

# STUDENT HANDBOOK

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Master of Science in Performance and Applied Sport Science  
(MSPASS)  
2026-2027

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## PURPOSE OF STUDENT HANDBOOK

This handbook provides you with the policies and procedures specific to the Department of Kinesiology and Samford University. Please familiarize yourself with the content and use this document as a reference. The handbook provides you with all the necessary information related to being a student in the Performance and Applied Sport Science Program, the School of Health Professions (SHP), the College of Health Sciences (CHS), and Samford University.

Students are expected to know both academic and non-academic regulations and policies found in the Department of Kinesiology Student Handbook and the Samford University Student Handbook.

The Department of Kinesiology reserves the right to change the policies, procedures, rules, regulations, and information in the Department of Kinesiology Student Handbook at any time. Changes to this handbook and the Samford University Student Handbook become effective at the time the proper authorities so determine, and the changes apply to both prospective and currently enrolled students.

Students will be informed via class e-mail lists when additions, deletions, and/or changes are made to the Department of Kinesiology Student Handbook. The latest version of the Department of Kinesiology Student Handbook can always be found on the School of Health Professions Student Services website under Master of Science in Performance and Applied Sport Science at <https://www.samford.edu/healthprofessions/graduate-student-resources>.

# INTRODUCTION TO SAMFORD UNIVERSITY

## A Brief History of Samford University



Samford University is the largest privately supported and fully accredited institution for higher learning in Alabama. Samford University was chartered in 1841 as Howard College in Marion, Alabama, about 80 miles southwest of Birmingham. It was originally named for the British social reformer, John Howard (1726-1790), who had no connection with the college but was an international personality of Christian charity. Howard died in Russia, strongly advocating more humane prisons, and his statue was one of the first installed in St. Paul's Cathedral, London.

The college was moved to Birmingham in 1887 to a site near the present-day airport in the East Lake section. In 1957, it moved to its present campus in the municipality of Homewood. The buildings are uniformly of Georgian-Colonial design. The location was chosen by the firm of Olmstead Brothers, successors to Frederick Law Olmstead, who designed Central Park in New York and many other public spaces.

In 1965, having added the Cumberland School of Law in 1961, the institution reorganized as a university and took the name of a prominent family as Samford University. Today, the institution includes the School of the Arts, Howard College of Arts and Sciences, Brock School of Business, Beeson School of Divinity, Orlean Bullard Beeson School of Education, Cumberland School of Law, and the College of Health Sciences with Moffett and Sanders School of Nursing, McWhorter School of Pharmacy, the School of Public Health, and the School of Health Professions.

Samford University is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate, baccalaureate, masters, educational specialist, and doctorate degrees. Samford University also may offer credentials such as certificates and diplomas at approved degree levels. Questions about the accreditation of Samford University may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website ([www.sacscoc.org](http://www.sacscoc.org)).

## Mission Statement of Samford University

The mission of Samford University is to nurture persons in their development of intellect, creativity, faith, and personhood. As a Christian university, the community fosters academic, career, and ethical competency while encouraging social and civic responsibility, and service to others.

## Core Values of Samford University

The Samford community values lifelong:

- Belief in God, the Creator of heaven and earth, and in Jesus Christ, His only Son, our Lord, and in the Holy Spirit

- Engagement with the life and teachings of Jesus
- Learning and responsible freedom of inquiry
- Personal empowerment, accountability, and responsibility
- Vocational success and civic engagement
- Spiritual growth and cultivation of physical well-being
- Integrity, honesty, and justice
- Appreciation for diverse cultures and convictions
- Stewardship of all resources
- Service to God, to family, to one another, and to the community

### **Vision Statement of Samford University**

Anchored in Christian understanding, Samford University will be a diverse community, stressing vigorous learning and personal faith in the Baptist tradition. Within that commonality, the community will be innovative in teaching, learning, and research; sensitive to global issues; aggressive in self-assessment and continuous improvement. Faithful to its mission, Samford will be known and acknowledged worldwide by holding to its core values. The world will be better for it.

## INTRODUCTION TO THE PERFORMANCE AND SPORT SCIENCE PROGRAM

Samford's Master of Science in Performance and Applied Sport Science (MSPASS) prepares you to become certified sport scientists equipped with advanced knowledge in athletic performance, injury mitigation and human movement science. The program combines rigorous coursework with hands-on field experience and integrates faith informed leadership to develop ethical, data-driven professionals ready to excel in sport science careers.

### **Department of Kinesiology Mission**

The Department of Kinesiology is called to train, develop and mentor students in Christian professionalism and excellence through an evidenced-based kinesiology education.

### **Department of Kinesiology Vision**

Focus on innovative curriculum, practical skill development, and student engagement to graduate professional and excellent Christian leaders in Kinesiology.

### **Performance and Applied Sport Science Faculty**

#### **Alan Jung, PhD**

Professor

PhD: University of Alabama

MA: Appalachian State University

BS: James Madison University

#### **Casey Metoyer, PhD**

Assistant Professor

PhD: University of Alabama

MS: Western Illinois University

BS: Arizona State University

#### **John Petrella, PhD**

Interim Dean, School of Health Professions

Department Chair, Kinesiology

Professor

PhD: University of Georgia

MEd: University of Georgia

BS: Georgia Institute of Technology

#### **Kathryn Stanford, DPT**

Director of Field Experience

Lab Coordinator

Instructor

DPT: University of Alabama at Birmingham

BS: Samford University

#### **Mallory Marshall, PhD**

Professor

Director, Student Engagement

PhD: Michigan State University

MA: University of Maryland

BS: University of Tulsa

#### **Tyler Williams, PhD**

Associate Professor

Director, SamFit

PhD: University of Alabama

MA: University of Alabama

BS: Mississippi College

## **Program Goals**

- Achieve a first-time pass rate of 60% for Certified Performance and Sport Scientist (CPSS) national exam (According to the National Strength and Conditioning Association, the first-time pass rate in 2025 was 65%)
- Prepare students to provide meaningful evidence to internal or external stakeholders related to sport science (assessment would be periodized training plans, needs analysis report, evaluation of wearable tech, lab reports based on lab and internships. Cumulative research project, 1 artifact per semester minimum)

## **Expected Program Outcomes**

- Students will gain proficiency in utilizing technology to assess, evaluate, and monitor athletes.
- Students will learn the components of establishing a comprehensive needs analysis and training plan for individual and team sport athletes.
- Students will receive mentorship in Christ-centered character development, vocational calling, and leadership in the sport science field.
- Students will examine sport science research and utilize real-world data for analysis to complete a comprehensive project that will benefit internal and/or external partnerships.
- Students will obtain knowledge and applied skills to obtain their Certified Performance and Sport Science certification.

## **Plan of Study - Master's in Performance and Applied Sport Science: 35 credits**

Term 1, Summer: 10 - 12 Credits

- KINE 500 - Sport Science Internship (1-3)(8 total required by program completion)
- KINE 510 - Fundamentals of Applied Sport Science (3)
- KINE 520 - Science and Application of Training Theories for Individual and Team Sport (3)
- KINE 530 - Special Topics in Sport Science (3)

Term 2, Fall: 10 - 13 Credits

- KINE 500 - Sport Science Internship (1-4)(8 total required by program completion)
- KINE 540 - Athlete Monitoring: Wearable Technology and Biomarkers (3)
- KINE 550 - Athlete Monitoring: Performance and Perceptual Measures (3)
- KINE 580 - Research in Sport Science I (3)

Term 3, Spring: 10 - 13 Credits

- KINE 500 - Sport Science Internship (1-4)(8 total required by program completion)
- KINE 560 - Advanced Data Analysis in Sport Science (3)
- KINE 570 - Effective Data Interpretation and Dissemination in Sport Science (3)
- KINE 590 - Research in Sport Science II (3)

## **Academic Calendar**

The Performance and Applied Sport Science program is a three-term, twelve-month program.

- Summer term begins mid-May and ends in early- to mid-August.
- Fall term begins mid- to late-August and ends mid-December
- Spring term begins in January and ends mid-May.

The current and future CHS Graduate Academic Calendars can be found at:

<https://www.samford.edu/events/academic-calendar>

### **University Observed Holidays**

- New Year's Day
- Martin Luther King, Jr. Day
- Spring Break Friday
- Easter Monday
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Wednesday before Thanksgiving
- Thanksgiving Day
- Friday after Thanksgiving Day
- Christmas Day

Additional days off at holiday seasons, fall break, and spring break are decided upon by the administration and department on a year-to-year basis. These days and the conditions under which they are given are announced as each season approaches and may vary.

### **Curricular Model**

The Master of Science in Performance and Applied Sport Science is a 12-month program consisting of 35 credit hours across three consecutive terms. Each term includes nine credit hours of didactic and lab-based content plus one to three credit hours of a sport science internship. The accumulated internship credit hours will result in a minimum of 480 hours completed, which is requirement for certification eligibility.

The courses within the master's program will primarily involve content from the textbook, *NSCA's Essentials in Sport Science*, specifically designed to prepare individuals for the Certified Performance Sport Scientist (CPSS) exam. This Performance and Applied Sport Science master's program will further the mission of the university in nurturing the intellect, creativity, faith and personhood of students interested in working in a leadership role in a sport science setting. The partnership between the Kinesiology Department and various internal and external internship sites creates a remarkable environment for both state-of-the-art didactic and experiential learning for any student who completes the program. Students will work closely with the faculty of the program as well as the strength and conditioning, sport medicine, and sport coaching staff to serve various student athletes by providing them with evidence-based research to enhance both performance and injury prevention.

### **Professional Internships/Field Experience**

Professional internships are supervised professional experiences in various settings to provide students with the opportunity to apply acquired knowledge and skill in a performance and sport science environment. Students are required to complete a minimum of 480 hours of field experience.

## SAMFORD UNIVERSITY POLICIES

### **Academic Integrity**

A degree from Samford University is evidence of achievement in scholarship and citizenship. Activities and attitudes should be consistent with high academic standards and Christian commitment and should be in keeping with the philosophy and mission of the University. At Samford, academic integrity is expected of every community member in all endeavors and includes a commitment to honesty, fairness, trustworthiness, and respect.

The University Statement on Academic Dishonesty is as follows: students, upon enrollment, enter into a voluntary association with Samford University. They must be willing to observe high standards of intellectual integrity, respect knowledge, and practice academic honesty. Those who cheat on an examination or class assignment are not only academically dishonest, but also are deficient in the scholarly maturity necessary for college study. Those who engage in academic dishonesty are subject to severe punishment. The more dependent, the more inevitable becomes ultimate failure, often accompanied by public disgrace. Any act to obtain an unfair academic advantage is considered dishonest.

