



SCHOOL *of*  
PHYSICAL THERAPY

**STUDENT HANDBOOK**

**2016-2017**

*Entry-Level*

*Doctor of Physical Therapy Program*

# Student Handbook

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## Part I: Overview

### Welcome

Welcome to the University of the Incarnate Word (UIW) School of Physical Therapy and Doctor of Physical Therapy (DPT) program. We are proud to have you as a student in this program. You have made a deliberate decision to further your education at UIW and we are confident that you will embrace the mission of the School and develop to become leaders in the physical therapy profession and change agents in the community. We are committed to your success as you navigate and progress through the high demands of academic and professional practice learning.

As you have questions, become stressed, or just need someone to speak with, please know that faculty, staff, and administrators are here to listen and help as they can. Your success is important to us. Our hope is for you to set goals and objectives for yourself to achieve optimal personal, academic and professional growth.

### Purpose of Student Handbook

This student handbook provides you with the policies and procedures specific to the School of Physical Therapy. We expect you to become familiar with the content and keep it as a reference. *Please note that not all situations can be addressed within the policies of this handbook. When such situations occur, students are expected to use common sense and reasonable judgment in determining how to handle a situation.*

The School of Physical Therapy reserves the right to update and amend the student handbook as deemed necessary. The updated version can be found at [uiw.edu/physicaltherapy](http://uiw.edu/physicaltherapy).

### Non-Discrimination Policy

The University of the Incarnate Word complies with all applicable federal and state nondiscrimination laws, and does not engage in prohibited discrimination on the basis of race, color, nationality or ethnic origin, gender, age or disability in either employment or the provision of services. As a Catholic institution of higher education sponsored by the Sisters of Charity of the Incarnate Word, the University of the Incarnate Word is, however, exempt from compliance with some provisions of certain civil rights laws, including some provisions of Title IX of the Education Amendments of 1972. The University of the Incarnate Word is exempt from the prohibition against religious discrimination of the Civil Rights Act of 1964. In accordance with 41 CFR Chapter 60, it shall not be a violation of the equal opportunity clause required by Executive Order 11246 for the University of the Incarnate Word to establish a hiring preference for applicants of the Catholic faith. The university reserves the right to exercise this hiring preference as required to maintain its Catholic identity. Incarnate Word students are responsible for knowing the information, policies and procedures outlined in this handbook.

## University Mission Statement

The first Sisters of Charity of the Incarnate Word, three young French women motivated by the love of God and their recognition of God's presence in each person, came to San Antonio in 1869 to minister to the sick and the poor. Their spirit of Christian service is perpetuated in the University of the Incarnate Word primarily through teaching and scholarship, encompassing research and artistic expression. Inspired by Judeo-Christian values, the University aims to educate men and women who will become concerned and enlightened citizens.

The University is committed to educational excellence in a context of faith in Jesus Christ, the Incarnate Word of God. It promotes life-long learning and fosters the development of the whole person. The faculty and students support one another in the search for and the communication of truth. The university is open to thoughtful innovation that serves ever more effectively the spiritual and material needs of people. The curriculum offers students an integrated program of liberal arts and professional studies that includes a global perspective and an emphasis on social justice and community service.

The University of the Incarnate Word is a Catholic institution that welcomes to its community persons of diverse backgrounds, in the belief that their respectful interaction advances the discovery of truth, mutual understanding, self-realization, and the common good.

## University Core Values

- |                   |   |
|-------------------|---|
| <b>FAITH</b>      | The University is committed to educational excellence in a context of faith in Jesus Christ, the Incarnate Word of God.       |
| <b>SERVICE</b>    | The curriculum includes a global perspective and an emphasis on social justice and community service.                         |
| <b>INNOVATION</b> | The University is open to thoughtful innovation that serves ever more effectively the spiritual and material needs of people. |
| <b>TRUTH</b>      | The faculty and students support one another in the search for and the communication of truth.                                |
| <b>EDUCATION</b>  | The University aims to educate men and women who will become concerned and enlightened citizens.                              |

## School of Physical Therapy Mission Statement

The School of Physical Therapy educates physical therapists who, through skilled, reflective, holistic, patient-centered practice, and scholarly activities, optimize movement and wellness for the common good of society.

The faculty of the School of Physical Therapy is committed to graduate physical therapists recognized as ... practitioners.

Confident  
Caring  
Mindful  
Adaptable  
Compassionate  
Knowledgeable  
Community-oriented

## Graduate Outcomes

Upon completion of all requirements of the University of the Incarnate Word School of Physical Therapy, the graduate will be prepared to:

- Practice physical therapy in diverse global environments, distinguished by their competence, mindfulness, compassion, willingness to collaborate with others for the welfare of patients and clients, ethical and legal compliance, and with confidence in their knowledge, abilities, skills and values.
- Develop physical therapy services focused on patient- and client-centered care, supervision, administration, and management as essential to the delivery of quality care.
- Educate patients/clients and family, public, physical therapists, other healthcare professionals, students, third-party payers, providers and legislators; about physical therapy services, availability and access to services, wellness, health promotion and disease prevention.
- Integrate the research process to enhance the quality of care and services available to individuals and communities.
- Advocate for the common good for vulnerable and underserved populations, for physical therapy, and other healthcare professions.
- Promote the advancement of the profession of physical therapy through membership in professional associations, through leadership, as role models, and in contribution to the body of knowledge.
- Fulfill their commitment to personal and professional growth.

## Accreditation and Compliance

The University of the Incarnate Word is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate, baccalaureate, masters, doctorate and professional degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of University of the Incarnate Word. Web site: [www.sacscoc.org](http://www.sacscoc.org). (accessed July 2016)

The School of Physical Therapy at University of the Incarnate Word is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 1111 North Fairfax St., Alexandria, VA, 22314; phone: 703-706-3245; email: [accreditation@apta.org](mailto:accreditation@apta.org); website: <http://www.capteonline.org>. (accessed July 2016)

The **Policy for Compliance with Accreditation Policies and Procedures** defines the procedures for maintaining ongoing compliance with CAPTE criteria and standards. The School of Physical Therapy is committed to maintaining complete compliance with all accreditation criteria as prescribed by CAPTE. This includes but is not limited to timely submission of all required documents including:

- Annual Accreditation Reports (AAR)
- Self-study Reports
- Program data related to admission, graduation, and outcome measures
- Timely submission of all fees associated with CAPTE accreditation
- Timely notice of any planned or unexpected substantive program changes
- Timely notice of institutional factors which may affect the program
- Timely remediation of any situation which may result in CAPTE non compliance

## ***Accountability***

The Dean or its designee(s) is responsible to maintain compliance with CAPTE (UIW Faculty Handbook, Organization Governance - Academic Deans Roles and Responsibilities; Chapter 2: 20. August 2013); The Faculty is responsible for mapping curriculum content to the CAPTE criteria, designing learning experiences to meet curricular objectives, and assessing learning outcomes. The Students are encouraged to provide constructive feedback concerning learning experiences, to be actively engaged in learning experiences in order to be successful graduates, and to meet graduate outcomes

## ***CAPTE Contact Information***

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## ***Registering a Complaint with CAPTE***

The only means by which CAPTE can act on a concern is through the process of a formal complaint. The complaint must be related specifically to one or more of the Evaluative Criteria, to the Statement on Integrity in Program Closure, or to the Statement of Integrity in Accreditation. Simply put, the complaint must be linked to violation of the Criteria or the Statements. The Criteria can be found in the Accreditation Handbook, available through the American Physical Therapy Association (APTA) website ([www.apta.org](http://www.apta.org)), (accessed June 2016) or by calling 1-800-999-2782.

If an individual wants to file a complaint against a program, contact the Department of Accreditation at APTA at [www.capteonline.org](http://www.capteonline.org) (Accessed June 2016). In order for CAPTE to consider a complaint to be authentic, all avenues for redress at the institute must be exhausted with every effort. CAPTE does not function as an arbiter between the complainant and the institution. Should CAPTE determine that the complaint has merit and that the program is out of compliance with the Evaluative Criteria or the Statements, CAPTE can only require the program to come into compliance with the Evaluative Criteria.

## Part II: The School of Physical Therapy

### Essential Functions for DPT Students

Successful participation in and completion of the UIW School of Physical Therapy Doctor of Physical Therapy program includes the ability to perform essential cognitive, affective, communication, and psychomotor functions critical to the delivery of high-quality, ethical physical therapy services. These functions are expected to be continuously demonstrated, with reasonable accommodation as necessary, by all students.

Prior to matriculating in the DPT program, students are required to confirm their ability to meet all of those essential functions. Students are responsible for providing a written request for accommodation of any disability, along with the evidence for the need of accommodation. Requests for accommodations will be considered by the Dean (or designee) of the School of Physical Therapy. The acknowledgment form is in the appendices.

#### ***Cognitive Functions***

- Comprehend, retain, and retrieve complex information from the liberal arts, basic sciences, mathematics, and psychological and clinical sciences and apply this information to professional course work.
- Comprehend, synthesize, and integrate information from written materials, demonstration, lectures, class discussions, laboratory practice sessions, and real and simulated patients.
- Apply information obtained from classroom, laboratory, and written materials to the examination, evaluation and intervention of real and simulated patients.
- Procure evidence based information and apply it to the practice of physical therapy.
- Critically analyze information taken from lectures, class discussion, written materials, research literature, laboratory, and patient demonstrations to develop and support the rationale for appropriate patient examinations, evaluations, and interventions.
- Determine the physical therapy needs of any patient with potential movement dysfunction.
- Develop and document a physical therapy plan of care for any patient with movement dysfunction.
- Demonstrate management skills including planning, organizing, supervising, and delegating.
- Develop and apply programs of prevention and health promotion in a variety of client and patient populations.
- Participate in the process of scientific inquiry.

#### ***Affective and Communication Functions***

- Establish professional, empathic relationships with individuals from a variety of backgrounds, ages, and needs, based on mutual trust.
- Recognize the impact and influence of lifestyle, socioeconomic class, culture, beliefs, race, and abilities on patients and colleagues.

- Engage in respectful, non-judgmental interactions with individual from various lifestyles, cultures, beliefs, races, socioeconomic classes, and abilities.
- Develop and maintain effective, respectful working relationships with professional colleagues, peers, patients, families, and the general public.
- Work effectively as part of an interdisciplinary team.
- Utilize appropriate professional verbal, nonverbal and written communication with patients, families, colleagues and others.
- Recognize the psychosocial impact of movement dysfunction and disability on the client and family; integrate these needs into the evaluation and plan of care.
- Apply teaching and learning theories and methods in the healthcare and community environments.
- Meet externally imposed deadlines and time requirements.
- Effectively and consistently manage personal stress and the stress of others.
- Effectively attend to people, information, and tasks in a complex, highly stimulating environment during an entire workday.
- Practice in a safe, ethical, and legal manner, following guidelines for standard practice as established by federal, state, and local law, the University, clinical facilities, the APTA, and related professional organizations.
- Demonstrate responsibility for self-assessment and the development of a life-long plan for professional growth and development.
- Accept responsibility for all actions, reactions, and inactions.
- Respond to medical crisis and emergencies in a calm, safe, and professional manner.
- Speak and write effectively in English to convey information to other individuals and groups.
- Understand and interpret the verbal, non-verbal, and written communications of others and respond in an appropriate, professional manner.

### ***Psychomotor Functions***

- Safely, reliably, and efficiently perform appropriate physical therapy procedures to examine the functional skills and gross motor system of patients across the lifespan. These include but are not limited to:
  - Cognitive, mental, emotional status
  - Endurance
  - Skin integrity
  - Sensation
  - Strength
  - Joint mobility
  - Joint motion and play
  - Muscle tone and reflexes
  - Movement patterns
  - Coordination

- Balance
- Development skills
- Pain
- Posture
- Gait
- Functional abilities
- Assistive technology
- Cardiopulmonary status
- Segmental length, girth, and volume
- Demonstrate the ability to observe and practice universal precautions
- Demonstrate the ability to perform CPR and emergency first aid.
- Safely, reliably, and efficiently perform treatment procedures for patients across the lifespan, using procedures that are appropriate for the patient's status and plan of care. These include, but are not limited to:
  - Therapeutic exercises to improve strength, ROM, or endurance
  - Developmental activities
  - Gait activities
  - Prosthetic and orthotic training
  - Wound care
  - Wheelchair training
  - Neurosensory techniques
  - Thermal agents and electrotherapy
  - Balance and coordination training
  - Positioning techniques
  - Cardiopulmonary rehabilitation
  - Joint mobilization and soft tissue procedures
  - Functional activities, bed mobility, transfers
- Safely and reliably read meters, dials, printouts, and goniometers.
- Manipulate and operate physical therapy equipment and monitoring devices.
- Demonstrate appropriate body mechanics and react safely and appropriately to sudden or unexpected movements of patients/classmates.
- Demonstrate the ability to work in an environment that requires significant physical activity and mobility throughout the workday in a way that does not compromise patient or therapist safety.

## **Problem-Based Learning**

The Entry Level DPT Program will use a problem-based learning (PBL) approach. Developed by Barrows<sup>1</sup> and colleagues at McMaster University, ON for medical education, PBL is a rigorous, highly structured teaching methodology which places the student in a position of active responsibility for learning and mastering content. In a group of peers, the student learns new material by confronting and discussing practice issues related to patient/client cases.

