

FLO**RIDA** **A&M** **UNIVERSITY**

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

**STUDENT HANDBOOK
2023 - 2024**

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**SCHOOL OF ALLIED HEALTH SCIENCES
PHYSICAL THERAPY DIVISION
DOCTOR OF PHYSICAL THERAPY PROGRAM
STUDENT HANDBOOK SIGNATURE FORM**

I, _____, have received my personal copy of the 2023-2024 FAMU DPT Student Handbook.

This handbook has been reviewed by me and I understand and am prepared to abide by the information within. I also understand the "Responsibilities of the Student" and the Academic & Professionalism Expectations as outlined in the Handbook. I understand that FAMU DPT faculty members may engage in confidential discussions about my professional and academic progress in the program, in order to facilitate coordinated efforts to promote my success in the program. I understand that if any changes and/or additions are made to this handbook or any other policies and procedures that affect my cohort I will be notified either in writing or via electronic mail.

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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Bernard Smothers, PT, MS
Kyle Gaines, PT, ATC
Nicole Moltimore, PT, MPA

Staff

Britney Houston

PROGRAM MISSION, GOALS, AND EXPECTED OUTCOMES

INTRODUCTION

Welcome to the Doctor of Physical Therapy Program at the Florida Agricultural and Mechanical University! We are excited to have you as our graduate student and look forward to guiding you in your development as a licensed health care professional.

This handbook has been developed to provide information regarding the policies, procedures, and expectations of the FAMU Doctor of Physical Therapy Program. Students are responsible for their education and behavior, and therefore should be familiar with, and adhere to the contents of this handbook. The DPT Handbook is updated annually by the Division of Physical Therapy, and all students will be informed accordingly of any changes.

PROGRAM HISTORY

The Division of Physical Therapy (housed within the School of Allied Health Sciences) at FAMU was established in 1981, becoming the third physical therapy program in the State University System (SUS) of Florida. The first class of students was admitted to the baccalaureate program in 1982; the last baccalaureate class graduated in August 2001; the last master's class graduated in 2008. Currently, all Doctor of Physical Therapy (DPT) students must have completed a bachelor's degree. Consistent with other SUS physical therapy programs, applicants accepted into the FAMU program are admitted as graduate students in the professional curriculum. Admissions requirements include, but are limited to, graduate record examination (GRE) score, grade point averages (GPA), prescribed essays, letters of recommendation, and observation hours.

The DPT Program at FAMU is a Commission on the Accreditation of Physical Therapy Education (CAPTE) accredited, full-time, campus-based program that takes 34 months (about 3 years) to complete. Students are admitted in the fall semester annually and graduate at the end of the third-year spring semester. The program includes 32 weeks (about 7 and a half months) of full-time clinical practice, under the supervision of licensed physical therapists. Graduates are awarded the Doctor of Physical Therapy degree upon satisfactory completion of all curricular requirements.

Physical therapy involves the evaluation and treatment of individuals with movement disorders, disabilities, injuries caused by a variety of problems, such as musculoskeletal, neurological, and cardiovascular disorders and aging. Physical therapists treat individuals of all ages (across the lifespan) restoring function and promoting independence. Additionally, physical therapists provide prevention services and promote health, fitness and wellness.

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

<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.

Florida Agricultural and Mechanical University 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.

<https://www.famu.edu/administration/sacs/mission-and-history.php>

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.

This mission will be accomplished through the contributions of dedicated faculty and staff that are capable of meeting student needs through inspired and creative teaching, exemplary scholarship and meaningful public, community, and professional service at local, state, national, and global levels. As a result, students will be prepared to meet existing and emerging health care needs that will benefit the citizens of Florida, the nation, and the world.

SOAHS VISION STATEMENT

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

SOAHS CORE VALUES*

The SOAHS core values are Scholarship; Ethics; Excellence; Openness; Collaboration; Diversity; Service; Fairness; Integrity; Respect; Collegiality; Freedom; Fiscal Responsibility; Accountability; Courage; and Honesty.

<https://ahealth.famu.edu/departments-and-centers/office-of-the-dean/index.php>

ENTRY-LEVEL DOCTOR OF PHYSICAL THERAPY (EDPT) PROGRAM MISSION STATEMENT

The mission of the FAMU DPT Program is to develop doctoral prepared practitioners who will increase the availability of health care to medically underserved populations in Florida. We will do this by fostering:

- Clinical reasoning
- Reflective practice
- Lifelong learning
- Critical inquiry
- Evidence-based practice

ENTRY-LEVEL DOCTOR OF PHYSICAL THERAPY PROGRAM VISION STATEMENT

To be recognized in the region, state, and nation as a premier provider of Doctor of PT graduates who contribute to abolishing health care disparities and access in existing and emerging health care arenas.

FAMU 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., FAMU committees

and task forces, in the APTA/FPTA and other professional organizations, and in local community organizations, businesses and schools that provide service to the underserved.

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.

FAMU STRATEGIC PRIORITIES

Strategic Priority 1: Student Success

Student success will strengthen the quality of the student experience and success outcomes by positioning FAMU as an institution of choice for talented students from Florida and beyond; and optimize academic programs. Measures of Success represent student retention, graduation and access rates, affordability, and post-graduate outcomes.

Strategic Priority 2: Academic Excellence

Academic excellence focuses on pursuing Carnegie Classification of Research 1 status, developing a culture of sustained excellence through professional development, and our commitment to health, innovative research, and scholarship. Measures of Success for Academic Excellence focus on degree production for research doctorates, bachelors, and graduate degrees in programs of strategic emphasis.

Strategic Priority 3: Leverage the Brand

Leverage the brand focuses on revolutionizing the customer service experience through coaching, measurement, and culture of accountability. This priority also includes enhancing branding and messaging to strengthen advocacy and support for academic outcomes. Measures of Success for Leveraging the Brand represent peer perception ratings and customer service satisfaction.

Strategic Priority 4: Long-Term Fiscal Health & Sustainability

Long-Term Fiscal Health and Sustainability centers on increasing and diversifying revenue, enhancing our infrastructure, increasing philanthropic giving, and providing budgetary support for the strategic plan, all supporting student success.

Strategic Priority 5: Organizational Effectiveness & Transformation

Organizational Effectiveness and Transformation focuses on the successful implementation of best practices in institutional sustainability for recruiting, retaining, and developing employees, which includes succession planning to enhance operations through continuous improvement efforts. Measures of Success for Organization Effectiveness and Transformation focus on employee retention, satisfaction, and awareness of diversity, equity and inclusion initiatives, and audit findings.

DOCTOR OF PHYSICAL THERAPY PROGRAM STRATEGIC PLAN

Strategic Priority 1: Student Success

Program Goals:

- a. Collaborate with the Office of Health Professions Center to offer scholarship opportunities for Professional Year 1 students of the incoming cohort.
- b. Utilize financial support from the School of Graduate Studies and Research to assist Professional Year 2 and Professional Year 3 students.
- c. Identify potential partners and collaborators to create opportunities, support, and serve on Advisory Council.
- d. Foster collaboration with FAMU Developmental Research School and Living Learning Community students.

Student Goals:

- a. Participation in interprofessional experience with other allied health students on/off campus.
- b. Participation in annual student feedback surveys on program, faculty and resources.
- c. Active membership in the Graduate Physical Therapy Association.

Faculty Goals:

- a. Provide one-on-one faculty to student advisement.
- b. Review/revise curriculum mapping to match accreditation standards and competencies.
- c. Comprehensive Mid-Term Review each semester of each student.

Strategic Priority 2: Academic Excellence

Program Goals:

- a. Provide opportunities for students to engage in creative and academic clinical experiences.
- b. Trend program benchmarks to SUS DPT programs.
- c. Build infrastructure that attracts renowned credentialed faculty.

Student Goals:

- a. Ongoing engagement/participation in scholarly productivity.
- b. Ongoing participation in Capstone Research Project.

Faculty Goals:

- a. Establish individual annual faculty development plan.
- b. Review/revise curriculum mapping to match accreditation standards and competencies.

Strategic Priority 3: Leverage the Brand

Program Goals:

- a. Develop customer/student service standards annually assessed by student feedback.
- b. Implement a comprehensive onboarding process for incoming students.
- c. Establish consistent standards of quality student experiences that promote program sustainability.

Student Goals:

- a. Assist with development and execution of Divisional Marketing & Recruitment
- b. Participate in University programs/initiatives that showcase experts and key influencers.

