHS Students only

**EHS 250: Nutrition for Sports & Performance**

This course examines the interaction between nutrition, exercise, and athletic performance. Weekly topics include the biological, psychological, and sociological aspects of nutrition as it relates to exercise performance. Lectures cover current research on nutritional needs in response to exercise including: fluids, energy nutrient requirements and caloric distribution, supplementation, ergogenic aids, and pre/post event recommendations. A strong foundation of bioenergetics for sports competition will be emphasized.

3 Credits (Elective)
**EHS 260: Physical Activity and Health**
The relationship between physical activity and health across the life span and the implications for health promotion strategies targeted at both individuals and the community are examined. The course focuses on national health statistics, gaining experience reading peer reviewed scientific literature, and understanding how science is used to guide physical activity program planning.

3 Credits (Core)
Prerequisite: EHS 160 and EHS 280 (or equivalent)

**EHS 270: Worksite Health Promotion**
Components of administering and managing corporate and worksite fitness and wellness programs are examined. Topics covered include: paradigms in health promotion, health and exercise programs planning, facility planning and design, program management, policies and procedures, staffing, equipment, ethics, safety and legal issues, and marketing; all of these topics will be discussed from the perspective targeting populations within a corporate or work environment.

3 Credits (Elective)
Prerequisites: EHS 150 and EHS 260

**EHS 280: Statistics for Health Professionals**
This course focuses on basic concepts of statistics, such as measures of central tendency and variability; concepts of test validity, reliability, and objectivity; and basic techniques used in inferential statistics, such as correlation, regression, t-tests, and analysis of variance. Advantages and limitation of statistical tests will be presented. Emphasis will be placed on interpreting the statistics presented in scientific peer-reviewed research in the field of exercise and health sciences.

3 Credits (Core)
Prerequisites: MATH 114Q or appropriate score on the Math Placement assessment.

**EHS 297: Special Topics**
This course addresses a specific topic in exercise and health sciences. Course content varies according to the topic.

Variable Credits (Elective)

**EHS 300: Health Fitness Assessment**
This course focuses on the evaluation of cardiopulmonary and musculoskeletal fitness in apparently healthy populations. Theoretical and practical components relating to coronary artery disease risk factor
analysis, body composition assessment, aerobic fitness testing, muscle strength testing and flexibility assessments will be discussed as they relate to an individual’s probability for developing a disease and issues in exercise programming. Completion of this course will help prepare students to take one of the American college of Sports medicine (ACSM) Health Fitness Certifications.

4 Credits (Core)
Prerequisite: EHS 160

**EHS 310: Applied Kinesiology**

Applied Kinesiology is designed to provide a foundational level of knowledge of the field of Human Kinesiology, and it serves as a primer for students who will be entering higher levels of the health and fitness professions. This course places particular emphasis on expanding the student’s level of understanding of functional musculoskeletal anatomy. Mechanical and anatomical concepts essential for understanding human movement are integrated routinely through this course. After introductory sections on these underlying kinesiological principles, this course systematically progresses through the human body on a joint by joint basis, and then explores the synergistic interaction of all joints systems that is the hallmark of human motion. Topics of focus will include classification of joint systems, connective tissue anatomy and biomechanics, arthrokinematics, and kinetics. Clinical and athletic application of these principles will be made through sections on the biomechanics of sport and exercise.

3 Credits (Core)
Prerequisites: BIOL 207 and BIOL 208

**EHS 320: Adapted Physical Activity**

This course is designed to ensure that EHS students have current information concerning the physical activity needs of individuals with various disabling conditions including (but not limited to) autism spectrum disorders, cerebral palsy, multiple sclerosis, Down syndrome, and spinal cord disabilities. Emphasis will be placed on understanding the attributes of specific disabling conditions, techniques for modifying activities so that all can participate, and strategies for developing and administering appropriate and effective community-based adapted physical programs.

3 Credits (Core)
Prerequisite: EHS 300

**EHS 330: Conditioning for Performance**

This course examines the advanced methods and techniques associated with the design of strength and conditioning programs to enhance human performance in sport and fitness. Topics to be studied include, but will not be limited to, the identification of training priorities, performance testing, periodization and program design, resistance training, mobility and flexibility training, aerobic and anaerobic, energy system training, speed and agility training, core training, plyometrics, and Olympic lifting. This course is
EHS 345: Health Behavior Change

This course is an introduction to the science of health behavior change. The most commonly used theories, models and strategies of health behavior change will be explored in the context of promoting health and preventing disease. The particular emphasis of the course is on health behavior change in relation to improving physical activity, eating nutritiously, eliminating tobacco use, and other lifestyle related habits that impede optimal health and wellness. This course is designed to teach students the theory-based skills and strategies they need to take a patient or client from knowing what they need to do to achieve behavior change. Emphasis is placed on improving student competency in designing evidence- and theory-based interventions for individuals and groups. Students will learn the counseling skills to interact with individuals and groups in health promotion and health care settings. The course has particular relevance to students who plan to be exercise specialists, nutritionists, health educators, physical therapists, physical assistants, nurses, psychologists and other health care professionals.

3 Credits (Core in New Curriculum)
Prerequisite: EHS 160

EHS 350: Obesity and Weight Management

This course provides students with a broad understanding of the global epidemic of obesity and its health and economic consequences. Students in this course learn the scientific basis of energy balance, energy metabolism, and the regulation of body weights in humans. Students also receive an introduction to the fundamentals of the biology of appetite regulation and genetics of obesity. The critical independent and inter-related roles of physical activity, healthy nutrition, and health behavior change that children and adults have to prevent and reduce obesity are emphasized throughout the course. Students also study psychosocial factors related to obesity and emerging strategies for obesity treatment such as pharmacological and surgical approaches. An important aspect of this course is the opportunity for students to obtain experience reviewing current literature on a selected topic related to obesity and weight management.

3 Credits (Elective)
Prerequisites: EHS 150 and EHS 260

EHS 360: Wellness Coaching Techniques

The overarching aim of this course is to familiarize the student with evidence-based counseling strategies designed to enhance the student’s level of knowledge attained in EHS 230 and aid in the preparation for the for the National Strength and Conditioning Specialist (CSCS) certification. The scientific and theoretical components of this class will be reinforced with hands-on laboratory experiences.

3 Credits (Elective)
Prerequisite: EHS 230
that can be used to improve healthy lifestyle habits through theory-based health behavior change programs. Students will learn how to take the theories and strategies from Health Behavior Change, with a particular emphasis on the trans-theoretical model, social cognitive theory, cognitive and behavioral strategies, and relapse prevention, and apply them during one-on-one counseling sessions. This course focuses on a client-centered approach to counseling which includes learning and practicing motivational interviewing techniques. A variety of experiential activities will be completed to assist students in becoming confident and effective behavior change counselors. The course has particular relevance to students who plan to be exercise specialists, nutritionists, health educators, physical therapists, physical assistants, nurses, psychologists and other health care professionals.

3 Credits (Core in Old Curriculum, no longer offered in New Curriculum)

**Prerequisite: EHS 340**

**EHS 370: Exercise Program Design**

This course examines the theory and practice of designing exercise programs to improve or maintain cardio respiratory and muscular fitness. Students will study the principles of prescribing safe and effective exercise training programs for apparently healthy individuals and for persons who have various stable chronic medical conditions, such as coronary heart disease, diabetes, hypertension, obesity, osteoarthritis, and osteoporosis. Designing exercise programs for other special populations including youth, older adults and pregnancy will also be studied.

3 Credits (Core in Old Curriculum Fitness Instruction and Management concentration and New Curriculum)

**Prerequisite: EHS 300**

**EHS 385: Exercise Physiology I**

This course examines the acute and chronic effects of exercise on the human body. Specific topic areas to be covered include: 1) aerobic and anaerobic energy metabolism, 2) pulmonary system physiology, 3) cardiovascular system physiology, 4) hormones related to energy metabolism, 5) skeletal muscle physiology, 6) nervous system physiology, and 7) possible other topics such as temperature regulation, the effects of altitude, and ergogenic aids.

