



DIVISION OF PHYSICAL THERAPY

**SCHOOL OF ALLIED HEALTH
SCIENCES**

**STUDENT
HANDBOOK
2025**

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WELCOME TO THE FAMU DPT PROGRAM

Congratulations and welcome to the FAMU Doctor of Physical Therapy (DPT) Program! We are proud to have you as a part of our vibrant academic and professional community, and we hope you feel a deep sense of pride and responsibility as you begin your journey in one of the most respected and impactful healthcare professions.

As a student in this professional doctoral program at Florida A&M University, an institution with a longstanding legacy of academic excellence, service, and leadership, you are now part of a tradition that values integrity, cultural relevance, and a commitment to advancing health justice.

This Student Handbook has been developed to provide clear guidance on the specific policies, procedures, and expectations of the FAMU DPT Program. It is your responsibility to review this handbook thoroughly and to adhere to the standards described herein, in addition to those applicable to all graduate and professional students at Florida A&M University and within the School of Allied Health Sciences.

Please note that this handbook does not supersede policies founded by the University or the School of Allied Health Sciences but serves as a supplemental resource tailored to your experience in the DPT Program.

The FAMU DPT Faculty reserve the right and hold the responsibility to revise and update this handbook as formal policies, accreditation requirements, and program procedures evolve. All students will be notified in a timely manner of any changes.

We are excited to support your growth as a future Doctor of Physical Therapy and are committed to preparing you for excellence in service, leadership, and clinical practice.

PROGRAM HISTORY

The Division of Physical Therapy (housed within the School of Allied Health Sciences) at FAMU was founded 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 is not 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.

PROGRAM ACCREDITATION

The Doctor of Physical Therapy (DPT) Program at Florida A&M University is fully accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE). The program maintains its accreditation status through Fall 2024 at which time it will undergo its next reaffirmation review.

Students who have concerns or complaints are strongly encouraged to utilize the appropriate procedures outlined within the FAMU DPT Program, the School of Allied Health Sciences, or broader University policies. These internal channels are designed to address and resolve concerns constructively and professionally.

However, if a student believes that the program is not in compliance with CAPTE accreditation standards or if the issue remains unresolved, they may also file a formal complaint directly with CAPTE. Information on how to file a complaint can be found on CAPTE's website at:

<http://www.capteonline.org/Complaints/>

EQUAL OPPORTUNITY STATEMENT

The Florida A&M University (FAMU) Doctor of Physical Therapy (DPT) Program is committed to providing equal access and opportunity to all individuals, regardless of economic or communal status. The program does not discriminate on the basis of ethnic group color, ethnicity, national origin, religion, political affiliation, sex, gender expression, pregnancy, marital status, age, disability, genetic information, or veteran status.

This commitment to multiplicity, justice, and addition reflects the values of both the FAMU DPT Program and the University as a whole, in alignment with our mission to foster a respectful, welcoming, and supportive environment for all students, faculty, staff, and stakeholders.

For more information about FAMU's Equal Opportunity and Non-Discrimination Policy, or to report concerns related to compliance, please visit the Office of Equal Opportunity Programs at: <https://www.famu.edu/administration/division-of-legal-affairs/equal-opportunity-programs/index.php>

Questions or concerns may also be directed to:
Office of Equal Opportunity Programs
Phone: (850) 599-3076
Email: eop@famu.edu

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 ethnic group, 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.

MISSION & VISION STATEMENTS

Florida Agricultural and Mechanical University Mission Statement

Florida Agricultural and Mechanical University (FAMU) is an 1890 land grant, doctoral/research institution devoted to student success at the undergraduate, graduate, doctoral and professional levels. FAMU enhances the lives of its constituents and empowers communities through innovative teaching, research, scholarship, partnerships, and public service. The University continues its rich legacy and historic mission of educating African Americans and embraces all dimensions of multiplicity.

School Of Allied Health Sciences Mission Statement

The mission of the School of Allied Health Sciences is to provide an enlightened and enriched academic, intellectual, moral, cultural, and ethical, technological, and student-centered environment to educate individuals to become competent allied health professionals who are capable of: complex critical thinking, complete 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 who 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 universal 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 Core Values

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

Doctor Of Physical Therapy Program Mission Statement

The mission of the Doctor of Physical Therapy Program at Florida A&M University is to foster excellence in education, research, and practice.

We cultivate a diverse and wide-ranging environment, preparing competent, compassionate, and culturally sensitive physical therapists.

Our graduates excel in critical thinking, effective communication, interdisciplinary collaboration, and research, improving health outcomes for underserved populations. Committed to lifelong learning and ethical practice, our program addresses evolving healthcare needs at the local, state, and national levels.

DPT Vision Statement

To be a leader in physical therapy education, research, and practice, recognized for our commitment to excellence, and innovation. We aspire to produce highly skilled and compassionate physical therapists who are dedicated to advancing health justice and improving the quality of life for diverse populations.

DPT Program Values

At all times, students in the physical therapy program shall demonstrate the core values of the American Physical Therapy Association (APTA). The APTA defines and endorses seven core values that are essential to the very essence of professionalism in physical therapy. These core values are accountability, altruism, collaboration, compassion/caring, duty, excellence, addition, integrity, and communal responsibility. The nine values are sufficient in breadth and depth to incorporate the many values and attributes that are part of physical therapist professionalism.

DPT Program Goals

1. **Develop Competent and Compassionate Practitioners**
Prepare graduates who demonstrate strong clinical reasoning, critical thinking, and evidence-based decision-making across diverse patient populations.
2. **Ensure Student Success and Licensure Readiness**
Maintain a two-year NPTE Ultimate Pass Rate of $\geq 85\%$ and support timely student progression and graduation within 150% of the program length.
3. **Promote Professionalism**
Foster professional behaviors, ethical conduct, and responsive care through academic, clinical, and service-learning experiences.
4. **Enhance Communication and Documentation Skills**
Ensure students are proficient in oral, written, and clinical communication consistent with entry-level practice expectations and patient-centered care.
5. **Advance Scholarly Engagement and Innovation**
Support faculty and students in producing and disseminating impactful research, case studies, and clinical innovations that contribute to the physical therapy profession.
6. **Strengthen Faculty Excellence and Program Leadership**
Recruit and retain qualified faculty who utilize varied teaching strategies, maintain clinical relevance, and serve as leaders in education, research, and service.
7. **Foster Wide-ranging Learning and Service Environments**
Create an academic culture that values justice, addition, and belonging, while engaging with underserved communities through outreach and preventive care initiatives.
8. **Continuously Improve Curriculum and Clinical Education**
Utilize formal assessment and stakeholder feedback to evaluate and enhance curriculum effectiveness, including didactic and clinical education components.
9. **Promote Lifelong Learning and Professional Growth**
Instill in students and faculty a commitment to reflective practice, continuing education, and leadership within academic, clinical, and professional settings.
10. **Engage in Meaningful Service and Collaboration**
Encourage active participation in professional organizations, university governance, and community partnerships that advance the mission of the program and institution.

