



WINGATE UNIVERSITY

DOCTOR *of* PHYSICAL THERAPY

Doctoral Candidate Handbook

Version 2.0

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Mission of the Department

The mission of the Department of Physical Therapy at Wingate University is to provide an innovative, scholarly, learner-centered environment to cultivate exceptional, mindful and impactful physical therapists who are leaders in, and committed to, interprofessional collaboration, global community engagement and professional formation.

1. Program Goals and Expected Outcomes

1. Recruit and admit a diverse pool of qualified applicants
 - a. *Expected Program Outcomes*
 - i. 100% of accepted candidates will meet core requirements for admissions to the Doctor of Physical Therapy Program and demonstrate exemplary non-cognitive traits
2. Create an academic environment that is learner-centered and promotes student success
 - a. *Expected Program Outcome for Student Success:*
 - i. Improve NPTE first time pass rate to 93% (threshold 85%)
 - ii. Achieve and maintain a 98% retention rate (threshold 90%)
 - iii. 100% of students score at entry level on Professionalism on CPI items 2, 3
 - iv. 100% of students will achieve predetermined CPI benchmarks (threshold 95%)
 - b. *Expected Program Outcomes for a Learner-centered Environment*
 - i. 100% of courses will incorporate active learning
 - ii. 100% of faculty will adhere to office hours
 - iii. 100% of student email inquiries will be responded to within 24 hours when school is in session.
3. Attract and retain the highest caliber of faculty
 - a. *Expected Program Outcome:* 100% of program faculty meet all teaching, scholarship and program benchmarks
4. Encourage and promote a broad spectrum of scholarly initiatives by our students and faculty
 - a. *Expected Program Outcome:*
 - i. 100% of faculty will meet CAPTE expectations for scholarly productivity, at a minimum of 2 scholarly products at a national or international level every 2 years and publish 1 manuscript in a peer-reviewed journal every 3
 - ii. 20% of capstone projects annually will be professionally disseminated
5. Be excellent community partners
Broaden the presence of WUDPT service within the community and increase community service opportunities to benefit the human condition
Expected Program Outcomes:
 - i. 100% of students and faculty will participate in 2 service learning activities annually independent of class requirements
 - ii. Offer 2 continuing education activities annually for community therapists

- iii. Provide ongoing pro bono clinical opportunities for community residents

To support the mission of the program, the following student learning outcomes guide the direction of the curriculum and program.

1. Determine the physical therapy needs of a patient or client through examination and evaluation

- Recognize normal structure and function of anatomical tissues
- Select appropriate methods to assess function, dysfunction or abnormality
- Accurately interpret the results of examination procedures
- Perform and appropriately record the results of necessary examination procedures to assess the function of appropriate systems including: neurological, musculoskeletal, cardiovascular, pulmonary and integumentary
- Determine initially, and on a continuing basis, the nature and extent of the patient's need for intervention and the potential of the patient to respond to specific forms of intervention

2. Develop and implement a plan of care to meet the individual's physical therapy needs

- Utilize critical thinking and discriminating judgments to integrate scientific theory with the results of patient examination and evaluation to establish suitable long and short term goals and to consider economic and social influences (within the community, family, and patient) that may affect the plan's implementation and outcome
- Select the most appropriate procedures available in terms of clinical outcomes, cost effectiveness, and potential for achieving long- and short-term goals
- Reassess the plan of action in relation to the patient's response and modify as necessary

3. Demonstrate integration of the foundational sciences as they relate to physical therapy practice.

- Determine the time, type and intensity of the procedure to be used
- Recognize areas in which structure and function are abnormal
- Effectively perform treatment procedures in a manner appropriate to the patient's status
- Apply the basic foundational knowledge to address the needs of increasingly complex patient scenarios

4. Communicate appropriately and effectively with patients and families, colleagues, and the public

- Consistently use effective written, oral and nonverbal communication skills
- Provide psycho-social support for patients and their families
- Function as an effective member of the health care team or other working group
- Recognize and respect individual, cultural, socioeconomic, and religious differences in people
- Recognize and understand one's own personal reaction to illness and disability

5. Adhere to safe, ethical, and legal practice

- Recognize and understand the priority of safety in dealing with another individual's physical and mental well-being
- Accept responsibility for one's own actions and their consequences
- Make decisions within the scope of practice as a physical therapist, and in keeping with the APTA's Code of Ethics
- Practice physical therapy in a variety of settings to promote optimal health and to maximize the highest level of function

6. Apply sound administrative principles to the management of physical therapy practice

- Recognize the impact of external agencies or departments on the management of physical therapy service and respond to those agencies or departments with appropriate actions
- Plan a physical therapy service in any setting
- Appreciate the importance of good management practice to the daily operation of a physical therapy service

7. Apply basic educational strategies of teaching within the scope of physical therapy

- Develop clear, concise and appropriate learning objectives for patient education, in-service, and continuing education activities
- Evaluate the effectiveness of learning experiences
- Engage in teaching and mentoring in clinical, community and classroom settings

8. Implement and integrate research methods adherent to the standards of evidence-based practice

- Critically analyze new concepts and findings provided by others
- Use the scientific method to resolve simple problems related to the practice of physical therapy
- Accept the value of research in physical therapy
- Create, analyze, carry through and disseminate a capstone project

9. Participate in health and wellness community-based initiatives across the lifespan

- Effectively participate in the community in a manner that reflects an acceptance of the role of the physical therapist in the health care system
- Demonstrate a sense of responsibility in regards to contemporary health issues as they impact physical therapy services and community members
- Create a community-based health initiative

10. Accept that being a professional is a continuing process and assume responsibility for professional and personal growth and development

- Assume the responsibility for one's own learning and continued professional growth and development
- Perform in a manner which reflects an acceptance of the value of professional behavior
- Appreciate the importance of various professional organizations

2. Commitment to Excellence

The Department of Physical Therapy is committed to excellence in all aspects of the program. In an attempt to achieve excellence, the department monitors, and distributes information on, requirements and activities related to, improving quality and performance, and develops mechanisms to promote faculty, staff and student involvement in performance improvement and peer review.

The department advocates voluntary participation in quality assurance and performance improvement activities that are incorporated into daily activities. The commitment to quality assurance and performance improvement is a professional responsibility and is to be promoted and fostered by all faculty, staff and students through individual and collective efforts.

3. The Quality Improvement Process

Opportunities for improvement are always welcomed and most ideas for improvement will occur through informal means with faculty, staff and students. A Quality Improvement Process and Tracking Form is also available in the office and as an addendum to this document and can be submitted to the DA for consideration. Ideas and/or forms should be presented to the DA, and if deemed appropriate, will be placed on an upcoming agenda for full department discussion. Resolution/disposition of suggestions will be tracked in a department QI log.

4. Student Review of Their Ability to Meet the Essential Functions of a Physical Therapist

The Doctor of Physical Therapy (DPT) Program at Wingate University, in compliance with the Americans with Disabilities Act (ADA), does not discriminate against qualified individuals with disabilities. A person qualified for the DPT program is one who has met academic standards and is able, with or without reasonable accommodations, to meet the essential functions of a physical therapist.

These essential functions are the activities that a student physical therapist must be able to perform, with or without accommodations, in partial fulfillment of the requirements for successful completion of the professional curriculum. They are applicable in the classroom, laboratories, simulated clinical settings, and on clinical education assignments.

