FLORIDA AGRICULTURAL AND MECHANICAL UNIVERSITY

SCHOOL OF ALLIED HEALTH SCIENCES
DIVISION OF PHYSICAL THERAPY

STUDENT HANDBOOK
2015-2016
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# Faculty of the Division of Physical Therapy

## Core Faculty

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<th>Faculty Name</th>
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<tr>
<td><strong>Dawn Brown-Cross</strong>, PT, MBA, Ed.D., CLT</td>
<td>Associate Professor, PT Division Director</td>
<td>850-561-2014</td>
</tr>
<tr>
<td><strong>Rajiv Dalal</strong>, PT, Sc.D, COMT</td>
<td>Assistant Professor, Director of Clinical Education</td>
<td>850-412-7846</td>
</tr>
<tr>
<td><strong>Saungaylia Randolph</strong>, PT, MHA, D.P.T, GCS</td>
<td>Assistant Professor</td>
<td>Lewis-Beck Allied Health Building 850-561-2008</td>
</tr>
<tr>
<td><strong>Phyllis Reaves</strong>, MS., Ph.D.</td>
<td>Assistant Professor</td>
<td>Lewis-Beck Allied Health Building 850-561-2010</td>
</tr>
<tr>
<td><strong>Kischa S. Reed</strong>, PT, D.P.T</td>
<td>Assistant Professor</td>
<td>Lewis-Beck Allied Health Building 850-412-6629</td>
</tr>
<tr>
<td><strong>Bernard Smothers</strong>, PT, M.S.</td>
<td>Assistant Professor</td>
<td>Lewis-Beck Allied Health Building 850-599-3677</td>
</tr>
<tr>
<td><strong>Tracy A. Thomas</strong>, PT, Ph.D</td>
<td>Associate Professor, Research Director</td>
<td>Lewis-Beck Allied Health Building 850-599-8169</td>
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## Visiting Faculty

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<tr>
<td><strong>Sherif Gendy</strong>, MD, M.B.B.CH</td>
<td>Assistant Professor</td>
<td>Lewis-Beck Allied Health Building 850-412-5695</td>
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## Adjunct (Associated) Faculty

<table>
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<tr>
<td>Robert (Bob) DuVall, PT, DHSc, MMSc, OCS, SCS, ATC, FAAOMPT, MTC, PCC, CSCS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Kurt Gray, PT, D.P.T (c)</td>
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<tr>
<td>William Hudson, Ph.D</td>
<td></td>
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<tr>
<td>Adrienne Jackson, PT, Ph.D, GCS, MPA</td>
<td></td>
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<tr>
<td>Adrian McCollum, Ph.D</td>
<td></td>
<td></td>
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<tr>
<td>Nicole Molitmore, PT, M.P.A</td>
<td></td>
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<tr>
<td>Mary Pope, PT, Ph.D.</td>
<td></td>
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## Staff

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<tbody>
<tr>
<td>John Harris</td>
<td>Senior Secretary</td>
<td>850-412-7866</td>
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Florida A&M University
Entry-Level Doctor of Physical Therapy Program
School of Allied Health Sciences (SOAHS)

FAMU MISSION STATEMENT
Florida Agricultural and Mechanical University (FAMU) is an 1890 land-grant institution dedicated to the advancement of knowledge, resolution of complex issues and the empowerment of citizens and communities. The University provides a student-centered environment consistent with its core values. The faculty is committed to educating students at the undergraduate, graduate, doctoral and professional levels, preparing graduates to apply their knowledge, critical thinking skills and creativity in their service to society. FAMU’s distinction as a doctoral/research institution will continue to provide mechanisms to address emerging issues through local and global partnerships. Expanding upon the University’s land-grant status, it will enhance the lives of constituents through innovative research, engaging cooperative extension, and public service. While the University continues its historic mission of educating African Americans, FAMU embraces persons of all races, ethnic origins and nationalities as life-long members of the university community.


SOAHS MISSION STATEMENT
The mission of the School of Allied Health Sciences is to provide an enlightened and enriched academic, intellectual, moral, cultural, ethical, technological, and student-centered environment for the purpose of educating individuals to become competent allied health professionals who are capable of: Complex critical thinking; Comprehensive communication skills; Interdisciplinary collaboration; Analysis and involvement in research processes; Improving the health status of under-represented and underserved populations; Lifelong learning

SOAHS VISION STATEMENT
The School of Allied Health Sciences as an exemplary health professions entity within Florida A&M University will provide the highest quality academic experiences at graduate and undergraduate levels, through excellence in student advising, teaching, research and service, in existing and emerging health care arenas, for the benefit of the citizens of Florida, the nation and the world.

SOAHS CORE VALUES
The SOAHS core values are: Scholarship; Ethics; Excellence; Openness; Collaboration; Diversity; Service; Fairness; Integrity; Respect; Collegiality; Freedom; Fiscal Responsibility; Accountability; Courage; and Honesty. [http://www.famu.edu/index.cfm?alliedHealth](http://www.famu.edu/index.cfm?alliedHealth)

ENTRY-LEVEL DOCTOR OF PHYSICAL THERAPY PROGRAM MISSION STATEMENT
The mission of the FAMU E-DPT Program is to develop doctorally prepared practitioners who will eventually increase the availability of health care in areas of Florida that suffer from health care shortages. The physical therapy program fosters clinical reasoning, reflective practice, life-long learning, and critical inquiry that integrate both evidence and practice as reflected in the tenets espoused in the Guide to PT Practice (GUIDE). Faculty and students are committed to serving all community populations, including the medically underserved and uninsured.

ENTRY-LEVEL DOCTOR OF PHYSICAL THERAPY PROGRAM VISION STATEMENT
To be recognized in the region, state and nation as a premier provider of Doctor of PT graduates who contribute to abolishing health care disparities and access in existing and emerging health care arenas.
Program Philosophy
The faculty of the Florida A & M University Division of Physical Therapy believes that each human being has a unique combination of gifts and abilities. In recognition of those individual characteristics, the physical therapy faculty provides both variety and choice in learning experiences. The faculty also recognizes the similarities and differences between various learning processes as well as the effects and demands of these processes on the learner and the learning environment. The faculty believes that in dealing with the full range of learners they must address the learning processes which require that the faculty member dispenses information, facilitates and enhances natural gifts and abilities, and structures a learner's performance of competencies.

The faculty member must develop the capability of recognizing the presence or absence of these gifts or abilities and judge the learner's level of proficiency before selecting the most appropriate learning activities required by the learner. The Florida A&M physical therapy faculty believes these processes are integral to the development of quality physical therapy graduates who have a desire for continued professional development.

Educational Principles
We believe that learning is an interactive process that is most effective when the following conditions are in place:

- Objectives are clear, attainable and meaningful to the learner and have measurable outcomes.
- A variety of learning experiences are planned (including didactic, clinical, research and Community service) for the attainment of objectives, and so arranged that they provide continuity, reinforcement and association, building on prior knowledge and experiences.
- The learner is provided opportunities to utilize critical thinking in applying knowledge, concepts and principles in a variety of situations.
- Individual learning variables and environmental factors are considered in meeting the needs of students.
- Faculty through advisement and mentoring create a supportive and nurturing environment, demonstrate the ability and desire to adapt their methods of instruction to facilitate learning, and serve as role models for developing life-long learning skills and habits.

Link to FAMU Academic Calendar

TUITION FEES http://www.famu.edu/index.cfm?studentaccounts&FeePayment

ACADEMIC LEARNING OUTCOMES:
The Program will 1) Deliver a comprehensive curriculum that is integrative, emphasizing strong foundational sciences, clinical sciences, critical inquiry, professional development, and clinical education using strategies that promote sound clinical decision making. 2) Develop doctorally prepared practitioners who will eventually increase the availability of health care in areas of Florida that suffer from physical therapy shortages.

Physical Therapy program graduates will:

- **Student Outcome #1: Clinical Reasoning/Content Knowledge.** Design and implement safe and appropriate plans of care using evidence from the literature that supports pertinent and functional goals, outcomes, and interventions for both normal and impaired individuals.
- **Student Outcome #2: Content Knowledge.** Consistently meet/exceed the goal of two-year average NPTE pass rate of 85% by 2017.
**Student Outcome #3: Critical Inquiry.** Demonstrate the ability to analyze and use published literature as the foundation for critical thinking, problem solving and evidence-based practice physical therapy practice.

**Student Outcome #4: Professional Behavior.** Demonstrate personal behaviors, attitudes and knowledge of professional standards, values, laws and ethics that reflect one’s role and responsibility as a professional physical therapist.

**Student Outcome #5: Proficiency in Communicating.** Demonstrate proficient documentation skills (passing grade) using appropriate medical terminology, disablement model terminology and patient/client management model terms and practice patterns defined in the GUIDE and will communicate in ways that are congruent with situational needs.

**Student Outcome #6: Clinical Education.** Demonstrate sound clinical decision making at the end of each clinical rotation.

**FUNDING/SCHOLARSHIPS**
While graduate assistantships are the ideal source of funding in graduate school, these financial resources are limited. Please note that you must be a fully, regularly admitted student to receive funding. You are also encouraged to seek work-study positions in administrative offices around the university such as residence halls, Student Recreation Center/Campus Recreation, athletics, and other service offices.

Alternatively, please visit:
2. Florida A&M University Foundation’s Scholarship Database Portal, allows students to apply for multiple scholarships by submitting one application. In order to apply, students MUST have their Free Application for Federal Student Aid (FAFSA) forms on file and MUST NOT be on Satisfactory Academic Progress (SAP) hold as indicated by the Office of Student Financial Aid. Additional Criteria: Students will be required to submit two (2) letters of recommendation and complete the required essay for each scholarship. All essays must be a minimum of 650 words. Be sure to upload or submit all additional requested documents. IMPORTANT: Students are required to use their FAMU email address in order to apply for any scholarship through the portal. For more information or to apply, please visit [www.famuscholarships.com](http://www.famuscholarships.com)
6. APTA Private Scholarship Resources: [http://www.apta.org/CurrentStudents/ScholarshipsAwards/Private/](http://www.apta.org/CurrentStudents/ScholarshipsAwards/Private/)

**APTA MINORITY SCHOLARSHIP AWARD FOR ACADEMIC EXCELLENCE**
The term "minority" refers to U.S. citizens and legal permanent residents who are members of the following racial/ethnic minority groups: African-American or Black, Asian, Native Hawaiian or other Pacific Islander, American Indian/Alaska Native, and Hispanic/Latino. DESCRIPTION OF AWARD: This is an annual award offered to minority physical therapist students by the Physical Therapy Fund, a non-profit 501(c)(3) organization supported by the American Physical Therapy Association (APTA).

**APTA Education Loan Program** ([www.apta.org](http://www.apta.org)) Education loans give you a specific amount of money to help you defray the costs associated with your education. This money must be paid back to the lender with interest (generally a percentage of the amount borrowed) within a specific time period. They offer
reduced-cost federal (Stafford and PLUS) loans, as well as private loans to cover the costs of education beyond what personal and federal sources provide. This program is administered by the EAS Group, LLC. For more information, or to apply, please visit their [http://easnetwork.com/asso/apta/](http://easnetwork.com/asso/apta/) or call 886-327-4768.

AWARD COMPONENTS: Monetary amount to be determined, medallion, certificate, participation in Mentor Program. **All application materials must be received at APTA Headquarters by December 1 of each year.**

TO BE AWARDED: At APTA’s Annual Conference in June of the following year.

Refer to APTA’s website for more details

**AMBUCS SCHOLARS PROGRAM** ([http://www.ambucs.org/scholars/](http://www.ambucs.org/scholars/))

National AMBUCS, Inc. accepts applications from February 18 until April 15, annually for scholarships to students (U.S. citizens) in a graduate program leading to a master’s or doctoral degree. Awards range from $500 to $1,500 annually.

**STUDENT ADVISING**

Each student is assigned to a faculty advisor for the entire tenure of the DPT program. The purpose of the faculty advisor is to assist you in learning and implementing success strategies in the DPT program. Faculty advisors have many years of experience helping students of all backgrounds and ages to self-assess personal strengths and weaknesses and to assist you in professional and personal growth. To facilitate this process, the student may be asked to complete one or more learning- and/or leadership-style inventories during orientation to the program and at subsequent times in the program. It is the responsibility of the student to make an appointment with your faculty advisor for a short meeting at least once each semester. Any problems you are having which impact your success in the program should be discussed with your faculty advisor. During each advising session, a Student Advisor Form should be completed and signed by the faculty advisor and the student. To enhance follow-up, the faculty advisor will keep the original form and the student will be given a copy of this form. Actions and outcomes should be reviewed by the target date indicated.

**CLASS OFFICERS**

Class officers are elected during the Spring term of the first year of the DPT Program. Duties and responsibilities of each office are listed below*

**Class President:**
- Responsible for leading all class meetings
- Liaison between the faculty and Program Chair/Director for class concerns
- Runs election of Grad I Class President during second year (see procedure below)
- First point of contact for faculty and staff using the class phone tree.
- Serves as a two-way conduit for information between students and faculty

**Vice-President**
- Assumes duties of the President in his/her absence
- Investigates and informs president of student complaints or concerns and assists President and faculty
- members in resolving these concerns
- Assists the President as requested

**Treasurer**
- Identifies and controls resources for class funding activities
- Maintains record of all credits, debits and disbursements of class funds
Secretary
- Documents proceedings of meetings by transcribing comprehensive minutes
- Writes class correspondence as dictated by the President or Vice-president
- Establishes and maintains a class phone tree
- Maintains a current class roster with current contact information and provides the physical therapy department secretary with this list at the beginning of each semester
- Assists with elections as needed (see procedure below)

Historian
- Documents each class event with pictures and notes
- Maintains a class photo album and videos
- Helps compose, mount and update class photos for display in PT hallway

*Classes may elect other officers such as a Social Director, APTA Liaison, Physical Therapy Month Chairperson, or others as needed.

Student Email Communication
All department and university communication will be distributed only via FAMU email accounts. It is the responsibility of the student to check this email account frequently. If you prefer to use another email account, you may forward your FAMU account to another address. However, the department will not issue information or communication to another email address. You may access your email from the link on the FAMU home page (www.FAMU.edu).

Student Lockers
Lockers are available for students and are assigned by the department secretary. There are not enough lockers for all students, so you will be assigned locker partners. You may put a lock on this locker but please remember to remove the lock prior to leaving for clinical internships. Locks that are left on lockers while on student internships will be removed.

Emergency Call List
Sometimes it becomes necessary to communicate with the class (such as weather-related changes in class schedules) very quickly. Each class will be asked to form a phone tree where each student is responsible for contacting two other students. A faculty member or the department secretary will contact the class president who will initiate the phone tree to pass along information in a timely manner.

Cell Phones/Pagers must be turned off or put on ‘silent mode’ during class. To minimize disruptions, if you must answer a call during class, please use the back door of the classroom to leave the room to answer the call and return to class as quietly as possible. Cell phones and pagers must be turned off and stored during all examinations, lab evaluations.