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 features, 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.

Our 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. Our 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.

PROGRAM GOVERNANCE

Formal Organization

The Doctor of Physical Therapy (DPT) Program is housed within the School of Allied Health Sciences and is also part of the School of Graduate Studies and Research at Florida A&M University. While affiliated with the Graduate School, the DPT Program maintains academic and administrative autonomy per its status as a professional doctoral program. This structure supports compliance with the standards set forth by the Commission on Accreditation in Physical Therapy Education (CAPTE) and allows the program to meet the specialized academic and professional expectations of physical therapist education.

The FAMU DPT Program is delivered on the main campus in Tallahassee, Florida, where all students are enrolled as a single cohort and engage in didactic and laboratory instruction. The program emphasizes both academic rigor and professional formation, consistent with its mission to produce culturally competent, practice-ready physical therapists who serve diverse communities.

Program Administration

The academic administrator responsible for all functions of the Doctor of Physical Therapy Program at Florida A&M University is the Program Director. This full-time core faculty member oversees the daily operations of the program and ensures compliance with the educational standards set forth by the Commission on Accreditation in Physical Therapy Education (CAPTE), including but not limited to Standards 4G and 4H. The qualifications, responsibilities, and duties of the Program Director are defined by CAPTE and are reflected throughout this document.

At FAMU, the Program Director is housed within the School of Allied Health Sciences and reports directly to the Dean. The Program Director is charged with upholding University policies and procedures while also ensuring the program meets the academic and professional expectations associated with doctoral-level physical therapy education.

To support the administration of the program, the Program Director works collaboratively with core faculty, including designated roles such as the Director of Clinical Education and committee chairs. This collective leadership team provides oversight in areas such as curriculum development, faculty governance, student progression, assessment, and clinical education. This administrative structure supports the DPT Program's uniqueness as both an academic and professional doctoral program and ensures coordinated leadership across all components of the curriculum.

PROGRAM ADMINISTRATION & FACULTY

At Florida A&M University, the Doctor of Physical Therapy (DPT) Program is led by a Program Director who serves as the academic and administrative leader responsible for the overall operation and strategic direction of the program. As a full-time core faculty member, the Program Director ensures that the program remains in compliance with the educational standards founded by the Commission on Accreditation in Physical Therapy Education (CAPTE), including Standards 4G and 4H. The Program Director's responsibilities include but are not limited to daily program operations, curriculum oversight, budget management, student and faculty support, assessment and planning, and maintaining accreditation standards. This role is positioned within the School of Allied Health Sciences and reports directly to the Dean.

Faculty members within the FAMU DPT Program serve as vital contributors to the program's success, not only through teaching but also through widespread service, research, and administrative roles. All core faculty participate in curriculum development and revision, outcomes assessment, student advisement, and accreditation preparation. Faculty members also serve as chairs and active members of key committees such as Admissions, Curriculum, Student Progression, Assessment, and Student Affairs. Additionally, faculty contribute to interprofessional education, clinical site visits, and the development of clinical partnerships. One faculty member serves as the Director of Clinical Education (DCE) and is responsible for the development, coordination, implementation, and assessment of all clinical education components within the curriculum. Other faculty serve as course coordinators, research mentors, and student organization advisors. All faculty are expected to maintain scholarly productivity, participate in university and community service, and support the mission of FAMU, School of Allied Health Sciences and the Program.

Program Director:

Tracy A. Thomas, PT, DPT, PhD
Professor
Tracy.Thomas@famu.edu
850-599-8169
Lewis-Beck #309

Core Faculty – Division of Physical Therapy:

Sherif Gendy, MD, PhD
Associate Professor
Sherif.Gendy@famu.edu
850-412-5695

Kurt Gray, PT, DPT
Associate Professor
Kurt.Gray@famu.edu
850-412-7575

Allison Mills Anderson, PT, DPT, NCS
Visiting Assistant Professor
Allison.Mills@famu.edu
850-561-2024

William Potts, PT, DPT
Visiting Assistant Professor
William.Potts@famu.edu
850-412-7848

Saungaylia Randolph, PT, DPT, MHA
Associate Professor
Saungaylia.Randolph@famu.edu
850-561-2008

Phyllis Reaves, MS, PhD
Associate Professor
Phyllis.Reaves@famu.edu
850-561-2011

Associated Faculty/Laboratory Assistants – Division of Physical Therapy:

Haley Brown, PT, DPT, XXXX
Haley.Brown@famu.edu

Rajiv Dalal, PT, ScD, COMT

Kyle Gaines, ATC, PT
Kyle.Gaines@famu.edu

Rajiv.Dalal@famu.edu

Adrian McCollum, PhD
Adrian.McCollum@famu.edu

Bernard Smothers, PT, MS
Bernard.Smothers@famu.edu

School of Allied Health Sciences Contacts:

Dean of the School of Allied Health Sciences
Mary Simmons, Ph.D, MPH, RRT
Mary.Simmons@famu.edu

Associate Dean of the School of Allied Health Sciences
Errick Farmer, PhD
Errick.Farmer@famu.edu

SOAHS Student Affairs,
Yvonne Nelson-Langley
Yvonne.NelsonLangley@famu.edu

PROGRAM COMMITTEES

The Director shall assign faculty to specified administrative assignments in accordance with departmental needs. Standing committees shall be founded by the Program Director, who shall appoint a chairperson and members. The Program Director shall review committee assignments annually.

The following committees shall be considered standing department committees:

- Admissions Committee: Reviews prospective student files and interview results and makes final decisions on students to be admitted to the program. Revises acceptance criteria and admissions processes, maintains records on the number and demographics of applicants and those accepted.
- Assessment & Outcomes Committee: Establishes the procedure for evaluating program outcomes; conducts the evaluation and makes recommendations for revision of the procedures as well as recommendations for program changes based on the results of the outcome evaluation. Coordinates student evaluation of faculty/course/services.
- Clinical Education: Addresses clinical educational placements and concerns.
- Curriculum Committee: Reviews and recommends curriculum changes. Responsible for the development and implementation of policy on text adoption & desk copies.
- Inventory Control: Oversees inventory control of all PT equipment and supplies. Makes recommendations regarding department equipment and supply needs to the Program Director.
- Peer Review Committee: This committee reviews faculty teaching, scholarship, and service activities for all faculty members who are eligible for tenure or a continuing contract. Responsible for establishing and implementing a program for faculty development based on identified needs.
- Research Committee: Mentors faculty through the research process. Facilitates faculty-driven student projects. Collects and maintains a record of the scholarly productivity of faculty and students.
- Strategic Planning/Accreditation Committee: Coordinates activities and gathers information for Accreditation visit from committee chairs. Responsible for monitoring the external healthcare and physical therapy market such that the PT Division continues to thrive.