Wingate University uses independent clinical education sites that may or may not be able to offer the same reasonable accommodations made available by the University.

The **essential functions** articulated below will help students interested in the DPT program to make an informed decision about career choice. Other specific requirements and competencies are outlined in course syllabi and clinical performance tools.

The student physical therapist must have the capacity to:

Please initial by each essential function and sign below indicating that you have read and acknowledge the following.

____ **Observe**

- Assess patient/client posture, gait, movement patterns, monitor physiological responses, assess depth and characteristics of integumentary compromise, and read degrees of motion on a goniometer.

____ **Maintain Safety**

- Maintain a safe environment for students, faculty, patients, and colleagues.
- Recognize and respond appropriately and in a timely manner to a medical emergency.

____ **Communicate**

- Communicate effectively and sensitively with persons of any cultural and social background using appropriate verbal, nonverbal, and written communication skills with faculty, peers, other members of the health care team, and patients/clients/caregivers.
- Utilize empathetic listening skills to promote open communication and develop a positive rapport with faculty, peers, other members of the health care team, and patients/clients/caregivers.
- Confidently, comprehensively, and concisely communicate relevant information regarding patient status with appropriate members of the health care team.
- Read, write, and interpret written and nonverbal communication in a timely manner at a competency level that allows one to safely function in the academic or clinical setting.
- Provide complete, accurate and timely written documentation of patient history and physical examination.

____ **Parallel Processing or Simultaneous Task Management**

- Effectively organize and prioritize tasks when managing the treatment of multiple patients or other rehabilitation duties simultaneously.
- Effectively manage patient care and other rehabilitation duties with lab partners, patients, families, and others under stressful conditions, including but not limited to medically or emotionally unstable individuals, situations requiring rapid adaptations, the provision of CPR, or other emergency interventions.
- Organize and prioritize multiple, simultaneous tasks, integrate information, and make decisions that provide safety to the patient and others.
- Demonstrate the capability to manage and maintain 100% of a full-time physical therapist's caseload in a cost effective manner.

____ **Demonstrate Professional/Social/Ethical Behaviors**

- Display ethical and legal behaviors consistent with the American Physical Therapy Association (APTA) Code of Ethics
- Display professional behavior consistent with the APTA Core Values of Professionalism.
- Display consistent moral behavior in all situations.

____ **Cognitively Process**

- ☑ Receive, remember, analyze, interpret, synthesize, and integrate information from multiple sources.
- ☑ Attend to multiple tasks throughout the day of scheduled classes and clinical education experiences.
- ☑ Organize and prioritize information to make safe, appropriate, and timely decisions regarding patient care for the purpose of further examination, intervention, or referral.
- ☑ Problem solve, recognize deviations from a norm, formulate assessments, and derive clinical judgments from information collected.

____ **Perform Motor Tasks**

- ☑ Perform gross and fine motor movements with coordination sufficient to perform complete physical therapy examinations and interventions.
- ☑ Have sufficient levels of postural control, neuromuscular control, and eye-hand coordination for satisfactory performance in patient care and classroom or laboratory settings.

____ **Persevere**

- ☑ Possess sufficient mental and physical stamina to meet the demands associated with extended periods of sitting, standing, moving, lifting, and physical exertion required for satisfactory performance in patient care, clinical education, and classroom or laboratory settings.
- ☑ Possess the emotional stability to manage stress and function effectively under unpredictable circumstances encountered in clinical, classroom and laboratory settings.

*Adapted with permission from Misericordia University.

5. Code of Ethics for the Physical Therapist by the American Physical Therapy Association

It is expected that all students within the DPT program will be members of their professional organization, the American Physical Therapy Association, during their entire tenure at Wingate University. It is also expected that all students will subscribe to and comply with all aspects of the profession's Code of Ethics for the Physical Therapist. A copy of the Code is available at the link below.

Code of Ethics for the Physical Therapist

(APTA; available at www.apta.org)

6. Student Advising

As each DPT cohort is matriculated into the program, they are assigned a faculty advisor by the PD. During the first two weeks of the program, each advisor meets with all of their advisees once either as a group or individually to inform them of the advisory process. During this first semester, advisors will also meet with their advisees at midterm period.

After that initial semester, advisors will meet with their advisees at least once/semester.

Advisors will email their advisees during the first week of their clinical rotations in efforts to keep the line of communication open between the advisor and advisee while the student is off campus.

It is the responsibility of the student to contact their advisor to initiate each meeting.

Minutes of each formal advisory meeting shall include major topic areas discussed, deficiencies noticed, and description of the action plan devised to assist the student in meeting desired outcomes. These minutes are to be signed by both the student and the faculty advisor and placed in the student's permanent department record.

7. Department of Physical Therapy Code of Professional and Academic Conduct Professionalism

The Department of Physical Therapy at Wingate University is committed to the development of the physical therapy professional. In all professional physical therapy endeavors students are expected to think, act, and behave professionally. Students are expected to display appropriate respect for the rights and privileges of their peers and other members of the University community and their guests. There are courses where professionalism is a component of the grade earned for the course and as such, classroom and laboratory atmospheres must be free from any sort of disruption. Consequently, all courses require the illustration of professional characteristics during and outside of formal class time. Professional characteristics are reflected in the student's adherence to course policies, WU-DPT Doctoral Candidate Handbook guidelines, and the University Code of Conduct.

In addition, students are expected to be present, on time, prepared, participatory in classroom activities, engaged in learning, and respectful of their classmates and the instructors. Failure to demonstrate professional behavior, including but not limited to negative non-verbal communication, rolling of eyes, sleeping in class, studying for other subjects during class, or instant messaging may adversely affect the student's or others' performance in the course.

Instructors reserve the right to take the following action for students who do not adhere to professional expectations: reduction in student points gained for the day, dismissal from the class, or receiving an unexcused absence.

All WUDPT students are to maintain the principles and ideals of professionalism. In cases of unprofessional behavior, there are a number of options.

Personal Conduct

Personal conduct on University property, at affiliated practice sites, or School or University sponsored events is subject to disciplinary jurisdiction of the Department of Physical Therapy.

The Department of Physical Therapy also may enforce its own disciplinary policy and procedures when personal/professional conduct, regardless of where it occurs, is deemed incompatible with the overall

mission, program, or other functions of the Department of Physical Therapy. Any action which represents a violation of civil and criminal law will be dealt with by the appropriate non-university agencies in accordance with their policies and regulations. Action of non-university authorities in response to any violation of statutes shall not preclude nor replace the right and responsibility of the Department of Physical Therapy to review the student independently for that violation. If, at the time of graduation, unresolved criminal charges or proceedings are pending against a candidate which, in the sole opinion of the Program Director, prevent the university from conferring a degree of physical therapy, the Program Director shall withhold the degree until such time the matter is resolved. In the event the candidate for graduation is exonerated, the degree will be conferred. The following are examples of conduct for which disciplinary action may be taken. These are merely examples and are not to be considered all-inclusive.

