

# College of The Albemarle



## Health & Fitness Science Student Handbook

Effective  
May 2023

Developed: April 2017

04/2017 JCC	07/2018 JCC	05/2019 JCC	08/2020 JCC	07/2021 ABT	08/2022 ABT	05/2023 ABT

**COLLEGE OF THE ALBEMARLE  
DIVISION OF HEALTH SCIENCES & WELLNESS PROGRAMS  
HEALTH & FITNESS SCIENCE PROGRAM**

**HEALTH & FITNESS SCIENCE STUDENT HANDBOOK**

Approved:

DocuSigned by:  
  
29740E90F9C241F...  
5/30/2023  
Date  
Dr. Jack Bagwell  
President

DocuSigned by:  
*Dr. Evonne Carter*  
4841A33A2C7F405...  
5/30/2023  
Date  
Dr. Evonne Carter  
Vice President of Learning

DocuSigned by:  
*Robin Harris*  
509084F038A347B...  
5/25/2023  
Date  
Robin Harris  
Dean  
Health Sciences & Wellness Programs

DocuSigned by:  
*Andrea Thomas*  
2029B3C0DED240D...  
5/25/2023  
Date  
Andrea Thomas  
Program Coordinator  
Health & Fitness Science

DocuSigned by:  
*Jeff Carter*  
E33B85B485004CA...  
5/25/2023  
Date  
Jeffrey Carter  
Department Chair  
Allied Health Programs

## Table of Contents

I.	Welcome .....	4
II.	College of The Albemarle Organizational Charts .....	5
III.	Faculty.....	7
IV.	Overview of Health & Fitness Science.....	7
V.	Student Learning Outcomes.....	8
VI.	Program Outcomes .....	8
VII.	Admissions .....	9
VIII.	Curriculum Schema.....	9
IX.	Other Important Information .....	11
	A. CPR.....	11
	B. Health Status.....	11
	C. Criminal Background Check and Drug Screen.....	11
	D. Liability Insurance.....	12
	E. Other Requirements.....	12
	F. Bloodborne Pathogens.....	12
X.	Estimated Program Fees and Costs.....	12
XI.	Americans with Disabilities Act.....	12
XII.	Special Admissions Circumstances.....	13
XIII.	Progression .....	14
	A. College Advisement System .....	14
	B. Academic Progression/Grading Scale/Sequence of Courses.....	14
	C. Attendance Policy.....	15
	D. Online Attendance.....	15
	E. Withdrawal Policy.....	15
	F. Religious Observance Policy.....	16
	G. Health Status for Work Based Learning Internship.....	16
XIV.	Non-Progression .....	16
	A. Withdrawal .....	16
	B. Dismissal.....	17
	C. Appeals Process .....	19
XV.	Graduation.....	19
XVI.	General Policy Information .....	20
	A. Professional Behaviors.....	20
	B. Classroom/Lab/Internship Behaviors.....	21
	C. Personal Appearance—Dress Code .....	22
	D. Student Injury in the Internship Setting.....	23
	E. Sexual Harassment.....	23
	F. Exposure Control Plan .....	23
	G. Transportation .....	23
XVII.	Grievance Policy .....	23
XVIII.	Health & Fitness Science Forms .....	23
	Confidentiality Agreement .....	24
	Student Contractual Agreement .....	25

## **I. WELCOME**

Welcome! We are glad to have you as part of the COA Health & Fitness Science Program, and look forward to working with you as you begin your journey towards a career in the fitness industry. This handbook has been prepared to inform each Health & Fitness Science student of the policies and guidelines specific to the program. This handbook serves as a supplement to the College catalog which covers the general institutional policies as they relate to students in the College. The handbook is available at orientation and/or prior to enrollment in the Health & Fitness Science, thus allowing the applicant ample time to become familiar with the programs' policies and procedures.

It is the responsibility of each Health & Fitness Science student to review the handbook independently and to refer to it as needed during his/her enrollment. This handbook is designed to provide general information that is appropriate to the Health & Fitness Science program.

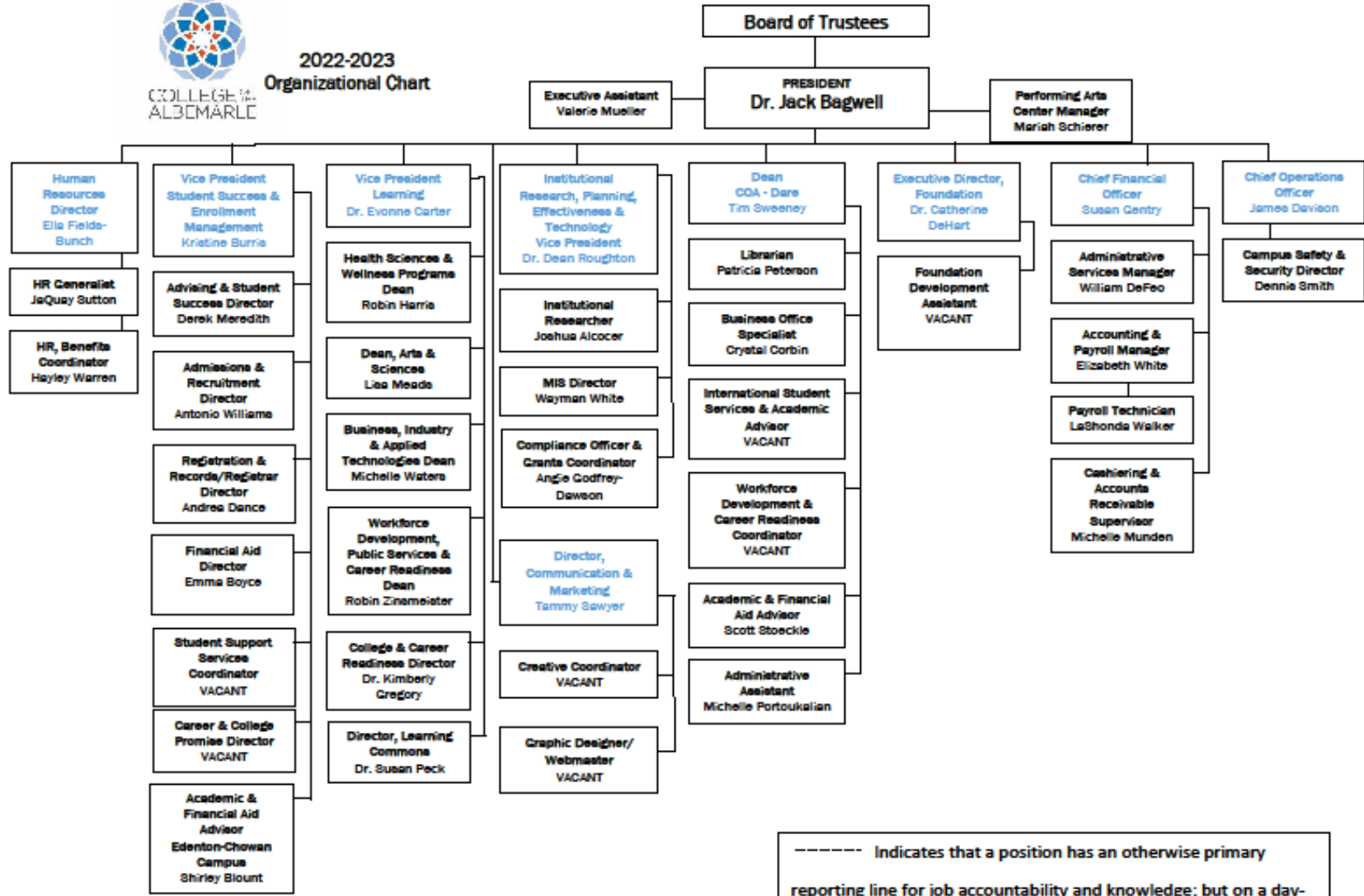
This Health & Fitness Science Handbook supplements the College policies and procedures adopted by the COA Board of Trustees. In the event of any conflict between a College policy and any policy of provision of this Handbook, the College policies shall be construed as setting forth the minimum expectations, rule or procedure applicable. Therefore, some components of the policies set forth in this Handbook may impose greater obligations, expectations or responsibilities on students in the Health & Fitness Science Program than are generally applicable to other students of the college. In the event a student has a question or concern regarding inconsistencies in these policies, they should direct them to the program's coordinator. The Program Coordinator may confer with the Department Chair, Division Chair, Vice President of Learning/Chief Academic Officer and other administrative officials to resolve any such issue or conflict.

