

FLORIDA **A&M** UNIVERSITY

**SCHOOL OF ALLIED
HEALTH SCIENCES
DIVISION OF PHYSICAL
THERAPY**

**STUDENT HANDBOOK
2017-2018**

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**SCHOOL OF ALLIED HEALTH SCIENCES
PHYSICAL THERAPY DIVISION ENTRY DPT PROGRAM**

STUDENT HANDBOOK SIGNATURE FORM

My signature below indicates that I have reviewed the DPT Student Handbook. I have been advised of key information within, and any applicable changes to the Student Handbook have been further reviewed during my orientation to the DPT program. I understand that it is my responsibility to read and abide by the policies and procedures within the DPT Student Handbook.

Printed Name

Signature

Date



**FACULTY AND STAFF - THE DIVISION OF PHYSICAL THERAPY
SCHOOL OF ALLIED HEALTH SCIENCES (SOAHS)
LEWIS-BECK ALLIED HEALTH BUILDING**

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Staff

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850-412-7866

PROGRAM MISSION, GOALS, AND EXPECTED OUTCOMES

CAPTE ACCREDITATION STATEMENT

The Doctor of Physical Therapy (DPT) program at Florida Agricultural and Mechanical University (FAMU) is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 1111 North Fairfax Street, Alexandria, VA 22314; telephone: 703-706-3245; email: accreditation@apta.org; website: <http://www.capteonline.org>.

<http://aptaapps.apta.org/accreditedschoolsdirectory/AllPrograms.aspx?UniqueKey=>

FAMU MISSION STATEMENT

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.

FAMU holds the following values essential to the achievement of the university's mission: Scholarship, Excellence, Openness, Fiscal Responsibility, Accountability, Collaboration, Diversity, Service, Fairness, Courage, Integrity, Respect, Collegiality, Freedom, Ethics, Shared Governance.

<http://www.famu.edu/index.cfm?AboutFAMU&Mission>

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 and 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>

DOCTOR OF PHYSICAL THERAPY PROGRAM MISSION STATEMENT

The mission of the FAMU DPT Program is to be a premier provider of Doctor of PT graduates who contribute to abolishing health care disparities and access in existing and emerging health care arenas by developing doctorally prepared practitioners who will increase the availability of health care to medically underserved populations in Florida. 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 Physical Therapist Practice.

<http://www.famu.edu/index.cfm?alliedHealth&Division-PhysicalTherapy>

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.

DPT 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. Therefore an active learning environment is essential for learners to develop the skills required for clinical reasoning, reflective practice, life-long learning, and critical inquiry. 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.

Faculty contribute to the body of knowledge and advance the profession through scholarly work which may include basic and applied research, publications and presentations, and the creation of innovative teaching and clinical materials or procedures. Faculty and students are actively engaged in professional organizations and demonstrate commitment to service through participation in service activities that foster professional development i.e. via FAMU committees and task forces, in the APTA/FPTA and other professional organizations, and in local community organizations, businesses and schools.

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

ACADEMIC LEARNING OUTCOMES

The DPT Program will deliver a comprehensive curriculum that is integrative, emphasizes strong foundational sciences, clinical sciences, critical inquiry, professional development, and clinical education using strategies that promote sound clinical decision making.

Student Outcome # 1: Clinical Reasoning

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 exceed the goal of two-year average NPTE pass rate of 85%.

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 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. i.e. exhibit behaviors that embody integrity, ethical leadership and the highest academic standards.

Student Outcome #5: Communication

Demonstrate proficient documentation skills. i.e. Use appropriate medical terminology, disablement model terminology and patient/client management model terms defined in the GUIDE.

Communicate in ways that are congruent with situational needs. i.e. honor individual differences, treat others with respect and dignity, and embrace teamwork.

Student Outcome #6: Critical Thinking

Demonstrate excellence in the ability to make sound clinical decisions i.e. establish and implement a patient-/client-centered plan of care that is safe, effective, and fiscally responsible to meet the physical therapy related biological, psychological, and social needs of the patient/client from initial evaluation through discharge planning across a variety of settings.

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 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 and procedures for filing complaints of discrimination and/or harassment should be directed to:

Florida A&M University
Carrie M. Gavin, Director
Equal Opportunity Programs and Labor Relations
674 Gamble Street
Tallahassee, FL 32307
(850) 599-3076/3219
carrie.gavin@fam.u.edu
<http://www.fam.u.edu/index.cfm?EOP&Proceduresforfilingacomplaint>

CURRICULUM AND CLASSROOM PROCEDURES

The Doctor of Physical Therapy curriculum is built upon a broad pre-requisite knowledge foundation of liberal arts, social sciences, and basic sciences. It is completed over the course of eight (8) semesters, and includes 36 weeks of full-time clinical education and five (5) weeks of part-time clinical education. The curriculum utilizes a hybrid model with six integrated themes delivered primarily in a traditional lecture-based manner on-campus but with web-based enhancements.

For these reasons, no student is allowed to take courses out of sequence or without completing the 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.

The faculty may change or alter the curriculum format or chronology, didactic or clinical course structure, and departmental policies as needed to improve the educational experiences for students.

SEQUENCE OF COURSES

The sequence of coursework is designed to reinforce and build upon the foundational sciences so that students synthesize and apply the learned material to a variety of clinical, research and management situations. The curriculum is organized around six (6) integrated themes:

- Foundational Sciences,
- Clinical Sciences,
- Critical Inquiry,
- Professional Roles and Practice Issues,
- Health Care Systems And Management, and
- Clinical Education.

Within the curriculum, there is a temporal progression from the foundational sciences (Gross Anatomy, Human Physiology, Exercise Physiology, Analysis of Human Motion, Pathology and Pharmacology) to clinical sciences (Patient Care Skills, Physical Agents, Cardiopulmonary, Integument, Orthopedic, Neurology, Pediatric PT and Special Topics in PT). In addition, the curriculum also addresses the roles of the physical therapist in prevention, consultation, education, critical inquiry, and administration. These latter topics are threaded throughout the curriculum in a series of courses that include Professional Behavior, Scientific Inquiry I & II, Advanced Evidence-based Practice, Health Promotion, and Wellness and the Clinical Education courses. SEE APPENDIX 1. DPT CURRICULUM.

Study Time

Students are expected to spend one (1) hour of out-of-class- study time weekly for every credit hour taken to successfully achieve course objectives. Students are also responsible for retaining prerequisite knowledge and skills as they progress through the curriculum. This engenders their professional growth as they continue to acquire competency and familiarity with their new professional roles and responsibilities in preparation for safe and effective entry level PT practice.

COURSE REGISTRATION

Students must obtain permission codes from the Division's Senior Secretary to register for classes each semester.

COURSE EVALUATIONS

Course evaluations help to ensure that coursework is appropriate and consistent. All DPT students are required to fill out an online course evaluation at the end of each semester. Please give thoughtful, professional consideration to your answers and comments. The data are confidential and cannot be matched to any specific student.

CLINICAL INTERNSHIPS, PLACEMENT AND PERFORMANCE REQUIREMENTS

Each student is required to have clinical experiences across the lifespan. Each student must pass all courses, demonstrate behaviors consistent with the requirements of the PT Code of Ethics, and be approved 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 the costs associated with clinical experiences. Please refer to the Clinical Education Manual for more details on student responsibilities.

A student is ineligible for clinical placement, while on Academic or Professional Probation. 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" grade 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 the individual competencies expected for each of the clinical internships.

INTERNATIONAL INTERNSHIPS

If affiliation agreements are in place, students may complete one Clinical Internship course in another country at the discretion of the DCE and the Student Progression Committee (SPC). Selection is based upon the student's (academic and professional behaviors) performance. The FAMU Office of International Education & Development establishes the policies and procedures related to education abroad. See <http://www.famu.edu/index.cfm?a=oied>

EMERGENCY AND SAFETY PROCEDURES IN THE CLINIC

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 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.

EMERGENCY AND SAFETY TRAINING –ANATOMY LAB

Students are oriented by anatomy program faculty regarding safety procedures and professional behaviors to be utilized prior to participating in the anatomy course.

DIVISION MEETINGS

Core faculty members and all DPT students attend Division meetings at least once each Fall and Spring semester. Attendance is recorded.

CLASSROOM AND LABORATORY ACCESS

DPT students only are allowed access to the SOAHS classrooms and labs after business hours.

Based on the needs of the student body, and under the direction of the Program Director, Graduate Assistant (GAs) coordinate lab hours beyond the open lab times scheduled during the week for the PT1 and 2 cohorts. Additional lab hours, are posted on the SOAHS Bulletin Board on the 2nd floor of the Lewis Beck Building by the GAs. Students also have access to the building on week nights until 9pm. After 9pm, they must exit on the ground floor to prevent triggering the alarm system.

CLASSROOM VISITORS

Visitors are not permitted in the classroom or labs except with the advance approval of the Division Director and Course Instructor, and during regular business hours (M-F). All visitors must report to the PT Division's Senior Secretary on the 3rd floor of the Lewis Beck Building.

STORAGE AND USE OF ANY HAZARDOUS MATERIALS AND 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.