- Alcoholic beverages - possession or consumption of alcoholic beverages on university or university-affiliated sites or functions (except as expressly permitted).
- Drugs - illegal use, possession, sale, or distribution of any drug, chemical compound, or controlled substance or paraphernalia. Students found guilty of violating this section will be subject to immediate expulsion from the Department of Physical Therapy.
- Drugs – testing positive or refusing to be tested in the prescribed manner.
- Weapons and dangerous items - illegal use or possession of weapons, firearms, ammunition, fireworks, explosives, noxious materials, incendiary devices or other dangerous substances.
- Theft or damage - theft of, or damage to, property of the university or university-affiliated, other students, other members of the university community, or of campus visitors. Possession of property known to be stolen. Defacing or unauthorized removal of material from the library is damage and theft.
- Disorderly conduct – hostile behavior, disorderly conduct, indecent conduct, harassment, inappropriate intimidation, excessive pressure, humiliation, coercion, stalking, hazing, overtly reckless behavior, false alarms, failure to comply with lawful directions of university officials, unauthorized entry of use of university or university-affiliated property, unauthorized use of university name, logo, or symbols.
- Inappropriate social networking that is considered unprofessional for a student physical therapist.
- Unprofessional conduct – conduct falling below the standard expectations of the faculty and fellow classmates, including noncompliance with reasonable requests of the faculty, staff, and administrators.
- Financial irresponsibility - failure to meet financial responsibilities.
- Failure to respond to notification - failure by a student or organization to respond to notification to appear before the Program Director during any stage of a disciplinary proceeding. Failure to appear will not prevent the Program Director from proceeding with disciplinary action in the absence of the candidate.
- Misuse or abuse of university equipment, programs, or data, or unauthorized access to or copying or distributing of data, records, or programs; or attempting to alter or modify records, data, or programs.

Academic Conduct

All students matriculating into the Department of Physical Therapy implicitly and personally subscribe to the Code of Professional and Academic Conduct in accepting admission. Each student is responsible for his/her own integrity, and is likewise responsible for reporting possible violation of the Code by others. The faculty shall take all reasonable steps to prevent violations of the Code of Professional and Academic Conduct, and each faculty member likewise is responsible for reporting possible violations.

The following are examples of conduct for which disciplinary action may be taken. These are merely examples and are not to be considered all-inclusive.

- Dishonesty which includes, but is not limited to, gaining unauthorized access to an examination or to obtain unfair advantage, using unauthorized sources of information during an examination, assisting a fellow student in committing an act of cheating, collaborating on assignments without explicit permission of the instructor, entering an office or building to obtain unfair advantage, taking an examination for another candidate, or altering grade reports.

- Plagiarism, which is using, stating, offering, or reporting as one's own, an idea, expression, or product of another without the proper credit to its source. As defined by Webster, plagiarism is "an act or instance of stealing or passing off the ideas or words of another as one's own, using a created production without crediting the source, or presenting as new and original an idea or product derived from an existing source." (Webster's Collegiate Dictionary). A direct quote should be cited and placed in quotation marks. However, the student should also know that if the ideas of others are used, these must be referenced or the student is guilty of an act of plagiarism.

- A student who witnesses any of the above or who is approached with an offer to gain unfair advantage is obligated by the Code of Professional and Academic Conduct to report that violation to the appropriate authority. Failure to do so may result in disciplinary action.

It is the policy of the School that acts of plagiarism or any other acts of academic dishonesty, on any assignment, quiz, or examination, will result in a course grade of zero (0) and other sanctions. The failing grade and incident of cheating will be reported to the Program Director for possible additional sanctions. The process for the disposition of allegations of academic misconduct is delineated below.

Reporting and Investigating Suspected Violations of the Code

Possible violations of the Code of Professional and Academic Conduct should be reported by any source to the team leader of the course or the faculty member who is supervising the activity involved or to Program Director, in writing, who will be responsible for a preliminary investigation regarding the validity of the charge. (Allegations of disability-related harassment or discrimination, however, should be reported in accordance with, and will be investigated in accordance with, the University's Student Disability Grievance Procedure.) The charges and any preliminary findings will be communicated, in writing, to the accused.

A student who stipulates to the charge of academic dishonesty (e.g., plagiarism, cheating) will receive a grade of “F” (zero percentage) for the course and other possible sanctions. Repeat offenders will receive special sanctions beyond the prescribed course grade.

For any violation of the Professional and Academic Conduct Code,

- In cases of minor infractions, a faculty member speaks with the student. The behavior would be discussed at the next regularly scheduled faculty meeting so all faculty are aware. The faculty would also inform the advisor of the concerning behavior.
- If the behavior continues after this discussion, the faculty, DA, advisor and student would meet to discuss ongoing issues. A behavioral contract may be developed at this time.

Students may be called to appear before the Academic Review Committee, composed of department faculty and other invited faculty, presided over by the non-voting DA, who will determine appropriate remediation plan or dismissal. The decision of the panel is forwarded to the DA and the provost who will then jointly make a final determination of disposition.

Sanctions for violation of the Code of Professional and Academic Conduct may include but are not limited to (i) remediation as outlined in the plan; (ii) censure by written letter to be placed in the student’s file; (iii) probation for a specified time period; (iv) suspension for a specified time period or for an indefinite period with written criteria for re-entry consideration; (v) expulsion from the school with the transcript reflecting the nature of the expulsion. Any appeal of the final decision of the Program Director will be made in accordance with University guidelines and will relate to the student’s status within the University, but not the Department of Physical Therapy.

Students with prior instances of unprofessional behaviors may be required to enter the next clinical rotation with a behavioral contract in place.

8. Grade Disputes

Any student who has reason to question a graded assignment, test, or final course grade must first discuss the nature of the concern with the instructor in writing within ten business days of receiving the grade. If the appeal to the instructor is not satisfactory, the student may appeal to the course coordinator of the course in question. The instructor and/or course coordinator will summarize their discussion with the student in writing. If a resolution to the problem is not reached at the level of the instructor or course coordinator, the student may appeal the grade to the Program Director within 5 days of the previous step. For clinical education experience grade disputes, the student may appeal to the Director of Clinical Education. The student must submit the complaint in writing to the Program Director and copy the Instructor/Course Coordinator. The Program Director may not consider any grade appeal without first consulting with the Instructor/Course Coordinator/Director of Clinical Education.

The Program Director will submit their findings/recommendations in writing to the student within 5 days. The Program Director's decision is final and cannot be appealed.

9. Grievances Not Involving Grades

Students who experience problems relating to the Department of Physical Therapy that are unrelated to grades may file a grievance using the following procedures:

1. The student should attempt to resolve the problem at the level at which the concern occurred. The attempt to solve this complaint should be presented to involved parties in writing. The student will receive a reply which addresses the complaint in writing.
2. If the reply is not satisfactory, the student can submit the complaint in writing to the Program Director who will attempt to resolve the complaint.
3. The Program Director will evaluate the complaint and notify the students of his findings in writing. The Program Director's decision will be final and cannot be appealed.
4. In the event that the grievance is against the Program Director, the student can submit the complaint in writing to the Provost, who will evaluate and make a determination.
5. Wingate University will make arrangements to ensure that students with disabilities are provided appropriate accommodations as needed to participate in this grievance procedure. Requests for accommodations must be made to the Office of Disability Services. Accommodations may include, but are not limited to, providing interpreters for the deaf, providing recordings of materials for the blind, and assuring a barrier-free location for proceedings.

(Allegations of disability-related harassment or discrimination, however, should be reported in accordance with, and will be investigated in accordance with, the University's Student Disability Grievance Procedure.)