All statements in the Health & Fitness Science Student Handbook are announcements of present Health & Fitness Science program's policies and are subject to change at any time. While every effort will be made to give advance notice of any change in Health & Fitness Science program's policies, such notice is not guaranteed nor required.

If there are questions concerning information in this handbook, the Program Coordinator should be consulted.

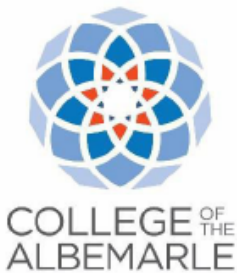
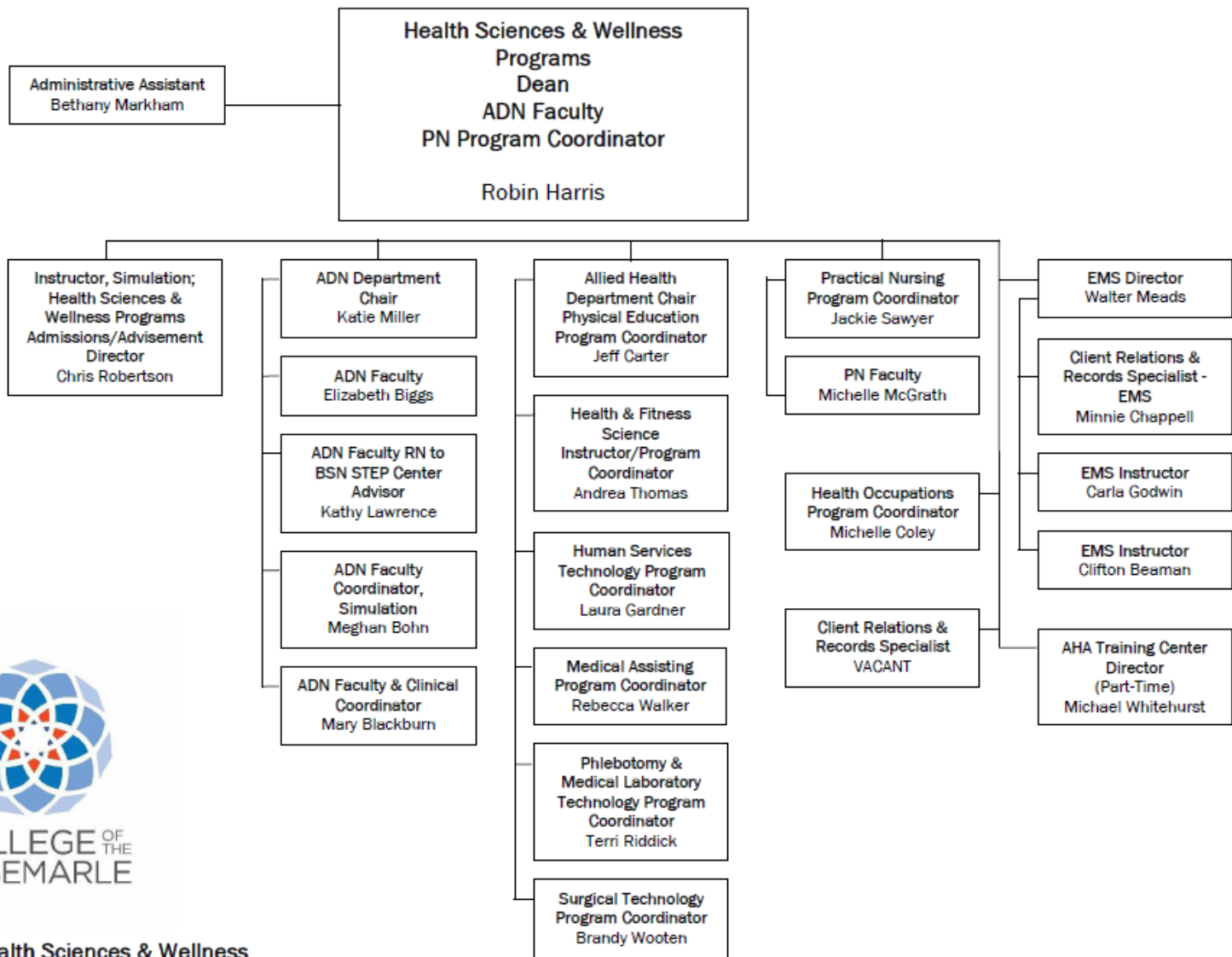


2022-2023  
Organizational Chart



----- Indicates that a position has an otherwise primary reporting line for job accountability and knowledge; but on a day-to-day operational basis receives direction, supervision and support from an on-campus dean.





