

## SECTION B: STUDENT RIGHTS AND RESPONSIBILITIES

### A. UNIVERSITY RIGHTS AND RESPONSIBILITIES

The Department adheres to all rights and responsibilities of students as established in the [UCA Student Handbook](#). Students are responsible for reviewing information regarding general rules and regulations in the [UCA Student Handbook](#) found at <http://www.uca.edu/divisions/student/handbook/>.

### B. DEPARTMENTAL POLICIES

The student has the right to make recommendations regarding departmental policy. Recommendations should be made in a professional manner according to the organizational structure of the department. Input can be given to the class president, Student Advisory Committee, or the Department Chairperson. Clinical concerns should be directed to the Director of Clinical Education (DCE).

### C. MEMBERSHIP IN APTA

The American Physical Therapy Association (APTA) is the organization for physical therapists and physical therapist assistants. The faculty strongly encourages students to join the Association at an annual cost of \$80.00 for student membership. Membership applications are available in the Department of Physical Therapy office. The Association newsletter, magazine, and journal are included in the membership fee. Other publications such as the Guide to Physical Therapist Practice are available at a significantly reduced rate for APTA members. Students will have assigned readings from the Journal Physical Therapy, and the Guide to Physical Therapy Practice is required for several courses in the curriculum. Additional information may be obtained at [www.apta.org](http://www.apta.org).

### D. APTA CODE OF ETHICS

The Department expects students to adhere to the APTA Code of Ethics and Guide for Professional Conduct and the Standards of Ethical Conduct regardless of whether membership is held in the APTA. (see pages G.1-G.11).

### E. APTA MEETINGS

The faculty strongly encourage students to attend the state and national meetings of the American Physical Therapy Association. The class schedule is arranged in such a way as to allow students to attend. The APTA also sponsors a National Student Conclave annually in late October. More discussion of these events will occur during PT Club Meetings. Students enrolled in the internship/ practicum courses must seek arrangements from both the DCE and CCCE if planning to attend a meeting during working hours. A schedule can be seen at <http://www.apta.org> click on "events", then "national" from the menu bar.

## SECTION B: STUDENT RIGHTS AND RESPONSIBILITIES

### F. PROFESSIONAL ATTITUDE

Students enrolled in a professional curriculum are not merely taking courses, but are internalizing the appropriate roles within that profession. Criteria defining the minimum expectations of professional conduct and attitude are outlined in the Departmental Code of Conduct and Behavioral Expectations found on page C.4-C.9.

### G. CLASS OFFICERS

The Department acknowledges the students' rights to elect class officers. Class officers include the President, Vice-President, Historian, and Student Liaison to the American Physical Therapy Association (APTA). Each officer is elected by the student class in the first fall semester no later than mid-term. Officers remain in position for the remainder of PT school. The class president reports directly to the Department Chairperson and serves on departmental committees as directed. Some duties of the officers include: (1) assisting the faculty in the orientation of the incoming class each year, (2) maintaining the cleanliness of lecture and lab space and the student lounge area including the refrigerator on the second floor, (3) planning with the Department of Physical Therapy for convocation services at graduation, (4) serving the class as a liaison for alumni activities after graduation, (5) and completing other duties as assigned by the Department Chairperson.

### H. PT CLUB AND CLUB OFFICERS

The PT Club officers, who must be members of the PT club, are elected in the summer of the first year of PT school and will serve for one year. These officers include a President, Vice President, Secretary, Treasurer and a Social Events Coordinator. The PT club is a volunteer organization with a one-time fee of \$15.00 per member. The focus of this organization is community service and support of professional activities of all members. The primary responsibility of the PT Club officers (with help from the DPT Class Officers) is to assist the faculty in the orientation of the incoming class each year. Additional specific responsibilities are outlined in the constitution of the Physical Therapy Club. The PT club has a faculty liaison to assist in coordination of activities and planning. The current faculty liaison for PT Club is Dr. Twala Maresh.

### I. DEPARTMENTAL COMMITTEES

The faculty encourages students to be involved in departmental administration by serving as a member of a committee. Students may be elected or appointed to one of the following committees.

#### 1. STUDENT ADVISORY COMMITTEE

The purpose of the Student Advisory Committee is to represent the class (i.e. DPT Class of 2012) as a whole by receiving input from students and conveying information through periodic meetings with the Department Chairperson. The regular meetings are intended to provide students with an opportunity for input

into the departmental assessment process as well as a chance to discuss issues and concerns associated with the academic and clinical activities of the department.

**Committee Structure:** The committee is comprised of four members of the class with two being selected by the students and two being selected by the faculty. These selections are to be made by mid-term of the first fall semester. In making these selections, faculty attempt to select students that reflect the diversity of the class. Once the four person committee is selected, members of the committee will elect a committee chairperson.

**Meeting Schedule:** The Chairperson of the Student Advisory Committee is responsible for scheduling at least two meetings per semester with the committee, initiating at least one meeting each semester with the Department Chairperson, and coordinating action items received or solicited by the committee from members of the class. Additionally, the Student Advisory Committee may on occasion be asked by the Department Chairperson to meet with the faculty as a whole.