10. Student Attendance

The educational process of a professional is a very important procedure, and one that should never be taken lightly. It is expected that each student in the DPT program has made a commitment to themselves and to their future patients to acquire and master every bit of information and skill possible, therefore each student is required to be prompt and to attend all scheduled appointments (lectures, instructional demonstrations, laboratory sessions, and examinations). Learning opportunities are to preempt any extra-curricular activities in which the student may be involved (i.e. athletics, club activities, etc). The practice of prior planning to avoid conflicts with tardiness or attendance at educational and assessment experiences is paramount for a professional in training and is expected in all circumstances. An absence is defined as missing more than 5 minutes of any scheduled class meeting for any purpose. Absence(s) are likely to contribute to a student's inability to meet minimum academic and professional requirements of the curriculum and therefore it is expected that a student notify the department prior to missing any session.

The procedure for a student notifying the department of absence should be as follows:

Students are expected to be in class for all class sessions; however, students are entitled to 2 excused absences/semester. An Excused Absence form must be completed and signed by all instructors holding class on the days expected to be missed; final approval is required from the DA.

For absences that are unplanned and will occur within the next 8 hours (e.g., an unplanned illness, injury, accident, or mechanical breakdown), the student will phone the department and leave message or voice mail at 704-233-8358. The message or voice mail should include the reason for the unplanned absence and the student's expected time of arrival (if known). Within 24 hours of return following the absence, the student must complete and circulate the Excused Leave Form for signatures of all faculty whose course was missed that day.

A student with an unexcused absence from class may be penalized up to 5 points of the final average for the course. **Student are NOT allocated two excused absences when on clinical rotation.** 100% attendance is expected when on clinical rotation. All unplanned absences from clinic must be made up as per the requirements stipulated by the clinical staff.

A student will be considered to be tardy for instruction when he/she arrives later than the planned class meeting but still less than 5 minutes after the planned meeting. Excessive tardiness will not be tolerated, and may result in charges of violation of the Department of Physical Therapy Code of Professional and Academic Conduct.

Attendance Policy Related to Examination Procedures

The process of examination of learning deserves attention toward providing the least amount of distraction to all therefore, for all scheduled written assessments (a.k.a. Examinations) students should arrive early and be prepared for the assessment to begin on time. Students will be considered as absent and therefore unable to sit for the exam if they are not in their seat and ready for pre-assessment information at least 5 minutes before the scheduled start of the assessment. Any student not present 5 minutes before the scheduled start will not be permitted to enter the room and will earn a grade of "0" for that assessment. Unusual and unforeseen circumstances will be handled on a case-by-case basis by the Program Director (or their assigned appointee) only if the student alerts the program by phone (704-233-8358) or email (dpt@wingate.edu) of their circumstance at least 10 minutes prior to the beginning of the scheduled assessment. If a student misses an examination, make up examinations will be given at the discretion of the instructor, with consultation from the DA.

SIGNIFICANT QUANTITIES OF ABSENCE: The department reserves the right to deny academic progression to any student who, for any reason, has missed a significant portion of the scheduled learning opportunities (5% or greater is suggested) in any course or collectively in any academic semester.

Children. Student-parents should plan their schedules such that their children are not attending physical therapy classes, labs, or clinical education rotations. Students with children are expected to make childcare arrangements to avoid conflicts with their educational experience.

11. Remediation of Inadequate Knowledge, Skills, Behaviors

It is the policy of the program to make best effort in ensuring student success within the program. Best effort for student success should always include attempts to remediate any student with inadequate knowledge, skill, behavior, or safety practices. Any inadequacies must be successfully removed prior to the student progressing in the curriculum. A stated “desired program outcome” includes a faculty that is actively committed to supporting a retention and graduation rate of 100% of every cohort. However, we also recognize that despite best efforts, not every student may be successful in the program. Therefore, the inability to successfully remove deficiencies will result in academic disqualification of the student from the program. Academic Progression requirements are further described in the WU-DPT Doctoral Candidate Handbook and the Wingate Graduate catalog.

Behavior and/or Safety in Practice

In the case of behavior and/or safety in practice, clinical or academic faculty may evaluate students in many activities, and any identified deficiencies must be brought to the student’s attention at the earliest appropriate opportunity. A decision of pass/fail must be reached by consent from a three-member core faculty panel, appointed by the PD.

Clinical Experiences and internships

In the case of clinical experiences and internships, the DCE is responsible for assigning the pass/fail grade. Any student earning a failing grade will have their performance evaluated collectively by a panel of core faculty, appointed by the PD. The panel will review the student’s clinical performance in all aspects as deemed necessary. This may include any or all of the following:

- Review of clinical documentation, CPI, documentation of the supervising CI, and student documentation
- Interview of the student, CI, and DCE
- Observation of the student in a clinical situation.

The panel will report findings and recommendations to the PD and DCE. The DCE, in conjunction with the PD, will determine the grade and/or remediation to be assigned. The PD and student’s Academic Advisor will then inform the student of the outcome.

A student is only allowed to fail one clinical education experience throughout the entire curriculum. Failure of a second clinical education experience will result in immediate dismissal from the program without the possibility to return.

Written Examinations

In the case of written examinations, the student earns the letter grade according to the score achieved as indicated by the course syllabus. A student must have an average of a 70 on the written course examinations to pass the course, regardless of what the numerical average is when all components of the course are calculated. Faculty can decide whether quizzes are included in this calculation. If not specifically stated on the syllabus, it is assumed that they are not. If a student is in good standing in the program, and has otherwise passed the course, they may be given the option of a comprehensive makeup examination which must be passed with a grade of 70. If the student does not pass a comprehensive retake with a grade of 70 or above, they will receive a failing grade for the course. Students will be allowed only ONE comprehensive makeup exam throughout the 3-year curriculum.

“Green zone” courses may opt out of this policy if there are significant other requirements to pass a course, or if a course is considered to be less “clinical” in nature. A “green zone” course will not require a minimum average grade of 70 on the written exams to pass the course. In those cases, passing the course will be determined by straight numerical grading according to the syllabus.

Clinical Examinations (Practicals)

All clinical examinations must be passed successfully in order to proceed in the curriculum. A grade of $\geq 80\%$ is required for a passing score. In addition, students must score 100% on the safety component of the clinical examination or will be considered to have failed the exam. Students receiving a failing grade on any clinical examination in the didactic curriculum will be offered the opportunity to remediate and re-examine up to a maximum of 2 times for any one course, or a combination 3 times over the entire curriculum regardless of whether they are repeating any courses. The process for re-examination is as follows:

1. A lead faculty member for the course will meet with the student and review the inadequacies and discuss opportunities for improvement.
2. The re-examination will be video recorded, while evaluated in person by two core faculty members. The average score from the two faculty members must be $\geq 80\%$ for the student to pass the reexamination. If the student passes on the first retake attempt, the recorded score will be a 75%.
3. If the average score from the two faculty members is not $\geq 80\%$ one of two scenarios will occur.
 - a. If both faculty scored the re-examination at less than 80%, the student will be referred for additional remediation.
 - b. If one faculty member scored the re-examination at less than 80% and the other faculty member scored it $\geq 80\%$, then a third faculty member will review the video and independently score the re-examination. The average of all three scores will be the final score for the re-examination. If this score is $\geq 80\%$, the student will receive a maximum grade of 75%. If the re-evaluation score average is less than 80% the student will be referred for remediation.
 - i. Upon completion of the remediation plan the student will complete a second videotaped re-examination. Two core faculty members will score the re-examination. The process for scoring the re-examination is the same as mentioned above. If a second retake is required, the maximum recorded score

for a passing performance is a 70%. If a student does not attain $\geq 80\%$ at this point, the student will fail the clinical examination and earn a grade of "F" for the course. (Refer to Wingate University Graduate Catalogue and WU DPT Doctoral Candidate Handbook)

A student who earns a second F in the curriculum will be dismissed from the program without the possibility for reentry.