3 Credits (Core in Old Curriculum Exercise Science and Fitness Instruction and Management concentrations, Core in New Curriculum)

**Prerequisites: BIOL 207 and BIOL 208**

**EHS 386: Exercise Physiology I Lab**

This course utilizes laboratory experiences to illustrate topics taught in EHS 385 - Exercise Physiology I. Specific labs include: 1) measuring work and power, 2) field tests of aerobic and anaerobic capacity, 3)
muscle fatigue and relationships between muscle force, velocity and power, 4) the measurement of oxygen consumption, carbon dioxide production and the respiratory exchange ratio, 5) Oxygen deficit and excess post exercise oxygen consumption, 6) direct test of maximal aerobic power, 7) heart rate and blood pressure response to exercise, 8) the ventilator response to exercise, 9) body temperature and exercise, and 10) substrate utilization during exercise.

1 Credits (Core in Old Curriculum Exercise Science and Fitness Instruction and Management concentrations, Elective in New Curriculum)

Co-requisite: EHS 385

**EHS 390: Exercise Physiology II**

This course is designed to build on the concepts learned in EHS 380 and provide students with applied knowledge and a more in-depth practical laboratory experience. Specific topic areas to be covered include: 1) physiological factors affecting training and performance, 2) exercise and environmental factors (e.g., altitude, thermoregulation), 3) ergogenic aids, 4) exercise in special populations (e.g., diabetes, pulmonary disease). This is primarily a laboratory course that will use lectures to discuss findings and interpret the results from the laboratory experience.

3 Credits (Core in Exercise Science concentration in Old Curriculum, no longer offered in New Curriculum)

Prerequisite: EHS 380, or EHS 385 and EHS 386

**EHS 400: Practicum in Adult Fitness**

This course explores the physiological and psychological basis of physical conditioning, body weight control, and exercise adherence for apparently healthy adults. Students will gain practical experience administering fitness tests, designing safe and effective exercise programs and developing effective leadership and communication skills. Students will enhance their competencies in adult fitness programming by serving as instructors, test administrators and fitness counselors. Theories and practices related to exercise physiology and health behavior change will be employed throughout the course.

3 Credits (Core in Fitness Instruction and Management Concentration in Old Curriculum, Elective in New Curriculum)

Prerequisites: EHS 370

**EHS 410: Exercise & Aging**

This course focuses on fitness, exercise, physical activity, and health issues in the geriatric population. Topics include methods of evaluating fitness levels, exercise prescription, public health issues, and current research issues.

3 Credits (Core in Exercise Science concentration in Old Curriculum, Elective in New Curriculum)
Prerequisite: EHS 380 or EHS 385

**EHS 420: Pediatric Exercise**

This course focuses on exercise and physical activity in children and adolescents. This course introduces students to the anatomical, physiological, and psychosocial issues related to exercise and physical activity in children such as effects of maturation, growth and puberty on the fitness components (body composition, cardiorespiratory endurance, muscle strength, muscle endurance and flexibility), normal responses to exercise, and adaptations of exercise training. Students will also explore clinical pediatric health issues (asthma, diabetes, congenital heart disease, obesity, etc), as well as how to adapt appropriate and safe physical activity and exercise programs. A special emphasis will also be on public health policies and national recommendations for children and adolescents including physical activity, physical education, nutritional intake, and sedentary behaviors.

3 Credits (Core in Exercise Science concentration in Old Curriculum, Elective in New Curriculum)

Prerequisite: EHS 380 or EHS 385

**EHS 421: Pediatric Exercise Externship**

Students will have a practicum experience with hands-on learning through volunteering at a local community site with children and/or adolescents. Time will be spent not only in the community site, but also on campus with special workshops to develop skills related to working with children and adolescents in health/wellness programming. Space is limited and special permission is needed to enroll. Selection for the course is done through a competitive application process. Please contact the instructor for details.

3 Credits (Core in Exercise Science concentration in Old Curriculum, Elective in New Curriculum)

Co-requisite: EHS 420

**EHS 440: Health Fitness Management**

Students in this course study basic concepts, theories, and organizational management as applied to the field of health, fitness, and recreation. Concepts associated with facility operation, including organizational structure and function, program development and administration, marketing, human resource management, financial management, equipment purchasing and maintenance, information management, insurance issues, and legal considerations in the health and fitness industry, are examined.

3 Credits (Core in Fitness Instruction and Management Concentration in Old Curriculum, Elective in New Curriculum)

Prerequisites: EHS 300

**EHS 460: Research Methods I**

This course is designed to provide students with a background in quantitative research methods with an emphasis on studies conducted in exercise and health sciences. Students will become familiar with the
scientific method and basic principles of designing descriptive and experimental projects. Students will
learn to review and evaluate the literature, interpret research results, and conduct ethical research.

3 Credits (Core in Health Science concentration in Old Curriculum, Elective in New Curriculum)
Prerequisites: EHS 260 EHS 280

**EHS 470: Research Methods II**

This course is designed to provide students with experience in quantitative research design, implementation, analysis, and reporting. In this course, students gain hands-on practical experience conducting their own pilot research study. Students will work in small groups and serve as investigators and may also participate as subjects for other class pilot research projects. At the conclusion of the course, each group of students will present their study as a written research abstract and as a poster presentation.

3 Credits (Core in Health Science concentration in Old Curriculum, Elective in New Curriculum)
Prerequisites: EHS 300 and EHS 460

**EHS 480: Clinical Exercise Physiology**

This course focuses on the role of exercise in managing several common chronic disease conditions. Risk reduction and the treatment of chronic conditions using exercise will be addressed. The chronic conditions studied in this course are endocrine and metabolic diseases (such as diabetes, metabolic syndrome and obesity) pulmonary diseases (such as asthma and chronic obstructive pulmonary disease), and cardiovascular diseases (such as heart failure, cardiovascular disease and peripheral artery disease). Graded exercise testing and prescription in clinical populations will be included.

3 Credits (Core in Exercise Science concentration in Old Curriculum, Elective in New Curriculum)
Prerequisites: EHS 380 or EHS 385

**EHS 485 Independent Study**

An Independent Study in EHS is a variable credit course whereby a student works closely and more in-depth with a faculty in the Department of Exercise and Health Science. At the same time, the student is expected to work independently over the course of the semester.

Students interested in registering for an IS are advised to coordinate with a faculty member during the semester prior to enrollment. The faculty member will accept an IS student if he or she has an opportunity with regard to research, service, interests and experience. Faculty members are not always available to supervise students for IS. To apply for Independent Study based on your area of interest, determine an appropriate faculty member to contact. Students can find faculty biographies on the College of Nursing and Health Sciences website under the faculty tab. It is important that you and the faculty member have a good understanding of each other's needs and interests. For example, if you approach a faculty member you have never met before, it is unlikely that he or she will accept you until
you both have a solid understanding of those interests and experiences. Once the student and faculty member have agreed, a formal contract is then completed and the student will be registered in WISER by the EHS Department only. The final grade for the IS is based on the agreed upon deliverables during the course and at its conclusion.

1-6 credits
Course meets by arrangement. May be repeated for credit.
Please note: if the IS is used as an EHS elective, a C- or above is required to receive credit.
Prerequisites: faculty member and EHS Department approval

**EHS 497: Special Topics**

This course addresses a specific topic in exercise and health sciences. Course content varies according to the topic.

Variable Credits

**EHS 490: Internship in Exercise Physiology**
The purpose of this internship program is to provide students with hands-on practical experience in the fields of exercise and health sciences. This course is a 12 credit non-paid internship for students who have completed or are in the process of completing all other course work for graduation. Students are required to complete approximately 400 hours of work over 14-16 weeks at an agency/affiliation that has been approved by the EHS Department. In addition to the practical field experience, students will also participate in several seminars directed by the Faculty Internship Coordinator. These seminars will provide a forum for sharing experiences, further developing career objectives, and stimulating creative thinking related to their professional development. Please see the “Final Semester Internship” section of this handbook for more information.

