SCHOOL of PHYSICAL THERAPY

2014-2015

STUDENT HANDBOOK

Post-Professional Doctor of Physical Therapy Program
# Student Handbook

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Welcome

Welcome to the University of the Incarnate Word (UIW) Post-Professional Doctor of Physical Therapy (DPT) program. We are proud to have you as a student. You have made a deliberate decision to further your education at UIW and we fully expect 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.

This student handbook provides you with the policies and procedures specific to the Post-Professional DPT program. We would like you to be familiar with the content and keep it as a reference. As you have questions, become stressed, or just need someone to speak with, please know that both full time and associate faculty members are here to listen and help as we 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.

Objectives of the UIW Mission Statement

- Articulate more effectively the Mission statement, its core values, and Incarnational Spirituality so that integration can occur in the professional and personal lives of UIW employees.
- Create a greater awareness of and appreciation for the history, heritage and values of the Congregation of Sisters of Charity of the Incarnate Word as the underpinning of the UIW mission and culture.
- Define structures on or around which a mission culture is built.
- Review and collaborate on revision of evaluation tools which can more effectively measure staff performance in relation to the mission and core values.
- Develop a simple process to examine present systems, structures and policies in light of the mission and criteria for assessing mission integration.
- Promote a deeper understanding of the Christian education vocation and the Catholic identity of UIW.

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

**FAITH**  
The University is committed to educational excellence in a context of faith in Jesus Christ, the Incarnate Word of God.

**SERVICE**  
The curriculum includes a global perspective and an emphasis on social justice and community service.

**INNOVATION**  
The University is open to thoughtful innovation that serves ever more effectively the spiritual and material needs of people.

**TRUTH**  
The faculty and students support one another in the search for and the communication of truth.

**EDUCATION**  
The University aims to educate men and women who will become informed and enlightened citizens.

School of Physical Therapy Mission

*To innovatively educate physical therapists who, through skilled, reflective, patient-centered practice, optimize movement and wellness for the common good of society.*

The Post Professional DPT program develops and extends the practice skills and expertise of practicing therapists with an emphasis on:

- Integrating knowledge and theory from the foundational, clinical and professional sciences into practice
- Critical self-assessment and adult learning skills
- Refining clinical reasoning and decision-making skills
- Gaining broad perspectives on organizational, financial and social policies that are central to practice and shape the future of the profession
- Opportunities for professional practice in a focused area
Graduate Outcomes

1. Practice 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.

2. Incorporate the research process to enhance the quality of care and services available to individuals and communities.

3. Fulfill their commitment to personal and professional growth.

Accreditation Status

The University of the Incarnate Word is accredited by the Commission on Colleges, Southern Association of Colleges and Schools, 1866 Southern Lane, Decatur, Georgia 30033-4097, telephone 404-679-4500, Web site: www.sacscoc.org.

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.

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 (Phone: 210-829-3928 Fax: 210-829-5895); http://uiw.edu/sds/.

Academic Calendar

The final PPDPT Academic Calendar is available in appendix and online at: http://sites.uiw.edu/physicaltherapy/post-professional-dpt/ It is important to note that the PPDPT calendar is different from the entry-level DPT academic calendar as well as from the UIW Academic Calendar is available online at: http://www.uiw.edu/registrar/deadlines.htm
Faculty Office Hours

Individual faculty members will be available by appointment only.

PROFESSIONAL BEHAVIORS

It is expected that all students demonstrate behaviors consistent with those of a healthcare professionals. 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, including instructors and colleagues, 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 in order 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-direct learning to include the identification of needs and sources of learning; and to continually seek and apply new knowledge, behaviors, and skills.

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.
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 (Appendix B) available at http://www.uiw.edu/campuslife/judicial.html (accessed June 2013).

Violation of Student Code of Conduct

Non-academic infractions and will be reviewed case by case 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, 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. These rights are detailed below. There is generally a preference to refer disputed complaints to the SCRC, though the Dean retains ultimate discretion over complaint referrals.