Academic integrity violations are acts of academic misconduct. The term academic integrity violation includes but is not limited to the following acts:

1. Offering for course credit as one's own work, in whole or in part, the work of another.
2. Plagiarism, that is, incorporating into one's work offered for course credit passages taken either word for word or in substance from a work of another, unless the student credits the original author and identifies the original author's work with quotation marks, footnotes or other appropriate written explanation.
3. Offering for course credit one's own work but work that one previously offered for course credit in another course, unless one secures permission to do so prior to submission from the instructor in whose course the work is being offered.
4. Obtaining an unauthorized copy of a test or assignment in advance of its scheduled administration.
5. Taking an examination for another student or knowingly permitting another person to take an examination for oneself.
6. Giving, receiving or obtaining information pertaining to an examination during an examination period, unless such action is authorized by the instructor giving the examination.
7. Divulging the contents of an essay or objective examination to a student who has not taken the exam.
8. Taking, keeping, misplacing, or tampering with the property of Samford University, a faculty member or another student, if one knows or should reasonably know that one would, by such conduct, obtain an unfair academic advantage. This section is intended to include, but not be limited to, material in a university library.
9. Failing to follow the instructions of a professor in completing an assignment or examination, if one knows or should reasonably know that one would, by such conduct, obtain an unfair academic advantage.

10. Witnessing conduct that one knows or should reasonably know is dishonorable and failing to report it.
11. Altering or falsifying academic or student record documents such as transcripts, change of grade forms, university excuses and add/drop forms.
12. Giving or receiving unauthorized assistance on an examination, assignment, project, or other academic assignment.
13. Making a false report of academic dishonesty.
14. Fabrication, falsification or misrepresentation of data, results, analyses or other studies, presenting the results of research or studies not actually performed or manipulating or altering data to achieve a desired result, including the failure to report or suppression of conflicting or unwanted data.

Please go to the Office of the Registrar website to view more information about the procedures and possible sanctions involved with a violation of academic integrity.

## **Code of Values**

### *Statement of Values Preamble*

The Samford University motto - For God, For Learning, Forever - brings together our commitment to Christian heritage, the pursuit and transmission of knowledge, and enduring virtues. Only a particular kind of person and institution can aspire to and achieve such demanding principles. The various members of the Samford University community must embrace honor in all areas of life and scholarship. An honor pledge is therefore an appropriate expression of this commitment.

### *ARTICLE I: Preamble*

A degree from Samford University is evidence of achievement in scholarship and citizenship. Activities and attitudes should be consistent with high academic standards and Christian commitment and should be in keeping with the philosophy and mission of the University. At Samford, academic integrity is expected of every community member in all endeavors and includes a commitment to honesty, fairness, trustworthiness, and respect.

The University Statement on Academic Dishonesty is as follows: students, upon enrollment, enter into a voluntary association with Samford University. They must be willing to observe high standards of intellectual integrity, respect knowledge, and practice academic honesty. Those who cheat on an examination or class assignment are not only academically dishonest, but also are deficient in the scholarly maturity necessary for college study. Those who engage in academic dishonesty are subject to severe punishment. Any act to obtain an unfair academic advantage like the acts described in Article VIII is considered dishonest.

### *Bill of Rights*

The Core Values of Samford University express the ethos of a community that guarantees students an academic environment that encourages inquiry and integrity, promotes personal empowerment and civic engagement, requires accountability, and stimulates the development of Christian character.

Enrolled students are entitled to:

- Actively participate in the academic environment without discrimination as to race, disability, age, color, national or ethnic origin, sex, or military status.
- Participate in respectful inquiries and exchanges of ideas.
- Information adequate to understand the requirements of a selected major.
- Personal privacy in accordance with university policies and applicable law including the Family Educational Rights & Privacy Act (FERPA).
- Be timely informed of changes to university policies and procedures, catalog, and student handbook.
- Be treated with dignity and courtesy in relation to all university services.

### Values Violation

The following are examples of behaviors that violate the University Code of Values. Any student who has been determined responsible for violation of a Code of Values may be subject to university sanctions that range from a warning to university expulsion. See the *Samford University Student Handbook* for additional information concerning Values Violations and the Values Violations process.

#### Value: Worth of the Individual

- Harassment
- Hazing
- Inappropriate Sexual Behavior
- Assault
- Stalking
- Relationship Violence

#### Value: Self-Discipline

- Lewd and Indecent Conduct
- Gambling
- Disorderly Conduct
- Possessing, Consuming or Distributing Alcoholic Beverages
- Distributing Alcoholic Beverages to Underage Persons
- Intoxication
- Underage Possession of Consumption of Alcoholic Beverages of Alcoholic Paraphernalia
- Possessing or Using Illegal Drugs
- Distributing Illegal Drugs
- Possessing or Using Drug Paraphernalia

#### Value: Integrity

- Academic Dishonesty
- Fraud
- Dishonesty

#### Value: Respect for Property and the Environment

- Smoking Policy
- Stealing or Possession of Stolen or Lost Property
- Vandalism

- Setting a Fire and Arson
- Tampering with Fire and Safety Equipment
- Possessing Firearms or Weapons on Campus
- Possessing or Using Fireworks on Campus
- Unauthorized Entry
- Stealing or Unauthorized Use or Possession of Money or other Negotiable Instruments

Value: Respect for Community Authority

- Aiding, Abetting, or Conspiring
- Violating Residence Hall Visitation Guidelines
- Computer Misuse
- Reckless Behavior
- Insubordination
- Demonstrations
- Driving While Impaired
- Creating a Nuisance with Noise
- Committing a City, State, or Federal Crime

### **Drugs and Alcohol Policy**

To comply with the requirements of the Drug Free Schools and Communities Act Amendments of 1989, 20 U.S.C., Section 1145q, and the Drug Free Workplace Act of 1988, 41 U.S.C., Section 701, et. seq, Samford University hereby adopts the Drug and Alcohol Policy set forth in Section 1.02 of the Policy Manual.

Samford University seeks to foster the development of Christian character, scholastic attainment, and a sense of personal responsibility. To fulfill this purpose and to protect and promote the health and welfare of its faculty, staff, and students, Samford is committed to maintaining a drug- and alcohol-free campus. To this end, the University provides drug and alcohol education, information, and assistance to its faculty, staff and students. It is the policy of Samford University that the use of illicit drugs or alcohol by faculty, staff, and students on campus or in connection with or affecting any school-related activity is strictly prohibited. Violations of this policy will result in the imposition of disciplinary sanctions up to and including termination of faculty and staff, and expulsion of students.

### **Equal Opportunity**

Samford University complies with applicable laws prohibiting discrimination, including applicable provisions of and amendments to Titles VI and VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act, Executive Order 11246, Title IX of the Education

Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, the Vietnam Era Veterans Readjustment Assistance Act, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990, and does not unlawfully discriminate on the basis of race, color, national origin, sex, age, disability, genetic information, or veteran status in admission or access to, or treatment or employment in, its programs or services.

Inquiries concerning Samford's nondiscrimination policy or applicable civil rights laws may be directed to the Vice President for business and financial affairs or general counsel, Office of Business and Financial Affairs,

Samford Hall 200, Birmingham, AL 35229, 205-726-2811. This notice is available in alternative formats upon request.

### **Family Educational Rights and Privacy Act (FERPA)**

The Family Educational Rights and Privacy Act of 1974, commonly known as "FERPA," was enacted by Congress to give students access to and some measure of control over their respective education records. In general terms, FERPA (1) grants confidentiality to student education records, (2) allows students control over certain disclosure of their education records, (3) permits students to review their own education records, and (4) provides a process by which students may request that their education records be amended. These rights are personal to each student. Samford may disclose certain education records without the consent of the student in a number of circumstances. For example, Samford may disclose education records without student consent in the following circumstances: (1) to Samford officials who have an educational purpose to receive the information; (2) to other schools if the student is transferring from Samford; (3) to a student's parents if the student is considered a dependent of the parents for federal income tax purposes; (4) in response to a judicial order or lawfully issued subpoena; (5) to parents of a student under 21 regarding a violation of drug or alcohol policies; (6) to persons who need to know in connection with a health or safety emergency; (7) in connection with a student's application for financial aid; and (8) to accrediting organizations. Samford may also disclose "directory information" of a student unless the student takes appropriate steps to opt out of the sharing of directory information. Directory information consists of information that would not generally be considered harmful or an invasion of privacy if disclosed. Examples of directory information are a student's name, address, telephone listing, e-mail address, photograph, date and place of birth, major field of study, grade level, enrollment status, dates of attendance, participation in officially recognized Sport and activities, degrees, honors and awards received. Students who do not want their directory information to be disclosed by Samford without their prior written consent must notify the Registrar no later than the last day to drop or add courses without financial penalty in a particular academic semester or term. The information that Samford considers to be directory information, and the student's opportunity to opt out of the disclosure of his or her directory information, may be accessed at <http://www.samford.edu/departments/registrar/ferpa/>

The University's FERPA is Policy 7.1 of the University Policy Manual. A student who believes that his or her education records are inaccurate, misleading or include information that violates the privacy rights of the student, may request that such education records be amended as permitted under the FERPA Policy. A decision on any such request will be made within a reasonable period after it is received by the Registrar. If the request is denied, the student will be advised of his or her right to a hearing.

### **Closing of the University**

Inclement weather or other events beyond the control of the university that might cause risk or danger to students, faculty, and staff may occasionally result in changes to normal university operations, including cancellation of classes or events; the calendar schedule may be adjusted. Recorded announcements of weather-related or other closings of the university can be heard by calling the SAM- INFO message system at 205-726-4636. In addition, the Office of Communication notifies local radio and television stations of campus closings. In case of emergency, the RAVE alert system is activated.

## **Inclusive Language**

Language-how it is used and what it implies-plays a crucial role in Samford University's mission to nurture persons. Because verbal constructions create realities, inclusive language can uphold or affirm those whom the university seeks to nurture, while exclusive language can damage or defeat them.

Samford University therefore actively seeks a discourse in its university community that supports the equal dignity and participation of men and women; the university seeks to avoid verbal constructions that diminish the equal dignity of all individuals. It is an affirmative-and affirming-part of Samford University's mission to educate students, staff, and faculty in the creation of a community of equality and respect through language.

## **Sexual Discrimination and Misconduct Policy**

The mission of Samford University ("Samford" or the "University") is to nurture persons in their development of intellect, creativity, faith and personhood. As a Christian university, Samford fosters academic, career and ethical competency while encouraging social and civic responsibility and service to others. Consistent with, and in furtherance of these objectives and purposes, Samford is committed to providing an academic, social and employment environment that is free from sexual harassment, assault, exploitation, dating violence, domestic violence, and stalking, as such terms are defined in this Policy and which are collectively referred to as "Sexual Misconduct." This Policy prohibits specific Sexual Misconduct that violates Title IX of the Education Amendments of 1972 ("Title IX"), the Violence Against Women Reauthorization Act of 2013 ("VAWA"), and/or Title VII of the Civil Rights Act of 1964 ("Title VII"). It is also a violation of this Policy to retaliate against a person for filing a complaint of Sexual Misconduct or for cooperating in a Sexual Misconduct investigation, adjudication or informal resolution. Individuals who are determined to be responsible for a violation of this Policy will be subject to disciplinary action up to and including termination from employment or expulsion from the University. Samford will respond promptly and equitably to reports of Sexual Misconduct and will take appropriate action to prevent its occurrence and correct and address its effects.