12 Credits (Core)
Prerequisites: EHS Department Approval

**The Final Semester Internship**

EHS 490 is a 400-hour, 12-credit internship that provides a comprehensive, experiential learning opportunity as a cap stone to the Exercise and Health Sciences Program. EHS 490 is offered in the fall and spring semesters, as well as during the summer.

Students are expected to have completed all other degree requirements before beginning the internship. With departmental permission, students may take a maximum of one course while completing the internship in the fall and spring semesters only. Students taking EHS 490 over the summer are not allowed to take any other courses simultaneously.

The main objective of this course is to provide educational and professional experiences in various aspects of health/fitness and wellness programs, clinical exercise programs or exercise science research.
The internship will provide students with the opportunity to gain valuable hands-on experience in their selected area of interest in a healthcare environment. This course is a 12 credit non-paid internship for students who have completed all other coursework for graduation.

**Applying to Participate in EHS 490**

In order to complete EHS 490, students must begin an application process the semester prior to completing the internship. Students will be notified by email in advance of the application deadline. Once applications have been submitted, the EHS Department will review student records to determine academic eligibility. Once academically cleared, students will be required to attend a mandatory orientation, which includes instructions on finding and securing an internship site and various health and background clearance requirements. Students will be registered for EHS 490 in WISER shortly after completing the orientation program.

**Internship Course Objectives**

Course objectives align with the following learning goals of the Exercise and Health Science Undergraduate Program:

- Demonstrate Knowledge of Core and Concentration Specific Exercise and Health Science Courses;
- Demonstrate Ability to Apply Scientific Theory to Practice in Humans
- Demonstrate Ability to Evaluate Literature Related to Exercise and Health Sciences.

**Internship Student Responsibilities**

**Securing an internship:** The Internship Coordinator will assist students in securing a site for their internship. This process begins months prior to the start of the internship and includes professional training, orientation, a current resume, and contacting prospective internship sites. Most internship sites require an on-site interview.

**Complete all assignments:** It is the responsibility of the student to complete all assignments and the required 400 hours. It is the student’s responsibility to ensure the site supervisor completes and submits their evaluations.

**Meet the requirements of the site:** It is expected that once an intern starts at a site they must meet your employee expectations and rules, including professionalism, reliability, and confidentiality.

**Internship Final Project**

Students are required to create or contribute to a project. This can take the form of one large project (e.g., organizing, running and evaluating a health fair) or several smaller projects (e.g., creating handouts, reorganizing patient charts, researching a topic and presenting to staff, etc.). The goal is for the
students to take a leadership role in the project and also to produce some “tangible product” that is not only useful for the site, but is also a portfolio piece for the student. The project idea, implementation, and product development is the responsibility of the student; however, as a site we encourage your input and direction.

**Writing Proficiency Requirement/Exam (WPR/WPE)**

Fulfilling the WPR is a requirement within all baccalaureate degree programs at the University. Only EHS students who already hold a bachelor’s degree and some transfer students (who have over 75 credits) are eligible to waive the Writing Proficiency Requirement. The Writing Proficiency Office can answer questions related to the waiver process. Further information on these requirements can be found at the Writing Proficiency website: [http://www.umb.edu/academics/vpass/undergraduate_studies/writing_proficiency/](http://www.umb.edu/academics/vpass/undergraduate_studies/writing_proficiency/).

The **Writing Proficiency requirement**: Students in EHS are required to pass the Writing Proficiency Evaluation (WPE) after taking the Intermediate Seminar and prior to the completion of 75 credits. Students who do not pass the WPE by this point will be prohibited from taking additional courses until the WPE has been completed.

The Writing Proficiency Evaluation (WPE) is an assessment of the skills developed in general education course work. There are two possible ways that the University evaluates student writing to meet this requirement: either through a timed essay exam or an essay written on a student’s own time that is accompanied by a portfolio of papers previously written and graded in UMass Boston courses. Due to the higher success rate of EHS students passing the WPE by completing the portfolio and untimed essay, we would strongly encourage you to consider this option.

Students should familiarize themselves with the Writing Proficiency website early in their academic careers: [http://www.umb.edu/academics/vpass/undergraduate_studies/writing_proficiency](http://www.umb.edu/academics/vpass/undergraduate_studies/writing_proficiency).

Perhaps the most important way to prepare for the WPE is to understand the role that the *Elements of Writing Proficiency* plays in the evaluation. These can be found on the WPE website. General education courses at UMass Boston are specifically constructed to develop certain capabilities and student learning outcomes. In turn, the WPE assesses a student’s ability to perform these capabilities and program outcomes. General education course work is a pathway to help students prepare for the WPE. The particular capabilities and work habits, which are listed and described in the *Elements*, are what the WPE will assess. The *Elements* is the list of the capabilities and work habits that the WPE graders – UMass Boston faculty from all departments will use to judge whether or not a student’s writing is at an
immediate level of proficiency.

If you believe you may opt for the WPE portfolio option, it is important for you to begin to collect and save any course papers to fulfill the portfolio requirements of three required supporting papers.

**WPE Registration and Instructions**

A student must register for a given Writing Proficiency Exam in order to download the Reading Set and complete the exam essay. Students who do not register will not be eligible to complete the WPR within that period. **To register for a WPE**, please go to the Writing Proficiency website:  
http://www.umb.edu/academics/vpass/undergraduate_studies/writing_proficiency/.

## POLICIES AND PROCEDURES

**University Policy on Non-Discrimination**

The University of Massachusetts Boston prohibits discrimination in all its policies on the basis of race, color, sex, age, religion, national origin, sexual orientation, physical or mental difference of ability, or veteran status.

**Disability-Related Accommodations**

Both the College and University strive to maintain adherence to the Americans with Disabilities Act (ADA). Students with documented differences of physical or mental ability and require accommodations should review the related information from the Ross Center for Disability Services  
www.umb.edu/academics/vpass/disability and the Events, News & Media Department  
www.umb.edu/news_events_media/events/special/policies/accommodations.

**Right to Review University and CNHS Records**

Educational Rights and Privacy Act: In accordance with Public Law 93-38, the University wishes to inform all UMass Boston students of their right to review their education records on file at the University. Accordingly, any EHS student wishing to examine his or her education record should submit a written request to the Director of Student Services.

**Academic Honesty & Academic Misconduct**

Plagiarism and cheating are serious offenses and are not tolerated by CNHS or the University. Strict policies and procedures for dealing with these offenses are in place at the University and are outlined extensively in both the University's Code of Student Conduct (see above) and Policies & Regulations.
Examples of academic dishonesty include, but are not limited to, cheating on examinations, submitting written material that is the work of others, purchasing papers over the internet, or seeking unauthorized use of computer files of a faculty or staff member or other student(s). Misconduct includes, but is not limited to, furnishing false or inaccurate information, disruptive conduct, or theft and damage to university property.

**Plagiarism**
Should a faculty member suspect a student of plagiarism (umb.libguides.com/plagiarism), the faculty member will notify the EHS student in writing of the charges and inform him/her of his/her rights and responsibilities as outlined in the University's "Procedures for Academic Dishonesty": www.umb.edu/life_on_campus/policies/regulations/academic_dishonesty/. The faculty member should meet with the EHS student to discuss the alleged violation within ten (10) days of incident.

If the issue is not resolved at this meeting, the faculty member will notify the EHS student in writing within ten (10) days of the meeting, and copy the Undergraduates Studies Director, Dean of Students, Director of Student Services, Undergraduate Program Director, Department Chair, and Dean of the specifics of the alleged violation and of the recommended sanction to be imposed. Sanctions for plagiarism or academic dishonesty may include, but are not limited to, a zero (0) for the assignment, course, or both, and other sanctions up to dismissal, per University policy. More severe sanctions are appropriate for some conduct and sanctions other than those listed above may be imposed at the discretion of the Hearing Officer or the Hearing Board. In determining a sanction, a designated University Hearing Officer or Community Review Board may consider the student’s present demeanor and past disciplinary record, the nature of the offense, the severity of any damage, injury, or harm incurred, and other factors, including aggravating and mitigating circumstances. The University has a special concern for incidents in which persons are subject to harassment because of membership in a protected class (see the University’s policy on intolerance in Appendix C and at http://www.umb.edu/intolerance/). Such incidents damage not only individuals but also the free and open academic environment of the University.