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. The student is expected to learn and practice in an ethical manner. See www.apta.org for specific details on APTA 8 ethical principles and 7 core values.

As a UIW DPT student, you are expected to 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.

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.
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, Flikr, 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.

ALCOHOL and DRUG POLICY

The School of Physical Therapy subscribes to the alcohol and drug policy found in the UIW Code of Conduct, Page 24 of Appendix B of the UIW Student Handbook. Please note that we will have ZERO tolerance of any consumption of alcohol in the School of Physical Therapy 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 automatic and immediate 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
• http://www.uiw.edu/health/hpeers.html

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 page 37 of Appendix B in the UIW Student Handbook.

STUDENT RESPONSIBILITIES
(Insurance and Other Special Requirements)

Health Insurance

All full-time students (undergraduate 12 or more hours, graduate and doctoral 9 or more hours, and all professional programs) are automatically billed for health insurance through the university health insurance plan. This plan protects students 24 hours a day, whether at home, school or while traveling. Once a student is enrolled, eligible dependents may also be enrolled. This coverage is in effect during interim vacation periods. Participation in intercollegiate athletics is not covered.

If a student has his/her own private insurance, an Insurance WAIVER FORM must be submitted on-line to the Insurance Carrier prior to the last day to receive a 100% refund for the semester as established by the Academic Calendar. A LINK TO THE WAIVER FORM IS AVAILABLE AT www.sas-mn.com. This link will be available for the FALL EXTENDED TERM AND FALL MINI TERM I beginning 1 July 2013, and will remain active until 30 August 2013. At the web site click on Look up School, click on Incarnate Word Domestic Insurance Plan, follow the drop down menu instructions THAT WILL LINK YOU TO THE WAIVER FORM. Have your insurance information ready, you will need to provide that information in order to waive out. No refunds for the health insurance plan will be made unless a completed waiver form has been submitted prior to the established deadline. International students are not permitted to waive the University’s Health Insurance Plan.

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/ for further information about health services.

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 will result in a course grade of “Incomplete” until the evaluation is completed.
Oral and Written Communications

All students in the UIW PPDPT 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 PPDPT 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.

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 PPDPT coursework. 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.
- 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 PPDPT program expects the student to follow the format of the American Medical Association (AMA).
- 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 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 at: [http://sites.uiw.edu/wlc/](http://sites.uiw.edu/wlc/)

**Example of title page:**

Melinda White, PT  
*Title of Case Report*

DPT 9333 Evidence-Based Practice  
S. Thurmond, PT, DPT, ScD  
*January 13, 2014*

**Technology Requirements**

**Computer** - The student is required to have access to a computer capable of basic web / media functionality, Microsoft Office, and the requisite understanding to use these programs. If you are unsure if your computer meets the specifications, please contact John Warenda at warenda@uiwtx.edu.

**Blackboard** - Blackboard is UIW’s Learning Management System, or LMS. It provides faculty with the ability to post course syllabi, create course assignments, discussion boards, online quizzes, etc., which students can access and/or interact with. Blackboard tutorials (video and PDFs) are available on our [Training & Tutorials](http://sites.uiw.edu/wlc/) page.
ACADEMIC POLICIES

Leave of Absence

Graduate students must be continuously enrolled with the University during the academic year (Fall, Spring and Summer). If a student needs to skip a mini-semester, they may do so with approval from the Director of the PPDPT program and request to keep the student’s file active. With the exception of approved Leave of Absence, failure to maintain enrollment in at least three mini-semesters per academic year will 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 re-admission to the PPDPT. 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.

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 from the Director of the PPDPT program. 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.

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.

Course Numbers - The 1st digit of the course number indicates the class level of the course; 9000 for the post professional DPT program. The 2nd digit of the course indicates the number of credit hours.

Course Load - The unit load for a full-time post professional DPT student is six (6) credit hours for course work.

Assessment Policy - The primary purpose of exams is to assess the student’s comprehension, integration and application of the course material to the practice of physical therapy.