- Student & Alumni Affairs Committee: Act as faculty advisor to the Graduate Physical Therapy Association (GPTA), organizes students for class elections, fundraising activities, approves class budgetary allocations, participates in health fairs, career days, and other community service activities. When applicable, coordinates PT Alumni activities, including continuing education, job placement services, maintaining a usable database of addresses, and reunion activities.
- Student Progress Committee (SPC): Recommends action (disciplinary or otherwise) regarding student academic and professional behavior progress and makes recommendations to the PT Division Director.

CURRICULUM

The Doctor of Physical Therapy Program at Florida A&M University is intentionally designed to prepare students to demonstrate, both in the classroom and in clinical settings, the levels of comprehension, clinical reasoning, and competence expected of entry-level physical therapists. To ensure continuity and appropriate progression, all students are required to complete the full curriculum in the prescribed sequence, unless a modification is approved by the Program Director and/or the core faculty.

The curriculum is structured into integrated units of instruction that encompass the cognitive (knowledge), psychomotor (skills), and affective (attitudes and values) domains of learning. Each course includes clearly defined interactive objectives, along with the expected levels of performance appropriate to the student's stage of professional development.

The FAMU DPT curriculum is grounded in a modified systems-based approach that follows a spiral learning model, starting with foundational content and progressively advancing to more complex and in-depth material. This structure promotes continual reinforcement of key concepts and clinical application. The curriculum emphasizes problem-solving, critical thinking, and analytical reasoning, encouraging students to integrate and apply evidence-based practices and professional resources in both academic and clinical settings.

The curriculum has been carefully designed by the FAMU DPT faculty, taking into account:

- The mission and philosophy of the DPT Program, the School of Allied Health Sciences, and the University;
- Current evidence, professional standards, and accreditation guidelines; and
- Emerging health care trends that shape the role of physical therapists in diverse clinical environments and communities.

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

Our integrated, student-centered approach supports the development of competent, compassionate, and culturally responsive physical therapists who are prepared to meet the needs of an evolving health care landscape.

Educational Principles

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

- Objectives are clear, attainable, and meaningful to the learner and have measurable

outcomes.

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

Academic and Clinical Coursework

The Doctor of Physical Therapy (DPT) at Florida A&M University is a full-time professional doctoral program that requires the successful completion of 103 credit hours beyond the bachelor's degree. The curriculum is delivered in a prescribed, sequential format over eight (8) semesters, including summers, and is designed to ensure the complete development of clinical competence, critical thinking, and professional judgment.

The program includes a total of 32 weeks of full-time clinical education embedded within the didactic curriculum. These experiences allow students to apply classroom knowledge and skills in real-world clinical settings while continuing their academic coursework.

During all clinical education experiences, students are placed in a variety of practice environments and work under the direct supervision of a licensed physical therapist. These experiences are vital for professional development and provide opportunities for students to demonstrate competency in patient care, communication, documentation, ethical decision-making, and interprofessional collaboration.

All aspects of clinical education are administered by the Director of Clinical Education (DCE), who oversees placement coordination, clinical site development, student performance evaluation, and compliance with national accreditation standards. The expectations, policies, and procedures related to clinical education are outlined in detail in the FAMU DPT Clinical Education Handbook and within the clinical course syllabi.

Curriculum Intensity

The FAMU DPT curriculum is intentionally rigorous and complete, reflecting the advanced competencies required of an entry-level generalist physical therapist. The program is fast-paced, integrating intensive academic coursework with hands-on clinical training. Students should be prepared to commit significant time and effort to their academic and professional development throughout the duration of the program.

This intensity supports the development of graduates who are clinically competent, culturally responsive, ethically grounded, and prepared to meet the evolving needs of diverse patient populations and healthcare systems.

Annual Credit Hour Breakdown:

Professional Year 1: 46 credits

Professional Year 2: 39 credits

Professional Year 3: 18 credits

PY1 Fall Term 1:

PHT 5025 Professional Behavior

PHT 5115C Gross Anatomy & Lab

PHT 5125C Analysis of Human Motion I & Lab

PHT 5149 Life Span Development

PHT 5154 Human Physiology

PHT 5352 Pharmacology in PT Practice

PY1 Spring Term 1:

PHT 5156C Therapeutic Exercise

PHT 5166 Neuroscience

PHT 5178C Analysis of Human Motion II & Lab

PHT 5202C Patient Care Skills & Lab

PHT 5306 Pathology in PT Practice

PHT 6420 Motor Control and Motor Learning

PY1 Summer Term 1:

PHT 5161C Neurological PT I & Lab

PHT 5243C Integument PT & Lab

PHT 5246C Orthopedic PT I & Lab

PHT 5380C Cardiopulmonary PT I & Lab

PHT 5932 Clinical Decision Making I

PHT 5606 Evidence-Based Practice I

PY2 Fall Term 2:

PHT 6219C Physical Agents, Electrotherapy & Lab

PHT 6248C Orthopedics PT II & Lab

PHT 6381C Cardiopulmonary PT II & Lab

PHT 6618 Evidence-Based Practice II

PHT 6719C Neurological PT II & Lab

PHT 6934 Clinical Decision Making II

PY2 Spring Term 2:

PHT 6312C Orthopedic PT III & Lab

PHT 6328 Pediatric PT

PHT 6373 Geriatric PT

PHT 6609 Evidence-Based Practice III

PHT 6713 Prosthetics & Orthotics
PHT 6733 Special Topics
PHT 6935 Clinical Decision Making III

PY2 Summer Term 2:

PHT 5024 Health Care Systems & Administration
PHT 5070 Diagnostic Testing Evaluation
PHT 6822 Clinical Education II

PY3 Fall Term 3:

PHT 6823 Clinical Education III
PHT 6960 Professional PT Practice I

PY3 Spring Term 3:

PHT 6151 Health Promotion & Wellness
PHT 6730 Advanced Differential Diagnosis
PHT 6824 Clinical Education IV
PHT 6970 Professional PT Practice II

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.

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 founded 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 complete 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 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.

ATTENDANCE POLICIES

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

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.

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 will be obligated to provide evidence of medical clearance before returning to classes.

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 sensible 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

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 ≥ 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.*

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.

PROGRAM ACADEMIC PERFORMANCE REQUIREMENTS

In instances where a FAMU DPT Program policy differs from a University-wide policy, the policy of Florida A&M University shall take precedence, except in cases where academic programs are granted the authority to establish specific policies that align with their professional standards and accreditation requirements.

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 & Credit Hour Calculation

The current grading policy can be found on the University Registrar's website.

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

Individualized Study Plan Indicators

Students with minor academic and/or professional performance indicators 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.

Annual Review

Each student in the FAMU Doctor of Physical Therapy Program is required to complete an annual review at the conclusion of each academic year. This review serves as a complete evaluation of the student's academic performance, clinical education progress, research engagement (if applicable), and professional development. Students initiate the process by completing a self-assessment, which is then reviewed in collaboration with their assigned DPT faculty advisor. The completed review becomes part of the student's permanent academic record.