Division of Health Sciences & Wellness Programs  
2022-2023 Organizational Chart

### III. HEALTH & FITNESS SCIENCE PROGRAM FACULTY & STAFF

	Extension	Office
<b>Program Coordinator</b> Andrea Thomas, MS, ACSM EP-C, ACE-GFI <a href="mailto:andrea_thomas@albemarle.edu">andrea_thomas@albemarle.edu</a>	2996	YMCA, COA-EC A224, COA-Dare
<b>Faculty</b> Jeff Carter, MA.ED, ACE-CPT Department Chair, Allied Health <a href="mailto:jeffrey_carter@albemarle.edu">jeffrey_carter@albemarle.edu</a>	2260	OC 206
<b>Staff</b> Bethany Markham Administrative Assistant, Health Sciences <a href="mailto:bethany_markham@albemarle.edu">bethany_markham@albemarle.edu</a>	2283	OC 102
Chris Robertson Director, Health Sciences and Wellness Programs Admissions/Advisement <a href="mailto:chris_robertson@albemarle.edu">chris_robertson@albemarle.edu</a>	2304	OC 107

### IV. OVERVIEW OF HEALTH & FITNESS SCIENCE

The Health and Fitness Science program is designed to provide students with the knowledge and skills necessary for employment in the fitness and exercise industry. Students will be trained in exercise science and be able to administer basic fitness tests and health risk appraisals, teach specific exercise and fitness classes, and provide instruction in the proper use of exercise equipment and facilities.

Qualify for employment opportunities in commercial fitness clubs, YMCAs/YWCAs, wellness programs in business and industry, Parks & Recreation Departments, and other organizations implementing exercise and fitness programs.

Graduates may also choose to continue their education at other colleges and universities. The program combines general education courses, health & fitness science courses, and specialty courses. A major emphasis is placed on experiential learning. Information is presented in the classroom situation, web conferencing, and/or online; as laboratory exercises, and as work-based learning. Personal growth, attitudes, knowledge, and skills are distinct components of the Health & Fitness Science program.

The mission of the Health & Fitness Science program is to meet the educational needs of students in the areas of health and fitness, to promote health and fitness to others, and to contribute to the well-being of the community.



## V. HEALTH & FITNESS SCIENCE STUDENT LEARNING OUTCOMES

Upon completion of the Health & Fitness Science program, students should be able to:

1. Administer basic fitness tests and health risk assessments.
2. Design specific individual exercise programs, based on fitness tests and health risk assessment results.
3. Design and teach group exercise and fitness classes.
4. Provide instruction in proper exercise technique and appropriate use of exercise equipment and facilities.
5. Demonstrate knowledge of healthy nutrition.

## VI. HEALTH & FITNESS SCIENCE PROGRAM OUTCOMES

College of The Albemarle's Health & Fitness Science Program will use the following criteria as outcome measures of the effectiveness of the program.

Program Retention	70% of students that are admitted to the HFS program and enroll in a core course will earn either a Certificate or Associate Degree.
Certification Exam	75% of students who sit for a nationally-accredited certification exam will pass and become certified personal trainers or certified fitness specialists/instructors.
Job Placement (Employment)	80% of graduates seeking employment will be employed in a field related to health & fitness within one year of graduation, or continuing their education at a 4-year college or university.
Employer Satisfaction	85% of returned employer surveys will report being satisfied or very satisfied with the employee's overall job preparation (surveys mailed 9 months after employment).
Graduate Satisfaction	85% of returned graduate surveys will report being satisfied or very satisfied with the overall quality of the HFS academic program (surveys will be distributed to all HFS students during exam week of their last semester).

## VII. ADMISSIONS

The outline of the HFS admissions process is as follows:

### ADMISSION REQUIREMENTS:

Applicants seeking admission into the Health & Fitness Science program must complete the following steps in order to be considered for acceptance for the program.

- \_\_\_\_\_ A. Complete and submit a COA Application for Admission.
- \_\_\_\_\_ B. Bring or send an official high school transcript and official post-secondary transcripts, if applicable, to the Admissions Office.
- \_\_\_\_\_ C. Contact the HFS Program Coordinator (Andrea Thomas: 252-335-0821, ext. 2996; [andrea\\_thomas@albemarle.edu](mailto:andrea_thomas@albemarle.edu)) for advisement.
- \_\_\_\_\_ D. **NOTE – Not a requirement for admission but applicants should be aware:** Students must achieve minimum English, Math, and Reading competencies in order to register for most of the required general education courses in the AAS program. Minimum English, Math, and Reading competencies are not required for the Certificate program.
- \_\_\_\_\_ E. **NOTE – Not a requirement for admission but applicants should be aware:** Applicants must have completed one unit of biology in high school and completed one unit of chemistry in high school, or the equivalent at a post-secondary institution (CHEM 090 or higher) in order to register for BIO 168 – Anatomy and Physiology I, which is required in the AAS program. An official transcript must be provided.
- \_\_\_\_\_ F. A copy of the Health & Fitness Science Student Handbook will be provided to each student upon enrollment in the program, which must be read and signed.

## VIII. HEALTH & FITNESS SCIENCE CURRICULUM SCHEMA (A.A.S)

Semester –1 <sup>st</sup> Fall	Class	Lab	Clinical	Credits
ACA 111 COLLEGE STUDENT SUCCESS	1	0	0	1
ENG 111 WRITING & INQUIRY	3	0	0	3
BIO 168 ANATOMY & PHYSIOLOGY I	3	2	0	4
HFS 110 EXERCISE SCIENCE	4	0	0	4
HFS 111 FITNESS & EXERCISE TESTING I	3	2	0	4
PED ELECTIVE	0	2-3	0	1
<b>TOTAL CREDITS</b>				<b>17</b>
Semester – 1 <sup>st</sup> Spring	Class	Lab	Clinical	Credits
COM 231 PUBLIC SPEAKING	3	0	0	3
MAT 143 QUANTITATIVE LITERACY or MAT 152 STATISTICAL METHODS I or MAT 171 PRECALCULUS ALGEBRA	2-3	2	0	3-4
BIO 169 ANATOMY & PHYSIOLOGY II	3	2	0	4
HEA 110 PERSONAL HEALTH & WELLNESS	3	0	0	3
PED ELECTIVE	0	2-3	0	1
<b>TOTAL CREDITS</b>				<b>14-15</b>
Semester – Summer	Class	Lab	Clinical	Credits
PSY 150 GENERAL PSYCHOLOGY	3	0	0	3

