

# **ACADEMIC STANDARDS**



**DEPARTMENT OF PHYSICAL THERAPY**

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## Attendance

1. **Class Attendance.** Class attendance is expected 100 % of the time unless excused.
2. **Notification.** Students who must be absent are to notify the instructor or office personnel prior to class time. The reason for the absence should be given. The student should call at 8:00 a.m. and every effort should be made to talk directly to the secretary or instructor; messages should be left on voice mail only in unusual circumstances.
3. **Responsibility for Course Content.** It is the student's responsibility to acquire the information missed. The student will be held responsible for all materials, notes, and course information previously presented.
  - a) The student should check with the instructor to determine how best to compensate for missed material.
  - b) To ensure the student's knowledge base, the instructor has the option to assign additional work for lab(s) or lecture(s) not attended.
4. **Examination Make-up.**
  - a) If an absence is anticipated, the student should make arrangements for a make-up schedule prior to the absence.
  - b) If an absence is unexpected, arrangements for make-up examinations must be made by the student within three (3) days of the student's return to class.
  - c) If the student fails to take the responsibility for scheduling a make-up examination, the total point value of the examination is forfeited.
5. **Extended Absences.** The student is required to prepare a written request prior to the absence and submit it to the Program Director. The request will be reviewed by the faculty and a written decision presented to the student in a timely manner.
6. **Promptness.** Students are expected to be on time for classes and in appropriate attire (i.e., in lab, in lab clothes, at the start of class). Promptness is also expected following breaks within a class period.
7. **Unexcused Absences and Tardiness.** Unexcused absences and tardiness will be addressed in the following manner:
  - a) The instructor and/or chairperson will discuss the issue with the student.
  - b) Unexcused absences and tardiness will be documented in the student's file.

- c) Unexcused absences and tardiness may be a factor in determining the student's status within the program.

## Course Requirements

1. **Minimum Grade Requirement.** A grade of "C" is the minimal passing grade. Failure to pass a course places the student on academic probation. A student may not progress in the program until all sequential coursework has been successfully completed. *If a student WITHDRAWS from a course, he or she has NOT completed the course and may NOT progress in the program.*
2. **For Grades Less Than "C".**
  - a) The student will complete any supplemental work necessary to meet basic requirements.
  - b) With faculty approval, the student will have the option to re-study material and take an additional or repeat final examination.
  - c) The student may have one opportunity to repeat a failed course. If the student does not pass the course on the second attempt, the student is automatically dismissed from the Physical Therapy program.
3. **Competency.** If the normally occurring academic sequence is interrupted, competency in any Physical Therapy course taken previously must be proven through additional examination or course repetition at the discretion of the Committee of the Whole.
4. **Modifications to Policy.** The Scholastic Standards Committee reserves the right to make modifications to the above policy.

## Examinations

1. **Lecture Tests.** Students are expected to pass examinations. To pass a course, cumulative test scores must achieve minimum competency as defined by the instructor and outlined in the course syllabus. Failure to achieve competency results in failure of the course. A plan of action for progression in the program will be determined in consultation with the student, department chairperson, and the Scholastic Standards Committee. 2.
2. **Lab Tests.** Eighty percent is required to pass. If the student is unsuccessful, the test must be retaken until a competency score of 80% is achieved, however the first score is maintained for grading purposes. The second attempt may be with same instructor. It is recommended the third attempt be scheduled with a different instructor. Failure to pass a practical on the third attempt will result in failure of the course.

3. **Graduate School GPA Requirements.** A cumulative grade point average (GPA) of at least 3.00 for all work taken as a graduate student must be maintained in order to remain in satisfactory academic standing in the Graduate School. Students whose cumulative GPA falls below 3.00 will be placed on academic probation by the Graduate School (refer to Academic Standards in the Graduate Bulletin).
4. **Make-up of quizzes.** It will be at the instructor's discretion whether or not missed drop quizzes may be completed. Quiz points may be forfeited if absent.