In conjunction with this process, faculty conduct an evaluation of the student's demonstration of professional behaviors. Instances of low performance, concerning trends, or a failure to adequately respond to identified areas of concern may result in a formal meeting with the Student Progression Committee. If necessary, the matter may be escalated to the Program Director for further discussion and action.

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.

Remediation for Laboratory Assignments

The FAMU Doctor of Physical Therapy Program maintains a strong commitment to ensuring the safe clinical practice of its students. Safety is considered an essential standard of practice and is emphasized throughout all clinical and laboratory-based coursework.

Students who do not achieve a passing score on a laboratory assignment will be notified in writing by the course instructor. The notification will include specific feedback on areas of deficiency and the steps required for remediation.

Students will be required to meet with the course instructor to discuss the failed assignment and to develop a remediation plan. The remediation plan will be tailored to address the specific deficiencies identified in the laboratory assignment.

The remediation plan may include, but is not limited to:

- Additional practice sessions
- Review of relevant course materials
- One-on-one instruction or tutoring
- Completion of supplementary assignments or exercises

Students will be given one additional attempt to achieve a passing score on the laboratory assignment. The second attempt must be scheduled within a designated timeframe as determined by the course instructor. The format of the second attempt will be consistent with the original assignment, ensuring that the student is assessed on the same competencies.

The second attempt will be evaluated by the course instructor or a designated faculty member. Students will receive timely feedback on their performance in the second attempt.

If a student does not achieve a passing score on the second attempt, the case will be reviewed by the course instructor and the Student Progression Committee for a recommendation.

The student may be dismissed from the program or required to participate in additional remediation activities, which may include more intensive tutoring, additional practice assignments, or other relevant interventions. All remediation plans, evaluations, and communications related to the remediation process will be documented and maintained in the student's academic file.

Students have the right to appeal the decision if they believe that the evaluation was not conducted fairly.

Complete End-of-Semester Examination (CEOSE) is an internal assessment tool used by the FAMU Doctor of Physical Therapy (DPT) Program to evaluate students' retention and integration of core content delivered during each academic term. The CEOSE is designed to ensure that students have adequately mastered foundational knowledge before progression into the next phase of the curriculum.

The CEOSE is a cumulative examination composed of representative content from all required didactic courses taught during the current semester. The examination is administered before the conclusion of each semester and is proctored in a secure, standardized testing environment. The CEOSE is intended to assess students' ability to synthesize and retain key concepts, apply clinical reasoning, and demonstrate readiness to matriculate to the next semester.

A minimum score of 80% is considered satisfactory performance on the CEOSE. Students who score below 80% will be: formally advised by their assigned faculty advisor and/or the Director of Professional Studies; required to develop a structured study and remediation plan to address knowledge gaps identified in the examination; encouraged to utilize available academic resources (tutoring, faculty office hours, group study, etc.) in preparation for future assessments and clinical readiness.

Use of Results:

- CEOSE results are reviewed collectively by the Curriculum Committee and core faculty to identify patterns in student learning and curricular effectiveness.
- These results help guide curriculum refinement and faculty-led interventions to support ongoing student success and progression.

Complete Program Exit Examinations

As a requirement for program completion, all students in the FAMU Doctor of Physical Therapy (DPT) Program must successfully pass complete program exit examinations designed to assess their readiness for licensure and entry-level clinical practice. These exams are administered within the final NPTE Preparatory Course, and oversight is provided by the designated faculty of record for the course.

Each student will take two Complete Program Exit Examinations before graduation. These exams are selected and administered by the faculty of record for the NPTE Preparatory Course.

Students who fail to achieve a passing score on both attempts will receive a temporary “I” (Incomplete) grade for the NPTE Preparatory Course.

The resolution of the “I” grade is at the discretion of the faculty of record and will involve an additional remediation process.

Faculty will use outcome data to evaluate trends, identify curricular gaps, and make informed decisions regarding student readiness and program effectiveness.

Remediation for Complete Program Exit Examination

This policy outlines the procedures for remediation for students who fail to achieve the national passing score for the exam on two attempts of the Complete Program Exit Examination in the Doctor of Physical Therapy (DPT) Program. The goal is to provide a structured support system to help students succeed in meeting the required academic standards and graduation requirement.

First Attempt:

Students who fail to achieve the national passing score for the exam on their first attempt will be notified in writing by the Program Director or designated personnel (instructor of record). Students will be required to meet with their academic advisor and/or designated personnel to discuss areas of weakness and develop a study plan based on test result analysis.

Second Attempt:

Students are allowed a second attempt to pass the Complete Program Exit Examination. The second attempt will be scheduled within a designated timeframe as determined by the Program Director or designated personnel.

Failure on Second Attempt:

Students who fail to achieve the national passing score for the exam on the second attempt will be notified in writing by the Program Director or designated personnel. The notification will include information about the remediation process and next steps.

Remediation Plan:

A complete remediation plan will be developed with and for the student and will commence at the start of the following semester. This plan will be tailored to address the specific areas of deficiency identified in the examination attempts.

The remediation plan may include, but is not limited to:

- NPTE Preparation Experience (boot-camp)
- Mandatory tutoring sessions
- Additional coursework or assignments
- NPTE Practice exams
- Review sessions with faculty
- Development of study skills and test-taking strategies

The remediation plan will have clearly defined goals, timelines, and assessment criteria.

Implementation of Remediation:

The remediation plan will commence at the start of the following semester. The student must adhere to the remediation plan and actively participate in all required activities. Progress will be monitored regularly by the designated personnel involved in the remediation process. The student will be provided with ongoing feedback and support to ensure successful completion of the remediation plan.

Final Attempt:

Upon successful completion of the remediation plan, the student will be allowed a final attempt to pass the Complete Program Exit Examination. The final attempt must be scheduled within a designated timeframe as determined by the Program Director or designated personnel.

Failure on Final Attempt:

Students who fail to achieve the national passing score for the exam on the final attempt will be reviewed by the Student Progression Committee. The committee will consider the student's overall academic performance, adherence to the remediation plan, and extenuating circumstances.

Based on the review, the committee will make a recommendation regarding the student's continuation in the program, which may include dismissal from the program or additional remediation options.

Appeal Process:

Students have the right to appeal decisions made by the DPT Program.

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.

PROBATION & DISMISSAL POLICIES

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 "sensible 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:

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

APPEALS & REINSTATEMENT POLICIES

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, physical, emotional, mental 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 founded 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.

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 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.

- 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.
- 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.

STUDENT RIGHTS & RESPONSIBILITIES

Student Rights and Responsibilities

FAMU Doctor of Physical Therapy (DPT) students are expected to be knowledgeable of and compliant with program, college, and university policies related to graduate and professional education. It is the responsibility of each student to remain informed of all rules, regulations, and procedures required to successfully progress through the DPT program. Generally, failure to be aware of a policy, or lack of notification from an advisor, does not justify exceptions or waivers to founded program policies.

