School of Health Professions and Education

Department of Physical Therapy

Entry Level

Doctor of Physical Therapy Program

Students Handbook

DISCLAIMER

The Utica University Physical Therapy Department reserves the right to change the policies, procedures, rules, regulations, and information in this handbook and the accompanying Clinical Education Manual at any time. Changes will become effective at the time the department so determines and the changes will apply to both prospective students and those already enrolled. This handbook is a general information publication only, and it is not intended to nor does it contain all regulations that relate to students.

Revised June 2026

Purpose of the Handbook

The Physical Therapy program director, faculty and staff would like to welcome you to the professional phase of the Doctor of Physical Therapy Program (DPT) at Utica University.

This handbook is designed to serve as the guide for students enrolled in the DPT Program at Utica University. In addition to providing important information for current and prospective physical therapy students, the DPT Program Handbook comprises the student-related policies and procedures used by the Physical Therapy program. The information in this handbook has been chosen with two additional purposes in mind. First, an informed student is a prepared learner. An understanding of the goals and mission of the Program helps to integrate individual course material into an overall view of the profession of physical therapy. Second, we take seriously the commitment of providing a quality education that prepares students to function as future doctors of physical therapy. The student is expected to be accountable, taking responsibility for learning and progression throughout the Program. This handbook provides the information necessary for students to take that responsibility.

The Physical Therapy Program Handbook is to be used together with: 1) the Clinical Education Manual, 2) the Utica University Graduate Catalog, 3) and the Utica University Undergraduate Catalog, 4) the Utica University Student Handbook. Each student is responsible for reading and understanding the contents of each document. Failure to comply with the rules and regulations contained within these resources may result in disciplinary action that includes, but is not limited to, dismissal from the Program and/or the University.

MISSION, VISION AND VALUES

Mission: Empower students to transform into successful professionals who care for others with competence, integrity, and compassion.

Vision: Utica University physical therapist graduates are agents of change who elevate the standards of physical therapist practice.

Values

- Individual attention
- Innovative and relevant approaches to teaching and learning
- Ethical behavior and integrity
- Compassion and caring
- Community and professional engagement and service
- Culture of excellence as learners, teachers, evidence-based professionals and role models
- Interprofessional education and teamwork
- Diversity of perspective, background, and experience in an equitable, respectful, and inclusive environment

The Department exemplifies the mission of the University to empower learners to achieve their career and life goals through personally enriching experiences and outstanding educational pathways. The Department is dedicated to fostering self-directed, lifelong learning and

professional development to empower students to become responsible citizens who embody the values fundamental to the University's foundation.

STUDENT LEARNING GOALS

Students and graduates from the Utica University Physical Therapy Program will:

Goal 1: Students and graduates will demonstrate the knowledge and skills necessary for entry-level physical therapist practice.

Expected Outcomes

1. Physical therapy program students and graduates will demonstrate the knowledge to provide comprehensive patient/client management across the lifespan and in a variety of practice settings.
2. Physical therapy program students and graduates will demonstrate the clinical skills necessary to provide comprehensive patient/client management across the lifespan and in a variety of practice settings.
3. Physical therapy program students and graduates will demonstrate the knowledge and skills necessary for professional practice administration.
4. Physical therapy program students and graduates will demonstrate sound clinical reasoning skills that are based on the best available evidence.

Goal 2: Students and graduates will demonstrate entry-level professional behaviors and care for individuals with compassion and integrity.

Expected outcomes

1. Physical therapy program students and graduates will demonstrate responsible behaviors toward society consistent with Utica University's Mission and Values, and American Physical Therapy Association's (APTA's) Core Values.
2. Physical therapy program students and graduates will participate in community service and/or advocacy activities.
3. Physical therapy program students and graduates will effectively communicate with all stakeholders.

ACCREDITATION STATUS

The Entry level DPT program at Utica University is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 3030 Potomac Ave., Suite 100, Alexandria, Virginia 22305-3085; telephone: 703-706-3245; email: accreditation@apta.org; website: http://www.capteonline.org. The Commission on Accreditation in Physical Therapy Education (CAPTE) is nationally recognized by the US Department of Education (USDE) and the Council for Higher Education Accreditation (CHEA). CAPTE grants specialized accreditation status to qualified entry-level education programs for physical therapists and physical therapist assistants. Graduates are eligible for the National Physical Therapy Examination (NPTE) and licensure in all states. If needing to contact the program/institution, please call the program directly at (315) 223-2570, or email the Department of Physical Therapy Interim Chair, Dawn Evans PT,DPT at devans@utica.edu.