Faculty Goals:

- a. Establish and maintain a database of physical therapy experts for adjunct opportunities.
- b. Participate annually with Advisory Council to establish initiatives to promote and program in local/state/national arenas.

Strategic Priority 4: Long-Term Fiscal Health & Sustainability

Program Goals:

- a. Annual review of existing Division Budget.
- b. Identify external research funding opportunities for faculty and student partnerships.

Student Goals:

- a. Remain abreast of current/cutting-edge advances in the practice of physical therapy by participation in clinical experiences and utilization of evidence-based practice.
- b. Commit to being active with the Alumni Association upon graduation, providing clinical experiences and financial assistance to promote initiatives of the program.

Faculty Goals:

- a. Identify research and funding opportunities across and off campus.

Strategic Priority 5: Organizational Effectiveness & Transformation

Program Goals:

- a. Establish a comprehensive on-boarding process for Professional Year 1 students.
- b. Establish an DPT Program Advisory Board.
- c. Establish and maintain alumni and stakeholder database.

Student Goals:

- a. Participate in surveys on program research opportunities.
- b. Participate in surveys on policies, procedures, etc.

Faculty Goals:

- a. Participate in University surveys on development opportunities.
- b. Participate in continuing education opportunities that reinforce content areas and core duties.

POLICY STATEMENT ON NON-DISCRIMINATION

It is the policy of Florida Agricultural and Mechanical University to assure that each member of the University community be permitted to work or attend classes in an environment free from any form of discrimination including race, religion, color, age, disability, sex, marital status, national origin, veteran status and sexual harassment as prohibited by state and federal statutes. This shall include applicants for admission to the University and employment.

CURRICULUM AND CLASSROOM PROCEDURES

The Doctor of Physical Therapy curriculum reinforces a broad pre-requisite knowledge foundation of liberal arts, social sciences, and basic sciences that allows students to synthesize and apply the learned material to various clinical, research, and management situations. It is completed over eight (8) semesters and includes thirty-two (32) weeks of full-time clinical education and eight (8) weeks of part-time clinical education and/or simulated clinical experiences. It is 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). The Division Director must approve any exceptions to the rules above.

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 curriculum utilizes six integrated themes:

- Foundational and Movement Sciences
- Clinical Sciences
- Critical Inquiry/ Evidence Based Practice
- Professional Roles and Practice Issues
- Health Care Systems and Management
- Clinical Education

Within the curriculum, there is a temporal progression from foundational sciences (Gross Anatomy, Human Physiology, Exercise Physiology, Analysis of Human Motion, Neuroscience, Pathology, and Pharmacology) to clinical sciences (Patient Care Skills, Physical Agents, Cardiopulmonary PT, Integumentary PT, Orthopedic PT, Neurological PT, Pediatric PT, Geriatric PT and Special Topics in PT). In addition, the curriculum also includes the roles of the physical therapist in prevention, consultation, education, critical inquiry, administration, and NPTE preparation. These latter topics are threaded throughout the curriculum in a series of courses that include Professional Behavior, Evidence-Based Practice, and Special Topics.

INTEGRATED CLINICAL EXPERIENCES (ICE)

The program incorporates Integrated Clinical Experiences (ICE) as part of the physical therapy education. These experiences, woven throughout the curriculum, focus on enhancing clinical decision-making skills. They provide students with 1-day clinical opportunities both on and off-campus, aiming to expose them to diverse patient populations and scenarios. ICE serves as a springboard, preparing students for full-time clinical rotations by addressing various patient, client, and family issues. Full participation is mandatory for enrolled FAMU DPT students, and

failure to comply may be considered unprofessional behavior, subject to review by the Student Progression Committee and Program Director.

INTERPROFESSIONAL EDUCATION (IPE)

In adherence to accreditation standards for physical therapy education, all enrolled students are mandated to engage in Interprofessional Education (IPE) opportunities alongside the contemporary on-campus physical therapy education. Throughout the curriculum, scheduled IPE activities in each professional year focus on Interprofessional Health Team dynamics, Roles & Responsibilities, and Management. The FAMU DPT Program collaborates in IPE initiatives with various departments, including Occupational Therapy, Pharmacy, Nursing, Social Work, Medicine, and Speech Therapy. Additionally, virtual connections are established with a Physical Therapy Assistant program. These collaborative activities involve the coordination of faculty and staff from multiple programs, engaging several hundred students. All details regarding these activities and associated expectations will be communicated to students in advance. Full participation in IPE is a mandatory requirement for enrolled FAMU DPT students. Non-compliance may be reported as unprofessional behavior, leading to a review by the Student Progression Committee and Program Director.

RESEARCH CURRICULUM

To meet the professional standards for program accreditation, physical therapy graduates are required to possess a comprehensive understanding of clinical research. This encompasses the ability to locate and utilize reputable resources, analyze study findings, and integrate research and its findings into clinical practice. As part of the curriculum, all enrolled students will actively participate in clinical research opportunities, seamlessly integrated throughout their academic journey. In these research endeavors, students will collaborate in small groups, undertaking research projects under the guidance of a faculty member serving as their research advisor. The culmination of these projects will involve the creation of written manuscripts and presentations in the form of posters or platforms. Students may also have the chance to showcase their research at conferences associated with the physical therapy profession. Given that many research projects may require time outside the traditional classroom setting, students should anticipate working independently on their research. All additional requirements related to the research curriculum will be clearly communicated to students in writing through correspondence from the research coordinator, faculty research advisor, and/or Program Director.

CLINICAL EDUCATION PROGRAM OVERVIEW

Clinical education internships provide students the opportunity to build upon educational theory and develop the skills necessary to move towards competent clinical practice. The physical therapists and health care facilities participating in the clinical program are carefully screened to have a positive impact on the healthcare needs of their communities.

Students will be assigned to various practice areas and clinical settings to obtain broad-based experiences within the profession. 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. Students on academic or professional probation are ineligible for clinical education placement.

Students will be required to complete all health and background requirements as required by the FAMU DPT program and the clinical placement site(s). Internships may require students to travel and to make alternate housing arrangements. Each student is expected to assume the responsibility for the costs associated with the clinical experiences.

STUDY TIME

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

COURSE EVALUATIONS

Confidential course evaluations help to ensure that coursework is appropriate and consistent. All DPT students are encouraged to complete an online course evaluation at the end of each semester. Students should give thoughtful, helpful and professional consideration to their responses and comments.

EMERGENCY AND SAFETY TRAINING –ANATOMY LAB

Students will be oriented to the anatomy lab by the course instructor regarding safety and professional behavior, prior to participating. Under no circumstances is any student permitted to take anyone other than a FAMU DPT student into the anatomy lab. No photography is allowed in the cadaver lab. Additional instructions for students will be provided by the course instructor.

CLASSROOM AND LABORATORY ACCESS

Access to the SOAHS classrooms and labs after business hours is restricted to registered FAMU DPT students only.

Based on the student body needs, 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 DPT PY1 and PT PY2 cohorts. Schedules for Graduate Assistants will be posted by the second week of the semester and are also available at the Administrative Assistant's office. Students also have open access to the building on weeknights until 9 pm. After 9 pm, they must exit the building on the ground floor to prevent triggering the alarm system.

CLASSROOM VISITORS

Visitors are not allowed in the classroom or labs except with the Program Director and Course Instructor's advance approval. All visitors must report to the DPT Division's Administrative Assistant 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

Electrical equipment used in the performance of DPT laboratory skills is calibrated annually. Students are responsible for ensuring that the teaching labs classrooms and equipment are adequately maintained and left in a tidy state after each lecture or laboratory class. Students may be denied access to laboratory space outside of the scheduled lab times if:

1. University property is damaged or missing. **(If any equipment is damaged or missing, students should report it to the laboratory course instructor immediately.)**
2. The surfaces of all equipment and lab tables are not cleaned, and equipment is not stored appropriately. A schedule of rotating lab cleaning responsibilities will be posted in each classroom.
3. Classroom furniture that students move for class meetings or other activities is not organized or replaced as found.

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

STUDENT ADVISING

Each student is assigned to a faculty advisor for the entire tenure of the DPT program. The purpose of a faculty advisor is to assist students in learning and implementing successful strategies in the DPT program by offering individualized guidance regarding professional, academic, or clinical performance or recommending other resources to help the student to grow professionally and personally.

Students should be proactive by making an appointment with the faculty advisor for a short meeting at least once each semester. A written request to the Division Director is required if a student wishes to change advisors.