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”. A student will be removed from the
program if 1) a grade of “D” is earned in more than one course, or 2) a grade of “F” is earned in one course.

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:

<table>
<thead>
<tr>
<th>Good Standing</th>
<th>Description</th>
<th>Grade</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Superior</td>
<td>Grasp of the subject matter of the course, initiative and originality in attacking problems, and ability to relate knowledge to new situations - outstanding achievement and unusual degree of intellectual initiative</td>
<td>A</td>
<td>&gt; 90</td>
</tr>
<tr>
<td>Better than average</td>
<td>Grasp of the subject matter of the course and ability to apply principles with intelligence - high level of intellectual achievement</td>
<td>B+</td>
<td>85 – 89</td>
</tr>
<tr>
<td>Average</td>
<td>Grasp of the subject matter of the course and ability to apply principles with intelligence - noteworthy level of performance</td>
<td>B</td>
<td>80 – 84</td>
</tr>
<tr>
<td>Performance beyond basic expectations of the course</td>
<td>C+</td>
<td>75 – 79</td>
<td>2.5</td>
</tr>
<tr>
<td>Acceptable</td>
<td>Grasp of the essentials of the course - satisfactory</td>
<td>C</td>
<td>70 – 74</td>
</tr>
<tr>
<td>Academic Probation</td>
<td>Less than acceptable performance in the course – academic struggle</td>
<td>D</td>
<td>67 – 69</td>
</tr>
<tr>
<td>Academic Dismissal</td>
<td>Failure to master the minimum essentials of the course – unsatisfactory achievement and student cannot progress in the program</td>
<td>F</td>
<td>&lt; 66</td>
</tr>
<tr>
<td>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.</td>
<td>SA / UN</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student who withdraw from courses before the “Final Date for Withdrawing with a W”</td>
<td>W</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Work incomplete</td>
<td>I</td>
<td></td>
<td></td>
</tr>
<tr>
<td>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.</td>
<td>IP</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Absence from final examination</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>No report (used only at midterm)</td>
<td>NR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Course audited not for credit</td>
<td>AU</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Grade Appeals

Students who have complaints about what they believe to be unfair treatment involving their academic work should contact the Director of the PPDPT program. Unfair treatment applies to any act which may be perceived as either prejudiced or arbitrary in the evaluation of a student’s performance, or in the imposition of sanctions without regard for due process. The Director’s decision is final and there is no further appeal to another administrative officer.

Scholastic Standing

Academic Probation refers to a level of academic standing between good standing and dismissal from the program. 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 academic advisor. While on Academic Probation, student will be dismissed from the program at the end of the term if the semester GPA are below a 2.5.

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
2. The student receives one C grade; 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 2.5 while on academic probation or in any subsequent semester; or
2. The student receives a second C grade; or
3. The student receives an F or UN grade in any course of the curriculum; or
4. The student receives an academic probationary event sanctioned by the program faculty for repeated or serious incident(s) of unprofessional behavior.

Academic or Non-Academic Probation

Academic Probation refers to a level of academic standing between good standing and dismissal from the program. 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 program Director. While on Academic Probation, student will be dismissed from the program at the end of the term if the semester GPA is below a 2.5.

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.

Professional behaviors are evaluated by 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.

Repeating Courses

A student who has received a final grade of “F” (including “UN”) in a course may be granted by the Director upon the student’s appeal for the right to repeat the course at UIW through the PPDPT program, 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. 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”, 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. No more than one course may be repeated and no course may be repeated more than once. Any additional grade of “F” a student earns will result in removal from the program.

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, Watson Enrollment Center, (210) 829-6019, or to the Dean of Campus Life, Student Center, CPO 306, (210) 829-6034.

Addressing DPT 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 Director. 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, 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 of the School of Physical Therapy. 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.

**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 the University of the Incarnate Word.

The PPDPT program 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 accordance with this policy.