Utica University is chartered by the Regents of The University of the State of New York. The University is accredited by the Middle States Commission on Higher Education, 1007 North Orange Street, 4th Floor, MB #166. Wilmington, DE 19801, https://www.msche.org/institution. The Commission on Higher Education is an institutional accrediting agency recognized by the U.S. Secretary of Education and the

Commission on Recognition of Postsecondary Accreditation. The University's Graduate Programs are approved by the New York State Education Department, Office of Higher Education, 89 Washington Ave., Albany, New York 12234, (518) 474-5851.

Filing a Complaint with CAPTE

Any person may file a complaint with CAPTE if that person believes that the Department of Physical Therapy at Utica University is failing to fulfill its commitment to CAPTE accreditation standards. To file such a complaint, follow this link http://www.capteonline.org/Complaints/

Notice of Compliance

Utica University is an equal opportunity, affirmative action institution, and accepts students and employs individuals without regard to race, creed, color, sex, pregnancy, ethnic or national origin, religion, marital status, age, sexual orientation, gender identity, gender expression, veteran status, disability, citizenship status, genetic predisposition, domestic violence victim status, or protected status under applicable local, state, or federal law. This nondiscrimination policy covers admissions, employment, and access to and treatment in Utica University programs, services, and activities.

The Physical Therapy Program adheres to the equal opportunity statement in every aspect of student recruitment, admission, and retention. Utica University admits students who can benefit from the educational opportunities offered and whom the University has the capabilities to serve. Students are admitted on the basis of their potential for intellectual, social, personal, and professional growth.

Gaining admission into, or continuation in the professional Physical Therapy Program requires that students exhibit behaviors appropriate to practice expectations. Evidence of moral turpitude, inappropriate behavior, failure to abide by the Utica University Student Code of Conduct, failure to abide by Core Values and Code of Ethics for the Physical Therapists, or other acts deemed unprofessional will result in denial of entry into or denial of continuation in the Physical Therapy Program.

Utica University welcomes the physically challenged and in compliance with Section 504 of the Rehabilitation Act of 1973 (as amended) and The Americans with Disability Act of 1990 (ADA), does not discriminate on the basis of handicap, if they possess the required Essential Functions of Physical Therapy Students (Appendix A). Students are responsible for informing the faculty of any need for accommodations as identified by the Coordinator of Learning Services, located in Academic Support Services.

Admissions criteria

https://www.utica.edu/admissions/graduate-admissions

Program specific requirements

Appendix A: Essential Functions of a Physical Therapy Student

The doctor of physical therapy (DPT) degree implies that the individual earning this degree has been educated to competently practice the profession in all entry level settings. The education of a healthcare professional necessitates the integration of specific knowledge, skills, and attitudes in preparation for a) independent, or b) collaborative practice.

The curriculum leading to the DPT degree requires students to demonstrate essential functions that are expected of all physical therapists. Demonstration of these functions (abilities, standards or qualifications) is necessary to ensure the health and safety of patients, peers, faculty and other healthcare providers. These essential functions are required for successful admission to, and continuation in the Physical Therapy Program at Utica University. Deficiencies in knowledge, judgment, integrity, character, or professional attitude or demeanor that may jeopardize patient care may be grounds for course failure and/or dismissal from the program.

This document identifies the required "Essential Functions" and serves as a guideline for professional expectations. Together with the "Policies, Procedures, Rules, and Regulations" set forth in the Utica University Student Handbook and the DPT Handbook, these essential functions include, but are not limited to, the following:

Observation: A student must be able to observe and monitor fellow students, patients, simulated patients, caregivers, volunteers, and faculty. The essential observation functions require the use of senses (e.g. vision, hearing, touch) and include, the student must be able to:

- Observe movement patterns, activities, and behaviors.
- Observe signs related to physical status (e.g. vital signs, symmetry and condition of the skin, soft tissue & wounds) and behavioral status (e.g. facial expressions, tone & volume of voice).
- Read information in classrooms and clinical environments such as course materials, patient medical records, diagnostic tests, dials, displays, and equipment related to patient care.

Communication: A student must communicate in a professional manner that meets the needs of the target audience (fellow students, faculty, staff, patients, caregivers, health care team members, policy makers & third-party payers) in written, verbal, and nonverbal forms. The essential communication standards include, the student must be able to:

- Receive and respond to verbal and written communications in an appropriate and professional manner.
- Obtain and report information verbally and in writing using the English language.
- Participate in student, curricular and community group activities.
- Apply teaching principles for patients, caregiver or simulated caregiver skill development to manage patients and simulated patients in academic and clinical activities.