MAINTENANCE AND CARE OF EQUIPMENT

Students are responsible for ensuring that the teaching labs and classrooms are properly maintained and are left in a tidy state after each lecture or laboratory class. A schedule of rotating lab cleaning responsibilities will be posted in each classroom. Students may be denied access to laboratory space outside of the scheduled lab times if:

1. University property is damaged or missing. Students will be held liable for damaged or missing equipment.
2. The surfaces of all equipment and lab tables are not cleaned, and equipment are not stored appropriately.
3. Classroom furniture that is moved by students for class meetings or other activities are not organized or replaced as found.

NOTE: Eating and drinking are not permitted in any classroom or laboratory settings in the SOAHS.

Electrical equipment that are used in the performance of PT laboratory skills are calibrated annually.

STUDENT ADVISING

Each student is assigned to a faculty advisor for the entire tenure of the DPT program *and will meet briefly with that advisor during orientation*. The purpose of a faculty advisor is to assist the student in learning and implementing success strategies in the DPT program by offering guidance regarding professional, academic, or clinical performance, or recommending other resources to assist you in your professional and personal growth.

A student should be proactive by making an appointment to meet with the faculty advisor at least once each semester to discuss any concerns that he/she is having which may impact success in the program. A student must provide a written request to the Division Director if he/she wishes to change advisors.

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 will be reviewed by the target date indicated.

TUTORING BY GRADUATE ASSISTANTS

Graduate Assistants (GAs) from the 2nd year class will be available to tutor 1st year students free of charge. GAs are FAMU employees and are selected by the faculty based upon academic and professional behavior performance criteria. When selected, GAs must complete and submit the Application for Graduate Funding Form.

LIBRARY RESOURCES

The primary library facilities for Physical Therapy students 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.

STUDY ROOMS

Study space is available for students on the 2nd Floor of the Lewis-Beck Building-SOAHHS. Students must vacate on demand for any scheduled class activities.

Space in the Coleman Library and the Science Research Center Library is also available on a first come first serve basis during library hours. Group study rooms are available on the 2nd, 3rd and 4th floors in Coleman Library (a minimum of three (3) students for each room. Some rooms in Coleman have a computer.

ESSENTIAL FUNCTIONS OF PHYSICAL THERAPISTS: APTITUDE, ABILITY AND SKILL

The DPT faculty members are responsible for matriculating and graduating excellent physical therapists i.e. a professional with the requisite scientific knowledge as well as the skills, professional attitudes and behaviors to function in a broad variety of clinical settings and situations and to render a wide array of patient care procedures. Individuals enrolled in the FAMU DPT program must be able to demonstrate the essential functions outlined by the American Physical Therapy Association (also see APTA Core Values document). Without these essential functions, a therapist may jeopardize the welfare of patients, colleagues, faculty, or staff.

The technical standards presented below are prerequisite for admission to, progression in and graduation from the FAMU-DPT Program. A candidate for the DPT degree must possess the following minimum Technical Standards, and must continue to meet these Technical Standards throughout their matriculation: These standards are:

- 1) observation i.e. the functional use of vision and other senses;
- 2) communication;
- 3) sensorimotor;
- 4) intellectual/conceptual;
- 5) judgment; and
- 6) behavioral/social.

Deficiencies in these functions may be reasons for course failure and/or dismissal from the program.

Each student entering the program must sign an affidavit attesting to his/her ability to meet these essential functions and return it to the FAMU PT Department's Senior Secretary. (SEE APPENDIX 2: DPT PROGRAM ESSENTIAL FUNCTIONS AFFIDAVIT)

THE AMERICANS WITH DISABILITIES ACT (ADA) /REASONABLE ACCOMMODATION

All students with disabilities that are documented will be afforded appropriate accommodations as determined by the Center for Disability Access and Resources (CeDar). It is the student's responsibility to make the formal assistance/accommodations request of CeDar. It is also the responsibility of the student to provide appropriate professional documentation showing the nature of the disability. 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)

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.

When requesting accommodations for a specific examination or didactic course assessment, students must make the request (certified in writing by CeDar) to the Course Instructor no fewer than three (3) business days in advance. When requesting accommodations for Clinical Education internships, students must make a written request of the Director of Clinical Education (certified in writing by CeDar) prior to when the Clinical Education internship assignment process begins.

Refer to [http://www.famu.edu/index.cfm?EOP&AmericanswithDisabilitiesAct\(ADA\)](http://www.famu.edu/index.cfm?EOP&AmericanswithDisabilitiesAct(ADA)) and <http://www.famu.edu/index.cfm?EOP&NON-DISCRIMINATIONPOLICYSTATEMENT>),

Students who have documented disabilities will be expected to achieve a level of competence comparable to other students for progression and graduation. Reasonable accommodations can be made for some disabilities, but a DPT candidate should be able to perform all essential functions independently. *Additional time permitted for examination accommodations does not apply to the clinical setting.*

SUMMARY OF GRADUATION REQUIREMENTS

The Division of Physical Therapy will graduate only those students who have the requisite knowledge and skills, and whom 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 the 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. 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 the final internship.
4. Meet mandatory Conference Attendance, APTA Membership, and Community Service Requirements.
5. Adhere to APTA Code of Ethics i.e. good moral character/professional behavior/Code of Conduct.
6. Attend the NPTE Preparation Workshop.
7. Make appropriate arrangements to discharge all financial obligations to the University.

LICENSURE EXAMINATION

The Federation of State Boards of Physical Therapy of the United States (FSBPT, <http://www.fsbpt.org>) has established a single, uniform examination for physical therapy which is known as the National Physical Therapy Examination. NPTE candidates must meet eligibility requirements including a DPT degree from a CAPTE accredited institution.

ATTENDANCE GUIDELINES

FAMU ACADEMIC CALENDAR

During clinical internships, students are expected to report to their scheduled clinical duties during secular holidays unless otherwise specified by the Director of Clinical Education (DCE) and the Clinical Instructor (CI). See <http://www.famu.edu/index.cfm?Registrar&Calendars>

GUIDELINES ON STUDENT EMPLOYMENT

Except for Graduate Assistantships, the faculty does not recommend that students work in addition to taking classes. While student employment is ill-advised, it is occasionally necessary for students to work while enrolled in the program. However, work-related commitments are not considered legitimate reasons for absenteeism or for poor academic performance.

CLASS CANCELLATION AND EMERGENCY CLOSINGS

The program follows FAMU guidelines as announced by the FAMU Emergency Management Team. If classes are cancelled because of unexpected or natural events, an announcement of class cancellation will be made by the Division Director. See <http://www.famu.edu/index.cfm?emergency&EmergencyManagement>

CLASS AND PROGRAM SERVICE ACTIVITY ATTENDANCE POLICY

Students are expected to be punctual and to attend all classes and scheduled activities to acquire the competencies necessary for continuous matriculation. Class times, assignments and service-related activities may vary from the schedule i.e. students may be required to attend inter-professional education sessions, open labs, professional meetings, symposiums, and other unexpected learning opportunities. Therefore, students must carefully consider any extra-curricular activities and should ensure that any absence is minimally disruptive.

To be eligible to be excused from a class or activity, students are required to obtain a Permission to Be Absent Form from the Senior Secretary. The form must be completed and submitted to the Program Director at least two (2) weeks prior to any absence. However, excuses are not routinely issued and retroactive excuses are NOT granted. If the Course Instructor offers a make-up exam or assignment, they **MAY BE GIVEN ONLY WITH THE PRESENTATION OF AN EXCUSED ABSENCE FORM AUTHORIZED BY THE DIVISION DIRECTOR.** The student must contact the Course Instructor to determine the date and time of the make-up requirements.

EXCUSED ABSENCES

Each request will be considered by the Program Director on a case-by-case basis. In all instances, excepting emergencies, illnesses or death, leave requests will be considered only if two (2) weeks prior notification is provided by the student. The student should indicate the reason for the absence on the form provided by the Senior Secretary and may be required to provide supportive documentation.

EXAMPLES OF ABSENCES THAT ARE LIKELY TO BE EXCUSED BY THE DIRECTOR WITH SUPPORTIVE DOCUMENTATION AS APPROPRIATE:

For example:

- ***An emergency such as a motor-vehicle accident*** is typically approved if the student telephones or e-mails the respective Course Instructor and the PT Division Director to report the absence on

the first day of the absence. The student should state the nature of the emergency. *The request for an excused absence form must be completed and submitted on the same day of the student's return to class or campus.* Depending upon the severity of the injuries sustained, the student may also need to provide evidence of medical clearance prior to returning to classes.

- ***Illness or transmissible infections that could put others at risk:*** The student will need medical clearance prior to returning to classes.
- ***Illness or death of a parent, spouse, child, or sibling.***
- ***Childbirth (student is the mother or father).*** The student will be required to provide 2-weeks prior notification and to submit supportive documentation of medical clearance prior to returning to classes.
- ***Military duty:*** The student will be required to provide supportive documentation prior to returning to classes.
- ***Jury duty:*** The student will be required to provide supportive documentation prior to returning to classes.
- ***Religious Holy Days:*** At the instructor's discretion, students absent for religious reasons may be given reasonable opportunity to make up any work missed.
- ***Permission to attend or to present research-at a professional conference.***
- ***Attending your wedding (or the wedding of a parent, child, or sibling):*** Eligible to miss one day of class only.
- ***Medical Appointments:*** Whenever possible, medical appointments should be made at times that do not conflict with class schedules. The student will be required to provide supportive documentation prior to returning to classes.
- ***Other significant unspecified personal event that is cleared with the Division Director.*** A student may miss only one (1) day of class for this reason and for the duration of the curriculum.