12. Web- and Mobile-based Technologies/Social Mediums

Any electronic interactive dialogue or social mediums such as blogs, websites, posting sites, and networking sites offer many opportunities to quickly update others of news and events, but these new mediums can easily be used to spread inappropriate and unprofessional information. Students, faculty and staff must be cognizant that these sites are often of public domain and discussion forums or postings can be seen by others. Although privacy may be implied, data should be considered public and freely visible to others. Persons utilizing these mediums must be accountable for their actions, and electronic data transmitted is often easily traceable to its source. Comments or postings by a student, faculty or staff member represented as being from an institution can be viewed as an official stand by others, and should be avoided. Additionally, as a member of the health care team, additional laws and regulations governing patient confidentiality, disclosure of health related items, provision of health related advice, and patient-practitioner interactions may exist. Therefore, careful monitoring of one's own use of electronic technologies and social mediums is required. Any identified inappropriate or unprofessional content posted will be considered to be a violation of the Wingate University Department of Physical Therapy Code of Professional and Academic Conduct and addressed as such.

13. Telecommunications Policies

Students are encouraged to utilize technology in the planning, implementation, and execution of all courses. Use of modern and innovative activities that depend on technology is welcomed; however, malfunctioning, inoperable, or unavailable technology will not be acceptable excuses for not meeting course expectations.

It is the sole responsibility of the student to make adequate planning and preparation to ensure that they are ready to deliver the course requirements as assigned. Crashed disks, lost information, stolen laptops, busy Internet sites, lost connections, missing electrical cords, miscalculation of needed resources, etc. are not acceptable excuses.

Class materials such as handouts, lecture outlines, powerpoints, e-books, etc are for the use of WUDPT students ONLY and should not be shared with anyone other than your classmates and may not be posted on any social media sites, even if in a closed group. Violations of this policy will be considered a breach of the Academic and Professional Code of Conduct.

14. Electronic quizzes, examinations and annual assessments

All assessments are to be taken by students only during the allotted class, examination, or annual assessment time and only while sitting in the course's actual classroom or the assigned examination or assessment room unless instructed otherwise by the Instructor. No phones or electronic devices (other than as specifically described by the course coordinator; i.e. calculator) will be permitted to be with the student during the exam. Students who violate these policies will be in violation of the Academic and Professional Code and will be subject to a charge of academic misconduct.

15. E-mail

All entering students will be issued a university e-mail account. Important Department of Physical Therapy information will be disseminated via this account. Students are encouraged to check this e-mail account at least once daily for important information or announcements. It is the student's responsibility to make sure that their e-mail accounts are properly working.

Students having difficulty with their e-mail accounts are directed to go to the DPT Information Technology Facilitator for assistance. The Department's Administrative assistant can help arrange that meeting, if necessary. Inoperable e-mail accounts are not acceptable excuses for not being current or up-to-date on course activities.

While off-campus on clinical education rotations, students are also strongly encouraged to check their e-mail accounts daily.

16. Course Web Page

Students are required to check the course's web page frequently for important information or announcements. Students are responsible for maintaining the ability to log on properly.

17. Accommodations

1. Students that seek ADA accommodations must report to the Wingate University Director of Disability Support Services each semester that they desire to be eligible for accommodations.
2. The Office of Disability Services determines student eligibility and provides an ADA Accommodations Notification Letter to the student outlining the eligibility and accommodations suggested to give the student equal access to courses, facilities, programs and course materials. The Office of Disability Services directs the student to discuss required accommodations with each faculty member.

3. An email authorization is sent to each faculty member for the semester
4. Every attempt will be made to adhere to the accommodations. However, at no time will test integrity be compromised to do so.
5. Extra time is NOT permitted on any practical examinations.

18. Practice Experience

Because of the nature of patient care, students enrolled in any of the off-campus physical therapy practice experiences may be recalled from the experiential learning for cause, at the discretion of the Director of Clinical Education or the Program Director. In general, the justification of the recall includes, but is not limited to, lack of professional bearing, cognitive or psychomotor impairment, lack of following rules, lack of attendance, incompetence, failure to maintain safety in practice, or possible patient health jeopardy. Students will be afforded due diligence if removed from a clinical setting. Possible outcomes include a failure of the clinical rotation and a grade of F for the course, being replaced at another facility, or recycling a year until an internship opportunity becomes available.

Because of the requirement for in-depth practice experience, absences, whether excused or unexcused must be made-up as per the clinic's and department's plan. The scheduling of make-up hours will be at the discretion of Director of Clinical Education or affected course coordinator.

19. Dress Code

Students entering into the profession of physical therapy through the doors of the Wingate University Department of Physical Therapy are well on their way to reaping the benefits afforded to health care professionals by society. In return for these benefits and prestige bestowed upon physical therapists by others, society has developed elevated expectations of professional behavior on the parts of all of its health care professionals. These expectations include competence, integrity, a caring attitude, and an engaging affect. The public also expects professionals to maintain high standards of language, communication skills, hygiene, and professional attire. As a member of the Department of Physical Therapy, a student's personal appearance is an extension of the Department and will reflect on how customers, patients, and colleagues view the student, the program, and the profession of physical therapy. Business casual is the appropriate attire for students during the didactic portions of the program, and laboratory dress will be appropriate for the task planned.

This dress code is suggested as the guideline for everyday academic dress, but will be required when guests, patients, and/or research subjects are in attendance, or when requested by the course coordinator or program administrator.

Hair

- Hair should be clean and neat.

- Hair may not be dyed any unnatural hair colors. At times, (lab, etc), it may be necessary for it to be pulled back and out of the way.
- Hair ornaments shall be moderate and in good taste.

Nails

- Nails must be neatly manicured (not chipped) and kept short and clean, at a length that will not interfere with the duties of a physical therapist

Skin

- No tattoos or body piercings (other than earrings) are allowed to be visible during professional activities (clinical internships, open-houses, etc.)

Permissible Jewelry

- Body piercing is permitted in ears only; no other visible body piercing is permitted. (*e.g.*, tongue, nose, eyebrows, chin, lips)
- Dangly earrings must be removed during lab activities and clinical internships

Shirts

- Revealing clothing (*e.g.*, tank tops less than 3 fingers wide, halter tops, midriffs, tube tops, swim tops) is not permitted, and proper undergarments shall be worn.
- Undergarments should not be visible at rest or with motions associated with the practice of physical therapy.
- Men's Shirts are to remain tucked neatly within the waistband at all times during scheduled instructed class time.
- Business Professional outwear is permitted, no sweatshirts, no flannel
- Skirts/Dresses: Skirt length shall be no shorter than mid-thigh (when standing) and may not be tight fitting nor revealing with movement *ie; bending over*.