FAMU DPT students are encouraged to review all relevant university policies and student support information available through the FAMU Office of the Dean of Students and related university departments. This includes, but is not limited to, policies on student rights and responsibilities, privacy of student records, academic conduct, and processes for submitting formal complaints.

Students should be familiar with the university's policies related to academic standards, professional conduct, grievance and appeals processes, and other rights and responsibilities associated with their academic journey at FAMU. These include, but are not limited to:

- The grade appeal process
- Appeals related to academic misconduct
- Appeals involving instruction, research, or academic freedom

All matters pertaining to student performance, academic standing, and progression are protected under the Family Educational Rights and Privacy Act of 1974 (FERPA).

- As a professional health care program, the FAMU DPT core faculty holds the responsibility of ensuring that each student meets the standards required for safe and effective practice in the field of physical therapy. Therefore, the faculty is actively involved in evaluating student academic and professional progress throughout the curriculum.
- When academic, professional, or personal circumstances arise that impact a student's ability to meet performance expectations, these matters may be reviewed collectively by the DPT core faculty. When such discussions occur, the faculty will uphold the highest standards of confidentiality, safeguarding student dignity and ensuring that conversations do not involve individuals who are not directly related to the academic determination process.

Due Process

The Doctor of Physical Therapy Program at Florida A&M University ensures that students are granted due process in all matters related to grievances and complaints involving faculty. The program is committed to promoting an academic environment where mutual respect, open communication, safety, and confidentiality are maintained throughout the grievance process. Faculty are expected to use sound professional judgment to help achieve the best outcome for students while honoring procedural neutrality.

Whenever possible, concerns between students and faculty should be resolved informally through direct communication before initiating a formal grievance. Program-related complaints that are not confidential may be discussed at regularly scheduled monthly faculty meetings to encourage resolution and program improvement. If informal resolution efforts are unsuccessful, students may initiate a formal grievance per university-level grievance policies, including those outlined by the FAMU Office of the Ombuds and the School of Allied Health Sciences.

Due process guarantees students adequate notice of the issue and a meaningful opportunity to be heard.

Complaints Outside of Due Process:

When a complaint is received that falls outside of founded due process, the Program Director will review the concern in consultation with appropriate personnel within the department, such as the Director of Clinical Education or the collective core faculty of the DPT program. Regardless, all complaints will be securely maintained in an electronic file by the Program Director.

Upon receipt, the Program Director will respond to complaints verbally, electronically, or in writing within five (5) business days whenever possible. All actions taken in response to complaints are documented using a formal Complaint Form. If additional follow-up is necessary, the Program Director may refer the matter to the School of Allied Health Sciences Director of Student Affairs and/or the Dean for further resolution. Copies of all written or electronic responses are maintained on file in the Program Director's office. The Program Director approaches each complaint with responsive listening skills and a caring attitude to ensure complainants feel heard and their concerns are addressed effectively.

Complaints should be submitted in writing and include detailed information about the incident, the individuals involved, the date of the occurrence, and at least one suggestion on how the situation might have been handled differently or satisfactorily. Complaints can be mailed or emailed to the following:

Director of the Physical Therapy Division
Florida A&M University
334 Palmer Avenue
Lewis-Beck Building
Tallahassee, Florida 32307

Email: tracy.thomas@famuedu

Prevention of Retaliation

The FAMU Doctor of Physical Therapy (DPT) Program strictly prohibits any form of retaliation against individuals who file complaints or participate in investigations. Retaliatory actions by faculty or staff violate the University's Ethical Principles and Code of Conduct as well as policies enforced by the Office of Institutional Equity and Equal Opportunity and may result in disciplinary or corrective action by the University. Likewise, retaliation by DPT students toward

any complainant is considered a violation of the program's professional standards and will be addressed through proven professional conduct violation procedures within the DPT Program. Reports can be made verbally or in writing, and confidentiality will be maintained to the extent possible. All reports of retaliation will be taken seriously and investigated promptly and thoroughly. Information will be shared only with individuals who need to know to conduct a thorough investigation and implement corrective actions.

STUDENT AFFAIRS

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.

Essential Functions of Physical Therapists

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 interactive 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 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:

1. 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.
- 2. 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.)
- 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.
 - Design and participate in a scientific inquiry process.
 - Apply evidence-based physical therapy practices.
3. 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 mental 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:

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
 - 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 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.

Interactive/Communal: 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 interactive/communal 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.
 - Maintain mature and professional demeanor when physically and emotionally fatigued.
 - Adhere to rules of attendance/timeliness.
 - Be professionally always dressed.
2. Utilize electronic technology appropriately (text messaging, cell phones, internet, iPad, or any other electronic device) by not using the technology for personal use during class, community clinic, or clinical internships, except when express permission is given for its use.

3. Establish appropriate professional and communal 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.
4. Understand that clinical sites for clinical affiliations will be provided in out-of-town locations, and travel to these sites is required for progression in the program.
 - Complete all necessary clinical education materials (health records, CPR, criminal background checks, drug screens, biographical sketches, facility packets) by deadlines provided.
5. Maintain cleanliness of classrooms
6. Demonstrate responsibility for lifelong professional growth and development.

The Americans with Disabilities Act (ADA) /Sensible 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 complete 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.

Students who have documented disabilities are expected to achieve competence markers comparable to other students for progression and graduation. Sensible 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.

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 communal 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.

Student Memberships

Students enrolled in the Florida A&M University (FAMU) Doctor of Physical Therapy (DPT) Program are required to obtain and maintain active student membership in the American Physical Therapy Association (APTA) throughout the entirety of the curriculum.

Verification of active APTA membership must be submitted to the program annually, with documentation due no later than July 1 of each academic year.

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.

Student Identification

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 sensible 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 and/or medical reasons).
- b) Wearing sunglasses in the building. (Unless documented for religious and/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).
- f) Bare feet, thongs, or flip-flops (Sandals of any style are NOT acceptable).
- g) 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).
- h) Revealing piercings or tattoos on the face, and neck, stomach, chest, breast, back, buttocks and/or pelvic areas.
- i) Unkempt or uncropped facial hair.
- j) Unbound hair that falls into the face limiting the visual field.
- k) Nails of an inappropriate length that could potentially harm a patient (Nails should not extend beyond fingertips).
- l) Jeans, jeggings or leggings. (Exceptions for jeans made be made for special events).