Physical Performance Skills: A student must have sufficient mobility, coordination, gross and fine motor skills to manage heavy or immobile patients or simulated patients and equipment necessary for academic and clinical activities typically performed by a physical therapist. These essential physical performance functions include, the student must be able to:

- Safely lift, push, pull and carry heavy or immobile patients.
- Generate and apply force (strength and power) with all body parts.
- Have adequate joint and soft tissue range of motion and flexibility.
- Apply timely reactions to maintain safety to self and others.
- Apply body mechanic principles to maintain safety to self and others.
- Apply fine motor skills and hand dexterity to safely perform examination and therapeutic interventions.

Cognition: A student must have the requisite cognitive abilities necessary for timely problem solving, safety judgment, and reasoning in academic and clinical settings. The essential cognitive functions include, the student must be able to:

- Measure, calculate, analyze, comprehend, integrate, and synthesize a large body of knowledge.
- Assimilate, understand, and integrate information from multiple sources such as textbooks, published literature, internet, and presentations.
- Selecting and utilizing appropriate verbal, non-verbal, and electronic communications.
- Utilizing critical thinking skills and creating effective solutions in all levels of the program.
- Assessing self-performance to continually improve professional skills and implement plans for professional growth and development.

Behavioral and Social Attributes: A student must possess maturity, emotional health, and physical abilities required to fulfill all responsibilities in academic and clinical settings. Essential behavioral and social functions include, the student must be able to:

- Act in an ethical, legal, and responsible manner consistent with the Core Values and Professional Behaviors outlined by the American Physical Therapy Association.
- Engage in patient care delivery in all settings and deliver care to all patient populations including but not limited to children, adolescents, adults, vulnerable adults, or persons with developmental disability.
- Demonstrate behaviors that protect the safety and well-being of fellow students, faculty, staff, patients, simulated patients, and caregivers.
- Recognize and demonstrate respect for cultural, ethnic, ethical, and value differences among students, faculty, staff, patients, caregivers, and other health care professionals.
- Participation in collegial productive group and team activities with diverse populations.
- Manage personal and work-related stresses that may be physically, emotionally, psychologically or intellectually challenging in a timely professional manner.
- Demonstrate flexibility and adaptability to changing situations and uncertainty.
- Maintain personal hygiene at all times.
- Adhere to timeliness and attendance requirements.
- Have transportation and access to curricular on-campus and off-campus locations.

Reasonable Accommodation for Students with Disabilities

Utica University is committed to ensuring that otherwise qualified students with disabilities are given equal access through reasonable accommodations to its services, programs, activities, and education. The Department of Physical Therapy works closely with the Office of Learning Services. Any student who has a documented disability and needs specific accommodations, should contact the Director of Learning Services in order to determine eligibility for services.

Students with disabilities are expected to perform all the essential functions of the program with or without accommodation. While the University will make every effort to work with students to accommodate their disability-related needs, it is important to note we are not required to provide requested accommodations that would fundamentally alter the essential functions, qualifications, technical standards, or other academic or clinical requirements of the program, or result in an undue financial or administrative burden.

Certain chronic or recurrent illnesses and problems that interfere with patient care or safety may be incompatible with training as a healthcare professional or interfere with the ability to manage modern clinical practice. Other illnesses may lead to a high likelihood of student absenteeism and should be carefully considered.

I certify, by my signature below, that I have read and understand the Essential Functions expected by the academic faculty and clinical instructors of the Utica University Doctor of Physical Therapy Program.

I believe to the best of my knowledge that I meet each of these standards with or without reasonable accommodation.

_____	_____	_____
Student Signature	Date	Printed Name

Retention Criteria

ACADEMIC PROGRESS & CONTINUATION REQUIREMENTS

Students are responsible for familiarizing themselves with Utica University and DPT Program policies. Students seeking clarification of these policies should meet with their advisor or the program director.

Students enrolled in the professional DPT Program will, regardless of graduate or undergraduate status:

- adhere to the academic policies and procedures outlined in Utica University Graduate Catalog, Student Handbook, and professional DPT Program Handbooks,
- adhere to the APTA Core Values and Code of Ethics;
- achieve a grade of C or better in all professional courses (DPT & IPE designations);
    - Students who earn two grades of C or C+ in any of the DPT courses will be placed on academic probation;
    - Students who earn more than two grades of C or C+ in any of the DPT courses will be dismissed from the program;
    - Students who earn a grade of C- or less will be dismissed from the program.
- maintain a cumulative GPA of 3.0 each semester,
    - Students who receive a GPA less than 3.0 before completing 18 credit hours in DPT courses will be placed on academic probation;
    - Students who have a cumulative GPA of less than 3.0 after having completed 18 credit hours will be dismissed from the program;
- Students must complete each clinical education course with a grade of Pass[1].
- Students who achieve a grade of F any pass/fail courses (Clinical Education courses & DPT 799 Comprehensive Examination) may, at the discretion of the instructor, be offered an opportunity to retake the course.[1]
- Students who are dismissed by the program for academic reasons may petition the program director for reconsideration. In rare cases, a faculty majority vote may allow a student to continue when appropriate or re-apply and start the program over.
- Students who are dismissed for academic reasons may petition the Academic Standards Committee and the Provost to reconsider the Program dismissal decision.
- Students must adhere to the established sequence of courses (Appendix B);
- All requirements for the professional degree program must be completed within six years of the initial date of matriculation in the program. Failure to observe the six-year limitation shall result in dismissal from the program.