Curriculum
The DPT curriculum is a planned curriculum designated to build upon previous knowledge. For this reason, courses may not be taken out of sequence unless the student has written permission from the Chair of the Physical Therapy Department. Students should obtain the correct course information including course and section numbers for the upcoming semester from the department secretary.

Sequence of Course The student is expected to enroll in and complete courses in sequence, adhering at each point to all prerequisites. It is essential that the student keeps up with the progression of his or her course of study in order to stay in proper sequence to complete requirements on schedule. No student is allowed to take courses out of sequence or without completing prerequisites; nor is the student permitted
to enroll in an advanced level of sequential courses without having completed the lower level course(s). Any exceptions to the rules above must be approved by the Division Director and the Dean.

The faculty may change or alter curriculum format or chronology, didactic or clinical course structure, and departmental policies as needed to improve the educational experiences for the student. The Director must submit curriculum changes to the program’s school curriculum committee for review which forwards it to the university’s curriculum committee for review.

**Clinical Internships**

Each student is required to have clinical experiences in an acute care, rehabilitation, and outpatient orthopedic settings. Please refer to the FAMU Clinical Education Manual for more details concerning clinical internships.

Each student must pass all courses, and be cleared by the faculty prior to attending a full-time clinical internship. Internships may require students to travel and make alternate housing arrangements. Each student is expected to assume responsibility for cost associated with clinical experiences. Please refer to the Clinical Education Manual for more details on student responsibilities.

**Clinical Placement and Performance Requirements**

A student is ineligible for clinical placement, while on Academic Warning, Probation, or Suspension. Additionally, a student who has failed a course or who has received an “I” (incomplete) grade, is ineligible for clinical placement until the course has been successfully completed with a “C” or better.

Faculty members in the Division of Physical Therapy also place great emphasis on the development of competency in professional behavior and safety in the clinic. Students are expected to master all 24 performance criteria (i.e. achieve 100% on all criteria) assessed on the Clinical Performance Instrument (CPI), progressively, over the course of their clinical internships. Individual competencies are evaluated using a visual analog scale (VAS) to indicate the student's level of performance. Students are assessed utilizing both formative and summative evaluations from self, the Clinical Instructors (CI) and the Director of Clinical Education (DCE), with the DCE assigning the final grade.

If a student demonstrates unsafe clinical skills, including persistent, poor clinical decision-making, the student will not be allowed to progress and may be dismissed from the program.

Students will receive the Division of Physical Therapy's Clinical Education Handbook which delineates the specific performance levels required for individual competencies expected for each clinical internship.

**Background Checks**

Effective Fall 2009 academic year, Florida A&M University Board of Trustees has approved a policy requiring all students admitted to and enrolled in healthcare programs involving clinical internships be required to satisfactorily complete a comprehensive background screening which includes; criminal background checks, fingerprinting, and drug screening prior to and/or during matriculation in the respective academic programs. The Background Screening will be conducted by a University authorized company and will be part of the student fees. Failure to comply with the above policy may warrant rejection of admission or dismissal from the academic program.

**Liability Insurance**

All students enrolled in the DPT program are required to purchase liability insurance prior to being assigned to a clinical education facility. Generally the student policy provides a minimum of $1,000,000.00 liability coverage per incident and a maximum of $3,000,000.00 total coverage. A student who does not have liability insurance will not be permitted to participate in any clinical education
experience including community clinic experiences and may be asked to withdraw from the program if coverage is not obtained. A student may be asked to purchase an additional level of coverage pending requests from a clinical site.

**Prevention of Communicable Diseases**
The provision of health care carries with it an inherent risk of exposure to communicable diseases that can be minimized when proper infection control measures are observed. This risk should be accepted as an unalterable aspect of the health professions, and as such, can never be justifiably used as a basis for refusing to treat a patient/client.

The DPT Program’s policy is that no student will be excused from administering therapy to an assigned patient/client on the basis that the patient has a communicable disease, except when exposure to disease presents risk to an unborn fetus. The possibility of any student acquiring a communicable disease is minimized when proper observation of infection control principles and procedures are performed and enforced. Students who refuse to treat assigned patients/clients during the curriculum may face dismissal from the program and may be advised to consider other careers. **Any condition that a student may have that would limit or place the student in potential harm should be revealed to the Campus Student Health Services or to the DCE as appropriate.**

**Name Tags**
Each student must purchase and wear a name tag designating the student as a Student Physical Therapist at all times during clinical internships.

**Graduation Competency**
The School of Allied Health Sciences administration and faculty recognize their responsibility to graduate only the student whom they judge to be ready to accept the challenges of the allied health professions academically, ethically, and professionally. Consequently, the Dean of the School of the Allied Health Sciences, upon recommendation of the faculty of the division, reserves the right to withhold the recommendation for graduation of any student who does not conform to these expectations.

**Membership in the American Physical Therapy Association (APTA)** is mandatory. Student who are eligible for financial aid receive a package that is calculated to include this cost. Assignments in your classes will require material to be downloaded from the APTA website through the membership portal.

**NON-DEGREE SEEKING ADMISSION**


If you are interested in taking course(s) but not working toward a degree, you may qualify to register as a non-degree seeking student (provided you have not been denied admission to the university). As a non-degree seeking student, you are required to follow the regular registration procedures and pay the same fees as other students. Graduate Non Degree students cannot earn more than 12 credit hours.

If a student wants to continue taking courses after the credit hour limits above have been obtained, the student will need to apply through regular university admission to the PT program. Anyone who attempts to exceed the credit hours above without applying to the university will be placed on a registration hold. The hold can only be cleared upon producing evidence of admission to a degree seeking program.
Proof of Residency In accordance with §1009.21 Florida Statutes (F.S.) and the Florida Board of Education rule 6A-10.044, all applicants must provide substantial documentation to support their claim of Florida residence (for example, a copy of your Florida Driver’s License, Florida Vehicle Registration or Title (in your name), and a Florida Voter’s Registration Card. Judgments concerning residency will be made on the basis of all information provided. Also see Residency Requirements for Tuition Purposes http://www.famu.edu/index.cfm?Registrar&ResidencyRequirementsforTuitionPurposes

AMERICANS WITH DISABILITIES ACT (ADA)
http://www.famu.edu/index.cfm?EOP&AmericanswithDisabilitiesAct(ADA)

FAMU has a standard non-discrimination policy (University Regulation 10:103) that is found on the website at http://www.famu.edu/index.cfm?EOP&NON-DISCRIMINATIONPOLICYSTATEMENT in the Division of Physical Therapy Handbook, and in several other locations.

The non-discrimination policy states, “It is the policy of Florida A&M University that each member of the University community is permitted to work or attend class in an environment free from any form of discrimination including race, religion, color, age, disability, sex, sexual harassment, marital status, national origin, and veteran status as prohibited by State and Federal Statues. This commitment applies to all areas affecting students, employees, applicants for admission and applicants for employment. It is also relevant to the University’s selection of contractors, suppliers of goods and services and any employment conditions and practices.” Questions concerning this policy and procedures for filing complaints under the policy should be directed to:
The Center for Disability Access and Resources (CeDar)
677 Ardelia Court
Tallahassee, Florida 32307
599-3180 (phone); 561-2512 (fax); 561-2783 (TDD)
Please also see University Regulation 10.103 Non-Discrimination Policy and Discrimination and Harassment Procedures and University 10.112 Consensual Relationships

All employees and students requesting a reasonable accommodation under the Americans with Disabilities Act (ADA) must complete a Voluntary Self-Disclosure Statement and provide official documents pertaining to disability (ies).

Students who have official documentation from the office of disability service that recommends the use of technology to accommodate verified learning needs will be allowed to use the recommended technology during class.

All request for parking accommodations based on disability and any physical access issues should be referred to the Office of Equal Opportunities Programs (850) 599-3076.

Health Requirements

Health Insurance
Students must carry insurance coverage. Coverage may be from parents, employer or other sources.
FAMU offers an affordable University sponsored health insurance plan that is available to students taking six (6) or more credits a semester. http://www.famu.edu/index.cfm?shs&EligibilityandPayment

Immunization Certification from Student Health Service All immunization documentation is needed on file in the Florida A & M University Student Health Services office at least 30 days before registration.
As a prerequisite to matriculation or registration, the State University System of Florida shall require all students born on or after 1/1/57 to present documented proof of two immunization doses for Measles (Rubeola) and one immunization dose for German Measles (Rubella) 30 days apart.

No student will be allowed to register until this documentation has been submitted. All students in the and physical therapy program must have proof of prior vaccination, immunity, to or be vaccinated for Hepatitis B at their own expense prior to the time of enrollment. Call the Student Health Center (Clinic) at (850) 599-3777.

Student Health Services (SHS) primary care clinic provides medical treatment and prevention services to registered students. Students currently enrolled for 6 or more credit hours are charged a student health fee along with tuition and are eligible to receive unlimited clinic visits at reduced costs. Students who are enrolled for fewer than 6 hours may elect to pay the health fee to have access to clinic services. All students must show a current Rattler Card at the time of service.

Students are seen on a “walk-in” basis; however appointments are required for more detailed examinations.

Health Services for FAMU Students Not Attending Classes in Tallahassee
FAMU has agreements with several state universities to allow students assigned to another campus (i.e. law students in Orlando or pharmacy students in Jacksonville or Miami) to access care in their student health centers. The academic department notifies Student Health Services of the students assigned to locations outside of Tallahassee. The list is then sent to participating schools to notify them of eligibility to receive services. FAMU students are responsible for paying the provider for services rendered. If you receive care at another university, notify FAMU SHS (850-599-3777) and provide any requested documentation. FAMU SHS will then credit your student account for health fees paid to FAMU that semester.

Counseling Services
The Florida A&M University Office of Counseling Services, a unit of the Division of Student Affairs, located at 101 Sunshine Manor offers free individual, couples, and group counseling, psychiatric services, outreach education and emergency services to enrolled FAMU students. They are available to assist students with progression issues such as test-taking strategies and test anxieties. Students may also seek services for assistance with depression, anxiety, and substance abuse issues. Students may have up to twelve counseling sessions per semester. They are open Monday-Friday from 8:00-5:00 with extended hours on Thursdays from 8:00-7:00 pm. www.famu.edu/counseling or (850) 599-3145.

HIV/AIDS Policy
HIV testing is available at Student Health Services. Florida A&M University is committed to providing students and employees with accurate information concerning the transmission and prevention of Human Immunodeficiency Virus/Acquired Immune Deficiency Syndrome (HIV/AIDS.)

The HIV/AIDS Committee chaired by the Medical Director of the Student Health Services will evaluate each known student with HIV/AIDS on an individual case-by-case basis. There will be no discrimination against such students by the University. Appropriate measures reflecting official University policy will be taken to ensure legal safeguards, confidentiality and emotional support. Committee recommendations will be consistent with the welfare of both the individual patient and the university community.

Educational materials on HIV/AIDS can be obtained at Student Health Services. In addition, information on video tape is available for viewing in the health services.
**Emergency Medical/Illness Policy** - When an individual experiences any sudden, unexpected and unexplainable in the physical or emotional change condition such as collapsing, vomiting, persistent moaning and noisy distractions during class, immediately, call 911, call campus police, and Dean's office using a cell phone or office phone if available. The campus emergency numbers will be in each classroom. Procedures are available in the Office of the Dean.

**Student Rights, Responsibilities and Code of Conduct**
(http://www.famu.edu/StudentLife/STUDENT%20HANDBOOK%20%28FANG%29%202012-2014.Updated%208.9.13.pdf)

**Anti-hazing - Regulation 2.028** (pg. 61): It is the policy of Florida Agricultural and Mechanical University that any student(s), group(s) of students, or student organization(s) affiliated with the Florida Agricultural and Mechanical University are prohibited from engaging in any form(s) of hazing activities.

**Non-Discrimination Policy Statement - Regulation 10:103** (pg. 66): FAMU has a standard non-discrimination policy (University Regulation 10:103) that is found in the handbook and on the website at http://www.famu.edu/index.cfm?EOP&NON-DISCRIMINATIONPOLICYSTATEMENT in the Division of Physical Therapy Handbook, and in several other locations.

The non-discrimination policy states, “It is the policy of Florida A&M University that each member of the University community is permitted to work or attend class in an environment free from any form of discrimination including race, religion, color, age, disability, sex, sexual harassment, marital status, national origin, and veteran status as prohibited by State and Federal Statutes. This commitment applies to all areas affecting students, employees, applicants for admission and applicants for employment. It is also relevant to the University's selection of contractors, suppliers of goods and services and any employment conditions and practices.”

Questions concerning non-discrimination and procedures for filing complaints should be directed to Mrs. Carrie M. Gavin (EOP Director/University Title IX Coordinator), located in the Office of Equal Opportunity Programs.

**Student Code of Conduct –Regulation 2.012 & Due Process Regulation 2.012** (pg. 63): The Student Code of Conduct defines the due process requirements that shall be applicable in all cases involving academic dishonesty and alleged violations of the Student Code of Conduct.

**Consensual Relationships – Regulation 10.112**
http://www.famu.edu/regulations/Regulation10.112ConsensualRelationships.pdf : “… the University prohibits a sexual or romantic relationship between a teacher and student, even where consensual, if the faculty member has direct supervisory or evaluative responsibilities over the student. (c) Likewise, the University prohibits sexual or romantic relationships between employees and between supervisors and their employees…..”

**The Center for Disability Access and Resources (CeDar)**
CeDar provides unique and comprehensive services and accommodations for students with learning, physical and mental disabilities who desire to pursue college level studies. The Center identifies participants’ level of abilities and provides services that include assessment, prescriptive plans of study, academic advisement, and individualized counseling.

Questions should be directed to:
The Center for Disability Access and Resources
677 Ardelia Court
New Beginning Child Development Center
The center provides childcare services for pre-school children between the ages of two and a half (2½) and five (5). There is also an after school program and summer camp for children ages five (5) to twelve (12). The center’s operating hours are 7:30 a.m. to 5:30 p.m. Monday through Friday. The office is located at 459 FAMU Way, (850) 599-3267.

Physical Therapy Students Professional Conduct
Physical Therapy students shall adhere to all policies and procedures established by the University, the Program and the Physical Therapy Standards of Practice and Code of Ethics as set forth by the American Physical Therapy Association (APTA). Students shall be required to maintain Student Membership in the APTA throughout the Program.

Students shall demonstrate a positive impression of themselves, FAMU, and the Physical Therapy profession. Discretion and professional behavior are required at all times. Students who fail to demonstrate an acceptable level of maturity and professionalism may be referred to the Student Academic Progress Committee and may be dismissed from the program, after due process, by reason of conduct unbecoming a professional student.

Furthermore, the Division of Physical Therapy will graduate only those students it deems ready to accept the moral, ethical, and professional responsibilities of the practice of physical therapy. Consequently, the Division reserves the right to withhold recommendation for graduation of any student who does not conform to these standards of readiness.