## **DEPARTMENT OF KINESIOLOGY ACADEMIC GUIDELINES**

### **Registration**

The Director of Graduate Admissions and Student Services in the SHP is responsible for coordinating the registration process for Kinesiology graduate students.

### **Attendance**

The Performance and Applied Sport Science Program attendance policy is outlined in each course syllabus. Each student bears the responsibility to be aware of and comply with attendance and punctuality requirements. It is important that students arrive for class and cocurricular activities on time and stay until the end of class to avoid disruption of others' learning experience and out of respect for classmates, faculty, and guests. If tardiness or early departure is unavoidable, communication with the instructor should be made as soon as safely or reasonably possible. Unexcused lateness and/or early departures are considered unprofessional conduct and are subject to disciplinary actions outlined in the Professional Behavior Violations policy.

### **Proper Notification**

For planned absences, students must complete the Student Absentee Form (Appendix) and send to the course instructors at the beginning of the semester and prior to the absence. If a planned absence emerges during

the semester, a form must be submitted to course instructors at least two weeks in advance. Instructors will review the absentee form and may approve, modify, or deny the request. Students should check for any conflicts prior to making plans to miss class. In the event of extenuating circumstances leading to unplanned absences, students must notify the course instructor in writing as soon as safely or reasonably possible, within a 24-hour period.

Excused absences include the following:

- Jury duty
- Illness or hospitalization
- Disability related absences with approved accommodations
- Representing the university in a performance, competition, or other event related to an academic requirement or official university business
- Bereavement leave (see Samford Student Handbook)
- Other extenuating circumstances deemed excused by the course instructor

Proper documentation may be required to substantiate any absences the student feels should be considered excused. All absences or tardies other than those listed above are considered unexcused.

### **Student Responsibilities**

If an absentee request is approved, students are expected to meet with their instructors to discuss a remediation plan. This plan may include obtaining content using available resources to understand course content, and demonstrating adequate mastery of concepts or skills covered during the absence. It is also the student's responsibility to arrange with the course instructors in advance a satisfactory plan to make up missed class activities, assessments, or assignments. Failure to do so will affect the student's ability to make up the missed or graded coursework.

### **Make-up Assessments/Coursework**

Assessments will not be given early unless extreme circumstances prevent makeup of the assessment after the scheduled time. Course instructors may choose to alter the format of any make-up assessments, assignments, or coursework to ensure the student's accomplishment of the learning objectives. Scheduling of a completion date for these activities is by agreement between the course instructor and student. For unexcused absences, course instructors have the discretion to allow or not allow students to make up any graded assignments or assessments. See course syllabi for procedures for specific courses.

Students who are registered in web-enhanced or online courses are expected to complete all required coursework through electronic forums. Online class attendance will be assessed by completion of all course assignments by the published due date and time. See "Distance Education" section for detail. Students who are enrolled in professional internship courses should refer to the Handbook and course syllabus for specific attendance policies and procedures.

Extenuating circumstances that require extended periods of absence, such as illness, personal circumstances, maternity, etc. will be considered and handled on a case-by-case basis by the department faculty. Leave of absence requests should be directed to the attention of the department chair. Students who wish to drop all courses should formally withdraw through Student Records.

Students who take a leave of absence from the Performance and Sport Science Program may request to continue their course of study the following year. Additional remedial courses may be required on a case-by case basis prior to readmission. Determination for readmission will be made by the department faculty with approval of the Dean of the SHP.

## **Dress Code**

Personal appearance is the first impression you make about yourself to others. The department is located on campus with other members of CHS where students will be in contact with health professionals and the public. It is expected that the dress of Performance and Sport Science students portrays professionalism. Therefore, adherence to the dress code is mandatory for students. No dress code can cover all contingencies; therefore, students must exert a degree of judgment in their choice of clothing to wear to class or during activities. If you have questions regarding what is acceptable, professional attire for class or clinic, please consult a faculty member.

### *Attire for Field Experience Practicals*

When students work with community members, either in the classroom or off campus, they should adhere to the professional attire described above with the following additional guidelines. Additionally, Samford will defer to the specific dress code policies of outside facilities, as needed.

If a faculty member indicates improper dress at any time, it is your responsibility to modify your attire to adhere to the professional expectation of the dress code.

- Samford Performance and Sport Science branded clothing is appropriate.
- Jewelry, such as dangling jewelry, bracelets, long earrings, fashion rings, or long necklaces, should be avoided to minimize the risk of injury to the athlete and/or the student.
- Shoes must have closed toes for safety. Clean athletic shoes are permitted. Rubber soles are preferred.
- Hair is clean and arranged so as not to interfere with activities or the student's vision. Long hair should be tied back.

Course faculty will discuss the required attire for specific classes/labs.

## **Assessment Policies**

### *Grading Scale*

The faculty of the Department of Kinesiology employs the following grading scale:

90-100	A
87-89.9	B+
80-86.9	B
77-79.9	C+
70-76.9	C
< 70	F

### *Grade Appeals*

If a student has concerns or questions regarding an examination or assignment, he/she must request an appointment with the course faculty in writing within seven (7) days of posting of the examination or assignment grade.

According to Samford policy (<https://www.samford.edu/departments/registrar/policies-and-definitions>), “an initial grade may be challenged by a student before the beginning of classes of the next full semester. Summer term grades must be appealed by the beginning of Fall term. All petitions must be made first in turn in writing to the instructor, chair, and dean. All appeals must document an unusual circumstance that warrants a review of the grade and evidence of the grade s/he believes should have been given by the instructor. The student must include the full and complete grounds for the appeal in the initial appeal. Each subsequent appeal must include the previous appeals and responses by university representatives. If each of these three in turn denies the appeal, the student may appeal to the university registrar. The registrar will convene a subcommittee of the Faculty Academic Affairs Committee who will weigh the appeal. The results of this subcommittee's decision are final.”

### *Didactic Evaluation*

Evaluation of didactic performance is by academic achievement in the classroom and/or assigned work from faculty that culminates in a course grade. Grading of academic achievement is outlined in each course syllabus. The number of assessments, type of assessments, and the percentage of the final course grade will vary from course to course.

Students are expected to complete all quizzes and exams in the allotted time and turn in assignments within the prescribed time frame. Students are expected to discuss any delinquency in turning in assignments with the appropriate course faculty and make arrangements for a subsequent deadline. An extension on assignment(s) is given at the discretion of the course faculty. A request by the student does NOT guarantee an extension will be granted.

The primary purpose of exams is to assess the student's comprehension, integration, and application of the course material. Exams assist faculty in determining the readiness and awareness of the student for practice. Assessment increases in level of complexity as the student progresses through the program, culminating in integration, interpretation, and synthesis of all prior coursework. Skills assessments and exams must be completed successfully to continue in the Performance and Sport Science Program.

All exams will be administered under the following protocol:

- All belongings should be stored away in backpacks and placed at the edges of the classroom.
- All electronic devices, including but not limited to cell phones, smart watches, and calculators, should be removed and properly stored during exams.
- Students cannot leave the testing room without permission from the exam proctor. Failure to notify the exam proctor prior to leaving will result in the student's exam being scored at the point the student left the room.
- Scratch paper for exams must be obtained from proctor. All scratch paper must be returned to proctor at the end of the exam.

### *Problem Resolution*

Students should initially discuss problems/issues/concerns with the individuals involved, typically the faculty member teaching the course. If this communication does not lead to a resolution, or such a discussion is not deemed appropriate, the student may submit a grade appeal by email to the instructor or written complaint through the University Student Complaint form, linked here:

<https://www.samford.edu/departments/student-support/>

### **Progression Standards**

To be a student in good standing and progress in the Performance and Applied Sport Science Program, students must meet the progression standards as listed below: If students fail to meet any of the standards, they are subject to dismissal from the program.

- A completed Samford Health Form (with all required immunizations) updated annually and on file in University Health Services and the SHP
- Active health insurance while enrolled at Samford
- Basic Life Support Cardiopulmonary Resuscitation (BLS-CPR) Certification
- HIPPA/OSHA/Infectious Disease certification
- Submit to a background check and drug testing as requested. Obtain an acceptable result prior to matriculation, as required by a facility or clinical placement, at random, or for cause (see substance abuse policy)
- Overall GPA of a 3.00 or higher. With no more than two C course grades for the three-term curriculum.
- A passing grade in all skills assessment and practicals
- Completion of a minimum of 60 field experience hours per credit hour assigned to KINE 500 each semester. (i.e 2 credit hours= minimum of 120 field experience hours)
- Maintenance of professionalism conduct (see section below)
- Maintain current certification in human subject protections, ethical issues, and current regulatory and guidance information through a current Collaborative Institutional Training Initiative (CITI) certification or equivalent as determined by the program.

### **Remediation for MSPASS**

Students not meeting minimum performance standards for a course exam, assignment, or activity (scores less than 80%) will need to develop a remediation plan with the course instructor. Remediation plans might include but are not limited to: (a) correcting the exam, assignment, or activity (b) completing a research paper addressing the topic of concern, (c) completing a new exam, assignment, or activity that addresses the area of concern. Completion of a remediation procedure for an exam, assignment, or activity will not change the score/rating the student achieved on the original exam/assignment/activity.

A student who receives a final term course grade below a B (<80% for final average), or whose cumulative GPA is below a 3.0, may be subject to remediation and/or dismissal. Remediation may include, but is not limited to a) probation, b) repeating the course, c) reassessment of competencies, knowledge, skills, etc. d) completion of additional coursework. A student who earns three or more final course grades of C or lower will be dismissed from the program.

## **Graduation Requirements**

Graduation requirements include successful completion of the 35 credit hours of study outlined in the curriculum for the MSPASS program. All 35 hours must be completed at Samford University with a minimum cumulative GPA of 3.0 with no more than two C course grades for the MSPASS curriculum. Additionally, the student must have successfully completed 480 hours of approved, supervised field experience.

Each student's standing in the Performance and Sport Science Program will be reviewed by faculty at the conclusion of each term. Students who fail to meet progression standards will be subject to actions up to and including dismissal. If a decision is made to place a student on probation, the terms of that probation will be decided on by faculty and communicated to the student within one week. If a decision is made to dismiss a student, that decision will be communicated to the student by the department chair

**Incomplete Grades:** Students must successfully complete coursework before progressing in the program. Individual exceptions may be made for extenuating circumstances. These requests must be submitted to the department chair. At the approval of the department chair, an incomplete grade (INC) may be awarded if the student has done work that would earn a passing grade in the course, but they failed to complete some portion of the required work because of an emergency. In this case, the work can be completed without further class attendance. An INC grade automatically becomes an F if not removed by the last day of classes in the next full semester after the grade was given.