Classroom Etiquette

Professionalism is a cornerstone of the Doctor of Physical Therapy program at Florida A&M University. As such, students are expected to maintain respectful and professional behavior in the classroom at all times. The following guidelines outline expected classroom etiquette:

- Be punctual and prepared. Arrive on time, ready to begin class with all necessary materials (notebooks, laptop/tablet, textbooks, etc.) and plan to remain for the duration of the class session unless otherwise instructed.
- Maintain appropriate posture. Sit upright in a manner that reflects attentiveness and professional respect for the instructor and your peers.
- Respect classroom property. Do not place feet on desks or chairs. Proper care of university equipment and facilities is expected at all times.
- Silence electronic devices. Phones should be placed on *silent* (not vibrate) mode to avoid disrupting instruction or classmates.
- Avoid side conversations. Talking during lectures or presentations is distracting

- and considered unprofessional and disrespectful to the speaker and classmates.
- Keep personal items organized. Store backpacks, bags, and other belongings under your desk or in designated areas. During lab sessions, use lockers or place items at the front or rear of the room to maintain safety and organization.
- No eating during class. Please refrain from eating during classroom sessions. See additional guidelines regarding food and drink under the “Food and Beverage Policy.”
- Dress appropriately. Students should follow professional attire guidelines. Hats are not permitted in class unless approved for medical or religious reasons. See Dress Code section for specific details.

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.

Equipment Use Policy

Any unauthorized use of equipment is strictly prohibited. Students are not permitted to remove any equipment from the laboratories, including the anatomy lab, without prior approval from the course instructor.

Locking & Securing Areas

Any student remaining in the building after the Program Office has closed for the day or during weekends is responsible for ensuring that all portable equipment is properly stored in accordance with program policy. Additionally, all doors to classrooms, laboratories, research areas, the office suite, and conference rooms must be securely closed and locked.

After-Hours Laboratory Access and Equipment Utilization

Only currently enrolled students of the FAMU DPT Program are eligible for after-hours access to program laboratories. Individuals seeking after-hours access must make a request to the Program Director or designated personnel (instructor of record). After-hours access is permitted between 5:00 PM and 9:00 PM on weekdays and between 9:00 AM and 9:00 PM on weekends. Access outside of these hours requires special permission from the Program Director.

All individuals entering the laboratories after-hours must sign the log-in book, stating their name, time of entry, and time of exit. No unauthorized individuals are allowed in the laboratories after-hours. The last person to leave must ensure that all equipment is turned off, the laboratory is securely locked, and the Program Director or designated personnel is informed.

Prior to use of any equipment, students must be approved by the course instructor. Users must follow all operational and safety guidelines for each piece of equipment. Any malfunctions or damages must be reported immediately to the Program Director or designated personnel. Individuals are accountable for any damage or loss resulting from improper use of the laboratory and equipment.

Users must wear appropriate attire and personal protective equipment (PPE) as required when using laboratories. Users must dispose of any waste materials properly and leave the area as they found it. Users are responsible for maintaining the cleanliness and orderliness of the laboratory spaces.

Personal or recreational use of laboratory equipment is strictly prohibited. Eating, drinking, and unauthorized experiments are strictly prohibited. All safety protocols and emergency procedures must be followed.

Violations of this policy may result in the suspension of after-hours access opportunities. Serious breaches may lead to disciplinary action as recommended by the Student Progression Committee.

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:

1. 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).
2. Correct erroneous information (response within 60 days).
3. 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.

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 prevention 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 and Program Director.

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.

Client Confidentiality

Faculty and students must adhere to the APTA Guide for Professional Conduct and Code of Ethics to ensure that the dignity, privacy, and rights of all individuals encountered in clinical and academic settings are respected and preserved. No personal or health information may be disclosed without proper consent. Clients or patients involved in any educational experiences must sign a Consent to Participate form before any intervention or examination involving students or faculty. These forms are maintained securely within the Division of Physical Therapy's administrative office.

Textbook Adoption

The Curriculum Committee of the FAMU DPT Program, with input from faculty, is responsible for overseeing the designation and acquisition of required and recommended textbooks. Each Course Leader must submit a list of required and recommended texts for their respective course(s) to the Curriculum Committee. The Committee will then present a consolidated list during regularly scheduled faculty meetings, where all faculty may provide input and make suggestions regarding textbook selection. However, the final decision on textbook adoption rests with the designated Course Leader for each course.

The Curriculum Committee is also responsible for compiling the official list of required and recommended texts and submitting it to the campus bookstore in compliance with the University's Textbook Adoption & Affordability Policy. This process ensures timely compliance with Florida Statutes, Board of Governors Regulations, and FAMU Board of Trustees policies. The Committee will also provide the finalized textbook list to students during orientation. The list should indicate textbooks used across multiple courses to reduce redundancy and enhance affordability. Selected textbooks serve as key references for the development of instructional materials, test questions, and clinical case scenarios.

Technology in the Classroom

The integration of technology in the classroom and laboratory settings at Florida A&M University's Doctor of Physical Therapy (DPT) Program is intended to enhance teaching, foster engagement, and promote academic excellence. However, misuse of technology that disrupts the learning environment, facilitates academic dishonesty, or supports illegal activity (e.g., copyright infringement) is strictly prohibited. Faculty and students are expected to uphold professional standards consistent with the program's mission and values.

To ensure technology use remains constructive and conducive to learning, the following guidelines shall be observed in all DPT academic and lab settings:

- Permitted Use with Instructor Approval: Students may use handheld electronic devices, mobile computing technology (e.g., iPads, laptops), and cell phones only when explicitly

permitted by the course instructor. Mobile technologies are allowed when necessary to support classroom discussions, access academic resources, or when required as part of instructional delivery.

- Requests for Non-Instructional Use: Students must request instructor permission before class begins if they wish to use devices for non-instructional purposes (e.g., texting, answering calls, or social media use). If granted, devices must remain in silent mode, and the student must step out of the classroom to engage with the technology.
- Laptops and Tablets for Academic Use Only: The use of laptops, iPads, or other mobile computing devices is a benefit, not a right. Devices are to be used solely for notetaking, academic reference, and course-related tasks. Any use of technology for personal communication (e.g., texting, checking email, or browsing social media) without permission may result in the student being asked to cease device use for the remainder of the class session.
- Audio/Video Recording: Students must obtain written permission from the instructor before using any audio or video recording devices during lectures or labs. Approved recordings may be shared only with classmates within the DPT program and must not be posted, distributed, or shared outside of the division. Further consent is required from anyone identifiable in any shared recordings.
- Social Media Restrictions: Students are strictly prohibited from posting any class-related materials, media, or content to social networking platforms (e.g., Facebook, Instagram, YouTube, TikTok) or file-sharing services without explicit written permission from the instructor. Any digital media that contains the likeness, voice, or image of another individual requires written consent before any form of sharing or dissemination.
- ADA Accommodations: Students with official documentation from the FAMU Center for Disability Access and Resources (CeDAR) authorizing the use of assistive technology will be allowed to use such technology per their documented accommodation plan.
- All DPT faculty are encouraged to include this technology policy within course syllabi.
- Students are responsible for reviewing and adhering to this policy as outlined in the FAMU DPT Student Handbook.

Violations of this policy will be addressed as follows:

1. First Violation: The student will receive a written warning from the course instructor.
2. Second Violation: The student will receive a written warning from the Program Director and may be placed on probation for technology use.
3. Third Violation: The student will lose the benefit to use mobile/computing devices in class for one calendar year and may be subject to additional disciplinary actions consistent with the DPT Program's professional behavior policy.