Pants/Slacks

- Pants shall not be revealing (*leggings are permitted provided they are worn with a top that covers the buttocks*)
- No student shall dress in a way that his/her undergarments are partially or totally exposed
- Athletic wear or sweat suits are not permitted

Shoes

- Shoes must be clean and in good condition.
- Heels shall be no higher than three inches.
- No flip flops permitted

Head Gear

- Only headgear worn for religious purposes and approved in advance by the Office of Student Services is permissible.

Summer Dress Code Variance

- **Shorts:** Shorts shall not be tight fitting, nor shall be shorter than mid-thigh

Laboratory

- Loose fitting gym shorts with appropriate undergarments (to include compression shorts) of sufficient length to completely cover the buttocks
- Clothes should be neat and in good taste. Refrain from wearing graphic t-shirts.
- Females should make preparations for disrobing upper body by wearing a sports bra or tank top
- Cadaver dissection lab attire may include medical scrubs and/or clothing that assists in maintaining warm core temperatures
- Lab attire must be replaced by classroom attire (business casual) before returning to the classroom.

Any dress code or student attire requirements of other affiliating clinical facilities must be followed by each student attending that facility, and those requirements will supersede any departmental attire policies.

The dress code is in effect during normal business hours of Monday through Friday from 8:00 am to 5:00 pm or during any scheduled class session and during specially announced occasions. The dress code for the Department of Physical Therapy will be strictly enforced. Faculty reserve the right to make changes to dress code as necessary.

Non-compliance with the dress code may result in a professional misconduct charge, an unexcused absence and subsequent failure in the course.

20. Records and Informed Consent

Student Records

The term *student records* refers to those records which are directly related to a student and are maintained by an educational institution. The term *directory information* includes the student's name, local and permanent addresses, telephone number, date and place of birth, major field of study, dates of attendance at Wingate University, degrees, honors and awards granted or received, academic classification, gender, class schedule, educational institutions previously attended, degree(s) awarded including date(s) granted and institution(s) granting such degree(s), dissertation or thesis title, adviser, participation in officially recognized organizations and activities, parents' names and addresses. The term *school official* is defined as an individual currently serving as a member of the Wingate University Board of Trustees or Wingate University faculty, staff, or administrator.

The term *legitimate educational interest* is defined as an interest which derives from the duties officially assigned to a school official.

Departmental Records

All WU Department records and personal information pertinent to faculty, staff, students and residents are kept strictly confidential and are accessible only to the Department Administrator, with the exception of student records, which are accessible to core faculty and staff.

Students and residents may review their departmental records upon request and with the supervision of a DPT faculty or staff member. Student department records are kept for a period of at least 7 years after graduation. These records are stored in locked storage maintained by the Department.

Wingate University Records

Faculty, students and residents must follow all Wingate University policies and procedures related to nondisclosure of confidential information, including employee personnel records, patient records, release of information from medical records, consent for the release of confidential information, confidentiality of information transmitted via facsimile (fax machine), and third party concurrent medical record review. The Physical Therapy program and its faculty, staff, students and residents must also comply with HIPAA regulations.

21. Payment of Tuition and Course Fees

It is the policy of Wingate University and the Department of Physical Therapy that all tuitions and fees must be paid in full, or arrangements for full payment be in place as approved by the Wingate University Business Office, prior to any student or resident beginning coursework in any semester. There shall be no refund of tuition or course fees after the start of the semester of instruction. This policy applies to all circumstances of course discontinuance, including by the student's or resident's own volition or due to academic disqualification. This information will be published and made available to all interested and enrolled students via the WU Graduate Catalog

22. The Wingate University Department of Physical Therapy Student's Rights to Privacy

The Family Educational Rights and Privacy Act of 1974 ("FERPA") regulates the use and disclosure of personal information in educational records and permits a student to know what material is maintained in those records. The University's annual FERPA notification, which is available at <https://www.wingate.edu/student-services/the-registrar/ferpa-your-student-rights/>, sets forth in detail the University's FERPA-related policies and procedures, including those related to student rights to inspect and review records and to the disclosure and release of student information.

A student has the right:

- to inspect and review, under supervision, information contained in his/her educational records,
- to challenge the contents of the educational record,
- to request a hearing if the outcome of a challenge is unsatisfactory,
- to submit an explanatory statement for inclusion in the educational record, if the outcome of the hearing is unsatisfactory, and

- to prevent disclosure, with certain exceptions, of personally identifiable information from the educational record.

Student Rights to Inspect and Review

A student or former student may inspect and review his/her grade transcript, student personal record, and any other personally identifiable records maintained by Wingate University (collectively referred to as *education records*), with the exception that information which is not considered to be education records. Included in the list on non-educational records are (i) financial records of parents or any information in those records; (ii) confidential letters and statements of recommendation that were placed in the educational records prior to January 1, 1975; (iii) medical records that are maintained by medical or mental health personnel solely for the purpose of treating the student.

The student may, however, have a physician or medical professional review the information in his/her medical record if there is reason to believe it may contain inaccurate, misleading or inappropriate information); (iv) records created by and kept by a law enforcement unit of the University, if made and kept for the purpose of law enforcement; and (v) records made by a faculty member, administrator, or ancillary personnel and kept in that person's sole possession in a way that the records are not accessible or revealed to anyone else.

A student may direct any request for review of an education record to the University Registrar or to the University's Vice President for Academic Affairs.

Once a student has been allowed to inspect and review an education record, he or she may also request that the University official who is responsible for maintaining a particular record respond to his or her request for explanation and interpretation of the record.

A student may choose to waive his or her right to access confidential recommendations that are written to support an application for admission or financial aid, an application for an honor or recognition, a transfer or application to another institution, an application for employment, or similar application, provided that (i) the student either selects the persons to submit recommendations or, upon request, is notified of the names of all persons making such recommendations; and (ii) the recommendations are used specifically and solely for the purpose for which they were specifically intended. A student may not be required to waive right of access, under any condition.

If a student believes that inaccurate, misleading, or inappropriate information is included in his or her educational records, Wingate University will permit the student to insert into the record a written explanation concerning the content of such record. The University also will provide a means of correction or deletion of any information that is in fact inaccurate, misleading or inappropriate. (The student is expressly not permitted to challenge grades through this means, unless he or she wishes to challenge the accuracy of institutional records which record the grade).

Initially, any challenge to a student record should be directed to the Vice President for Academic Affairs. The Vice President for Academic Affairs will seek informal resolution of the matter. If either the Vice President for Academic Affairs or the student requests it in writing, the Student Development Committee of the Wingate University Assembly shall conduct a formal hearing concerning any

challenges to the student's records as being inaccurate, misleading or inappropriate. Such a hearing shall be conducted and decided in writing within three weeks of the request. During the hearing, the student shall have a full and fair opportunity to present evidence relevant to the issues. If for any reason, the Student Development Committee shall be unable to convene a special committee to hear the matter, a group comprised of persons identified by the Student Development Committee who do not have a direct interest in the outcome of the matter may be assembled to hear the matter.