## **Professional Conduct**

Students are expected to exhibit professional behaviors that comply with Samford Kinesiology policies and Samford University policies.

Students must be aware that matters of unprofessional (including unethical/illegal), or unsafe conduct may result in probation or immediate dismissal from the program. A student may be dismissed from the program for any, but not limited to, the following practices:

1. Unsafe practice
2. Inability to cooperate with faculty, preceptors, peers, clients/athletes, or facility staff
3. Habitual tardiness or absenteeism
4. Practicing outside the confines of the Performance and Sport Science Program or without proper supervision
5. Consistent lack of preparation for internship experiences
6. Evidence of drug or alcohol abuse
7. Falsification of records
8. Medication diversion
9. Unprofessional behavior, including unethical or illegal behavior

### *Professional Behavior Violations*

- First violation – When a faculty member observes a student action that is a possible violation of expected professional standards, the faculty member will contact the student directly to discuss the issue. The faculty member will also document the incident and meeting and report to the chair.

- Second violation – If a faculty member observes a repeated student action in violation of the professional standards, the student will be required to meet with the faculty member. The student will also receive a written warning with a contract identifying a corrective plan that must be completed to remediate his/her behavior. The faculty member will document the offense and the agreed upon plan of action and report to the chair.
- Third violation – In the event that a student fails to meet the expected standards of professional conduct on a third occasion, a formal review of the student’s pattern of unprofessional behavior will be conducted and may result in probation or dismissal from the program.

Any egregious violation may result in immediate dismissal, based on the decision of department faculty and chair.

### **Communication**

All students in the Performance and Sport Science Program are expected to demonstrate a satisfactory command of English in oral and written work with accommodations if necessary.

Performance and Applied Sport Science students are expected to develop and subsequently demonstrate effective oral and written communication skills. Hallmarks of effective writing at the graduate level include being organized, concise, error-free, and properly citing any resource used. A student will be creating a variety of written materials each semester, which may include any or all of the following:

- Documentation of patient/client management
- Literature reviews
- Evidence-based papers
- Reflection papers
- PowerPoint presentations
- Letters of introduction

In addition to the quality of the content, the student will be evaluated on the quality of writing. All written work should be free of spelling errors, grammatical errors, and slang. Always proofread your documents.

Students are expected to meet the following expectations for any writing assignments:

- All resources should be cited and referenced
- The Samford Performance and Sport Science Program expects the student to follow the format of the American Medical Association (AMA). Refer to the following text: *o AMA Manual of Style: A Guide for Authors and Editors*. 10th ed. New York: Oxford Press; 2007
- Students should adhere to all course-specific assignment guidelines listed in the course syllabus or posted with the assignment

### **Distance Education**

Online courses may be delivered using a blend of student-to-student interaction, student-to content interaction, and instructor-to-student interaction through synchronous and asynchronous activities. Synchronous activities refer to live, real-time interactions between students or between students and the instructor(s). Such activities may include virtual conferences, faculty office hours, small group meetings, chat rooms, collaborative assignments, or telehealth simulations. Asynchronous activities are those that do not require students to participate at a specific time. These activities may include threaded discussion boards,

individual or group assignments, recorded lectures, video recordings, contributing to class notebooks, or other online tools.

### *Student Authentication*

Samford values a campus community that encourages personal growth and academic development in an atmosphere of positive Christian influence. We affirm the necessity of academic standards of conduct that allow students and faculty to live and study together. We value the fair and efficient administration of these standards of conduct. Secondary to the physical separation of students in Samford distance education courses, all credit-bearing courses offered through distance education methods must verify that the student who registers for a course is the same student who participates in and completes the course and receives academic credit. Several methods may be followed in the verification of identify:

1. An individual secure login (i.e. Samford username) and password for accessing e-mail, course materials, assessment software, and grades
2. Proctored examinations utilizing Technology Services monitoring
3. Instructor and other pedagogical related practices in verifying student identity. According to the Higher Education Opportunity Act of 2008 (HEOA), the student's privacy must be protected at all times. Student users are responsible for any and all uses of their account. Student users are responsible for changing their passwords frequently in order to maintain security. When students fail to read stated policies regarding the security of their privacy, this will not exempt them from personal responsibility.

A proctored exam or activity is one that is overseen by a faculty member who monitors or supervises a student while he/she is taking a quiz or examination or completing an online activity. Supervision is conducted through password-protected video conferencing that must display the student's workspace through the entirety of the assessment. The proctor is responsible for overseeing the assessment process, the identity of the student(s), and ensuring all assessment policies of the department are upheld. The instructor and/or proctor will notify students ahead of time the arrangements for attending a proctored exam or activity. All computer-based assessments will use a secure, password-protected testing software. The program will notify all registered and enrolled students of any projected costs to students associated with technology to verify student identity and provide a secure assessment platform.

### *Responsibilities*

Technology plays a heightened role in general communications as well as in teaching and learning in the online environment. Therefore, students enrolled in online courses are responsible for obtaining required equipment and accounts for participating in online courses. Equipment needed to participate in these courses include a computer with an internal or external webcam and microphone and a strong Wi-Fi signal. To ensure students can access course materials and engage in online courses, students should ensure their devices meet the computer requirements listed on the [Graduate Student Services site](#). The university and the Additional technological support can be accessed through Samford's Technology Services. Lastly, students are responsible for frequently checking accounts for communication from faculty, the department, and university.

Students who are registered in online courses are required to complete all asynchronous course content and attend all synchronous live sessions. Students are also expected to participate in class discussions and engage in the asynchronous course activities. To ensure students meet course objectives and desired learning

outcomes in the online environment, faculty may require all students to be visible on camera during synchronous class activities and may include course participation as part of the grading requirements. In addition, to assess students' engagement, faculty members may access students' activity data for any Canvas course and any user enrolled in a Canvas course for which the faculty member has instructor permissions. Students are expected to maintain policies related to professional behaviors, attire, and communication in their online courses as they would on-campus.

The course content and objectives for distance learning courses shall be equivalent to the course content and objectives provided in on-campus courses. Additionally, student performance in distance learning courses will be assessed in methods equivalent to that of on-campus courses. Course material taught in an online format may be included in future assessments of student learning to determine the achievement of program objectives and retention of curricular materials. For those courses requiring additional on-campus activities, the course instructor will communicate to students a schedule for timely completion of these course-required activities. All faculty will utilize teaching approaches that promote academic integrity and students will be responsible for upholding the academic integrity policies as set forth in the *Academic Integrity Policy Governing Graduate & Professional Students in the College of Health Sciences*.

### **Student Responsibility and Records Maintenance**

Students are responsible for maintaining current proof of program requirements and uploading proof of program requirements to Dr. Kathryn Stanford, ([kmfaucet@samford.edu](mailto:kmfaucet@samford.edu)) for verification and use by the department.

### *Immunizations*

Performance and Applied Sport Science students in the SHP are responsible for maintaining health requirements. Upon acceptance to the SHP and before matriculation, the student should submit one completed copy of the **Samford Health Form** to Graduate Student Services and upload a copy of the form to Dr Kathryn Stanford, ([kmfaucet@samford.edu](mailto:kmfaucet@samford.edu)), for use by the department. The Samford Health Form includes evidence of:

- *Meningitis Vaccination* - All students under the age of 22 are required to have a record of the Meningitis vaccination on file with the Samford Student Health office. Students cannot enroll in classes without this record.
- *Hepatitis B* series and/or titer (If you obtain the titer, a booster or additional series may be required if immunity is not achieved).
- *Tdap* Please note that the *Td* booster alone does not meet the requirements of most clinical sites.
- Two (2) *MMR* (only 1, if born before 1957)
- Negative TB skin test or negative chest radiograph (must be done annually)
- *Varicella Zoster* titer or history of (chicken pox) disease as medically documented by a licensed health care provider (vaccine will be required if immunity not achieved): official documentation must be provided in any case.
- Current year *flu vaccine*. You must have the flu vaccine each year during your time in the program so any activities in health care facilities that require the flu vaccine can be completed without delay. Refer to facility specific requirements for policies related to flu vaccinations.

SHP students are responsible for keeping current all immunizations as stated in our contract with health care agencies (requirements listed above with the addition of any requirements specific to a facility). The student shall keep original documentation for his/her personal records for future use. The SHP will not provide copies of file contents for employers, etc. Failure to do so will result in probation.

Students will be required to comply with the Samford policies on health risks to include immunizations, emergencies, and health and wellness. Please refer to: <https://www.samford.edu/departments/health-services> for further information about health services.

For questions about specific health requirements or your ability to comply with any of the requirements, contact Dr. Kathryn Stanford, [kmfaucet@samford.edu](mailto:kmfaucet@samford.edu). If you are unable to comply with any health requirement, a waiver, found on the Samford University Student Health Services website, must be completed, and submitted to the Dr. Kathryn Stanford, [kmfaucet@samford.edu](mailto:kmfaucet@samford.edu) prior to starting any clinical experience. Be aware that facilities used by Samford University have the right to refuse a non-immunized student the opportunity for clinical experiences in that facility even if a waiver is submitted. In that case, all attempts will be made to secure a comparable experience. Refusal to comply with required health data may impact a student's ability to complete required field experience hours, meet course objectives, and progress through the curriculum.

#### *Health Insurance Coverage*

Samford Performance and Applied Sport Science students are required to carry and provide proof of current personal health insurance coverage as stated in the Samford University Student Handbook. Students with expired health insurance coverage will not be allowed to continue in the program, and their unexcused absence will be handled according to policy. Student health insurance policy information can be found on the above linked health services website>Insurance, Billing & Cancellations>Student Insurance.

Students will assume any medical/emergency expenses related to illness or injury incurred during on or off campus activities and professional internships.

#### *Basic Life Support (BLS) for Health Care Providers Training*

All students are required to maintain Basic Life Support – Cardiopulmonary Resuscitation (BLS - CPR) for Health Care Providers certification from an approved provider, American Heart Association, or Red Cross. Students are required to upload a copy of their BLS-CPR certification card to Dr. Kathryn Stanford for sharing with internship sites for compliance purposes. Students with expired BLS-CPR certification will not be allowed to begin their internship, and their unexcused absence will be handled according to policy.

#### *Professional Liability Insurance Coverage*

Samford University provides basic liability insurance for students while in the program and performing activities that are assigned through coursework.