## 2. ACADEMIC PROGRESS COMMITTEE

The Academic Progress Committee oversees issues related to the progression of students through the professional curriculum. Responsibilities of the committee include 1) reviewing and approving plans for remediation made by students on academic probation; 2) monitoring academic progress of students on academic probation and recommending retention or expulsion; 3) reviewing and approving plans for remediation following 2<sup>nd</sup> incident report (see page C.8) made by the student/ faculty advisor for professional behavior issues; 4) considering student appeals of academic, behavioral, and clinical education policies or decisions; and 5) coordinating the review of students' clinical skills prior to clinical education experiences. In considering any appeal, the committee adheres to due process for students as established in the [UCA Student Handbook](#).

The Academic Progress Committee is comprised of the Department Chairperson; three to five full-time faculty members, appointed by the Department Chairperson; and the President of each DPT class in residence. In the event that the president of a class is unavailable, then the student member will be appointed by the Department Chairperson from the Student Advisory Committee. In cases when the committee is considering an academic appeal or reviewing a student who is on academic probation, (see page C.2) the student's advisor will also be present at the committee meeting. In cases when the committee is considering an appeal involving clinical education policies or decisions, or if the issue (s) under consideration will impact future clinical education experiences, the Director of Clinical Education also serves on the committee. If the student's faculty advisor is a current member of the committee, then the advisor will serve as the student

## SECTION B: STUDENT RIGHTS AND RESPONSIBILITIES

advisor and not as a voting member of the committee. The Department Chair may appoint another faculty member for the meeting as necessary. The faculty advisor and the DCE will not be voting members of the committee. Four faculty committee members and two student committee members must be present at all meetings involving official recommendations. The committee will make written recommendations to the Department Chair. The Department Chairperson will notify the student(s) involved of the committee recommendations. Meeting Schedule is at the beginning of each semester to review students' progress through the curriculum and as needed for the consideration of appeals. Current Committee Chair: Dr. Twala Maresh.

### 3. CURRICULUM AND ASSESSMENT COMMITTEE

The Curriculum and Assessment Committee advises the faculty regarding issues related to the curriculum, including clinical education policies, initiatives, and programming. Responsibilities of the committee include 1) review of proposed curricular changes and significant changes in course content or delivery as defined in the UCA Curriculum Development Process Guide; 2) annual assessment of the curriculum based on A Normative Model of Physical Therapist Education: Version 2004; the Guide to Physical Therapist Practice (2003); the APTA Code of Ethics, Guide for Professional Conduct, and Standards of Practice; and the Evaluative Criteria for Accreditation of Education Programs for the Development of Physical Therapists; 3) survey of recent graduates of the professional program; and 4) discussion of clinical education issues and provision of recommendations regarding clinical education to the Director of Clinical Education.

Committee Structure: The Curriculum and Assessment Committee is composed of the Director of Clinical Education, four to six other full time faculty members appointed by the Department Chairperson, and one student elected from each class (by midterm of first fall semester). Meeting Schedule is a minimum of twice per year. Current Committee Chair: Dr. David Taylor.

### 4. CLINIC ADVISORY COMMITTEE

The Clinic Advisory Committee serves to advise faculty on clinical education policy, initiatives, and programming. Committee Structure: The committee is chaired by the Director of Clinical Education (DCE) and composed of the following who are all appointed by the DCE: two or more faculty members, three or more clinicians, and one representative from each student class. Student members are appointed by the DCE during their first fall semester and continue to serve while enrolled in the program. The committee will discuss clinical education issues and make recommendations to the DCE who will then in turn take these recommendations to the faculty as a whole.

Meeting Schedule: The committee meets once in the fall and once in the spring semester. Meetings may be held electronically or in person. Current Committee Chair: Dr. Misty Booth.

J. FACULTY OFFICE HOURS

All faculty members maintain scheduled office hours and generally are available to meet with students during these times. To insure availability, students should make an appointment with a faculty member when a meeting is desired. Students should never enter faculty offices without permission.

K. FACULTY EVALUATIONS

Students evaluate faculty for instructional effectiveness. Your remarks are very important in the yearly performance evaluation of faculty. Faculty members utilize constructive evaluations to improve instructional effectiveness. All comment sheets are read by the Chairperson before being provided to the faculty member. Students are expected to provide feedback in a professional and constructive manner. Inappropriate or unprofessional remarks about faculty members will be discarded and will not be seen by the individual faculty member.

L. RECORDS MAINTAINED BY THE DEPARTMENT

The Department adheres to student rights regarding access to records as published in the [UCA Student Handbook](#) (University Records).