Students should first discuss any problems you are having that may impact successful matriculation with the faculty advisor. The Student Advisor Form should be completed and signed by the faculty advisor and the student during each advising session. To enhance follow-up, the faculty advisor will keep the original form, and the student will be given a copy of this form. Actions and outcomes should be reviewed by the target date indicated.

TUTORING BY GRADUATE ASSISTANTS

Graduate Assistants (GAs) from the PY2 & PY3 cohorts will be available to tutor PY1 & PY2 students. In addition, GAs may be assigned to faculty to assist with research. GAs are State of Florida-FAMU employees and are selected by the faculty based upon academic and professional behavior performance criteria. When eligible, GAs must complete the Application for Graduate Funding Form, and adhere to the requirements set by the Division to maintain employment.

LIBRARY RESOURCES

The primary library facilities for the Physical Therapy student are the Science Research Center Library and the Coleman Library (main library). Reserve holdings by instructors are most commonly placed with the Science Research Center Library. Students are expected to acquaint themselves with these facilities' hours of operation, reserve holdings by instructors, and learn to access the library resources and services, including printed books and journals, CD-ROM collections, interlibrary loan services, electronic databases, online journals, etc. books, and educational websites.

STUDY ROOMS & COMPUTER LAB

Study space is available for students on the 3rd Floor of the Lewis-Beck Building-SOAHS.

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).

The SOAHS Computer Lab is located on the 3rd floor. Additional computers are available for student use in Coleman and Science Research Libraries.

ESSENTIAL FUNCTIONS OF PHYSICAL THERAPISTS: APTITUDE, ABILITY, AND SKILL

The faculty members of the FAMU DPT program bear the responsibility of guiding and graduating proficient physical therapists who possess not only the necessary scientific knowledge but also the skills, professional attitudes, and behaviors essential for success in diverse clinical settings. These graduates are expected to execute a wide range of patient care procedures competently.

Individuals enrolled in the FAMU DPT program are required to demonstrate the essential functions outlined by the American Physical Therapy Association (APTA), as articulated in the APTA Core Values document. Mastery of these technical standards is crucial, as a lack thereof may pose risks to the well-being of patients, colleagues, faculty, or staff.

To successfully complete program requirements and attain the Doctor of Physical Therapy (DPT) degree, students must exhibit specific essential functions. These functions encompass physical, cognitive, and behavioral abilities deemed necessary for both program completion and the safe and effective practice of physical therapy as licensed healthcare providers in any state

jurisdiction. Any deficiencies in these essential functions may be grounds for course failure and/or dismissal from the program.

The technical standards presented below are prerequisites 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:

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 full-time (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 regarding 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 always dressed.
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.

Each student entering the program must sign an affidavit attesting to their 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)

CANDIDATES FOR THE DPT PROGRAM (ENROLLED STUDENTS)

Enrolled students who have or develop a disability or condition must provide current information to The Center for Disability Access and Resources (CeDar) documenting the general nature and extent of the disability, the functional limitations that would need to be accommodated, and the accommodations that are being requested. For students to receive additional time for the Academic Peat (the PEAT) and the National Physical Therapy Examination (NPTE), approval must be granted by The Federation of State Boards of Physical Therapy (<https://www.fsbpt.org/>).

THE AMERICANS WITH DISABILITIES ACT (ADA) /REASONABLE ACCOMMODATION

All students with documented disabilities will be provided with appropriate accommodation 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 student's responsibility 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)
 640 Gamble Street
 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 accommodation 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 business days in advance. When requesting accommodations for Clinical Education internships, students must make a written request to the Director of Clinical Education (certified in writing by CeDar) before the Clinical Education internship assignment process begins. Refer to <https://www.famu.edu/about-famu/leadership/division-of-legal-affairs/equal-opportunity-programs-and-labor-relations/americans-with-disabilities-act.php> and <https://www.famu.edu/about-famu/leadership/division-of-legal-affairs/equal-opportunity-programs-and-labor-relations/policy-statement.php>.

Students who have documented disabilities are expected to achieve competence markers comparable to other students for progression and graduation. Reasonable accommodation can be provided for some disabilities, but a DPT student should be able to perform all essential functions independently. Requests for additional time will not be applied in clinical practice settings.

SUMMARY OF GRADUATION REQUIREMENTS

The Division of Physical Therapy will graduate only those students who have the requisite knowledge and skills and deem 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 readiness standards. To be eligible for graduation, the student must:

1. Maintain ≥ 3.0 cumulative GPA.
2. Demonstrate competency by achieving a satisfactory score on a comprehensive examination.
3. Pass all Clinical Internships and fully master all CPI competencies at entry level upon completion of the final internship.
4. Adhere to the APTA Code of Ethics (i.e., good moral character/professional behavior/Code of Conduct.)
5. Participate in NPTE Preparation Workshops and opportunities provided by the program.

LICENSURE EXAMINATION

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

ATTENDANCE GUIDELINES

ACADEMIC CALENDARS, MEETINGS AND EVENTS

The Florida Agricultural and Mechanical University Academic Calendar can be found at <https://www.famu.edu/academics/registrars-office/academic-calendars.php>

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 will be required to attend integrated clinical experiences (ICE), inter-professional education (IPE) sessions, open labs, professional meetings, symposiums, and other learning opportunities. Therefore, students must carefully consider any extracurricular activities and should ensure that any absence is minimally disruptive.

Core faculty members and all DPT students attend Divisional meetings at least once each Fall and Spring semester. The Executive Board of the Graduate Physical Therapy Student Association attends one faculty meeting per month to share the achievements, issues, and concerns of their respective cohorts.

During clinical internships, students are expected to report to their scheduled clinical duties during secular holidays unless otherwise specified by the DCE and the CI.

CLASS ATTENDANCE (Call Graduate School for attendance policy)

Students are expected to attend all scheduled hours of instruction, including lecture, laboratory, group discussion and clinical education. In the event a student is tardy/absent to a class session or exam (online or face-to-face), he/she is expected to notify the Course Instructor at the earliest opportunity via email. The student should indicate the reason for tardiness/absence in the notification. Communication of an absence does not excuse absence. Multiple instances of tardiness/absences (more than 2) in a semester will be considered unacceptable professional conduct and will result in a referral to the Student Progression Committee.

Each faculty member has the option of reducing a student's course grade for repeated tardiness/absences as outlined in the course syllabus.

CLASS CANCELLATION AND EMERGENCY CLOSINGS

If classes are cancelled by unexpected events, an announcement of class cancellation will be made by the course instructor or Division Director. The program follows FAMU guidelines as announced by the FAMU Emergency Management Team. See

<https://www.famu.edu/administration/division-of-finance-and-administration/emergency-management/index.php>

PLANNED EXCUSED ABSENCES

It is a requirement for students to obtain a permission form from the Division's Administrative Assistant if they need to be absent. The completed form must be submitted to the Program

Director at least two (2) weeks before the planned absence. This process allows students to be excused from a class or activity. The form, provided by the Administrative Assistant, should include the reason for the absence, and in some cases, supportive documentation may be required.

It's important to note that excuses are not automatically granted, and retroactive excuses will not be given. Make-up exams or assignments may only be provided with the presentation of an excused absence form authorized by the Program Director. If a Course Instructor offers a make-up option, students are responsible for contacting the instructor to determine the date and time for the make-up exam or assignment. Each request for an excused absence and make-up opportunity will be evaluated on a case-by-case basis, taking into consideration the 2-week prior notification requirement when applicable.

UNPLANNED ABSENCES / EMERGENCIES

In such situations, students are typically required to inform both the respective Course Instructor and the Program Director about the absence on the first day of the unplanned absence/emergency through a telephone call or email. The student is advised to explain the nature of the emergency during this communication.

Additionally, the request for an excused absence form must be completed and submitted within five days of the student's return to class or campus. Depending on the severity of the unplanned absence/emergency, students may also be obligated to provide evidence of medical clearance before returning to classes.

This detailed procedure ensures clear communication and documentation in cases of emergencies, allowing the program to appropriately address excused absences.

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

- ***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 2 weeks prior notification and to submit 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:*** The student will be required to provide 2 weeks prior notification. Students absent for religious reasons will be given a reasonable opportunity to make up for any work missed.

- ***Permission to attend or present research at a professional conference:*** The student will be required to provide 2 weeks prior notification.
- ***Attending your wedding (or the wedding of a parent, child, or sibling):*** Eligible to miss one day of class only, with at least two (2) weeks notification prior to the event.
- ***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 2-weeks prior notification and to submit supportive documentation prior to returning to classes.
- ***Other significant unspecified personal event that is cleared with the Program Director*** with at least two (2) weeks notification prior to the event. A student may miss only one (1) day of class for this reason and for the duration of the curriculum.