HUMANITIES/FINE ARTS ELECTIVE	3	0	0	3
		<b>TOTAL</b>	<b>CREDITS</b>	<b>6</b>
<b>Semester – 2<sup>nd</sup> Fall</b>	<b>Class</b>	<b>Lab</b>	<b>Clinical</b>	<b>Credits</b>
BIO 155 NUTRITION	3	0	0	3
HFS 116 PREV & CARE OF EXER RELATED INJURIES	2	2	0	3
HFS 118 FITNESS FACILITY MANAGEMENT	4	0	0	4
HFS 218 LIFESTYLE CHANGES & WELLNESS	3	2	0	4
PED 110 FIT & WELL FOR LIFE	1	2	0	2
		<b>TOTAL CREDITS</b>		<b>16</b>
<b>Semester – 2<sup>nd</sup> Spring</b>	<b>Class</b>	<b>Lab</b>	<b>Clinical/ Work</b>	<b>Credit</b>
HEA 112 FIRST AID & CPR	1	2	0	2
HFS 120 GROUP EXERCISE INSTRUCTION	2	2	0	3
HFS 210 PERSONAL TRAINING	2	2	0	3
HFS 212 EXERCISE PROGRAMMING	2	2	0	3
<b>Select Two Courses From Below:</b>				
PED ELECTIVE	0	2-3	0	1
PED ELECTIVE	0	2-3	0	1
WBL 110 WORLD OF WORK	1	0	0	1
WBL 111 WORK BASED LEARNING I	0	0	10	1
		<b>TOTAL CREDITS</b>		<b>13</b>
<b>GRAND TOTAL</b>				<b>66</b>

### HEALTH & FITNESS SCIENCE CURRICULUM SCHEMA (CERTIFICATE)

SEMESTER/COURSES	SHC			
	Class	Lab	Clinical	Credits
<b>Semester –1<sup>st</sup> Fall</b>				
HFS 110 EXERCISE SCIENCE	4	0	0	4
HFS 111 FITNESS & EXERCISE TESTING I	3	2	0	4
PED 110 FIT & WELL FOR LIFE	1	2	0	2
		<b>TOTAL CREDITS</b>		<b>10</b>
<b>Semester – 1<sup>st</sup> Spring</b>				
HEA 112 FIRST AID & CPR	1	2	0	2
HFS 120 GROUP EXERCISE INSTRUCTION	2	2	0	3
HFS 210 PERSONAL TRAINING	2	2	0	3
		<b>TOTAL CREDITS</b>		<b>8</b>
<b>GRAND TOTAL</b>				<b>18</b>

## IX. OTHER IMPORTANT INFORMATION

Depending on the options selected, some HFS students may have to meet additional requirements prior to entering some courses or internships. Therefore, these items are not required for admission to the program, but this is to notify applicants that they may be required to provide additional information or certifications, at their expense, during the HFS program, including:

- A. Documentation of current CPR Certification (American Heart Association or American Red Cross) if required by any agencies or internships.
- B. Some internship sites may require that the student have a recent health care examination indicating physical and emotional health and provide a record of immunizations. A third party has been chosen to assist students in complying with this facility requirement.
- C. A criminal background check and/or drug testing may be required by some sites prior to participation in any internship or observer components of this program. Progress toward graduation may be limited by any inability to complete these portions of the program. Students with certain misdemeanor or felony convictions may have limited internship and employment opportunities. By applying for admission to the Health & Fitness Science program, a student consents to drug and alcohol screening and criminal background checks, if required. A written consent form must be signed by each student prior to the performance of a background check and drug screen. Information obtained within the criminal background check and sex offender check will be provided by the student through a third party vendor to any work-based learning site prior to the internship. COA does not guarantee the admission of any student to a work-based learning internship site. A student's acceptance, participation and continuation at any work-based learning site are subject at all times to the approval and consent of the internship site. For these reasons, all Health & Fitness Science students must understand that it is critical that they comply with all policies and procedures of these internship sites and that they must satisfactorily perform and conduct themselves at any internship site.

Students are under a continuing obligation to supplement the information provided to COA and any internship facility concerning background checks, criminal histories or convictions or any other background information. Failure to promptly provide updated or corrected information may be cause for removal from an internship facility site and/or from the Health & Fitness Science program.

- D. Some internship sites may require students to have liability insurance prior to participation at that site.
- E. Other information or requirements may be required at the discretion of clinics and agencies prior to providing access or internships to HST students.
- F. Each student will be required to review a copy of the Health Sciences Program's Exposure Control Plan on Bloodborne Pathogens. Each student will sign a statement reflecting that they have received and understand the Bloodborne Pathogen Exposure Control Plan. This statement will be filed in the student's folder located in the Health & Fitness Science Program Office. Bloodborne pathogens training during the first course of the program will be required.

The College may take a number of steps and precautions at all campuses providing additional information and resources related to COVID 19 for students; implementing additional health and safety protocols; adjusting some facility, physical space and campus operations; and modifying classes and academic delivery as needed.

Students should understand that COVID-19 and other communicable diseases are a public health risk; that COA and clinical facilities cannot guarantee safety or immunity from any infection; and that each student voluntarily assumes all risks associated with participating in health science programs related activities on campus and at clinical facilities, including the risk of exposure or infection with COVID-19 and other infectious diseases.

**COA does not guarantee the admission of any student to any intern facility or clinical site. A student’s acceptance, participation and continuation at any site is subject at all times to the approval and consent of the site. Students must be able to attend and progress in the assigned facility for each course. Alternate assignments will not be made because of inability to progress in an assigned setting.**

For these reasons, all students must understand that it is critical that they comply with all policies and procedures of these intern sites and that they must satisfactorily perform and conduct themselves at any site at all times. Students are under a continuing obligation to supplement the information provided to COA and any facility concerning background checks, immunizations, health status, criminal histories or convictions or any other background information. Failure to promptly provide updated or corrected information may be cause for removal from a facility or clinical site and/or from the program.

#### **X. ESTIMATED PROGRAM FEES AND COSTS**

(all quoted fees and charges are subject to change or may vary)

##### 2022-2023 Tuition Rates

<u>Resident</u> rate per credit hour:	\$76.00
Maximum tuition charge per semester:	\$1,216.00
<u>Nonresident</u> rate per credit hour :	\$268.00
Maximum tuition charge per semester:	\$4,288.00
CPR/First Aid Certification:	\$35.00
Books per semester:	\$600.00

#### **XI. AMERICANS WITH DISABILITIES ACT**

The Health & Fitness Science program complies with the provisions contained in the 1990 “Americans with Disabilities Act”. The Health & Fitness Science faculty believes that the practice of Health & Fitness Science involves cognitive, sensory, affective and psychomotor performance requirements. Therefore, the essential eligibility requirements for participants in a Health & Fitness Science education program shall be further defined according to the following physical and emotional standards.