Students enrolled in the first year of the professional program include those with undergraduate as well as graduate status. The institutional grading scale for graduate students range from A through C and Pass and a grading scale for undergraduate students range from A through F and Pass.

The Grading scale for graduate courses is as follows:

Graduate Grading Scale

A	94 – 100	B-	80 - 83.99

[1] Consequence of unsatisfactory performance on a clinical education is detailed in the Clinical Education Manual.18

A-	90 - 93.99	C+	77 - 79.99
B+	87 - 89.99	C	74 - 76.99
B	84 - 86.99	F	0-73.99
P	Pass		

Undergraduate students who are enrolled in the first year of the DPT Program and earn a grade less than C will be dismissed from the DPT Program only, not the University. In this situation, the student's major will change from Health Sciences PT-Track to Health Sciences with the option to complete the requirements for the bachelor's degree in Health Sciences. The student is responsible for reviewing his/her remaining academic requirements needed to complete the pre-professional (undergraduate) Health Sciences degree. The grading scale for the completion of pre-professional degree is as follows:

Undergraduate Grading Scale

A	94 – 100	C	74 - 76.99
A-	90 - 93.99	C-	70 - 73.99
B+	87 - 89.99	D+	67 - 69.99
B	84 - 86.99	D	60 - 66.99
B-	80 - 83.99	F	0 - 59.99
C+	77 - 79.99	P	Pass

A grade of Incomplete (I) may be granted only under extenuating circumstances. A student may request, or an instructor can offer, an (I) grade if exceptional circumstances warrant it, however the decision is ultimately at the discretion of the instructor. An I grade must be agreed upon by both the student and the instructor. A "Graduate Incomplete Contract" must be completed and submitted to the Office of Graduate & Professional Studies. The instructor must set the amount of time granted to complete the course, not to exceed six weeks.

Grade Appeals

The instructor is the final authority for all grading/scoring. If a student feels that the grade/score assigned for an examination or assignment is incorrect, the student may petition to have the grade considered for adjustment. This petition requires that the student submit in writing, to the course instructor, within one week of grade posting, an explanation or evidence as to why the answer was correct or deserves re-evaluation. References that support such conclusions are encouraged. If this process does not resolve the issue, students should attempt to resolve the matter with the program director and, if necessary, the school dean. For additional information regarding academic appeals, you may refer to the Utica University Academic appeals process (https://www.utica.edu/academic/appeals.cfm).

Course Grade Changes Policy:

Once a grade has been reported, it may not be changed except to correct an error. All such cases must be reported by the course instructor and require the approval of the academic school dean. If a student believes that the grade reported by the course instructor is not accurate and after

talking with the instructor still believes there is an error, the student may petition the Academic Standards Committee for a grade change. (https://www.utica.edu/academic/appeals.cfm).

Procedure: The only valid reason to change a grade previously submitted is computational error or clerical (data entry) error. The grade change request may be submitted on a paper card available in the Academic School Offices or by using an online form available on the Registrar's Office website at https://www.utica.edu/directory/registrar/registrar-forms. (For further information, see Grievance and Complaint Procedure.)

Testing Policy

All material provided within the course, and all class activities, lectures, assigned textbook readings and PowerPoint presentations, are testable on the exams. Examinations are to be taken when scheduled. Make-up exams are generally not permitted, except with prior approval of the course instructor. Students experiencing a medical emergency should contact the course faculty and program director prior to the exam to request permission to reschedule.

Students must arrive on time for the examination. Any student who arrives late for a test after other students have already completed their test, will be denied entry into the testing room (on-ground or virtual) and will receive a zero for that test.

The following Students' ***HONOR CODE*** is universal to all exams:

> *"I affirm that I will not give or receive any unauthorized help on this exam or assignments, and that all work will be my own. I also understand that copying exam questions for later use or to share with others, unless authorized by the instructor, is a violation of academic integrity."*

Students are allowed to only bring their identification badge and a writing utensil to the examination room. Certain courses may use computers for examination. In these cases, the instructor will provide specific instruction about the use of personal computers. If a student needs to bring any other items, the student must obtain an explicit permission by the instructor. Students may be asked for their identification prior to entering the examination room and anytime during the exam.