If no sanction is imposed, the charges are considered dismissed.

The student will be notified regarding next steps in the process by the Office of Undergraduate Studies. Students are encouraged to utilize Student Services as a resource during this process.

**Cheating**
EHS students are honor-bound to maintain ethical practices when taking an examination. If a EHS student’s behavior signifies that s/he is cheating during an examination, as defined under the "Academic Honesty" section of the Code of Student Conduct, the EHS student will be asked to surrender the
examination and meet with the faculty member as specified below.

Communications Policies
1. All those who represent CNHS are expected to exercise respect, sensitivity, discretion, and politeness in all forms of communication, including verbal, nonverbal, written, and electronic.

2. The CNHS website includes a faculty/staff directory with contact information in order to facilitate communication between students, faculty, and staff, available 24/7 online at www.umb.edu/academics/cnhs/faculty_staff. There is also an Offices & Directory listing on the University website www.umb.edu/offices_directory. However, before contacting faculty or staff members, be sure to review appropriate information on the CNHS website and this Handbook, as many of your questions will be answered there.

3. If, after reviewing this material, further assistance is needed, please inquire at the Administrative offices of the College, Science Building, 2nd Floor. Phone (617) 287-7500; fax (617) 287-7527. The reception desk is staffed from 8:30 AM – 5:00PM, Monday through Friday.

Online Etiquette & Social Media Policies
Students are expected to behave in accordance with the University's Code of Student Conduct and the ANA Code of Ethics (see Introduction) and to demonstrate sound judgment and Good Moral Character (see Section 3.2) when communicating online or through email with clients, peers, faculty, and staff members and/or when participating in social media. For the specific details of the CNHS Online Etiquette and Social Media Policies, please review Appendix A.

Ethical Conduct
Students are to follow University, College, and professional codes of ethics and standards of conduct.

Breaches of Ethical Conduct
Should a member of CNHS faculty or administration suspect a EHS student of a breach of ethical conduct, as defined in either the UMB Code of Conduct or the ANA Code of Ethics, that person will notify the student of the alleged breach and will meet with the student within ten (10) school days of the date the incident comes to the faculty member’s attention. If the issue is not resolved at this meeting, the faculty member will notify the EHS student in writing within ten (10) days of the meeting, and copy the Undergraduates Studies Director, Dean of Students, Director of Student Services, Undergraduate Program Director, Department Chair, and Dean of the specifics of the alleged violation and of the recommended sanction to be imposed. Sanctions for breaches of ethical conduct may include, but are not limited to, a zero (0) for the assignment, course, or both or other sanctions up to dismissal, per University policy. In determining a sanction, a designated University Hearing Officer or Community Review Board
may consider the student’s present demeanor and past disciplinary record, the nature of the offense, the severity of any damage, injury, or harm incurred, and other factors, including aggravating and mitigating circumstances. The University has a special concern for incidents in which persons are subject to harassment because of membership in a protected class (see the University’s policy on intolerance at http://www.umb.edu/intolerance/). Such incidents damage not only individuals but also the free and open academic environment of the University. More severe sanctions are appropriate for such conduct. The list below is not inclusive or complete, and other sanctions may be imposed at the discretion of the Hearing Officer or the Hearing Board.

If no sanction is imposed, the charges are considered dismissed.

The student will be notified regarding next steps in the process by the Office of Undergraduate Studies. Students are encouraged to utilize Student Services as a resource during this process.

**Mandatory Use of UMB Student Email Accounts**

CNHS exclusively utilizes students' UMass Boston email addresses to communicate with its students. Information about courses, clinical placements, warnings, dismissal, and probation letters comprise some of what is sent to students via their UMass Boston email account. It is each student’s responsibility to setup his/her account and check it a minimum of twice weekly. For more information, please visit www.umb.edu/it/getting_services/email. Students who experience problems with their UMB email account should contact the IT Service Desk at ITServiceDesk@umb.edu, 617-287-5220, or the 3rd floor of the Healey Library during regular business hours (Monday-Friday, 8AM-6PM, excluding holidays).

**Grading System**

The passing grade for all undergraduate EHS courses is "C-" or higher. A cumulative GPA of 2.0 or higher is also required for academic progression from one semester to the next. The following scale applies to all CNHS courses.

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<tr>
<th>PERCENT</th>
<th>GRADE</th>
<th>QUALITY POINT EQUIVALENT</th>
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<tr>
<td>90 – 92</td>
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<tr>
<td>83 – 86</td>
<td>B</td>
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<tr>
<td>80 – 82</td>
<td>B-</td>
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*Grading System was adjusted for consistency in all CNHS programs.*  
Approved UGPC, June 2018
**NOTE: Although a student may pass all exercise and health science prerequisites at the C- minimum, the resulting GPA may not meet the 2.0 cumulative GPA requirement.**

**Incomplete Grades for Courses (INC)**

1. A student must complete at least two-thirds of the assignments in any given course to request an incomplete from an instructor; grades of Incomplete are granted entirely at the discretion of that course faculty member. If the faculty member agrees, s/he will draft an Incomplete Contract, which specifies the nature and value of the outstanding assignments, as well as an agreed upon timeframe for completion, not to exceed one calendar year from the last day of the course.

2. The agreed Incomplete Contract should be signed by both faculty member and student, and it must then be approved and signed by the Undergraduate EHS Program Director. The EHS student is entirely responsible to adhere to the terms of the Incomplete Contract. Failure to do so will result in a final course grade of "F."

3. EHS students must make-up any incomplete grade BEFORE graduation. Students follow the both university's and program's incomplete policy.

**Pass/Fail (P/F)**

Only general education courses (FE/AR/HU/WC/WL/Electives) may be taken on a Pass/Fail basis; health science pre-requisite and required exercise and health science courses may NOT be taken in this way.

In accordance with University policy, only one course per semester may be taken pass/fail. Nonetheless, so long as the minimum cumulative GPA of 2.0 is maintained, there is no specific limit to the number of general education courses which may be taken Pass/Fail. Students should remember that grades of "P" neither add to nor significantly reduce the quality points used to calculate their GPAs; however, a grade of "F" is treated the same in all conditions and is likely to significantly reduce a student’s overall GPA.

**Requests to Take Non-UMB Courses during Program**

In accordance with University policy, all courses taken after matriculation to CNHS must be taken at UMB in order to receive credit. Students with a compelling reason to enroll in a course at another accredited university or college after matriculation must first discuss their plans with a Student Services specialist and then seek permission from the Registrar (only the Registrar can grant permission to take a course off campus), using the Transfer Credit Permission Form and Instructions available online from the Office of the Registrar.

https://www.umb.edu/editor_uploads/images/registrar/UndergradTransferCreditPermissionForm_Sp18_v2.pdf

If this request is approved, the student should submit an original transcript to the Registrar's Office as
soon as it is available in order to have credit applied to the degree audit. Provided that the course meets published criteria, transfer credit will then be awarded by the Registrar and will appear on the student's Degree Audit Report in WISER.

**Filing for Graduation**

In order to graduate with a Bachelor of Science in Exercise and Health Sciences, CNHS students must:

1. Complete 123 credits, as reflected on the Degree Audit Report or Transcript and following the Curriculum Plan in effect when the student matriculated (see Section 1.5, 1.6. or 1.7).

2. Complete a minimum of 30 residency credits at UMass Boston. (Students who hold a previous bachelor's degree from UMB must complete a minimum of 30 residency credits in addition to their first degree).

3. Clear all restrictive "holds" listed in their WISER account, including outstanding balances, immunization records, and/or advising holds.

4. Apply for Graduation online through WISER (for a tutorial on how to do this, see www.umb.edu/it/getting_services/wiser/wiser_help_for_students).