UNEXCUSED ABSENCES

Absences of a Personal Nature

No absence that is of a personal nature (other than those stated above) will be excused, and an absence will impact the final course grade thus jeopardizing the successful completion of the program.

Two unexcused absences while matriculating in the program will result in an automatic grade of "0" for any and all assignments missed and will result in referral to the Student Progression Committee (SPC) for lack of professionalism.

LEAVE OF ABSENCE (LOA)

If there will be a temporary break in a student's attendance of ten (10) business days or longer, a student in *Good Academic Standing* must submit a written request for a LOA for the Program Director's approval. A student may request and be approved for a LOA if there are extenuating circumstances. For example: Because of a health problem or other personal circumstances that prevent concentration on the curriculum. The request must be for a specified time period i.e. the request must state an expected date of return. The duration of a LOA may be up to one (1) year maximum.

The student will need to notify the Program Director in writing of his/her intent to re-enroll at least one (1) month prior to returning to the program, at which time the student will be scheduled to meet with the Student Progress Committee (SPC). The student will need to provide the SPC with written medical clearance from his/her physician regarding the readiness to return to full time status as a DPT student per the essential functions.

If unforeseen circumstances should arise, that cause a student to extend a LOA, the student must submit a written request to the Program Director at least two (2) weeks prior to the specified expected date of reenrollment.

Involuntary LOA

The SPC may recommend that a student be placed on a LOA if the student:

- Is capable of completing the DPT degree within the allotted time limits, but has academic or personal or medical problems that make ongoing enrollment detrimental to the student's best interest.
- Has a communicable disease (>10 days). The student will need written medical clearance to be permitted to return to classes.

Petition for Readmission Following a LOA

Because it is important that students complete the program in a timely manner, if the duration of a LOA is > 1 year, the student will need to petition the SPC within the allowed one (1) year time limit for permission to be re-admitted. When petitioning the Committee the student must submit information to justify the recommendation to return. The SPC will ensure that the student has fulfilled all requirements prior to returning to the program and may deny readmission regardless of the reason for the LOA.

The timing of readmission will be based upon what is most appropriate to the student's status and the curriculum schedule. A student may be required to repeat or to audit courses that have previously been successfully completed.

NEW BEGINNING CHILD DEVELOPMENT CENTER

Students with children may utilize this service. 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 12 years. The center's operating hours are 7:30 a.m. to 5:30 p.m. Monday - Friday. The office is located at 459 FAMU Way, (850) 599-3267.

PROFESSIONALISM

PROFESSIONAL CONDUCT

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. Professional conduct is essential to quality healthcare practice, and it is the DPT program's responsibility to assist in the development of students' professional attitudes and values including punctuality, reliability, dependability, attendance, appropriate dress, respectful and polite interaction with peers, instructors, patients, and others, adherence to ethical principles and effective collaboration with others (including peers, supervisors, patients, families and other members of the healthcare team) etc. All DPT students are expected to demonstrate the professional values and behaviors delineated in the American Physical Therapy Association's Code of Ethics and Guide for Professional Conduct and the Core Values of Professionalism at all times. Students are also required to maintain Membership in the APTA throughout the Program.

Students who fail to demonstrate an acceptable level of maturity and professionalism may be referred to the Student Progress Committee (SPC). The PT Division reserves the right to withhold the recommendation for graduation of any student who does not conform to these standards of readiness. Consequently, a student may be dismissed from the program by reason of conduct unbecoming a professional student.

PROFESSIONALISM EVENT REPORTING FORM

Faculty members are encouraged to document exemplary professional behavior or deficiencies in a timely manner and to identify opportunities to educate students when lapses in professionalism occur. Lapses in professional behavior that require immediate attention are referred to the student's faculty advisor for the purpose of assisting the student in reflecting and developing an improvement plan for the specified issue(s) of concern. More serious or repeated acts are referred to the SPC for sanctions as appropriate.

DPT HONOR CODE

How a student behaves is indicative of the student's personal and professional character. DPT students are asked to sign and abide by the Honor Code of Florida A & M University's Doctor of Physical Therapy Program. Dishonesty is considered a serious offense by the faculty and administration and depending upon the severity of the offense may result in sanctions that range from a written reprimand to dismissal from the program and the university.

DISRUPTION OF THE ACADEMIC PROCESS POLICY

A student should bring any concern about troubling behaviors of a classmate to the attention of the Division Director or a faculty member. Disruptive and unprofessional behaviors are unacceptable and are punishable, according to the seriousness of the offense, and in conformity with the established rules and procedures that have been accepted by the university. The disruption of the academic process may result from the actions or words of a student in a teaching environment which a faculty member reasonably determines is a distraction from the academic goals. For e.g. noisy distractions; persistent, disrespectful or abusive interruptions during classes or; a clear and present danger to the health and safety of a faculty member or other student(s).

If you are concerned that a classmate may pose clear and imminent danger outside of the classroom, contact FAMU Police (850) 599-3256; and then the Division (850) 412-7866 or (850). 599-3818 The following are some warning signs that may help you to recognize the potential for an imminently dangerous act by an individual:

- Alcohol, drug or other substance abuse.
- Stalking, harassing behaviors that persists after there has been a request to stop.
- Extreme irritability; outbursts or rage.
- Impulsivity.
- Social isolation, a chronic sense of marginalization rejection.
- Suicidal threats.
- Deterioration in personal hygiene; marked personality changes.

ACADEMIC HONESTY POLICY

Each student is expected to earn his or her degree on the basis of personal and individual effort. Consequently, any form of cheating or plagiarism constitutes unacceptable deceit and dishonesty.

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.

Academic Honesty Violations

- 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.
- 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.
- 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.
- For procedural information regarding academic honesty violations, students should consult with the Director.
- 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 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 <http://www.famu.edu/index.cfm?facultySenate&FacultyHandbook>).

FAMU STUDENT RIGHTS, RESPONSIBILITIES AND CODE OF CONDUCT

See

<http://www.famu.edu/StudentLife/STUDENT%20HANDBOOK%20%28FANG%29%202012-2014.Updated%208.9.13.pdf>)

FAMU 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 are applicable in all cases involving academic dishonesty and alleged violations of the Student Code of Conduct.

ANTI-HAZING - REGULATION 2.028: 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.

"Hazing" means any action or situation that recklessly or intentionally endangers the mental or physical health or safety of a student for purposes including, but not limited to, initiation or admission into or affiliation with any organization operating under the sanction of a postsecondary institution. See [http://www.famu.edu/hazing/index.php#prettyPhoto\[ajax\]/5/](http://www.famu.edu/hazing/index.php#prettyPhoto[ajax]/5/)

Reporting a Hazing Incident

As a university family, the elimination of hazing on our campus begins with reporting. That reporting responsibility focus is on you at the moment you become aware of its occurrence. To report a dangerous situation that is underway, call 911 or 850-599-3256 for immediate police response.

It is vital that information provided in the initial report be as concise as possible to assist the investigation follow-up process. Names of suspects, victims, witnesses, date, time, and location of the incident are all crucial in the investigation of hazing complaints. See <http://www.famu.edu/hazing/ReportHazing.php>

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.

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. Students are encouraged not to release class lists, addresses, or phone numbers to individuals outside the University.

http://www.famu.edu/FinancialAid/UserFiles/File/2009-2010_Documents/Family%20Educational%20Rights%20and%20Privacy%20Act_FERPA_.pdf

STUDENTS AS SUBJECTS IN THE CLASSROOM/LAB

All students must be active participants in all class and laboratory activities. Students will role-play clinical situations, repeat and refine techniques, and demonstrate proficiency in all physical therapy procedures by practicing psychomotor skills with a classmate, volunteer, or faculty member. Each student must demonstrate proficiency during examinations either with a classmate or a standardized patient as appropriate. A student's performance may be videotaped to provide feedback or documentation of performance.

Students must disclose any conditions, medical history, or symptoms that may prevent participation in a class activity. Not participating in a class activity may negatively affect the student's ability to perform the critical skills required for passing a course, clinical placement or graduation.

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 agree to such by signing a Student Informed Consent. (See APPENDIX 3: STUDENT INFORMED CONSENT FORM). Students and faculty shall be sensitive to the needs of others during labs and clinics, particularly as it applies to gender, cultural and/or ethnic differences.

HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA) COMPLIANCE

A patient's health information is protected by HIPAA. The HIPAA Privacy regulations passed by Congress in 1996 sets the national standards for the Privacy of Individually Identifiable Health Information. HIPAA requires health care providers and organizations, as well as their business associates, to develop and follow procedures that ensure the confidentiality and security of all forms of protected health information (PHI) when it is transferred, received, handled, or shared in paper, oral, and electronic forms, etc. Only the minimum health information necessary to conduct business is used or shared.