Students will work in small tutorial groups (8-10 students) with a faculty member as facilitator. Rather than listening to a lecture on a given topic (teacher-centered learning), students are presented with a scenario which typically integrates previously learned information with a great deal of new content (Physical Therapy Reasoning). The group must come to consensus about the knowledge and skills they need to acquire in order to manage the patient/client in the scenario.

They develop “learning issues” or topics which represent questions about the case. On an individual basis, students then research the topics by using textbooks, review articles, peer-reviewed research, and electronic data bases. A few days later, students regroup to discuss their findings and apply them to the scenario at hand. Rather than lecturing, the faculty member facilitates discussion and asks questions to ascertain that students are learning the material to the appropriate breadth and depth required of an entry level physical therapist. Carefully crafted scenarios are the “anchors” around which other content is taught. The curriculum includes extensive laboratory experiences (Patient/Client Management and Foundational Sciences) as well as a Professional Topics class which complement and reinforce content learned in PBL sessions.

Barrows and colleague demonstrated that PBL effectively helps students to develop scientific thinking about patients’ problems and to acquire both foundational science and clinical information in a manner that ensures retention and transfer [of learning] to the real-life task of the clinician.<sup>1</sup> Recent studies indicate that graduates of problem-based health care educational programs perform as well on board exams and exhibit secure clinical learning and reasoning skills to the betterment of their patients.

Since the acquisition of new material revolves around a professional practice scenario, students constantly learn and apply information in the context of professional practice. For example, students might be required to answer the following questions asked by the class facilitator: based on the pathophysiology of his disease process, what precautions would be important when treating this patient? How would you handle the patient’s emotional affect in order to accomplish your treatment? How might the patient’s medications influence the outcome of today’s intervention? What tests and measures might be appropriate for the patient given their current status? Through the PBL process, students are learning how to ask questions and to research the answers. Students become skillful at database searching, critiquing journal articles, and synthesizing information from a variety of sources.

Since group members are dependent on each other for enriching discussion and subsequent learning, each student must participate in PBL sessions, whether by volunteering information, asking questions, seeking clarification, confirming the thoughts of a peer, or relating information to the patient case. Inherent in the PBL process, students learn how to function as individual members of a team, conferring for the greater good (learning the material/treating the patient).

Students also have an opportunity to evaluate the participation skills of their classmates (preparation, clinical reasoning, quality of learning resources, team skills, respective listening) and themselves, in written and oral formats. This teaches critical reflection and the skills of providing/receiving constructive criticism.

## **Curriculum Description**

The curriculum is delivered over four (4) academic years or eight (8) contiguous semesters, and include 122 credits hours with 44 weeks of professional practice. The curriculum consists of five (5) main courses threaded throughout the first six semesters – Professional Reflection, Physical Therapy Reasoning, Patient/Client Management, Foundational Sciences and Professional Topics (refer to Entry Level DPT Program Curriculum). Professional Practice Education (PPE) opportunities are integrated throughout the curriculum.

**AY1***Semester 1 - FALL (19 cr)*

DPT5511 Physical Therapy Reasoning I (5 cr)  
 DPT5312 Patient/Client Management I (3 cr)  
 DPT5513 Foundational Sciences I (5 cr)  
 DPT5514 Professional Topics I (5 cr)

*Semester 2 – SPRING (18 cr)*

DPT5521 Physical Therapy Reasoning II (5 cr)  
 DPT5322 Patient/Client Management II (3 cr)  
 DPT5523 Foundational Sciences II (5 cr)  
 DPT5524 Professional Topics II (5 cr)

DPT5115 Professional Reflection I (1 cr)

**AY2***Semester 3 – SUMMER (15 cr)*

DPT6311 Physical Therapy Reasoning III (3 cr)  
 DPT6212 Patient/Client Management III (2 cr)  
 DPT6313 Foundational Sciences III (3 cr)  
 DPT6314 Professional Topics 3 (III cr)  
 DPT6318 Professional Practice I (3 cr)

*Semester 4 – FALL (18 cr)*

DPT6521 Physical Therapy Reasoning IV (5 cr)  
 DPT6322 Patient/Client Management IV (3 cr)  
 DPT6523 Foundational Sciences IV (5 cr)  
 DPT6524 Professional Topics IV (5 cr)

DPT6115 Professional Reflection II (1 cr)

**AY3***Semester 5 – SPRING (19 cr)*

DPT7511 Physical Therapy Reasoning V (5 cr)  
 DPT7312 Patient/Client Management V (3 cr)  
 DPT7513 Foundational Sciences V (5 cr)  
 DPT7514 Professional Topics V (5 cr)

*Semester 6 – SUMMER (15 cr)*

DPT7321 Physical Therapy Reasoning VI (3 cr)  
 DPT7222 Patient/Client Management VI (2 cr)  
 DPT7323 Foundational Sciences VI (3 cr)  
 DPT7324 Professional Topics 6 (3 cr)  
 DPT7428 Professional Practice II (4 cr)

DPT7115 Professional Reflection III (1 cr)

**AY4***Semester 7 – FALL (9 cr)*

DPT8818 Professional Practice III (8 cr)

*Semester 8 - SPRING (9 cr)*

DPT8728 Emerging Roles in Physical Therapy Practice (7 cr)  
 DPT8129 CAPSTONE (2 cr)

DPT8115 Professional Reflection IV (1 cr)

## Professional Practice Education

Students will participate in a total of 44 weeks of clinical experiences. A variety of opportunities will be provided to the students in Texas as well as throughout the United States. The Director of Professional Practice Education will work closely with the students in the selection process for the clinical experiences. Students' preferences and needs are given consideration. The 1<sup>st</sup> clinical experience is a 6-week full-time experience that is scheduled at the end of the 3<sup>rd</sup> semester. The 2<sup>nd</sup> clinical experience is an 8-week experience that occurs at the beginning of the 6<sup>th</sup> semester. The 3<sup>rd</sup> clinical experience is a 16-week experience that occurs at the completion of all didactic courses during the 7<sup>th</sup> semester and provides an area of clinical experience need and/or special interest. The 4<sup>th</sup> professional practice experience – Emerging Roles in Professional Practice - is a 14-week experience in a setting that may not have an established program or a staff physical therapist hired to fulfill the role of supervisor. In this case, supervision may be coordinated by an off-site licensed therapist not employed by the setting and the student is assigned to a site staff person as a contact.

## Community Engagement

Students and faculty will be expected to engage in service learning opportunities in the community. Some of the curricular learning objectives will be met through participation in community engagement opportunities that may occur outside of scheduled class time. Written reflection and small/large group discussion of the experiences will help all gain a deeper understanding of the mission of the University and School while growing each individual personally.

## Classroom Recording

All classrooms, laboratories and breakout rooms are equipped with video cameras and microphone to be used for programmatic assessment, assessment of student learning, and observation of classroom processes. There is no indication when the cameras are on or recording. Classroom activities during regular scheduled classes may be observed at any time by authorized UIW faculty or staff and guests. Video recordings will always be scheduled or announced ahead of time. Notification of recording will be in course syllabi or emailed to the class list prior to the recording date. Enrollment in the School of Physical Therapy constitutes an agreement to be video-taped for educational or assessment purposes.

## Academic Calendar

The final School of Physical Therapy (SoPT) Academic Calendar will be available to students, staff and faculty during the summer prior to the fall semester. The UIW Academic Calendar is available online at: <http://www.uiw.edu/registrar/deadlines.html>. (accessed July 2016). The SoPT Academic Calendar is in agreement philosophically with a PBL curriculum and closely aligned with the UIW Academic Calendar. Prior to beginning in the program, students enrolled in the DPT program will participate in a one-week orientation.

The DPT student will be encouraged to use free time between classes for open lab, self/group study, community engagement, meeting with advisor, and other activities that will forward their progress and success in the DPT program. Wednesdays afternoons could be used for guest speakers, seminars or for rescheduling classes that were cancelled secondary to holidays or other conflicts.

## **School of Physical Therapy Recognized Abbreviations**

MCQ	Multiple Choice Question
MEQ	Modified Essay Question
PBL	Problem Based Learning
PPE	Professional Practice Education
DPPE	Director of Professional Practice Education
CCCE	Center Coordinator of Clinical Education
CI	Clinical Instructor
OSCE	Objective Structure Clinical Exam (comprehensive practical exam)
PT MACS	Physical Therapist Manual for the Assessment of Clinical Skills
CPI	Clinical Performance Instrument
SoPT	School of Physical Therapy
SPT	Student Physical Therapist

## **Part III: Program Personnel**

### **Organizational Chart**

Please see the SoPT organizational structure in the Appendix I.

### **Faculty and Staff Directory**

An updated directory can be found at <http://www.uiw.edu/physicaltherapy/about/faculty-staff/> (accessed July 2016)

### **Role of the Faculty Advisor**

Upon matriculation into the Doctor of Physical Therapy program, each student will be assigned a faculty advisor. The student is expected to meet with his or her faculty advisor periodically throughout the course of study. At minimum, the student should meet with the faculty advisor at least 2 times during each semester. While a student is on a Professional Practice Education experience, contact with the advisor may take place in person or by electronic means. In addition, the faculty advisor serves as the instructor of record for each academic year's reflection course.

The faculty advisor is available to discuss various matters of concern, both academic and non-academic, and may provide the student with additional resources. The faculty advisor also serves as the student advocate in academic progress and/or disciplinary matters. Should the faculty advisor be unable to fulfill this role due to a conflict of interest or for other reasons, the student will be assigned a temporary advisor.

### **Faculty and Staff Office Hours**

Individual faculty hours are posted in their course syllabi as well as on their respective office door. Faculty members are also be available by appointment. Staff are generally available during normal work hours (8:00 am – 5:00 pm Monday through Friday) and by appointment except for University holidays.

## Part IV: Academic Integrity and Professional Behaviors

### APTA Code of Ethics and Core Values

The American Physical Therapy Association (APTA) has adopted a *Code of Ethics* for all physical therapists to abide by. Students are expected to learn and practice in an ethical manner. See [www.apta.org](http://www.apta.org) (accessed July 2016) for specific details on APTA's eight (8) ethical principles and seven (7) core values.

The APTA is the professional organization for physical therapists in the United States. There are many resources and benefits to being a member both as a student and professional. As a student you may attend the state and national conferences and student conclave all at discounted rates.

As a UIW DPT student, you will be a student member of the APTA. You are highly encouraged to participate in state chapter and national activities. Please see the website and speak with your advisor for more information.

### Professional Behaviors

It is expected that all students demonstrate behaviors consistent with those of a healthcare professional. This is demonstrated by:

- **Critical Thinking** - The ability to question logically; identify, generate and evaluate elements of logical argument; recognize and differentiate facts, appropriate or faulty inferences, and assumptions; and distinguish relevant from irrelevant information. The ability to appropriately utilize, analyze, and critically evaluate scientific evidence to develop a logical argument, and to identify and determine the impact of bias on the decision making process.
- **Communication** - The ability to communicate effectively (i.e. verbal, non-verbal, reading, writing, and listening) for varied audiences and purposes.
- **Problem Solving** – The ability to recognize and define problems, analyze data, develop and implement solutions, and evaluate outcomes.
- **Interpersonal Skills** – The ability to interact effectively with patients, families, colleagues, other health care professionals, and the community in a culturally aware manner.
- **Responsibility** – The ability to be accountable for the outcomes of personal and professional actions and to follow through on commitments that encompass the profession within the scope of work, community and social responsibilities.
- **Professionalism** – The ability to exhibit appropriate professional conduct and to represent the profession effectively while promoting the growth/development of the Physical Therapy profession.
- **Use of Constructive Feedback** – The ability to seek out and identify quality sources of feedback, reflect on and integrate the feedback, and provide meaningful feedback to others.
- **Effective Use of Time and Resources** – The ability to manage time and resources effectively to obtain the maximum possible benefit.
- **Stress Management** – The ability to identify sources of stress and to develop and

implement effective coping behaviors; this applies for interactions for self, patient/clients and their families, members of the health care team and in work/life scenarios.

- **Commitment to Learning** – The ability to self-assess, self-correct and self-direct learning to identify needs and sources of learning; and to continually seek and apply new knowledge, behaviors, and skills.

*All UIW DPT students will be expected to:*

- Demonstrate safe performance of activities, sensitivity to individuals, appreciation for alternate points of view, respectful communication, concern for self, cooperation with others and acceptance of personal and corporate responsibility for coursework.
- Show respect for facilities and equipment in the School of Physical Therapy and in the clinical education setting.
- Present an appropriate personal appearance in classrooms, laboratories and Clinical Education settings and at public meetings where their identity as physical therapy students is apparent. Please refer to the Dress Code for details.
- Strive to incorporate the University values of service to others, importance of family life, the inalienable worth of each individual and the appreciation of cultural and ethnic diversity into their professional efforts. The course environment should promote tolerance, mutual adjustment and open communication to further the professional development of all individuals.

Professional behaviors are evaluated by self-assessment, peer review, instructor evaluation, and class participation. Written peer comments and instructor observation of student performance provide the basis for counseling on professional behavior. It is expected that most cases of professional misbehavior can be successfully corrected by sensitive discussion and counseling between the faculty and the student. A plan for remediation will be developed and implemented.

For serious or repeated professional misconduct, students may receive a negative professional citation which consists of a non-academic probationary event. While on probation, a student is allowed to continue enrollment, but is no longer in good standing. Three (3) non-academic probationary events may result in the student being dismissed from the program.

For behavior that goes above and beyond general expectations and demonstrates excellence in living out the mission of the university, the student may also receive a positive professional behavior citation which will be placed in the student's file.