Other electronic devices are banned from the testing area, except those allowed by the instructor. These devices include cell phones, smart phones, digital watches, Fit Bits, etc.

Students may not use any form of communication with any other student for any reason during the testing period. During the exam, if students are seen talking or assisting other students in matters related to the test, they may be asked to leave the room and forfeit their test.

If caught cheating, both students are subject to a grade reduction, failing the exam or the course for academic dishonesty.

Students accessing any websites during an exam other than those allowed by the instructor will be immediately excused from the exam and may earn a grade of F for cheating in the exam or the course.

All papers, including scrap papers, must be submitted to the instructor/proctor before leaving the examination room.

No materials may be removed from the examination room or copied from any computer-based test before, during or after the exam period ends.

Students are required to have reliable access to a laptop computer or similar devices equipped with a camera and secure internet connection to interact with course material, instructors, peers and take in-class or virtual examinations. Courses may use online live synchronous lectures, examinations and quizzes with or without proctoring services, as needed to ensure the most secure test-taking experiences possible. During virtual instructions or examination, students are expected to turn their camera on when interacting with the instructors and peers. Additional details regarding the use of technology and online exam policy will be shared by the instructor.

Clinical Experiences

https://www.utica.edu/academic/gce/pt/media/cm/Clinical_Education_Manual.pdf

Uniform Policy

https://www.utica.edu/academic/gce/pt/media/cm/Clinical_Education_Manual.pdf

Lab Experiences

Guidelines for Laboratories

Anatomy

The use of human remains to assist in learning anatomy is both a privilege and a unique opportunity in each student's professional preparation. Individuals who donate their bodies do so with the desire and understanding that their remains will be used for educational or scientific purposes. Consequently, each individual, as well as family members deserves our admiration and deepest gratitude.

To treat a cadaver in any way that does not serve educational or scientific purposes constitutes unprofessional behavior. Treat each individual with respect and dignity at all times. Work closely with colleagues to maintain a professional attitude in the Anatomy Laboratory. **Absolutely no photographs** may be taken in the Anatomy Laboratory. Any student known to have taken or transmitted a photograph will be referred to the Office of the Provost for appropriate sanction(s).

Clinical Laboratory

During months of inclement weather students must bring clean shoes that can be worn in the lab. Wet shoes must be removed before entering the lab and put in a designated area to keep the lab clean.

All students are expected to be prepared and on time for every class. Lab attire shall consist of shorts and shirts, providing full freedom of movement. Lab attire may not be utilized every session, however should be available and ready for use each time. It is recommended to bring

sweatshirts and sweatpants to the lab so that students in lab attire can evacuate the building in a timely manner in the event of a fire alarm as there will not be time to change clothes.

Students are not allowed to eat on lab surfaces used for learning activities. Please keep the lab clean for all students.

Table surfaces should be wiped down with disinfectant solution prior to each use.

Students may be required to complete a volunteer or Non-Employee Orientation, in order to participate in clinical laboratory activities at any of the affiliated Healthcare Systems.

Open Lab Policy

Students will have the opportunity to access unsupervised lab space to practice skills instructed during laboratory courses. During any unsupervised time, students must adhere to the following:

1. Open lab times will occur during scheduled times throughout the semester. Students will be required to sign up for open lab ahead of time to ensure safe lab capacities are maintained with social distancing.
2. Students must use appropriate PPE during all open lab interactions (following standard precautions and transmission-based precautions) in accordance with the department and colleges guidelines. PPE should be used for open lab related activities in accordance with these guidelines and can include but not limited to: a facemask, a face shield, lab clothes (a change of clean clothes for lab activities), gloves (when instructed) and frequent hand washing.
3. Students will recognize physiological and psychological changes in their peers and adjust examination and intervention procedures accordingly.
4. Students will demonstrate awareness of contraindications and precautions of examination and interventions they are performing.
5. Students will ensure the safety of themselves and others throughout the clinical interaction (e.g., universal precautions, responding and reporting emergency situations).
6. Students will request assistance when necessary.
7. The use of specific equipment may require permission and/or supervision by faculty as determined on a case-by-case basis. Students must consult with the faculty member of record for the course in which the equipment was used. Students are not to use any equipment that has not yet been presented in a physical therapy class.
8. The practice of specific skills (tests, measures and interventions) may require permission and/or supervision by faculty as determined on a case-by-case basis. Practice of these skills is only allowed with other physical therapy students who have also been trained in the use of the respective skills. Likewise, students may only practice the skills that have been presented and practiced in a physical therapy class.
9. Students engaging in unsafe or unprofessional behavior are subject to dismissal from the program.
10. Students may also be held responsible for damage to equipment and supplies if the damage is related to inappropriate use.
11. Students are not allowed to eat on lab surfaces. Please keep the lab clean for all students.