Professional conduct includes but is not limited to: punctuality, reliability, dependability, attendance, appropriate dress, respectful and polite interaction with peers, instructors, patients, and others.

Client Confidentiality (HIPAA)
The national standards for Privacy of Individually Identifiable Health Information are based upon the Health Insurance Portability and Accountability Act of 1996 (HIPAA) issued by the U.S. Department of Health and Human Services and is meant to protected a Patient/client’s personal health information. In general, patient/clients have a right to:

- See or get a copy of their medical record and other health information if the request is made in writing and the cost of copying and mailing is made (usually within 30 days).
- Correct erroneous information (response within 60 days).
- Know who has seen the data. Personal health information can be used and shared for specific reasons directly related to the patient’s/client’s medical care or, if not directly related, only if the patient/client has given permission.

See http://www.hhs.gov/ocr/hipaa

Confidentiality of Student Information (FERPA)
The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

Florida Agricultural and Mechanical University (FAMU) shall comply with the Family Educational Rights and Privacy Act (FERPA, also known as the Buckley Amendment) – 20 U.S.C. ~ 1232g – of
1974, which gives enrolled students the right to: 1) Review and inspect their education records; 2) Challenge and seek to amend education records that the student believes are inaccurate or misleading; 3) Consent to disclosures of personally identifiable information contained in their educational records, except to the extent that FERPA allows disclosures without consent; and 4) Complain to the U.S. Department of Education concerning alleged violations by FAMU of any such rights….

Information relative to student status, performance issues, etc. is protected by FERPA, and may be discussed on a need-to-know basis with relevant FAMU related personnel, but may not be discussed with other sources without the express written consent of the student.  

Informed Consent
In accordance with these standards, faculty and/or students, as representatives of the program, shall have the responsibility for providing information and for obtaining permission to initiate intervention in accordance with jurisdictional law to those individuals that present as patients or clients of the program. Clients and/or patients of the program shall be required to sign a “Consent to Participate” prior to intervention by physical therapy faculty or students. The signed Consent to Participate form shall be maintained in the physical therapy program’s secretarial files.

A Consent for Photo and/or Audio and Videotape shall be obtained from faculty, students, clients and/or surrogates prior to use of photos or videotapes of said individuals. The signed forms shall be maintained in the physical therapy program’s secretarial files.

Protection of Modesty and Dignity
Faculty and students shall be committed to maintaining the modesty and dignity of all individuals during interactions and interventions that require disrobing or exposure of body parts of self and others of same and/or opposite gender during labs and testing throughout the duration of the Program. Students shall be oriented upon entry to the program regarding such disrobing and potential exposure of body parts and agree to such by signing a Student Informed Consent (see attached). Students and faculty shall be sensitive to the needs of others during labs and clinics, particularly as applies to gender, cultural and/or issues of ethnicity.

Class attendance is compulsory for all DPT students. A student exceeding one unexcused absence per credit hour of the course he or she is attending may be dropped from the course and assigned a grade of “F”. Students may be readmitted to the class only with the Director’s and the Instructor’s permission.

MAKE UP EXAMS GIVEN ONLY WITH AN AUTHORIZED EXCUSE.
Documentation of signatures on “signature sheets” will serve as evidence of students’ attendance to class. It is the responsibility of the student to secure this signature.

Excused Absence: The student is required to obtain, complete and submit an excused absence request form to the Director when a class absence has occurred or will occur. The request form must be completed and submitted within five days of the student’s return to class or campus. The Director reserves the right to approve or deny the request. If approved, the approved excused absence is effective only until the expiration date.

Medical Excuses: Whenever possible, medical visits should be made at times that do not conflict with class schedules. Excuses from class are not routinely issued by the Student Health Clinic and retroactive excuses are not granted by the clinic. The ultimate responsibility for issuing excuses from class for medical/health visits rests with the Director.
**Eating and drinking** are not permitted in classroom or laboratory settings.

**Dress Code:** Students must attend class dressed in appropriate clothing or they will be sent home to change clothing. In such cases, students will be considered late or absent. Students must remember that this is a professional school and as such the students are to display an appropriate level of judgment with regard to personal hygiene, grooming and wearing of undergarments. Students are required to follow the School’s dress code as an integral part of their professional training. At no time will the following items of clothing be acceptable for students matriculating in the School of Allied Health Science:

a. *Wearing hats, caps or other head gear in the building.

b. *Wearing sunglasses in the building.

c. Sleepwear, see through clothing or clothing that reveals undergarments or does not properly cover stomach, chest, breast, back, buttocks and/or pelvic areas. (e.g., midriffs, halters, mesh, netted shirts, tube tops, crop tops, spaghetti strap tops/blouses)

d. Short shorts, micro-mini skirts, or skirts shorter than mid-thigh.

e. Athletic type, wide armhole tank tops. Any clothing with holes and cuts (jeans, shirts and cuts). Bare feet, thongs, or flip-flops (beach shoes). Sandals are acceptable.

f. Suggestive, revealing or tight fitting clothing or clothing with inappropriate pictures or slogans (e.g. sexual, drug or violent graphics, themes or statements; derogatory or profane language).

g. Revealing piercings or tattoos on the face, and neck, stomach, chest, breast, back, buttocks and/or pelvic areas

h. Do-rags, skull caps*, baseball caps, hoods* or sunglasses*

* Wearing these items for medical, religious, or weather purposes is acceptable with documentation.

**Disruption of the Academic Process Policy:** The disruption of the academic process is the act or words of a student in a classroom or teaching environment which is reasonable estimation of a faculty member that directs attention away from the academic matters such as noisy distractions; persistent, disrespectful or abusive interruptions of lecture, examinations or discussions; or presents a danger to the health and safety of the faculty of the faculty member or other students. Procedures are available in the Office of the Dean.

**Academic Honesty Policy:** This policy applies to any student who gives or takes information or material and wrongfully uses it to aid himself/herself or another student in academic endeavors. It shall further include receiving unauthorized written or oral information from a fellow student. Stealing, buying, selling or referring to unauthorized written, oral or electronic information is also included. Procedures are available in the Office of the Dean.

**Academic Honesty Violations**

1. An academic honesty violation shall include a student who gives or takes information or material and wrongfully uses it to aid himself/herself or another student in academic endeavors. It shall further include receiving unauthorized written or oral information from a fellow student. Additionally, it shall include stealing, buying, selling, or referring to a copy of an examination before it is administered.

2. In the instance of papers written outside of the class, academic honesty violations shall include plagiarism. Plagiarism may be specifically defined for the purposes of any course by the instructor involved. Unless otherwise defined, plagiarism shall include failure to use quotation marks or other conventional markings around material quoted from any source. Plagiarism shall also include paraphrasing a specific passage from a specific source without indicating accurately what that source is. Plagiarism shall further include letting another person compose or rewrite a
written assignment.
3. A student who assists in any of the academic honesty violations mentioned above shall be considered equally as responsible as the student who accepts such assistance.
4. For procedural information regarding academic honesty violations, students should consult with the academic dean or director in the respective school or college.
5. The penalties for academic honesty violations shall include: reprimand reduction of grade; denial of academic credit; invalidation of degree based upon such credit; probation; suspension; dismissal; or expulsion. In addition to any other penalties that may be imposed, the individual or student may be denied admission or further registration and the University may invalidate academic credit for work done by a student and may invalidate or revoke the degree based upon such application, residence affidavit, or accompanying documents or statements in connection with, or supplemental to, the application for admission to or graduation from the University (Faculty Handbook Pg 58).

Alcoholic Beverages - Regulation 3.021
http://www.famu.edu/regulations/Notice%20Regulation%203.021.pdf
This regulation shall govern the possession, service, sale, consumption or distribution of alcoholic beverages at any and all Florida Agricultural and Mechanical University (FAMU) sponsored activities and events; at any and all facilities or properties operated under the jurisdiction of FAMU; and by any and all trustees, administrators, faculty, staff, students, direct support organizations, vendors and guests attending such FAMU sponsored activities and events. As used in this regulation, the term “alcoholic beverage” includes beer, wine, hard liquor, distilled spirits, mixed drinks, fermented beverages and other beverages containing alcohol.
FAMU recognizes the serious nature and potentially harmful effect of using alcoholic beverages in the workplace and academic settings. Therefore, the manufacture, distribution, dispensation, possession, service, sale, consumption or use of alcoholic beverages in all facilities or upon properties and grounds leased, owned or operated by FAMU is prohibited unless specifically permitted as set forth below……
(a) No alcoholic beverages maybe possessed, served, sold, consumed or distributed at the University except the following FAMU Designated Areas: President’ Box (Bragg Stadium); Alumni House; Faculty Club House; Center for Viticultural Sciences & Small Fruit Research Center for Water Quality; Alfred Lawson Multipurpose Teaching Gymnasium, Grand Ballroom/Student Union; Black Archives; President’s Club (located at the northern end zone of the stadium during football games and other stadium events); Bragg Stadium; and the College of Law
(b) No individual under the legal drinking age of 21 may serve, sell, purchase, distribute, consume or possess alcohol on FAMU properties or at FAMU sponsored activities or events except to the extent permitted by law or unless specifically engaged in an approved and supervised academic program that does not involve the actual ingestion of alcohol by an individual under the legal drinking age.
(c) Alcoholic beverages shall not be served to persons under the legal drinking age.

Drug Use http://www.famu.edu/regulations/2.012Conduct,StudentCodeof.pdf
… “(2) As members of the academic community, students enjoy the rights and privileges that accrue to such membership including, but not limited to, academic freedom and participation in the decision-making processes of the University. Additionally, students are subject to the obligations and duties that accompany this membership and are responsible for compliance with the requirements of law and with all governance by students, faculty, and staff.
It is incumbent upon members of the campus community to notify the appropriate judicial body or officials of a violation of these regulations, to encourage all to comply with them, and assist in their enforcement by testifying as witnesses when called upon to do so. Accordingly, all alleged violations of the Code shall be referred to the University Judicial Officer. Students, faculty and staff members may
allege violations of the Code and make their report in writing to the Judicial Office. If the Judicial Officer or his/her designee believes after an investigation of the allegations that the allegations have merit, the student will be issued, in writing, an administrative request to appear at an information briefing before the Judicial Officer or his/her designee. At the information briefing, the Judicial Officer or his/her designee will explain to the students the elements of due process that will be afforded to the student…..”

This includes the use of illegal drugs, the use of controlled substances without a prescription, and the use of or being under the influence of alcohol while on rotation/clinical experience, or in class. Should a student receive a positive drug or alcohol screen and follow-up screen, the student will be referred to the Student Academic Progress Committee and the Office of Student Judicial Affairs and may be expelled from the program. Other sanctions may be imposed instead of or in addition to those described in the Code of Student Conduct.

If a student reports to the academic program for help with a personal drug or alcohol concern prior to being informed of an impending drug test, the student will be required to report to the Director of Student Services for appropriate action and referral. The student will only be permitted to report to class or a rotation/clinical experience if cleared by the Director of Student Services and the Dean.

**Recommendations on Student Employment**

Except for Graduate Assistantships, the faculty does not recommend or endorse students working in addition to taking classes. While student employment is ill-advised, occasionally students find it necessary to work while enrolled in the program. Employment, if not wisely scheduled, may cause academic difficulties. It is assumed that the logical priorities of the student are to complete the DPT Program and to gain the credentials necessary to secure a stable career.

It is the student’s responsibility to insure that work schedules will not interfere with successfully completing the DPT program. In view of these assumptions, work commitments, job interviews or orientations will not be considered legitimate reasons for missing class, clinical or for poor academic performance.

**Use of Technology in the Classroom**

The use of technology in classroom is intended to enrich the educational environment for all students. Therefore, the use of technology that interferes with the educational environment, encourages academic dishonesty, or promotes illegal activities (such as copyright infringement) is prohibited by instructors and the physical therapy program at FAMU.

To minimize distractions and keep students’ full intellectual energies inside the classroom, students are required to observe the following when present in the classroom and lab settings.

- Students may use hand held electronic devices, mobile computing technologies, and cell phones *only as permitted by the instructor*. Mobile technologies may be employed as appropriate when professors or students need to reference information to further classroom inquiry or when utilized as a part of instruction.
- Students need to seek permission prior to the start of class from the instructor for other uses of mobile computing technologies, hand held electronic devices, and cell phones (i.e. texting, phone conversations, social media applications). If permission is granted, students must place the device on silent mode, and must leave the classroom to interact with the technology when it is not used as a part of classroom instruction.
- The use of an iPAD or a computer in the classroom is a privilege, not a right, and should be used for note taking or to further the educational inquiry of the student (i.e.: referencing information pertinent to classroom activities). If an iPAD or a computer is utilized for texting, e-mail, or accessing social media sites (without the explicit permission of the instructor), the instructor may ask the student to discontinue use of the technology for the remainder of the class period.
• Students who would like to use voice and/or video recorders for class lectures must receive explicit written permission of the instructor before doing so. Once permission is given, any recordings obtained may be shared amongst classmates. However, recordings must not be shared outside of the physical therapy division.

• Students may not post ANY material from physical therapy classes on any social networking sites (Facebook, YouTube), or file sharing sites without the explicit written permission of the instructor. In addition, written permission must be sought from any person that is present in any digital media prior to sharing of recordings in any forum.

• On the first violation of this policy, the student will receive verbal warning from the instructor about the inappropriate use of technology. On the second violation, the student will receive written warning from the Director for the inappropriate use of the technology. On the third violation, the student will not be permitted to use mobile or computing technologies in the classroom for a period of one year and the student may face other disciplinary actions.

Campus safety
FAMU’s Department of Public Safety (DPS) Headquarters is located in the Plant Operations Building at 2400 Wahnish Way, and is operational 24 hours a day, 365 days a year. The full-service law enforcement agency is comprised of the police and parking services to more efficiently serve the university community. To place a call for service, or to report criminal activity, individuals should call the police communications operator (850) 599-3256 for assistance.

S.A.F.E. Team (Students Available For Escort Team). At nighttime, a student-run escort service is available upon request between various locations on campus (i.e., classroom buildings, labs, libraries, parking lots, and residence halls). SAFE Team members are students, who are responsible for all operational aspects of providing escort services from recruiting other students to become a part of the team to managing those teams.

The University Police Department has oversight responsibility. Call 850-599-3795 or 850-599-3752 to request an escort.

Police Officers provide personal safety information to new students and employees at orientation and during seminars conducted by the University Housing Office. Security surveys or other presentations are offered upon request to any group on campus. Presentations include available pamphlets and prevention tips.

Parking
Traffic and parking regulations apply to all students, faculty, staff, and visitors to the university. Vehicles operated on the campus grounds must be registered and bear the appropriate decal/permit. Students, staff, and visitors may register for a parking decal or permit at DPS headquarters, or at the Welcome Center located at the intersection of Wahnish Way and Gamble Street. Violators will be cited, and automobiles immobilized and/or towed. Individuals having a vehicle immobilized or towed should report directly to DPS headquarters office.