## **Student Code of Conduct**

The School of Physical Therapy subscribes to the University of the Incarnate Word *Student Code of Conduct* that may be found in the UIW Student Handbook available at <http://www.uiw.edu/campuslife/studentconduct/UIWHandbookSCC.html> (accessed July 2016).

Non-academic infractions will be reviewed on a case by case basis and may ultimately result in a citation added to the student record, a probationary event or dismissal from the program. The Dean or designee will assume responsibility for the investigation of an allegation of misconduct to determine if the complaint has merit. No complaint will be forwarded for a hearing unless there is reasonable cause to believe a policy has been violated. Reasonable cause is defined as some information to support each element of the offense, even if that information is

merely a credible witness or victim's statement. A complaint wholly unsupported by any information will not be forwarded for a hearing.

If the allegations can be disposed of by mutual consent of the parties involved on a basis acceptable to the parties involved and the Dean, such disposition will be final and there will be no subsequent proceedings. The Dean has discretion to refer a complaint for mediation. All parties must agree to mediation, and to be bound by the decision with no review (appeal). Any unsuccessful mediation can be forwarded for formal processing and hearing. However, at no time will complaints of physical sexual misconduct or violence be mediated as the sole institutional response. The Dean may also suggest that complaints that do not involve a violation of the *Student Code of Conduct* be referred for mediation.

If the complaint cannot be disposed of in a manner mutually acceptable to all parties, the Dean will refer the complaint to the Student Conduct Review Council (SCRC), a body of students responsible for assisting in the interpretation and implementation of the *Student Code of Conduct* and conduct process. Members are responsible for ensuring that students receive the procedural fairness rights granted them. There is generally a preference to refer disputed complaints to the SCRC, though the Dean retains ultimate discretion over complaint referrals.

## **Academic Integrity and Sanctions**

The University of the Incarnate Word is strongly committed to the nurturing of academic excellence. The University expects its students to pursue and maintain truth, honesty, and personal integrity in their academic work. Academic dishonesty, in any form, constitutes a serious threat to the freedoms which define an academic community. The following definitions and guidelines have therefore been established to secure the maintenance of academic integrity at Incarnate Word.

The SoPT recognizes its duty to prepare students who are not only knowledgeable in their disciplines, but who also possess a character sufficiently moral and ethical to be deserving of the public trust. With this responsibility in mind, the student is advised that academic and non-academic misconduct will be dealt with swiftly and fairly in accordance with this policy.

The SoPT and University however reserve the right to modify, deviate from, or make exceptions to the policy statements found in either the School or University's documents, and to make any such deviation or exception applicable to any student without regard to date of admission, application or enrollment. The highest standards of academic honesty are expected in all courses.

### ***Forms of Academic Dishonesty***

The following is a list of common forms of academic dishonesty. This is not intended to be an exclusive list.

- Cheating – Fraudulent or deceitful work on tests, examinations, or other class or laboratory work.
- Plagiarism – Appropriation of another's work and the unacknowledged incorporation of that work in one's own written work offered for credit. It is the students' responsibility to ensure that they fully understand what **plagiarism** is and how they can avoid it.
- Counterfeit Work – Including turning in as one's own, work which was created, researched, or produced by someone else.
- Falsification of Academic Records – Knowingly and improperly changing grades or other information on transcripts, grade sheets, electronic data sheets, class reports, projects, or other academically related documents.

- Unauthorized Reuse of Work – The turning in of the same work to more than one class without consent of the instructors involved constitutes academic dishonesty.
- Theft – Unauthorized use or circulation of tests or answer sheets specifically prepared for a given course and as yet not used or publicly released by the instructor of a course, or theft of completed tests.
- Collusion – Involvement in Collusion – unauthorized collaboration with another to violate a provision of the Code of Academic Integrity.
- Facilitating Academic Dishonesty – Intentionally or knowingly helping or attempting to help another to violate a provision of the Academic Integrity Policy of the University.
- Questions used for exams are not released to students. Copying, memorizing, accessing and/or storing questions from exams of the current or previous academic years constitute academic misconduct - plagiarism and/or cheating.
  - <http://sja.ucdavis.edu/files/plagiarism.pdf> (accessed July 2016)
  - <http://cdev.concordia.ca/CnD/studentlearn/Help/handouts/WritingHO/AvoidingPlagiarism.html> (accessed July 2016)
- Any member of the student body or the staff of the SoPT who is concerned that a student has engaged in some form of academic dishonesty should report the incident to the Dean of the SoPT. The Dean will then initiate the process of investigation outlined below.

### ***Procedures for Investigating Claims***

#### **STUDENT COMPLAINT POLICY**

The University of the Incarnate Word (UIW) is committed to fostering a learning environment that promotes academic excellence and personal development. Students are encouraged to voice their complaints and concerns in a manner that is respectful of the dignity of the individual, if any, who is the subject of the complaint. It is the policy of UIW that students with complaints are treated honestly and fairly, and that their complaints be handled in a timely manner with regard to resolution of the issue(s) presented. Any UIW student may express a concern or complaint by following these procedures. Please note that UIW explicitly prohibits any member of the UIW community from harassing or retaliating against students who file complaints.

Complaints are most effectively and efficiently managed by first expressing them to the individual, if any, who is the subject of the complaint. Students are strongly encouraged to first discuss their complaint directly with any such individual involved.

#### **SANCTION ASSESSED BY FACULTY**

Before any sanction regarding academic work or professional behavior is administered by a faculty member, the instructor must meet with the student about the alleged violation. Sanctions must be confirmed in writing to the student, copied to the Dean of the SoPT in which the instructor is a member, and copied to the Academic Vice President. These records ARE NOT placed in the student's permanent academic file and will be destroyed when the student graduates or otherwise ceases his/her relationship with the University.

- *When Guilt Is Admitted* - If a student who is confronted by a faculty member for engaging in academic dishonesty openly admits to wrongdoing, the instructor will:
  1. Give the student an F for the assignment in question, and may
  2. Forward the case to the Academic Honor Board of the SoPT to consider additional sanctions.
- *When Guilt Is Not Admitted* - If a student accused by a faculty member of academic dishonesty does not admit wrongdoing, his/her appeal should be made directly to the

Dean of the SoPT or his/her designee so that the Academic Honor Board can formally investigate the allegation and decide which action should be taken.

### **SANCTIONS ASSESSED BY THE ACADEMIC HONOR BOARD**

When cases alleging academic dishonesty are forwarded to the Dean (or designee), he or she will convene an Academic Honor Board. The student (respondent) alleged to have engaged in academic dishonesty will be notified of the convening of the Board. Notices may be personally delivered to the respondent or by placing a notice addressed to the respondent in the respondent's Campus Mail Box or sent by certified mail to the respondent's home address. The Board will be comprised of two members of the faculty from the SoPT selected by the Dean (or designee) and two students selected from a list of students previously identified by the college faculty. The Dean (or designee) will serve as chairperson of the Board; however, he/she will only vote in cases where the Board is split on any given decision.

The student may request that a student or faculty member not sit in judgment if he/she feels that the vote may be biased or prejudiced as a consequence. Some substantiation of the claim of prejudice may be required, and the final decision shall rest with the Dean. The Dean of the SoPT may make substitutions to the Board in order to maintain a quorum of five members.

The student is presumed not to have engaged in academic dishonesty. Pending the final action of the Academic Honor Board, the status of the student shall not be altered, and his/her right to be present on campus, to attend classes, and/or to participate in University sponsored activities shall not be affected.

A finding of academic dishonesty shall be by majority vote of the Board. If the Board finds that the respondent engaged in academic dishonesty, the Board may impose sanctions. Sanctions may include:

1. Receiving an "F" for the assignment in question,
2. Receiving an "F" for the course,
3. Academic suspension,
4. Dismissal from the University, and/or
5. Other action deemed appropriate.

The procedure of formal inquiry by the Academic Honor Board will include:

1. Securing a written statement describing the nature and circumstances of the alleged offense from the student, faculty, or staff member making the allegation.
2. Securing a written statement from the respondent relating to the allegations.
3. Interviewing separately the respondent and the faculty/staff member alleging the dishonesty in order to clarify and to expand the written statements.
4. Interviewing any witnesses or other persons claiming knowledge of the incident.
5. Securing, examining, and retaining any physical evidence related to the incident.

Using written statements, interviews and available physical evidence, the Academic Honor Board will decide the validity of the alleged incident of academic dishonesty. The decision of the Board will be communicated in writing to the respondent by being personally delivered placing the findings in an envelope addressed to the respondent at the respondent's Campus Mail Box

or sent by certified mail to the respondent's home address. Pending the finding of the Academic Honor Board, the status of the student shall not be altered, and his/her right to be present on campus, to attend classes and/or to participate in University-sponsored activities shall not be affected.

### **Appeals of Disciplinary Sanctions Assessed by Academic Honor Board**

Any student who feels he/she has not been accorded justice by the Academic Honor Board may appeal to the Provost for review of the decision. If the Provost determines that there should be a review, he/she convenes a committee on Academic Integrity which is comprised of two senior tenured faculty members and an elected member of the Student Government Association. The Committee shall determine whether the process followed by the Academic Honor Board was fair and impartial and that adequate consideration was given to evidence and information presented.

- Timetable: Appeals to Academic Honor Board decisions must be submitted in writing to the Standing Committee on Academic Integrity within ten working days of the Board's decision.
- Following a review, the Standing Committee on Academic Integrity may uphold, modify, or reverse the findings of the Academic Honor Board.
- The decision of the Standing Committee on Academic Integrity shall be considered final.
- A written statement shall be sent to the appellant no later than three days after the Committee's decision is reached.

## Part V: Student Rights and Responsibilities

### Immunizations

All students are responsible to provide official proof of current immunizations to include **meningitis, hepatitis B**, and any other childhood immunizations and/or titers as listed below:

- **Meningitis Vaccination** - All students under the age of 22 are required to have a record of the Meningitis vaccination on file with the UIW Student Health office. Students cannot enroll in classes without this record (<http://www.uiw.edu/health/meningitischange.html>) (accessed July 2016)
  - After acceptance and before matriculation, students will be required to submit proof of meningitis vaccination to Health Services through a Magnus Health account. When the account is created after admission processing, students will receive an email that contains a username and password for the Magnus Health account.
  - Upon first log-in, students will be provided instructions on how to submit the required documentation through a comprehensive overview of the process to upload documentation directly into the account.
  - The UIW Student Health Office will block from registration any student that does not provide proof of the meningitis vaccination if it is required.
- **Hepatitis B** series and/or titer (If you obtain the titer, a booster or additional series may be required if immunity is not achieved).
- **Tdap** (or qualified waiver-current within the last 2 years) – Please note that the *Td* booster alone does not meet the requirements of most clinical sites.
- Two (2) **MMR** (only 1, if born before 1957)
  - TB skin test or negative chest radiograph (must be done annually, the first TB skin test can be done in April prior to the first professional practice experience.)
  - **Varicella Zoster** titer or history of (chicken pox) disease as medically documented by a licensed health care provider (vaccine will be required if immunity not achieved): official documentation must be provided in any case.
  - Current year **flu vaccine** if the experience will take place during flu season (PPE III and IV).
    - It is recommended that you have the flu vaccine each year during your time in the program so any volunteer/observation experiences could be completed without a delay as some places require volunteers/observers to have the flu vaccine as well.
  - Negative drug screen for proof of health clearance may be required prior to each PPE. (Larger health systems may want the student to complete the drug test at their facility.)

### Basic Life Support for Healthcare Providers Training

*Basic Life Support (BLS) for Healthcare Providers* certification will be offered to students prior to the 1<sup>st</sup> Professional Practice Experience (DPT6318). Students will then have to provide a copy of their certification card. Students with expired BLS certification will not be allowed in the clinic.

## **Professional Liability Coverage**

Professional liability coverage will be included under the UIW Liability Insurance policy. The DPPE will provide a copy of the professional liability insurance policy via Blackboard and/or Acadaware. The student is expected to immediately report any incident that may be considered a concern under the policy to the DPPE.

## **Potential Health Risks to Students**

Students will be required to comply with the UIW policies on health risks to include immunizations, emergencies, and health and wellness. Please refer to: <http://www.uiw.edu/health/> (accessed July 2016) for further information about health services.

## **Criminal Background Checks and Drug Testing**

All entry-level DPT students will be required to submit to and receive an acceptable criminal background check as a condition of enrollment. Background investigations will be conducted via a contractual arrangement with an outside vendor at a frequency to be determined by the Director of Professional Practice Education. Some clinical facilities may require additional background investigation(s) prior to permitting students to participate in experiential education activities. Program enrollment and clinical facility placement are contingent upon completion and receipt of an acceptable criminal background investigation.

Acceptable student backgrounds for experiential education participation will be determined by the Dean in consultation with the Director of Professional Practice Education. The investigational screenings will include, but may not be limited to, the following for every state and county of residence: criminal record, alias name, warrants, protection orders, residential history, social security number, abuse registry, sex offender registry, Office of the Inspector General (OIG) cumulative sanction report.

Some health care facilities require students to submit to and pass a drug test prior to participation in experiential activities at the facility. Students who do not complete or do not pass a drug test as required by these facilities will not be allowed to participate in experiential education activities at the facility, and may face sanctions, including possible dismissal from the program.

## **Mandatory Course Evaluation**

The School of Physical Therapy requires students to complete a course evaluation in order to receive a course grade. Failure to complete a course evaluation may result in a course grade of "Incomplete" until the evaluation is completed.