### *Criminal Background Checks*

All Performance and Applied Sport Science students will be required to submit and receive an acceptable criminal background check as a condition of enrollment and at random with or without cause for concern. Background investigations will be conducted via a contractual arrangement with an outside vendor prior to admission into the program. Some facilities may require additional background investigation(s) prior to permitting students to participate in onsite learning activities. Performance and Sport Science Program enrollment and internship facility placement are contingent upon completion and receipt of an acceptable criminal background investigation. Students may be required to provide proof of their acceptable criminal background check to internship sites upon request from the facility and pursuant to the affiliation agreement for that site.

### *Drug Screening*

All Performance and Applied Sport Science students will be required to submit and receive an acceptable drug screen as a condition of enrollment and at random with or without cause for concern. Drug screens will be conducted via a contractual arrangement with an outside vendor prior to matriculation into the program. Some internship facilities may require additional drug screen(s) prior to permitting students to participate in experiential education activities. Performance and Applied Sport Science Program enrollment and internship facility placement are contingent upon completion and receipt of an acceptable drug screen. Students may be required to provide proof of their acceptable drug screen to internship sites upon request from the facility and pursuant to the affiliation agreement for that site. Please refer to the substance abuse policy in this handbook for additional information related to drug screens.

Professional internship sites may require that a student's criminal background check or drug screen be rechecked. These rechecks may include additional screens not required by the Samford Performance and Sport Science Program upon admissions.

### *Required Training*

During orientation to the program, students will be required to complete training in OSHA, disease transmission/standard precautions, and HIPAA. The principles taught in these courses are to be applied throughout the program, including on- campus and off-campus activities.

### **Student Safety**

It is the student's responsibility to communicate with faculty and peers regarding his/her inability to safely participate in practical coursework. If a student is injured while participating in course-related activities, the Course Coordinator will complete an Accident/Incident Report (see Appendix) and return to the Administrative Assistant with 24 hours.

### *Use and Maintenance of Equipment*

All students, faculty and staff are required to properly use and maintain equipment in the lecture room, laboratories, and other spaces within the Performance and Sport Science Program. The staff will perform regular checks of equipment to include mechanical and electrical equipment. Electrical and mechanical equipment used by students is inspected and calibrated for safety by Performance Health on an annual basis. All students, faculty, and staff are responsible to report any equipment that needs repair to the Manager of Technology Services as soon as possible to avoid injury. If equipment is in need of repair, a sign will be placed

on the equipment that denotes “out of order – do not use” for safety purposes. A Samford employee or university designated service person will inspect electrical equipment yearly.

### *Use and Maintenance of Classrooms and Labs*

All students, faculty, and staff are required to properly use and participate in keeping the classrooms and labs neat and orderly. It is the students’ responsibility to clean the classroom and lab areas in the following manner: return tables, equipment, and supplies to their original location **prior** to leaving class, and after independent study, extracurricular activities, open labs, and student meetings. This includes but is not limited to returning furniture to its proper place, and returning tools used in lab to their proper place.

### **Students With Disabilities**

The Performance and Applied Sport Science Program endorses Samford’s commitment to students with disabilities. SHP will provide accessible programs, services, activities and reasonable accommodations for any student with a disability as defined by Section 504 of the Rehabilitation Act of 1973, and by the Americans with Disabilities Act (ADA) of 1990.

### *Accessibility and Accommodations*

To be eligible for program accommodations, students must self-identify through Accessibility and Accommodations (AA), who will determine eligibility for services. Once eligibility for accommodations is determined by AA, it is the student’s responsibility to request appropriate accommodations. If these standards cannot be achieved by the student, either unassisted or with dependable use of assistive devices, the faculty reserves the right to withdraw the student from the program.

Samford University complies with the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973. The Accessibility and Accommodations Office (OAA) provides accommodation for eligible students with disabilities or chronic health conditions who experience a barrier in the living or learning environment. Accommodations may be related to testing, classroom, housing, meal plan, parking, as well as any other relevant service or environment on campus. Students who seek accommodations should contact Accessibility and Accommodations Office (205) 726-4078 or ([access@samford.edu](mailto:access@samford.edu)) or visit the website ([www.samford.edu/dr](http://www.samford.edu/dr)) for more information. OAA is located in DBH 203. Students and applicants with disabilities who seek accommodations must make a request by contacting the Section 504/Accessibility and Accommodation Director:

**Director of Accessibility and Accommodations**

**Dwight Beeson Hall 203**

**Phone number: 205-726-4078**

**E-mail: [access@samford.edu](mailto:access@samford.edu)**

A faculty member will grant reasonable accommodations only upon written notification from AA. Applicants in need of a disability accommodations may contact the university’s Section 504/Accommodations Coordinator prior to application or after acceptance to the university.

After reasonable accommodations are determined, the Accessibility and Accommodations, located in Dwight Besson Hall, Room 203, provides students with an accommodation letter. The letter is emailed to the student for submission to the professor. Students may either forward the letter electronically or print the document presenting it to the instructor. For subsequent semester accommodation letters, students should check their Samford email on the first day of class. It is the responsibility of the student to meet promptly with professors, providing a copy of the accommodation letter for each semester in which requesting accommodations. Registered students may also request accommodations at any point during the term. **However, students that do not give sufficient notice of accommodation requests are not guaranteed optimal accommodations will be implemented.** Students have an obligation to inform Samford University in a timely manner of accommodation requests.

Students' responsibilities with accommodation requests are as follows:

1. Meet with AA to discuss accommodation requests if not already registered with AA for official accommodations.
2. AA will prepare and email to you an accommodation letter for distribution to the professors of each course for which accommodations are requested.
3. Discuss how accommodations will be implemented with the professor of the course. AA is available to offer suggestions to the student and faculty member.
4. Test proctoring is available in the AA Test Proctoring Center if the student needs adaptive technology, a reader, or if the professor is unable to provide test proctoring. Remind the instructor of exam accommodations, have him/her complete test proctoring forms, and schedule exams in the AA Test Proctoring Center no later than one week before exams.  
Exams are scheduled in the AA Test Proctoring Center on a first come, first serve basis. Students may schedule exams in the AA Test Proctoring Center ONLY upon submission of a completed Test Proctoring Form available on the AA website under Current Students>Schedule Exams>Online Services.
5. Report any problems with accommodation implementation in writing to AA.

Students must discuss accommodation letters with professors before accommodations will be implemented. **Professors are not obligated to provide accommodations until they are notified by official letter to do so.** Also, accommodations are not retroactive. In other words, faculty members are not obligated to accommodate prior exams, assignments, or any course related activity from before an accommodation letter is delivered and discussed.

Current policies, forms and documents, and information about disability resources can be found at the Samford website <https://www.samford.edu/departments/disability-resources/> and in the *Samford University Student Handbook*.

Inquiries and concerns regarding this policy may be directed to the vice president for business affairs or general counsel, Office of Business and Financial Affairs, 200 Samford Hall, Samford University, 800 Lakeshore Drive, Birmingham, AL 35229, 205-726-2811.

## **Substance Abuse Policy**

The School of Health Professions recognizes its responsibility to provide a healthy environment within which students may learn and prepare themselves to become members of the Performance and Sport Science profession. SHP is committed to protecting the safety, health, and welfare of its faculty, staff, and students and those who come in contact with its faculty, staff, and students during scheduled learning experiences. Thus, the illicit use, possession, sale, conveyance, distribution or manufacturing of illegal drugs, intoxicants, or controlled substances in any amount or in any manner and the abuse of non-prescription and prescription drugs is strictly prohibited.

### *Statement of Purpose*

The intent of the Substance Abuse Policy is twofold: (1) to identify students who are chemically impaired and (2) help them to return to a competent and safe level of practice. Emphasis is on deterrence, education, and reintegration. All aspects of the policy are conducted in good faith and with compassion, dignity, and confidentiality.

### *Drug Testing Procedures*

CHS requires a student to submit to drug testing under any or all of the following circumstances:

- Upon matriculation into the program
- Random testing with or without cause
- Prior to the start of clinical courses if required by the facility
- For cause (see Testing for Cause Statement)
- Part of a substance abuse recovery program

### *Failure to Comply*

Failure to comply with drug testing at the specified time without administrative permission may result in probation, suspension from clinical activities, and/or participating in class activities until testing is complete and non-positive.

### *Cost*

The cost upon matriculation into the program is included in the student's fees. If the student is tested for other reasons, the student will be responsible for paying the cost for the urine drug screen at the time the test is administered, or this cost will be placed on the student's e-bill.

### *Facility*

The Department of Kinesiology will utilize an external agency for collection of specimens, and this agency will perform testing at a determined laboratory based on the student's location preference, utilizing the laboratory's policies.

### *Sample Collection*

An external agency will collect urine samples and follow the process and procedures for sample collection that are consistent with the contract between the agency and the Department of PT.

## Substances

Substance-related disorders are listed in the *Diagnostic and Statistical Manual of Mental Disorders, fourth edition, (DSM-IV)*. Substances of abuse are grouped into eleven classes: alcohol, amphetamines or similarly acting sympathomimetic, caffeine, cannabis, cocaine, hallucinogens, inhalants, nicotine, opioids, phencyclidine (PCP) or similarly acting arylcyclohexylamines and sedatives, hypnotics, or anxiolytics. Testing may include any of these drug categories. The SHP shall have the authority to change the panel of tests without notice to include other substances as suggested by local and national reports or circumstances.

## Non-negative Results

If a non-negative result is obtained, the results will be reported to Samford University administration, as necessary. Any student who tests non-negative for illegal, controlled, or abuse-potential substances and who cannot produce a valid and current prescription with valid dosage for the drug, is at risk of being in violation of the Alabama Samford Drug Abuse Policy found in the Samford University Student Handbook.

## Testing for Cause

Any student suspected of abuse related to the use of drugs, including but not limited to alcohol, may be subjected to testing. The decision to drug test for cause will be drawn from those facts in light of the experience of the observers and may be based on, but not limited to:

- Observable phenomena such as direct observation of drug use and/or physical symptoms or manifestations of being under the influence of a drug
- Erratic behavior, slurred speech, staggered gait, flushed face, dilated/pinpoint pupils, wide mood swings, absenteeism, tardiness, and deterioration of work performance
- A report of drug use provided by peers or other credible sources
- Information that a student has caused or contributed to an accident that resulted in injury requiring treatment by a licensed health care professional
- Evidence of involvement in the use, possession, sale, solicitation or transfer of drugs while on a clinical site premise
- Conviction by a court, or being found guilty of a drug, alcohol, or controlled substance in another legitimate jurisdiction

If a student or other third party witnesses another student in violation of the Department and University's "Substance Abuse Policy," it should be reported to the department chair. Reports made to the chair will be handled in a confidential manner.