• Parking Services  (850) 561-2205 http://www.famu.edu/index.cfm?AboutFAMU&Parking
• There are color-coded parking lots throughout campus.
• Red signs are for general parking for anyone with a legal parking permit.
• Blue signs are for residential student parking only.
• Green signs are for employees only.
• Gated areas and reserved parking spaces are only for those with the proper decal and permit.
• Some free parking spaces are located on the outer perimeters requiring an extra 5 or 10 minutes or longer walk.
• A parking permit (unless reserved parking) does not guarantee a parking space. It allows you to park on campus in a legal spot.
• Campus Map http://www.famu.edu/PublicSafety/UserFiles/File/campuspkgmap1-Staten_06-07-07.pdf

Office of University Housing: http://www.famu.edu/index.cfm?housing&F.A.Q
1596 Gibbs Hall Trail
Tallahassee, FL 32307
Phone: (850) 599-3651
Toll No: (888) 603-9340
Fax: (850) 561-2620

GRADING POLICY: http://www.famu.edu/index.cfm?Registrar&GradingPolicies

Incomplete Coursework
1. A grade of "I" may only be assigned if the student is passing the course, but has not completed all of the required work by the end of the term because of extenuating circumstances beyond the control of the student
   a. Grades of "I" may not be assigned in any course that a student withdraws from, has excessive absences in, or fails to attend.

A student receiving an "I" grade should not re-enroll in the course until after the "I" grade has been permanently changed to a letter grade.

Scheduling of retake examinations
Retake examinations will be scheduled no less than five (5) business days of students being notified of their status.

Procedure Governing the Process of Changing Recorded Grades
Changes of grades may only be accomplished under special circumstances and are governed by the following guidelines:
   1. When it is determined that a grade was recorded in error;
   2. When removing "I" grade; or
   3. As a result of a student’s successful appeal of a grade.
All grade changes must be made within one semester of the initial issuance of the grade, including grade changes resulting from a grade appeal.
• An "I" grade that is not changed by the specified time will revert to an "F."

Academic units wishing to request grade changes must submit a "Grade Change and Academic Record Update Form" to the Registrar’s Office for processing. The form must contain the signature of the respective academic Dean and Program Director to be processed.
Specific Authority: Article IX, Section 7(c), Florida Constitution, BOG Regulation 1.001. History: New—12-07-06; Amended 05-09-12.

Grading Scale
The didactic courses in the physical therapy curriculum are graded on a 10% scale:
A = 90-100
B = 80-89
C = 70-79
D = 60-69
F = below 60
I = Incomplete
A physical therapy student must have a C grade to attain the approval of the instructor and be considered eligible for a comprehensive retake examination to improve the grade to a “B”.

ACADEMIC PROMOTION AND PROGRESSION
Students in the program should complete the curriculum at the time and in the sequence that the courses are offered to allow completion of the program in the requisite 34 month time-frame. The policies below are designed to serve as a guide for students enrolled in the Division of Physical Therapy (DPT) program. It is the responsibility of each student to review and adhere to the policies and procedures pertaining to academic progression, grading, graduation, and clinical participation.

For the purpose of progression, only graduate level courses are allowed to be taken in the DPT Program. If undergraduate courses are taken while enrolled in the DPT program, they shall be taken only with the permission of the Director.

If any student is having academic or professional behavior problems, the DPT Academic Progress Committee (APC) will review each situation and make recommendations to the Division Director. The judgment of the APC on academic or professional behavior issues can lead to Dismissal for students who otherwise meet the criteria for good academic standing.

The Minimum Grade Requirements for the Doctor of Physical Therapy (DPT) program
For the purpose of academic progression
• Only a cum GPA of 3.0 or higher is acceptable within the DPT program.
• A course grade of a “D”, “F”, or “U”, is deemed a failing grade.
• Any failed course must be repeated.
  o The failed course must carry the same course prefix, number, and description.
  o The same course must be repeated in the order that it appears within the curriculum which may delay the graduation of the student.
  o Both grades will be used in computing the student’s graduate GPA.
The APC meets to assess the performance of students, at the end of each semester as needed to include review of any “I”, “D”, “F”, or “U course grades and their impact upon the student's progress in the program.

ACADEMIC PROBATION
The academic requirements for the DPT include the satisfactory completion of the curriculum designated by the faculty. Documentation of the Academic Probation will be placed on the student's university transcript by the Registrar. It is the responsibility of each student to review and adhere to these policies and procedures.

Students must maintain a 3.00 cumulative grade point average (GPA) or better at the end of each semester of enrollment to be considered in good academic standing. If a student’s graduate cumulative GPA falls below 3.0, documentation of the Academic status (Probation) will be imprinted on the student's university transcript by the Registrar.

The purpose of probation is to: 1) provide the student with clear guidelines of the performance that will be necessary to return to good standing, and 2) explicitly provide notice to the student of “reasonable time” (i.e. one semester) to meet these expectations.

Additionally, a student on probation must meet with the APC who will provide a letter to the Director stating the reasons for the probation and explicitly identifying the steps necessary for the student to return
to good standing by the end of the probation period (the subsequent semester). This letter will be reviewed/amended (as appropriate)/endorsed by the Director and sent to the student for signature.

Reinstatement
If, after probation, the student satisfactorily meets the requirements of the probation, a written notice of reinstatement in good standing and the specific terms for continued progression as recommended by the APC, will be provided to the student by the Director.

Permanent Dismissal
A student will be permanently dismissed from the DPT program without any opportunity for further appeal for retention for any of the following reasons:

a. If the APC recommends dismissal which is then endorsed by the Division Director;
b. If an appeal is successful and the student does not earn a cumulative GPA of 3.0 or better in the subsequent semester following probation; or
c. If a student does not earn a cumulative GPA of 3.0 or better the following term after probation; or in any semester after probation;
d. If the student’s cumulative GPA is ≤ 2.0;
e. If the student has a failing grade in more than 2 courses, or has failed the same course twice;
f. Breach of professional conduct standards;
g. Failure of two clinical rotations.

A written notice of dismissal will be provided to the student by the Director. The Director will report all student dismissals to the Dean of the SOAHS and the Dean of Graduate Studies and Research.

APPEALING A PROGRAM DISMISSAL
The appeal of dismissal by a student should follow the guidelines outlined by the FAMU School of Graduate Studies and Research. At the point of dismissal, the student may initiate an appeal by submitting an academic grievance appeal to the Director of Student Services who represents the Dean of the SOAHS.

During the appeal process, the student will not be permitted to enroll in graduate courses, unless the student has been admitted into another graduate program or is a non-degree seeking student.

DUE PROCESS
Statement of Purpose
Due process generally requires adequate notice and a meaningful opportunity to be heard. All students in the School of Allied Health Sciences (SOAHS) have the right to appeal any grade or decisions that occur within the SOAHS. Complaints that are addressed through due process include, but are not limited to:

- Grade disputes:
  - Students may grieve grades if they can provide evidence of miscalculation, omission, or other actions posing a negative impact on the grade received.
  - Student complaints that are related to course content or delivery are first reviewed with Course Professors.
- Personal grievance, sexual harassment, or discrimination disputes.

All grievances appeals shall be initiated by the student within thirty (30) business days of the occurrence. Once initiated, the student may choose to stop, or continue the Appeals process at any time during the process.
DPT FORMAL GRADE APPEAL AND ACADEMIC GRIEVANCE PROCEDURE

It is imperative that the academic grievances be processed in an expeditious manner. A student must appeal an assigned grade by following the formal grade appeal process outlined by the FAMU School of Graduate Studies and Research, and as outlined below:

To Appeal a grade or a course issue, the student is required to follow the following steps:

1. All appeals regarding a grade or course issue must be made on an individual basis.
2. Attempt to resolve the issue immediately by documenting and discussing the situation with the individual faculty member with whom the student is in disagreement.
   a. The student should articulate a clear statement of the situation including the specific request that the student is making and a clear statement of what the student is identifying as an acceptable outcome.
   b. The Appeal must include the name of the student, contact information (including home phone, cell phone, and email address), major, classification, and student identification number.
   c. The statement must include the grounds for the Appeal from the student’s perspective and include information related to relevant times, dates and individuals involved.
   d. The faculty member is should explain and review the methods, process of evaluation, and the rationale for the decision that was made.
3. The faculty member must respond to the Appeal within five (5) business days of its receipt.
4. If the issue cannot be resolved as a result of the discussion, then the student should:
   a. Submit the concern in writing to the Division Director.
   b. Provide proof that he or she has met with the faculty member and was not successful in resolving the problem.
   c. The Division Director shall meet with the faculty member and the student to determine the facts and render a decision to the student and faculty member within five (5) business days.
5. If the student does not agree with the findings, then the student should submit the concern in writing with supporting documentation, to the Director of Student Services who represents the Dean of the SOAHS.

SCHOOL of GRADUATE STUDIES AND RESEARCH (SGSR) ACADEMIC DISMISSAL APPEAL PROCESS

Before filing a complaint with the Graduate Council of the School of Graduate Studies and Research (SGSR), it is hoped that a DPT student’s concerns will be addressed and resolved within the SOAHS. However, if the student is dismissed from the program, and he or she is dissatisfied with the decision made after pursuing the appeal at the division and school level, then the next step in the process is for the student to submit his or her dismissal, in writing, to the SGSR within five (5) working days after the SOAHS’s decision has been rendered.

1. Following the receipt of the written complaint, the SGSR Dean will officially begin the grievance process, according to university policy and the grievance procedures of the SGSR, and notify the Graduate Council Committee for a meeting about the graduate student’s dismissal grievance.
2. Once the grievance process has begun, the SGSR Dean and the Graduate Council Committee for graduate student grievance will review all documents as presented as evidence of the alleged
complaint, and in turn render a decision in writing to the school or college and to the student within ten (10) working days of the receipt of the appeal in the SGSR.

3. Dismissed students will not be allowed to enroll in graduate courses unless they have been admitted to another graduate program, or allowed to enroll as non-degree seeking students taking classes with permission from the new program.

4. With approval from the new graduate degree program, the student may transfer credits from courses with satisfactory grades ("B" grade or higher) into the new program, in accordance with the Transfer Credit policy stated previously.

Grades and Financial Assistance/Funding Eligibility Requirements

a. Each graduate student, who receives any form of financial aid, must maintain the GPA stipulated above while carrying a full graduate load of credit hours. Only full-time, regularly admitted graduate students in good academic standing (cumulative graduate GPA of 3.0 or better) qualify for Financial Assistance (assistantships, fellowships, and/or tuition waivers).
   - Graduate student funding is time-limited and subject to the availability of funds.
   - These work assignments for these students will be determined by their respective departmental supervisors or designees. Departments may make priority funding decisions based on GPAs, standardized test scores, and/or related experience.
   - Any full-time degree seeking graduate student, whose cumulative GPA falls below 3.0, will be placed on probation. While on probation, such a full-time student may be eligible for financial assistance (other than financial aid) for a maximum of one semester after being placed on probation.

b. It is the responsibility of each graduate program director or student advisor of the respective school or college, to monitor each graduate student’s credit hour load, grades, grade point average (GPA), and overall progress toward the degree. This director/advisor must report promptly to the graduate dean all actions, or recommended actions that should be taken for any student, who violates or is in default of the above policies and standards.

c. A full-time graduate credit load consists of a minimum of nine (9) hours in the fall and spring semesters and six (6) hours during the summer.

d. Any graduate student, who fails to maintain the minimum credit hour load required, must be immediately removed from financial assistance with prompt documentary notice by the program director to the graduate dean.
   - Students, who have incomplete/ “I” grades, may be eligible for financial assistance (other than financial aid) for a maximum of one semester.

Graduate GPA and GPA Reset

The graduate GPA does not carry forward from one academic program to another. If the student is dismissed from the program, the student may apply to another degree program, and this option requires a completely new application. Previously dismissed students, who are accepted into new academic programs, will have a new graduate GPA.

a. If a graduate student is considering applying to a different graduate degree program, the student may apply to have the student’s graduate grade point average (GPA) reset. If the request is approved by the Graduate Dean, then the Graduate Dean will request the Registrar to reset the GPA. The Registrar will annotate the student’s permanent academic record to indicate that the GPA has been reset. However, all course work and grades will remain on the record, ensuring a true and accurate academic history.

b. The resetting of the GPA may be effected only once during a student’s graduate academic career and it is not available for degrees already earned.
Complaints About the Program not Addressed by Due Process
For purposes of this policy, these are any non-grade or non-course related complaints raised either internally or externally that require clarification and/or actions to resolve that are not responded to through established due processes (defined below). For example, these types of complaints may originate from current students, parents, pending and/or rejected applicants, dismissed students, clinical faculty, and other faculty within FAMU or the administration.

The Program receives and investigates the merits of concerns and/or complaints related to the PT Program, faculty, staff, or students pursuant to FAMU procedures. Program complaints shall be responded to verbally, electronically or in writing by the Program Director within five (5) business days of receipt.

Continuous Registration
Graduate students must maintain continuous enrollment in at least one credit hour in their respective academic programs and until all degree requirements have been completed. Students are required to enroll in at least one credit hour during the last semester in which they expect to graduate.

Re-admission
Students, who are not in attendance during two consecutive semesters (exclusive of the summer semester), must re-apply for re-admission to the university.

To request re-admission, a student must complete a re-admission application, which must be supported by the PT Division Director and the Dean of the SOAHS, and then approved by the Dean of the Graduate School. There is no guarantee that the student will be re-admitted.

- The re-admission applications of students with permanent university holds will not be processed.
- This policy does not apply to students, who have been called for military duty; in which case, the student is required to submit a copy of the military orders and complete the process, as outlined by the Registrar’s office.

Time Limits for Completion of the DPT Degree
A student is allowed a maximum time period of four and a half (4.5) years to complete the degree from the date of admission. Students exceeding these time limits may be required to initiate new courses of study.

It should be noted that the normal time for completing a master’s degree is approximately two years from the bachelor’s degree, and approximately four years for the Ph.D. degree from the master’s degree, depending on discipline. Funding for students will be based on these projections.

Summary of Graduation Requirements
The Division of Physical Therapy will graduate only those students it deems ready to accept the moral, ethical, and professional responsibilities of the practice of physical therapy. Consequently, the Division reserves the right to withhold recommendation for graduation of any student who does not conform to these standards of readiness. To be eligible for graduation, the student must:

1. Pass all required courses ≥ 3.0 cumulative GPA.
2. At the end of the curriculum, students shall take and demonstrate competency by achieving a minimum score of 70% on the Final Comprehensive Examination.
3. Pass all Clinical Internships and fully master all CPI competencies (100%) upon completion of final internship.
4. Meet mandatory Conference Attendance, APTA Membership, and Community Service Requirements.
5. Adhere to APTA Code of Ethics/good moral character/professional behavior/Code of Conduct.
6. Attend the NPTE Preparation Workshop.

**Academic Notices and Bulletin Boards**
Students are responsible for the regular monitoring of all academic notices on their FAMU email, and the bulletin boards located on the 1st floor of the Lewis Beck building for program information.