## **Oral and Written Communications**

All students in the UIW SoPT are expected to demonstrate a satisfactory command of English in oral and written work with accommodations if necessary. Candidates may be required to take special courses in writing as a condition of their continuance in graduate studies.

Professional graduate students are expected to develop and subsequently demonstrate effective oral and written communication skills. Hallmarks of effective writing at the graduate level include being organized, concise, error-free, and to always properly cite and reference any

resource used. A DPT student will be creating a variety of written products each semester, which may include any or all of the following:

- Patient documentation
- Literature reviews
- Evidence-based papers
- Reflection papers
- Power point presentations

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

- Always use spell-check – but do not rely on it completely. Always proof-read your documents.
- Refer to *Physical Therapy Professional Foundations: Keys to Success in School and Career* by Curtis, K, (pages 78, 146, and 147) for common grammatical errors to avoid.
- Another reference would be *Williams Style: Toward Clarity and Grace* by JM: The University of Chicago Press 1995.

Students are expected to meet the following expectations for any writing assignments (other than patient related documentation and short answer type questions on an exam) during DPT coursework.

- Papers should have an introductory paragraph and a conclusion paragraph
- There should be an introductory sentence for each paragraph and transition sentences between paragraphs
- All resources should be cited and referenced
- The UIW DPT program expects the student to follow the format of the American Medical Association (AMA).
  - *AMA Manual of Style: A Guide for Authors and Editors*. 10<sup>th</sup> ed. New York: Oxford Press; 2007.
  - An abbreviated guide to following AMA style in electronic format will be provided during first semester course work to reference, but the student may choose to purchase the AMA book or seek other electronic resources.
- Use headings and subheadings to organize papers. See AMA or guide for information on headings and subheadings.

All papers and assignments should:

- Have a separate title page to include: Name, Date, Course #, Title of Assignment, and Professor. (See example below.)
- Be double spaced, in Arial 11 point font
- Have numbered pages (title page not numbered), page 1 is the first page of text
- Have a separate reference page in AMA format
- Meet the page requirements set by the instructor of record. Title page and reference page are not to be included in the total number of pages of the paper.

All work should be peer reviewed prior to submission or presentation. Peer critique is an excellent tool to improve writing skills, and is a standard practice in scientific writing. Initially, faculty is forgiving of errors as you develop your writing skills. However, once corrected, the expectation is to incorporate the new knowledge into future writing. Additional assistance and free tutoring is available in the TRiO Math & Writing Lab located on the main UIW campus in the Administration Building, Room 225. Tutoring is provided in three different formats: walk-in basis, small groups and one-on-one. To make an appointment, fill out the “Request for Tutoring” form. Also there is free tutoring at the Learning Assistance Center (LAC) located on the 2<sup>nd</sup> floor of the Administration Building – Room 206.

*Example of title page:*

Melinda White, SPT  
**Title of Case Report**

DPT5511 Physical Therapy Reasoning I  
M. Walk, PT, DPT, OCS, FAAOMPT

*September 13, 2016*

## **Use and Maintenance of Equipment**

All students, faculty and staff are required to properly use and maintain equipment in the seminar hall, laboratories, lounge, and other spaces within the School. The SoPT staff will perform regular checks of equipment to include mechanical and electrical equipment. Each person is responsible, however, to report any equipment that needs repair to the Dean’s office as soon as possible to avoid injury. If equipment is in need of repair, a sign will be placed on the equipment that denotes “out of order – do not use” for the safety of all concerned. Electrical equipment will be inspected yearly by a licensed professional.

## **Off-Campus Trips**

Students may be required to participate in off-campus trips into the community as part of their learning experiences at UIW DPT. The students are responsible for their own transportation. There may be occasions where the SoPT uses UIW campus busses to transport students. In this case, students will be notified in advance.

## **Attendance to Professional Conference**

The students are encouraged to attend physical therapy conferences early in their professional development. During their first year of study (PT1), students will be reimbursed up to a maximum of \$150 upon submission of receipts after attending the Texas Physical Therapy Association Annual Conference held in October each year. Students in their 2<sup>nd</sup> (PT2-3) and 3<sup>rd</sup> (PT4) years of study will be reimbursed up to a maximum \$250 upon submission of receipts after attending an APTA Combined Section Meeting held in February each year. The student will thus be responsible to cover some or most of the expenses. To receive the stipend, students will be expected to participate fully in the professional development event and to abide by any travel regulations including turning in any required receipts or paperwork. Students are encouraged to share rooms and carpool if possible. Participation in continuing education workshops will not be supported. The stipend is not intended to cover all costs associated with attendance.

## **Student Employment**

Enrollment in the School of Physical Therapy is a full-time responsibility, and employment during the academic year is not recommended. For students who do choose to be employed while enrolled in the program, academic activities and requirements must always take precedence over employment activities. Missing classes for employment is not acceptable. Students should be aware that the physical therapy educational program does require occasional evening and/or Saturday classes.

## **Employment within a Physical Therapy Department**

Students who seek regular employment in physical therapy departments and clinics as physical therapy aides must be aware of the legal ramifications. A physical therapy student working as a physical therapy aide:

- Is acting as an independent agent, not as a representative of The University of the Incarnate Word School of Physical Therapy and therefore cannot wear a UIW name tag while on the job
- Is not covered by UIW liability policy
- Cannot sign physical therapy notes
- Is not acting in an official capacity as a physical therapy student, but rather as a physical therapy aide who is supervised by a licensed physical therapist.
- May provide service only to the extent allowed by state statutes, rules and regulations. For further information on the legal definition and permissible roles for a “physical therapy aide” in Texas, refer to The Executive Council of Physical Therapy and Occupational Therapy Examiners.
- Rules and Regulations to the Physical Therapy Practice Act, Texas Department of Health and Human Services (<http://www.ptot.texas.gov/page/home>; accessed July 2016)

## **Complaint Procedures**

### ***Addressing Program Complaints***

Addressing program complaints excludes complaints for which there is an established University or School policy or procedure, such as grades appeals, academic dismissal appeals, or allegations of racial, sexual or gender harassment. These matters are covered in the Physical Therapy Student Handbook, or through The University of the Incarnate Word.

An individual who has a concern/complaint following an experience/encounter with any student, faculty or staff member is welcome to communicate their complaint to the Dean. Program complaints are recognized as an opportunity for program improvement and should be expressed with this end in mind. A complainant can choose to communicate a complaint either informally and/or formally.

If the complainant chooses, the complaint or concern can be communicated informally by contacting the party(s) involved (e.g. Faculty member, Program Director, Director of Professional Practice Education, student) to discuss the issue. In this case, there is no documentation of the complaint.

If the complainant prefers, a formally written complaint can be filed with the Dean. The written complaint shall be filed with the Dean within ten (10) working days of the experience or encounter. Complaints should be addressed to:

*The University of the Incarnate Word  
School of Physical Therapy  
Attention: Dean  
4301 Broadway, CPO 412  
San Antonio, TX 78209*

Such a complaint must be communicated in writing and be signed and dated. The complaint should state with specificity the facts giving rise to the complaint, and the relief sought. The person filing the complaint should sign it. Upon receipt of the complaint, the Dean shall evaluate the merits of the complaint and identify a course of action. The Dean will address the issue with the involved party within ten (10) working days of receipt of the letter and will seek resolution of the issue. All parties to the process will seek to maintain the confidentiality of the process; however, it is recognized that circumstance may compel further disclosure to the other persons, particularly if the facts implicate possible violations of law, University policy, or foreseeable risk of harm to any person. The resolution action will be communicated to all parties in writing. A letter summarizing the Dean's action shall be filed with the complaint letter in the Program Complaint File. The Dean of the School of Physical Therapy will maintain a file of all written program complaints for a period of five (5) years.

Should the complainant not be satisfied with the resolution of the issue at the SoPT level, or if the complaint involves the Dean of the School, the complaint can be made to the UIW Provost. As appropriate, the Dean will forward a written summary of the situation to date. The Provost shall evaluate the merits of the complaint and identify a course of action. A letter summarizing the Provost's action shall be filed with the complaint letter in the Program Complaint File.

*\* The Program Complaint File is kept on the premises of the School of Physical Therapy.*

### ***Handling of Complaints Falling Outside of the Realm of Due Process***

Policies and procedures for handling complaints falling outside of the realm of due process, such as complaints from professional practice education sites, employers of graduates, and the public are described here. Records of complaints about the program, including the nature of the complaint and the disposition of the complaint are maintained by the School of Physical Therapy (SoPT).

Should a situation occur that would generate a complaint from a professional practice education site, employers of graduates, or the public in general, the SoPT would take the following steps. The complaint must be submitted in writing to the Dean of the SoPT and include:

- Name of the complainant (PPE site, employer, or member of the public who initiated the complaint)
- Name of the complainee (individual whom the complaint is voiced against) and role in the incident (unprofessional behavior, inappropriate treatment of a client, or inappropriate verbal exchange between the complainee and other involved individuals).
- Date and location of incident.
- Detailed description of the incident, complete with the names of all individuals involved.
- Detailed description of any and all action immediately following the incident.

Upon receipt of the complaint, the Dean will take the following steps:

- Verbal contact with the complainant to address and ensure the appropriate action will be taken to address the incident.
- Establish a meeting with the complainant and an ad hoc committee of faculty and staff of the SoPT designated by the Dean.

Careful assessment of the situation will be made requiring any and all pertinent review of the complainees's scholastic endeavors, practices and interaction with others. After judicious review and assessment of the situation, the Dean will respond in writing to the complainant outlining the corrective action(s) to be taken, as determined by the ad hoc committee. Documentation of complaints and follow-up action will be kept on file for a period of three (3) years in the Dean's office.

### ***Complaints related to Academic Advisement or Academic Policies***

Students who have complaints about academic advisement or other issues related to academic policies, procedures, or deadlines should contact the Dean of the SoPT.

### ***Complaints related to a Specific Administrative Department***

If the complaint involves a policy, procedure, or area of responsibility of a specific administrative department, it should be directed to the supervisor or manager of that department. In each instance of a departmental complaint, the appropriate individual will investigate the complaint, seek a solution, and report back to the student in writing within 10 school days. The department supervisor/manager will keep a record of the decision.

### ***Complaints concerning UIW Policies, Procedures, or Personnel***

Students who have a general complaint regarding UIW policies, procedures, or personnel should contact the Dean of Graduate Studies and Research.

## Part VI: Academic Policies

### Attendance

Class attendance is required at **ALL** times. Absences will be excused for illness or personal emergency with **PRIOR** approval of the Academic Year (AY) Coordinator on a day-to-day basis. Absences for illness over two (2) days will require a physician's note submitted to the AY Coordinator within a 24-hour return to class or clinic. In the didactic portion of the program, each unexcused absence/tardiness from a required session will result in a 1% reduction. Unexcused absence will result in a final course grade reduction of up to 10%. During professional practice education, repeated unexcused absences or tardiness may result in a professional behavior citation and/or removal from the clinic ensuing in an Unsatisfactory (U) grade and dismissal from the program. Students with a pattern of absences or tardiness will be referred to their academic advisor for further actions.

### Illness and Injury

Should a student experience a short-term illness or injury that could potentially prevent the student from performing required assignments and/or assessments as regularly scheduled and in the prescribed manner as all other students, the student is expected to contact the Academic Year Coordinator to determine an appropriate course of action. The Academic Year Coordinator will meet with other year team faculty members to determine available options for the student.

Options include, but are not limited to, the following:

1. Reschedule assignment or assessment to a later date within the same semester;
2. Develop temporary accommodations to allow the student to proceed without delay. Student must still be able to demonstrate competency in assignment or assessment. Any agreed upon accommodations would be considered temporary and for the duration of the short-term illness or injury;
3. Assign a grade of I (incomplete) and make arrangements for the student to complete course requirements during the next semester. This may delay the student's graduation date.

The student may be required to provide documentation related to the illness or injury. Students experiencing a more lengthy illness or injury may be counseled to take a leave of absence from the program, to meet with the Office of Disability Services for consideration of long-term accommodations, or to consider withdrawal from the program.

### Dress Code

#### *School Dress Code*

During normal operating hours of the SoPT and Clinic, students are required to present themselves in a neat, clean and well-groomed manner at all times as a healthcare professional and in the clinic. Footwear is mandatory and flip-flops are not acceptable in the classroom or laboratory. Students are expected to use good judgment in selecting their attire for class. Jewelry should be conservative, and heavy perfumes and/or aftershave should be avoided. Distracting body art such as facial/body piercings or easily visible tattoos may be required to be camouflaged, covered or removed. Nails will be kept short in order to enable easy cleaning, prevent puncture of gloves, and prevent injury to the patient/client. Please refer to Laboratory and Professional Practice dress codes for specific lab and clinic requirements.

Students are expected to be in professional attire at ALL times when in the SoPT. This means changing clothes, if necessary, after lab courses. It is the student's responsibility to look at course schedules and be prepared for proper dress.

- Attire for ladies should consist of slacks or capris (no denim or shorter than mid-calf or leggings), dress or skirts (no shorter than 2 inches above the knee) and either a collared or professional style shirt with appropriate coverage (no midriff skin or cleavage showing).
- Attire for men should consist of slacks (no denim) and collared shirts (ties optional) with sleeve lengths at the level of the bicep or longer. Hairstyles should be clean and well kept. Facial hair must be clean and well-trimmed. Hats are prohibited in all classrooms.