Responsible Use of Social Media

The FAMU Doctor of Physical Therapy Program expects all students to demonstrate professionalism and integrity in both academic and public forums, including all forms of social media. As future health care professionals, students must be mindful of their digital footprint and the impact of their online presence on the reputation of the program, university, and profession. Social media should be used responsibly and in a way that upholds the standards of conduct outlined in the FAMU DPT Student Handbook and the APTA Code of Ethics.

Students shall not:

1. Post questionable or unprofessional content about themselves, their student role, classmates, the DPT Program, faculty, clinical sites, or the university. When in doubt—don't post. Content shared today can have long-term consequences for academic standing, clinical placements, licensure, and employment.
2. Post, share, or disclose any patient-related information in any form, even if identifiers are removed. This includes photos, stories, and discussions related to clinical education experiences. Such postings are serious violations of HIPAA regulations and professional ethics.
3. Share or discuss information about other students, faculty, or clinical partners that may be interpreted as abusive, harassing, or otherwise inappropriate, whether through direct statements, images, videos, or reposts.
4. Post media or intellectual property (e.g., lecture recordings, faculty presentations, classroom materials, videos, or photos taken in labs or clinical settings) without written permission from the person(s) depicted and the original content creator. This applies to all platforms, including but not limited to Facebook, Instagram, TikTok, Twitter (X), LinkedIn, YouTube, and personal blogs or websites.
5. Represent personal opinions as official positions of the FAMU DPT Program, the School of Allied Health Sciences, clinical partners, or the university. Students should avoid implying official or clinical site endorsement of their views, particularly in public or professional forums.

Violation of this policy may result in disciplinary action, including, but not limited to, a written warning, loss of opportunities, placement on professional probation, or dismissal from the program, depending on the nature and severity of the offense.

Counseling Services

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

Florida A&M University Student Health Services (SHS) is your one-stop healthcare resource on campus, committed to promoting student well-being through accessible, high-quality, and affordable care. SHS is located on the first floor of the FAMU Center for Access and Student Success (CASS) Building and features an onsite pharmacy offering convenient access and discounted prices for both prescription and over-the-counter medications. SHS provides a wide range of outpatient primary care services, including clinical care, psychiatry, immunizations, health education, and support services tailored to meet the needs of

FAMU students. Walk-in visits are available for common concerns such as illness, injury, and routine immunizations, while appointments are required for specialized services.

The SHS team includes Florida-licensed physicians, advanced registered nurse practitioners, licensed practical nurses (LPNs), certified medical assistants, and dedicated support staff—all working collaboratively to deliver compassionate, student-centered care.

At FAMU SHS, your health is our priority. Whether you're feeling under the weather, managing a chronic condition, or simply taking steps toward a healthier lifestyle, we are here to support your academic success and personal wellness.

Tuition and Financial Assistance

Tuition and fees at Florida A&M University are determined by the Florida Legislature and the FAMU Board of Trustees and are subject to change annually. Late payments are subject to additional fees, and room and board charges vary by housing location. Students with delinquent accounts exceeding \$0.01 may be prohibited from participating in graduation ceremonies, receiving a diploma, or obtaining transcripts until their balance is cleared. Students with balances under \$500.00 may be allowed to register for future terms. While graduate assistantships are a preferred funding option, they are limited and competitive. To explore funding opportunities, visit the [School of Graduate Studies and Research](#), the [FAMU Scholarships Portal](#), and the [FAMU Office of Financial Aid](#). Applicants must have a current FAFSA on file, be in good academic standing (not on SAP hold), and use their FAMU email address when applying. Additional external funding opportunities include [Federal Student Aid](#), [APTA Scholarships and Grants](#), [APTA Private Scholarship Resources](#), and [25 Great Scholarships for Physical Therapy Students](#).

SAFETY & SECURITY

Emergency & Safety Training and Procedures

All faculty and students are required to maintain current certification in CPR, basic emergency response, and bloodborne pathogens/HIV training, updated annually or per local and clinical site regulations. Completion of a physical examination and a TB screening (or chest x-ray for individuals with a history of positive TB skin tests) is required before clinical placement.

Additionally, students will be oriented by the anatomy faculty on specific safety procedures and protocols associated with cadaver dissection and lab activities before participation in the anatomy course. This includes the use of personal protective equipment (PPE), chemical exposure precautions, and proper handling of human anatomical material.

Students enrolled in the FAMU Doctor of Physical Therapy Program shall be informed of potential health and safety risks during the initial general program orientation. This includes, but is not limited to, policies related to access to emergency services, universal precautions for infection control, and awareness of hazards associated with the use of specific therapeutic equipment and techniques. Course instructors will reinforce safety protocols relevant to individual content areas, with emphasis on equipment handling, ergonomics, and patient care precautions.

Before beginning each clinical education assignment, students shall undergo site-specific orientation by the clinical education staff at the assigned facility. This orientation will include a detailed review of the site's emergency protocols, safety procedures, infection control standards, and hazard communication policies. Documentation verifying completion of this orientation will be maintained in the student's program file by the Director of Clinical Education (DCE).

Policy on Sexual Harassment

Sexual harassment is strictly prohibited and constitutes a form of discernment that violates both University policy and federal law. The FAMU DPT Program promotes a respectful environment where individuals are encouraged to express concerns freely and responsibly, without fear of retaliation. Retaliation—including acts of reprisal, intimidation, or adverse action—against any student, faculty, or employee for reporting or participating in the investigation of sexual harassment will result in appropriate disciplinary action.

Sexual harassment includes but is not limited to:

1. Unwelcome sexual advances, requests for sexual kindnesses, or other verbal or physical conduct of a sexual nature when:
 - Submission is made a condition of academic or employment decisions;
 - Submission to or rejection of such conduct influences academic or employment decisions; or
 - Such conduct unreasonably interferes with academic or work performance, or creates a hostile, intimidating, or offensive environment.

Sexual harassment may occur in situations involving unequal power relationships—such as faculty-student or supervisor-employee—as well as among individuals of equal status, including

student-student or faculty-faculty interactions.

All members of the DPT Program are expected to complete University-provided training on Title IX and sexual harassment prevention. Complaints related to sexual harassment should be reported to the FAMU Title IX Office or the Office of Equal Opportunity Programs, and will be handled in accordance with University policies and procedures to ensure justice, confidentiality, and compliance.

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.

Department of Campus Safety and Security (DCSS)

FAMU 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.

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!

HEALTH & SAFETY CONCERNS

Standard Precautions

All FAMU DPT students are expected to adhere to standard precautions during all clinical laboratory coursework and when interacting with patients during integrated clinical activities. This includes, but is not limited to, appropriate hand hygiene and general hygiene practices. Additional protective measures—such as the use of gloves, scrubs, or other barriers—are required during anatomy dissection labs or other designated activities and will be communicated by the course instructor.