**Library Resources**
The primary library facilities for the Physical Therapy student are the Science Research Center Library and the Coleman Library (main library). Reserve holdings by instructors are most commonly placed with the Science Research Center Library. Students are expected to acquaint themselves with these facilities' hours of operation, reserve holdings by instructors, and learn to access their resources and services including: printed books and journals, CD-ROM collections, interlibrary loan services, electronic databases, online journals and books, and educational websites. A library guide packet for the Science Research Center Library has been compiled to help orient students to the library's services.

**Emergency and Safety Procedures**
Students shall be informed during their general orientation of potential health and safety risks they may encounter throughout the educational program and in clinical practice. Information included in the orientation includes, but is not limited to, access to emergency services, and regulations concerning universal body precautions. Hazards and safety issues related to use of specific therapeutic equipment and/or techniques shall be noted within specific courses.

Students shall be oriented to each assigned clinical site, during which time they shall review safety and emergency procedures applicable to the assigned site. This review shall be documented and maintained in the student's program file.

**Storage and use of any Hazardous Materials and use of Equipment**
Safety regulations governing specific use of equipment, storage and use of hazardous materials and regulations concerning universal body precautions shall be posted, distributed and reviewed periodically with all appropriate parties, including faculty and students.

**Emergency and Safety Training**
Faculty and students shall obtain emergency and safety training, including HIV and CPR on an annual basis and/or in accordance with jurisdictional regulations prior to clinic assignments. Students and faculty shall be required to have a current physical examination and TB test prior to clinic assignment. Students may have a chest x-ray in lieu of a TB test if they have a positive reaction to the TB test.

Students shall be oriented by anatomy program faculty regarding safety procedures to be utilized prior to student’s participation in anatomy

**Laboratory Access**
Under the direction of the Program Director, Graduate Assistant GAs coordinate with students the hours beyond classroom hours that the labs will be open. There are open lab times scheduled during the week for the PT1 and 2 cohorts. Additional lab hours, based on the needs of the student body, are posted on the SOAHS Bulletin Board on the 1st floor of the building by the GAs.

Students have exclusive access to the PT lab in the evenings and on weekends for study and practice. Additionally, faculty are sometimes available on the weekends to open the classrooms and labs, allowing
student access to the lab as needed. Students also have access to the labs during open lab time (per the class schedule) during the week at which time, the faculty will open the labs for student by request. Students have open access in the building on week nights until 9pm. After 9pm, they must exit on the ground floor to prevent triggering the alarm system.

**Maintenance of Equipment**
Electrical equipment shall be calibrated annually.
Please review, sign and date indicating that you have read and understand this policy and return the signed form to the Division’s Secretary on the first day of class.

The University and the Physical Therapy Division have a zero tolerance policy for drug use. This includes the use of illegal drugs, the use of controlled substances without a prescription, and the use of or being under the influence of alcohol while on rotation/clinical experience, or in class. Should a student receive a positive drug or alcohol screen and follow-up screen, the student will be referred to the Student Academic Progress Committee and may be expelled from the program.

________________________________
Student Name

______________________________
______________
Student Signature Date
Essential Functions of Physical Therapist Students

Individuals enrolled in the FAMU DPT program must be able to meet the essential functions outlined by the American Physical Therapy Association (also see APTA Core Values document). Please review these essential functions as further delineated by the academic faculty of the Physical Therapy Program at FAMU. Factors that may jeopardize the welfare of patients, colleagues, faculty, or staff and which may be grounds for course failure and/or dismissal include deficiencies in:

1. Knowledge
2. Judgment
3. Integrity
4. Character or ethics
5. Professional attitude or demeanor
6. Clinical performance
7. Academic performance

Each student entering the program must sign the accompanying affidavit attesting to his/her ability to meet these essential functions and return it to the FAMU PT Department Secretary. Failure to complete the affidavit in the specified time frame may be grounds for dismissal.

ESSENTIAL FUNCTIONS (lists are not exhaustive)

Observation: The student will be able to accurately observe and access patients/clients using all sensory and perceptual faculties in a timely manner with or without an assistive device.

Essential observation functions that the student must exhibit include:

1. Assess gait deviations of patient 10 feet away
2. Observe patient response to exercise or therapeutic procedure (grimacing, change in skin color, breath control, etc.)
3. Assess open wounds and skin integrity
4. Monitor, read, and interpret information received from multiple sources
5. Interpret confusing sensory information and distinguish the most important sensory information received to protect patient safety

Communication: The student will communicate (using verbal, non-verbal, and written communication) in all healthcare matters with the patient/client, caregivers, or other members of the health care team.

Essential communication functions that the student must possess:

1. Obtain history and medical information from patient and caregivers
2. Explain treatment procedures
3. Demonstrate exercise programs
4. Establish rapport with patient/client, caregivers, and colleagues
5. Communicate in English orally and in writing with colleagues and payers at a level consistent with successful course completion and clinical performance
6. Perform effective, thorough, and timely documentation in classroom and clinical settings
7. Apply teaching and learning theories and methods in health care and community environments
8. Possess computer skills that will allow for successful classroom and clinical performance
9. Exhibit professional verbal, non-verbal, and written behaviors in classroom and clinical settings

Sensorimotor: The student will safely, reliably, and efficiently perform physical therapy assessments and treatments with or without assistive devices.

Essential sensorimotor functions that the student must exhibit:

1. Respond rapidly and responsibly to emergencies.
   a. Accurately read and record data obtained from instruments utilized in clinical assessment.
   b. Respond to a timer, emergency alarm, or emergency calls from patient/client
c. Perform assessments of vital signs, pain, strength, coordination, cranial and peripheral nerves, balance, movement patterns, posture, sensation, endurance, joint motion, reflexes, skin integrity, wound status, soft tissue restrictions, cognitive mental status, developmental stages
d. Discern breath, and heart sounds with a stethoscope

2. Perform skills that require coordination of both gross and fine muscular movements, equilibrium, and the integrated use of touch and vision.
   a. Simultaneously observe and physically support a patient/client with a disability during all aspects of care with or without an assistive device.
   b. Perform physical therapy procedures with speed, strength, coordination, safety, and endurance for handling self, classmates, and patient/clients.
   c. Fit and teach the use of assistive devices, prosthetics and orthotics
d. Administer and teach balance training, cardiopulmonary resuscitation, bed mobility, transfers, facilitation and inhibition techniques, coordination training, joint mobilization, wound care, electrotherapy, traction, taping, draping, neurosensory techniques, modalities, developmental activities, massage and soft tissue mobilization, relaxation techniques, manual therapy techniques
e. Manipulate tools used in evaluation and treatment (goniometer, equipment dials, sphygmomanometer, etc.)

3. Physically participate in fulltime (40+ hours/week) clinical internships in a variety of clinical settings.

**Intellectual/Conceptual:** The student will be able to problem solve, to rapidly learn and reason, and to integrate, analyze, and synthesize data concurrently in a multitask setting.

Essential intellectual/conceptual functions that the student must possess:
1. Complete all classroom and clinical coursework in the proper sequence and achieve required passing grades.
2. Comprehend three-dimensional relationships and understand the spatial relationships of structure.
3. Design and participate in a scientific inquiry process.
4. Apply evidence-based physical therapy practices.
   a. Demonstrate ability to apply universal precautions
   b. Synthesize and integrate relevant aspects of the patient history and examination findings to develop safe and effective treatment programs
   c. Perform physical therapy differential diagnoses
   d. Interpret patient responses to treatment interventions
   e. Make appropriate modifications to assessment and treatment plans
   f. Recognize the psychological impact of dysfunction and disability
   g. Integrate needs of patient and caregivers into a plan for caregivers
   h. Perform clinical problem solving by synthesizing relevant patient information
   i. Perform literature searches and apply evidence-based medicine

**Judgment:** The student will practice in a safe, ethical, honest and legal manner.

Essential judgment functions that the student must possess:
1. Comply with APTA Code of Ethics, APTA Core Values, FAMU Policy on Academic Integrity, Florida Board of PT Examiners rules and regulations and HIPAA regulations
   a. Recognize ethical and legal standards and apply them in clinical, personal and professional decision-making
   b. Demonstrate management and organizational skills, including supervision and task delegation to others.
   c. Demonstrate academic honesty during examinations (written and practical), homework assignments, clinical internship patient management, and clinical internship assignments.
   d. Thoroughly complete all assigned tasks, as assigned by course, clinical instructor or supervisor, as appropriate.
2. Uphold academic integrity in regards to appropriate use of social media or other websites only with express written permission from the persons involved in the activity.

2. Adhere to Medicare, Medicaid and other third party payer regulations when practicing on clinical internships

**Behavioral/Social:** The student will possess the emotional health required to cooperate with others, utilizing full use of his/her intellectual abilities, the exercise of good judgment, and the prompt and safe completion of all responsibilities.

Essential behavioral/social functions that the student must possess:

1. Adapt to change, display flexibility, and learn to thrive regardless of the uncertainties and stresses of a demanding educational program.
   a. Maintain mature and professional demeanor when physically and emotionally fatigued
   b. Adhere to rules of attendance/timeliness.
   c. Be professionally dressed at all times.

2. Utilize electronic technology appropriately (text messaging, cell phones, internet, Ipad, or any other electronic device) by not using the technology for personal use during class, community clinic, or clinical internships, except when express permission is given for its use.

3. Establish appropriate professional and social demeanor and respect with faculty, staff, classmates, health-care colleagues, and with patients and their families.
   a. Exhibit appropriate flexibility and adaptability for the ambiguities in professional life, especially in pursuing the well-being of patients
   b. Identify accurately the cognitive and emotional needs of self and others
   c. Demonstrate empathy, compassion, and respect for all individuals.
   d. Work harmoniously in teams and contribute to all activities and assignments.
   e. Accept and respond to constructive criticism in a professional manner.
   f. Exhibit appropriate verbal and non-verbal communication with all persons regardless of age, gender, race, creed or sexual orientation
   g. Accept responsibility for actions and decisions.

4. Understand that clinical sites for clinical affiliations will be provided in out-of-town locations, and travel to these sites is required for progression in the program.
   a. Complete all necessary clinical education materials (health records, CPR, criminal background checks, drug screens, biographical sketches, facility packets) by deadlines provided.

5. Maintain cleanliness of classrooms

6. Demonstrate responsibility for lifelong professional growth and development
FLORIDA A & M UNIVERSITY
SCHOOL OF ALLIED HEALTH SCIENCES
PHYSICAL THERAPY DIVISION
Essential Functions Form for the DPT Program

Check each item as appropriate to the essential Functions Document that I have read and understand.
Return signed form to the PT Division’s Secretary

a. Yes___ No___ Observation: I am able to independently and accurately observe a patient.

b. Yes___ No___ Communication: I am able to utilize verbal, non-verbal and written communication effectively.

c. Yes___ No___ Sensor Motor: I am able to safely, reliably and efficiently perform physical therapy assessment and treatment and possess speed, strength, coordination and endurance for safely handling self, classmates and clients.

d. Yes___ No___ Intellectual/Conceptual: I am able to problem-solve rapidly. Demonstrate the ability to learn, reason to integrate analyze and synthesize data concurrently in a dynamic and multi-task setting. Students must be able to comprehend three dimensional relationships and understand spatial relationships of structures.

e. Yes___ No___ Judgment: I am able to practice in a safe, ethical and legal manner. I must be able to respond to emergencies, demonstrate management skills, including planning, organizing, supervising and delegating.

f. Yes___ No___ Behavioral/Social: I possess the emotional health required for full use of their intellectual abilities. I am able to adapt to change, display flexibility and deal with stress and uncertainty.

I have read the above and the Essential Functions Requirements for the DPT Program at FAMU

I agree to abide by the Physical Therapy Division's Essential Function Guidelines

____________________________  _____________________
Printed Name of Applicant       Date

___________________  _____________________
Signature               Date
Regulations of
Florida A&M University

2.012 Student Code of Conduct

http://www.famu.edu/StudentLife/STUDENT%20HANDBOOK%20-%202012
-2014.Updated%208.9.13.pdf

(1) The Student Code of Conduct (“Code”) applies the principles and freedoms found in University
Regulation 2.013, Due Process, Other Rights, and Responsibilities, by promoting responsible freedom for
all students. This Code seeks to apply the principle of responsible freedom as it guides the conduct of
Florida A&M University (“University”) students. The responsibility to know and abide by the Code
ultimately lies with the student.

(2) As members of the University community, students enjoy the rights and privileges that accrue to
such membership including, but not limited to, academic freedom and participation in the decision-
making processes of the University. Additionally, students are subject to the obligations and duties that
accompany this membership and are responsible for compliance with the requirements of law and
University regulations, policies, and procedures. It is incumbent upon members of the University
community to notify the appropriate judicial body or officials of a violation of this Regulation, to
encourage all to comply with them, and assist in their enforcement by testifying as witnesses when called
upon to do so. Accordingly, all alleged violations of the Code shall be referred to the University Judicial
Officer. Students, faculty, and staff, stakeholders, or other individuals with knowledge, may report
violations of the Code, in writing, to the Judicial Office.

(3) The University has zero tolerance for violation of any provisions of the Code as well as the Anti-
Hazing Regulation 2.028 and Alcoholic Beverages Regulation 3.021. “Zero tolerance” means that given
the factual circumstances of the alleged violation the charged student may be removed from University
Housing and receive a penalty up to suspension or expulsion from the University.

(4) Due process protections in accordance with University Regulation 2.013 will be appropriately
accorded the charged student.

(5) If the Judicial Officer or his/her designee believe after a review of the allegations that the
allegations have merit, the student will be issued, in writing, an Administrative Request to Appear at an
information briefing before the Judicial Officer or his/her designee. At the information briefing, the
Judicial Officer or his /her designee will explain to the student the elements of due process that will be
afforded.

(a) University disciplinary proceedings may be instituted against a student charged with a violation
of the law that is also a violation of the Code. The University reserves the right to proceed under the
Code with a hearing and the possible imposition of a sanction prior to, concurrent with, or subsequent to
civil litigation, criminal arrest, and/or criminal prosecution.

(b) Normally, the University will proceed with an alleged violation of the Code prior to any final
disposition of the Courts.
Determinations made or sanctions imposed under the Code shall not be subject to change because criminal or civil charges arising out of the same facts giving rise to violation of University rules and regulations were dismissed, reduced, or resolved in favor of or against the charged student.

Any admission of guilt, responsibility or statement against the student’s interest made by a student at off-campus proceedings shall be conclusive for University purposes.

A verdict of guilty, a plea of guilty, a plea of no contest (nolo contendere) or similar plea in a court of law by a charged student will operate as a conclusive finding that the student is “responsible” for the purpose of student conduct proceedings.

Prior to the entry of a Recommended Order, the University may amend its charge(s) based on information obtained through an outside proceeding when that information is relevant to activity adversely affecting the University community.

The University will cooperate fully with law enforcement agencies in any criminal prosecutions to the extent permitted by law.