Testing for cause will be conducted using the following procedure:

1. The student will be asked to undergo testing in accordance with policies and procedures developed by Universal Screening.
2. The student may be suspended from all classroom and/or internship activities the case has been thoroughly reviewed by the chair of the Department of Kinesiology.
3. If the lab test is negative for substances classified in the *Diagnostic and/or Clinical Statistical Manual of Mental Disorders (DSM-IV)*, the student will be allowed to return to class and internship activities without penalty. Arrangements to make up missed work must be initiated by the student on the first day back to class or internship (whichever comes first).

4. If any part of the lab test is non-negative for substances classified in the *Diagnostic and/or Clinical Statistical Manual of Mental Disorders (DSM-IV)*, the student is in violation of the Department of Kinesiology Substance Abuse Policy and the Samford University Drug and Alcohol Policy. As provided in this policy in the section entitled, “Nonnegative Drug Screen, Sanctions, Treatment, Referral, Re-application, Opportunity for a Re-Test”, violations will result in the implementation of disciplinary sanctions up to and including expulsion of the student (*Samford University Student Handbook*).

### *Confidentiality*

All testing information, interviews, reports, statements, and test results specifically related to the individual are confidential. However, drug test results will be reported to officials of Samford University, as necessary. Records will be maintained in a secured location. While the issues of testing are confidential within the university community, the information regarding substance abuse and rehabilitation may be shared when the graduate applies for a license and may be shared with a parent or legal guardian subject to Family Educational Responsibility and Privacy Act (FERPA, 20 USC 1232g).

### *Non-Negative Drug Screen*

A non-negative drug screen may result in three different actions from 1) Department of Kinesiology; 2) Samford University; 3) Referral to a Substance Abuse Treatment Program.

### *Actions from Department of Kinesiology*

Violations of the Substance Abuse Policy will result in disciplinary sanctions by the Department of Kinesiology. Samford considers a non-negative drug screen to be evidence of drug use/abuse by the student and so a student will be suspended from attending clinical and classroom activities. The student may also be ineligible to receive a letter of good standing from the chair of the Performance and Sport Science Program.

### *Actions from Samford University*

In accordance with the *Samford University Student Handbook*, any student violating the “Drug and Alcohol Policy” will be subject to disciplinary procedures up to and including termination or expulsion. In addition, the violations of the *Samford Code of Values* may result in the imposition of disciplinary sanctions (“Code of Values” as printed in the *Samford University Student Handbook*). Action taken through the Student Values Process will be independent of action taken, if any, under the Substance Abuse Policy of the Department of Kinesiology.

### *Referral to a Substance Abuse Treatment Program*

Any student with a non-negative drug screen may be required to take a leave of absence for the purpose of completing a substance abuse treatment program. Upon satisfactory completion of a program, the Department may approve the student’s readmission, starting with the semester at which they were granted a leave of absence.

### *Opportunity to Request a Re-Test*

If a test result is non-negative, the student may request a re-test of the original urine sample. A student who desires to have the original sample re-tested must file a written request with the chair of the Department of

Kinesiology within three (3) business days following notification of a nonnegative drug test result. The student will be responsible for all costs of the re-test. If the retest is non-positive the student will be reinstated.

### *Incidence of Recurrence*

If a second non-negative test for substance abuse is found once a student is readmitted to the SHP, the student will be dismissed from the Department of Kinesiology and will be ineligible to return. Furthermore, the student will be ineligible to receive a letter of good standing from the chair of the Performance and Sport Science Program.

### *Student Release Form*

As a condition of progression, each student will sign the “Substance Abuse Policy Acknowledgment and Release Form” at the end of this handbook agreeing to adhere to the terms and conditions of the Substance Abuse Policy and Procedure.

### **Off-Campus Travel**

Students may be required to participate in off-campus trips into the community as part of their learning experience at Samford. The students are responsible for their own transportation. There may be occasions where the Performance and Applied Sport Science Program uses Samford-provided transportation to transport students. In this case, students will be notified in advance. All students must sign and return the Transportation Waiver form found in the appendices section of this handbook.

Students can be assigned to several internship sites that are out of town. If a student is assigned to one of these sites, the expense of travel to the site and/or housing during the internship will be the responsibility of the student.

### **Student Employment**

Enrollment in the Performance and Applied Sport Science program is a full-time responsibility, and employment during the academic year or during clinical rotations is strongly discouraged. For students who do choose to be employed while enrolled in the program, academic activities and requirements must take precedence over employment activities. Missing classes for employment is not acceptable. Students should be aware that the Performance and Sport Science Program may require occasional evening and/or Saturday commitments.

## STUDENT TECHNOLOGY REQUIREMENTS AND POLICIES

The most recent information concerning computer requirements, training, access, hardware, and software options is available on the [Graduate Student Resources site](#).

### **Campus Portal**

All members of the Samford community have access to a variety of computing resources. The campus portal (<http://my.samford.edu>) is the entry point from which all members of the campus community can access academic resources, administrative services, community information, and e-mail. Some of the administrative

resources available to Samford students are grades, class schedules, and account information. Upon admission to Samford University, students may go to the Samford home page and login to the Campus Portal or go directly to the [Portal](#) using the username and password provided by Technology Services. First-time users should setup their password at <https://pwchange.samford.edu/newuser>. For password assistance after a password has been setup, or to change a password, go to <http://pwchange.samford.edu>.

### **Classroom Recording**

Many classrooms, laboratories and clinical rooms on campus are equipped with video cameras and microphones to be used for programmatic assessment, assessment of student learning, and observation of classroom processes. There is no indication when the cameras are on or recording. Authorized persons may observe classroom activities during regular scheduled classes. Enrollment in the Department of Physical Therapy constitutes an agreement to be videotaped for educational and/or assessment purposes. Students must sign and return the Media Consent and Release Form located in the appendices section of this handbook.

### **Electronic Mail**

Every Samford student is assigned an email account. Students are required to read their Samford email every day and to ensure the email mailbox is not “full,” preventing incoming emails. Lack of knowledge that results from failure to monitor university email will not excuse students from complying with course instructions, deadlines, and/or university policies and procedures. The SHP does not use personal email accounts to communicate with enrolled students; therefore, email should not be forwarded to another personal account.

### **Learning Management System – Canvas**

Samford University uses Canvas as its Learning Management System (LMS). The web-based learning management system enhances class communication, organization, and presentation by providing customizable website templates for courses offered. The degree to which the system is used in each course varies.

Canvas course sites enable faculty to:

- Upload and share materials such as a course syllabus, lecture notes, reading assignments, and articles for students to access at their convenience
- Create forums and chats to encourage discussion and exploration of course topics, projects, and more
- Gather and review assignments
- Record grades, which allows students to stay informed about their performance in each course and allows faculty to easily manage grades

You may access Canvas through the University [Portal](#) or <http://canvas.samford.edu>. For additional information regarding Canvas, contact the Technology Services help desk at 205-7262662 or [support@samford.edu](mailto:support@samford.edu).

### **Microsoft Office For Students**

Microsoft Office 365 Education for Students is available for free download to all current faculty, staff, and students. This plan allows students to install Word, Excel, PowerPoint, OneNote, and now Microsoft Teams on up to four PCs or Macs, and Office apps on other devices, including Android, iPad, and Windows tablets. This plan also includes one terabyte of OneDrive storage, managed by the university. Students can edit and

collaborate using Office Online, as well. The software can be easily downloaded from the [Technology Services website](#). You will need to sign in with your Samford username and password to download and use this software.

## **Social Media Policy**

When using social media sites in a personal capacity:

- Maintain clear differentiation between professional and personal social media
- Do not use Samford's name to promote any product, cause, political party/candidate, event, entity, or belief
- Do not use Samford's name in connection with comments, photos, videos, or images that could be interpreted as contrary to Samford's mission
- Libel laws apply to social media
- Setting social media accounts to "private" does not insure privacy
- Maintain appropriate professional boundaries. For instance, do not "friend" or add patients to personal social media sites
- Personal information can be used for identity theft and identity theft can compromise the security of students, patients, faculty, staff, health care facilities, and Samford University
- Always consider the public nature and longevity of social media posts
- NEVER post references to patients/clients/athletes, client/patient/athlete records, client/athlete/patient care or facilities
- NEVER mention or reference your presence or experiences related to professional practice or internship settings.
- WHEN IN DOUBT, DON'T POST

Please see the Samford University Student Handbook for the Computing and Information Technology Values and Policies and for use of electronic devices.

## **Technology Assistance**

Technology assistance is available from the Service Desk, located in Davis Library 012. You can reach the Service Desk 24 hours a day, seven days a week at 205-726-2662. You may also send an e-mail request to [support@samford.edu](mailto:support@samford.edu). For hands-on assistance in the Service Desk office, analysts are available Monday through Friday 7:30am-5pm (pending library hours).

The general-access computing labs are staffed by student laboratory assistants who can help with the use of the resources located in the labs. Computing resources and assistance are free of charge to Samford University students.

## **Use Of Electronic Devices**

The Samford policy for use of electronic devices (cell phones, messaging devices and/or other electronic devices) states they are prohibited in classes unless specifically permitted by the instructor, and at public events unless specifically permitted by the event sponsor.

Students wishing to use audio or video devices to record classroom lectures or discussions must obtain written permission from the instructor (See Audio/Video Recording of Class Lectures form in the appendices

section of this handbook). Such recordings are to be used solely for the purposes of individual or group study with other students enrolled in this class. They may not be reproduced, shared with those not in the class, or uploaded to publicly accessible web environments.

It is the stance of this program that electronic devices and technology are an integral part of daily life. However, inappropriate use of technology in the classroom or patient care areas is disruptive to teaching, learning, and patient care.

Examples of inappropriate use of electronic devices include: ringing cell phones, text messaging, watching videos, playing games, reading or responding to email, instant messaging, or using the internet for material unrelated to class or patient care activities.

Below are guidelines for proper use of electronic devices during class, lab, and/or professional internships:

- Turn off cell phones or set them to vibrate mode during class, lab, internships, and other program activities
- Laptop computers and/or tablets are to be used for specific instructional activities only
- Photos, audio, or video recording of lectures, labs, or review session (prior to or after exams) may not be taken without authorization of the instructor. Permission must be obtained directly from the instructor prior to posting or disseminating the information recorded
- Personal electronic devices should not be used to take pictures or videos of patients or patient records

When visiting off-campus sites, students must follow the facility policy regarding the use of personal electronic devices (phones/computers). If electronic devices are allowed, please restrict their use to patient care related activities.

Unless the matter is emergent, personal issues should NOT be handled during program-related activities and internship hours. Please handle personal matters in a manner that does not interfere with your professional responsibilities.

The school or the internship facilities are NOT liable for lost, stolen, or damaged personal electronic devices. Note: If a facility has cameras, stolen electronic devices may not be a reason for accessing the video.

Students found in violation of this policy may be subject to disciplinary action under the Values Violations listed in the Samford University Student Handbook.