Students who have access to PHI must comply with the HIPAA standards and procedures related to patient privacy. DPT students are expected to maintain the confidentiality of PHI, and may not disclose PHI under any circumstances. *A violation of HIPAA will result in disciplinary action.*

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 their data. PHI 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 written permission.

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

HIPAA and Photographs and Video Recordings

Students are not permitted to take photographs or video recordings of patients, faculty or staff unless the patient faculty or staff has provided written consent to be photographed, video or audiotaped.

Photographs and video recordings used for the care and treatment of a patient are confidential and should *not* be taken with a personal mobile device and must be stored in the medical record of the patient.

HIPAA, Professionalism and Social Media

Social media responsibility is an important aspect of professionalism. A student is personally responsible for the content that he/she publishes on social media. By identifying yourself as associated with FAMU, you are representing the university and creating perceptions about both the university and yourself.

To avoid, any misconceptions, do not your FAMMAIL to identify yourself on social media. Be sure that all content is consistent with the University's, the SOAHS, and the DPT Program's values and professional standards.

Patient photographs and video recordings should never be posted on social media websites. The patient or any other individual may be identifiable, even if you believe that the information was de-identified. *Disclosure of PHI will result in disciplinary action.*

PROTECTION OF HUMAN SUBJECTS/IRB

When conducting research all protocols involving human subjects, including those deemed exempt, must be submitted to the Institutional Review Board (IRB) for review and approval.

PATIENT 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 PATIENT CONSENT TO PARTICIPATE FORM (APPENDIX 4) prior to intervention by physical therapy faculty or students. The signed Consent to Participate form shall be maintained by the supervising faculty member.

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. (See APPENDIX 5: CONSENT FOR PHOTO AND/OR AUDIO AND VIDEOTAPE FORM)

NAME BADGES

Each student must purchase and wear a name badge designating the student as a Student Physical Therapist (SPT) at all times during clinical internships, during patient care activities, and when interacting with the community as a FAMU representative.

DRESS CODE

Students are required to follow the Program's dress code as an integral part of their professional training. Students who are inappropriately dressed or groomed will be sent home. In such cases, students will be considered tardy or absent.

Students must attend all classes dressed in the grey scrubs designated by the Program. The appropriate dress for off-campus activities that require interactions with the community or with patients/clients as a representative of the program is the program-designated polo shirt (shirt MUST be tucked in) khaki pants (full-length) and name badges. Rubber soled walking shoes or clean sneakers are considered appropriate professional dress. White lab coats with the program's insignia affixed, and name badge, should be worn by all students during patient care activities, unless otherwise directed by a faculty member or by a clinical instructor.



Lab attire

Appropriate clothing for lab courses include: loose-legged gym shorts, tank tops, and/or bikini tops. Lab attire should be brought to class daily or kept in the lockers available on the ground floor in the SOAHS. Lab attire must permit lab partners to have reasonable access to the body part being addressed.

Unacceptable dress or grooming

Students must remember that this is a professional program and as such they are to display an appropriate level of judgment with regard to personal hygiene, grooming and wearing of undergarments. At no time will the following items of clothing or grooming method be acceptable for students matriculating in the DPT Program:

- a. *Wearing hats, caps, do-rags, skull caps*, baseball caps, hoods* or other head gear or sunglasses*in the building.
- b. 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)
- c. Short shorts, micro-mini skirts, or skirts shorter than mid-thigh.
- d. Athletic type, wide armhole tank tops. Any clothing with holes and cuts (jeans, shirts).
- e. Bare feet, thongs, or flip-flops (beach shoes), sandals.
- 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 exposed skin such as the face, neck, chest or breast.
- h. Unkempt or uncropped facial hair.
- i. Unbound hair that falls into the face limiting the visual field.
- j. Nails of an inappropriate length.
- k. Jeans, jeggings or leggings.

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

THE FAMU DPT OATH

As a student in the DPT Program in the School of Allied Health Sciences I do solemnly pledge, to abide by the following oath:

I commit myself to the faithful practice of the Physical Therapy profession and to the provision of high quality healthcare services with honesty, integrity and dedication.

I will lead my life and my practice of physical therapy with honor, and compassion towards my patients/clients and fellow physical therapists.

I will assume responsibility and accountability for my own lifelong learning.

I will show respect for those who have led me into the physical therapy profession by humbly leading and sharing my knowledge with those who follow me.

I will recognize and value human diversity and will dedicate myself to providing individualized services that improve the quality of life for my patients/clients.

I will respect their dignity, their best interest, and autonomy.

I will earn their trust and I will hold in confidence the information shared in the course of my professional service.

I will recognize the limits of my abilities as defined by my scope of physical therapy practice, and seek the assistance of others when these limits are exceeded.

I will be responsible to continuously improve my skills and knowledge and advance my profession by seeking new knowledge and by re-assessing the ideas and practices of the past.

I will use my knowledge to contribute to health promotion and wellness in my community and actively strive to improve the quality and access to health care for all.

In the presence of my teachers, my colleagues, my family, and my friends, I make these promises solemnly, fully, and upon my honor as a member of the FAMU-Doctor of Physical Therapy Program, Class of _____.

So help me God.

TUITION, SCHOLARSHIPS AND AWARDS

TUITION AND FEES

Tuition and fees are established by the Florida State Legislature and the FAMU Board of Trustees. They are subject to change annually. Students who pay tuition after the due date will be assessed a \$100 late fee. Room and board component varies depending upon housing location. See

<http://www.famu.edu/index.cfm?studentaccounts&FeePayment>

Students who have delinquent accounts > \$.01 may not participate in graduation ceremonies, receive a diploma, or receive a transcript until all amounts owed to the University have been satisfactorily settled. Students who have amounts owed to the University < \$500.00 may be permitted to register for subsequent terms.

Late Fee Waivers

Requests to waive late payment and late registration must be submitted prior to the end of each academic term.

- The waiver form must be completed to include all necessary documentation for consideration.
- Request for waiver of the \$100.00 Late Registration Fee may be submitted to the Office of the Registrar.
- Request for waiver of the \$100.00 Late Payment Fee may be submitted to the Office of Student Financial Services (Student Accounts Section).

Waivers may be granted in situations involving administrative error or unusual circumstances beyond the control of the student. Students will be required to present written documentation of the circumstances involved. Waiver request are only accepted during the current academic year. NOTE: Lack of funds is not a valid reason to waive the late payment fee or late registration fee. See

<http://www.famu.edu/index.cfm?studentaccounts&studentaccounts>

Refund Policies

Tuition refunds are calculated on a course by course (per credit hour) basis.

- Enrolled students who withdraw may not receive a refund. Refunds will not be made to students who attend class and have not completed the required withdrawal procedure.
- Students who officially withdraw prior to the end of drop/add and have completed the withdrawal procedure will be entitled to 100% of the tuition and fee assessment or adjustment for waivers.
- Students who officially withdraw prior to the end of the fourth week of classes or who officially withdraw at an appropriate time as designated by the University for Summer sessions and have completed the required withdrawal procedure will be entitled to 25% of tuition and fees assessed less building and capital improvement fees.
- A refund of the registration and tuition fees may be made, if a student withdraws or drops a course due to circumstances determined by the University to be exceptional and beyond the control of the student, including but not limited to:
 - Illness of such severity or duration, as confirmed in writing by a physician, to preclude completion of the course (s),
 - Death of the student or death in the immediate family (parent, spouse, child, or sibling),
 - Involuntary call to active military duty,
 - A situation in which the University is in error,
 - Formal application for a withdrawal in the instances specified above must be made at the University Registrar's Office.

A written appeal for a refund or other appeal action must be submitted to the University within six (6) months of the close of the semester to which the refund or other appeal action is applicable. See <http://www.famu.edu/index.cfm?studentaccounts&Refunds>

Please be aware that you are responsible to repay your student loan if you withdraw from school or are unable to be employed. You are required to attend a financial aid exit interview. During the exit interview a member of the Office of Financial Aid will advise you of your rights, responsibilities, and loan repayment obligations for the financial aid that you have received.

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.

Please visit:

The *School of Graduate Studies & Research* Web site

<http://www.famu.edu/index.cfm?graduatestudies&CurrentFundingOpportunities> to search for funding options.

For the *Delores A. Auzenne Fellowship Application* see Florida A&M University: GRADUATE STUDIES AND RESEARCH Delores A. Auzenne Fellowship Program.

- a. If the Scholarship Portal is not available for students to submit applications, students should call 850.412.5755 to inquire about scholarships available to Graduate School Applicants. www.famuscholarships.com
- b. 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.
- c. Additional Criteria: Letters of recommendation and complete the required minimum of 650 words essay for each scholarship.
- d. IMPORTANT: Students are required to use their FAMU email address in order to apply for any scholarship.