This list is not exhaustive and it is impossible to continually update with every change in contemporary fashion. Therefore, if in doubt, err on the conservative side. Students who are in violation of the dress code will be sent home and an unexcused absence will be given.

### ***Laboratory Dress Code***

Students must wear loose fitting shorts and t-shirts for the men or t-shirts over sports bras, full coverage bras or swim suit top for the women in Patient/Client Management Class/Lab. Clothing with suggestive and inappropriate logos and slogans are not allowed in Lab. Students may leave the lab to go to their lockers or to the restroom in lab attire, but due to the unprofessional nature of the lab attire, specific locations in the facility will be off limits. The lab attire must be available in the students' lockers at all times. Failure to have lab attire for labs may result in the student being dismissed and not allowed to return to class until properly attired in lab clothing.

Students with active, communicable skin diseases such as athlete's foot should let their classmates and professor know so that precautions may be taken (for example, gloves can be donned before contact). If pregnant or injured, the student needs to do the same.

### ***Professional Practice Dress Code***

Students should wear professional dress (as stated for SoPT) unless otherwise instructed by the facility. Students may be required to purchase specific items of clothing to meet a clinical site's requirements. Some facilities require the student to wear a lab coat in addition to professional dress. Lab coats will be the financial responsibility of the student. It is a legal requirement that each student wear a name badge at all times during a PPE. If a facility requires a facility-specific badge, the student may wear that name badge instead of the UIW name badge for that PPE. Name badges are to be seen above the waist at all time.

### **Use of Electronic Devices**

Appropriate conduct in every teaching environment in the School of Physical Therapy promotes an environment of academic achievement and integrity. Disruptive classroom behavior that interrupts either the instructor's ability to teach or student learning is prohibited. Disruptive behavior includes inappropriate use of technology in the classroom.

Examples include but are not limited to: ringing cell phones, text messaging, watching videos, playing computer games, doing email, instant messaging, or surfing the internet on your computer. Students who participate in disruptive behaviors will be asked to leave the classroom. Follow these simple regulations to avoid the inappropriate use of technology in the

classroom:

- All cell phones must be turned off or set to vibrate mode while in class
  - If there is a critical health or family-related call, please inform the instructor prior to start of class. Please sit in the last row of class in order to avoid disturbing your classmates.
- Laptop computers, iPads, etc., are to be used for note-taking only, unless specifically addressed by the instructor of record.
- If electronic devices are improperly used, a verbal warning will be issued first, followed by a request from the instructor for the student to leave the class.

## **Course Load**

In the entry-level program, the average unit load for a full-time student is between 14-19 credit hours per semester (Fall, Spring and Summer). For most course, one (1) credit hour reflects one (1) hour of class time except for Patient/Client Management with two (2) hours of class time per credit hour. For Professional Practice Education, one (1) credit hour reflects two (2) full time weeks (80 hours) of practice. The unit load for a full-time post professional DPT student is six (6) credit hours for course work.

## **Course Numbers**

The 1<sup>st</sup> digit of the course number indicates the class level of the course; 5000-8000 for the entry-level DPT program (PT1: 5000, PT2: 6000, PT3: 7000, PT4: 8000), and 9000 for the post professional DPT program. The 2<sup>nd</sup> digit of the course indicates the number of credit hours. Credits are allocated as follows: 1 credit per hour of seminars/tutorials, per 2 hours of laboratory, and per 80 hours of clinical education or professional practice education. In the entry-level program, the 4<sup>th</sup> digit indicates the course theme number:

- Physical Therapy Reasoning - **1**
- Patient/Client Management - **2**
- Foundational Sciences - **3**
- Professional Topics - **4**
- Professional Critical Self Reflection - **5**
- Professional Practice Education - **8**
- CAPSTONE - **9**

## **Elective Coursework**

Students who wish to register for an elective offered during the same time as a course in the professional curriculum must discuss and obtain permission from the Instructor of Record of the course offered in the professional curriculum and complete an Override/Exception Form before registering for the elective course.

## **Auditing**

Admitted students may register for lecture courses as auditors. No credit is awarded for audited courses. If a student desires credit, he or she must repeat the course and pay the regular tuition. An auditor may attend lecture classes but does not submit papers or take examinations. Auditors may participate in class discussion only upon invitation of the instructor. Audited courses are not applicable towards a degree. A course that has been audited is not part of the official academic record of the University. The following regulations apply to auditing:

- Students are not allowed to audit tutorials, labs, practical exams, PPE, and similar courses.
- Students seeking to audit a course must obtain written approval from the instructor.
- Auditors pay full tuition for limited enrollment, private instruction, and studio courses, and will be charged 50% of regular tuition for all other courses. Auditors pay all course fees.
- Full-time students at UIW may audit one course (3 credit hours) per term free, with the exception of courses specified above. Additional audit courses are charged as described above.

## **Assessment Policy**

Assessment of student learning is an integral part of the educational experience at the UIW School of Physical Therapy. Assessments of all kinds will be reflective of the behavioral objectives established for each course and provide faculty and students timely feedback on levels of mastery. Assessments in each course will reflect the breadth of learning styles as possible but ultimately prepare graduates to pass the National Physical Therapy Examination (NPTE) and practice in a safe and effective manner. As a general guideline, greater than 40% of assessment results should be administered and reported prior to the designated last day to withdraw from a course.

Assessments include but are not limited to:

- Written Examinations
- Practical Examinations
- Quizzes
- Projects
- Homework
- Class participation

Scoring criteria for each assessment will be made available to students in the course syllabus or on blackboard in sufficient time for students to perform self-assessment.

### ***Written Examinations***

The primary purpose of written exams is to assess the student's comprehension, integration and application of the course material to the practice of physical therapy in a format similar to the NPTE where appropriate. Assessments increase in level of complexity as the student progresses through the program, culminating in integration, interpretation and synthesis of all prior coursework. At a minimum, written examinations will be conducted at the midpoint in the semester and during the final examination week. The weight of these examinations is determined by the Instructor of Record for each course.

All written exams will be administered under the following protocol:

- Books, backpacks and all electronic devices including cell phones will not be allowed in the testing room unless needed to complete the examination.
- No hats will be allowed
- Bathroom breaks or otherwise will not be allowed
- If a student misses a scheduled exam without an approved excuse or prior notification and approval of the Instructor of Record, the grade will result in a zero

### ***Final Examinations***

Students must demonstrate mastery of didactic content by scoring a minimum of 70% on the Final Written Cumulative Exam in each thread in order to progress in the curriculum. Students have two (2) attempts to take/be successful on a final exam in each thread (unless they have exhausted the maximum allowable failed attempts). After semester one, students can fail a maximum of four (4) final thread exams total over the course of the curriculum. Failure on a 5<sup>th</sup> final exam would result in program dismissal (failed attempts are not accumulated until Semester 2). Students requiring more than one (1) attempt in multiple threads in one semester will be placed on probation. *The original exam grade stands regardless of the score on the subsequent exam.* If a student would fail the course based on the overall course grade, they may choose not to retake the exam. Exam retakes occur after grades have been released to all students and before the appeals process takes place.

### ***Objective Structured Comprehensive Exam (OSCE) / Practical Exam***

No student will be able to successfully complete the course with a grade of less than 75% on the practical examination station relevant to the course. Failure to perform the practical examination in a safe manner will result in an automatic 26% deduction. Should a student score less than 75% on a practical examination, he/she will be required to meet with either the Academic Year Coordinator or a faculty member to receive feedback on their first attempt and take a make-up practical examination with the instructor of record or another qualified instructor. Should the student score below 75% on the second attempt, the instructor of record may assign structured remedial work (academic and/or clinical), prior to the third attempt. Students scoring less than 75% on a third attempt will be given an unsatisfactory grade in the course and will not be allowed to continue on to the next semester.

Students failing to demonstrate competency by scoring less than 75% on the OSCE overall or failure to demonstrate competency, by scoring less than 75% on a section of the OSCE, will not be allowed to continue on to the next semester. Failure to perform the OSCE in a safe manner will result in the student being unable to receive higher than a 74% for their overall OSCE score.

#### ***On the OSCE 1<sup>st</sup> attempt –***

Please note - the score received on the 1<sup>st</sup> attempt will be the recorded score for the OSCE regardless of subsequent efforts.

<b>Overall OSCE &lt; 75%</b>	<b>One or more OSCE section(s) &lt; 75% (with overall OSCE score &gt; or = 75%)</b>
1. Meet with either the academic year coordinator or another faculty member to receive feedback on the first attempt	1. Meet with either the academic year coordinator or another faculty member to receive feedback on the first attempt

2. Complete 2<sup>nd</sup> attempt of the entire OSCE with two instructors

2. Complete 2<sup>nd</sup> attempt of unsuccessful section(s) with two instructors

*On the OSCE 2<sup>nd</sup> attempt -*

<b>Overall OSCE score &lt; 75%</b>	<b>One or more OSCE section(s) &lt; 75% (with overall OSCE score &gt; or = 75%)</b>
<ol style="list-style-type: none"> <li>1. Assigned structured remedial work (academic or clinical) by instructor of record for the Patient/Client Management course</li> <li>2. Complete 3<sup>rd</sup> attempt of the entire OSCE with three instructors</li> </ol>	<ol style="list-style-type: none"> <li>1. Assigned structured remedial work (academic or clinical) by instructor of record relevant to content of station(s)</li> <li>2. Complete 3<sup>rd</sup> attempt of section(s) where they were unsuccessful with three instructors</li> </ol>

Learning Space may be used for the 1<sup>st</sup> attempt and will be used to record the 2<sup>nd</sup> and 3<sup>rd</sup> attempts. All graders will score the student's attempt individually. The final score for the 2<sup>nd</sup> and 3<sup>rd</sup> attempts will be the average of the scores of all graders on those respective attempts. *Students scoring less than 75% overall or on any section of the OSCE on a 3<sup>rd</sup> attempt will not be allowed to continue on to the next semester.*

***Recurrent Unsuccessful Attempts in OSCE / Practical Exam***

After two (2) failed attempts overall (either in the same semester or over the course of the program), a student will automatically be placed on probation and will be referred to the OSCE Board who will decide if another retake is warranted or if the student should be dismissed from the program. If unsuccessful on a 3<sup>rd</sup> attempt within the same semester, the student will be automatically dismissed from the program as described in the Academic Progression Policy.

After three (3) unsuccessful attempts overall at an OSCE across any semesters, the student will be referred to the OSCE Board who will decide if another retake is warranted or if the student should be dismissed from the program. After a total of four (4) unsuccessful OSCE attempts overall (over the course of the program), the student will be automatically dismissed from the program.

If placed on probation as a result of unsuccessful OSCE attempts, the student must meet requirements to be removed from probation which may include:

1. Complete an Action Plan as defined by the student's faculty advisor
2. Meet regularly with the Peer Tutors as defined by the student's faculty advisor
3. Progress Report from Peer Tutor
4. Write a reflection and submit to the faculty advisor on the reasons for probation and how to avoid it
5. Achieve a GPA > or = 3.0 for the semester

*If dismissed from the program, the student may appeal the dismissal to the SoPT Academic Progress Committee.*

**Practice Board Exam**

During the 8<sup>th</sup> semester of the entry-level DPT program, students are required to take and

obtain a score of 80% or greater on the Federated State Board of Physical Therapy Examiners (FSBPT) *Retired Form* PEAT exam <http://www.FSBPT.org> (accessed July 2016). Failure to do so will result in a grade of incomplete "IP" in the DPT8115 Professional Critical Self Reflection IV course until such time the student demonstrates the ability to meet that score. A structured remediation plan will be developed by the student in consultation with their faculty advisor to facilitate student success. Students unable to complete the remediation plan or to achieve a satisfactory grade within 12 months of DPT8229 completion will be dismissed from the program.

## **Grade Appeals**

Students can appeal examination questions and answers. Appeals will be taken in written format for a 48-hour period after grades have been posted or the student work returned. The appeal should include the question, the intended corrected answer, and justification of the thought process and/or copy of reference (with source) for choosing an alternate answer. Appeals should be written to justify why the alternate answer was the BEST choice, not to argue that the alternate answer was plausible as many answer options may be plausible. An appeal may be accepted or rejected by the Instructor of Record. If accepted, the student's examination grade will be adjusted upwards to reflect appropriate credit. If the appeal is rejected the student's examination grade will not be affected. Students should refer to the academic dishonesty policy when writing appeals.

Students may appeal other performance assessments including final practical examinations (OSCE) and oral examination (Triple Jump) in the event of a failed attempt only. Appeals for independent review of unsuccessful OSCE and Triple Jump attempts must be made in writing and submitted to the Curriculum Coordinator within 24 hours of grades posting. Scored reviews will be averaged and the original grade may be adjusted either upwards or downwards.

## Part VII: Progression, Withdrawal and Dismissal

### Grading System and Grade Point Average

The *grade point average (GPA)* is determined by dividing the number of grade points earned by the number of semester hours attempted. The cumulative grade point average used is based on the total grade points earned at the University of the Incarnate Word. A course may count toward the degree only if the course grade is at least a “D.”

Once grades are recorded, grades other than IP cannot be changed, except in the case of instructor error. In no case may a grade other than IP be changed without the permission of the SoPT Dean. Additional work performed by a student may not be used to raise a grade that has been recorded by the Registrar. If course work has not been completed within one year, the IP grade will be turned to a grade of F. Grades are presumed to be correct when entered on the student’s record. Any question regarding the accuracy of these grades must be raised within one calendar year. Grades are not subject to challenge after one year and will not be changed.