12. Should anyone get injured during unsupervised lab time, the incident must be reported immediately to the Office of Campus Safety. Campus Safety Officers are available 24 hours a day and may be reached at the following numbers: 792-3046 or 611 (on campus).

Equipment

The faculty and lab directors are responsible for ensuring performance, calibration, and maintenance, at least annually, for all the equipment which is used by the program, faculty, and students. Calibrated equipment will be clearly marked and dated by the company responsible. A record verifying calibration and any other maintenance services will be kept on file in the School of Health Professions and Education.

If a piece of equipment does not appear to be working properly, is damaged or missing, the Lab Director should be notified to repair or replace the faulty equipment. Equipment not in working order will be clearly marked to prevent others from using until repairs/replacements can be completed.

Leave Accommodations

Leave of Absence

Because things may arise in a student's life, students may request a leave of absence from the Physical Therapy Program. Examples of reasons a student may request a leave include medical conditions, mental health, death in the family, or other emergencies.

Students who wish to change their enrollment status through requesting a leave of absence should meet with their advisor and the Program Director. Students must complete the necessary forms and follow the procedures available on the web site of the Office of the Registrar.

A return to the program must be negotiated with the Program Director at the time of the Leave request. Before resuming class(es), all students returning from a Leave of Absence must meet with the Program Director (or designee) to:

- Provide documentation that the condition that led to the leave no longer compromises the student's participation in the professional program.
- Review the DPT student handbook and agree to the contents in writing
- Confirm their ability to meet Essential Functions
- Confirm the absence of criminal activity.
- Complete any requirements as communicated by the Program Director in the Leave of Absence approval letter.

The following forms are available at the Office of the Registrar-Forms.

- Leave of Absence
- Medical Leave of Absence – complete this form if illness occurs before the semester.
- Complete Withdraw form – complete this form if illness occurs after the semester began.
- Application for Readmission – complete this form before returning to the University.

Military-Related Leave

If you will be leaving for military duty or are returning from an assignment, please contact the program director and the University's Veterans Liaison. Students who request Military-Related

Leave must provide the official orders for military duty sent to the Utica University Registrar's Office. There will be no academic penalty for withdrawing from courses provided that the student (a) notify each of the instructors of the leave within reasonable timeframes, (b) work out arrangements with the instructors to complete assignments, and (c) mutually agree on a course completion plan.

Note: Instructors MUST be given adequate notice and details regarding required leave to provide reasonable accommodation. If a student feels reasonable accommodations are not being made, the student may notify the University Veteran's Liaison and provide written proof of the case.

There will be no financial penalties for withdrawing from courses provided that students (a) notify the Office of Student Financial Services of the leave, and (b) speak personally to the financial aid counselor.

Department Policies:

PROGRAM EXPECTATIONS

All students are required to comply with the Physical Therapy Program and University requirements. These rules are found in the Utica University Undergraduate Catalog, The Utica University Student Handbook, The Utica University Graduate Catalog, and the Physical Therapy Program Handbook. Success in the physical therapy curriculum requires that a student demonstrate the knowledge, skills and professional behaviors expected of an entry-level physical therapist.

Essential Functions

The curriculum leading to the DPT degree requires students to demonstrate essential functions that are expected of all physical therapists (Appendix A). Demonstration of these functions (abilities, standards or qualifications) is necessary to ensure the health and safety of patients, peers, faculty and other healthcare providers. These essential functions are required for successful admission to, and continuation in the Physical Therapy Program at Utica University.

Confidentiality Statement for Students

Confidentiality is a critical element to all health care providers and compliance is required by law in order to protect the privacy rights of patients. The Health Insurance Portability and Accountability Act of 1996 (HIPAA) mandates standards that ensure privacy and security of patients' health information, as well as electronic medical records. Students are required to know these privacy rules and will comply at all times.

Students may be granted access to protected health information (PHI) of patients on a "need to know" basis and it is solely for use within the scope of duties relating to interaction with patients for the purposes of laboratory and/or clinical practice. Students may only access the PHI of patients if they are directly participating in their treatment and as directed by the instructors.

- Students may not record PHI of patients (such as name, social security number, date of birth, etc.) on forms which are turned in for clinical or class assignments. PHI will not be removed from the health care facility, including oral, written, and electronic disclosures.