FAMU Financial Aid Department: <http://www.famu.edu/index.cfm?FinancialAid&Welcome>

Federal Student Aid: <http://studentaid.ed.gov/types>

APTA Scholarships and Grants: <http://www.apta.org/currentstudents/scholarshipsawards/>

APTA Private Scholarship Resources:

<http://www.apta.org/CurrentStudents/ScholarshipsAwards/Private/>

25 Great Scholarships for Physical Therapy Students:

<http://www.topdegreesonline.org/scholarships/physical-therapy/>

Quiana E. Mitchem, OTR/L Move, Play, and Speak Scholarship was established in 2015 through the generous bequest of Quiana E. Mitchem, a graduate of FAMU's Occupational Therapy program.

APTA Minority Scholarship Award For Academic Excellence is an annual award offered to minority PT students by the PT Fund, a non-profit 501(c)(3) organization supported by the American Physical Therapy Association (APTA). Applicants must be 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.

APTA Education Loan Program (www.apta.org) administered by the EAS Group, LLC., 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 are offered. This money must be paid back to the lender with interest within a specific time period. For more information, or to apply, please visit <http://easnetwork.com/asso/apta/> or call 886-327-4768. All application materials must be received at APTA Headquarters by December 1 of each year.

AMBUCS Scholars Program (<http://www.ambucs.org/therapists/scholarship-program/>) 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.

American Academy of Physical Therapy (AAPT) Academic Award of Excellence:

Any PT or PTA student who is in his/her final year of training is eligible to apply. GPA, leadership, community engagement and financial need will be considered. <http://www.aaptnet.org/student-scholarships.html>.

The Association on American Indian Affairs (AAIA) offers numerous graduate scholarships for Native Americans for 1 year. www.indian-affairs.org/graduate-applications.html

National Institutes of Health Loan Repayment Program (LRPs) are a vital component of our nation's efforts to recruit and retain highly qualified professionals to careers in research. The average award is \$52,000. <http://www.lrp.nih.gov>.

College Scholarships Provides a listing of Physical Therapy Scholarships. <http://www.collegescholarships.org/scholarships/physical-therapy.htm>

TUITION AND ASSISTANTSHIP AWARDS

Tuition and assistantship awards are not available to 1st year DPT students. All tuition and assistantship awards are competitive and merit-based and will only be provided to a selected number of second and third year DPT graduate students effective in the Fall semester year two (2). Funding is NOT guaranteed from year to year, and incomplete applications will not be accepted.

GRADES AND FINANCIAL ASSISTANCE/FUNDING ELIGIBILITY REQUIREMENTS

1. Each graduate student, who receives any form of financial aid, must maintain the 3.0 GPA stipulated 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).
 - a. Graduate student funding is time-limited and subject to the availability of funds.
 - b. The 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.
 - c. 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.

2. It is the responsibility of each graduate Division 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.
3. 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.
4. 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 Division Director to the graduate dean.
 - a. Students, who have incomplete/ "I" grades, may be eligible for financial assistance (other than financial aid) for a maximum of one semester.

STUDENT GOVERNMENT

The Class President and/or Vice- President meets with the faculty at monthly faculty meetings in the Fall and Spring semesters and as needed. They provide the faculty with student goals and accomplishments, and address issues or concerns related to each class with accompanying recommendation(s) for resolution for the faculty's consideration.

AMERICAN PHYSICAL THERAPY ASSOCIATION (APTA)

Student membership in the APTA is mandatory within the first semester of enrollment and throughout the program. APTA student membership provides the latest information on physical therapy practice, trends, and issues. Assignments in your classes will require material to be downloaded from the APTA website through the membership portal. See www.apta.org

Students are also expected to actively participate in the FAMU DPT Students Association.

CLASS OFFICERS

Class officers are elected during the Fall semester of the first year of the DPT Program. The duties and responsibilities of each office are listed below.

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
- 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.
- Serve on administrative committees as requested by the Division Director.
- Attend DPT Faculty/Staff meetings monthly.

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

Secretary

- Assumes the duties of the President in his/her absence when the Vice President is also absent.
- Records and distributes minutes of proceedings of meetings by transcribing comprehensive minutes.
- Writes and distributes 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 PT Division's secretary with this list at the beginning of each semester.
- Supervises elections of class officers.

Treasurer

- Identifies and controls resources for class funding activities

- Maintains record of all credits, debits and disbursements of class funds and reports them to the Class President.
- Assumes the duties of the President, when the President, Vice President, and Secretary are absent.

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.

Social Director

- Implements social functions for the class.
- Assumes the duties of the Treasurer in his/her absence.

Student Ambassador/APTA Liaison

- Portrays an enthusiastic and positive attitude and a sincere desire to represent and promote the DPT program.
- Organizes events and performs campus-tours for groups, individuals and prospective students who visit the FAMU-PT Division.
- Assists the Admission Committee by conducting pre-orientation activities for incoming students.
- DPT Program student liaison to and representative at FPTA Student Association events.

*Classes may elect other officers such as Physical Therapy Month Chairperson or others as needed.

ELECTION PROTOCOL

1. Class officer elections will be overseen by the Student Association's Faculty Advisor.
2. The Student Association's Faculty Advisor will oversee the creation and distribution of ballots and will inform the class of nomination rules, positions, and the voting date.
 - a. Elections will be within the first four (4) weeks of the start of classes.
3. Campaigning other than a formal address or speech is NOT allowed and violations must be reported to the Student Association's Faculty Advisor. The Student Association's Faculty Advisor will immediately remove the candidate from the ballot.
4. All official ballots must be numbered and confidential, and will include an invitation (place and time) to cast and count the ballot.
5. The number of votes collected will be logged and the ballots casted should match the class roster. This will be verified when the ballots are counted.
 - a. All elections must be won by 50% + 1 of the votes cast.
 - b. Two-thirds of the class must vote for the election to be valid.
 - c. If necessary, a run-off between the top two candidates will be held within one week of the initial vote.
6. Faculty will be notified of the results by email from the Student Association's Faculty Advisor.

If any position is vacated, the class must be notified of an election, and follow the process above. An officer transition meeting will be held no later than two (2) weeks following the election of a new officer.

ACADEMIC AND PROFESSIONAL BEHAVIOR STANDARDS

PERFORMANCE STANDARDS

These performance standards serve as a guide for students enrolled in the DPT program. It is the responsibility of each student to review and adhere to these policies and procedures pertaining to academic and professional progression, grading, graduation, and clinical participation.

GRADUATION COMPETENCY

The School of Allied Health Sciences' administration and faculty recognize their responsibility to graduate only the students whom they judge to be ready to accept the challenges of the PT profession academically, ethically, and professionally. Consequently, upon the recommendation of the faculty of the Division, the Division Director reserves the right to withhold the recommendation for graduation of any student who does not conform to these expectations.

TIME LIMITS FOR CURRICULUM COMPLETION

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. 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. Funding for students is based on these projections. A student exceeding these time limits may be required to initiate a new course of study upon recommendation of the SPC.

SATISFACTORY ACADEMIC PROGRESS

Satisfactory Academic Progress (SAP) is a measure of whether a student is progressing adequately toward completion of a course of study. It is determined in terms of GPA and course completions. For the purpose of progression, only graduate level courses are allowed to be taken in the DPT Program.

http://www.famu.edu/financialaid/2013-2014%20documents/2013_2014_sap%20procedures%20final%20website.pdf

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

GRADING POLICY

See <http://www.famu.edu/index.cfm?Registrar&GradingPolicies>

DPT Credit Hour Calculation

Courses are rated at one credit hour for 15 hours of lecture or 30 hours of laboratory sessions. One credit hour is assigned for every two (2) weeks of clinical education experience.

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 achieve a minimum of a “C” course grade in all courses.

Incomplete Coursework

A student may receive an “Incomplete” grade only if she/he is in good academic standing and has personal problems or extenuating circumstances that prevent the student from completing the course. If this occurs, the course must be completed within one year or the “Incomplete” grade will become a failing grade.

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.
2. A student receiving an "I" grade will not re-enroll in the course until after the "I" grade has been permanently changed to a letter grade.
 - a. An "I" grade that is not changed by the end of the subsequent semester will convert to an "F." grade

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:

- When it is determined that a grade was recorded in error;
- When removing "I" grade; or
- As a result of a student’s successful appeal of a grade.

All grade changes must be made within one (1) semester of the initial issuance of the grade, including grade changes resulting from a grade appeal.

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 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.

CONTINUOUS REGISTRATION

Graduate students must maintain continuous enrollment in the DPT program until all degree requirements have been completed.

PROMOTION AND PROGRESSION

The Minimum Grade Requirements for Promotion in the DPT Program

Physical Therapy students must receive a passing grade in every course, including the clinical education courses) to be recommended by the SPC for continued matriculation, promotion (from Year 1 to Year 2, and from Year 2 to Year 3) and graduation. The course instructor will define the criteria for acceptable academic performance in his/her course.

- 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 and passed.

- a. The failed course must carry the same course prefix, number, and description.
- b. The same course must be repeated in the order that it appears within the curriculum which may delay the graduation of the student.
- c. Both grades will be used in computing the student's graduate GPA.

Individualized Study Plan Indicators

Students in minor (academic or professional) are proactively identified by faculty during faculty meetings with the goal of providing help in developing a plan of action for improvement. Students having major difficulty are informed in writing at mid-term and as needed of their academic progress by their Course Instructors with follow-up by the Academic Advisor. It is mandatory that the Course Instructor meets with a student to develop an individualized study plan if:

- The student demonstrates a pattern of low performance (<80%) in a course, or several courses, on multiple exams/assignments (written or practical) and/or on major assignments in a course.
- The student is at risk of failing a course at the mid-term.