UNEXCUSED ABSENCES

Personal Activities

Unexcused absences of a personal nature may proportionally affect a final grade thus jeopardizing the successful completion of the program. No absences that are of a personal nature will be excused, and an absence will impact the final course grade.

A second unexcused absence while matriculating in the program will result in an automatic grade of “0” for all assignments missed and referral to the Student Progression Committee (SPC) regarding lack of professionalism.

LEAVE OF ABSENCE (LOA)

VOLUNTARY LOA

If there is a temporary break in a student’s attendance of ten (10) 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: a documented health problem or other personal circumstances that prevent concentration in the academic program. The request must be for a specified period (i.e., the request must state an expected date of return). The duration of a LOA may be up to one (1) year.

The student will need to again 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 documentation from his/her physician regarding the readiness to return to full time status as a FAMU DPT student.

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 four (4) weeks prior to the specified expected date of reenrollment.

****Good Academic Standing: students present with GPA \geq 3.0, as required by the DPT Program.***

INVOLUNTARY LOA

The SPC (Student Progression Committee) may recommend a LOA if the student:

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

The student may follow the grievance procedures as outlined, if the student disagrees with the SPC's recommendation.

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. The SPC will ensure that the student has fulfilled all requirements prior to returning to the program. When petitioning the SPC, the student must submit information to justify the recommendation to return.

**The SPC may deny readmission regardless of the reason for the LOA.*

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, occasionally students find it necessary to work while enrolled in the program. However, work-related commitments will not be considered legitimate reasons for absenteeism or for poor academic performance.

WITHDRAWAL FROM THE FAMU DPT PROGRAM

A student wishing to voluntarily withdraw from the program must meet with his/her faculty advisor and the Program Director to ascertain the rationale for the request and to provide guidance as necessary. After, the student should then submit a letter of withdrawal to the Program Director who will alert the University's Office of the Registrar.

PROFESSIONALISM

PROFESSIONAL CONDUCT

Professional conduct is essential to quality healthcare practice, and it is the FAMU 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 FAMU 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.

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. Students who fail to demonstrate an acceptable level of maturity and professionalism may be referred to the Student Progress Committee (SPC). The FAMU DPT 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 (more than 2) are referred to the SPC.

DPT HONOR CODE

The behavior of a student is regarded as a significant reflection of their personal and professional character within the FAMU DPT program. Students are required to sign and adhere to the Honor Code of Florida A&M University's Entry Level Doctor of Physical Therapy Program. Dishonesty is identified as a serious offense by both the faculty and administration.

Depending on the severity of the offense, sanctions may be imposed, ranging from a written reprimand to dismissal from both the program and the university. This emphasizes the importance of maintaining honesty and integrity throughout the academic journey, reinforcing the ethical standards expected of FAMU DPT students.

DISRUPTION OF THE ACADEMIC PROCESS POLICY

Disruptive and unprofessional behaviors are unacceptable and are punishable, according to the seriousness of the offense, in conformity with the established rules and procedures that have been accepted by the university. You should bring your concern about any routine troubling behaviors of a classmate to the Program Director or a faculty member.

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

If you are concerned that a classmate may pose an immediate 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 imminent dangerous act:

- Stalking, harassing behaviors that persist after there has been a request to stop.
- Extreme irritability; outbursts or rage.
- Impulsivity.
- Social isolation, a chronic sense of marginalization rejection.
- Alcohol, drug or other substance abuse.
- 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 should 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 Program Director.
- The penalties for academic honesty violations shall include but are not limited to verbal and written 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).

FAMU STUDENT RIGHTS, RESPONSIBILITIES AND CODE OF CONDUCT

See <http://www.famu.edu/index-landing.cfm?students>

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 <https://www.famu.edu/students/student-resources/hazing-prevention/index.php>

Reporting a Hazing Incident

As a university family, the elimination of hazing on our campus begins with reporting. That reporting responsibility focuses 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 <https://www.famu.edu/students/student-resources/hazing-prevention/index.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.

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

Information relative to student status, performance issues, etc. is protected by FERPA, and may be discussed on a need-to-know basis with relevant FAMU related personnel but may not be discussed with other sources without the express written consent of the student. Students are encouraged not to release class lists, addresses, or phone numbers to individuals outside the University. <https://www.famu.edu/administration/campus-services/information-technology-services/pdf/FERPA.pdf>

STUDENTS AS SUBJECTS IN THE CLASSROOM/LAB

Active participation in all class and laboratory activities is a requirement for all students in the FAMU DPT program. This involves engaging in role-playing clinical situations, practicing, and refining techniques, and demonstrating proficiency in all physical therapy procedures through the practice of psychomotor skills with classmates or faculty members. Proficiency is assessed through examinations, which may involve interaction with either a classmate or a standardized patient. In some instances, a student's performance may be recorded via videotaping to provide feedback or document their capabilities.

It's crucial for students to disclose any conditions, medical history, or symptoms that might hinder their participation in class activities. Failure to participate in these activities may have a negative impact on a student's ability to perform the clinical skills required for passing a course, securing a clinical placement, or ultimately graduating from the program.

PROTECTION OF MODESTY AND DIGNITY

Faculty and students shall be committed to maintaining the modesty and dignity of all individuals during interactions and interventions that require disrobing or exposure of body parts of self and others of same and/or opposite gender during labs and testing throughout the duration of the Program. Students shall be oriented upon entry to the program regarding such disrobing and potential exposure of body parts and agree to such by signing a Student Informed Consent.

Students and faculty shall be sensitive to the needs of others in labs and clinics, particularly as applies to gender, culture and/or issues of ethnicity.

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 be educated in and comply with HIPAA standards and procedures related to patient privacy. FAMU 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 permission.

See <https://www.hhs.gov/guidance/document/professionals-hipaa-privacy-rule>

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 emphasized as a crucial component of professionalism within the FAMU DPT program. Individuals are personally accountable for the content they publish on user-generated social media platforms. When identifying oneself as associated with FAMU, it is made clear that this representation extends to both the university and the individual.

To prevent any potential misconceptions, it is advised not to use FAMMAIL for identification on social media. All content shared on social media platforms should align with the values and professional standards of the University, the School of Allied Health Sciences (SOAHS), and the FAMU DPT Program.

A particularly important guideline is the prohibition of posting patient photographs and video recordings on social media websites. Even if information is believed to be de-identified, there is a risk that patients or others may still be identifiable. Any disclosure of personal health information is stated to result in disciplinary action.

This reinforces the importance of maintaining a high level of discretion and adhering to ethical standards when utilizing social media platforms, especially in the context of healthcare and patient information.

PROTECTION OF HUMAN SUBJECTS/IRB

FAMU DPT students are required to complete a research project and may be asked to participate as research subjects. All protocols for research involving human subjects, including those deemed exempt, must be submitted to the Institutional Review Board (IRB) for review and approval.

INFORMED CONSENT

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

NAME BADGES

Each student must purchase and wear a name badge designating the student as a Student Physical Therapist (SPT) when on campus, during clinical internships, during patient care activities, and when interacting with the community as a FAMU DPT 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 late 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, khaki pants (in color and style, full-length, no tapering of leg) and name badges. Rubber soled walking shoes or clean sneakers are considered appropriate professional dress (*Classic Crocs or alike shoes are NOT permitted*). 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 clothes

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

Unacceptable dress or grooming (any appearance deemed improper by SPC)

Students must remember that this is a professional program and as such they are to display an appropriate level of judgment about 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 FAMU DPT Program:

- a. Wearing hats, caps, do-rags, skull caps, baseball caps, hoods or other head gear/wear (unless documented for religious reasons).
- b. Wearing sunglasses in the building. (Unless documented for religious or medical reasons).
- c. Sleepwear, see through clothing or clothing that reveals undergarments or does not properly cover stomach, chest, breast, back, buttocks and/or pelvic areas (e.g., midriffs, halters, mesh, netted shirts, tube tops, crop tops, spaghetti strap tops/blouses).
- d. Short shorts, micro-mini skirts, or skirts shorter than mid-thigh.
- e. Athletic type, wide armhole tank tops. Any clothing with holes and cuts (jeans, shirts and cuts). Bare feet, thongs, or flip-flops (Sandals of any style are NOT acceptable).
- f. Suggestive, revealing, or tight-fitting clothing or clothing with inappropriate pictures or slogans (e.g., sexual, drug or violent graphics, themes or statements; derogatory or profane language).
- g. Revealing piercings or tattoos on the face, and neck, stomach, chest, breast, back, buttocks and/or pelvic areas.
- h. Unkempt or uncropped facial hair.
- i. Unbound hair that falls into the face limiting the visual field.
- j. Nails of an inappropriate length that could potentially harm a patient (Nails should not extend beyond fingertips).
- k. Jeans, jeggings or leggings. (Exceptions for jeans made be made for special events).

