



FRANCISCAN  
MISSIONARIES OF OUR LADY  
UNIVERSITY

2025-2026

# **DOCTOR OF PHYSICAL THERAPY PROGRAM**

## STUDENT HANDBOOK

Policies, Procedures and  
Guidelines for Students

Updated: 6/26/2025

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## ACCREDITATION STATUS

### **Regional Accreditation**

Franciscan Missionaries of Our Lady University is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate, baccalaureate, masters, and doctorate degrees. Questions about accreditation of Franciscan Missionaries of Our Lady University may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website ([www.sacscoc.org](http://www.sacscoc.org)).

### **CAPTE Accreditation**

The Doctor of Physical Therapy Program at Franciscan Missionaries of Our Lady 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](mailto:accreditation@apta.org); website: <http://www.capteonline.org>. If needing to contact the program/institution directly, please call (225) 526-1707 or email [dpt@franu.edu](mailto:dpt@franu.edu).

*Complaints or inquiries regarding compliance with CAPTE standards or accreditation policies for educational programs in physical therapy may be directed to:*

### **Commission on Accreditation in Physical Therapy Education**

3030 Potomac Ave., Suite 100  
Alexandria, VA 22305-3085  
(703) 706-3245  
Email: [accreditation@apta.org](mailto:accreditation@apta.org)  
Website: <http://www.capteonline.org>

And/or to:

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## INTRODUCTION

This handbook serves as a guide to inform students of the policies, procedures, and expectations of Doctor of Physical Therapy students at Franciscan Missionaries of Our Lady University. Failure to read this handbook, the University Student Handbook, and the University Catalog does not excuse the student from any of the policies described in these publications. The policies published in this Handbook are specific to this program and are more detailed than the University Catalog and Student Handbook. The intent is not to replace the University Catalog or University Student Handbook policies, but to specify those policies that are unique to this program.

Information contained herein, and any other information conveyed to the student, is subject to change at any time by authority of Franciscan Missionaries of Our Lady University. The policies in this handbook are subject to revision during the effective period of this handbook as determined by the Doctor of Physical Therapy Program. When such changes are made, students will be informed of those changes via electronic communication modes (e. g., University Web site, e-mail, and Moodle). (See Appendix A).



# FRANCISCAN MISSIONARIES OF OUR LADY UNIVERSITY

## Mission Statement

The mission of the Franciscan Missionaries of Our Lady University is to educate and form Franciscan servant leaders of all faiths. We honor and preserve the legacy of our founders by preparing highly skilled professionals, integrated thinkers, and faith-filled citizens. Inspired by the Franciscan Missionaries of Our Lady to be a living witness to Jesus Christ and the Gospel message, the University is in communion with the teachings of the Catholic Church.

## Our Identity

Franciscan Missionaries of Our Lady University is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award doctorate, master's, baccalaureate and associate degrees. Located in Baton Rouge, Louisiana, Franciscan Missionaries of Our Lady University is a small, Catholic, not-for-profit institution with a healthcare emphasis. The University offers degrees in nursing, health sciences, humanities, behavioral sciences and natural sciences. The University is sponsored by the Franciscan Missionaries of Our Lady and is faithful to its mission grounded in Franciscan values. The University is a student-centered academic community committed to the pursuit of truth and common good and devoted to excellence in teaching and learning.

## Our Purpose

The University engages students in an educational experience that cultivates the spirit of scholarly inquiry, ongoing reflection, and a commitment to life-long learning and service. The University seeks to promote a learning environment informed by the concepts of collegiality, community, democracy, social justice, and the culture of life that encourages individual and collective responsibility. Committing to and accomplishing the institutional purpose and goals requires empowering students to exceed standards, expand their vision, and come to the full measure of their humanity.

## Institutional Goals

1. Build and sustain a culture of academic excellence.
2. Develop a fully integrated Franciscan and Catholic University identity and student experience of faith development, spiritual growth, moral analysis, and human formation.
3. Recruit, retain and graduate students who will be highly competent servant leaders formed in the Catholic Franciscan tradition.
4. Recruit, mentor and retain highly qualified, versatile and engaged faculty, staff, administration and trustees who are committed to the University's distinct mission.
5. Move toward a unified physical campus.
6. Link learning and service with Catholic and Franciscan teachings and tradition throughout the communities the University serves.
7. Enhance and support FMOLHS workforce development, employee formation and population health initiatives.
8. Establish a culture of philanthropy to help ensure sustainability.
9. Establish a culture of investment, stewardship, fiscal accountability, and appropriate operational autonomy to ensure the financial and operational sustainability of the University.
10. Establish a market identity as a Catholic and Franciscan University dedicated to educating and forming servant leaders.

## DPT PROGRAM ORGANIZATION AND STRUCTURE

The Doctor of Physical Therapy (DPT) Program lies within the School of Health Professions. The Program Director reports directly to the Dean of the School Health Professions. The Dean reports to the Vice-President for Academic Affairs, who reports directly to the President of Franciscan Missionaries of Our Lady University.

### Doctor of Physical Therapy Program Faculty and Staff

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## **DPT Program Faculty Roles**

In addition to providing instruction, advising and mentoring of students, the DPT faculty have a variety of other responsibilities. The DPT faculty is led by the Program Director, who is ultimately responsible for the day-to-day operations of the program and adherence to accreditation standards.