If *offered by the Instructor*, the student must complete make-up requirements as determined by the Course Instructor. The make-up requirements must be completed no less than five (5) business days of students being notified, and prior to progression to the next semester.

Withdrawal from the DPT Program

A student wishing to voluntarily withdraw from the program must meet with his/her faculty advisor and the Division Director to ascertain the reason for the request and to receive guidance as necessary. The student should then submit a letter of withdrawal to the PT Division Director who will alert the Registrar.

STUDENT PROGRESS COMMITTEE (SPC)

The overall performance of each physical therapy student is considered individually with emphasis upon excellence by the SPC when making recommendations to the Division Director regarding continued matriculation, promotion, graduation, and general academic and behavioral progress.

Roles and Responsibilities of the SPC

SPC meetings are scheduled at the end of each semester to assess the academic and behavioral performance or other misconduct of students, as needed, and the impact upon the student's matriculation in the program. Special meetings may be called by the SPC Chairperson as appropriate. All actions of the SPC require a simple voting majority. The Committee may recommend students for a LOA for academic reasons, diagnostic evaluation, and medical intervention or for personal reasons.

Violations of Professional Standards

The SPC addresses violation(s) of student professional conduct which include, but are not limited to academic dishonesty, unprofessional conduct, illegal acts, and failure to comply with University, College, and Department regulations.

The SPC recommendations are subject to review and endorsement by the Division Director. The Division Director will provide written notification to the affected student.

Student Request for an SPC Hearing

A student may submit a written request to the SPC Chairperson to appear before the SPC within five (5) business days following notification of the SPC's regularly scheduled meeting date each semester. This

informal meeting will address evidence provided by the student that directly affect the student's ability to perform prior to the SPC's development of its recommendations.

DUE PROCESS

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 a grade or decision that occurs within the SOAHS. Complaints that are addressed through due process include, but are not limited to:

- Academic grievances such as:
 - 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 the Course Instructor.
- Non-Academic Complaints such as a personal grievance, sexual harassment, or discrimination disputes. Students are encouraged to discuss any and all issues of physical, emotional, psychological or sexual abuse without fear of retribution.

The FAMU Office of Student Affairs serves as a complaint department, referral service, and student advocate. Its staff may serve as counselors and advisors to students with personal problems, life issues, and academic or financial difficulties.

The FAMU Ombuds Office also offers safe, confidential, impartial, independent and informal assistance for students to discuss concerns against the program or a faculty member if they believe they have been unfairly adjudicated. See <http://www.famu.edu/index.cfm?ombuds>

NON-ACADEMIC COMPLAINTS ABOUT THE PROGRAM

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 i.e. 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. 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 Division Director will respond verbally, electronically or in writing to complaints within five (5) business days of receipt.

SOAHS GRADE APPEAL

It is imperative that grievances be processed in an expeditious manner. All grievance appeals must be initiated at (STEP 1) 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.

Grievances are not the same as disagreements. Students cannot grieve a grade merely because they disagree with the grade. All appeals regarding a grade or course issue must be made on an individual basis. A student may submit a written appeal of a course grade *for just cause* i.e. if the student has evidence that negatively impacted the grade received. The student will skip Steps 1 & 2 if the Division Director is the course instructor. To appeal an academic or personal issue (i.e. issues of sexual harassment, discrimination, physical, emotional, psychological or a program dismissal for reasons not addressed under "Permanent Dismissal"), the student is required to follow the steps below where the example provided is a grade dispute:

STEP 1: APPEAL TO THE COURSE INSTRUCTOR

Appeal in writing for review of the assigned grade that is under dispute.

If the faculty member is no longer with the University, the student will submit the request in writing to the Division Director.

- 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.
- 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.
- 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.

The faculty member must respond to the appeal in writing to the student within five (5) business days of its receipt by reviewing the course grading standards with the student to ensure that the process is understood and has been followed and the rationale for the decision is made to the student.

- If the instructor determines that the assigned grade is incorrect, he/she will initiate and certify the appropriate grade change in writing to the Registrar.
- *If a change is made at this point, the matter is concluded.*

STEP 2: APPEAL TO THE DIVISION DIRECTOR

Appeal in writing formally requesting a meeting within two (2) business days of notification of the Step 1 decision including all relevant evidence per Step 1 relating to the appeal.

- If the Division Director determines that the assigned grade is inappropriate, the Division Director will recommend a grade change to the faculty member.
- The Division Director will notify the student in writing, within two (2) business days of receipt of the appeal.
- The faculty member may or may not concur with the Division Director's recommendation.
- If the grade is changed by the faculty member, the matter is concluded.
- If the outcome is not to the satisfaction of the student at the Division level, the student has the right of appeal to the SOAHS Director of Student Affairs who represents the Dean of the SOAHS.

STEP 3: SCHOOL LEVEL APPEAL - TO THE DIRECTOR, STUDENT AFFAIRS.

Appeal in writing to formally request a meeting within two (2) business days of notification of the Step 2 decision.

- Provide the specific grounds for the appeal request.
- Identify the desired outcome.

SOAHS Director of Student Affairs must:

- Gather and review all information within five (5) business days to facilitate resolution.
- Consult with the Dean who may direct the SOAHS Grievance Committee to formally review and consider the student's appeal.

SOAHS Grievance Committee if directed by the SOAHS Dean must:

- Convene to consider the facts of the appeal within 5 business days of the Dean's request
- Request additional information/documentation if required, from any of the parties involved who must return within three (3) business days. Any issues with timeline requirements should be noted.

Render a decision within five (5) business days of final meeting - in the form of a written recommendation to the Dean (this is then communicated to the student by the Director of Student Affairs).

GRADUATE SCHOOL GRADE APPEAL POLICY AND PROCEDURES

If the student's appeal is unsuccessful at the school level, then the student may appeal the decision of the SOAHS Grievance Committee/SOAHS Dean to the Graduate Council within thirty (30) working days of the grade variance from established policy. The graduate grade appeal process is outlined at

<http://www.famu.edu/index.cfm?graduatestudies&StudentGrievanceProcedure>

A student may appeal an assigned grade on an individual basis using the form found at

http://www.famu.edu/graduatestudies/Grievance%20Settlement%20Form_VT_042514.pdf

Normally, the student will be notified of the Graduate Council's decision, within 30 days of the receipt of the appeal. If the student disagrees with the decision of the Graduate Council, the student may appeal the decision to the Provost, who shall make the final decision.

ACADEMIC PROBATION

The academic requirements for the DPT include the satisfactory completion of the curriculum designated by the faculty. 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 permanently imprinted on the student's university transcript. It is the responsibility of each student to review and adhere to these policies and procedures.

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 (1) semester) to meet these expectations.

Additionally, a student on probation must meet with the SPC 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), and endorsed by the Director then sent to the student for signature.

A student, who is on Academic Probation, must meet with the Program Director and/or the Student's Advisor, prior to the start of the following semester, to review the student's educational plan to increase the student's chance of success in the program. Modifications of the plan may be made, as necessary, so that the student and the Director will know exactly what conditions are required for the continued enrollment of the student in the program. Both the student and the Program Director should sign the plan.

PERMANENT DISMISSAL

A student will be permanently dismissed from the DPT program *without any opportunity for further appeal or for reinstatement* for any of the following reasons:

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

- g. The student is on probation for unprofessional behavior and fails a clinical experience;
- h. If after reinstatement, the student fails to display the requisite professional behaviors.
- i. Failure of two clinical rotations.
- j. Failure to report a criminal incident.

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.

After dismissal from one degree program, a student has the option to 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.

GRADUATE SCHOOL PROGRAM DISMISSAL APPEAL

Before filing an appeal, it is hoped that a DPT student's concerns will be addressed and resolved within the SOAHS. A student may appeal a dismissal decision to the School's Graduate Committee within the next semester following the dismissal if the student is dismissed from the program *for a cause other than the ones stated under Permanent Dismissal*. *During this time, the student will not be allowed to take any coursework related to the program.*

- If the School's Committee believes that the student has a high probability of succeeding, then the DPT program may petition the Graduate Dean for a one semester extension. If review and approval by the Graduate Dean occurs prior to the end of the drop/add registration period of the semester following the dismissal, *and if it is in the best interest of the student*, then the student *may be* allowed to enroll that semester.
- If after reinstatement, the student fails to earn a cumulative graduate GPA of 3.0 or better or fails to meet the professional behavior standards at the end of the next semester following the readmission or in any subsequent semester, then the student will be issued a final dismissal from the DPT program without any opportunity for further appeal for retention.
- *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.*
 - a. 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.

REINSTATEMENT

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

If after reinstatement, the student fails to display the requisite professional behavior or fails to earn a cumulative graduate GPA of 3.0 or better in any subsequent semester, then the student will be issued a final dismissal from the program without any opportunity for further appeal or for retention.

READMISSION

Students, who are not in attendance during two (2) consecutive semesters (exclusive of the summer semester), must apply for readmission 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 and the DPT LOA requirements.