1. Permanent Cumulative Personal Folder for the Department of Physical Therapy  
This record originates with application to the DPT curriculum in the Department of Physical Therapy. Upon acceptance, the record is maintained in the Department. Information contained may be released to university officials and teachers without the consent of the student. Release to agencies, institutions, and persons outside the university are made only upon the written request of the student. The personal folder is considered confidential student information and will not be available outside of the department without the signed permission of the student. The cumulative personal folder contains the following.
  - a. Application for admission to the curriculum
  - b. Graduate Record Examination scores
  - c. Grade reports for each semester enrolled in the curriculum
  - d. Record of advisement sessions
  - e. Copies of recommendations completed by the Physical Therapy faculty
  - f. All correspondence and replies from the student or regarding the student
  - g. Record of conduct and/or behavioral incidents
  - h. Generic Abilities Review

## SECTION B: STUDENT RIGHTS AND RESPONSIBILITIES

### 2. Advisor Folder for Academic Advisement And Departmental Code of Conduct and Behavioral Expectations

This record may be maintained by the assigned faculty advisor, is considered confidential, and will not be available outside of the department without the signed permission of the student. The record may contain the following:

- a. Record of advisement sessions,
- b. Record of communications between student and advisor,
- c. Copy of yearly Generic Abilities Assessments,
- d. Copy of Conduct and/or Behavioral incidents.

### M. DIRECTORY INFORMATION

The department may disclose, without consent, "directory" type information as defined in the following paragraph. The student who does not wish the department to disclose such information will be given the opportunity to notify the department within 10 days of the first official day of class and may notify the Office of the Registrar in writing within 10 days as outlined in the [UCA Student Handbook](#) (University Records). Federal law requires the release of some information. Directory information consists of:

- a. student's major,
- b. class level number,
- c. dates of UCA attendance,
- d. date and place of birth,
- e. marital status,
- f. permanent home address and telephone number,
- g. university address and telephone,
- h. degrees and awards,
- i. full or part-time student status,
- j. activities and sports participation.

### N. COPIES OF RECORDS

The Department will make available copies of records requested by the student for the cost of duplication.

### O. PHOTO RELEASES

Photo releases are required for all pictures of students, including the posting of pictures on the department web-site and pictures used by faculty or students in educational presentations. Students will be asked to sign a photographic release during student orientation. Those who do not wish to have photographs released should not sign the release form.

P. INSTITUTIONAL REVIEW BOARD (IRB)

Use of physical therapy students as subjects in research is under the review of the UCA Institutional Review Board. Students will receive in depth information concerning this policy in the Research Design course.

Q. REQUESTS FOR RECOMMENDATIONS AND INFORMATION

Requests for recommendations by students (such as licensure and potential employers) will be provided by the faculty only after permission is obtained from the student.

R. STUDENT RIGHT TO KNOW INFORMATION

The federal government requires that certain information be provided to incoming and current university students, prospective students, parents, and current and prospective employees of the University. This information, which comes under the Student Right to Know Act, can be found in a central location on the UCA's website. Individuals can go to the UCA website at [www.uca.edu](http://www.uca.edu), click on "students", and then click on "Student Right to Know." The following information is available on this website:

- a. Family Education Rights and Privacy Act,
- b. available financial assistance and direct loan deferments for performed services,
- c. general institutional information,
- d. graduation rate information,
- e. campus security report,
- f. athletic program participation rates and financial support data.

S. COMPLAINTS ABOUT THE PROGRAM

Complaints about the program may be provided to class officers, the Student Advisory Committee, the Department Chairperson, or the Dean of College of Health and Behavioral Sciences (located in Doyne Health Sciences Center, Suite 100). Records of complaints are kept in the office of the Department Chairperson when the complaint is brought in writing from class officers, the Student Advisory Committee or an individual. Generally, complaints would go to the Dean when the Department Chairperson was a part of the complaint. Such complaints are kept in the Dean's office.

T. PERSONAL HEALTH INSURANCE

While in the professional DPT Program, students are required to carry personal health insurance to cover at minimum accident or injury. Students are responsible for costs of accidents or injuries that may occur either in class, lab, or clinical education experiences. Refer to page F.6 for further information.

U. PROFESSIONAL LIABILITY INSURANCE

The university provides professional liability insurance to cover each student enrolled in the DPT Program for experiences that involve patient care. A copy of the current certificate of

## SECTION B: STUDENT RIGHTS AND RESPONSIBILITIES

insurance is available upon request. This insurance is discussed further as it relates to clinical education later in Section F of this handbook.

### V. TB SKIN TEST

Students must present proof of a negative TB skin test (or clear chest X-ray) at new student orientation. Students must complete an additional TB skin test every 12 months during the professional program. It is the student's responsibility to renew the skin test and provide a new copy to the Department prior to or at the expiration date. In order to meet clinical education requirements, students may have to complete additional skin tests within the twelve month time period (i.e. a clinical site that requires a test within 30 days of the affiliation). Refer to page F.6 for further information.

### W. CPR CERTIFICATION

Students must be CPR certified (American Heart Association, Health Care Provider course) prior to the first clinical internship and clinical courses of the second year. This certification must be renewed as directed and must remain current through graduation. Students must provide the Director of Clinical Education a copy of their CPR card. Refer to page F.8 for further information.