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

*Forms of Academic Dishonesty include, but are not limited to:*

- 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 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://www.concordia.ca/students/academic-integrity.html](http://www.concordia.ca/students/academic-integrity.html) (accessed May 20, 2014)
- 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 of Academic Dishonesty and Assessing Sanctions

**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 by a faculty member is assigned the instructor must meet with the student about the violation. Sanctions must be confirmed in writing to the student, copied to the Dean of the SoPT 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 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 a College Dean, 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 sent by certified mail to the respondent’s home address. The Board will be comprised of two members of the faculty from the SoPT and the Director of the PPDPT program.

The student may request that a 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 and 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.

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. 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 complainee’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.

Academic Advisement/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.
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.

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.

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.
Transcripts

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.

PRIVACY AND CONFIDENTIALITY

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 HIPPA, 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 HIPPA, 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.

ADDITIONAL RESOURCES –

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, Watson Enrollment Center, CPO 35, (210) 829-3129.

The 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
Post Professional DPT Curriculum

The post-professional curriculum reflect content that has been augmented or enhanced during the past 10 years such as described in the APTA Preferred Curricular Model for the Transition Clinical Doctoral Program Learner. The post-professional DPT program will include 24 credit hours total – 8 core courses and 1 elective course. The course content will be delivered online with threaded asynchronous discussions in which the instructor of record will be actively involved.

Upon enrollment into the program, students will take the Professional Self-Assessment course and will be recommended to take the Evidence-based Practice course early in their course of study. They will then be allowed to take the other courses following their own preference. Students will receive credit for the CAPSTONE course once they contribute to the physical therapy body of knowledge through dissemination (presentation or publication) locally, regionally, or nationally of one paper written during the course of the post professional DPT program. Each post-professional student will be assigned a Faculty Advisor, a core faculty member in the School of Physical Therapy. Expectation for graduation is successful completion of all coursework as well as dissemination of one scholarly piece in the form of a peer reviewed presentation or publication.

<table>
<thead>
<tr>
<th>Core Courses</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>DPT9231</td>
<td>Professional Self-Assessment (2 cr.)</td>
</tr>
<tr>
<td>DPT9332</td>
<td>Examination and Triage – Primary Care in Rehabilitation (3 cr.)</td>
</tr>
<tr>
<td>DPT9333</td>
<td>Evidence-based Practice (3 cr.)</td>
</tr>
<tr>
<td>DPT9334</td>
<td>Ethics &amp; Law in Professional Practice (3 cr.)</td>
</tr>
<tr>
<td>DPT9335</td>
<td>Health Education and Wellness (3 cr.)</td>
</tr>
<tr>
<td>DPT9336</td>
<td>Pharmacology for Rehabilitation Professionals (3 cr.)</td>
</tr>
<tr>
<td>DPT9337</td>
<td>Radiology and Imaging (3 cr.)</td>
</tr>
<tr>
<td>DPT9139</td>
<td>CAPSTONE (1 cr.)</td>
</tr>
<tr>
<td>DPT9351</td>
<td>Directed Practice (3 cr.)</td>
</tr>
</tbody>
</table>
Course Waiver

Students who have prior experience and work that has led to certification or specialization or who have taken courses that may fulfill a part of the curriculum program requirement may apply for a course waiver. This is done through submission of a portfolio that provides documentation and evidence of this work. Applicants must submit the following items of documentation:

1. A letter addressed to the Director of the Post Professional DPT Program formally requesting a course waiver for a specific course.

2. Waiver for a didactic course: an official transcript for the course being considered for equivalency (unless it has already been submitted at the time of application) and a detailed course syllabus. The syllabus should include a topic outline of the course including the names of required text books and/or other learning experiences. Course descriptions found in a college catalog are NOT acceptable substitutes for course syllabi.

or

Waiver for the Directed Practice course: documentation and self-assessment of performance to support the waiver request such as:

- APTA Board certified clinical specialization (credits for Directed Practice)
- Residency program in clinical area (credits for Directed Practice)
- Post-professional master’s degree (credits for course work or preparation that is similar to required course)
- Extensive teaching or management experience
- Overall contribution to Physical Therapy practice

Approval of waiver will not be granted unless items 1 and 2 are submitted in full. If a waiver is granted the student is relieved of the requirement for taking the UIW course, but does not receive academic credit for the substitute course. The grade earned in the substitute course is not calculated into the UIW grade point average. A minimum of 18 credit hours is required to obtain a UIW degree and no more than 6 credit hours can be waived in the program.