Health Risks Throughout the Program

Participation in clinical laboratories and patient care experiences may involve physical risks, including the potential for musculoskeletal injury. Students are trained in appropriate body mechanics and safety techniques to minimize such risks. It is imperative that students practice these techniques as instructed. In the event of an injury during academic coursework, students must report the incident immediately to the course instructor and/or the Program Director. If an injury occurs during clinical education, the student must notify the Director of Clinical Education (DCE) immediately and comply with the policies of both the clinical site and the FAMU DPT Program.

Off-Campus & Clinical Education Safety

If a student perceives a safety concern during off-campus integrated clinical activities or clinical internships, the concern must be reported promptly to the DCE and/or the assigned faculty. The faculty will act in good faith to evaluate and address the concern to safeguard the student's personal safety. Efforts will be made to ensure that the student is not penalized academically as a result of taking necessary actions for their personal protection.

Illness or Injury

Students are responsible for notifying program faculty of any illness or injury that could impair their ability to safely participate in classroom, laboratory, or clinical activities. Any necessary modifications or postponements of required work must be discussed and approved by the course instructor, Director of Professional Studies, and the Program Director.

Health Conditions or Circumstances

Due to the physical demands of the DPT curriculum, students with temporary or ongoing health conditions, including pregnancy, must inform each course instructor of any contraindications related to physical therapy procedures. Students should consult with course directors at the start of each term to assess any potential risks. Modifications to coursework or lab activities must be reviewed and approved by the instructor, Director of Professional Studies, and the Program Director.

Participation in Skills Practice and Demonstration

Students are not permitted to perform or practice clinical skills on one another until proper instruction and approval have been provided by a faculty member. Students serving as patients for in-class demonstrations or assessments should disclose any pre-existing conditions or injuries

to the faculty. Participation as a patient model is voluntary, and students have the right to decline participation without academic penalty.

Immunization Certification from Student Health Service

All immunization documentation must be submitted to Florida A&M University Student Health Services at least 30 days prior to registration. As a prerequisite to matriculation or registration, the State University System of Florida requires all students born on or after January 1, 1957, to provide documented proof of two immunizations for Measles (Rubeola) and one immunization for German Measles (Rubella), with doses administered at least 30 days apart.

No student will be permitted to register without submission of this documentation.

In addition to the above, all students enrolled in the Doctor of Physical Therapy **Program** must submit proof of prior vaccination, documented immunity, or receive vaccination for Hepatitis B at their own expense prior to the start of enrollment.

IMPORTANT NOTICE: Some clinical education sites may require proof of COVID-19 vaccination. Students who are not vaccinated for COVID-19 may be refused placement by clinical sites, which can delay progression in the program and/or impact graduation timelines. Students are responsible for understanding the immunization policies of clinical partners and ensuring compliance in a timely manner.

ADDITIONAL PROGRAM EXPECTATIONS & DAY-TO-DAY OPERATIONS

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 founded 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 sensible 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.
- Communal isolation, a chronic sense of marginalization rejection.
- Alcohol, drug or other substance abuse.
- Suicidal threats.
- Deterioration in personal hygiene; marked character 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.

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.

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.

Grades And Financial Assistance/Funding Eligibility Requirements

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.

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.

1. 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.

2. 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.
3. 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.
4. Students who have incomplete/ "I" grades, may be eligible for financial assistance (other than financial aid) for a maximum of one semester.

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.

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.

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 complete 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

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.

Drug Use

The provided information outlines the rights and responsibilities of students within the academic community, emphasizing both opportunities 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.

CLINICAL EDUCATION

Philosophy & Purpose

Florida A&M University (FAMU) embraces the philosophy that professional education in physical therapy requires a strong foundation in academic preparation that is intentionally enriched through complete and meaningful clinical experiences. The FAMU DPT Clinical Education Program is designed to provide students with diverse and challenging clinical environments that foster professional development, critical thinking, and a commitment to excellence in patient care.

The primary aim of clinical education at FAMU is to equip entry-level physical therapy students with the knowledge, skills, and professional behaviors necessary to promote health and improve functional outcomes for individuals across the lifespan. Students are encouraged to apply scientific principles and evidence-based treatment rationales while learning to embrace both structured reasoning and innovative, abstract thinking. Through clinical exposure, the excitement of discovery and the spirit of inquiry are actively cultivated.

Students are expected to engage fully in their clinical experiences by demonstrating initiative, asking critical questions, participating in team-based care, teaching, and motivating others. These interactions with the clinical community are intended to reinforce academic learning and accelerate the transition from student to professional.

FAMU's clinical education partners are selected to provide supportive learning environments that challenge students to expand their clinical competence, ethical reasoning, and communication skills. Clinical sites expose students to real-world healthcare delivery systems, interprofessional collaboration, legal and documentation practices, and a wide range of patient populations, diagnoses, and care settings. These experiences are designed to instill a sense of personal responsibility and professionalism that aligns with FAMU's mission of service, excellence, and community impact.

Clinical Education Administration

The Director of Clinical Education (DCE) is a core faculty member within the FAMU DPT Program and serves as the primary authority for the oversight and administration of the clinical education curriculum. The responsibilities of the DCE include, but are not limited to:

- Evaluating and approving clinical sites that meet program standards and learning outcomes
- Assigning students to clinical education experiences that align with their educational needs and goals
- Serving as the liaison between the program and clinical education faculty at affiliated sites
- Assessing student readiness to enter clinical experiences based on academic and professional performance

- Evaluating student progress and ability to meet clinical education objectives and expected outcomes
- Collaborating with faculty to ensure clinical education is integrated within the broader curriculum

Clinical Education Faculty Qualifications

Clinical Instructors (CI) must be a licensed physical therapist with at least one year of experience. Students are permitted to provide patient care exclusively under the “direct supervision” of a licensed physical therapist. Therefore, the CI must be “immediately available,” meaning physically present, interruptible, and able to furnish assistance or direction throughout the performance of all activities. The CI is not required to be present in the room during all procedures or within any other physical boundary as long as he or she is immediately available at any given time. “Immediate” is not directly defined in terms of time or distance however, examples of a lack of immediate availability include when the CI is performing another procedure or service that cannot be interrupted, or when a CI is so physically distant from where the care is being provided that he or she could not intervene in a timely manner. When under the supervision of a non-Physical Therapist professional such as a Physician or Occupational Therapist students are permitted to observe but not provide direct patient care.

PROGRAM COMPLETION

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 Complete Program Exit Examination(s)
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 founded 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.

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 multiplicity 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.

Policy Revisions and Student Agreement

All policies outlined in this Student Handbook are subject to change at any time. Any modifications will be communicated to students in writing.

Compliance with the policies and procedures contained herein is mandatory. Documented acknowledgment and agreement to these terms are required as a condition of enrollment in the Doctor of Physical Therapy Program at Florida A&M University.