- Students may never discuss PHI in public or inappropriate areas to include but not limited to hallways, elevators, restrooms, cafeterias, etc., or with friends/family at any time.
- Failure to protect PHI may be considered a violation of a patient's right to privacy.
- Properly dispose of documents containing PHI by discarding them in assigned containers marked for proper disposal; do not throw these documents in the trash.
- If a student is unsure whether his or her actions will be in violation of these policies, the must consult the instructor prior to discussing PHI.
- Any student in violation of these policies may fail the class, be terminated from a clinical education or be dismissed from the Physical Therapy Program, depending on the circumstances of the violation.

Course Security

Only students registered in the courses within the LMS have access to course materials. Only instructors in the course (Professors/teachers) have access to all student assignments, unless an assignment is specifically created to be shared with student members of the course. The Moodle course shell itself is password protected.

Netiquette.

"Netiquette" is civil and respectful behavior in electronic communication, including discussion forums, chat services, email, videoconferences, and social media. Such behavior is essential to the integrity of the academic environment and the free exchange of ideas. Utica University is committed to maintaining an open and free learning environment. Violations of the netiquette policy may result in disciplinary action, including being referred to the Student Judicial Process for violation of the Code of Student Conduct. Students can find this policy in the Campus Policies section of each course in the LMS as well as in each syllabus.

Social Media Policy

Physical therapy students may not video or audio record, without permission, at any time in the classroom, laboratory or clinical settings. Students may not post any material that could potentially violate faculty, other students or patient confidentiality on social media sites.

Students may be subject to disciplinary action by the college and the clinical site for comments that are either unprofessional or violate the privacy of others including faculty, peers or patients. HIPAA regulations apply to comments made on social media sites, and violators are subject to the same prosecution as with other HIPAA violations.

The increase in the use of electronic communication and social media methods within businesses and the healthcare environments as well as academic learning institutions has resulted in the importance of being mindful of consequences when using these types of communication methods. The following are the social media guidelines[2]:

- recognize obligation to maintain privacy and confidentiality,
- do not transmit patient related information,
- do not post or refer to faculty, peers or patients in a disparaging manner,
- maintain professional boundaries,

[2] Guidelines were derived from APTA Privacy, HIPAA Compliance & Social Media Policies and the National Council of State Boards of Nursing.

- report breaches of confidentiality of privacy, and
- be aware of policies on the use of computers, cameras, and other electronic devices.

Copyrighted Material and Unauthorized Peer-to-Peer File Sharing

Utica University is committed to educating the Utica University community concerning the unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing. Furthermore, the Education Opportunity Act of 2008 requires that this notice be sent to members of the University community annually.

Users of the Utica University computing network are prohibited from the unauthorized copying, distribution, alteration, use, or translation of copyrighted materials, software motion pictures, music, or other media without the express written permission of the copyright holder.

Violation of this policy puts users at risk for losing computing privileges, being charged with a violation of the Utica University Student Code of Conduct and the resultant disciplinary sanctions, being disciplined as an employee, and/or facing civil or criminal liability.

Students are expected to be informed of the Utica University's file-sharing policies.

Non-discrimination Policy

Utica University is an equal opportunity, affirmative action institution, and accepts students and employs individuals without regard to race, creed, color, sex, pregnancy, ethnic or national origin, religion, marital status, age, sexual orientation, gender identity, gender expression, veteran status, disability, AIDS, citizenship status, genetic predisposition, domestic violence victim status, or any other status protected by applicable law to the extent prohibited by law. This nondiscrimination policy covers admissions, employment, and access to and treatment in Utica University programs, services, and activities.

The 504 ADA Compliance Officer for Utica University is Kristin Phelps, Director for Human Resources (315) 792-3024.

Utica University has designated the Director for Human Resources in the Office of Human Resources (315) 792-3276 (or hr@utica.edu) as the individual responsible for inquiries, complaints, and coordination of compliance under the Americans with Disabilities Act of 1990 (as amended).

Utica University has designated the Director of Learning Services in the Office of Learning Services (315) 792-3032 as the individual responsible for inquiries, complaints, and coordination of compliance under the Americans with Disabilities Act of 1990 (as amended) and Section 504 of the Rehabilitation Act of 1973 on behalf of students.

Members of Utica University who have complaints of sexual misconduct (sexual harassment, sexual assault, dating/intimate partner violence, or stalking) by anyone at this University, including any students, staff, administrators, or faculty as well as vendors, contingent employees, independent contractors, clients, and consultants are encouraged to report such conduct to the Title IX Coordinator so that they may investigate and resolve the problem. Individuals who feel subjected to sexual misconduct should report the circumstances orally and in writing as soon as possible to the Title IX Coordinator. A delay in reporting may affect an investigator's ability to

gather information relevant to the case. For the purposes of filing a complaint, "Title IX Coordinator" refers to the Title IX Coordinator and any Deputy Title IX Coordinators. The contact information for the Title IX staff is as follows:

Title IX Coordinator:

Kyle Wilson, Human Resources (315) 792-3063 or klwilson@utica.edu

Deputy Title IX Coordinators:

Kristin St. Hilaire, Interim Director of Athletics and Physical Education (315) 792-3051 or kmsthila@utica.edu

Academic Advisor Roles

The role of the advisor is a critical, mentoring one. Students are assigned an advisor from their major at the time of their admission to the college. Students are responsible for knowing where the advisor's office is and introducing themselves. Students are encouraged to meet often with their advisors.