**Graduation Honors**

The University bestows three separate honors designations for scholastic excellence reflected in the UMass Boston cumulative grade point average:

- **Summa cum laude**: 3.75 or above
- **Magna cum laude**: 3.50 to 3.74
- **Cum laude**: 3.30 to 3.49

**Transfer Policies**

*Transferring Credits to CNHS*

Pursuant to university policy, a maximum combined total of 90 credits may be transferred from other schools. Students may only transfer a maximum of 70 credits from a community or two-year college, and are advised to refer to the Office of Undergraduate Admissions for information about college transfer/articulation agreements.

*Courses Completed After Matriculation*

Once a student has matriculated into the EHS major at UMass Boston, all outstanding general education, EHS required courses must be taken at UMass Boston. Matriculated UMass Boston Students are not
allowed to take pre-requisite and elective courses off-campus without prior approval from the University Registrar. Students may request an exception to this by submitting an "Undergraduate Transfer Credit Permission Form" available online (see cdn.umb.edu/images/registrar/Transfer_Credit_Instructions_Permission_Form_F12v1.pdf) to their Registrar. It is the student's responsibility to make sure that courses taken off campus meet all CNHS and UMB transfer policies. If a student receives a failing grade in a required EHS course, this course must be repeated at UMB.

**Withdrawals**

Undergraduate EHS students should follow the University's general Academic Regulations regarding course withdrawal. EHS students are also expected to be aware of withdrawal policies and deadlines, which are available online 24/7 from the Offices of the Registrar www.umb.edu/registrar and Undergraduate Studies: www.umb.edu/academics/vpss/undergraduate_studies/policies. Withdrawal from a clinical course or course with co-requisites may not be permitted, as progression is based on fully meeting these requirements.

**In-Semester Deadline Waiver and Retroactive Withdrawals**

At certain times, emergency personal and/or medical situations may occur which prevent an EHS student from meeting the published add/drop/withdrawal deadlines. When such situations occur, students may either a) proactively seek a waiver of in-semester deadlines, http://www.umb.edu/editor_uploads/images/In-Semester_Deadline_Waiver_Info_Sheet.pdf, or b) retroactively withdraw from a prior semester in its entirety http://www.umb.edu/editor_uploads/images/academic_support_services/ug_studies/Retroactive_Withdrawal-Drop_Info_Sheet.pdf

**Student Withdrawal from EHS or Pre-Requisite Courses**

*First-time Withdrawals*

Upon matriculation, undergraduate EHS students may withdraw (i.e., receive a semester grade of "W") without penalty from two required Exercise and health science pre-requisite courses for the entire duration of their academic career. Students withdrawing from an Exercise and Health Science course should meet with a student services specialist (and notify your professor) prior to withdrawing to ensure that such a situation does not occur again. Please note that you are unable to withdraw from these courses through WISER until the hold is removed (once approved by your professor or your student services specialist).

*Subsequent Withdrawals*
A pattern of withdrawals from EHS pre-requisite courses puts a student at risk for dismissal from the Exercise and Health Sciences Program. Students will be dismissed from the EHS program in the following academic circumstances:

1. Three withdrawals from Exercise and Health Sciences pre-requisites.

3. Two grades of “C-” or below in EHS and/or health science pre-requisites.

Students who are dismissed from the program have the right to appeal as outlined in section 2.17

Approved UGPC 12/2014

Voluntary Withdrawal from CNHS

Students who consider withdrawing from the College or taking a leave of absence from the University should first discuss their situation with their faculty advisor. If a faculty advisor has not been assigned, discuss the situation with a Student Services Specialist or the Undergraduate Program director.

If the student then decides to withdraw, s/he must first meet with a member of the Student Services office to obtain a signature from the Director of Student Services (a withdrawal form should be printed from the UMB website for this purpose). Once signed, the student must bring the completed form to the Registrar.

Any student who voluntarily withdraws from CNHS in good academic standing, with the intention of returning, should apply for readmission by contacting a Student Services Specialist as soon as possible. Readmission into clinical courses is considered on a space available basis, with deadlines posted on the CNHS website. EHS students who "stop out" from clinical courses for more than one semester are subject to additional assessments to ensure they are ready to return to the clinical setting. Please refer to section 3.7 for further information. EHS students who “stop out” from CNHS for more than four consecutive semesters are subject to the regulations, policies, and procedures of their program currently in force on the date of their application for readmission (see Section 1.1). The student’s readmission application will be assessed by the Student Affairs Committee. Student Services will request completion of an exit survey by any student who withdraws from the program.

Policy Exception Requests

Under extenuating circumstances, a student may petition to allow a policy exception such as taking a course out of sequence, without a co-requisite, or to complete the program part-time. Petitions are reviewed on a case-by-case basis. EHS students must first review their request in-person with the Director of Student Services who will consult with the UNPD and provide the date of the next Student Affairs Committee meeting. The student must then submit a formal, typed letter of petition that clearly outlines the requested exception and the rationale for the request. This letter of petition should be sent at least two weeks before the date of the SAC meeting to the Office of Student Services via email to CNHStudentservices@umb.edu or mail to CNHS Student Services, UMass Boston, 100 Morrissey Blvd.
Progressive Discipline System

Warning Notices, Including Clinical/Lab Failure
If, at mid-semester and/or other occasions during a Exercise and Health Sciences course, faculty deems an EHS student’s academic performance to be unsatisfactory, or if the EHS student is in jeopardy of failing or has not made sufficient progress, s/he will be issued an academic warning via his/her UMass Boston email account from the Undergraduate EHS Program Assistant/advisor, in consultation with the course faculty and Undergraduate EHS Program Director.

Upon receipt of a warning, the EHS student is required to meet with course faculty within one week to discuss strategies and develop a written plan of action with specific instructions. For specific information regarding classroom, lab, and clinical warnings, please refer to the Risk of Failing Form (Appendix B). Academic Warnings and At-Risk of Failure notices may not be appealed.

Probation
A "C-" or below for the first time in a required Exercise and Health Sciences pre-requisite course will result in academic probation. The Student Affairs Committee determines the conditions of the probation. Students must sign a Probation Contract which includes a "Plan for Success" containing a recommendation for further progression. Students must adhere to the stipulations of the contract, including attending a Plan for Success Orientation and meeting with their student service specialist monthly. Students on probation will be allowed to repeat courses on a space available basis if they return the signed probation contract and letter by the date due.

Academic Dismissal
Students who fail to meet the EHS Department Progression requirements – not maintaining a GPA of 2.0 in all courses, or scoring below a C- in 2 or more EHS courses and/or BIOL 207, BIOL 208 – will result in dismissal from the Program. It is the students' responsibility to keep track of their academic standing using information available online through WISER. Students may appeal dismissal decisions via the Student Affairs Committee (SAC) within one week of receipt of a dismissal letter from the CNHS that informs them of their status. Students who anticipate potential dismissal should prepare to meet the SAC deadline even if a dismissal letter has not yet been received.

Appeal Process
Appeals of Grades Received
Students who dispute a grade received for a paper, examination, or course must first meet with the
involved faculty within two weeks of receiving the grade. Discussion should focus on understanding the faculty's rationale for the grade. Students are also encouraged at that time to meet with their faculty advisor or Student Services for support and guidance. Most often, this meeting results in an understanding of each party’s perspective. If such an understanding is not reached, either party may ask to meet with their Undergraduate EHS Program Director. The UNPD will make an effort to help parties involved to reach an understanding. If a satisfactory resolution is still not reached, students may appeal to the EHS Department Chair, whose decision will be final.

Appeals of Dismissal
Appeals of academic probation or dismissal from CNHS must go before the Student Affairs Committee (SAC). The student filing the Appeal must submit a letter of appeal along with:

1. A copy of the documentation received from CNHS which outlines the reasons or the probationary or dismissal status.
2. A typed statement of the student's rationale and evidence supporting the inaccuracy of the status.
3. A copy of the student's unofficial UMB transcript.
4. A typed description of the student's plan to prevent any recurrence of the conditions which led to the probation and/or dismissal.