## Physical and Emotional Standards

Health & Fitness Science students should possess and be able to demonstrate the following:

1. *Critical Thinking*: Critical thinking ability sufficient for problem solving and design of programs.
2. *Interpersonal Skills*: Interpersonal abilities sufficient to interact with individuals, families, groups, etc. from a variety of social, emotional, cultural and intellectual backgrounds.
3. *Communication Skills*: Communication abilities sufficient for interaction with others in verbal and written form.
4. *Mobility*: Physical abilities sufficient to maneuver, stand, and walk for extensive periods of time.
5. *Motor Skills*: Gross and fine motor abilities sufficient to provide safe and effective training and services.
6. *Hearing Acuity*: Auditory ability sufficient to communicate with clients and co-workers.
7. *Visual Acuity*: Visual ability sufficient for observation and assessment of clients.
8. *Strength*: Ability to lift and move weight bars, plates, and other exercise/fitness related equipment.
9. *Cognitive Abilities*: Ability to be oriented to time, place, and person, to organize responsibilities, and make decisions.

The above standards are not considered all inclusive. If a Health & Fitness Science student or applicant believes that he or she cannot meet one or more of the standards without accommodations or modifications, the student should confer directly with the Program Coordinator to determine whether or not any additional accommodations can be provided and whether such accommodations are feasible. Students needing any form of accommodation are expected to engage in an interactive process with the Program Coordinator, and any other administrative officials, to determine what modifications or accommodations may be reasonable and appropriate. Please refer to the College catalog for specific information.

## XII. SPECIAL ADMISSION CIRCUMSTANCES – “DEFERRED ACTION FOR CHILDHOOD ARRIVALS (DACA)” AND “UNDOCUMENTED IMMIGRANT” STUDENTS

COA Health Sciences and Wellness programs will allow the admission of students with DACA classification. However, DACA students should be aware of the following:

- A. Neither federal law, nor North Carolina law permits individuals with DACA classification to receive professional licenses. See 8 U.S.C. § 1621(a) and (c)(1)(A). Ability to obtain other certifications may also be limited.
- B. It is the current position of the State Residence Committee that individuals with DACA classification do not have the capacity to receive in-state tuition.

COA Health Sciences programs will allow the admission of students with “undocumented immigrant” classification. However, undocumented immigrant students should be aware of the following:

- A. For the purposes of this Section, "undocumented immigrant" means any immigrant who is not lawfully present in the United States.
- B. An undocumented immigrant admitted shall not be considered a North Carolina resident for tuition purposes.
- C. Federal law prohibits states from granting professional licenses to undocumented immigrants. Ability to obtain other certifications may also be limited.
- D. Students lawfully present in the United States shall have priority over any undocumented immigrant in any class or program of study when capacity limitations exist.

### **XIII. PROGRESSION**

#### **A. College Advisement System**

Student Success and Enrollment Management personnel assign curriculum students to full-time faculty members for academic advisement. Advisors are responsible for working with their advisees as needed during registration periods, posted office hours, and by appointment. Specifically, advisors are responsible for assisting students with registration functions, dropping/adding, withdrawing, as well as for graduation and transfer planning, in addition to other related tasks.

Students are encouraged to discuss their course selections and educational plans with advisors. It is the responsibility of the student to know the Program requirements and to register for these classes each semester. It is the ultimate responsibility of the student who plans to transfer to a four-year institution to know the program requirements and the graduation requirements of the senior institution.

#### **B. Academic Progression**

##### **1. Grading Scale**

The grading scale in all Health & Fitness Science courses is as follows:

<u>Letter Grade</u>	Numerical Score	Quality Pts. per SHC
A	90 and above	4
B	80 – 89	3
C	70 – 79	2
D	60 – 69	1
F	59 and below	0
I	Incomplete (must be completed in 1 semester)	
W	Withdrawal (does not affect GPA)	
K	Audit (no grade received)	

A student must successfully complete each general education course with a “final letter grade of “C” or better. A student must maintain a grade of C or better in any Health & Fitness Science course. A grade point average of 2.0 is required for a

student to enter, progress, re-enter, or graduate, and any grade of D will not count towards graduation.

## **2. Sequence of Courses**

Students may not take Health & Fitness Science courses out of pre-requisite sequence, and must comply with all departmental and pre-requisite and co-requisites assigned to HFS courses.

Students who successfully complete all the required courses will be eligible to apply for an associate degree in Health & Fitness Science.

All other general education courses required in the Health & Fitness Science program are suggested to be taken in the curriculum suggested pathway, but ***must*** be taken in sequence based on any pre-requisite or co-requisites assigned to those courses. General education courses may be taken prior to enrollment in the Health & Fitness Science courses. In order to progress in the program, the student must successfully complete (1) each Health & Fitness Science course with a final grade of "C" or better, (2) each general education course with a final letter grade of "C" or better, and (3) must maintain a minimum cumulative grade point average (GPA) of 2.0 each semester.

## **C. Attendance Policy**

Health & Fitness Science students are expected to meet all scheduled classes, labs, and work-based learning internship hours. Attendance policies are at the discretion of the instructor for each course. The general attendance policy for College of The Albemarle, as stated in the College catalog, denotes excessive absences as more than ten percent (10%) of total class hours, ten percent (10%) of total lab hours, or ten percent (10%) internship hours. Excessive absences in one course or across multiple Health & Fitness Science courses may result in being withdrawn from the program. Attendance requirements will be strictly enforced.

Tardiness policies are also at the discretion of the instructor for each course. Excessive absences or habitual tardiness may be cause for dismissal. If a student will be absent from class or lab, it is the responsibility of the student to notify the instructor and to obtain assignments and materials missed. If a student is unable to attend an internship session, he/she must notify the site supervisor and the course instructor. Make-up testing and assignments are at the discretion of the instructor for each course.

When inclement weather occurs (snow, storms, etc.), students should check the local radio stations, area TV stations, main college switchboard (252-335-0821) or COA Website ([www.albemarle.edu](http://www.albemarle.edu)) for information about the closing of the College. Individual instructors will discuss with students the procedure to follow when trying to ascertain road conditions for safe travel.

## **D. Online Attendance**



Students in online and hybrid courses are **required to complete the first assignment by 11:55 pm on the designated census date**. Failure to complete the first assignment will result in the student being withdrawn from the course. If the student is unable to log on to myCourses, it is the student's responsibility to notify the instructor. Failure to communicate with the instructor will result in withdrawal from the course.

#### **E. Withdrawal Policy**

Students may withdraw from class after ten percent but prior to the completion of seventy-five percent of a class. Prior to the seventy-five percent date students may also be withdrawn for non-attendance. Withdrawals through completion of seventy-five percent will result in a "W" grade. After the seventy-five percent date, withdrawals are only given in rare circumstances with approval of the instructor and department chair.