## Assignments

1. **Late Assignments.** Assignments are to be turned in during class on the due date specified in the syllabus, unless the instructor has provided other directions. Any late assignments are subject to penalties at the instructor's discretion.
2. **Unprofessional Behavior.** Late assignments will be addressed as *Unprofessional Behavior* and incidences will be documented in the student's file. Disinterest in studies, such as failure to participate or complete assignments, is considered *Unprofessional Behavior* and may result in Scholastic Standards Committee action.

## Clinical Experience

**Unsatisfactory Clinical Experience Performance.** Failing (or withdrawing from) any ONE of the assigned clinical experiences of PT 482: Clinic I or PT 552: Clinic II constitutes failure of the course.

If a student fails one of the clinical experiences, he or she will be subject to the following actions:

1. The student will be removed from the clinical experience, and the student may be removed from all of the clinical experiences yet to be completed to fulfill the requirements of that course. Progression to the remaining clinical experience(s) of that course will be determined by the DCE and Chairperson, based upon the circumstances of the failure and criteria of the upcoming experience.
2. The student must petition to repeat the course, and the student is then considered to be on academic probation. If the student is allowed to repeat the course, he or she must identify the specific strategies he or she will use to complete the course successfully on the second attempt. In addition, specific written and/or practical examinations may be required by the faculty and/or clinical sites to ensure that clinical competency has been maintained during the interim between the first and second attempts. All competency testing must be passed on the first attempt, in order to continue on with the clinical experiences. If the student fails any one of the clinical experiences during the second time he or she is registered in the course it will constitute course failure and the student will be dismissed from the program.

3. If the student has failed PT 482, he or she may be able to continue on with selected academic course work during the subsequent semester. Continuation will be dependent upon the individual student circumstances which led to the failure and a petition submitted by the student requesting/justifying the continuation. Approval for continuation the following semester will be determined by the DCE, the Chairperson, and the Scholastic Standards Committee. If the petition is not approved, the student will not be allowed to continue on with selected academic course work during that year and progression in the program will be delayed by one year.
4. If the student has failed PT 552, scheduling of subsequent PT 552 clinical work will be determined by the circumstances and the petition. In the petition, the student must identify specific means of completing the clinical course work successfully on the second attempt. In addition, specific written and practical examinations may be required by the faculty and/or clinical sites to establish that clinical competency has been maintained during the interim between the first and second course registrations. All competency testing must be passed on the FIRST attempt, in order to continue on with the clinical experiences.
5. **NOTE: THE STUDENT MAY FAIL ONLY ONE CLINICAL EXPERIENCE (ONE SIX-WEEK UNIT OR ONE NINE-WEEK UNIT) IN EITHER PT 482 OR PT 552. FAILING ANY TWO CLINICAL EXPERIENCES NECESSITATES DISMISSAL FROM THE PROGRAM.**

## Independent Study Policies

1. **Quality of Written Work.** The manuscript should be written as if for publication.
  - a) *AMA Style* is required.
  - b) **Compliance with Handbook.** The paper should be written in accordance with Student Survival Handbook.

## Academic Dishonesty

1. **Forms of Academic Dishonesty.** Academic dishonesty includes, but is not limited to:
  - a) using crib notes in tests;
  - b) copying another student's test paper;
  - c) stealing or conveying test items or answer sheets;
  - d) plagiarizing;

- e) submitting the same paper, or a substantially similar paper, for the requirements of more than one course without the approval of the instructor(s) concerned;
  - f) submitting term papers or assignments written by another person;
  - g) consenting to having one's work used by another student as his or her own;
  - h) falsely reporting information or actions in clinical or classroom laboratories;
  - i) depriving other students of necessary course materials by stealing books, periodicals, or other materials from libraries, AV centers, etc.
2. **Consequences.** Academic dishonesty may result in one or more of the following:
- a) possible remediation examination and/or coursework
  - b) the loss of credit for the test or work in question;
  - c) a failing grade in the course;
  - d) probationary status for a prescribed period of time;
  - e) suspension or dismissal from program;
  - f) additional consequences as deemed appropriate by the Scholastic Standards Committee.
3. **Disciplinary Action.** The level of disciplinary action will be determined by the chairperson or academic dean.
4. **Collaborative Work.** In collaborative work, all students are expected to participate equally and contribute to the learning experience. Agreement must be reached within the group for communication, expectations, and the division of work.