The student advisee will:

1. Contact the advisor early in each semester.
2. Discuss academic progress and plans for professional development.
3. Notify advisors as soon as academic difficulties arise. The advisor may not be able to provide adequate guidance or assistance if notification of problems is delayed.
4. Discuss any problems that interfere with academic progress.

Student Communication Policy - Course-Related Concerns

When students have a concern about their learning experience, the best path to a resolution includes:

1. The student(s) shares the concern directly with the involved faculty member. Seeking a resolution without going directly to the faculty member, will risk a longer and more complicated response;
2. Discuss the concern with a success coach and/or advisor to seek support and direction regarding the best way to articulate the concern, identify the need, and receive suggestions for collaborative problem solving; and
3. If unresolved, the student(s) may request an appointment and send a written description of their concern to the Program Director.

Professional Licensing

Physical Therapy License

Graduates are eligible for the National Physical Therapy Examination (NPTE) and licensure in all states. Students may take the NPTE only after all program requirements are met. The Professional (entry level) DPT Program is designed to meet educational requirements intended to prepare students to pursue professional licensure that is required in the United States for

employment and to practice in the field of physical therapy. However, additional requirements for licensure or certification beyond these educational requirements and the NPTE may vary in each state. These additional requirements may include jurisprudence assessment, criminal background check, professional liability insurance or other non-educational requirements. Students are encouraged to familiarize themselves with the requirements in the state in which they intend to seek licensure. The Federation of State Board of Physical Therapy (FSBPT) provides resources for such requirements that can be reviewed using this link https://www.fsbpt.org. Additionally, FSBPT also maintains a list of licensing boards' contact information. However, this list does not include American Samoa, Northern Mariana Islands, or Guam.

Code of Student Conduct

Utica University is a community committed to the principles of civility and fairness in pursuit of a purposeful academic experience. Students, staff, and faculty can expect that every interaction will be governed by the Utica University values and APTA Core Values. The Code of Student Conduct articulates the connection between student behavior and these norms and expectations of the college community. Each student is responsible for his/her conduct from admission to Utica University to graduation. Students are expected to know and uphold the Code of Student Conduct, as well as abide by local, state, and federal laws. When the Code is not upheld, students will face action through the conduct process. The complete Code of Student Conduct is available at: www.utica.edu/directory/student-affairs/student-conduct.

Professional Behaviors

In addition to the required knowledge and skills, educators and practicing professionals expect that a repertoire of behaviors must be demonstrated for success in any given profession. Professional behaviors are assessed throughout the program by using tools that have been developed by the APTA such as the Clinical Performance Instrument (CPI) and Core Values to identify and describe this repertoire of behaviors. The development of professional attributes in physical therapy students can be facilitated by using these instruments.

Recognizing that students enter the professional program with varying levels of ability in the area of professional behaviors, progressive levels of expectations have been identified by the program. Each level builds on the previous level, representing growth over time. Formal opportunities to reflect and discuss the learner’s development are critical to the expected outcome of this process. Expectations are delineated in designated courses and are discussed regularly with faculty advisors.

Depending on circumstances, a confirmed violation of professional behavior standards such as improper, unethical, or unprofessional conduct may result in (a) remediation prior to progressing further in the program, (b) receiving a failing grade in a course, or (c) dismissal from the program. In all cases, students will receive written notice regarding the nature of the professional behavior violation, its consequences, and any stipulated conditions for continuation in the program. All documentation related to professional behavior and/or conduct violations will become part of the student’s permanent record.

Important Links Graduate Programs

Course Descriptions and Program Sequences of Courses
https://utica.catalog.acalog.com/preview_program.php?catoid=69&poid=7111

Student Complaint Process:
https://www.utica.edu/c-complaint

Academic Appeals:
https://www.utica.edu/c-appeals

Academic Policies and Procedures:
https://www.utica.edu/c-policies

Intellectual Honesty:
https://www.utica.edu/c-honesty

Graduation Requirements - Undergrad:
https://www.utica.edu/ug-requirements

Academic Progress - Graduate:
https://www.utica.edu/g-progress

Email Communications:
https://www.utica.edu/c-email