Students will be notified in writing of the decision of the Student Affairs Committee.

Appeals of SAC Decisions
SAC decisions to uphold the student's dismissal are reviewed by the Dean. The Dean's decision will be considered final. In the unlikely event that a student is still dissatisfied, a student has the right to submit a written appeal to the. University's Office of the Provost Quinn Administration Building, 3rd Floor, Room 61A, 617.287.5600 (phone), 617.287.516 (fax), provostcomm@umb.edu, Office Hours: M—F, 8:30 AM–5PM.

Student Concerns and Complaints
All complaints will be handled in accordance with written policies of the University of Massachusetts Boston and CNHS.

This policy and procedure provides the opportunity for students to formally address and document complaints and concerns about CNHS. Student concerns and complaints may entail statements of dissatisfaction involving course (classroom, lab, internship), program, or college-related experiences. The college encourages direct communication for informal resolution of the concern or complaint. Complaints and concerns may relate, but are not limited, to the course expectations, the overall program of study, faculty, classmates, college staff or other college activities.
A. For Course-related concerns or complaints, the course faculty member will serve as the student's first resource and primary contact for communication.

B. For Program-related concerns or complaints, the appropriate Undergraduate Program Director will serve as the student's first resource and primary contact for communication.

C. For College-related concerns or complaints, the Director of Student Services will serve as the student's first resource and primary contact for communication.

Students also have the option to directly submit a formal letter of complaint or concern AFTER they have made documented efforts to utilize the appropriate channel, and have not received adequate attention or resolution within a reasonable timeframe. When a formal concern or complaint occurs, students should file a typed, professionally-worded letter with the Office of Student Services. The letter must contain the date, the student’s original signature, a rationale for filing the complaint, and the remedial action requested.

The student should then seal his/her letter in an envelope addressed to the Director of Student Services. The Director of Student Services assures all college procedures align with university policy. The Director of Student Services will review the concern or complaint and respond by e-mail or phone to the student within 5 business days. The Director will document response, proposed resolution, and/or suggested next steps. The student’s letter may be with CNHS administrators for advice with resolution. Documents are maintained for three years at a minimum by the Office of Student Services.

Clinical Clearance Requirements

The Clinical and Internship Placement Office (CIPO) supports the College of Nursing and Health Sciences with compliance for clinical groups, internships, preceptorships, and practica. In order to maintain partner compliance per our affiliation agreements, the CIPO staff regularly communicates with various outside constituents, such as health care partners and their legal counsel, Office of General Counsel, Board of Health, Center for Disease Control, Massachusetts Centralized Clinical Placement System, and others.

All clinical clearances must be done through InPlace Smart Placement Services.

Chief activities include:

- CORI & National Background Checks
- Health Requirements: Immunization, Health Insurance, CPR Certification
- FERPA Releases
- Affiliation Agreements
Clinical clearance documents must be submitted according to the procedures specified by their UNPD and the CIPO. **Students are fully responsible to complete and submit clinical clearance documents correctly and on time.** Incomplete packets will not be accepted. Students who fail to submit Clinical Clearance documentation on time will be administratively withdrawn from clinical EHS courses. Following initial clearance, it is the students’ responsibility to remain in compliance with clinical requirements.

EHS students are also responsible for all costs related to required immunizations, tests, certifications, insurance, illness, and/or hospitalization.

**Cardiopulmonary Resuscitation (CPR) Certification**

All EHS students must hold current certification of CPR and AED training for Adults, Infants and Children prior to beginning clinical coursework. Either the American Heart Association BLS for Healthcare Providers or the American Red Cross equivalent CPR for Professional Rescuers are accepted.

**Criminal Offender Record Information & National Background Check (CORI/NBC)**

Students accepted into a CNHS undergraduate EHS program must undergo a Criminal Offender Record Information (CORI) and National Background Check (NBC) in order to participate in the clinical component of their program, e.g., clinical affiliation, internship, practicum course and/or laboratory experience. The purpose of these checks is to ensure public safety and avoid unacceptable risk to vulnerable populations. The College is authorized and certified by the Commonwealth of Massachusetts Criminal History Systems Board (CHSB) to access CORI and other national background records including convictions and pending criminal cases; students will be screened by an authorized CORI Administrator. A copy of the College's CORI policy is freely available to students upon request.

**Initial Screening**

All pre-licensure EHS students must submit completed CORI and NBC release forms with a copy of a valid form of identification prior to their first clinical experience and at subsequent intervals as requested. All licensed EHS students must submit completed CORI and NBC release forms, in addition to other clinical clearance documentation, with a copy of their valid government-issued identification at new student orientation and again at their mandatory clinical orientation.

Students who refuse to consent to a CORI/NBC will be administratively withdrawn from the EHS program and mandatory internship. Students with a positive CORI or other criminal history may be excluded from a practical experience at a particular agency at the discretion of either the CIPO or sponsoring agency.

**Subsequent Notice of Violation(s)**
If a CNHS student is cleared for a practical experience and CNHS subsequently discovers a record of violation(s) from any state or territory, the student will be immediately removed from the clinical experience pending further investigation, which may include a delay in a return to the clinical setting, probation, and/or dismissal from the College.

CNHS students who receive a new violation on their record while in a clinical experience must notify the CIPO within five (5) business days of the violation, and they may be subject to disciplinary actions including, but not limited to, probation and/or dismissal from the College.

**Disputes/Discrepancies Regarding CORI/NBC Results**

Applicants challenging the accuracy of the CORI shall be provided a copy of CHSB’s Information Concerning the Process in Correcting a Criminal Record. If the CORI record provided does not match the identification information provided by the applicant, CNHS will make a determination based on a comparison of the CORI record and documents provided by the applicant. CNHS may contact CHSB and request a detailed search consistent with CHSB policy. If necessary, CIPO will ask the Associate Dean to convene a CORI Committee, which will be comprised of CORI authorized individuals. The committee will review each case individually to determine a plan of action.

If CNHS reasonably believes the record belongs to the applicant and is accurate, then the determination of eligibility for a practical experience will be made. Unless otherwise provided by law, factors considered in determining suitability may include, but are not to be limited to the following:

a. Relevance of the crime to the practical experience  
b. Nature of the work to be performed  
c. Time since the conviction  
d. Age of the candidate at the time of the offense  
e. Seriousness and specific circumstances of the offense  
f. Number of offenses  
g. Existence of pending charges  
h. Any relevant evidence of rehabilitation or lack thereof  
i. Any other relevant information, including information submitted by the applicant or requested by the CNHS CORI Committee.

Further questions regarding College's CORI/NBC check process should be emailed to the CNHS CORI Administrator at cnhs.cori@umb.edu.

**Health and Insurance Clearance**
In accordance with CNHS policy and Massachusetts state law, all students are required to provide proof of required immunizations [https://www.umb.edu/healthservices/screening_clinics/immunizations](https://www.umb.edu/healthservices/screening_clinics/immunizations) and health insurance. Students should have insurance sufficient to cover all medical expenses related to injuries incurred while in internship or academic settings. Information on health insurance available to UMB students through the University may be found online at: [https://www.umb.edu/healthservices/insurance/required_medical_insurance](https://www.umb.edu/healthservices/insurance/required_medical_insurance)

**STUDENT SERVICES, ADVISING, AND STUDENT LIFE**

**CNHS Office of Student Services**

The Director of Student Services and Student Services Specialists are professional staff members at CNHS who provide guidance to students about course enrollment, course progression, as well as CNHS and university academic policies.

**Advising by Student Services Specialists**

Academic advising is a key component of a student's successful progression throughout the EHS program, but particularly during the first two years of undergraduate program. Advising is more than just help in selecting and registering for classes. During advising, students work with a Student Services Specialist (Program Advisor) to establish realistic goals and determine the best way to meet them. Student Services Specialist will be assigned by the Office of Student Services after new student orientation. The Specialist supports a decision-making process that promotes responsible, appropriate choices and facilitates a successful academic experience. Students are expected to initiate and maintain contact with their Student Services Specialist at least once per semester, especially in their early and final semesters.