Jurisdiction. Discipline may be imposed for offenses against the Code occurring at any of the following locations or activities:

(a) University campus;
(b) University owned or controlled property;
(c) University premises, including, but not limited to, fraternities, sororities, and organizations property;
(d) Activities sponsored by the University wherever they may occur;
(e) Activities officially approved by the University that are conducted by University certified organizations wherever they may occur;
(f) Activities occurring off campus, either university or non-university related.

Sanctions. A student found responsible for a violation or violations of the Code shall be subject to sanctions commensurate with the offense with consideration given to any aggravating and mitigating circumstances, including but not limited to, the student’s conduct record. The student will be deemed to have knowledge of his or her record of previous conduct violations and sanctions. If a student does not complete a sanction by the required deadline, a hold may be placed on the student’s record. Sanctions include one or more of the following, unless otherwise expressly provided:

(a) Expulsion from the University. The student is permanently deprived of his/her opportunity to continue at the University in any status.
(b) Suspension from the University for a period not to exceed five (5) years which may also include restricted access to campus and/or other specified activities. The student must comply with all conditions imposed by the hearing body or University official prior to re-enrolling. Students who are suspended for
more than one year will need to apply for re-admission to an ad hoc review board appointed by the President or Vice President for Student Affairs.

(c) University/Community service. The student is required to complete a specified number of hours of service to the campus or general community.

(d) Probation for a specified period which shall not exceed a total of time needed by the student to complete requirements for graduation. Students placed on probation are not in good standing with the University and are subject to suspension or expulsion should they be found responsible for another violation during the probationary term.

(e) Restitution for the loss or damage to University property.

(f) Discretionary sanctions.

(g) Counseling Assessment. The University can refer a student for an assessment at a counseling center for alcohol/drug dependence, general mental health, or other counseling issues. The student shall choose an appropriately licensed and qualified facility.

(h) Written reprimand.

(i) Restriction/Loss of Privileges. The denial of specific University privileges including but not limited to attendance at athletic functions, restricted library use, parking privileges, University computer usage, University facilities and resources; residence hall visitation for a designated period of time, etc.

(j) Educational Requirements. Attendance or presentation at educational programs; interviews with appropriate officials; planning and implementing educational programs; completion of essay or project; or other educational activities.

(k) No Contact Order. A directive to refrain from any intentional contact, direct or indirect, with one or more designated persons or group(s) through any means including personal contact, e-mail, text messaging, telephone, social media or third parties. A No Contact Order may be temporary or permanent.

(l) Withholding of diplomas, transcripts, or other records.

(m) Mediation. Depending on the nature and severity of the alleged violation, the University Judicial Officer may recommend mediation as an alternative to formal disciplinary action. The involved parties must each agree to mediation. Mediation shall not be offered as an alternative in instances to include, but not specifically limited to: sexual misconduct, loss of life, serious bodily injuries, use of weapons, hazing and the cultivation, distribution or sale of drugs.

(n) Fine. A specific monetary amount ranging from $100.00 to $350.00, which may be included with a period of disciplinary probation.

(o) Any combination of the foregoing that the majority of the hearing body or the University Judicial Officer may, under the circumstances, consider fair and appropriate.

(8) A charged student may request an opportunity to provide testimony to the Judicial Officer against other students who are charged with violations of the Code arising out of the same incident or
circumstances, including the student’s own involvement, in exchange for imposition of sanction(s) by the Judicial Officer. Under this provision, the student waives his/her right to a hearing and/or appeal. The provision of testimony against other students will be considered a mitigating factor in determining sanctions.

(9) Definitions.

(a) Expulsion – A student shall be deprived of his/her opportunity to reenter the University. The student is permanently separated from the University.

(b) Suspension – Separation of the student from the University for a definite period of time. The duration of the period of suspension shall not exceed five years and shall be in direct proportion to the degree of seriousness attached to the misconduct. Readmission for suspensions exceeding one year is conditioned upon the recommendation of an ad hoc review board appointed by the President or Vice President for Student Affairs.

(c) Probation – An indication that the student’s conduct violated the Code and requires the withdrawal of special privileges, participation in inter-collegiate activities, and others. Special privileges means the student may not be elected to office or represent the University in any other capacity during the period of probation. If the student is holding an office, he/she must vacate the office for the term of probation. The penalty of probation may also include a specified monetary fine from $100.00 to $350.00.

(d) Reprimand – A formal rebuke and official recognition by letter to the student of misconduct as charged by the University.

(e) University/Community service – Hours the student is required to perform in specified areas of service.

(f) Restitution – Compensation for loss, or damage to University property. This may be in the form of monetary or material replacement.

(g) Educational sanctions – Work assignments, essays, presentations or other related educational assignments.

(h) Student - Any person admitted, enrolled, or continues to be enrolled in any course or program at the University and continues to be associated with the University because he/she has not completed the course or program. The term “student” will also refer to student clubs and organizations.

(i) University official - Any person employed by the University, performing his/her assigned employment responsibilities.

(j) Faculty member - Any person hired by the University to conduct classroom instruction and/or research activities or who is otherwise considered by the University to be a member of its faculty.

(k) University - The Florida A&M University whose main campus is located in Tallahassee, Florida and any of its satellite or branch campuses.
(l) University premises - All buildings, land, facilities, and any other property owned, leased, operated, controlled or supervised by the University.

(m) University sponsored activity - Any activity on or off campus which is initiated, aided, authorized or supervised by the University.

(n) Hearing body - Any person or persons who have been authorized by the University to determine whether a student has violated the Code and to recommend sanctions that may be imposed when a Code violation has been committed.

(o) Mediator – Any neutral member of the University community who has been trained in conflict resolution to assist parties in reaching a mutual agreement to resolve their differences. The Mediator shall not have personal connections with either party or have prior knowledge of the disagreement.

(p) Club and/or organization - Any number of students who have complied with the University requirements for certification. The term “club or organization” also will refer to student.

(q) Charged Student – The student charged with violations of this Code.

(r) Complainant - Any person who submits a report alleging that a student violated this Code.

(s) The word “Shall” is used in the imperative sense.

(t) The word “Will” is used in the imperative sense.

(u) The word “May” is used in the permissive sense.

(v) The word “Can” is used in the permissive sense.

(w) Mediation - This is the actual process in which all parties voluntarily agree to meet with an impartial mediator to communicate their concerns and needs to each other and to reach their own agreement on the resolution of the case. The participants are responsible for keeping their agreement or renegotiating if necessary. In the event the participants do not agree to mediate or mediate but do not reach a full and final resolution, the case will be referred back for disciplinary action. Breach of a mediated agreement may result in a follow up mediation session or the matter may be referred back through the conduct process.

(x) Judicial hold - This prevents the student from conducting business at the University (i.e. any form of registration or obtaining transcripts).

(y) Sanction - A penalty imposed upon a student after the student has admitted that he/she is responsible or has been determined responsible by the Judicial Officer or a hearing body for violating a provision(s) of the Code.

(z) Preponderance of Evidence - The term “preponderance of evidence” means that evidence considered as a whole indicates the fact sought to be proved is more probable than not.

(aa) Responsible - The term “responsible” means that the charged student has been found responsible or accepted responsibility for violating a provision(s) of the Code.
Not responsible - The term “not responsible” means that the charged student has not been found responsible or did not accept responsibility for the alleged violation(s) of a provision(s) of the Code.

Business Day - A day of normal business operation as designated by the University.

All definitions not included in this Code are in accordance with definitions found in the most recent edition of Black’s Law Dictionary in effect at the time of the violation of the Code.

Amnesty. In serious or life-threatening situations, particularly where alcohol poisoning or drug overdose is suspected or where other medical treatment is reasonably believed to be appropriate, students are asked to call 911 (or FAMU Police Department at 850-599-3256 if on campus); stay with the person needing assistance until help arrives; and be prepared to give emergency medical personnel as much information as possible including the amount and type of alcohol or substances consumed. Students who receive medical attention as a result of alcohol and/or drug use are eligible for Amnesty and may not face formal action under the Code. Students seeking medical assistance for another person while simultaneously violating the alcohol and/or drug regulation may also be eligible. Students who qualify for Amnesty are required to complete educational measures and pay any incurring costs. It is the expectation that a student uses Amnesty only once. If a student is involved in subsequent alcohol and/or drug abuse incidents, the incident will be reviewed for violation of the Code.

The Judicial Officer may defer or suspend a finding of responsibility pending completion of specific sanctions where circumstances warrant. If a student successfully completes the required sanctions, the student’s conduct record may be sealed. This means that the record sealed will not appear on a student disciplinary/background check; however, the record may be considered by a hearing body or the Judicial Officer should the student commit a subsequent violation of the Code.

Violations.

(a) Affray is defined as the fighting of two or more students in a public or private place to the disturbance of others.

(b) Assault and/or Battery is defined as the unlawful and intentional application of force, or attempt of such, to the person of another. This includes physically contacting another person without his/her consent and causing or intending to cause injury or imminent fear of injury.

(c) Assaulting a University Official is defined as the unlawful attempt or offer to do bodily harm to an official of the University when the official is in the execution of his/her office.

(d) Disobeying a University Official is defined as an intentional defiance of authority. The offense includes disobeying orders of the University official or the use of contemptuous words toward the University official.

(e) Breaking and entering is defined as the unlawful entry into a building or structure of another. The word building includes a room, classroom, office, store, or trailer. A break includes any removal of any part of the building designed to prevent entry. Opening a closed door or window or other similar fixture, or cutting out the glass or the netting of a screen, or unauthorized possession, duplication or use of keys, access cards/codes for such property is defined as breaking.
(f) Deliberate deception is defined as the student who knowingly, with the intent to deceive, falsifies records or gives misleading information, oral or written. This includes falsifying, tampering, altering, forging, or misusing any University record or official document.

(g) Destruction of property, including misuse or tampering with emergency equipment or systems is defined as willful and malicious defacement, damage, misuse or destruction of University property or the private property of another or emergency equipment or systems. It includes vandalizing or misusing emergency equipment for non-emergency events. This shall include but not be specifically limited to intentional misuse of 911 blue lights systems, fire alarm pull stations, fire extinguishers, heart defibrillators, and unauthorized use of emergency exit doors or intentional losses of University or private property. In addition to being subject to disciplinary action, students or student organizations responsible for such damage may be financially liable.

(h) Hazing is defined as noted in FAMU Regulation 2.028.

(i) Stealing is defined as the intent to deprive or defraud the true owner of his/her property or to appropriate the same to the use of the taker or someone other than the true owner. It is taking from the possession of another or obtaining from a person value of any kind, appropriating the same to personal use or to the use of another person other than the true owner.

(j) Weapons. Use and/or possession of weapons, firearms, ammunitions, explosives, knives, firecrackers, fireworks or any other instrument as a weapon is prohibited. Firecrackers or fireworks may be used only when approved by appropriate University officials.

1. “Weapon” means any item (including but not specifically limited to metallic knuckles, sword, any dangerous chemical or biological agent, firearm, machine gun, starter gun, BB gun, stun gun, paintball gun, Taser, archery equipment or any other object) which will, is designed to, or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; any destructive device.

2. “Fireworks” means and includes any combustible or explosive composition or substance or combination of substances, or except as hereinafter provided, any article prepared for the purpose of producing a visible or audible effect by combustion, explosion, deflagration, or detonation. The term includes blank cartridges and toy cannons in which explosives are used, the type of balloons which require fire underneath to propel them, firecrackers, torpedoes, skyrockets, roman candles, incense, dago bombs, and any fireworks containing any explosives or flammable compound or any tablets or other device containing any explosive substance. The term “fireworks” does not include sparklers; toy pistols, toy canes, and toy guns.

3. The term “sparkler” means a device which emits showers of sparks upon burning, does not contain any explosive compounds, does not detonate or explode, is hand-held or ground-based, and cannot propel itself through the air.

(k) Mail. The opening and removing of the mail, including electronic mail, of another person without authority is a violation of Federal law. University penalties may also be imposed for such a violation.
Felony Conviction. The student convicted of a felony by an off-campus court of competent jurisdiction may be subject to sanctions by the University.

Violations of the terms of disciplinary action imposed as a result of previous disciplinary proceedings under the provision of this Code will subject the student to additional sanctions.

Conspiracy is defined as planning with one or more individuals to commit an act or acts that violate(s) the University Code of Conduct.

Identification violations include:

1. To fail to present identification when requested by a University Law Enforcement Officer or other University official who identifies him/herself.
2. To alter, illegally use or attempt to illegally use another’s identification regardless of methodology (i.e., card, identification number, access code, etc.).
3. The student who knowingly, with intent to deceive, allows another to use his/her student identification card, decal or other means of identification.
4. To manufacture, distribute, deliver, sale, purchase, possess or use of false identification.
5. Impersonation or misrepresenting the authority to act on behalf of another or the University.

Stalking:

1. Any person who willfully, maliciously, and repeatedly follows or harasses another person, including through electronic means, commits the offense of stalking.
2. Any person who willfully, maliciously, and repeatedly follows or harasses another person, including through electronic means, and who makes a credible threat with the intent to place that person in fear of bodily injury or loss of life; or who fails to comply with an off-campus court order to cease and desist with any such conduct toward subject person or that person’s property commits the offense of aggravated stalking.

Sexual Misconduct. Any sexual activity that occurs without the clear, knowing and voluntary consent prior to and during such sexual activity or that occurs when the victim is unable to give consent.

1. Inability to give consent includes but is not limited to situations where an individual is:
   
a. Under the influence of alcohol, drugs or other substances (including, but not limited to prescribed medications);
   
b. Unconscious, asleep, ill or in shock;
   
c. Under the age of 18 and therefore legally incapable of giving consent; or
   
d. Known by reason of impairment, mental condition or developmental or physical disability to be reasonably unable to give consent;
e. Consent is not freely given if achieved through force, threat of force or coercion. Consent to one form of sexual activity does not imply consent to other forms of sexual activity. Lack of resistance is not consent and consent can be withdrawn at any time.