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 late fee. Room and board components vary depending upon housing location. See <https://www.famu.edu/students/student-financial-services/fee-payment-schedule-of-fees.php>

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 Late Registration Fee to be submitted to the Office of the Registrar.
- Request for waiver of Late Payment Fee to 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 requests 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 <https://www.famu.edu/students/student-financial-services/student-accounts.php>

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 <https://www.famu.edu/students/student-financial-services/refunds.php>

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:

1. The School of Graduate Studies & Research Web site <https://graduateschool.famu.edu/funding-opportunities.php> to search for funding options.
2. 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.
3. FAMU Financial Aid Department <https://www.famu.edu/students/office-of-financial-aid/index.php>
4. Federal Student Aid: <https://studentaid.gov/>
5. APTA Scholarships and Grants: <http://www.apta.org/currentstudents/scholarshipsawards/>
6. APTA Private Scholarship Resources: <http://www.apta.org/CurrentStudents/ScholarshipsAwards/Private/>
7. 25 Great Scholarships for Physical Therapy Students: <http://www.topdegreesonline.org/scholarships/physical-therapy/>

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 another 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.

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

The Association on American Indian Affairs (AAIA) offers numerous graduate scholarships for Native Americans for 1 year. <https://www.indian-affairs.org/nativescholarship.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>.

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).

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. These work assignments for these students will be determined by their respective departmental supervisors or designees. Departments may make priority funding decisions based on GPAs, standardized test scores, and/or related experience.
 - 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.

GRADUATE PHYSICAL THERAPY ASSOCIATION

The Graduate Physical Therapy Association (GPTA) is an approved student association of Florida Agricultural and Mechanical University in consonance with the guidelines for student governance as set forth by Florida Agricultural and Mechanical University. The purpose of the GPTA shall be to serve as a liaison between the Director of the Physical Therapy Program, the faculty of the Physical Therapy Program, the student body of the Physical Therapy Program, the student body of the School of Allied Health Sciences, and the student body of Florida Agricultural and Mechanical University in matters common to all. All students admitted to matriculate in the Doctor of Physical Therapy Program at Florida Agricultural and Mechanical University shall be members of the GPTA.

The objectives of The GPTA are to

- (a) Apprise and make recommendations to the Director and faculty of the Physical Therapy Program regarding matters concerning the student body;
- (b) Apprise and make recommendations to the membership regarding the faculty's concerns with reference to student affairs;
- (c) Elect an Executive Committee which shall serve as an advisory group for the Physical Therapy Program;
- (d) Encourage students to participate in activities sponsored by the Division of Physical Therapy and the School of Allied Health Sciences;
- (e) Promote an environment conducive to the educational and ethical development of personal, professional, and social skills in a manner that will enhance the attainment of the mission, goals, and objectives of the Physical Therapy Program;
- (f) Inform students, potential students, and others in the community of the purpose of the Physical Therapy Program, its mission, goals, activities, and benefits;
- (g) Promote active involvement of the membership in the community through attendance in activities that will support professional development and projects;
- (h) Attempt to provide financial assistance to the membership to promote attendance at activities that will support professional development and projects;
- (i) Provide students, practitioners, and faculty with a forum for dialogue and fellowship.

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 timeframe. A student is allowed a maximum 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 (SAP)

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.

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 academic or professional behavior issues can lead to dismissal for students who otherwise meet the criteria for good academic standing.

GRADING POLICY

See the Registrar's website for the current university grading policy.

Credit Hour Calculation

Courses are rated at one credit hour for 15 hours of lecture or 30 hours of laboratory and/or practice 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

Incomplete Coursework

Due to extenuating circumstances beyond the control of the student, an incomplete grade may be assigned if the student was passing as determined by the instructor.

A student who is passing a course but has not completed all of the required work due to extenuating circumstances by the end of the term may, with the permission of the instructor, be assigned a grade of "I". Grades of "I" are not assigned to any course that a student fails to attend.

Before an incomplete grade is assigned, the Course Instructor determines exactly what work remains to be completed and inputs this information in the system when he/she assigns the grade.

A student should not re-register for a course(s) in which incomplete grades have been received.

Incomplete grades will not count as hours attempted in computing cumulative grade point averages. It is the responsibility of the student to plan with the course instructor for the removal of an incomplete grade. All incomplete grades must be removed by the last day of classes of the term in which the student is next enrolled, or the grade will be changed to "F". See university Registrar's Grading Policy.

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; or
- 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 their respective academic program until all degree requirements have been completed.

PROMOTION AND PROGRESSION

A student will not exceed the maximum time limit, of 54 months (about 4 and a half years) to complete the FAMU DPT program.

The minimum grade requirements for promotion in the FAMU DPT Program of ≥ 3.0 cumulative GPA must be maintained regardless of course/credit hour load. A student is allowed up to 3 credits hours of “C” grade. After 3 credit hours of “C” grades, the student will be dismissed, with the right to appeal the grade.

A student receiving a course grade in a didactic course of a “D”, or “F” is deemed a failing grade and the student will be dismissed from the program.

A student receiving a “U” grade in a clinical course will be referred to the SPC.

Individualized Study Plan Indicators

Students in minor (academic or professional) are proactively identified by faculty during faculty meetings with recommendation to meet with a faculty advisor to develop a plan of action for improvement. Students having major difficulty receive written notification at mid-term and as needed of their academic progress by their Course Instructors with follow-up by the Faculty 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 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.

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 who assigned the grade.
 - The first appeal must be made within the academic program. In the event the department/unit is unable to resolve the issue, it must be appealed to the college/school graduate grievance committee, before any appeal is made to the graduate school.
- 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 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 Ombud's 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.

NON-ACADEMIC COMPLAINTS ABOUT THE DIVISION

The Division receives and investigates the merits of concerns and/or complaints related to the PT Division, faculty, staff, or students pursuant to FAMU procedures. This includes 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 Program 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 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 a 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 (identified below) 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 "Dismissal"), the student is required to follow the steps below where the example used 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 Program Director.

- The student should articulate a clear statement of the situation including the specific request that the student is making and 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. 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 University's Office of 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 provided in Step 1 related to the appeal.

- If the Program Director determines that the assigned grade is inappropriate, the Program Director will recommend a grade change to the faculty member.
- The Program 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 Program 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 to appeal to the SOAHS Director of Student Affairs who represents the Dean of the SOAHS.

STEP 3: APPEAL TO THE DIRECTOR OF 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 five (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 in the Graduate Student Grievance Procedure in the School of Graduate Studies and Research. A student may appeal an assigned grade on an individual basis using the form found at the School of Graduate Studies and Research website.

Normally, the student will be notified of the Graduate Council's decision within thirty (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 University's Office of the Provost, who shall make the final decision.

ACADEMIC PROBATION

The academic requirements for the DPT program 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. NOTE: This imprint is permanent and remains on the 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 semester) to meet these expectations.

Additionally, a student on probation must meet with the SPC who will provide a letter to the Program 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 Program Director and sent to the student for signature.

A student who is on Academic Probation must meet with the Program Director and/or the student's Faculty Advisor, prior to the start of the following term to review the student's educational plan to optimize the student's success in the program. Modifications of the plan may be made, as necessary, so that the student and the Program 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.

DISMISSAL

A student will be dismissed from the FAMU DPT program with the opportunity to appeal as mentioned previously:

- a. If the SPC recommends dismissal which is, then endorsed by the Program Director;
- b. If a student does not maintain a cumulative GPA of ≥ 3.0 .
- c. If the student has a failing grade a "D", or "F" in any course.
- d. If the student earns more than three credits of "C" grades.

- e. Breach of professional conduct standards.
- f. Failure to report a **FELONY** criminal incident involving the student.

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

If a student successfully appeals a program dismissal, upon returning to repeat the failed course, the student is required to earn a “B” or higher (or Satisfactory, where applicable) in this course and all other courses to avoid dismissal.