## CAMPUS SERVICES

### **Academic Success Center**

The Academic Success Center (ASC) is a resource center designed to facilitate the student's successful transition through the university. The director and assistant director work with the Office of Admissions, the colleges, Career Development, counseling offices, and Accessibility and Accommodations to provide academic assistance as needed. To schedule an academic consultation or ask a question, e-mail [success@samford.edu](mailto:success@samford.edu) or visit <http://www.samford.edu/academic-success-center>.

## Accessibility and Accommodations

Samford University complies with the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973. Accessibility and Accommodations (AA) provides accommodations for qualified students with disabilities. Students and applicants who seek accommodations should contact AA (205-726-4892 or [access@samford.edu](mailto:access@samford.edu)) or visit the website (<http://www.samford.edu/dr>) for more information. AA is located in DBH 105.

## Books And Supplies

Students must login through the [Samford Library](#) using their Samford username and password for full access to resources. The bookstore carries accurate and required materials for courses that have been requested by faculty. The bookstore makes every effort to offer low-cost options in textbooks, including textbook rentals, used textbooks, textbook buyback, e-book, and alternative binding options. Textbooks and merchandise can be purchased in-store and [online](#).

Bookstore location and hours can be found on the [Samford Shop website](#). The bookstore may be closed during all campus holidays and may open extended hours for special events such as home football games.

## Campus Recreation

The Department of Campus Recreation offers competitive and recreational intramural activities, open recreation, outdoor activities, club Sport, and fitness programs for a wide variety of students. Information on programs, facilities, and hours, please visit the [Campus Rec](#) website or call 205-726-2194.

## College of Health Sciences (CHS)

The College of Health Sciences building is open during the following days and times:

Monday – Friday	6am – 7 pm
Saturday – Sunday	10 am – 5 pm

Students may remain in the CHS building until 10pm each evening. During normal business hours, the classroom and laboratory spaces will be open and accessible to students outside of scheduled class times.

## Communication Resource Center

The Communication Resource Center (CRC) offers *free* tutoring for all Samford students for oral and written assignments. We also assist students with critical reading assignments. Students do not need to schedule an appointment – we work on a drop-in schedule. Just stop by the center (Brooks 222) to talk with a tutor about writing, speaking, or reading. To make an appointment, visit <https://samford.mywconline.com>. (For your first time, you will need to create an account-it's easy and free!) Sessions are scheduled for 30 minutes, and you can sign up for multiple appointments for writing assignments for all of your classes.

For more information, visit <http://www.samford.edu/departments/communication-resource-center/center/>

## Counseling Services

Counseling Services provides free therapy/counseling services to enrolled Samford students in a safe, caring, and confidential environment. The staff is committed to meeting the needs of students from diverse

backgrounds helping them lead effective, empowered, and health lives. Services include assisting students with adjustment to the university environment, locating community resources for the student, evaluative psychotherapy in individual and/or group settings, educational programs, workshops, and lectures. Services are available to enrolled students in distance education and located in Alabama. Counseling Services is located at Dwight Beeson Hall (DBH) Suite 203. For more information, or to make an appointment, e-mail [counseling@samford.edu](mailto:counseling@samford.edu), call 205-726-4083, or visit <https://www.samford.edu/departments/counseling/>

### **Emergency Notification**

All Samford students and employees are automatically registered for the free Rave Alert system to receive emergency notices via their Samford e-mail addresses. Students may opt to receive text messages to their mobile phones by registering a mobile phone number online (mobile service plans may charge for the delivery of text messages). Follow the steps below to register a mobile phone number.

1. Go to [www.getrave.com/login/Samford](http://www.getrave.com/login/Samford) and login with your Samford-issued username and password.
2. New users will be prompted to enter a mobile phone number. Return users should click the “Edit” link in the box for a mobile number.
3. Enter a mobile phone number in the space provided and proceed to the confirmation steps.
4. The Rave Alert system will send a test message to your phone. The message will contain a code for you to enter on the website to confirm receipt of the message and complete the registration process.

The Rave Alert system allows users to add up to three e-mail addresses and three telephone numbers to receive notices. This allows one to add a parent, spouse, or other party interesting in receiving university emergency notices.

**Fire Alarm:** When a fire alarm is activated, evacuation is mandatory.

**All-Hazards Warning Bells:** When the All-Hazards Warning Bells are activated, shelter in place. **Local Media:** Samford works with the news media (radio, TV, newspapers, and Internet) to help spread the word.

**Samford Homepage:** Emergency updates are posted on [www.samford.edu](http://www.samford.edu).

### **Financial Services**

#### *Samford One Stop*

Samford’s One Stop strives to provide a caring, efficient, highly trained, customer service-oriented team to assist all Samford students (prospective, current, and former) with any aspect related to the business of being a Samford student. The Samford One Stop brings together services related to payments, charges, bills, financial aid, refunds, payment plans, and student IDs. Hours of operation are Monday through Friday from 8am – 4:30pm and is located on the ground floor of Ingalls Hall. You can reach One Stop by calling 205-726-2905 or by e-mail at [onestop@samford.edu](mailto:onestop@samford.edu).

Information and forms for graduate students can be accessed at <https://www.samford.edu/departments/financial-services/>.

### *Billing*

Notification that a new bill has been generated is sent to students and authorized users via the Samford University e-mail system on or about the 10<sup>th</sup> of each month. Bills are provided solely online at <http://www.samford.edu/go/ebill>. Samford does not provide paper billing statements. Samford e-mail remains the official means of communication with students. Students are advised to check their Samford e-mail regularly, especially at the start of each term. Students and authorized users may access the financial portal at any time online.

### *Financial Aid*

To ensure consideration for all potential sources of funds, students are strongly encouraged to submit the Free Application for Federal Student Aid (FAFSA). The FAFSA may be filed annually beginning on October 1 of each year at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). The results of your FAFSA will be sent to Samford, so long as you provide Samford's US Department of Education school code of 001036.

### **Office of the Registrar**

The Office of the Registrar provides students, faculty, staff, and alumni with a wide range of vital academic services and information including managing the academic calendar, class and exam schedules; providing registration services; managing commencement ceremonies; grade processing; enforcement of the Family Educational Rights and Privacy Act; and assisting prospective and former students with transcripts and transfers. This office may be reached at [registrar@samford.edu](mailto:registrar@samford.edu) or 205-726-2911.

### **Library**

Serving the entire campus community, the Samford University Library combines the Harwell Goodwin Davis Library and the Frank W. and Clara C. Hudnall Library. The University library is home to the Marla Haas Corts Missionary Biography Collection, the Alabama Men's Hall of Fame, and the Hellenic Scholar's Library. There are over half a million volumes available through the online catalog. In addition to the book and periodical collections, the library houses a government document collection, a special collection, and a multimedia collection. A computer laboratory, computer classroom, individual and group study rooms, multimedia viewing and listening rooms, meeting rooms, and a patron lounge area are available for patron use. Librarians provide research education to classes and one-to-one assistance at the Ask Us desk or Ask Us online. (<https://library.samford.edu>)

Ways to get in touch:

Call us during library open hours at 205-726-2196

Send an e-mail to [reference@samford.edu](mailto:reference@samford.edu)

Text us! 205-683-4065

#### Fall/Spring Semester Hours

Sunday	1pm – midnight
Monday-Thursday	7:30am – midnight
Friday	7:30am – 6pm
Saturday	10am – 7pm

#### Summer Semester Hours

CLOSED
7:30am – 5pm
7:30am – 5pm
10am – 2pm

Online access to all databases and the library catalog is available 24/7 from the University Library website. Databases require login using your Samford username and password.

## **Public Safety**

Samford University maintains an Office of Public Safety and Emergency Management (PSEM) as a proprietary function of the university with jurisdiction to enforce rules and regulations of the university while on university property, as well as the laws of the U.S. government and the state of Alabama. The PSEM office is staffed 24 hours a day to provide immediate availability for emergency response, security and traffic patrols, monitoring people on campus, and other services relevant to the campus community. The PSEM office is located in Seibert Hall room 301. In the event of a health or campus emergency, please refer to the public safety website as a mechanism for official communication and resources:

<https://www.samford.edu/departments/public-safety/>.

### *Safety Escort*

A safety escort service is available for all students during the day or night. Escorts are provided to any destination on campus. The escort service is provided for safety-related reasons only. The escort is given by either foot or vehicular patrol. An escort can be requested by calling 205726-2020 or stopping by the PSEM office.

### *Important and Emergency Phone Numbers*

Off Campus Emergency	911
Public Safety & Emergency Management	205-726-2020
Homewood Police	205-879-2101
Homewood Fire Department	205-879-4701

## **Transportation Services**

### *Parking Permit Registration*

All motor vehicles operated on campus must be registered with the Department of Transportation Services, in the transportation services menu in self-service Banner (<https://my.samford.edu>). The appropriate vehicle registration permit shall be affixed to the inside lower left corner of the front windshield, on the driver's side. Permits will be affixed by the adhesive on the permit and may not be affixed with tape or any other temporary means. Student permits are renewed annually and expire yearly on August 31.

### *Parking Zones*

Parking is enforced Monday through Friday, 7am – 4:30pm. Students are required to park in the lot designated by the parking permit issued. Reserved, fire lane, and handicap are enforced 24 hours a day, seven days a week, 365 days a year. Refer to the *Samford Student Handbook* for more information on disability and limited mobility parking, traffic violations, citations, fines, and the appeals process.

### *Contact Information*

Website: <http://www.samford.edu/departments/transportation>  
E-mail: [parking@samford.edu](mailto:parking@samford.edu)  
Phone: 205-726-4146

## **University Health Services**

MedHelp provides outpatient on-campus health care services to students attending Samford University. Staffed by physicians and/or nurse practitioners, MedHelp is a fully functional health care facility providing primary medical care, urgent care, preventative health care and wellness services including medical services for illnesses, injuries, women's health, allergy shot administration, physicals, vaccinations, hydration therapy, venipuncture and health maintenance and management of stable and chronic conditions. The clinic is equipped with radiology (X-ray) and on-site CLIA waived labs. Appointments can be made online at <https://www.samford.edu/departments/health-services/>. Students may also call (205-7262835) for an appointment or simply walk in. Walk-ins will be evaluated and given appointments or seen immediately based on the urgency of their condition. UHS is located on the east side of Seibert Hall. Hours of operation are Monday through Friday 9am – 4:30pm except for observed holidays/closures. You may also reach UHS by e-mail at [suhealth@samford.edu](mailto:suhealth@samford.edu).

## APPENDICES AND FORMS

### Academic Integrity Pledge

A degree from Samford University is evidence of achievement in scholarship and citizenship. Activities and attitudes should be consistent with high academic standards, Christian commitment, and should be in keeping with the philosophy and mission of the University. At Samford, academic integrity is expected of every community member in all endeavors and includes a commitment to honesty, fairness, trustworthiness, and respect.