2. Sexual Misconduct offenses include, but are not limited to:

a. Sexual Harassment – any words, conduct or action of a repeated nature being directed at a male or female; including the inappropriate display of gender-based pictorial images offensive or degrading to a person of that gender, including, but not limited to sexual posters, photographs, cartoons, drawings, or other displays of sexually suggestive objects or pictures, that creates an intimidating, hostile or offensive environment that interferes with, denies or limits a person’s ability to participate in or benefit from the University’s programs and activities.

b. Non-Consensual Sexual Contact (or attempts to commit same) – is any intentional sexual touching, however slight with any object by a man or woman upon a man or woman that is without consent and/or by force.

c. Non-Consensual Sexual Intercourse (or attempts to commit same) – is any sexual intercourse however slight, with any object, by a man or woman upon a man or woman that is without consent and/or by force. Examples include, but are not specifically limited to:

i. Sexual contact when the person is below the statutory age of consent;

ii. Vaginal, anal or oral intercourse, digital penetration or penetration by an object;

iii. Sexual contact without full and free consent given by the person, including situations where drugs and/or alcohol impair the person’s ability to give full and free consent;

iv. Attempted or actual unwanted sexual activity, such as sexual touching or fondling an unwilling person’s intimate parts (e.g., genitalia, groin, breast or buttock, or clothing covering them) or forcing an unwilling person to touch another’s intimate parts;

v. Sexual contact when the perpetrator knows the person is unaware of the sexual contact.

d. Sexual Exploitation – occurs when one person takes non-consensual or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the individual being exploited, and the behavior does not otherwise constitute one of the other sexual misconduct offenses. Examples of sexual exploitation include, but are not specifically limited to:

i. Invasion of sexual privacy;

ii. Non-consensual video or audio recording of sexual activity;

iii. Going beyond the boundaries of consent (such as letting friends hide in the closet to watch you having consensual sex);

iv. Engaging in voyeurism;

v. Knowingly transmitting a sexually transmitted infection (STI) or HIV to another student;
vi. Exposing one’s genitals in non-consensual circumstances;

vii. Inducing another to expose their genitals;

viii. Sexually-based stalking and/or bullying may also be forms of sexual exploitation.

e. Lewd and Lascivious Behavior – unlawful sexual acts with minors.

f. Relationship Violence – occurs when one partner tries to maintain power and control over the other through actual or threatened physical or sexual violence, or psychological and emotional abuse. These acts can be directed at a spouse, ex-spouse, current or former girlfriend/boyfriend, or current or former dating partner.

3. Other student conduct offenses that will fall under Title IX when gender-based:

a. Threatening or causing physical harm, extreme verbal abuse or other conduct which threatens or endangers the health or safety of a person;

b. Discrimination - Refer to Regulation 10.103, Non-Discrimination Policy and Discrimination and Harassment Complaint Procedures;

c. Intimidation – implied threats or acts that cause an unreasonable fear of harm;

d. Hazing – Refer to Regulation 2.028, Anti-hazing;

e. Bullying – repeated and/or severe aggressive behavior likely to intimidate or intentionally harm, control or diminish another person, physically or mentally;

f. Violence between those in an intimate relationship to each other;

g. Stalking – Refer to subsection (12)(p) above;

4. Victim Rights

a. While the University encourages all violations to be reported, the victim has the right to choose whether or not to file a formal complaint. There is also the option of filing an anonymous report. However, there may be circumstances based on the status or seriousness of the alleged offense, when the University must investigate and take action to protect the victim or other members of the University community;

b. In addition to pursuing administrative/judicial remedies, the victim maintains the right to pursue criminal charges;

c. To not require the corroboration of the victim’s testimony;

d. To prohibit the victim’s past sexual history from being admitted as testimony in University proceedings;

e. To allow the victim to submit to the Hearing Body during the penalty phase a victim impact statement;
f. To authorize the Vice President for Student Affairs or Associate Vice President for Student Affairs or Director of Housing to modify living arrangements in cases where the victim and alleged offender live in the same housing complex;

g. To authorize the Vice President for Student Affairs, Associate Vice President for Student Affairs, or the University Judicial Officer to issue an immediate administrative restraining order, forbidding the alleged offender from all contact with the victim;

h. To authorize the Provost and/or the academic deans to establish an immediate reassignment of classes for the alleged offender when both alleged offender and victim attend the same classes;

i. To provide on-campus counseling services to victims of sexual assault;

j. To close the proceedings from the public as provided in all other disciplinary proceedings;

k. At the request of the victim in cases involving sexual misconduct, physical violence or stalking charges, to permit the victim to testify in a separate room from the charged student as long as this does not interfere with the charged student’s right to question the victim;

l. Both the victim and the charged student shall be informed of the outcome of any University disciplinary proceeding brought alleging a sex offense, the University’s final determination and any sanctions.

(r) Academic Honesty Violations:

1. An academic honesty violation shall include a student who gives or takes information or material and wrongfully uses it to aid himself/herself or another student in academic endeavors. It shall further include receiving unauthorized written or oral information from a fellow student. Additionally, it shall include stealing, buying, selling, or referring to a copy of an examination before it is administered.

2. In the instance of papers written outside of the class, academic honesty violations shall include plagiarism. Plagiarism may be specifically defined for the purposes of any course by the school, institute, or college involved. Unless otherwise defined, plagiarism shall include failure to use quotation marks or other conventional markings around material quoted from any source. Plagiarism shall also include paraphrasing a specific passage from a specific source without indicating accurately what that source is. Plagiarism shall further include letting another person compose or rewrite a written assignment.

3. A student who assists in any of the academic honesty violations mentioned above shall be considered equally as responsible as the student who accepts such assistance.

4. For procedural information regarding academic honesty violations, students should consult with the academic dean or director or program coordinator in the respective school, college, or institute.

5. The penalties for academic honesty violations shall include: reprimand, reduction of grade; denial of academic credit; invalidation of university credit or of the degree based upon such credit; probation; suspension; dismissal; or expulsion. In addition to any other penalties that may be imposed, the individual or student may be denied admission or further registration, and the University may invalidate academic credit for work done by a student and may invalidate or revoke the degree based upon such
credit if it is determined that the student has made false, fraudulent, or incomplete statements in the application, residence affidavit, or accompanying documents or statements in connection with, or supplemental to, the application for admission to or graduation from the University.

(s) Theft or other abuse of computer facilities, wireless system, network, data and resources, including but not limited to:

1. Unauthorized access, entry or use of a University’s or another’s computer, computer system, network, software, password, account or data;

2. Unauthorized alteration or degradation of computer equipment, software, network, data or system performance;

3. Unauthorized copying or distribution of computer software or data;

4. Theft or unauthorized use of intellectual property;

5. Use of a computer or computer system in the commission of a crime to violate or facilitate the violation of laws, Board of Governors or University rules, regulations or policies;

6. Any unauthorized commercial use of University computer or computing resources;

7. Any unauthorized use of electronic or other devices to make an audio or video recording;

8. Use of computing facilities and resources to send obscene or abusive messages or material;

9. Use of computing facilities or resources to interfere with the work of another student, faculty/staff, University official or the normal operation of the University computing system.

(t) Abuse of the Student Judicial System, including but not limited to:

1. Failure to obey the notice from the University Judicial Officer to appear for an information briefing or hearing as part of the student judicial system.

2. Falsification, distortion, or misrepresentation of information before a hearing body or a staff member of the Office of Judicial Affairs during an information briefing.

3. Disruption or interference with the orderly conduct of a judicial hearing.

4. Attempting to discourage an individual’s proper participation in, or use of, the student judicial system.

5. Attempting to influence the impartiality of a member of a hearing body prior to, during, and/or after a judicial hearing.
6. Harassment, verbal or physical, and/or intimidation of a member of the hearing body, Judicial Affairs staff or a witness prior to, during, and/or after a judicial hearing.

7. Influencing or attempting to influence another person to commit an abuse of the student judicial system.

(u) Demonstrations/Riots. Participating in an on-campus or off-campus demonstration, riot, or activity that disrupts or obstructs the normal operations of the University and/or infringes upon the rights of other members of the University community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area.

(v) Traffic. Obstruction of the free flow of pedestrian or vehicular traffic on University premises is prohibited.

(w) Drugs. Use, possession, manufacture, cultivation, distribution or sale of illegal drugs and/or controlled substances is prohibited. Illegal drugs include but is not limited to synthetic drugs or other substances that will alter a student’s mental state (e.g. glue, nitrous oxide, paint, etc.); drug paraphernalia; possession, use, sale or distribution of prescription medication not issued to the student.

(x) Alcoholic Beverages. The violation of alcoholic beverages is defined as noted in FAMU Regulation 3.021.

(y) Harassment. Words, conduct or action of a repeated nature being directed at a male or female, that annoys, alarms or causes substantial emotional distress to the male or female is prohibited.

(z) Extortion. The act or practice of obtaining something or compelling some action by force, coercion, intimidation or threat is prohibited.

(aa) Disorderly Conduct encompasses the act or acts, disorders and neglect which affect the peace, harmony, and well-being of the University community to the prejudice of good order and discipline. Disorderly conduct includes, but is not limited to the use of profanity in public, drunkenness in University buildings and grounds, and the use of insulting or defamatory language.

(13) Time Limit. The time limit for filing a charge against a student for violation of the Code should be filed within six months of the date the violation was committed or discovered, whichever is later. The University Judicial Officer may exercise professional discretion when applying the time limit for filing a charge against a student when there are circumstances that warrant a waiver of the six months from the date of discovery. Circumstances that may warrant a waiver include but are not specifically limited to: stalking, sexual misconduct, or relationship violence, in which the delay may be related to issues of victimization; requests from law enforcement not to take action or concern for the safety of witnesses. The written notice of the charge of violation to the charged student should proceed the actual hearing date or information briefing with the charged student by no less than four business days, except in an emergency. A hearing shall normally be scheduled within fifteen business days of the date of the notice of the charge of violation to the charged student, unless the charged student and the Judicial Officer or his/her designee agrees in writing to a later hearing date or unless there are extenuating circumstances. Extenuating circumstances that may warrant a delay of a hearing include, but are not specifically limited to: unavailability of witnesses, illness, death, pending civil or criminal proceedings which might prejudice
University findings; an on-going related law enforcement investigation, and written requests for continuance from an attorney secured by the charged student or from the University attorney.

(14) Summary Suspension/Expulsion. The University may summarily suspend or expel any student or group of students, pending a hearing at a later date if requested, under the following circumstances:

(a) The continued presence of the student on campus is likely to create interference with the educational process and/or the orderly operation of the University.

(b) The continued presence of the student on campus is likely to endanger the health, safety, morals, welfare or property of the University community.

(c) The offense or conduct committed by the student is of such a serious, heinous or repulsive nature, as to adversely affect the University community and the student’s suitability as a member of the academic community.

(15) Other University Boards.

(a) Violation of residence hall policies and procedures are punishable under the Code. Violation of the Visitation Policy as found in the Residence Life Handbook shall carry either an arrest for trespassing, suspension or probation and removal from residing in University housing facilities.

(b) University Housing Conduct Boards may conduct informal hearings regarding cases arising in University housing where the charged student is a resident of University housing. University Housing Hearing Officers include the Director, Associate and Assistant Directors and designees.

(c) Matters involving a club and/or organization may be referred to the Organization Review Board Committee by the Dean of Students and Director of Judicial Affairs/University Judicial Officer.

(16) Summary Suspension/Expulsion for Criminal Conviction. The President or Vice President for Student Affairs may summarily suspend or expel any student, pending a hearing at a later date if requested, who is convicted of or pleaded guilty to a criminal offense of a kind which interferes with the educational orderly operation of the university, or a kind which, if the student were allowed to remain enrolled, would endanger the health, safety, morals, welfare or property of the members of the academic community.

(17) A student who fails to respond to an Administrative Request to Appear shall be prohibited from attending classes and participating in extra-curricular activities until compliance with the Administrative Request to Appear is affected.

(18) Postponement. A student charged with a violation of the Student Code of Conduct, regardless of which judicial body may hear the matter, may request to have the hearing postponed and such postponement may be granted provided the student requests it in writing and agrees to accept the imposition of probation, suspension or withdraws from the University voluntarily, depending upon the gravity of the offense. Such probation, suspension, or withdrawal will be recommended by the University Judicial Officer to the Vice President for Student Affairs, who shall make a determination. Action taken shall remain in force until such time as the student requesting a hearing appears before the appropriate
hearing body and a hearing is held. The student shall be informed whether he/she would be placed on probation or would be suspended prior to his/her making a decision to postpone the hearing.

(19) Students are required to carry a Florida A&M University picture identification card at all times. Failure to do so, may subject them to reasonable detention by appropriate University authorities.

(20) In addition to the right of University officials to enter a student’s room in University housing pursuant to the terms of the Housing Agreement, officials may enter when an emergency exists, where there is reasonable cause to believe there is a clear and present danger or where there is a reasonable belief that contraband is present which interferes with the educational process of the University, or where the health, safety and morals of the University community are in imminent and apparent danger.

(21) Informal Disposition. In the event a student charged with an offense wishes to waive, in writing, his/her right to a hearing and/or an appeal of a hearing to the appropriate official or hearing body, including external judicial or administrative forums, bodies or entities, and the University Judicial Officer wishes to accept jurisdiction, the University Judicial Officer may make a determination of facts and, if the student is found responsible for the offense, make a recommendation of sanction(s). The student’s written waiver shall be obtained after being given an explanation of the charges against him/her and of his/her rights to a hearing and appeal under the Student Code of Conduct. The student shall have two (2) business days from the date of signing the waiver to rescind, in writing, his/her waiver and request a hearing. In the absence of a rescission of waiver, the student shall be informed in writing of the decision of his/her case within ten (10) business days from the date of the waiver. Should the student elect to proceed under this provision and fails to complete the process, a judicial hold may be placed on the student’s account.

(22) Student Supreme Court. When a student is charged with a violation, which in the opinion of the University Judicial Officer, if proven, would not warrant a penalty in excess of probation, the University Judicial Officer may channel the case to the Student Government Association Supreme Court.

(23) In the event the offense charged is within the jurisdiction of more than one primary hearing body, the University Judicial Officer shall determine which primary hearing body shall hear the charge.

(24) Appeals. Decisions of the Student Supreme Court pursuant to subsection (22) above, Residence Life informal hearing panels and administrative hearing panels are appealed to the Associate Vice President for Student Affairs. At the conclusion of the appeal process, the decision of the President or the Vice President for Student Affairs shall be final, and made known via a final order.

(a) The student has ten (10) business days from the date of the written notification of the decision by the hearing body to make his/her appeal in writing and file same with the Office of the Dean of Students.

(b) The written appeal must specify reason(s) why consideration should be granted and should only deal with matters of record, procedure, testimony and/or evidence.

(c) No student’s final penalty shall begin to run until all University appeals are exhausted or denied, except as specified under subsections (14) and (16) above.
(25) Record. A digital recording of each hearing will be made by the Chairperson and preserved. Retention of the record is subject to the General Records Schedule GS5 for universities and community colleges. Deliberations shall not be recorded. During the appeal period, the charged student, with or without the company of legal counsel, and/or advisor, and/or parent with the written authorization of the charged student will be granted permission to listen to the recorded testimony under arrangements as determined by the University Judicial Officer, with the express understanding that the record is to remain confidential to the extent provided by law. The student may, at his/her own expense, arrange for the making of a full transcript of the recording by employment of a stenographer. Other than the above modes of recording the hearing, other mechanical, electronic devices for recording or broadcasting shall be excluded from the hearing. If the student chooses to appeal, the record shall be made available to the charged student and the President or Vice President for Student Affairs or his/her designee.

(26) Emergency Hearings. The President of the University or Vice President for Student Affairs reserves the right to appoint an ad hoc committee to hear matters regarding, but not specifically limited to, the subject matter of subsections (14) and (16) above. The chairperson of the committee, who may be an academic dean or director, shall be appointed by the President or Vice President for Student Affairs. Unless an ad hoc committee is appointed, the matter shall ordinarily be heard by the hearing body (panel) and chaired by a staff member of the Judicial Affairs Office.