After dismissal from the FAMU DPT program, a student has the option to apply to another graduate degree program, without prejudice at the University. Previously dismissed students who are accepted into new academic programs will have a new graduate GPA. As previously described, Academic Status transcript imprints (i.e., Academic Probation) will remain on the transcript.

GRADUATE SCHOOL PROGRAM DISMISSAL APPEAL

Before filing an appeal, it is recommended that a DPT student’s concerns are addressed and resolved within the SOAHS. If a student is dismissed from the program, the student may appeal to the School of Graduate Studies and Research’s Graduate Council within the next semester following the dismissal. During this time, the student will not be allowed to take any coursework related to the program.

- If the School of Graduate Studies and Research’s Graduate Council believes that the student has a high probability of succeeding, then the FAMU DPT program may petition the Graduate School Dean for a one semester extension. If the review and approval by the Graduate School Dean occurs prior to the end of the drop/add registration period of the semester following the dismissal, then the student may be allowed to enroll that semester, if the appeal is approved.
- If after reinstatement, the student fails to earn a cumulative graduate GPA of ≥ 3.0 or fails to meet the professional behavior standards, at the end of the semester following the readmission or in any subsequent semester, then the student will be issued a dismissal from the FAMU DPT program.
- Dismissed students will not be allowed to enroll in graduate courses unless they have been admitted to another graduate program or are allowed to enroll as a non-degree seeking student taking classes with permission from the new program.

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

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 a graduate grade point average (GPA) reset. If the request is approved by the Graduate School Dean, then the Graduate School 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, grades, and imprints will remain on the record, ensuring a true and accurate academic history.
2. The resetting of the GPA may only occur once during a student's graduate academic career and it is not available for degrees already earned.

PROCEDURE GOVERNING THE PROCESS OF RETURNED STUDENTS AND REPEATED COURSE GRADES REINSTATEMENT

If after the dismissal, the student satisfies the specified reinstatement requirements, a written notice of Reinstatement in Good Standing and the specific terms for continued progression will be provided to the student by the Division Director.

If after reinstatement, the student fails to display the required professional behavior or fails to earn a cumulative graduate GPA of ≥ 3.0 in any subsequent semester, then the student will be issued a dismissal from the program.

READMISSION TO THE SCHOOL OF GRADUATE STUDIES AND RESEARCH

Students who are not in attendance during two consecutive semesters (excluding 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 Program 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 application 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.

REQUIREMENT TO REPORT A CRIMINAL INCIDENT

Students are required to report to the Program Director within five (5) days of 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 there is a conviction. Failure to report any incident will result in convening of 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 nor 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 having 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 examination if convicted or plead guilty to a felony violation or *nolo contendere*, regardless of adjudication.

STUDENT RESPONSIBILITIES

GENERAL EXPECTATIONS

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 the initiative in your learning.
Develop an appropriate external support system.	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 place.
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.

AMERICAN PHYSICAL THERAPY ASSOCIATION (APTA) & FLORIDA PHYSICAL THERAPY ASSOCIATION (FPTA)

Student membership in the APTA and FPTA is mandatory within the first semester of enrollment and throughout the program. APTA and FPTA 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 and <https://www.fpta.org/>

TEXTBOOK REQUIREMENTS

Students in the FAMU 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.

Students financial aid loan package is calculated based upon the assumed purchase of required textbooks for the FAMU DPT curriculum. Failure to do so may place students in violation of their loan agreement.

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. 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 FAMU DPT program are provided 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 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 may forward your FAMU account to another address. *However, the department will not issue information or communication to another email address.* You may access your email from the link on the FAMU home page (www.FAMU.edu).

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

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. Food should be labeled with the owner's name and should not be left in the refrigerator for more than a week. Soda and snack vending machines are available near the Student Lounge.

STUDENT LOCKERS

Lockers are available for students free of charge. If there are not enough lockers for all students, you will be assigned locker partners. Locks must be removed at the end of the academic year. You may put a lock on this locker but please remember to remove the lock prior to leaving for clinical internships. Locks that are left on lockers while on student internships will be removed and disposed of.

USE OF TECHNOLOGY IN THE CLASSROOM

The use of technology in the 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 devices to class. The use of these electronic devices is a privilege and is restricted to note taking or following lectures on Canvas. 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 keep students' full intellectual energies inside the classroom, students are required to observe the following when present in the classroom and lab settings.

- 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 and lab evaluations.
- Cell phones must be turned off or put on 'silent mode' during classes.
- To minimize disruptions, students must place the device in silent mode, and must leave the classroom to interact with the technology when it is not used as a part of classroom instruction.
- Students must place the device in silent mode and must leave the classroom to interact with the technology when it is not used as a part of classroom instruction.
- An iPad or a computer 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 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 Course Instructor.
- On violation of this policy, the student may face disciplinary actions.

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**

<https://www.famu.edu/academics/registrars-office/tuition-fees-and-redundancy-requirements.php>
<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

https://www.famu.edu/about-famu/leadership/division-of-legal-affairs/office-of-the-general-counsel/university_regulations/pdf/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 <https://www.famu.edu/about-famu/policies-and-regulations/regulations-and-notice/pdf-active/3.021%20Regulation%203.021%20Alcohol%20on%20Campus.pdf>.

DRUG USE

The provided information outlines the rights and responsibilities of students within the academic community, emphasizing both privileges and obligations. Students enjoy academic freedom and participation in decision-making processes while also being accountable for compliance with legal requirements and governance by students, faculty, and staff.

The text underscores the responsibility of community members to report any violations of regulations, encourage compliance, and assist in enforcement by serving as witnesses when necessary. Alleged violations of the Code are referred to the University Judicial Officer. Students, faculty, and staff have the right to report violations in writing to the Judicial Office.

In cases related to the use of illegal drugs, controlled substances without a prescription, or being under the influence of alcohol during clinical experiences or classes, a positive drug or alcohol

screen may lead to referral to the Student Progression Committee and the Office of Student Judicial Affairs. Expulsion from the program is mentioned as a potential consequence, and other sanctions may also be imposed in accordance with 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/Affairs 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/Affairs and the Dean.

See https://law.famu.edu/college-of-law-student-affairs/pdf/2_012%20Student%20Code%20of%20Conduct%20FINAL%207714.pdf

CAMPUS SAFETY

FAMU ALERT

FAMU'S DEPARTMENT OF CAMPUS SAFETY AND SECURITY (DCSS) operates 24 hours a day, 365 days a year. The full-service law enforcement agency is comprised of the campus police and parking services to serve the university community more efficiently. Call the non-emergency police communications operator for assistance or to report criminal activity at (850) 599-3256.

DCSS headquarters is located at the **Plant Operations Building**, 2400 Wahnish Way, POM Bldg. A, Suite 128, Tallahassee, Florida 32307.

CAMPUS SECURITY

Contact FAMU Department of Campus Safety and Security by dialing “3256” from any campus extension, directly at (850) 599-3256, or use the Emergency Blue Light telephones located throughout the campus to report a crime. Any suspicious activity or person seen in the parking lots loitering around vehicles, inside buildings, or around the residential halls should be reported to the FAMU DCSS. Remember, if you see something, say something!

LIVESAFE APP

LiveSafe is a personal safety mobile app that FAMU is providing to all students, faculty, and staff to download for free. The app provides a quick, convenient, and discreet way to communicate directly with FAMU safety officials, enhancing your overall safety and allowing FAMU Police to better protect you.

- **Report Tips:** The “Report Tips” feature allows you to send text, picture, video, and audio directly to FAMU Police in real-time, and anonymously if you prefer. You can share information about any safety incidents or concerns, such as suspicious activity, theft, harassment, and more. You can also engage in a live chat with a safety official.
- **Emergency Options:** By calling 911, calling FAMU Police, or Messaging FAMU Police from the “Emergency Options” screen, you will initiate location tracking, allowing safety officials to see where you are and respond to you more quickly in an emergency. You can easily stop location tracking at any time after the call is placed.
- **Safety Map:** View a safety map to see and get directions to nearby safety locations and to see where recent incidents have occurred.
- **GoSafe**
 - **SafeWalk:** Get from place to place safely by using SafeWalk to invite your contacts to “virtually escort” you, allowing them to follow your location on a map as they chat with you. You can request to virtually escort others as well.
 - **Student Escort Team:** Request an in-person student escort to walk you to your destination. (Due to COVID-19, this function may not be available at this time.)
- **FAMU ALERTS....Receive Alerts:** Stay up to date by receiving important safety notifications and emergency alerts from FAMU Police.