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.

1. 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.
2. 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.

REQUIREMENT TO REPORT A CRIMINAL INCIDENT

Students are required to report to the Division Director, within five (5) days of the incident, any interaction with the police that results in an arrest or in being brought before the criminal justice system. This requirement is independent of whether or not there is a conviction. Failure to report any incident will result in action by the SPC for unprofessional behavior and may result in disciplinary action up to and including dismissal from the DPT Program.

Some clinical sites list a felony conviction or other misdemeanor convictions as reasons not to accept a student for clinical internships. The program does not accept responsibility for any student's ineligibility to progress to a clinical internship or ineligibility for PT licensure if the student fails to pass a criminal background check or drug screen. The Director of Clinical Education will make no more than two (2) attempts to place a student who has a positive criminal background check and/or positive drug test.

Additionally, the Florida Board of PT Practice is authorized, by law, to refuse to renew a license, certificate or registration, issue a license, certificate or registration and shall refuse to admit a candidate for licensure examination if there is a conviction or guilty plea to a felony violation or nolo contendere, regardless of adjudication.

STUDENT RESPONSIBILITIES

GENERAL EXPECTATIONS OF STUDENTS

Commit to the program 100% of the time.	Embrace all learning opportunities.
Behave in ways that exemplify PT professional behaviors, values and program goals.	Identify your own learning needs and seek help from the instructors as soon as possible.
Be patient and kind to your peers, the faculty and yourself.	Recognize/respect the diversity of the faculty, your peers and staff.
Always use your FAMMAIL account.	Take initiative for your learning.
Develop appropriate external support systems.	Focus on retaining knowledge, not memorization.
Be prepared to embrace working both independently and collaboratively with peers.	Keep classrooms clean and orderly. Clean/return equipment and supplies to their storage places.
Adjust to the new graduate experience by taking an active, comprehensive approach to learning.	Arrive to all program activities promptly and appropriately dressed.
Report broken or malfunctioning equipment to the instructor.	Complete assigned homework as class time is used to clarify and apply concepts and principles.
Agree to disagree on some topics or approaches.	Complete all written assignments on time and in the format prescribed by the course instructor.

TEXTBOOK REQUIREMENTS

Students in the DPT program are provided with a list of required textbooks prior to each semester. Students are expected to purchase and retain these textbooks to begin building a professional library, for the completion of course assignments, clinical education and preparation for the National Physical Therapy Examination (NPTE) following graduation. A student's financial aid loan package is calculated based upon the assumed purchase of required textbooks for the DPT curriculum.

BACKGROUND CHECKS

Effective Fall 2009 academic year, Florida A&M University Board of Trustees approved a policy requiring all students admitted to and enrolled in healthcare programs involving clinical internships 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.

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 daily. You will be held accountable for a timely response to all e-mail requests.

You may forward your FAMU account to another address. However, the department will not send official business information nor communicate to another email address. You may access your email from the link on the FAMU home page (www.FAMU.edu).

STUDENT LOUNGE

The Student Lounge is located on the 1st Floor of the Lewis-Beck Building-SOAHS. Students are expected to keep the lounge and appliances clean. Soda and snack vending machines are available near the Student Lounge.

STUDENT LOCKERS

Lockers are available for students free of charge and are assigned by the Senior Secretary. Locker partners will be assigned if there are not enough lockers for all students. You may put a lock on this locker but must remember to remove it prior to leaving for clinical internships. Locks that are left on lockers while on student internships will be removed and disposed of.

EMERGENCY CALL LIST

Sometimes it becomes necessary to communicate with the class (such as weather-related changes to class schedules) very quickly. Each class is asked to form a phone tree where each student is responsible for contacting two (2) other students. A faculty member or the Senior Secretary will contact the Class President who will initiate the phone tree to communicate information in a timely manner.

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 program instructors.

All classrooms have wireless Internet connections and students are encouraged to bring their electronic devices to class. The use of these electronic devices is a privilege and is restricted to note taking or following lectures on BlackBoard. Any other use of devices (e.g. reviewing or responding to personal emails or surfing the Internet) is cause for immediate loss of this privilege and is considered unprofessional behavior.

To minimize distractions and to 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.
 - Cell phones and other electronic devices **must be turned off and stored with the Course Instructor** during all examinations, lab evaluations.

- **Cell phones must** be turned off or put on ‘silent mode’ during classes. To minimize disruptions, if you must answer a call during class, please leave the room to answer the call and return to class as quietly as possible.
- 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.

ACADEMIC NOTICES AND BULLETIN BOARDS

Students are responsible for the regular monitoring and upkeep of all academic notices on their FAMU email, and the PT bulletin boards located on the 2nd floor of the Lewis Beck building for program information.

PROOF OF RESIDENCY

In accordance with S1009.21 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**

<http://www.famu.edu/index.cfm?Registrar&ResidencyRequirementsforTuitionPurposes>

<http://www.famu.edu/index.cfm?admissions&FloridaResidencyClassification>

CONSENSUAL RELATIONSHIPS – REGULATION 10.112 “... 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 students and between supervisors and their employees.....” See

<http://www.famu.edu/regulations/Regulation10.112ConsensualRelationships.pdf> :

ALCOHOLIC BEVERAGES - REGULATION 3.021

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 may be possessed, served, sold, consumed or distributed at the University except the following FAMU Designated Areas: President’s 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 must be served by a licensed and insured third party vendor, who is properly trained regarding Florida’s underage drinking laws and who has appropriate permits. Alcoholic beverages shall not be served to persons under the legal drinking age. See

<http://www.famu.edu/regulations/Notice%20%20Regulation%203.021.pdf>.

DRUG USE

... “(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.

See <http://www.famu.edu/regulations/2.012Conduct,StudentCodeof.pdf>

(See Appendix 6: DRUG AND ALCOHOL USE POLICY SIGNATURE FORM)

CAMPUS SAFETY

FAMU'S DEPARTMENT OF CAMPUS SAFETY AND SECURITY HEADQUARTERS (DPS) operates 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. Call the police communications operator for service, for assistance or to report criminal activity

Plant Operations Building

2400 Wahnish Way
POM Bldg. A, Suite 128
Tallahassee, Florida 32307
(850) 599-3256.

S.A.F.E. TEAM (STUDENTS AVAILABLE FOR ESCORT TEAM- Student 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-Statn_06-07-07.pdf

BUILDING SECURITY

The safety of students and employees is a primary concern and particularly after regular business hours.

A student should:

- Avoid isolated locations.
- Have a fully charged cellphone.
- Let a friend know where you are.
- Call the FAMU police department after regular business hours to let them know that you are on-campus
 - Use the LiveSafe (a personal safety) free mobile app.
- Student Escort Team: Request a student escort to walk you to your destination.
- *Secure doors behind you at all times.*

BUILDING MAINTENANCE PROBLEMS

Report any problems (broken desks, malfunctioning equipment, lost keys, etc.) to the faculty or to the Division Director.

HEALTH REQUIREMENTS

Students are responsible for all costs involved in obtaining physical examinations, immunizations, drug screens, and obtaining copies of all medical records.

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>

STUDENT HEALTH SERVICES (SHS)

The primary care clinic on the main campus 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. Call the Student Health Center (Clinic) at (850) 599-3777.

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.

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 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.

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 health services.

EMERGENCY MEDICAL/ILLNESS POLICY-

When a student 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.

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.**

Students will obtain emergency and safety training, including HIV and CPR in accordance with jurisdictional regulations prior to clinic assignments. Students are required to have a current physical examination and a TB test prior to clinic assignment. A chest x-ray in lieu of a TB test is acceptable if the student has a positive reaction to the TB test. Here are some acute, contagious/communicable medical conditions for which medical clearance must be obtained prior to contact with others:

EXAMPLES OF CONTAGIOUS/COMMUNICABLE MEDICAL CONDITIONS

Active chicken pox, measles, smallpox, mumps, Rubella (German measles), herpes zoster (shingles), hepatitis A, B or C, tuberculosis (TB).	Diarrhea lasting over three days or accompanied by fever or bloody stools.
Conjunctivitis.	Group A streptococcal disease (i.e. strep throat) until after 24 hours of treatment received.
Draining or infected skin lesions.	Oral herpes with draining lesions.

Ebola	Zika
Influenza (Flu)	HIV/AIDS
Pertussis	West Nile virus
Methicillin-resistant Staph. Aureus (MRSA)	Rabies
Malaria	

COUNSELING SERVICES



Top five (5) reasons students seek services are:

Relationships	(35%)
Depression & Anxiety	(25%)
Stress	(20%)
Academic	(10%)
Trauma	(10%)

Counseling services offer 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. Students are welcome to schedule an appointment by phone or walk-in to meet with a counselor. See www.famu.edu/counseling.

THE FLORIDA A&M UNIVERSITY OFFICE OF COUNSELING SERVICES

101 Sunshine Manor,
(850) 599-3145

Monday-Friday from 8:00-5:00

Thursdays from 8:00-7:00 pm.