Portfolio review will only be completed after enrollment into the Post Professional DPT program. The request for waiver should be made as early as possible after acceptance into the program. The deadline to request a waiver is before

- July 15 for a December graduation,
- November 15 for a May graduation
- March 15 for an August graduation
Application for Graduation

The student is required to apply for graduation prior to completing all coursework. Graduation packets are mailed from the UIW Registrar’s Office to prospective students nearing the completion of their degree plan. However, due to the short duration of the PPDPT program, students may need to apply for graduation after only taking 2-3 courses. Please take note of the following deadlines to graduate in

<table>
<thead>
<tr>
<th>December</th>
<th>May 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>May:</td>
<td>October 1</td>
</tr>
<tr>
<td>August:</td>
<td>March 1</td>
</tr>
</tbody>
</table>

Applications received after the posted filing deadline will result in a late fee and will not guarantee a timely review of the student’s file. The student is responsible for notifying the Registrar’s Office of a change in address or a change in plans to graduate. The deadline for changing graduation date is the last day of the first week for the semester during which the student plans to graduate. A change of graduation form is required to change the graduation date to another conferral period.
Academic Integrity
Pledge

As a student in the PPDPT 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
Accessory
B
REV 8/2014

Accident / Incident Report

Date of Accident / Incident: ________________ Time: ________________ AM or PM

Name of Injured Person: _______________________________________________________
Address: _____________________________________________________________________
Phone Number(s): ___________________________________________________________________

Date of Birth: _____/____/____  Male: _____  Female: _______

Type of Injury: ___________________________________________________________________

Details of Accident/Incident:

Injury required physician/ER visit? _____ Yes ________ No
Name of physician/facility: _______________________________________________________
Phone Number: ___________________________________________________________________

Signature of Injured Person: ___________________________________________ Date: _______

* No Medical Attention was desired and/or required.
Signature of Injured Person: ___________________________________________ 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

Rev 8/2014  Appendix B
I acknowledge that I have received and read a copy of The University of the Incarnate Word PPDPT 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 page is to be signed and returned to the Director of the PPDPT program. This form will be maintained in the student's file located in the School of Physical Therapy.
Appeal Form for Student Complaints about Faculty Decisions*

Student Contact Information

Student’s (Complainant’s) name: ____________________________ ID#: __________________
UIW email address: ____________________________
Address: ____________________________________________________________________________
Home Phone Number: ____________________________ Cell: ____________________________

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 for Academic Affairs 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.

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

Student Signature: ____________________________ Date: __________________

OFFICE USE ONLY

Date Appeal Received: ____________________________
Date Response Due: ____________________________
Date Response Sent to Student: ____________________________
Comments: ____________________________

Rev 8/2014 Appendix D
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 ______
Photo Release Form

I, __________________________________________, give the School of Physical Therapy of the University of the Incarnate Word permission to use my photograph in any publications, presentations and/or web applications for educational or recruiting purposes. I understand that I may give the School of Physical Therapy a written request to withdraw my permission at any time. I also understand that my name will not be released to any other individual, agency or institution without my written consent.

________________________
Printed Name of Student

________________________  __________________
Signature of Student       Date

________________________
Printed Name of Witness

________________________  __________________
Signature of Witness       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.

Here is a summary of the Procedure Guidelines that explain the process a student must follow in registering a complaint:

1. Hold an informal meeting with the instructor to resolve the complaint.

   If the complaint is not resolved, the student may request a meeting with the Dean or its designee

2. Hold a formal meeting with the Dean or its designee

   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.

3. Initiate the process of appealing to the Dean of SoPT by completing the form called the 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