(a) The student shall have five business days from the date of the notice to request in writing an emergency hearing at which the student may show cause why his or her continued presence on the University campus is not a threat pursuant to subsections (14) and/or (16) of the Code.

(b) The emergency hearing shall be held within five business days of receipt of the written request from the student for an emergency hearing. The emergency hearing shall not abrogate the right of the student to request in writing a regular (non-emergency) hearing on the merits of the case, i.e., whether the student committed the alleged offense or offenses under the Code. The written request from the student for a regular (non-emergency) hearing on the merits of the case must also comply with the specified time period for requesting a regular (non-emergency) hearing as stated in the notice to the student which normally is ten (10) business days. Should a student timely request both an emergency and regular hearing, the Judicial Officer may combine the hearings into one proceeding. If the hearings are combined, the timeframes for an emergency hearing shall govern.

(c) If the student fails to timely request in writing a regular (non-emergency) hearing on the merits of the case, the Judicial Officer in his/her sole discretion may accept a written request from the student to proceed with informal disposition. The written request must be submitted within ten (10) business days following the emergency hearing. Should the student fail to submit a timely request for informal disposition, the Judicial Officer shall make a determination of facts and appropriate sanction(s). The student shall not have a right to appeal under this provision.

(27) The hearing body, ad hoc committee or University Judicial Officer shall afford the charged student with due process as, provided by FAMU Regulation 2.013, and/or Board of Governors Regulation 6.0105(c). The regulations or codes implementing the due process provisions as well as other matters referenced in said rules but not included herein shall be printed in the student handbook, the FANG, under the section entitled “Student Rights, Responsibilities and Code of Conduct.”
Notice. Students who have a change of address after registration must file a change of address form at the Office of the University Registrar and/or via the iRattler. All notices, decisions and outcomes of judicial matters connected with the disciplinary process will be mailed to the student’s last known local address as filed with the Registrar’s Office and/or via iRattler or sent via e-mail to the student’s University provided e-mail address or permanent address if no local address is on file. This method shall constitute proper notification to the charged student.

Hearing Guidelines. Disciplinary hearings shall be conducted in accordance with the following guidelines:

(a) All hearings shall be closed to the public unless required by law.

(b) The Complainant, charged student and his/her advisor, if any, shall be allowed to attend the entire portion of the hearing at which information is received, excluding deliberation. No other person shall be permitted to attend.

(c) In judicial hearings involving more than one charged student, the University Judicial Officer or the chairperson, in his or her discretion, may permit the hearing concerning each student to be conducted separately or jointly. Information received during a hearing arising out of the same circumstances may be used.

(d) The Complainant and the charged student have the right to be assisted by an advisor they choose, at their own expense. The advisor may be an attorney. The Complainant and/or the charged student are responsible for presenting his or her own information, therefore advisors are not permitted to speak or participate directly in any hearing before a judicial hearing body. An advisor may not serve as a witness. A student should select an advisor whose schedule allows attendance at the scheduled date and time of the hearing because delays will not normally be allowed due to the scheduling conflicts of an advisor. The student must provide, in writing, to the University Judicial Officer or the chairperson of the hearing body, the name, mailing or email address, and phone number of his/her advisor at least three business days prior to the hearing date.

(e) The Complainant and the charged student may arrange for witnesses to present pertinent information to the hearing body. The University will try to arrange the attendance of possible witnesses who are members of the University community, if reasonably possible and who are identified by the Complainant and/or the charged student at least three business days prior to the judicial hearing. Witnesses will provide information to and answer questions from the hearing body and the charged student. No witness may be compelled to provide self-incriminating information. Witness statements may be provided to the hearing body and are entitled to be given the same weight by the hearing body as live witness testimony. A written statement is not a violation of the due process rights of the charged student, as the charged student has the opportunity to review and respond to the written statement and may offer evidence to rebut the witness statement and other evidence presented at the hearing.

(f) If the charged student fails to appear at the hearing after being properly notified or fails to cooperate in the hearing process, the hearing body may hear the case on the basis of evidence accumulated as a result of witnesses and shall notify the charged student of the decision. In the absence
of the charged student, the plea of not responsible shall be entered on the student’s behalf by the chairperson of the hearing body.

(g) A charged student may request only one postponement of a judicial hearing by contacting in writing the University Judicial Officer at least three business days prior to the hearing. Postponement of the hearing shall be at the discretion of the University Judicial Officer or his/her designee.

(h) Witnesses shall not serve as advisors at any judicial hearing. At the time of the hearing, an automatic postponement shall be granted if the composition requirements of the hearing body are not met.

(i) If any member of the hearing body feels that he or she had previous contact with the case or with the students involved so that a fair judgment cannot be rendered, the member must request that he or she not serve for the hearing. The charged student may request that any member of the hearing body be excused whenever the student can show a bias on the part of the member. The chairperson of the hearing body will decide on such challenges and, if appropriate, ask the member to excuse him or herself. If the chairperson of the hearing body is challenged by the student, the hearing body will decide by a majority vote whether or not the chairperson should be requested to excuse him or herself, notwithstanding that the chairperson does not vote on whether the charged student is responsible or not responsible for violating the Code.

(j) A charged student may be diverted from the disciplinary process or hearing if prior to or during the disciplinary process or hearing, it is determined by Associate Vice President for Student Affairs/Dean of Students pursuant to Sections (6-13) of University Regulation 2.007, Voluntary and Involuntary Withdrawal, that the charged student has a mental disorder and the objectionable behavior appears to be a result of the mental disorder.

(k) Pertinent records, exhibits, and written statements may be accepted as information for consideration at the discretion of the chairperson of the hearing body.

(l) All procedural questions are subject to the final decision of the chairperson of the hearing body.

(m) After the portion of the judicial hearing concludes in which all pertinent information has been received, the hearing body shall determine by a majority vote whether the charged student is responsible or not responsible for violating each section of the Code which the charged student is charged. The chairperson of the hearing body cannot vote. Prior records of student conduct action and witness/complainant impact statements are considered by the hearing body only in the sanctioning phase of deliberations.

(n) Formal rules of process, procedure, and/or technical rules of evidence, such as are applied in criminal or civil court proceedings, are not used in judicial hearings.

(o) The burden of proof in all judicial hearings shall be on the complainant. A “preponderance of evidence” shall constitute the burden of proof standard in all judicial hearings.
(p) The University Judicial Officer and/or the chairperson of the hearing body, under extraordinary circumstances, may accommodate concerns for the personal safety, well-being, and/or fears of confrontation of the Complainant, charged student, and/or witnesses during the hearing by providing separate waiting rooms and/or by permitting participation, when feasible, by video conferencing, videotape, audio tape, or other means.

(q) The disciplinary hearing body is comprised of faculty members, staff members, administrators and students. The composition is variable from four to six (4-6) persons, depending upon the nature of the violation. At least one-half of the membership must be students.

(r) The above guidelines for conducting a judicial hearing are not exhaustive. Therefore, the University Judicial Officer may adopt additional guidelines for the conduct of judicial hearings that are not inconsistent with the provisions of this Code. Such procedural guidelines must be approved by the Vice President for Student Affairs or his/her designee and must be in writing and made available to the charged student and all witnesses at least three business days prior to the hearing.

(30) Victim Rights. Victim is defined as the person harmed by a violation of the Code by the charged student. Victims of violations of the Code have the following rights in accordance with all federal and state laws:

(a) To have an advisor of the alleged victim’s choice accompany him/her when presenting information to the hearing body and to any other relevant meetings held throughout the disciplinary process.

(b) To submit a victim impact statement to the hearing body. This information may be used only in the sanctioning phase of deliberations, if the charged student is found responsible for the violations/charges. If the charged student appeals the decision on the basis of severity of the sanction imposed, he/she will have the right to view the victim’s impact statement upon written request.

(c) To have unrelated past behavior excluded from the hearing. The University Judicial Officer or chairperson of the hearing body will decide if such information is unrelated.

(d) To submit questions to the Judicial Office at least three business days prior to the hearing. The University Judicial Officer will decide whether the questions are relevant and should be presented at the hearing.

(e) To be present throughout the hearings, or portions thereof, at the discretion of the University Judicial Officer.

(f) To have personal property returned to him/her if in the current possession of the University. The determination of when this property may be returned is left to the University Judicial Officer and/or University Department of Public Safety.

(g) To be notified of the outcome, including both the decisions and the sanctions of the disciplinary process.

(h) For victims of sexual misconduct, refer to additional rights noted under subsection (12) (q) above.
(31) Unless specifically stated otherwise herein, the provisions of this Code should be read and interpreted broadly, and are not intended to define misconduct in exhaustive terms. The Judicial Affairs Office may adopt internal operating procedures which are consistent with this Code. In instances where there may be conflict between the internal procedures and the Code, the Code shall supersede.

(32) Review of Code. The Student Code of Conduct shall be reviewed on a biennial basis under the direction of the Director of Judicial Affairs who shall appoint a committee, with student representation, to evaluate the Code and make recommendations, if any, for amendments or revisions.

2.013 Due Process, Other Rights, and Responsibilities


(1) The due process requirements contained below shall be applicable in all cases involving academic dishonesty and alleged violations of the Student Code of Conduct. Applicable definitions are found in Florida A&M University (“University”) Regulation 2.012, Student Code of Conduct. Due process as applied by the University and its schools, institutes, and colleges shall include, as a minimum, the following:

(a) The student shall be provided with written notice of the charges against him/her in sufficient detail and in sufficient time to prepare for a hearing before an appropriate committee or hearing body, as established by the University or its colleges, schools, or institutes, or before the appropriate University official;

(b) The University or its schools, institutes, and colleges shall establish a minimum number of days in advance of the hearing to present the written notice of charges, but in no case will this notice be less than five (5) business days, except in cases of emergency hearings as specified below;

(c) The student shall be entitled to a prompt hearing before an appropriate committee or hearing body, as established by the University or its colleges, schools or institutes; or the student shall have the option to request resolution of the matter by an appropriate official designated by the University or its colleges, schools or institutes. The hearing shall normally be scheduled
within fifteen (15) business days from the date of notice of the charge(s), except in cases of emergency hearings;

(d) The student and his/her advisor may inspect all of the evidence that will be presented against the student at least three (3) business days before the student disciplinary hearing, except in cases of emergency hearings where the student may inspect the evidence at least one (1) business day prior to the hearing. Failure of the student to request the evidence in sufficient time for the University to comply with the three (3) business day timeframe shall constitute a waiver of the time requirement. The University shall also have the right to inspect any information the student intends to use at least three (3) business days before the student disciplinary hearing, except in cases of emergency hearings where the University may inspect the evidence at least one (1) business day prior to the hearing;

(e) The student may present evidence on his/her own behalf;

(f) The student may hear and question adverse witnesses;

(g) The student shall not be forced to present testimony which would be self-incriminating; however, the University and/or its colleges, schools, and institutes is not required to postpone the proceedings pending the outcome of a criminal or other outside proceeding. The University disciplinary proceeding is designed to address student behavior; therefore, alleged violations of the Student Code of Conduct will be addressed independently of any penalty imposed by a judicial or administrative body;

(h) The student may, at his/her own expense and initiative, have an advisor of the student’s choice present at the hearing. The advisor may be an attorney. The student is responsible for presenting his or her own information; therefore advisors are not permitted to speak or participate directly in any hearing. An advisor may not act as a witness;

(i) The decision of responsible or not responsible shall be based solely on the evidence presented at the hearing;
(j) The decisions of any committee or hearing body, or of any University official, shall be presented to the student in writing and within fourteen (14) business days following the hearing;

(k) The student may appeal the decision of any committee, hearing body, or of any University official, within ten (10) business days to the President or the President’s designee, as appropriate;

(l) The student’s enrollment status will remain unchanged pending the University’s final decision in the matter, except where the President or President’s designee determines that the safety, health, or general welfare of the student, other students, or the University and/or its employees is involved. If a student’s privileges are temporarily revoked as described in this paragraph, but the student is subsequently found not responsible for the violations, the University will:

1. Correct any record of the change in enrollment status in the student’s permanent records and reports in a manner compliant with state and federal laws; and

2. Refund to the student a pro rata portion of any charges for tuition and out-of-state fees, as appropriate, if the temporary revocation or suspension of the student’s ability to attend classes lasts for more than ten (10) business days.

(m) At the conclusion of the appeals process, the decision of the President or the President’s designee shall be final. The final order shall include notice to the student of the right to appeal to an external judicial forum, as appropriate.

(2) Additional due process protections as may be provided by regulation or policy of the Board of Governors shall also be applicable to cases involving academic dishonesty or violations of the Student Code of Conduct as indicated by said regulation. Refer to Board of Governors Regulation 6.0105.

(3) All students enrolled at the University shall be accorded the basic rights as set forth below:
(a) The right of respect for personal thoughts; the right of freedom from indignity of any type; the right to expect an education of the highest quality; and the right to make the best of one’s talents and time toward the objectives which brought him/her to the University;

(b) The right to inquire about and to recommend improvements in University policies, regulations and procedures through established protocol;

(c) The right to participate in the self-governing process of student organizations pursuant to the regulations, policy, and procedures of the University and affected organizations;

(d) The right to be represented on University-wide committees in accordance with University procedures;

(e) The right of freedom of expression and peaceful assembly as defined and governed by the constitutions of the United States and the State of Florida and the regulations of the University;

(f) The right to participate in dialogue during public discussions that provide a diversity of opinions;

(g) The right to join University clubs and organizations for educational, political, social, religious and cultural purposes in accordance with the regulations, policy, and procedures of the University and the respective clubs and organizations;

(h) The right of due process; and

(i) The right of freedom of press and media to publish and distribute materials in accordance with the Constitutions of the United States and the State of Florida and the regulations of the University.

(4) The University encourages its students to help maintain a healthy academic climate where students can intellectually grow and develop as mature and responsible individuals. Concomitant with student rights are student responsibilities. These responsibilities include but are not limited to the following:
(a) The responsibility of making the most of their educational opportunities by attending classes and laboratory periods on a regular basis and by completing all academic requirements, in a satisfactory manner, as stated in each course syllabus while taking advantage of the many opportunities provided in a University environment for all around personal growth, development, and maturation;

(b) The responsibility of knowing and observing all University policies, procedures and regulations (e.g. the General Catalog of the University and Student Handbook, etc.) as well as state and federal laws and requirements;

(c) The responsibility of taking the initiative in exercising the democratic processes to include, but not be limited to, voting and performing community or volunteer services;

(d) The responsibility of ensuring the orderly operation of the University through appropriate conduct in and out of the classroom; and

(e) The responsibility of assuming the consequences of one’s own actions, and to avoid conduct detrimental in its effect upon fellow students and members of the University community.


Disclaimer

While the provisions of this handbook will ordinarily be applied as stated, The Division of Physical Therapy reserves the right to change any provision listed. Every effort will be made to keep students advised of any such changes. However, it is especially important that each student note that it is his/her responsibility to be aware of current requirements.

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