To calculate the GPA, points are assigned to semester hour grades as follows:

Good Standing	Superior grasp of the subject matter of the course, initiative and originality in attacking problems, and ability to relate knowledge to new situations - <i>outstanding achievement and unusual degree of intellectual initiative</i>	<b>A</b>	> 90	4.0
	Better than average grasp of the subject matter of the course and ability to apply principles with intelligence - <i>high level of intellectual achievement</i>	<b>B+</b>	85 – 89	3.5
	Average grasp of the subject matter of the course and ability to apply principles with intelligence - <i>noteworthy level of performance</i>	<b>B</b>	80 – 84	3.0
	Performance beyond basic expectations of the course	<b>C+</b>	75 – 79	2.5
	Acceptable grasp of the essentials of the course - <i>satisfactory</i>	<b>C</b>	70 – 74	2.0
Academic Probation	Less than acceptable performance in the course – <i>academic struggle</i>	<b>D</b>	67 – 69	1.0
Academic Dismissal	Failure to master the minimum essentials of the course – unsatisfactory achievement and student cannot progress in the program	<b>F</b>	< 66	0.0
	Satisfactory / Unsatisfactory – if satisfactory, course will count toward graduation, but not considered in computing the GPA. ‘C’ is the minimum grade to be considered SA.	<b>SA / UN</b>		
	Student who withdraw from courses before the "Final Date for Withdrawing with a W"	<b>W</b>		
	The student’s achievement in the course has been satisfactory, but certain prescribed work is incomplete or the student was unable to take the final examination.	<b>IP</b>		

## Scholastic Standing

An overall GPA of 2.5 is required to attend professional practice education and for graduation.

*A student will be considered on probation if*

1. The student fails to earn a semester grade-point average of at least 2.5; or the student receives one D grade; or
2. The student has two (2) failed OSCE attempts over one or more semesters; or
3. The student is sanctioned by the program faculty for a serious or repeated incident of unprofessional behavior.

*A student will be dismissed from the program if*

1. The student fails to earn a semester grade-point average of at least 2.0; or
2. The student receives an F or UN grade in any required or elective course of the curriculum (including professional practice education) or two D grades; or
3. The student has four (4) failed OSCE attempts over the course of the program or is recommended for dismissal following two (2) or three (3) failed OSCE attempts; or
4. The student receives three (3) non-academic probationary sanctions due to unprofessional behavior (less than three may result in dismissal depending on the seriousness of the incident(s)).
5. The student fails to come off probation from the current semester.

## Requirements for Graduation

A student enrolled in the SoPT must meet the following criteria in order to graduate from the program:

1. Complete all required courses with a satisfactory grade;
2. Maintain a cumulative GPA of 2.5 or higher without unresolved failing grades or probationary status;
3. Fulfill all didactic and professional practice education requirements;
4. Receive recommendation from the faculty regarding readiness to morally and professionally practice physical therapy.

## Academic or Non-Academic Probation

Academic Probation refers to a level of academic standing between good standing and dismissal from the program. Students who consistently have to repeat the OSCE comprehensive practical exams will be put on academic probation. While on probation, a student is allowed to continue enrollment, but is no longer in good standing and is in jeopardy of being dismissed from the program. Probation serves as a serious warning that the academic performance needs improvement. Students on Academic Probation must submit an action plan addressing concerns impacting the academic performance and outlining a plan for achieving academic success to be approved by the faculty advisor. While on Academic Probation, a student will be dismissed from the program at the end of the semester if both the cumulative GPA and semester GPA are below a 2.5. Additional or higher standards may be a requirement to be removed from probation

as outlined in the OSCE Assessment Policy or as the situation warrants.

It is expected that all students demonstrate behaviors consistent with those of a healthcare professional. Safe performance of activities, sensitivity to individuals, appreciation for alternate points of view, respectful communication, concern for self, cooperation with others and acceptance of personal and corporate responsibility for the coursework should be demonstrated. Everyone should strive to incorporate the University values of service to others, importance of family life, the inalienable worth of each individual and the appreciation of cultural and ethnic diversity into their professional efforts. The course environment should promote tolerance, mutual adjustment and open communication to further the professional development of all individuals. Any member of the UIW community, including students, may file a complaint against any student for alleged violations of Professional Behaviors or the UIW Student Code of Conduct by contacting the Dean of the School of Physical Therapy. Non-academic probation refers to a level of professional behaviors causing serious concerns after serious or repeated infraction to the professional code of conduct.

## **Repeating Courses**

A student who meets the criteria for dismissal as outlined above but who wishes to be considered for a return to the program may appeal the dismissal decision before the Academic Progress Committee if s/he feels there are extenuating circumstances that should be taken into consideration. If the student fails to provide evidence of such circumstances, the Academic Progress Committee will be compelled to follow the dismissal policy. If the appeal is granted, the student must repeat the semester in which the Ds or F was earned as that is the only way in which the original grade earned can be discounted when calculating the cumulative grade point average.

Students will be required to register for the repeated course in the semester that it is normally offered. This usually means the student's completion of the program will be delayed by one full year. The repeated course and the grade earned will be entered on the student's record in the term in which the repeated course was completed. The credit and grade points for the higher grade earned (one grade only) will be used to calculate the student's GPA. As with all other course work attempted, the original course entry and grade ("F," "D," or "UN") remain on the student's permanent record, and will appear on any transcript issued. Similarly, courses with marks of "AU" or "W" also remain permanently on the student's record. Students may be required to repeat or audit a full semester of courses or show proficiency for those courses in which the student earned a satisfactory grade prior to reentering the program. Any additional grade of "F" or two Ds a student earns will result in removal from the program.

A Professional Practice course may be repeated at a different clinical institution only with the permission of the Director of Professional Practice Experience. Permission will be granted only if the experience is judged equivalent in both breadth and depth to the initial course.

## **Dean's List**

Full-time students who have completed a semester with a GPA of 3.75 or higher, and with no grades of "I", or "X" are placed on the Dean's List for that semester in the SoPT. Full-time students with a grade of "SA" (Satisfactory) in a given semester qualify for the Dean's List if a 3.75 grade-point average is earned in the graded courses. Students who receive only "SA" grades in a given semester are not eligible for the Dean's List. Students qualifying for the Dean's List designation will receive a letter of acknowledgement for their scholastic achievement from the Dean.

## **Leave of Absence**

Graduate students must be continuously enrolled with the University during the academic year (Fall, Spring and Summer). If a situation warrants it, a student may request a Leave of Absence from the SoPT Assistant Dean of Academic Success and Student Affairs in order to keep the student's file active. A mandated Leave of Absence will be imposed upon the student if he or she is granted permission to return to the program following the successful appeal of a decision of dismissal. With the exception of an approved Leave of Absence, failure to maintain continuous enrollment will immediately result in a student being declared inactive, which may lead to termination from the program. Students who become inactive or are terminated from the program must apply for readmission to the SoPT. Official transcripts of all coursework completed while absent from the University must be submitted prior to re-admission. An approved Leave of Absence cannot extend beyond one year and may require proficiency testing. Students who take a Leave of Absence for medical reasons may be required to provide documentation from an appropriate medical professional indicating the student's ability to return to the program.

## **Withdrawal**

Students who find it necessary to leave the University during a semester must complete the formal withdrawal process. Students who complete a semester and then are not able to return for the following semester must complete the withdrawal process only if they have already registered for the next semester. A student's withdrawal from the UIW School of Physical Therapy will be considered as occurring on the day the student turns in the withdrawal form to the School of Physical Therapy. Forms are available in the office of the Dean of the School of Physical Therapy and must be approved by the Dean. The student must obtain the Dean's signature before the withdrawal will be considered official. Students who withdraw from courses before the final date for withdrawing with a W (see semester schedule) shall receive a grade of W. Students who withdraw after this date will receive a W and grade as determined at the time of withdrawal.

Those who fail to follow the proper withdrawal procedure will receive an F in all courses. As in the case of adding or dropping courses, informal notice to an instructor does not cancel registration or the student's financial obligation to the Business Office. Information on refunds for students who withdraw is provided on UIW Business Office website. Students will be required to return keys and equipment prior to withdrawing from the program. The student will be referred to the Business Office and to the Office of Financial Assistance to discuss any outstanding bills and/or loan payment or deferral options.

## **Dismissal**

If a student is dismissed from the program, he or she will be required to return their ID, keys and equipment. He or she will also be directed to the Business Office and the Office of Financial Assistance to discuss any outstanding bills and/or loan repayment.

## Part VIII: Non-Academic Policies

### Adverse Weather Warnings and Class Cancellation

The safety of UIW faculty, staff and students has first priority during an adverse weather event. Adverse weather is defined as any weather conditions that would make it necessary to delay or suspend classes and services. When an adverse weather event occurs in San Antonio, the Dean of the School of Physical Therapy will make the decision whether to suspend or delay classes.

Those who need to be contacted:

- Main campus
- Post on Blackboard and Campus Emergency (<http://www.uiw.edu/emergency/>)
- Contact radio and TV stations
- E-blast to students and faculty
- Text alerts to phones

Information to be reported:

- Class cancellation or delay
- Any other pertinent information about programs, or scheduled special events

If a student is unable to travel safely to class secondary to adverse weather conditions, it is the student's responsibility to contact the course instructor. The student will be held accountable for all class material presented that day. As professional behavior is always expected, failure to contact the course instructor may result in punitive consequences in that class.

### Alcohol and Drug Policy

The School of Physical Therapy subscribes to the alcohol and drug policy found in the UIW Code of Conduct of the UIW Student Handbook. Please note that the School of Physical Therapy has a **ZERO tolerance** for the consumption of alcohol in the School whether during normal School and Clinic hours or after hours during personal or group study, lab, or social activities. Students found under the influence or with an open container of alcohol will face disciplinary actions that could result in dismissal from the DPT program and the School.

More information about UIW Health Service Programs promoting responsible drinking can be found at

- <http://www.uiw.edu/health/hprograms.html> (accessed July 2016)
- <http://www.uiw.edu/health/hpeers.html> (accessed July 2016)

## Visitors on Campus Policy

Visitors are welcomed to the SoPT campus. They first must be authorized by the Dean's Office and sign in with Security upon arrival. They will be issued a Visitor's tag. Non-authorized visitors will not be allowed into the School.

## Children on Campus Policy

The School of Physical Therapy subscribes to the Children on Campus policy found in the UIW Student Handbook. The following is a condensed portion of this policy. To see the full policy, please refer to the UIW Student Handbook.

The University of the Incarnate Word (UIW) celebrates the presence of children in the lives of our large campus family and UIW is committed to ensuring the health, safety and well-being of children. For reasons that include safety of children, and assuring professional efficient performance of academic pursuits, operations and services, the university has implemented this policy. This policy addresses health and safety matters relating to children on all premises owned and/or operated by the University of the Incarnate Word. The policy applies to all students, visitors, vendors, guests and volunteers on all campus locations. For purposes of this policy, a child is defined as a person under the age of 18.

Rules regarding children:

- As a matter of safety, children, while on campus, are to be attended at all times by the person responsible for the care of the child.
- The university does NOT accommodate nor allow children in classrooms during class. However, faculty may allow short, non-routine classroom attendance by a child when accompanied by the parent/guardian. The presence of the child must not compromise classroom safety or the conduct of the class. This must be a rare circumstance that should not occur more than once a semester and not longer than 30 minutes.
- Children are not permitted in any campus facility where obvious danger is present including, but not limited to, laboratories, maintenance areas, kitchens or food prep areas, recording and music studios.

## Emergency Procedures

To ensure the safety of the students, faculty and visitors, the University of the Incarnate Word has established an Emergency Response Guide which can be accessed at: <http://www.uiw.edu/safety/emergency-response.html> (accessed July 2016) A copy of the Emergency Response Guide can be found in each classroom and lab, as well as the offices of staff and faculty. This Guide outlines basic emergency procedures as well as telephone numbers for serious emergencies. The labs also contain first aid kits, stethoscopes and blood pressure cuffs. If serious or life-threatening injury or illness occurs while on the campus, staff and faculty are directed to call 911 (or 9-911 if using SoPT phone). AEDs are located in the Clinic, by the Library and on the second floor by the elevator.

If a serious or life threatening injury or illness occurs while a student is in an off-campus educational experience, the student should follow the emergency procedures of the faculty or if none are available, the student should activate EMS. Students are responsible for any cost of emergency care provided.

## Harassment

Students who believe that they have been subjected to harassment or treated in a way that violates UIW's anti-harassment policy (i.e., harassment related to an individual's race, color, sex, religion, national origin, sexual orientation, citizenship status, or disability) by another student, a UIW employee, a contractor, or a visitor to the campus, should immediately report the alleged harassment to the Director of Human Resources, (210) 829-6019, or to the Dean of Campus Life, Student Center, CPO 306, (210) 829-6034.

## Sexual Misconduct Policy

The School of Physical Therapy subscribes to the Sexual Misconduct policies of the University of the Incarnate Word, which can be found in the Student Code of Conduct in the UIW Student Handbook.

## Social Media Policy

This policy applies to all University of the Incarnate Word (UIW) students and employees who use social media in either a professional or a personal capacity. Employees include faculty, staff and administrators, including those employed in an adjunct, part-time or temporary capacity. Professional use includes contributing to UIW-sponsored or other social media sites while representing UIW in an official capacity. Personal use refers to employees or students who use social media as part of their personal life.