These advisors also refer student to appropriate support services, resources, including financial aid and scholarship opportunities. The CNHS Office of Student Services also supports class student leaders and numerous student-led activities and programming, including peer mentoring. Students can contact a CNHS Student Services Specialists for an advising appointment at (617) 287-7500. Students should be able to recognize their Student Services Specialist by name and appearance. CNHS students should consult with him/her when:

- They have difficulty in a class,
- They have questions about policies, procedures, etc.,
- They have personal difficulties that hinder their academic performance,
- The time arrives to select courses for registration,
- They need knowledge and/or guidance to adhere to the requirements of their degree program, as outlined in this Handbook.
Advising by CNHS Faculty

All full-time faculty members, and some part-time faculty, serve as faculty advisors to an assigned group of students. Faculty Advisors are assigned by the EHS Department Chair at the outset of the student’s clinical learning experience. Throughout each student’s time of study at the college, faculty advisors can provide professional expertise and guidance regarding possible future career paths, current student/faculty research opportunities, possible professional connections with the larger community in exercise and health sciences, and information about numerous professional exercise and health science organizations. Faculty advisors also monitor academic progress, collaborate with, and suggest referrals to the many college and university resources available to support students in their academic success. The College strongly encourages students to introduce themselves to their faculty advisor during the first month of classes via email or phone to begin the faculty advisor-advisee relationship. Learn more about individual faculty advisors on the CNHS website at www.umb.edu/academics/cnhs/EHS/faculty.

Advisee Responsibilities

Final responsibility for meeting degree requirements rests with the student. Students should make a regular habit of checking their academic progress using the "Degree Progress Report" application under the WISER system. Full instructions may be found under the "Wiser Help for Students" webpage: www.umb.edu/it/getting_services/wiser/wiser_help_for_students.

Students are advised to:
• Bring a copy of the Degree Audit Report to all advising appointments. (NOTE: students should "Request a New Audit" every time they login to ensure their report reflects the most current information.)
• Check both their UMB email account webmail.umb.edu and the CNHS website www.umb.edu/academics/cnhs at least twice per week, as these are the official means of CNHS communication.
• Seek out information about careers in their area of study.
• Be familiar with services on campus designed to aid success and use them.
• Know where to find reliable information about university deadlines and procedures.

Strategies for Student Success

Experience demonstrates that certain student practices are associated with academic success.

• **Prepare for and attend all classes**, whether they are in-person or online. Students in need are welcome to inquire about audiotaping on-campus classes. Additionally, synchronous (real-time) online class sessions are often archived for later review.

• **Check your UMB student email daily**, and at a minimum check both course and college websites, and bulletin board messages weekly.

• **Budget sufficient time** to study and prepare for class and clinical experiences. Below are some
guidelines.

- Schedule a minimum of 3 hours for study time and assignments per credit hour per course, i.e., 9 hours per week for a 3-credit course.
- Schedule a minimum of 5 hours per week to prepare for clinical, including the possible visit to the clinical agency prior to your scheduled time.
- Keep a daily, weekly, and monthly calendar for scheduling study time, homework, and assignment due dates.

- **Make the most of technology**: important dates and deadlines are posted and available 24/7 on the university and/or college website. Synchronize your academic and personal calendars with your email and your smartphone, if you have access to one. Set message remainders to notify yourself via email and/or text message so that you stay on track as deadlines approach.

- **Meet regularly with course faculty** during posted office hours either in-person, on the phone, or online.

- **Consult periodically with your CNHS Academic Advisor/Student Affairs Specialist** (who can also refer you to university support staff) if you have an academic or personal concern or issue or you simply desire to learn strategies to improve academic performance.

- **Meet regularly with your assigned Faculty Advisor** about academic issues listed here, and bring questions regarding your future career in EHS.

- **Take advantage of available Academic Support Services**.
  - Visit the Center for Clinical Education and Research (CCER) on the 3rd Floor of Science and utilize the learning resources including academic and clinical tutoring and workshops, Open Lab, computer lab, and lending library.
  - Schedule an appointment with the Writing House Online (WHO) to discuss and review your written work with writing tutors who primarily tutor CNHS students. They can help you at any stage of the writing process.
  - Attend workshops on citation, study skills, test-taking, time management, oral presentation skills, and critical reading/writing tutoring from the Reading, Writing, and Study Strategies Center (RWSSC) in the Campus Center, 1st Floor, Ste. 1300. (See section 5.8)
  - Explore mentoring opportunities.
  - Seek out and/or establish peer study groups for academic and social support.

- **Get involved** in student governance, leadership opportunities, and service projects.

- **Work no more than 14-20 hours per week**. Regard school as your full-time job and
employment as part-time.

- **Establish a support network to cover child-care** and other responsibilities with family members, friends, or professionals.

- **Inquire about financial assistance and scholarship opportunities** with college advisors and the UMB Offices of Financial Aid and Merit Scholarships.

- **Commit, Persevere, and Stay Strong.**

**CNHS Grants and Scholarships**

CNHS offers both a variety of internal scholarships and access to external scholarships. Please log onto the CNHS website for a list of scholarships. In order to expedite access to scholarships and grants at both the college and university level, please fill out the Free Application for Student Aid (FAFSA) form through university financial aid (see below). In addition, all CNHS students are asked to fill out an informational form that is required of all new students at the time of orientation. This form entitled “Bio-Demographic Survey Data” and can be found on the CNHS website. Students are also encouraged to visit the Office of Merit Scholarships in the Campus Center, 4th Floor.

**The Theresa M. Corcoran/George M. Rody Physical Education Graduate Scholarship (reviewed in the spring):**

This scholarship is awarded to senior physical education majors at the Boston campus who have been accepted by a graduate program in physical education or related area.

**The Ruth Burnside Lind Scholarship Fund**

This scholarship provides financial assistance to undergraduate or graduate students from the College of EHS. Additional preferences include: a student who has expressed interest in pursuing a career working with developmentally-delayed a student who has either worked with, or done research related to developmentally delayed adults and/or children. This work may have been paid work, voluntary service, a residency, or an internship; preference will be for a student with the Exercise and Health Science Department.

**The Women's Physical Education Scholarship**

This scholarship is awarded to a male or female graduate of a Boston high school (public or private) attending UMass Boston and majoring in physical education.
Student Representation

Faculty Committee(s)
Various committees exist within the College of Nursing and Health Sciences. Serving on these committees gives the student a unique opportunity to participate in academic and college governance and transmit issues and concerns to the student body. Membership requires attendance at regularly scheduled meetings and reporting back to class representatives.

Undergraduate EHS Program Committee (Pre- and Post-licensure)
The EHS Undergraduate Program Committee assesses, plans, implements, and evaluates the educational goals and activities of the Undergraduate EHS Program in order to assure the Programs’ academic integrity.

Student Affairs Committee
The Student Affairs Committee (SAC) reviews students in academic difficulty, requests for exceptions, and requests for readmission; the committee ensures due process and hears grievances and appeals.

University Resources

Career Services and Internships
Campus Center, 1st Floor, Ste. 1300. Phone: 617-287-5519. Fax: 617-287-5525. Email: careers@umb.edu. Web: [www.umb.edu/academics/vpass/career_services](http://www.umb.edu/academics/vpass/career_services)

EHS students are strongly encouraged to establish a credentials (reference) file at Career Services. Career Services will send the reference file to prospective employees or graduate schools at the request of a current students or alumni. Regarding Inquiries About Health Care Positions for EHS Students or Graduates: when available, CNHS may provide information about possible paid or volunteer positions on its website and bulletin boards as it becomes available. For additional assistance, students are encouraged to visit university Career Services.