## Reporting Incidences of Academic Dishonesty

1. **Unsatisfactory Performance.** Unsatisfactory academic or clinical performance may result in dismissal from the program.
2. **Submission of Written Statement.** Faculty will only accept a signed written statement from a student who is alleging academic dishonesty of a classmate.
3. **Code of Student Life.** The matter will be handled by the PT faculty, Scholastic Standards **Committee**, or the Dean of Students, as outlined in the Code of Student Life.

## Dismissal Policies

1. **Unsatisfactory Academic Work or Unprofessional Conduct.** Unsatisfactory academic or unprofessional conduct as defined in this document may result in dismissal from the Physical Therapy program.
2. **Evidence of Academic Dishonesty.** Evidence of cheating on assignments or examinations will make the student liable for the above consequences and those outlined in the Code to Student Life.
3. **Confidentiality.** Disregarding the rights and confidentiality of patients may result in dismissal from the program.
4. **Standards of Care.** Disregarding standards for quality of care may result in dismissal from the program.

## Remediation

1. **Probation.** Probation results from failure in affiliations, unprofessional conduct, and unsatisfactory coursework.
2. **Monitoring of student.** The Scholastic Standards Committee will review the progress of probationary students and make recommendations/decisions regarding the remediation.
3. **Time Period.** Probationary periods will be determined on the basis of individual circumstances, recommendations of the Scholastic Standards Committee and decisions of the chairperson. Students will be notified of the duration of probationary periods and any requirements or criteria for successful completion of the probationary period.
4. **Expiration of Probation Period.** At end of a probationary period, probationary status is terminated or the student is dismissed, based on a review of the student's progress by the Committee of the Whole and the decision of that Committee. It will be the student's responsibility to provide the Scholastic Standards Committee with evidence of the successful completion of the requirements of probation, which will be presented to the Committee of the Whole for review.
5. **Recurrence of Behavior Resulting in Probational Status.** A recurrence of the behavior **which** led to a probationary status, additional unsatisfactory completion of academic work or unprofessional conduct will result in dismissal from the Physical Therapy program unless otherwise specified by the Committee of the Whole.
6. **Appeal Process.** A mechanism for appeal is available, as specified by Code of Student Life.

## Reinstatement

1. **Petition for Readmission.** Students who voluntarily withdraw or are dismissed must petition for readmission under the following procedures:
  - a) The student must notify the department chairperson of his or her desire for readmission.
  - b) The student must write a petition outlining his or her rationale for readmission. The student may be given an opportunity to present the petition in person if he or she so desires.
2. **Review of Petition.** The Scholastic Standards Committee will review the student's petition and present it to the Committee of the Whole.
3. **Ruling on Petition.** The Committee of the Whole will review the petition and rule on the request. The request for readmission does not assure readmission; i.e., the petition may be denied.
4. **Readmission.** If the petition is accepted, a contract will be drawn up between the department and student outlining the steps necessary for readmission. This contract may include but is not limited to a delay or readmission, repetition of course work, competency testing for previously completed course work, GPA requirements, or other criteria to be determined by the Committee of the Whole. Readmission will be under probationary status. Violation of probation stipulations would be grounds for dismissal from the program.

## Pre-Existing Physical Conditions

1. **Student Responsibility.** It is the student's responsibility to inform the chairperson in writing of any need for program accommodations. Supportive documentation may be requested.
2. **Accommodations.** The student and program will work together to accommodate the student's need(s) as mandated by ADA regulations.

## Student Responsibilities

1. **Professional behavior.** Professional behavior and judgment in all activities is evidenced by:
  - a) being prepared, paying attention, and participating in class discussions.
  - b) showing respect for patients, peers, instructors, staff and guests.