23. Library Electronic Access

Mid-Fall 2019 the Ethel K. Smith Library, in collaboration with the School of Pharmacy Health Science Resource Library, began working with EBSCO to use a more intelligent access service, Open Athens, to provide you with a path to get to our online resources. This solution is a seamless login experience that routes database access through our familiar WU login screen, as well as providing the library with more granular access statistics, which can help us make informed decisions when determining the allocation of our electronic resources budget funds and to measure the institutional effectiveness of the Libraries' efforts. Our data usage and retention policy falls under the EKS Library's Statement of Confidentiality. Any usage of this data will be restricted to official university business, will be de-identified of personally identifiable information, and access to the raw data will be restricted to the EKS and SoPHSR Library personnel who have completed mandated Digital Privacy Training.

24. General Complaints and Resolution

The Wingate University Department of Physical Therapy encourages any individual who is unhappy with their experience or encounter with any student, faculty or staff member of the Department of Physical Therapy to file a written complaint against the department or program. The Department takes complaints very seriously and will act upon any complaints in an expedient manner, should the complaint warrant action. Once a complaint has been made, the Program Director will be directly involved in gathering information and addressing the complaint. The record of the complaint will be kept on file in the Program Director's files for a period of 5 years.

Complaints regarding the Department of Physical Therapy should be addressed to:

Wingate University
Program Director- Department of Physical Therapy
PO Box 159
Burnside-Dalton Building
Wingate, NC 28174

The Program Director will discuss the complaint directly with the party involved within 14 business days following receipt of complaint. It is desired that the matter is reconciled at this point. A letter from the Program Director acknowledging the resolution of the complaint will be filed with the complaint. A copy of the resolution may be sent to the complainant at the discretion of the Program Director.

If dissatisfied with the discussion with the Program Director, or if the complaint is against the Program Director, the involved party may submit a written complaint to the Provost. If needed, the Provost will meet with each party separately and may schedule a joint appointment with the two parties in order to attempt to resolve the issue. The Provost's decision will be final and cannot be appealed. A letter outlining the resolution by the AP shall be filed with the complaint in the AP's office. A copy of the resolution may be sent to the complainant at the discretion of the AP.

25. Student Health Records (HIPAA)

All students may obtain basic healthcare services at the student health center at no additional cost. Students are responsible for applicable costs of prescriptions and durable medical equipment. The student health center is not a substitute for hospital services in the event of a medical emergency. **Although confidentiality of healthcare services is protected by state law and FERPA, students should be aware that the Health Insurance Portability and Accountability Act of 1996 ("HIPAA") does not apply to the student health center.**

26. Sexual Misconduct Policy

All students are required to have an understanding and comply with all components of the Wingate University Sexual Misconduct Policy.

The Sexual Misconduct Policy is as follows:

Wingate University prohibits Sexual Misconduct, as that term is defined by the University's Sexual Misconduct Policy, which can be accessed in full at: <https://static.wingate.edu/wp-content/uploads/2016/01/Wingate-University-Sexual-Misconduct-Policy.pdf>.

In the case of allegations of Sexual Misconduct, the University's Sexual Misconduct Policy supersedes and applies in lieu of all other University policies and procedures. The University's Sexual Misconduct Policy is administered by the University's Title IX Coordinator, Dr. Nancy Randall, Dean of Students. Dr. Randall may be contacted during business hours (8:30 a.m. to 5:00 p.m. Monday through Friday) by phone at 704.233.8065 or by email at nrandall@wingate.edu.

If you or someone you know may have been a victim of sexual assault or any other type of Sexual Misconduct, you are strongly encouraged to consult Exhibit A to the University's Sexual Misconduct Policy and to seek immediate assistance from one or more of the sources listed there, which include Dr. Randall and the University's Department of Campus Safety (located in the Campus Safety House on Main Street and available by telephone at 704-233-8999).

Sexual Misconduct is a form of sex discrimination that may deny or limit an individual's ability to participate in or benefit from University programs or activities. Sexual Misconduct is antithetical to the values and standards of the University community, is incompatible with the safe, healthy environment

that the University community expects and deserves, and will not be tolerated. Violations of the University's Sexual Misconduct Policy may result in the imposition of sanctions up to and including termination, dismissal, or expulsion.

It is the policy of the University to provide educational, preventive, and training programs regarding Sexual Misconduct; to encourage reporting of incidents of Sexual Misconduct; to take appropriate action to prevent incidents of Sexual Misconduct from denying or limiting an individual's ability to participate in or benefit from the University's programs; to make available timely services for those who have been affected by Sexual Misconduct; and to provide prompt and equitable methods of investigation and resolution to stop discrimination, remedy any harm, and prevent its recurrence.

The University is committed to fostering a community that promotes timely and fair resolution of Sexual Misconduct cases. To that end, the University has defined Sexual Misconduct broadly to include any unwelcome conduct of a sexual nature, and the University will investigate all allegations of Sexual Misconduct.

27. Inclement Weather

In the case of inclement weather, the WU website and university-sponsored social media outlets are the most accurate and updated sources of information for weather-related announcements because they are updated immediately when closing/opening decisions are made. Students and faculty are encouraged to sign up for university text alerts. If the University is closed, all WUDPT classes will be cancelled. If a student is in a clinical rotation, they are expected to adhere to the clinic schedule.

Students and residents are encouraged to avoid unnecessary risks in the event of inclement weather, and to not attempt to travel if conditions are deemed to be dangerous. Should conditions be restrictive locally to travel by any student, the student is to inform DPT personnel of the inability to travel due to weather conditions via telephone to departmental line 704-233-8358 (a message on recorder is acceptable after hours) or email to DA and instructors assigned to the day's classes. This contact should be made at the earliest opportunity, preferably before the student's next scheduled class time.

28. Building Access and Laboratory Safety

In an effort to provide students with a secure location for after-hours study, any student enrolled in the WU-DPT program has access to the Burnside Dalton Building during hours outside the normal class schedule. These hours may vary due to various factors involving safety, and will be determined jointly between the Program Director and the Director of WU Campus Safety. All attempts will be made to

allow as much unlimited access as is possible; however, student, faculty, and staff safety as well as property security must be considered.

Entrance and exit after hours must occur through the designated after-hours entry point. Once inside, limited room access will be available. Instructional laboratories are accessible after hours to students unless otherwise noted. The human dissection (cadaver) lab will be made available for access after-hours during course schedules involving use of this facility, however, there MUST be a minimum of two persons in the human dissection lab for after hour use. NO STUDENT MAY ENTER THE HUMAN DISSECTION LABORATORY AFTER HOURS UNACCOMPANIED.

Students, faculty, and staff are to utilize the facility after hours only for educational purposes. The building is designed for educational use; overnight stays, temporary residence, storage of personal belongings except as permitted in the student locker, social gatherings, or any other action determined to be outside the intended use of the building will not be tolerated.

Any persons violating this policy shall face disciplinary action as described in the WU DPT Doctoral Candidate Handbook.

Laboratory Safety: At all times, students must conduct themselves appropriately and professionally in all lab settings and maintain a safe environment. Standard precautions are to be followed at all times. Gloves must be worn at all times when engaged in human dissection. Safety goggles, face shields or glasses are strongly encouraged.

29. Emergency or Accident

All students and residents associated with the Department of Physical Therapy provide, and allow to keep on record, an up-to-date contact list for use by administration in the event of a health or safety emergency.

Departmental administrative staff will maintain an updated list on the shared department drive. If contact information changes in the interim, it is the responsibility of the student to notify administrative staff of these changes. Student information will be stored in a locked cabinet, accessible only to administrative staff and the DA. This emergency contact may be utilized only if authorized by the Director or another WU Academic Officer. In addition, the Director of Clinical Education is authorized to contact a student directly in the event of an emergency encountered during times of active full-time clinical education internships.