#### **F. Religious Observance Policy**

In compliance with the North Carolina Administrative Code, Title 23, Chapter 2, Sub-Chapter 2C, Section .0213 requirement as authorized by Section 115D of the NC General Statutes, College of The Albemarle will grant any student of the College two excused absences each academic year for religious observances required by the faith of the student. The two excused absences may be taken at any time during the academic year either on separate days or on two consecutive days and must be taken within the absences allowed in the College's approved attendance policy as published in the COA Academic Catalog and specific program handbooks for those students enrolled in a program. Students must submit a "Request to be Excused For Religious Observance Form" to the Vice President of Student Success and Enrollment Management within the first two weeks of the semester in which the absence will occur.

#### **G. Health Status for Work Based Learning Internships**

Students who pose a risk to the health, safety, or well-being of clients, staff, or other students, whether due to infectious diseases or otherwise, may be removed from internship settings. If a student should contract or be a carrier of any infectious disease, whether acute, chronic, active or inactive, it is the student's responsibility to report this immediately to the course/internship instructor. Client well-being, safety, and health are the primary concerns of all internship sites. All internship sites, as well as COA, reserve the right to require medical verification that a student may participate in an internship setting without posing a risk to the health, safety or well-being of clients, staff, or other students. If requested by the work-based learning internship site, students are accountable to monitor and maintain compliance with all health screening requirements. Students unable to attend internship due to incomplete health records or failure to comply with site requests will be counted as absent.

### **XIV. NON-PROGRESSION**

#### **A. Withdrawal**

If a student, for any reason, desires to withdraw from the program, he/she is required to follow the procedure outlined below in order to maintain a complete academic record:

1. Confer with both his/her faculty advisor and course instructor;
2. Write a letter of resignation to the Program Coordinator stating the reason(s) for withdrawal;
3. Confer with Director of Financial Aid, if applicable, in his/her case.
4. Any student who exits the Health & Fitness Science program for any reason should complete an exit interview with the program coordinator.

## **B. Dismissal**

The Health & Fitness Science faculty reserves the right to recommend the dismissal of a student from the Health & Fitness Science program. The Program Coordinator has the right, authority, and responsibility to make a decision on such a recommendation.

### **Causes for Dismissal**

The following reasons, though not intended to be all-inclusive, constitute due cause for a student to be dismissed from the Health & Fitness Science program.

1. Failure to meet the academic standards as set forth in the College Catalog and the Health & Fitness Science Student Handbook.
2. Health problems. A student's physical and emotional health is discussed at faculty-student conferences. It should be noted that health problems, which result in excessive absences or non-completion of practicum competencies, may be grounds for dismissal from the program. It is the philosophy of the Health & Fitness Science faculty that a student's personal health has priority over one's educational program. A student should not continue in the program at the expense of endangering one's health.
3. Excessive absences or habitual tardiness.
4. Falsification of information in any form – verbal or written. Any student who submits false, incorrect, and/or incomplete information as part of the Health & Fitness Science Program Admission Process or while enrolled in the program may be dismissed from the program.
5. Cheating. It is expected that all Health & Fitness Science students will be honest in their dealing with members of the faculty and staff at COA as well as with staff members and patients at all practicum facilities. Students are expected to report any observed instances of dishonesty to the instructor in charge. Failure to do so makes the observer morally as guilty as the one who is cheating. Any instructor who discovers possible cheating or to whom it is reported will investigate the matter fully. If after careful consideration of all evidence the instructor documents that cheating has occurred, the evidence will be presented to the Program Coordinator who will meet with all parties involved. If the Program Coordinator concurs that cheating has occurred, the student will be dismissed from the program and will receive a grade of "F" for the course grade.

- Cheating in any form will not be tolerated and could result in automatic, immediate dismissal from the program and the student will receive a grade of “F” for the course grade.
  - Students that are discovered making or receiving notes of any kind that contain information covered in any testing situation will be found guilty of cheating.
  - Students who are found in possession of any information on test content may also be found guilty of cheating.
  - Plagiarism is the use of someone else’s words, writings, thoughts, or ideas without giving proper credit. Taking a section of a book, Internet, or magazine article and copying it essentially word for word without giving proper credit to the author is one example of plagiarism. The use of Artificial Intelligence (AI) to create or assist in the completion of writing assignments, papers, reports, or other academic work without properly documenting or acknowledging sources will be considered plagiarism. All papers and assignments may be subject to screening via plagiarism and AI detection software.
  - The instructor who detects plagiarism will review with the student the circumstances that constitute plagiarism. The student will be required to re-submit the work to receive credit and the student’s grade will be adjusted accordingly. A second instance of plagiarism during any period of the Health & Fitness Science program will be considered cheating and treated as such. Refer to Policy 4-18 as printed in the College Catalog on Plagiarism.
6. Infraction of work-based learning site policies while on affiliation in that agency. Each student is to review a copy of the Contractual Agreement between the college and the work based learning site as well as the policy regulations of the affiliating internship agency at the beginning of the course. It is the student’s responsibility to understand and abide by these policies.
  7. Violation of a client’s right to confidentiality. The Health & Fitness Science student is legally (privilege Doctrine and HIPAA Regulations) and ethically obligated to maintain confidentiality regarding any information concerning a client’s illness or condition that is obtained in the normal course of his/her professional duties. No client information is to be revealed without the client’s permission. It is appropriate to discuss client condition and needs in a learning situation such as instructor/student conference with the understanding that said discussion will not be repeated outside of the conference setting.
  8. Negligent acts resulting in harm to a client, staff member, or student.
  9. Student behavior in the internship setting that (1) indicates difficulty in making appropriate judgments in the internship setting or (2) conflicts with client safety essential to safe practice. Such behavior is defined as a failure to assess or act appropriately on information that another or a majority of students at the same level would recognize as important to client health and safety. Any student who requires an inordinate amount of instructor’s time in the internship setting because of poor judgment, poor decision-making skills, or safety violations will be subject to dismissal from the program.
  10. Drug/Alcohol Use
    - The presence, purchase, sale, consumption or use, and/or being under the influence of alcoholic beverage or controlled substances (except when used in strict compliance with the prescription) is strictly forbidden on campus, at campus sponsored functions,

at internships, at laboratory experiences or any time while representing COA as a student. Violations of the chemical abuse policy of the program will render a student subject to disciplinary action up to and including immediate dismissal from the program with a grade of "F" and removal from all Program courses.

- Any student who diverts any controlled substance from a work based learning site will be dismissed from the Health & Fitness Science program.
- Any student whose behavior or appearance provides reasonable suspicion that the student is under the influence of alcohol or non-prescribed controlled substances, any chemical that alters cognitive functions, and/or is abusing prescribed medications may be required to submit to a breath analysis, saliva test, urinalysis, or blood analysis. Health & Fitness Science faculty may make the determination that reasonable suspicion exists. Refusal to offer the required sample will be grounds for dismissal from the program. A positive test indicating use of controlled substances, mind-altering chemicals, or alcoholic beverages will be grounds for dismissal from the program. The student will be responsible for the cost of testing.