The purpose of this policy is to provide guidelines for the responsible use of social media resources. These resources include, but are not limited to Facebook, YouTube, Twitter, Flickr, Blogs, Wikis, MySpace and LinkedIn.

UIW encourages the use of social media by university offices, faculty, and students to enhance our local, national and global reputation and our connection with current and future students, parents, alumni, donors, and other key constituencies. When used responsibly, social media sites provide an effective way to promote the university and to share information and perspective across a broad range of topics.

All UIW-sponsored social media sites must be approved and registered with the university's Chief Information Officer in the Office of Information Technology. All UIW-sponsored social media sites must include the names and contact information of at least two (2) site administrators. Social media sites affiliated with a student organization should register a site sponsor through the Dean of Campus Life. Sites representing UIW may be reviewed and amended for content.

### ***Guidelines for the Responsible Use of Social Media in a PROFESSIONAL Capacity***

UIW students or employees who manage or post to UIW-sponsored social media sites should:

- Exercise good judgment. Protect and enhance the value of UIW's mission by avoiding comments, photos, videos or images that could be interpreted or perceived as slurs, demeaning, inflammatory, unduly suggestive, inappropriate or otherwise contrary to the university's Mission.
- Protect confidential information and relationships. Do not post confidential, proprietary or controversial information about the university, its students, alumni or employees. Respect copyright and fair use laws by obtaining proper permissions and giving appropriate credit for work. Follow university policies and federal regulations, such as

FERPA, HIPAA, and PHI.

- If employed by UIW, use social media sites during working hours only if you have a business-related need to do so and your supervisor has approved.
- Be authentic. State that you work at UIW, include your name and title. Transparency is critical in the social media environment.
- Stick to your area of expertise and provide unique, individual perspectives on non-confidential activities at UIW. If you have a vested interest in what you are discussing, be the first to say so; it adds to your credibility.
  - Use official UIW logos only as specified in the university style guide.
  - Consider the public nature and longevity of comments before posting.
- Keep sites current by refreshing content regularly, responding to questions in a timely manner, and updating information.

### ***Guidelines for the Responsible Use of Social Media in a PERSONAL Capacity***

When using social media sites in a personal capacity, employees and students should:

- Maintain clear lines between professional and personal social media activities.
- Avoid using the university's name to promote or endorse any product, cause, religious view, political party, candidate, etc.
- Avoid using the university's name in connection with comments, photos, videos or images that could be interpreted or perceived as slurs, demeaning, inflammatory, illegal, unduly suggestive, sexual innuendo, inappropriate or otherwise contrary to the university's Mission.
- Remember that libel laws are in effect even when your social media accounts are set to "private."
- Refrain from posting content such as images or medical records that represent a breach of confidentiality.
- Maintain appropriate boundaries. (For example, health professionals should not "friend" patients on their personal sites.)
- Be advised that personal information can be used to perpetrate identity theft which can compromise the security of students, employees, and the institution.
- When in doubt, don't post.

## **Reporting Concerns**

The University of the Incarnate Word encourages the use of social media. However, persons with concerns about content posted on UIW-sponsored social media sites may direct their comments to UIW's Human Resources department.

## **Discipline for Violations**

Any use of social media that threatens the safety of UIW constituencies, exhibits a lack of moral character, and/or is unlawful or a violation of University policy, may result in disciplinary action, up to and including termination or being asked to leave the institution. The University investigates and responds to all reported concerns about social media use or content. Please be aware that you may be held responsible for any personal legal liability imposed for any published content.

## Part IX: Privacy and Confidentiality

### Student Educational Records

Educational records are those records directly related to a student for the purpose of recording the educational endeavor of the student. They do not include law enforcement records, employment records, medical records, alumni records, or faculty advisor/instructor notes. Educational records may be stored in many mediums and are not limited to an individual file.

Upon matriculation, all students are charged a one-time records fee to cover administrative costs associated with the creation and maintenance of the student record. After payment of this fee, transcripts are issued to students free of charge.

The University of the Incarnate Word maintains educational records for all current and former students who are officially enrolled. Student records at the University are subject to the provisions of the Family Educational Rights and Privacy Act of 1974, as amended. Students have the right to file a complaint with the U.S. Department of Education concerning compliance issues. The name and address of the appropriate office is:

*Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue SW  
Washington, DC 20202-4605*

Students have the right to inspect and review their educational record. All requests must be in writing to the Registrar and must identify the record(s) they wish to inspect. The University official will make arrangements for access and notify the students of the time and place where the records may be inspected. If the University official to whom the request was submitted does not maintain the records, that official shall advise the student of the correct official to whom the request should be addressed. The response from the University official will be within 45 days of the receipt of the request for access.

The student may request an amendment to the educational record if they believe it is inaccurate or misleading. The amendment of the educational record does not pertain to the grade assigned by the faculty. The student should write to the Registrar to request the amendment. The request must clearly identify the portion of the record he/she wants changed, specifying why it is inaccurate or misleading. If the University does not amend the record as requested, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

### Directory Information and Student Confidentiality

The University of the Incarnate Word will not disclose any personally identifiable information about students (except directory information listed below) without the written consent of the student. Directory information at the University of the Incarnate Word has been identified as:

1. Student's name
2. Participation in officially recognized activities and sports
3. Address
4. Telephone listing
5. Weight and height of members of athletic teams

6. Electronic mail address
7. Photograph
8. Degrees, honors, and awards received
9. Date and place of birth
10. Major field of study
11. Dates of attendance
12. Grade level
13. The most recent educational agency or institution attended

Each student has the right to restrict the release of any or all of this information by submitting a written request to the Registrar's Office. School officials with legitimate educational interests may have access to educational records, without the students' consent, if the record is needed in order to fulfill his or her professional responsibilities. School officials are identified as: a person employed by the University in an administrative, supervisory, academic, or research, or support staff position, a person or company with whom the University has contracted, a person serving on the Board of Trustees, or a student serving on an official committee, or assisting another school official in performing his or her tasks.

### **Health Insurance Portability and Accountability Act (HIPAA; PL 104-191)**

As a student at the University of the Incarnate Word, you have a legal and ethical responsibility to safeguard the privacy of all patients and protect confidentiality and security of all health information. Protecting the confidentiality of patient information means protecting it from unauthorized use or disclosure in any format including: oral/verbal, fax, written, or electronic/computer. Patient confidentiality is a central obligation of patient care. Any breaches in patient confidentiality or privacy may result in disciplinary action, up to and including dismissal from the educational program.

### **Authorized Access and Use of Information Regarding Patients/Clients**

All patients/clients who are involved in the learning experiences of the students in the SoPT will be informed about the session and sign a consent form for use of images and/or information related to the patient/client or to their child. The consent form will be kept in the SoPT for at least 5 years in the Instructor of Record course file. In concert with HIPAA, patient/clients may request this information be destroyed, kept confidential and/or may request this information at a later date. The SoPT will release this information directly to the patient/client or parent. No names will be used in written reports so that the patient/client information is identified.

### **Human Subjects in Demonstrations and Practices of Physical Therapy**

Patient/clients may be asked to volunteer in laboratory sessions for demonstrations and educational learning experiences. The individual will be informed about the session and sign a consent form, if an adult, or the parent/caregiver, if a child is under 21 years of age. The consent form will be kept in the SoPT for at least 5 years. In concert with HIPAA, patient/clients may request this information be destroyed or kept confidential or may request this information at a later date. The SoPT will release this information directly to the patient/client or parent.

## **Part X: Student Support Services and Resources**

### **Academic Support Services**

An Academic Counselor is available within the SoPT to provide guidance and resources related to academic success strategies. Additional resources include a Peer Tutoring program and Supplemental Learning and Practice (SLAP) labs. Workshops related to success strategies are offered periodically throughout the semesters.

Students who are identified as “at risk” due to academic or non-academic issues will be asked to meet with the Academic Counselor and/or their academic advisor to develop strategies for overcoming the at-risk behaviors.

### **Counseling Services**

Professional counselors and doctoral interns are available by appointment at the Counseling Services Office located at the main campus. Counseling services are free and confidential. Students can discuss a variety of concerns including anxiety, relationships, stress management and more.

### **Disability Services**

The University is committed to providing a supportive, challenging, diverse, and integrated environment for all students. In accordance with Section 504 of the Rehabilitation Act—Subpart E and Title III of the Americans with Disabilities Act (ADA), the University ensures accessibility to its programs, services and activities for qualified students with documented disabilities. For more information contact the Student Disability Services Office: Director, Moises Torrescano at [moisest@uiwtx.edu](mailto:moisest@uiwtx.edu) (Phone: 210-829-3928 Fax: 210-829-5895); <http://www.uiw.edu/sds/> (accessed July 2016)

### **Facilities**

The SoPT boasts a state-of-the-art facility which houses classroom, lab space, and small group rooms designed to promote a positive learning environment. In addition, students enjoy the use of a student lounge, locker facilities and an Oasis room designed for quiet meditation. An on-site library provides electronic and print resources along with available study space. A full-time librarian and technology support staff member are available on premises to assist students.

### **Fitness Center Membership**

New students enrolled in the SoPT are provided a membership to the Gold’s Gym within walking distance of the school. Returning students are offered the opportunity to renew their gym membership on an annual basis. The gym offers weights, weight machines and cardio machines in addition to a variety of fitness classes.

### **Health Services**

All Doctor of Physical Therapy students are required to carry health insurance. Students with their own health insurance can complete a waiver form; otherwise, health insurance

coverage will be provided through the university. Students can access health services on the main campus with hours on Monday through Friday. No appointment is necessary.

For after hours or urgent/emergency care, health care facilities near the SoPT include:

- Emergency Care Clinic - 2828 Babcock Road
- Complete Emergency Care – 10628 Culebra Rd, #200, SA, TX (210) 579-9707
- Elite Care Emergency Room – Bandera – 8703 Bandera Rd, SA, TX (210) 680-1300
- Texas MedClinic – 6530 Tx-1604 Loop, SA, TX (219) 476-5577
- First Choice Emergency Room – 5530 Tezel Rd, SA, TX (210) 437-1180

If you carry the university's health insurance plan, you can go to [www.multiplan.com](http://www.multiplan.com) (accessed July 2016) for a Preferred Provider Directory. Whether you carry the university plan or private insurance, it is advisable to check the details of your plan for restrictions.

## **Mediation Services**

Mediation is a process that attempts to establish communication between people having disputes and assists them in finding a mutually acceptable solution. The end result of a successful mediation is that there are neither winners nor losers, but rather, generally satisfied individuals who have arrived at an agreement, which resolves their dispute as they define it. Mediation is a confidential process. The agreements made by the parties involved are non-binding. UIW offers a mediation program designed to assist all members of the UIW community to resolve problems and disputes. Anyone may initiate mediation. To initiate mediation, contact the Counseling Center at (210) 829-3129.

## **Office Supplies and Equipment**

Office supplies and equipment to be used by students will be located in the library and student lounge. Staplers, 3-hole punches and a copy machine will be provided for the students' use. Students are to provide their own pens, pencils and paper for taking notes and exams.

## **Student Government Association**

Students may address various concerns and comments to the Executive Officers of the UIW Student Government Association (SGA). Concerns regarding specific matters related to clubs and organizations, University policies and practices, or ideas and suggestions for UIW administrative offices may be directed to SGA. Concerns are accepted verbally at their twice-monthly general assembly meetings, at SGA-sponsored student forums, or by addressing an SGA officer. Students may also share their concerns in writing by using the forms provided at SGA suggestion boxes that are located in each building on campus. Concerns directed to the SGA may be submitted anonymously. Concerns are subject to publication in the Logos, the UIW student newspaper. Officers at their regular meetings address students' concerns with UIW administrators or in public forums. The concerns received are also compiled each semester by the SGA and priority issues are presented to the University Planning Commission for discussion and action, as needed. Student Government Officers may be reached in the Student Government Office, Marian Hall Student Center, CPO 1210, (210) 829-3833.

## **Student Organizations and Class Representation**

Elections for class officers are held each fall. Class officers represent their fellow students regarding issues and concerns and also help plan community service, professional and social events for the class.

Students who wish to form a special interest organization can make a request through the Office of Academic Success and Student Affairs. Class organizations and special interest groups are required to follow university policies related to financial matters and events.

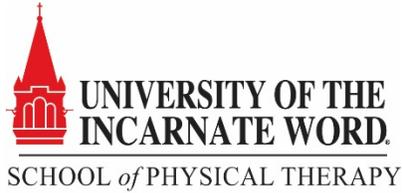
## **Transcript Requests**

Students may obtain a transcript of academic records from the Registrar's Office after initiating a request through that office. The University reserves the right to withhold transcripts for those students who have not met all conditions for admission or who have outstanding financial obligations.

The normal turn-around time for responding to transcript requests is three-to-five days. However, during peak periods, such as the end of the semester or during registration, response to transcript requests may take longer. There is no charge for the transcript; however, a same-day-service fee may be applied. Same-day-service is not available during peak periods.

The University will not provide copies of transcripts or test scores received from other institutions. Students should apply to the original institution for official copies of that work. Official documents submitted to the University of the Incarnate Word become the property of the University and cannot be returned.

## Part XI: Appendices and Forms



### Acknowledgement of Student Handbook

I acknowledge that I have received and read a copy of The University of the Incarnate Word DPT Student Handbook. I take responsibility for abiding by all policies and procedures outlined in this handbook.