APPENDICES

APPENDIX 1
FLORIDA A&M UNIVERSITY

DPT CURRICULUM

Fall Semester, Year 1 Courses & Credits		Spring Semester, Year 1 Courses & Credits		Summer Semester, Year 1 Courses & Credits	
PHT 5025 Professional Behavior	1	PHT 5156 Exercise Physiology & Lab	3	PHT 5161 Neurology I & Lab	3
PHT 5115 Gross Anatomy & Lab	4	PHT 5166 Neuroscience	3	PHT 5243 Integument/ Lab	2
PHT 5125 Analysis of Human Motion I & Lab	3	PHT 5178 Analysis of Human Motion II & Lab	3	PHT 5246 Orthopedic I & Lab	3
PHT 5149 Life Span Development	2	PHT 5202 Patient Care Skills & Lab	3	PHT 5380 Cardiopulmonary PT I & Lab	3
PHT 5154 Human Physiology	3	PHT 5306 Pathology & Pharmacology	3	PHT 5932 Clinical Integration I	2
		PHT 5606 Scientific Inquiry I			
TOTAL	13		16		13
Fall Semester, Year 2 Courses & Credits		Spring Semester, Year 2 Courses & Credits		Summer Semester, Year 2 Courses & Credits	
PHT 5070 Diagnostic Testing/Eval	3	PHT 5805 Clinical Ed I	1	Term A	
PHT 6219 Physical Agents & Electrotherapy/Lab	3	PHT 6312 Orthopedic III & Lab	3	PHT 6822 Clinical Internship. II	4
PHT 6248 Orthopedics II & Lab	3	PHT 6328 Pediatric PT	2		
PHT 6381 Cardiopulmonary II & Lab	2	PHT 6373 Gerontology	2		
PHT 6719 Neurology II & Lab	3	PHT 6618 Scientific Inquiry II	1	Term B	
PHT 6934 Clinical Integration II	2	PHT 6420 Teaching and Learning	1	PHT 6823 Clinical Internship III	4
		PHT 6713 Prosthetics & Orthotics & Lab	2		
		PHT 6935 Clinical Integration III	2		
TOTAL	16		14		8
Fall Semester, Year 3 Courses & Credits		Spring Semester, Year 3 Courses & Credits			
PHT 5024 Health Care Systems & Administration	2	PHT 6960 Professional PT Practice	2		
PHT 6733 Special Topics in Physical Therapy	2	PHT 6824 Clinical Internship IV	8		
PHT 6151 Health Promotion Wellness	3				
PHT 6609 Advanced EBP	3				
PHT 6730 Adv. Differential Diagnosis	3				
TOTAL	13		10		
TOTAL Didactic Learning Credits	86	TOTAL Clinical Education Credits	17	TOTAL Credits to Graduate	103

APPENDIX 2

FLORIDA **A&M** UNIVERSITY

SCHOOL OF ALLIED HEALTH SCIENCES
 PHYSICAL THERAPY DIVISION ENTRY DPT PROGRAM
 DPT PROGRAM ESSENTIAL FUNCTIONS AFFIDAVIT

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

Yes	No	Criteria
___	___	Observation: I am able to independently, accurately, consistently and quickly integrate all information received by whatever sense(s) employed, and I possess the intellectual ability to learn, integrate, analyze and synthesize data..
___	___	Communication: I am able to utilize verbal, non-verbal and written communication effectively.
___	___	Sensorimotor: 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.
___	___	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.
___	___	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.
___	___	Behavioral/Social: I possess the emotional health required for full use of my 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

ESSENTIAL FUNCTIONS EXAMPLES (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:

- a. Assess gait deviations of patient 10 feet away
- b. Observe patient response to exercise or therapeutic procedure (grimacing, change in skin color, breath control, etc.)
- c. Assess open wounds and skin integrity
- d. Monitor, read, and interpret information received from multiple sources
- e. 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:

- a. Obtain history and medical information from patient and caregivers
- b. Explain treatment procedures
- c. Demonstrate exercise programs
- d. Establish rapport with patient/client, caregivers, and colleagues
- e. Communicate in English orally and in writing with colleagues and payers at a level consistent with successful course completion and clinical performance
- f. Perform effective, thorough, and timely documentation in classroom and clinical settings
- g. Apply teaching and learning theories and methods in health care and community environments
- h. Possess computer skills that will allow for successful classroom and clinical performance
- i. 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.
 - a. Design and participate in a scientific inquiry process.
 - b. Apply evidence-based physical therapy practices.
- 3. Demonstrate ability to apply universal precautions
 - a. Synthesize and integrate relevant aspects of the patient history and examination findings to develop safe and effective treatment programs
 - b. Perform physical therapy differential diagnoses
 - c. Interpret patient responses to treatment interventions
 - d. Make appropriate modifications to assessment and treatment plans
 - e. Recognize the psychological impact of dysfunction and disability
 - f. Integrate needs of patient and caregivers into a plan for caregivers
 - g. Perform clinical problem solving by synthesizing relevant patient information
 - h. 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.
 - e. 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.
1. 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.
2. 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.
3. 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.
4. Maintain cleanliness of classrooms
5. Demonstrate responsibility for lifelong professional growth and development

References:

Ingram D. Essential functions required of physical therapists assistant and physical therapy students. *Journal of Physical Therapy Education*. 1994;8(2):57-59.

Ingram D. Opinions of physical therapy education program directors on essential functions. *Phys Ther*. 1997;77:37-45.

APPENDIX 3
FLORIDA **A&M** UNIVERSITY

**SCHOOL OF ALLIED HEALTH SCIENCES
PHYSICAL THERAPY DIVISION - DPT PROGRAM
STUDENT INFORMED CONSENT FORM**

I understand that the education and training of a physical therapist requires the practicing of physical assessments and treatment modalities. I also understand that meeting the goal of full clinical competency may be intrusive of my privacy as a student or my personal space.

As a student in the FAMU Physical Therapy Program, I understand and accept that I may be required to disrobe and/or expose body parts of myself or others of same and/or opposite gender during labs and testing throughout the duration of the Program.

In addition, I will be required to provide and receive “hands on” assessment and treatment intervention by classmates and/or faculty, which may entail palpation and/or touching of body parts of the same and/or opposite gender. I understand I will be expected to respect the modesty and dignity of others during lab and testing activities and to avoid any suggestion of sexual innuendo or advances during such activities.

I also understand and agree that all information about a peer must remain confidential and that I will not disclose information obtained to third parties unless required to by law.

I, the undersigned, for myself and on behalf of my heirs, personal representatives, assigns and anyone acting on my behalf, waive, release, forever discharge, covenant not to sue, agree to hold harmless and indemnify FAMU, its Board of Trustees, the Board of Governors of the University System of Florida, and their employees from any and all responsibility for any injury that may occur as a result of my participation as a subject for the practice of physical assessments and treatment modalities during this Program.

I fully understand each provision of this consent and I execute this agreement voluntarily. *This is a release of legal rights. Read and be certain you understand it before signing. Return the signed form to the Division’s Secretary on the first day of class*

Print Name _____

Signature

Date

Witness Signature

Date

APPENDIX 4
FLORIDA **A&M** UNIVERSITY

**SCHOOL OF ALLIED HEALTH SCIENCES
PHYSICAL THERAPY DIVISION - DPT PROGRAM
PATIENT CONSENT TO PARTICIPATE FORM**

I _____ voluntarily give my permission, allowing the faculty and students at FAMU to perform tests and measures on my person. I understand and accept that I may be required to disrobe and/or expose body parts of myself to others of same or opposite gender. I will receive “hands on” assessment and treatment intervention by students and/or faculty, which may entail palpation and/or touching of my body parts.

- I agree to let the student or faculty know if I have a medical or other condition that may prevent my participation in the activities asked of me, and or if during the session I am unable to complete a task asked of me.
- I agree to hold harmless and indemnify FAMU, its Board of Trustees, the Board of Governors of the University System of Florida, and their employees from any and all responsibility for any injury that may occur as a result of my participation in the practice of physical assessments and treatment modalities.

I understand that I can change my consent at any time.

I fully understand each provision of this consent and I execute this agreement voluntarily.

Signature

Date

Witness

Date

APPENDIX 5
FLORIDA **A&M** UNIVERSITY

**SCHOOL OF ALLIED HEALTH SCIENCES
PHYSICAL THERAPY DIVISION - DPT PROGRAM
CONSENT FOR PHOTO AND/OR AUDIO AND VIDEOTAPE FORM**

I _____ voluntarily agree to be photographed, video or audiotaped by the FAMU Physical Therapy students and/or faculty, or FAMU media personnel. I give my permission to release any photographs, video images, or audiotapes of myself, taken during this activity, for use in school related publications, as well as public media use. This consent and authorization is to continue unless I revoke my authorization in writing and deliver it to the PT Division's office.

Signature

Date

Witness

Date

APPENDIX 6
FLORIDA **A&M** UNIVERSITY
SCHOOL OF ALLIED HEALTH SCIENCES
PHYSICAL THERAPY DIVISION - DPT PROGRAM
DRUG AND ALCOHOL USE POLICY SIGNATURE FORM

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

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.

**FLORIDA A&M UNIVERSITY
SCHOOL OF ALLIED HEALTH SCIENCES
DIVISION OF PHYSICAL THERAPY**

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