2. **Code of Ethics.** Student adherence to APTA Code of Ethics is expected.
3. **Agency Regulations.** Students are expected to know and adhere to regulations within the agencies to which they are assigned.
4. **Working Relationships.** Students are expected to promote honest and harmonious working relationships.
5. **Attitude Towards Others.** Students are expected to maintain an attitude of respect and courtesy toward colleagues, faculty, staff, supervisors, and patients/clients.
6. **Competence.** Students are expected to engage in only those procedures in which they have achieved competence by means of lecture and laboratory examination scores.
7. **Integration of Material.** Students are expected to integrate material from all courses.
8. **Supplemental Materials.** Students are expected to take the initiative for learning supplemental materials in addition to required course content.
9. **Clinical Manuals.** Students are expected to analyze information in clinical manuals and review for assigned placements.

## Grievances

1. **Grievance from a student.**
  - a) Issue (personal or academic) must first be addressed with the involved person(s).
  - b) If issues remain unresolved, the Chairperson of the department should be notified. A meeting to seek resolution will then be arranged.
  - c) Procedural chain of command for academic grievances should be followed:
 

Student → Instructor → Chairperson
  - d) An academic grievance not resolved within the department, and/or those related to admissions, probation, suspension and/or dismissal from the professional program, will utilize the procedural chain of command outlined in the School of Medicine and Health Sciences Grievance Policy. A copy of this policy is available from the Chairperson of the Department.
2. **Grievance from a Clinical Experience Site.** It is understood that concerns from the Clinical Site may initially be addressed verbally, and come to closure at that level.

**Resolution.** Grievances should be submitted in writing, with the signature of the person making the complaint. Such grievances will be logged within the department and will be addressed with the procedures outlined below:

**Regarding student behavior or performance:**

- a) The complaint must first be addressed with the student.
- b) If resolution is not achieved, the Director of Clinical Education (DCE) will be notified, and will assist in resolution of the issue.
- c) If resolution is not achieved, the department chairperson will be notified, and a meeting to seek resolution will be arranged. Meeting participants may include additional UND-PT faculty with insight and/or experience relative to the grievance topic.

**Regarding the students' academic preparation:**

- a) The DCE of the department will be notified, and will assist in resolution of the issue.
- b) If resolution is not achieved, the department chairperson will be notified, and a meeting to seek resolution will be arranged. Meeting participants may include additional UND-PT faculty with insight and/or experience relative to the grievance topic.
- c) Documentation of the proceedings will be kept in the physical therapy department.

**All grievances:**

- a) Any of the above grievances not resolved within the department will utilize the procedural chain of command outlined in the School of Medicine and Health Sciences Grievance Policy. A copy of this policy is available from the Chairperson of the Department or the Dean of the School of Medicine and Health Sciences.
  - b) Any grievance not resolved within the School of Medicine and Health Sciences will follow the procedural chain of command outlined as follows: The President's Office will be notified. The written complaint will be logged in an electronic format and referred to the appropriate vice president (VP): VP for Academic Affairs; VP for Student & Outreach Services; or VP for Finance and Operations.
2. **Grievance from a Parent or Other Source.** It is understood that concerns from a parent or other source may initially be addressed verbally, and come to closure at that level. For any concerns that are not resolved at this level, the following guidelines for resolution will be followed:

**Resolution.** Grievances should be submitted in writing, with the signature of the person making the complaint. Such grievances will be logged within the department and will be addressed with the procedures outlined below:

**Complaints regarding the Physical Therapy Department:**

- a) The complaint should be addressed directly to the Chairperson of the Physical Therapy Department.
- b) The chairperson will communicate with the parties involved and a meeting to seek resolution will be arranged.
- c) Any grievance not resolved within the department will utilize the procedural chain of command outlined in the School of Medicine and Health Sciences Grievance Policy. A copy of this policy is available from the Chairperson of the Department or the Dean of the School of Medicine and Health Sciences.
- d) Any grievance not resolved within the School of Medicine and Health Sciences will follow the procedural chain of command outlined as follows: The President's Office will be notified. The written complaint will be logged in an electronic format and referred to the appropriate vice president (VP): VP for Academic Affairs; VP for Student & Outreach Services; or VP for Finance and Operations.
- e) Documentation of the proceedings will be kept in the physical therapy department.

**Complaints regarding the University or its functions:**

- a) The department Chairperson will provide contact information for the party so that they can directly contact the entity involved in the complaint.