---

*Printed Name of Student*

---

*Signature of Student*

*Date*

---

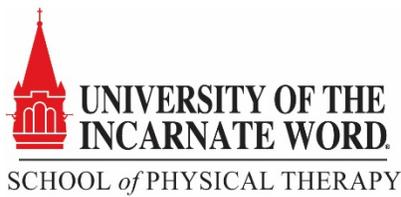
*Printed Name of Witness*

---

*Signature of Witness*

*Date*

*This signed form will be maintained in the student's file located in the SoPT.*



### Academic Integrity Pledge

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

I pledge that I will uphold the Academic Integrity Policy of the School of Physical Therapy and The University of the Incarnate Word, and will encourage my peers to respect and observe these policies. I will fully support my peers in their efforts to uphold these vital principles.

I understand that by signing this pledge, I agree to abide by the Academic Integrity Policies throughout all aspects of the School of Physical Therapy.

---

*Printed Name of Student*

---

*Signature of Student* *Date*

---

*Printed Name of Witness*

---

*Signature of Witness* *Date*

## **Participant Consent to Participate in Programmatic Assessment**

### *Entry-Level Problem Based Learning Doctor of Physical Therapy Programmatic Assessment*

As a Doctor of Physical Therapy (DPT) student in the School of Physical Therapy at the University of the Incarnate Word, you will play an integral part in the on-going programmatic assessment initiatives to improve student learning outcomes, and teaching effectiveness in a problem-based learning (PBL) curriculum, demonstrate progress over time, compare different cohorts of students or against students in traditional programs, assess level of learning, and/or determine predictors of student success.

Students will participate by completing mandatory assessments during the course of your study including but not limited to the assessment of motivation and attitude towards active learning and learner autonomy, core values assessment, the Health Science Reasoning Test, course grades, grade point average, generic abilities assessment, Clinical Performance Instrument (CPI), Physical Therapist Manual for the Assessment of Clinical Skills (PT MACS), other measures of core professional and physical therapy care abilities, personality assessment (True Colors™), practice state board exams, Federation of State Board of Physical Therapy (FSBPT) examination score, student evaluation of learning (course assessment), graduate exit survey, alumni survey, and employer survey. Admissions data including student demographics will also be used for the purpose of programmatic assessment.

Students may also be asked to participate on a voluntary basis to more specific assessments such as discussion and/or focus groups, cognitive mapping, student evaluation of learning (student mid-program assessment, graduate exit survey/focus group), return of alumni survey, and University level assessments including student satisfaction inventory, library quality assessment, and campus religious and spiritual climate survey. For optional assessments, the decision to participate or not will not influence a student's your future relations with the University of the Incarnate Word or with the faculty. If a student decides to participate, he/she will be free to withdraw consent and to stop participation at any time without penalty or retribution.

Identifiable information will be assigned a number code as a unique identifier and all data will be de-identified in order to maintain the confidentiality of the participant. The student name will be linked with this number code on a master code spreadsheet available only to the primary and co-investigators. This spreadsheet will be maintained on the investigator's computer that requires a pass code. The code will be used for storing and analysis of the data.

There are no risks associated with the participation in programmatic assessment.

Programmatic assessment will benefit the DPT program contributing to continuous quality improvement and providing evidence of learning outcomes, teaching effectiveness. These outcomes may be used in course, curriculum, Institution, CAPTE, and SACS assessment.

There is no additional cost to the individual to participate in the study, nor is there any compensation for doing the study.

Everything we learn about students in the study will be confidential. If we publish with results of the study, you will not be identified in any way.

If you have any questions now, feel free to ask us. If you have additional questions later or wish to report a problem that may be related to the study, contact Caroline Goulet PT, PhD at 210-283-6924.

The University of Incarnate Word committee that reviews research on human subjects, the Institutional Review Board, will answer any questions about your rights as a research participant (210-829-2759--- Dr. Osman Ozturgut, Dean, School of Graduate Studies and Research).

*\* You will be given a copy of this form to keep.*

**Consent to Participate**

Please initial the appropriate box.

\_\_\_\_\_ I agree to participate in this study fully by participating in all outcome measure activities and by allowing my confidential information to be used for presentation or publication.

\_\_\_\_\_ I agree to participate in this study fully by participating in all outcome measure activities. Please, **do not** allow my confidential information to be used for presentation or publication.

\_\_\_\_\_ I agree to participate in this study by participating in only the mandatory outcome measure activities and by allowing my confidential information to be used for presentation or publication

\_\_\_\_\_ I agree to participate in this study by participating in only the mandatory outcome measure activities. Please, **do not** allow my confidential information to be used for presentation or publication.

Please sign this form, representing your willingness to participate in this study. Your signature indicates that you 1) have read and understand the information given above, 2) that the information above was explained to you, and 3) that you were given the opportunity to discuss the information and ask questions.

\_\_\_\_\_  
*Signature of Participant*

\_\_\_\_\_  
*Date and Time*

\_\_\_\_\_  
*Signature of Witness*

\_\_\_\_\_  
*Signature of Investigator*

**Podcasting, Photographic, and other Media**  
CONSENT and RELEASE Form

I authorize and grant to the University of the Incarnate Word (UIW), St. Anthony Catholic High School, and Incarnate Word High School, all of which are referred to collectively in this agreement as UIW, and those acting pursuant to its authority, a non-exclusive, perpetual, worldwide license to:

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

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

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

I waive and release UIW and its officers, agents and employees from any claim or liability relating to the use of my name, likeness, identity, voice, photographic image, video graphic

image and oral or recorded statements in the work, including all claims of compensation, damage for libel, slander, invasion of the right of privacy or any other claims based on, arising out of, or connected with the use of said recordings and podcasts. I agree to indemnify UIW and its officers, employees, agents, successors, heirs, and assigns, for any and all claims, liabilities, damages, and expenses, including reasonable attorneys' fees actually incurred, due to any claimed infringement of copyrights, trade names, trademarks, service marks, right of publicity or privacy, or other proprietary, personal or property right arising from publication of the work through the hosted media or as a result of my breach of any covenant or warranty herein contained.

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

*By my signature, I represent that I have read and fully understand the terms of this release.*

\* A parent or guardian of youth under 18 must also sign.

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

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

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

---

*Signature*

*Date*

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

---

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

*Date*

## **Student Receipt of Complaint Procedure Guidelines and Forms**

The University of the Incarnate Word's School of Physical Therapy is committed to maintaining a learning environment which promotes academic excellence and personal development. Procedure guidelines assure students the opportunity to register their complaints about what they believe to be unfair treatment involving their academic work and to receive prompt resolution of matters related to the complaint.

1. To register a complaint, a student must hold an informal meeting with the instructor to resolve the complaint.
2. *If the complaint is not resolved*, the student may request a meeting with the Program Director.
3. *If the complaint is still not resolved* to the satisfaction of the student, the student shall have the right to appeal a decision in writing to the Dean of SoPT by completing the form called *Appeal Form for Student Complaints about faculty Decision*.

I understand the basic 3-step process for resolving a complaint related to faculty decisions about student course work and realize that for further details I must read the SoPT Student Handbook policy on initiating a complaint.

I also understand the Dean of SoPT is the appropriate administrator for making a final decision on the appeal and that I am not entitled to appeal to another administrator or office.

---

*Print Student Name*

---

*Signature of Student*

*Date*

### Appeal Form for Student Complaints about Faculty Decisions

**PLEASE NOTE:** UIW explicitly prohibits any member of the university community from harassing or retaliating against students who file complaints and appeal decisions.

#### *Student Contact Information*

Student's (Complainant's) Name: \_\_\_\_\_

ID#: \_\_\_\_\_ UIW email address: \_\_\_\_\_

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

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

Work: \_\_\_\_\_

#### *Complaint Information*

Date of the incident/complaint: \_\_\_\_\_

Time of the incident (if applicable): \_\_\_\_\_

Place the incident occurred (if applicable): \_\_\_\_\_

Name(s) of the instructor who made a decision that directly affected you and is the subject of your complaint: \_\_\_\_\_

Date of last conversation with such person(s) when you tried to resolve your complaint: \_\_\_\_\_

Please attach a letter explaining your complaint and the reasons why a decision or action that affected you should be changed.

What happens next?

- Your complaint will be investigated by the Associate Dean who will seek a fair solution and report back to you in writing within 10 school days.
- The final decision may not be appealed to a higher level.
- Your file will be kept in the office where the final decision was made.

\_\_\_\_\_  
*Signature of Student*

\_\_\_\_\_  
*Date*

#### OFFICE USE ONLY

Date Appeal Received: \_\_\_\_\_

Date Response Due: \_\_\_\_\_

Date Response Sent to Student: \_\_\_\_\_

Comments: \_\_\_\_\_

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

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

Class/Laboratory Experience: \_\_\_\_\_

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

Thank you for your support of our learning experiences.

\_\_\_\_\_  
*Printed Name of Faculty* *Date*

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

**Note to parent/guardian:** Signing this form shall UIW from liability of any nature that might result from this plan of action. I hereby give permission for my child to participate.

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

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

If child (under 21 years):

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

**Accident / Incident Report**

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

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

Address:

Phone Number(s):

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

Type of Injury:

Details of Accident/Incident:

Injury required physician/ER visit: Yes No \*

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

Phone Number:

\_\_\_\_\_  
*Signature of Injured Individual* *Date*

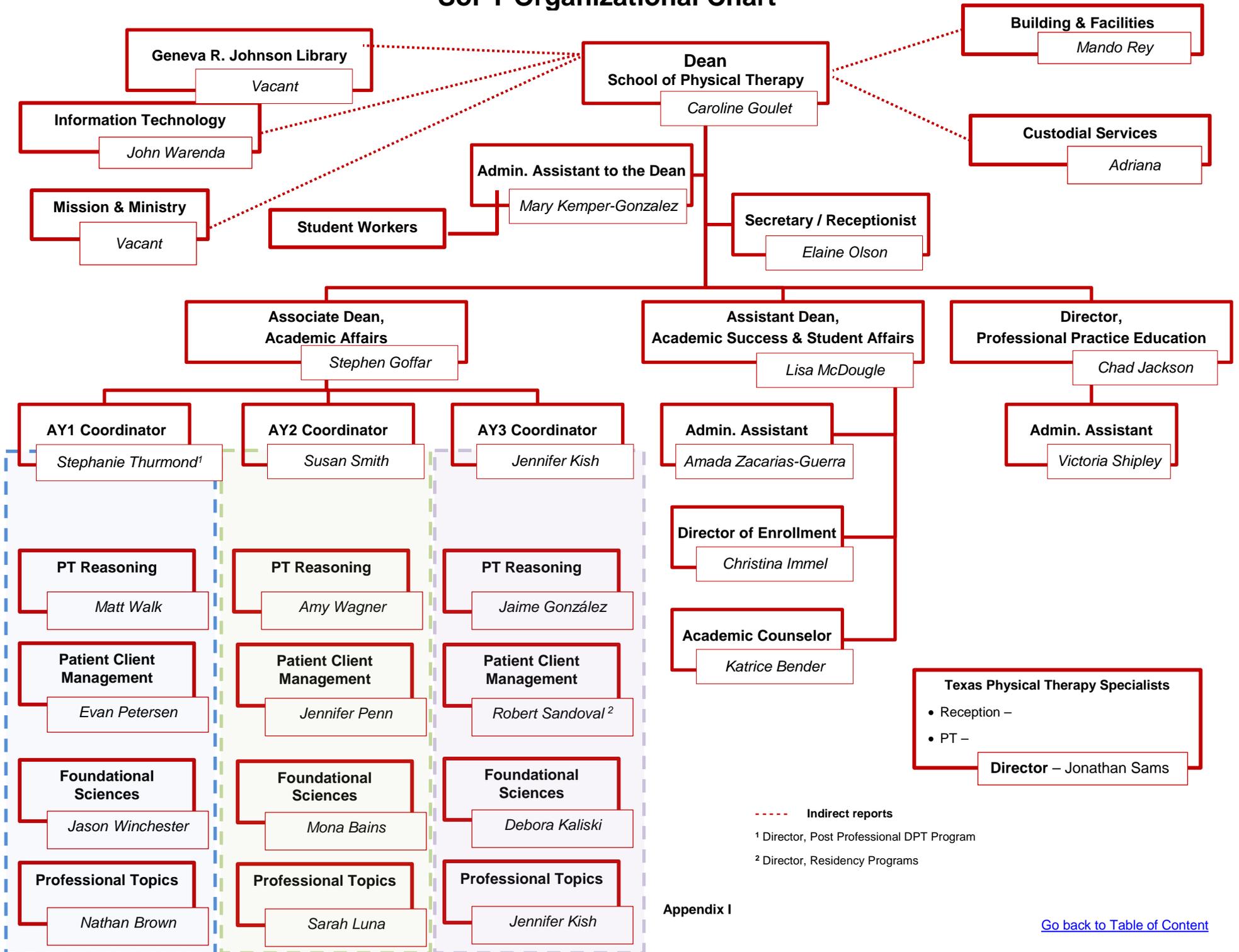
\* No Medical Attention was desired and/or required.

\_\_\_\_\_  
*Signature of Injured Individual* *Date*

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

\_\_\_\_\_  
*Dean, School of Physical Therapy (or designee)* *Date*

# SoPT Organizational Chart



----- Indirect reports

<sup>1</sup> Director, Post Professional DPT Program

<sup>2</sup> Director, Residency Programs

Appendix I

[Go back to Table of Content](#)