- **Resources:** Access important safety information such as emergency procedures, health & wellness resources, sexual assault resources, and more

OFFICE OF PARKING AND TRANSPORTATION

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 DCSS headquarters or at the Welcome Center located at the intersection of Wahnish Way and Gamble Street. There is no additional cost for enrolled students to register a vehicle. *Violators will be cited and automobiles may be immobilized and/or towed.* Individuals having a vehicle immobilized or towed should report directly to DCSS headquarters (address located above).

- Parking Services 850-561-2657.
- There are color-coded parking lots throughout campus.
- Red signs indicate general parking for anyone with a legal parking permit.
- Blue signs indicate residential student parking only.
- Green signs indicate employee parking only.
- Gated areas and reserved parking spaces are only for those with the proper decal and permit.
- A parking permit (unless reserved parking) does not guarantee a parking space. It allows you to park on campus in a legal spot.
- There is a limited amount of free, street parking located in the surrounding neighborhood. Use this parking at your own risk. The City of Tallahassee, not FAMU DCSS has jurisdiction of and enforces parking rules in this area.

VENOM EXPRESS SHUTTLE

FAMU Office of Parking and Transportation operates several shuttles, The Venom Express Shuttles, that provide transportation to various locations around campus. This service is free of charge to all FAMU students. The Venom Express Shuttle schedule can be found on the Office of Parking and Transportation website.

BUILDING SECURITY

The safety of students and employees is a primary concern, particularly after regular business hours. While on campus outside of regular business hours, all students 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 **(850) 599-3256**.
 - Use the LiveSafe 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 Program 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. <https://www.famu.edu/students/student-resources/health-and-wellbeing/health-services/eligibility-and-payment.php>

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 a patient:

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%)

The Florida A&M University Office of Counseling Services

101 Sunshine Manor

(850) 599-3145

Monday-Friday from 8:00am - 5:00pm

Thursdays from 8:00am -7:00pm

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 <https://www.famu.edu/students/student-resources/health-and-wellbeing/counseling-services/index.php>.

COVID19 UNIVERSITY ANNOUNCEMENT: “Wearing a face covering in public can help prevent the spread of COVID-19 in the community. In accordance with guidance from the Centers for Disease Control and Prevention (CDC) and the Florida Department of Health, 3 Florida A&M University has determined that everyone will be required to wear a face covering in university buildings, including classrooms. You **MUST** wear a face covering appropriately (i.e., covering both your mouth and nose) in the building if you are attending class in person. Everyone is expected to wear one while inside any university building or public space in which social/physical distancing cannot be observed. Face coverings other than those provided by the University are acceptable so long as they provide appropriate coverage (mouth and nose). Students who choose not to wear a face covering may participate in class remotely, if available, but may not attend in person. Face coverings protect the health and safety of individual students as well as the health and safety of their classmates, instructor, and the university community. Anyone attending class in person without a face covering or whose face covering does not provide appropriate coverage will be asked to put one on, adjust the position of/replace their covering, or leave. Instructors will end class if anyone present refuses to appropriately wear a face covering for the duration of class. Students should observe signage or otherwise sit, stand, and situate themselves at least six feet away from their fellow students, faculty, and staff. Students who refuse to wear face coverings appropriately or adhere to other stated requirements may face disciplinary action for Student Code of Conduct violations. Students may consult with the Center for Disability Access and Resources (CeDAR) on a case-by-case basis for accommodations if they cannot wear a face covering. Students requiring such accommodations may be advised to take advantage of and participate in a section of the course offered through remote instruction, if available. Finally, students who are experiencing COVID-19 related symptoms must not attend class in person and are encouraged to contact a health care provider. Students must report their absence to the course instructor. Alternatively, students may contact Student Health Services to report their absence, who will work with the student to communicate with the course instructor.” 3 Centers for Disease Control and Prevention. (2020, April 3) Recommendation Regarding the Use of Cloth Face Coverings, Especially in Areas of Significant Community-Based Transmission.

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/about-face-coverings.html>

Florida Department of Health. (2020, June 22) State of Florida Department of Health Public Health Advisory.

<https://floridahealthcovid19.gov/wpcontent/uploads/2020/06/20200622-SOF-DOH-Public-Health-Advisory.pdf>

HOUSE BILL 7 (HB7) CONFORMITY: Fundamental to the institution’s mission is support for an environment where divergent ideas, theories, and philosophies can be openly exchanged and August 23, 2022, critically evaluated. Consistent with these principles, this course may involve discussion of ideas that you find uncomfortable, disagreeable, or even offensive. These ideas are intended to be presented in an objective manner and not as an endorsement of what you should personally believe. Objective means that the idea presented can be tested by critical peer review and rigorous debate, and that the idea is supported by credible research. Not all ideas can be supported by objective methods or criteria. Regardless, you may decide that certain ideas are worthy of your personal belief. In this course, however, you may be asked to engage with complex ideas and to demonstrate an understanding of the ideas. Understanding an idea does not mean that you are required to believe it or agree with it. (Note: Adapted from suggested language from UCF.)

MENTAL HEALTH STATEMENT: Being successful in this course is dependent on many factors, including your personal well-being. As a student you may experience a range of stressors that can cause barriers to learn and impact your overall health. They may include anxiety, high levels of stress, depression, trauma, grief, and strained relationships. You are a priority and there are several people at FAMU waiting to assist you in your academic journey. Please reach out to me if you are experiencing any type of difficulty that may impact your success in this course. In addition, the Office of Counseling Services (OCS) offers FREE, confidential virtual and in-person counseling for enrolled students. To learn more, visit the OCS’ website or call (850) 599-3145.

THE FAMU DPT OATH

As a student in the FAMU 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, 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 the scope of physical therapy practice and seek the assistance of others when these limits are exceeded.

I will be responsible for continuously improving my skills and knowledge and advancing my profession by seeking new knowledge and by re-examining 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, Cohort 20 __, Graduating Class of 20 __.

So help me God.

APPENDICES

APPENDIX 1 ~ DPT CURRICULUM

Fall Semester, Year 1 Courses & Credits		Spring Semester, Year 1 Courses & Credits		Summer Semester, Year 1 Courses & Credits	
PHT 5115C Gross Anatomy & Lab	4	PHT 5156C Therapeutic Exercise	3	PHT 5161C Neurological PT I & Lab	3
PHT 5125C Analysis of Human Motion I & Lab	3	PHT 5166 Neuroscience	3	PHT 5246C Orthopedic PT I & Lab	3
PHT 5154 Human Physiology	3	PHT 5178C Analysis of Human Motion II & Lab	3	PHT 5243C Integument PT & Lab	2
PHT 5149 Life Span Development	2	PHT 5202C Patient Care Skills & Lab	3	PHT 5380C Cardiopulmonary PT I & Lab	2
PHT 5352 Pharmacology in Physical Therapy Practice	2	PHT 5306 Pathology	2	PHT 5932 Clinical Decision Making	2
PHT 5025 Professional Behavior	1	PHT 6420 Motor Control & Motor Learning	2	PHT 5805 Clinical Education I	1
				PHT 5606 Evidence-Based Practice I	1
TOTAL CREDIT HOURS	15		16		14
Fall Semester, Year 2 Courses & Credits		Spring Semester, Year 2 Courses & Credits		Summer Semester, Year 2 Courses & Credits	
PHT 6719C Neurological Physical Therapy II & Lab	3	PHT 6312C Orthopedic PT III & Lab	3	Term C	
PHT 6248C Orthopedics II & Lab	3	PHT 6935 Clinical Decision Making III	2	PHT 6822 Clinical Education II (8 weeks)	8
PHT 6219C Physical Agents & Electrotherapy & Lab	3	PHT 6373 Geriatric PT	2	PHT 6960 Professional PT Practice I	1
PHT 6381C Cardiopulmonary II & Lab	2	PHT 6606 Evidence-Based Practice III	2		
PHT 6934 Clinical Decision-Making II	2	PHT 6733 Special Topics in PT I	2		
PHT 6618 Evidence-Based Practice II	1	PHT 6328 Pediatric PT	2		
		PHT 6713C Prosthetics & Orthotics	2		
TOTAL CREDIT HOURS	14		14		9
Fall Semester, Year 3 Courses & Credits		Spring Semester, Year 3 Courses & Credits			
PHT 6823 Clinical Education III (8 weeks)	4	PHT 6824 Clinical Education IV	8		
PHT 5070 Diagnostic Testing Evaluation	2	PHT xxxx Professional PT Practice II	1		
PHT 6730 Differential Diagnosis	2				
PHT xxxx Special Topics II	2				
PHT 5024 Health Care Systems & Administration	2				
TOTAL CREDIT HOURS	12		9		
TOTAL Didactic Learning Credits	83	TOTAL Clinical Education Credits	20	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 DPT Division's Administrative Assistant.