Financial Aid Services
Campus Center, 4th Floor. Phone: 617-287-6300. Email: finaid@umb.edu. Website: [www.umb.edu/admissions/financial_aid_scholarships](http://www.umb.edu/admissions/financial_aid_scholarships)

Information and application forms for student financial assistance are available in WISER, from the One Stop (UL) and Office of Financial Aid (4th Floor) in the University’s Campus Center.
IT Service Desk
Healey Library, 3rd Floor. Phone: 617-287-5220. Email: ITServiceDesk@umb.edu. Website: www.umb.edu/it/getting_help

The Information Technology Service Desk provides support for computer-related questions and problems to all members of the university community – students, faculty and their research staff, departments and their staff and new and incoming students.

Library & Computer Resources

Healey Library Resources
The Healey Library is open Monday – Thursday, 8AM-11PM, Friday 8AM-7PM, Saturday 9AM-5PM, and Sunday 11AM-2PM. A Library Manual for students is available on the library website www.lib.umb.edu and in person. CNHS recommends that students familiarize themselves with the manual and website.

The Healey Library website www.lib.umb.edu contains many helpful resources for EHS students, including databases, library guides, research tips and strategies, and online journals. EHS students will need to obtain a barcode sticker on their UMB student ID to access the following databases of particular interest. The Healey Library also provides access to electronic course reserves (“e-Reserves”). When faculty place reading on electronic reserve, students can access that reading anywhere they have access to the Internet. A complete list of on-line databases can be found on the library website. Another resource available is Live Chat, which gives students access to a librarian who can answer questions 24/7.

The UMass Boston is a member of three library consortia. Two of the consortia allow use of their facilities along with borrowing privileges, while the third allows use of the library only. Students must present a valid UMass identification card with a barcode sticker to use any of these libraries. Some of these libraries have additional requirements, which must be met prior to borrowing books. A list of consortia is available on the library website.

Computer Resources
The university has an extensive Computing Services Center located in the Upper Level basement of Healey Library. Computers available to EHS students include DEC, IBM, and Apple micro-computers. There is also a sophisticated graphics lab and an adaptive computer lab for disabled students. EHS students are encouraged to familiarize themselves with the computing center early on. We highly recommend enrolling in the introductory computer instruction classes offered at the beginning of each semester.

Software on Campus Computers
All computers on the Upper Level of the Healey Library are equipped with EHS software. Please check the Library website and college’s CCER for specific programs. Informatics- Please seek the advice of
Library staff and/or faculty or tutors for information technology assistance and appropriate search engines, search procedures and other related procedures.

Math Resource Center (MRC)
Campus Center, 1st Floor, Ste. 1300. Phone: 617-287-6550. Email: MRC@umb.edu. Website: www.umb.edu/academics/vpass/academic_support/tutoring/math_resource_center.
Students enrolled in mathematics, computer science, and information technology courses may use the tutoring services available from the Math Resource Center. Students looking for help with MED MATH issues should attend CNHS workshops offered through the CCER.

Merit Scholarship Office
Campus Center, 4th Floor. Phone: (617)287-6026. Email: merit.scholarships@umb.edu. Web: www.umb.edu/admissions/financial_aid_scholarships/scholarships/continuing_students.
Information on university and EHS scholarships is available in the Scholarship Office. Further information regarding the Massachusetts General Hospital Multicultural Scholarship, the Hebrew Rehabilitation Center for the Aged Scholarship and the New England Sinai Scholarship is available at the front desk of the CNHS.

One Stop Student Service Center
Campus Center, UL. Phone: 617-287-4883. Website: www.umb.edu/campus_center/services/one_stop
The One Stop offers the many of the services of the Admissions, Registrar, Bursar and Financial Aid Offices. Students can also access and print out their unofficial transcripts, schedules, billing statements and degree audits. Visit the One-Stop to take care of all administrative University paperwork and walk-in enrollment questions.

Writing House Online (WHO)
Science Building, 1st Floor, 01-78. Email: writinghouse.cnhs@umb.edu. Website: https://www.umb.edu/academics/cnhs/ossse/who
The WHO has writing tutors to help you develop your writing skills. Tutoring is available on-campus and online for individuals and small groups. The WHO can help at any stage of the writing process. Contact the Writing House Online (WHO) at WritingHouse.CNHS@umb.edu or visit http://mywco.com/who to schedule an appointment.

Reading, Writing, and Study Strategies Center (RWSSC)
Campus Center, 1st Floor, Ste. 1300. Phone: 617-287-6550. Email: RWSSC@umb.edu. Website: www.umb.edu/academics/vpass/academic_support/tutoring/rwssc.
The Office of Academic Support Programs provides tutors free of charge for many non-EHS courses. Seminars through the RWSSC. Students should speak to their professor about tutoring available for a course or contact the Office of Academic Support Programs to learn which courses have tutorial assistance, how to arrange for a tutor, and the scheduling of workshops in reading, writing, studying and research skills.

**Registrar**

Campus Center, 4th Floor. Phone: 617-287-6200. Email: registrar@umb.edu. Website:

Students with any questions regarding registration or graduation should contact the Registrar’s Office at the above website or phone number.

**Ross Center for Disability Services**

Campus Center, UL, Rm. 211. Phone: 617-287-7430. Fax: 617-287-7466. Email: rosscenter@umb.edu. Website: [www.umb.edu/academics/vpass/disability](http://www.umb.edu/academics/vpass/disability)

Any individual with a physical or mental impairment that substantially limits a person in some major life activity, and needs accommodation, must provide documentation of the disability to the Director of the Ross Center for Disability Services. The Director of Disability Services will make a determination whether or not accommodations are needed. Once this determination is made, the Director will then consult with the faculty member for the appropriate accommodations. Students with documented disabilities are encouraged to register with Disability Services by visiting the Ross Center or calling 617-287-7430. Certain functional abilities are requisite to exercise and health sciences practice. Students are to self-report any actual or potential functional ability deficit (physical, sensory, cognitive, or interactive) that may require accommodation to perform essential EHS functions to the Ross Center for assessment and consultation. Faculty may also consult with staff at the Ross Center regarding student concerns as needed.

**Student Referral Program**

Students with personal issues that may interfere with schoolwork, are overwhelmed with academic demands, or who experience other issues interfering with academic success can take advantage of many resources available on campus by contacting studentreferral@umb.edu.

**WISER**

[www.umb.edu/it/getting_services/wiser](http://www.umb.edu/it/getting_services/wiser)

WISER is a web-based student record system where students, faculty and staff can access information and utilize online features to help make student experiences more positive and rewarding. With this system,
students can update and maintain their personal, academic, and financial information online 24/7.

Writing Proficiency Office
Campus Center, 1st Floor, Ste. 1300. Phone: 617-287-6330. Email: writing.proficiency@umb.edu.
Website: [www.umb.edu/academics/vpass/undergraduate_studies/writing_proficiency](http://www.umb.edu/academics/vpass/undergraduate_studies/writing_proficiency)

EHS students (who do not already hold a prior Baccalaureate degree from an accredited four-year program conducted in English-language) should review the Writing Proficiency website as they prepare to fulfill their Writing Proficiency Requirement by registering for a Writing Proficiency Exam, offered four times per year. Review the website to get additional information upcoming test/portfolio dates, materials, workshops, and tutoring.

Undergraduate Admissions
Campus Center, UL; phone: 617-287-6100; website: [www.umb.edu/admissions/ug](http://www.umb.edu/admissions/ug)

If students have transfer credit or CLEP credit missing from their audit they should contact the Admissions Office. Prospective undergraduate students interested in the program should sign up for an Information Session through the Enrollment Management area at 617-287-6000.

University Health Services
Quinn Building, 2nd floor; website: [www.umb.edu/healthservices](http://www.umb.edu/healthservices)

University Health Services provides quality medical services and health education to students of the university community. UHS programs promote "optimal physical, mental, emotional and spiritual well-being," in addition to increased awareness of health-related issues and decisions relative to health promotion and disease prevention. UHS also provides a limited number of clinical placements to CNHS students.

Note: Due to state regulations and professional standards, immunization records are required for all Undergraduate EHS students. Copies of these records should be submitted directly to UHS at the location above.