**Any student dismissed from the Health & Fitness Science program for the above reasons with the exception of 1, 2, and 3 is not encouraged to apply for readmission to the program. Student's dismissed from the program related to items numbered 3, 4, 5, 6, 7, 8, 9, 10, and 11, will receive a final course grade of "F". Students dismissed from the program related to item 2 will result in a grade of "W".**

### **The Dismissal Process**

Any student who is recommended for dismissal from the Health & Fitness Science program will have a conference with the instructor to discuss the reason(s) for the dismissal. Then the student, the instructor, and the Program Coordinator will discuss the reason(s) for recommendation of the dismissal. The student will receive a letter stating the reason(s) for dismissal. The dismissal will take effect immediately and the student will not be allowed to return to class, lab, or internship.

### **C. Appeals Process**

The student disciplinary procedure set forth in Section 4-15 of the COA Policy and Procedure Manual shall apply to all students in the Health & Fitness Science program. Students removed from the program shall have the right to appeal his/her suspension or removal from the program as provided in the disciplinary appeals procedure set forth in the COA Policy 4-15.

## **XV. GRADUATION**

### **Graduation Requirements**

A student is subject to the graduation requirements of the college. In addition, Health & Fitness Science students must:

1. Progress satisfactorily through the Health & Fitness Science curriculum as defined in the Progression Policy.
2. Maintain a minimum grade point average of 2.0 in the required courses of the curriculum, and a grade of C or better in all required courses.
3. Demonstrate physical and emotional health which underscores their ability to provide safe and effective health and fitness care to the public.

## **XVI. GENERAL POLICY INFORMATION**

### **A. PROFESSIONAL BEHAVIOR**

#### **General Guidelines**

Professional behavior is expected of Health & Fitness Science students. Unprofessional behavior may result in an unsatisfactory grade in classroom, lab, and/or internship evaluation and consequently in dismissal from the Health & Fitness Science program.

Health & Fitness Science Students are expected to:

- Ask for supervision and assistance when needed.
- Interact professionally, courteously, and respectfully with clients, internship site employees, faculty, and peers.
- Refrain from cell phone use while participating in class, labs, or internships.
- Address clients, supervisors, instructors, and staff by Mr., Mrs., Ms. and Miss and the surname unless otherwise directed.
- Demonstrate self-confidence in providing services
- Utilize time efficiently and constructively
- Display initiative and self-motivation
- Perform self-evaluation regarding attainment of course objectives
- Complete all work on time

- Demonstrate punctuality for class, lab, and internships
- Maintain a reliable means of communication and transportation, valid telephone number, and check emails daily while enrolled
- Refrain from using social networking, text messaging or other electronic media for posting insulting, disparaging or inflammatory comments regarding COA, the Health & Fitness Science program, any member of the COA campus community or affiliated internship sites and their employees. Criticisms of or concerns regarding these issues should be expressed through the COA chain of command so that the concerns may be addressed, and not in a manner which could disrupt the clinical program or operations at practicum sites. Students are also prohibited from disclosing confidential information through such media or from discussing confidential information in any other manner that may reach third parties outside of COA staff or clinical site personnel.

COA Health Sciences and Wellness Programs Social Media Policy does not allow students in clinical/practicum/internship related activities to post ANY pictures or information depicting or while engaged in activities relating to hospital, practicum, and/or internship activities, facilities, staff, volunteers and/or patients without express, written consent from the College and the facility. This includes, but is not limited to, “selfies” taken while at these facilities and social media posts about facility events or staff.

Such actions have the tendency to disrupt program activities, to portray the student and COA staff in a negative and/or unprofessional light, to potentially violate the rights of facility staff, volunteers or patients, and to otherwise negatively impact COA’s programs and reputation.

- Students should be constantly aware that they represent the health science program and the College to the public at their internship sites and that they will be viewed by the College, by other professionals, and by the public in general as representatives of COA. Therefore, students are charged with portraying a positive image of health science and wellness occupations and the college. The COA Health & Fitness Science Program and the College reserve the right to dismiss any student whose on or off campus behavior violates any of COA’s rules or policies governing expected conduct of students, including those prohibiting any student from engaging in any criminal conduct; any conduct or behavior prohibited by COA policy; or any other conduct or behavior particularly while wearing a COA badge or otherwise while representing COA that tends to portray the student, the program, or COA in a negative fashion or otherwise tends to cause harm to the reputation of the program or COA.

## **B. CLASSROOM/LABORATORY/ INTERNSHIP/CONFERENCES etc. BEHAVIORS**

- Each Health & Fitness Science student will demonstrate appropriate behavior in regard to faculty and fellow students in the classroom/laboratory/internship setting.
- Students are expected to be on time and appropriately prepared for class/laboratory/internship.
- Any information learned about a client is considered confidential. There will be no discussion of internship experiences in public places (elevators, stairs, hallways, etc.). Discussion should occur only in internship conferences or in private conversations with instructor and/or fellow students. Students are not to make copies of any part of

clients/patients' records nor be in possession of copies of any part of patients' records. Violation of this confidentiality policy will result in a grade of unsatisfactory in the internship, consequently resulting in an "F" in the Health & Fitness Science course, and dismissal from the Program.

- If a violation of confidentiality becomes evident after completion of a course, the student is subject to dismissal from the Program.
- A student who is responsible for an act of negligence or deviation from expected performance in the internship will complete an agency report per agency policy. At the discretion of the faculty member, the student will meet with the Instructor and the Program's Coordinator to discuss this area of concern and the student's retention in the program. The Health & Fitness Science faculty member is to submit a written descriptive memo regarding such an incident to the Program Coordinator, Department Chair, and Division Chair.
- Students shall not make or receive any personal phone calls while on duty in an internship facility unless it is an absolute emergency and the instructor has given permission. Use of cell phones or electronic devices (such as tape recorders, pagers, smartphones, etc.) is not allowed in the classroom during testing or test reviews, and all such devices are to be turned off during class, lab, and internship.
- Students should refrain from wearing perfume or heavily scented products, after shave, cologne, hair spray while on duty in internship facility.
- Outside visitors are not to visit with students during scheduled internship experiences.
- Students are not to leave the facility unless the instructor and/or site supervisor has been notified and consent has been given.
- Students are expected to adhere to the College's Drug-Free and Smoke-Free Environment Policies and Student Code of Conduct. No smoking, use of tobacco, use or purchase of alcohol, drug consumption, or other violations of the College Student Code of Conduct are allowed in college vans, campus buildings, campus parking lots, or in or on the grounds of internship facilities or any time while wearing a COA badge.
- Students may not buy, sell or consume alcoholic beverages or illicit drugs while wearing COA badge. Violation of this alcohol/drug policy will result in disciplinary action up to and including a grade of unsatisfactory in clinical, consequently an "F" in the course, and immediate dismissal from the Program and all program courses.
- Students may not smoke while on site for the internship. The smell of smoke on a student will be considered unprofessional in the internship setting and a "noxious odor". The student will be removed from the internship setting until they are able to return without the odor as determined by the internship instructor. Any missed time will count under the attendance policy as absent internship time for the course. Repeated violations of this policy may result in disciplinary action up to and including failure and dismissal from the internship site, and/or consequently dismissal from the program
- Students are prohibited from secretly recording classroom, lab or clinical activities; and any conversations, meetings, or conferences or other interactions with faculty, COA employees, patients, or anyone in any setting/facility associated with the program's activities. Use of personal recording devices to record lectures in class, lab or clinical is

prohibited. Students with documented accommodations that request recording capability must meet with the Program Coordinator to determine appropriate means and parameters of making recordings.