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 FAMU DPT Program.

_____ I agree to abide by the FAMU 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 assess 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:

Assess gait deviations of patient 10 feet away.

Observe patient response to exercise or therapeutic procedure (grimacing, change in skin color, breath control, etc.)

Assess open wounds and skin integrity.

Monitor, read, and interpret information received from multiple sources.

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:

Obtain history and medical information from patient and caregivers.

Explain treatment procedures.

Demonstrate exercise programs.

Establish rapport with patient/client, caregivers, and colleagues.

Communicate in English orally and in writing with colleagues and payers at a level consistent with successful course completion and clinical performance.

Perform effective, thorough, and timely documentation in classroom and clinical settings.

Apply teaching and learning theories and methods in health care and community environments.

Possess computer skills that will allow for successful classroom and clinical performance.

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:

Respond rapidly and responsibly to emergencies.

Accurately read and record data obtained from instruments utilized in clinical assessment.

Respond to a timer, emergency alarm, or emergency calls from patient/client.

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.

Discern breath, and heart sounds with a stethoscope.

Perform skills that require coordination of both gross and fine muscular movements, equilibrium, and the integrated use of touch and vision.

Simultaneously observe and physically support a patient/client with a disability during all aspects of care with or without an assistive device.

Perform physical therapy procedures with speed, strength, coordination, safety, and endurance for handling self, classmates, and patient/clients.

Fit and teach the use of assistive devices, prosthetics and orthotics.

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.

Manipulate tools used in evaluation and treatment (goniometer, equipment dials, sphygmomanometer, etc.)

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:

Complete all classroom and clinical coursework in the proper sequence and achieve required passing grades.

Comprehend three-dimensional relationships and understand the spatial relationships of structure.

Design and participate in a scientific inquiry process.

Apply evidence-based physical therapy practices.

Demonstrate ability to apply universal precautions.

Synthesize and integrate relevant aspects of the patient history and examination findings to develop safe and effective treatment programs.

Perform physical therapy differential diagnoses.

Interpret patient responses to treatment interventions.

Make appropriate modifications to assessment and treatment plans.

Recognize the psychological impact of dysfunction and disability.

Integrate needs of patient and caregivers into a plan for caregivers.

Perform clinical problem solving by synthesizing relevant patient information.

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:

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.

Recognize ethical and legal standards and apply them in clinical, personal and professional decision-making.

Demonstrate management and organizational skills, including supervision and task delegation to others.

Demonstrate academic honesty during examinations (written and practical), homework assignments, clinical internship patient management, and clinical internship assignments.

Thoroughly complete all assigned tasks, as assigned by course, clinical instructor, or supervisor, as appropriate.

Uphold academic integrity in regard to appropriate use of social media or other websites only with express written permission from the persons involved in the activity.

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:

Adapt to change, display flexibility, and learn to thrive regardless of the uncertainties and stresses of a demanding educational program.

Maintain mature and professional demeanor when physically and emotionally fatigued.

Adhere to rules of attendance/timeliness.

Be professionally always dressed.

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.

Establish appropriate professional and social demeanor and respect with faculty, staff, classmates, health-care colleagues, and with patients and their families.

Exhibit appropriate flexibility and adaptability for the ambiguities in professional life, especially in pursuing the well-being of patients.

Identify accurately the cognitive and emotional needs of self and others.

Demonstrate empathy, compassion, and respect for all individuals.

Work harmoniously in teams and contribute to all activities and assignments.

Accept and respond to constructive criticism in a professional manner.

Exhibit appropriate verbal and non-verbal communication with all persons regardless of age, gender, race, creed or sexual orientation.

Accept responsibility for actions and decisions.

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.

Complete all necessary clinical education materials (health records, CPR, criminal background checks, drug screens, biographical sketches, facility packets) by deadlines provided.

Maintain cleanliness of classrooms.

Demonstrate responsibility for lifelong professional growth and development.

APPENDIX 3



**SCHOOL OF ALLIED HEALTH SCIENCES
PHYSICAL THERAPY DIVISION ENTRY 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 FAMU 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 - Print

Student Name – Signature

____/____/____
Date

APPENDIX 4



SCHOOL OF ALLIED HEALTH SCIENCES
PHYSICAL THERAPY DIVISION ENTRY 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 to 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 Administrative Assistant on the first day of class.

Student Name - Print

Student Name - Signature

Date / /

Witness Name - Signature

Date / /

APPENDIX 5



**SCHOOL OF ALLIED HEALTH SCIENCES
PHYSICAL THERAPY DIVISION ENTRY DPT PROGRAM
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 the 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 all responsibility for any injury that may occur because 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.

Student Name - Print

Student Name – Signature

____/____/____
Date

Witness Name – Signature

____/____/____
Date

APPENDIX 6



**SCHOOL OF ALLIED HEALTH SCIENCES
PHYSICAL THERAPY DIVISION ENTRY 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 and social media, 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.

Student Name - Print

Student Name – Signature

____/____/____
Date

Witness Name – Signature

____/____/____
Date

APPENDIX 7

FLORIDA **A&M** UNIVERSITY

SCHOOL OF ALLIED HEALTH SCIENCES PHYSICAL THERAPY DIVISION ENTRY DPT PROGRAM

COVID-19 REQUIREMENTS #1 Priority – Protect the FAMUly.

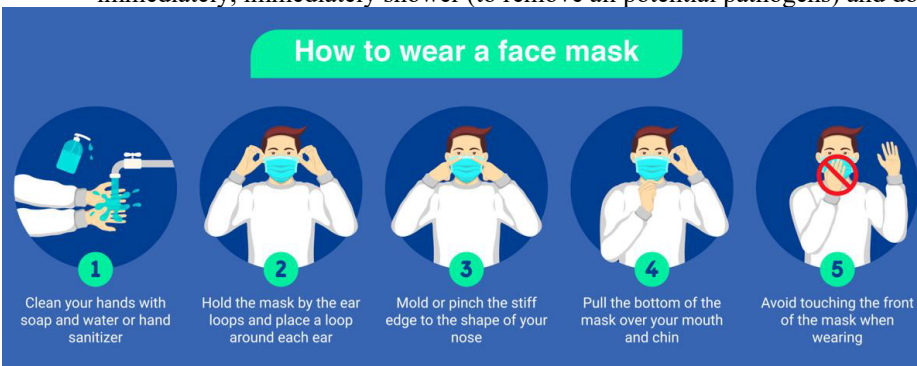
Continue to self-isolate as much as possible.

Maintain a daily journal with your morning temperature and any symptoms.

“Zero Tolerance” policy: If a rule is broken, intentionally or unintentionally, you will be asked to leave immediately.

Class schedules will be announced and posted on Canvas.

- Maintain social distancing outdoors and indoors (6 feet) at all times, except for lab pairs!
- Shower immediately prior to leaving your home to remove all potential pathogens
- Do not congregate inside or outside of the SOAHS building.
 - Before entering the building, use hand sanitizer and put your mask on.
 - You may bring only your car key(s), cell phone, a notepad and a pen into the SOAHS building unless otherwise instructed by your course instructor.
- Stay to the Right in all corridors, hallways and stairs.
- Students must clean their lab station and equipment:
 - Upon arrival, every time students switch roles, every time a different person gets onto a plinth or mat table.
 - At least every 2 hours.
 - Before they leave for the day.
- Bring your own pillows, pillowcases, sheets, or towels for use, immediately after use take home to wash and sanitize before re-using.
- On returning home, leave your shoes at the door, put dirty clothes into closed laundry and/or wash immediately, immediately shower (to remove all potential pathogens) and don clean clothes.



- Wash your hands immediately before donning a mask, **and** after removing and discarding a mask.
- Dirty masks should be immediately discarded into a closed trash container OR laundered.

(Provided and modified - Courtesy of U. Tennessee Chattanooga DPT Program)

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

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 the current requirements.*

**FLORIDA A&M UNIVERSITY
SCHOOL OF ALLIED HEALTH SCIENCES
DIVISION OF PHYSICAL THERAPY**
Lewis Beck Building
334 Palmer Avenue
Tallahassee, FL 32307