As a student in the Master of Science in Performance and Applied Sport Science Program, I recognize and accept personal responsibility for honesty in all of my interactions, assignments, and examinations while a member of this program. Such honesty is a vital part of my academic career and is the foundation of my work here as a student and as an aspiring Sport Scientist.

I pledge that I will uphold Samford's Professional Conduct Policy.

I understand that by signing this pledge, I agree to abide by the Professional Conduct Policy throughout all aspects of this program.

---

Printed Name of Student

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Signature of Student/ Date

## **Podcasting, Photographic, and other Media Consent and Release Form**

I authorize and grant to Samford University and those acting pursuant to its authority, a non-exclusive, perpetual, worldwide license to:

1. Record my participation, likeness and/or voice on a video, audio, photographic, digital, electronic, hosted media, web-based service or any other medium, including podcasting;
2. Use my recorded likeness and/or voice on a video, audio, photographic, digital, electronic, hosted media, web-based service or any other medium, including podcasting;
3. Use my name and identity in connection with these recordings;
4. Use, reproduce, exhibit, or distribute in any medium (e.g. print publications, video tapes, CDROM, Internet, podcast) my recorded likeness and/or voice on a video, audio, photographic, digital, electronic, or any other medium without restrictions or limitations for any educational or promotional purpose which Samford and those acting pursuant to its authority, deem appropriate, including promotional efforts.
5. Distribute the medium over the Internet using formats that allow downloading and playback on mobile devices and personal computers, for the purpose of making the work available in any format through iTunes or other web-based service.
6. Make and maintain more than one copy (hard-copy and/or digital copy) of the work for purposes of security, back up and preservation.

I release Samford University and those acting pursuant to its authority, from liability for violation of any personal, intellectual (including copyright) or proprietary rights I may have in connection with uses of the recordings authorized above. To the extent required, I hereby grant and assign all copyright in the podcast, video, audio, photographic, digital, electronic, or any other medium utilized to Samford University. I waive any right to inspect or approve the final use(s) of the video, audio, photographic, digital, electronic, podcast or any other medium. As to the video, audio, photographic, digital, electronic, podcast itself, or any other medium, I understand and agree that Samford University shall have exclusive ownership of the copyright and other proprietary and property rights in the work.

I waive any rights, claims, or interests I may have to control the use of my likeness, voice, name, recordings, and/or identity in the recordings and podcasts authorized above. I agree that any uses described above may be made without compensation or additional consideration to me. I agree that Samford University shall have the right to remove the work from the hosted media or web-based service at any time without prior notice for any reason deemed to be in Samford University's best interest.

I waive and release Samford University and its officers, agents and employees from any claim or liability relating to the use of my name, likeness, identity, voice, photographic image, video graphic image and oral or recorded statements in the work, including all claims of compensation, damage for libel, slander, invasion of the right of privacy or any other claims based on, arising out of, or connected with the use of said recordings and podcasts. I agree to indemnify Samford University and its officers, employees, agents, successors, heirs, and assigns, for any and all claims, liabilities, damages, and expenses, including reasonable attorneys' fees actually incurred, due to any claimed infringement of copyrights, trade names, trademarks, service marks, right of publicity or privacy, or other proprietary, personal or property right arising

from publication of the work through the hosted media or as a result of my breach of any covenant or warranty herein contained.

This Agreement shall be governed by and interpreted in accordance with the laws of the State of Alabama.

By my signature, I represent that I have read and fully understand the terms of this release.  
(A parent or guardian of youth under 18 must also sign.)

Name (print): \_\_\_\_\_ Date of Birth: \_\_/\_\_\_\_/\_\_\_\_

E-mail Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

---

Signature

Date

I HAVE CAREFULLY READ THIS CONSENT AND RELEASE FORM AND AGREE TO ITS TERMS ON MY BEHALF AND ON BEHALF OF THE MINOR CHILD IDENTIFIED ABOVE.

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Signature of Parent/Guardian (of youth under the age of 18)

Date

**Authorization for Human Subjects in Class or Laboratory**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

**Class/Laboratory Experience:**

You have been invited to participate in a class or laboratory experience. The students and faculty may ask you questions that pertain to your health or condition. Please feel free to ask questions and share information that you feel comfortable with.

Thank you for your support of our learning experiences.

\_\_\_\_\_  
Printed Name of Faculty Member

\_\_\_\_\_  
Signature of Faculty Date

Signing this form shall prevent Samford University from liability of any nature that might result from this plan of action.

\_\_\_\_\_  
Printed Name of Patient/Client

\_\_\_\_\_  
Signature of Patient/Client Telephone No. Date

*Note to parent/guardian: I hereby give permission for my child to participate.*

\_\_\_\_\_  
Signature of Parent/Guardian Telephone No. Date

**Accident/Incident Report**

Date of Accident / Incident: \_\_\_\_\_ Time: \_\_\_\_\_ am or pm

Name of Injured Person: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number(s): \_\_\_\_\_

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Male or Female

Type of Injury: \_\_\_\_\_

Details of Accident/Incident: \_\_\_\_\_

Injury required physician/ER visit: Yes      No \*

Name of physician/facility: \_\_\_\_\_

Phone Number: \_\_\_\_\_

\_\_\_\_\_  
Signature of Injured Individual

\_\_\_\_\_  
Date

\* No Medical Attention was desired and/or required.

\_\_\_\_\_  
Signature of Injured Individual

\_\_\_\_\_  
Date

*Return this form to the instructor present with the original to be taken to the Administrative Assistant within 24 hours of the accident/incident. The report will be kept in the Incident Report File with a copy in the student's record.*

\_\_\_\_\_  
Chair, Department of Kinesiology

\_\_\_\_\_  
Date

## **Substance Abuse Policy Acknowledgement and Release Form**

It is the policy of Samford University to maintain a drug and alcohol-free environment that is safe and productive for students, faculty, staff, and anyone affiliated with the University.

To meet these objectives, the Performance and Applied Sport Science Program has adopted a Substance Abuse Policy.

As a student in the Performance and Applied Sport Science Program and by signing below, I confirm that I have read, understand, and agree to adhere to the terms and conditions of the Substance Abuse Policy detailed in the Program Handbook.

---

Printed Name of Student

---

Signature of Student

Date

## Transportation Waiver

### ASSUMPTION OF THE RISK, RELEASE, HOLD HARMLESS AND INDEMNITY AGREEMENT Samford University

This assumption of the risk, release, hold harmless and indemnity agreement is made as of the \_\_\_\_\_ day of \_\_\_\_\_ by and between SAMFORD UNIVERSITY ("Samford"), and \_\_\_\_\_ ("Student").

#### AGREEMENTS

NOW, THEREFORE, in consideration of the premises and other good and valuable consideration, the receipt of which is hereby acknowledged, the parties hereto agree as follows:

1. Risks and Risk Management. Student recognizes that any trip in a motor vehicle on public or private streets or highways entails risks of bodily injury, including death, as well as property damage.
2. Assumption of Risk. Student knowingly and voluntarily assumes all risks involved in riding in a vehicle in connection with the trip.
3. Release, Hold Harmless and Indemnity Agreement. Student hereby releases Samford, its trustees, officers, employees and agents from any and all claims by Student against Samford, its trustees, officers, employees and agents relating to or arising from traveling in a vehicle in connection with the trip. This release includes all claims for injuries, accidents, sickness or damages of any nature whatsoever sustained by Student or any person making any claim on behalf of Student. This release shall be construed as broadly as possible, and shall include any and all claims for negligence (including gross negligence) by Samford, its trustees, officers, employees and agents relating to or arising from travel and participation in the trip.

Student also agrees to protect, indemnify and hold harmless Samford University, its employees, agents, officers or other representatives from and against all liabilities and sums which Samford University may be subject to pay as a result or consequence of any claim relating to or arising from travel to and from the trip location and participation in the trip.

4. Understanding. Student understands that this Release is a legal document and that Student has the right to seek the advice of legal counsel regarding this Release. Student is signing this Agreement as an act of Student's own free will and accord, without reliance on any representation of any kind or character not expressly set forth in this Agreement.
5. Representation. Student represents that (1) Student is 19 years or older and under no legal disability to execute this Release and Indemnity Agreement or (2) student is 18 years of age or younger and will obtain the signature of his or her parent or legal guardian before departing the Samford University campus to participate in the trip.

6. Entire Agreement. It is understood and agreed that this agreement contains the entire agreement between Samford and Student and supersedes any and all prior agreements, arrangements or understandings between the parties relating to the subject matter hereof. No oral understandings, statements, promises or inducements contrary to the terms of this agreement exist. This agreement cannot be changed, altered or terminated except in a writing signed by Student and counter-signed by Samford University that expressly provides that it changes, alters or terminates this agreement.

7. Governing law. This Agreement shall be governed by, construed and enforced in accordance with, and subject to, the laws of the State of Alabama.

8. Severability. If any provision of this Agreement shall be declared void for illegality by a court of law with jurisdiction over the subject matter of this Agreement, the other provisions not declared as void for illegality shall remain in full force and effect.

IN WITNESS WHEREOF, the Student has signed this Agreement voluntarily on and as of the date first above written.

---

Type or Print Student's Name

---

Student's Signature (If Student is 19 Years of Age or older)

**Audio/Video Recording of Class Lectures**

\_\_\_\_\_ is permitted to record lectures for Course Title: \_\_\_\_\_

\_\_\_\_\_ Course Number: \_\_\_\_\_

Instructor: \_\_\_\_\_

Semester: Fall\_Spring\_Summer \_\_\_\_\_ 20\_\_\_\_\_

I understand that lectures and course materials, including power point presentations, tests, outlines, and similar materials, are protected by copyright law.

I will not use the recordings for any purpose other than my individual learning in a private or collaborative format, and will not share them with, or distribute them to, anyone outside the course, or publicly upload them to accessible web environments.

I understand that violation of the above policy may result in both legal sanctions for violations of copyright law, and may subject me to disciplinary action under the Values Violations listed in the *Samford University Student Handbook*.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Instructor Signature

\_\_\_\_\_  
Date

## Student Absentee Request Form

Student Name: \_\_\_\_\_

Course Number: \_\_\_\_\_

Date Request Made: \_\_\_\_\_

Date(s) Absent: \_\_\_\_\_

Justification for Absence:

\_\_\_\_\_

Content, Activities, and/or Assessments Missed:

\_\_\_\_\_

Plan for Making Up Missed Content or Course Activities:

\_\_\_\_\_

*I acknowledge that this request is required for any absence. I understand that submission of this request does not grant me automatic permission to miss class or program-related activities. If approved, I accept responsibility for the make-up plan agreed upon between the course coordinator and myself.*

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

Course Coordinator:  Approved   
 Approved with following modifications:   
Excused absence  Not Approved for following reason:   
Unexcused absence

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

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