### **C. PERSONAL APPEARANCE - DRESS CODE**

- Health & Fitness Science students are expected to be examples of healthy persons. This includes being clean and well-groomed, particularly when assigned to a work-based learning internship setting. Good personal hygiene must be practiced. It is required that all students wear the appropriate Health & Fitness Science Program attire and name badge when reporting to their internship assignment unless otherwise directed.
- The required professional attire and name badge will be addressed in each course.
- Each student is required to have the appropriate professional attire the first day of internship or as designated by the program coordinator. The clothing must be neat, clean, well-pressed/ironed and well fitted throughout the student's participation in the program. Physical appearance must meet the guidelines developed by the Program faculty and worn properly at all times. Students will not be allowed to participate in work-based learning if the guidelines are not met and any missed time will count as attendance hours missed.
- The College Student Code of Conduct applies to students at all times they are dressed for their internship and wearing the COA name badge – whether on or off campus; and whether or not they are actively engaged in a college sponsored event.
- It should be noted that the student's dress code may vary only with permission of the Program Coordinator.

### **D. STUDENT INJURY IN WORK BASED LEARNING INTERNSHIP AREA**

Students will be assigned to an on-site supervisor for the internship. Students MUST follow agency protocol for client care and fire and safety regulations. Should a Health & Fitness Science student sustain personal injury while participating in an internship assignment, he/she should report immediately to the supervisor and the Health & Fitness Science instructor. If the student is unable to summon the supervisor, he/she must notify the Health & Fitness Science instructor. An agency incident report with specific details of the injury must be completed. A COA incident report is to be completed and directed to the Health & Fitness Science Program Coordinator to be filed in the student's record. The college does not assume responsibility for fees incurred.

### **E. SEXUAL HARASSMENT**

Refer to current catalog —Policy 2-26 Unlawful Harassment Policy and Procedures. Harassment will not be tolerated.



## **F. EXPOSURE CONTROL PLAN**

If Health & Fitness Science students find themselves in a situation where there is a suspected infection exposure, they must immediately report to their supervisor/ practicum instructor for implementation of the Exposure Incident Evaluation and Follow-up as noted in the Health Sciences Program's Exposure Control Plan for Bloodborne Pathogens.

## **G. TRANSPORTATION**

The student is responsible for both providing his/her own transportation and the cost of that transportation to and from the internship facility assignment. Most facilities for the Health & Fitness Science program are within a seven-county area and are within a sixty-mile, one-way trip for the student.

## **XVII. GRIEVANCE POLICY**

Students have rights and responsibilities to express concerns regarding faculty-student matters and perceived problems. Students must follow the chain of command and seek assistance from faculty members and academic advisors to resolve issues at the lowest level of authority. If the matter cannot be resolved at the level of occurrence, the student is to use the established policies for grievances and complaints in the college catalog. Complaints are defined as any written appeal that has been filed by a student in accordance with the student grievance procedures for Disciplinary, Sexual Harassment, or Non-disciplinary issues as noted in the college catalog of the current year or any written complaints filed with agencies that have governance over the Health & Fitness Science program. A record of the student complaint and its resolution will be placed in the program's student file and a copy kept in a Complaint file located in the locked file cabinet that serves the Health & Fitness Science program.

## **XVIII. HEALTH & FITNESS SCIENCE FORMS**

### **Health & Fitness Science Program**

#### **CONFIDENTIALITY AGREEMENT**

I understand that all client information, all information regarding employees and contracted personnel, all healthcare information, and all information on facilities where I am placed as an HFS student ... is required by law to be kept private (collectively referred to as "confidential information"), in whatever form (including but not limited to electronic and/or digital format, printed, written, and/or spoken) and is confidential.

I agree not to disclose, repeat, reveal or share any confidential information with anyone else unless I receive the express written permission of the facility or I am required by state or federal law. I understand that I may disclose private health information only for treatment, payment or health care operations and confidential information to others who need to know within the facility in accordance with the facility's policies.

I further understand and agree that I will only access such confidential information as reasonably needed for me to perform any internship or student responsibilities.

I agree to take all necessary and reasonable steps to prevent and limit the improper or unauthorized disclosure or misuse of confidential information including, but not limited to:

- keeping confidential information private and out of public viewing;
- securing or protecting information on my computer when leaving my workstation;
- copying or downloading data only to secured locations and only when required to perform duties; and
- not discussing confidential information in public areas.

I agree to abide by all facility and COA policies regarding confidentiality and security of confidential information. I further agree to comply with all applicable state and federal laws governing access to computer systems and protection of confidential information.

I accept complete responsibility for my actions, and I understand that any violation of this Confidentiality Agreement may result in immediate revocation of my access to confidential information, removal from facility premises, disciplinary action up to and including removal from the program and college. My signature attests to the fact that I have read, understand and agree to abide by the terms of this Confidentiality Agreement at all times while in the HFS program.

Date: \_\_\_/\_\_\_/\_\_\_\_\_

Full Name (print):

First \_\_\_\_\_ Middle \_\_\_\_\_ Last \_\_\_\_\_

Signature: \_\_\_\_\_

**College of The Albemarle**  
**Division of Health Sciences & Wellness Programs**  
**Health & Fitness Science Program**

Health & Fitness Science Student Contractual Agreement

I, the undersigned, have

(1) received a copy of;

(2) read;

(3) received an explanation of;

(4) and have had the opportunity to have my questions answered regarding the

policies and guidelines as stated in the Health & Fitness Science Student

Handbook.

I understand that I must comply with and follow these guidelines and policies during my enrollment as a Health & Fitness Science student at College of The Albemarle. I also understand that this signed agreement will be filed in my student file.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Student ID

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Health & Fitness Science Program Coordinator (or designee)

\_\_\_\_\_  
Date