In the event of a medical emergency or accident, the situation will be assessed. If necessary, the witness will notify department faculty/staff and if the situation warrants, notify the proper authorities by dialing 9-911 from the nearest campus phone, or 911 from their cell phone.

The Wingate University Health Center is an available option for referral for students. Others should be referred to their primary care physician or to a primary care medical facility. Associated costs are the responsibility of the student whether injury occurs on campus or in the clinic.

For those requiring minor first aid, a first aid kit is available in the Department of Physical Therapy office and is restocked after each use. An Injury Incident Report must be completed and kept on file in the student's file, for all injuries occurring when engaged in WUDPT activities, on or off campus.

For non-emergency situations, the campus safety number is recommended;
- Hour Campus Safety Number - 704-233-8999

30. Logo Use/Extracurricular Programming

Students interested in participating in fundraising events to be sponsored by WU-DPT and/or those that utilize the WU-DPT logo must submit a proposal for approval to the Program Director. The proposal should include the details of the event and any printed materials that are to be distributed that include the WU-DPT logo.

Extra-curricular/Co-curricular programming

Students interested in developing extra-curricular or co-curricular programs must work with a department faculty liaison to obtain approval and guidance.

31. Forms

All academic forms are available in the Department of Physical Therapy

- Excused Absence Form
- Academic Petition Form
- QI Tracking Form

APPENDIX A

**Date Form Received
from student:**

____/____/____



WINGATE UNIVERSITY
DOCTOR of PHYSICAL THERAPY

● **APPENDIX A: EXCUSED ABSENCE FORM**

Student's Name _____ Class: DPT1 DPT2 DPT3

Local Address: _____

Phone Number: _____ Email Address: _____

Date(s) of Absence: _____

Of the two allowed excused absences, how many days have you used this semester (0 or 1):

Are you currently in Good Academic Standing in the Department of Physical Therapy? Yes No
(*Only students currently in Good Academic Standing may be considered for leave)

Describe the reason for your leave request (Optional) _____

All requests must be turned in to an administrative assistant by 9:00am on Wednesday. Discussion for approval will be reviewed at the weekly faculty meeting.

List all courses scheduled to meet on date(s) of requested leave/date(s) of absence	List faculty member responsible for the course

Program Director to complete this section Approved as requested

Partially Approved; Date(s) Approved: _____

Not Approved for reason(s): _____

Program Director Signature: _____
Completed copy to Student and Student's Academic Advisor on (date): ____/____/____

APPENDIX B



WINGATE UNIVERSITY
DOCTOR of PHYSICAL THERAPY

**Date Completed Form
Received from
student:**

● **APPENDIX B ACADEMIC PETITION FORM**

Student's Name _____ Class: DPT1 DPT2 DPT3

Current Department of Physical Therapy GPA: _____

Local Address: _____

Phone Number: _____ Email Address: _____

Do you plan to present your case in person? YES NO

Year you entered Department of Physical Therapy: _____

Expected Date of Graduation: _____

Have you ever been on probation/suspension in the Department of Physical Therapy: _____

Number of terms completed in the Department of Physical Therapy: _____

Faculty Advisor Name & Signature*: _____

PETITION LETTER: (Attach on additional paper; submit along with this form and required documentation)

Instructions for letter: *(typewritten)*

1. State your reason for this petition.
2. Explain circumstances that had an impact on the situation.
3. Provide an overview of how your circumstances have changed or will be different if petition is approved.
4. Explain clearly the steps you will take to ensure your success.
5. Conclude with a summary statement as why this petition should be granted.
6. Remember to attach all supporting documents (i.e., doctor's notes, counselor's recommendations, court order, graded coursework, letters of support, student record, employer verification, etc.)

Student's Signature: _____ Date: _____

PLEASE RETURN SIGNED FORM TO THE DEPT OF PHYSICAL THERAPY (Attention: Program Director)

**Faculty Advisor signature is not required but highly recommended. Students are encouraged to discuss this matter with faculty advisor(s) prior to submission.*

APPENDIX C

This portion of the *Quality Improvement Process and Tracking Form* is to be utilized anytime a problem or other opportunity for improvement is identified within the Department of Physical Therapy. Once initiated this form will serve as a record and tool for ensuring that identified problems or opportunities are addressed by the proper entities in a timely and efficient manner. These forms are available in the Dept. of Physical Therapy from the PT office staff. After completing this document, please deposit the form in the drop box labeled "Quality Improvement Suggestions" near the PT Administrative Office.

- **Date Identified:** ___/___/___
- **Problem/Opportunity Identified by (optional):** _____
- **Description of problem / concern identified:** _____

Please Describe YOUR Suggested Quality Improvement Plan of Action

- **Problem/Opportunity should be discussed/addressed by:** _____
- **Perceived Priority:** High Medium Low
- **Suggested resolution of problem / concern:** _____

- **Suggested Time Frame of Implementation:**
 - High – Implement ASAP
 - Medium – Implement Prior to Next Academic Semester
 - Low- Implement as Time Allows
 - Other – (please describe) _____

DO NOT WRITE BELOW THIS LINE. For Admin Only

Resolution: _____

Director Signature _____

Date _____

- **Receipt of Student Handbook and Acknowledgement of Understanding**

My signature below indicates that I have received a copy of the 2019 Doctoral Candidate Handbook for Wingate University Doctor of Physical Therapy (WU DPT) program.

I acknowledge that the WU DPT program has required that I complete a criminal background check prior to starting the DPT program, and that it is my responsibility as a student to contact any planned licensing authorities to determine if I will be eligible for licensure.

I also acknowledge that I may be required to have additional criminal background checks performed prior to clinical affiliations and or during application for licensure. I understand that I may be prevented from attending clinical affiliations, completing the DPT program, and obtaining a physical therapy license as a result of negative information contained in a criminal background check.

I understand that laboratory sessions are a required element in my education at WU DPT and that by signing this form that I give my consent to my participation in all laboratory sessions.

I understand that it is my responsibility to inform the instructor if I have medical concerns that may interfere with my participation in any laboratory exercise, and that it is my responsibility to consult with my physician if there are questions pertaining to my full participation in laboratory sessions.

I acknowledge that I am participating voluntarily, and that it is my responsibility to learn indications, contraindications and precautions in advance of allowing any clinical technique or procedure to be performed on me.

I also understand that WU DPT instructors will help me understand the indications, contraindications, precautions, and techniques of all procedures in which I will be asked to participate, either as clinician or subject. And, that to the best of my knowledge, I am safe to perform the assigned procedures and have the procedures performed on me by fellow students and instructors. I confirm that I have or will disclose all pertinent information to WU DPT and can safely participate in the laboratory sessions.

I release my fellow students, instructors, Wingate University and its representatives and employees from all claims and liability arising out of, or relating in any way to, my participation in laboratory sessions, whether I may be acting as student, subject, clinician, or otherwise.

I understand that my academic progress and grades will be discussed amongst core faculty, associated faculty, and clinical faculty with the intent of enhancing my learning experience and furthering my success in the program.

I acknowledge full responsibility for becoming familiar with and the contents of this document.

Student Name (Print)

Student Name (Signature)

Date Signed