### **DPT Committees**

#### **Executive Committee**

The Executive Committee is made up of the Program Director, Director of Clinical Education and Research Director. The purpose of this committee is the ongoing review and assessment of the DPT program to ultimately benefit the students. This charge including but not limited to curriculum, student achievement and program outcomes. The Chairperson of the committee is or is appointed by the Program Director. The Chairperson and/or Program Director will meet with each instructor upon the completion of each semester to review student performance, course evaluations, faculty peer evaluations and other relevant items to determine what/if any curriculum changes/improvements should be made. Any plans to revise curriculum for the following academic year will be proposed, reviewed and approved during the annual faculty retreat and managed by the Program Director. This committee will review current Policies and Procedures and departmental adherence to the Policies and Procedures as stated. The committee will also be responsible for identifying and implementing mechanisms to assure effective and efficient administration of program activities. Proposed changes will be presented to the Core Faculty Committee, Graduate Council, Faculty Senate and finally Academic Council for final approval per University policy.

Additionally, curriculum changes may be needed based on other factors. This may include, but is not limited to instructor availability/changes, university calendar changes, changes in physical therapy practice, changes in accreditation standards, acquisition of new educational technology, etc. Therefore, at any time, an advisory panel and/or inter-professional curriculum committee may be developed and convened to thoroughly evaluate curriculum and make such changes. Approval will follow process as outlined above.

#### **Curriculum Committee**

The Curriculum Committee reviews and makes recommendations on curricular matters, including approval of new courses, significant course modifications and placement of courses within disciplines. The committee reviews and evaluates courses periodically and makes recommendations for procedures and policies affecting curriculum.

#### **Admissions Committee**

The Admissions Committee and Chairperson is charged with determining the professions workforce needs, managing recruitment, disseminating program information to potential applicants, reviewing program applications, interviewing applicants and selecting class members for the upcoming year. In addition to intellectual capacity, personal maturity, and community service, the committee believes diversity, as well as communication and interpersonal skills are vital to physical therapy practice.

The Admissions Committee Chairperson is appointed by the Program Director. Other members of the committee may include the program's principal faculty, admissions representative and ideally a graduate/practicing physical therapist. Students may be asked to participate in the interview process by hosting special events with the applicants and participating in the interview day.

## **Clinical Education Committee**

The Clinical Education Committee (CEC) supports & directs clinical education for both integrated and full—time clinical education experiences of students to forwarding the FranU mission of preparing highly skilled professionals. The faculty appointed to the CEC serve to evaluate, review, and make recommendations concerning overall goals and policies set forth in the Clinical Education Manual for the Doctor of Physical Therapy Program (DPT). The CEC will have the following continuing responsibilities of: (i) reviewing DPT clinical educational program objectives and monitoring to ensure that the objectives serve as guides for evaluating the effectiveness of the clinical educational program, (ii) reviewing class cohort performance in all 43 criteria set forth in the Clinical Internship Evaluation Tool (CIET), (iii) contributing to the evaluation of the overall content of the curriculum leading to the DPT degree, including but not limited to, the quality and outcomes of individual Professional Practice Courses (DPTH 7791, DPTH 7792, DPTH 7793), (iv) ensuring the quality of clinical education experiences meets student/program requirements, (v) ensuring the integration between the didactic and clinical phases of the educational program, (vi) ensuring patient exposure is representative of clinical practice related to setting, lifespan and pathologic acuity, (vii) suggesting, promoting, implementing and evaluating new approaches to clinical education, and (viii) reviewing the implementation of clinical educational policy.

## **Research Committee**

The FranU DPT Research Committee is charged with providing support and direction for scholarly projects of students (DPTH 7741, 7742, 7743) and faculty scholarship, and forwarding the FranU mission of scholarly inquiry.

## **Student Success Committee**

The Student Success Committee is dedicated to fostering an environment that promotes academic excellence, personal growth, and well-being for all students within the FranU Doctor of Physical Therapy (DPT) program. The committee's mission is to ensure that students not only achieve academic success but also thrive in their professional and personal development throughout their journey in the program. The committee will provide strategic oversight and support in areas such as retention, wellness, student engagement, and academic achievement.

## **Student Advising**

All Core faculty of the DPT program are considered student advisors. Faculty office hours are posted, but many have open-door policies. Every student will be assigned an advisor upon admission to the program. It is the student's responsibility to schedule mandatory meetings with his/her advisor at least once each semester. If at any time a student receives a grade at or below 70%, the student will contact their advisor for possible remediation. If a student is on academic probation, they may be required to meet with their academic advisor on a more regular basis as denoted in their remediation contract.

# DOCTOR OF PHYSICAL THERAPY PROGRAM

## Doctor of Physical Therapy Program Mission Statement

The mission of the Doctor of Physical Therapy Program at Franciscan Missionaries of Our Lady University is to educate and form entry level Doctor of Physical Therapy practitioners in a faith-based academic community. Students are educated to become skilled, ethical servant leaders who are valued contributors to the health professions and to the community.

## Statement of Philosophy

We believe in the worth of the human being, that each is a unique individual, created by God, deserving compassion, understanding, respect and dignity. Each person is deserving of quality health care.

The Doctor of Physical Therapy Program is committed to the establishment and implementation of an educational program that supports the health care needs of the community and is in accordance with the tradition of excellence established by the University. We are also committed to the promotion of effective cost control methods in the provision of services.

Physical therapy services are an integral part of the health care system that provides care to individuals in situations of great stress and personal crisis. The physical therapist must be prepared to address the needs of individuals in all phases of health care and to adapt to the ever-changing health care environment. The physical therapist is an integral member of a team, whose primary consideration is the well-being of the patient.

We believe in the value of a diverse educational and experiential background to enhance the effectiveness of the team concept. Learning is a life-long process that is dynamic and diverse. Formal education is a social process of teaching and learning by which the individual develops the knowledge, attitude and skill required for adaptation and contribution to society. Our curriculum reflects the values and views of the physical therapy profession and of Franciscan Missionaries of Our Lady University, and prepares competent entry level practitioners of physical therapy.

Learning is an interactive process whereby the learner and the teacher work together to achieve the desired results. This implies inherent responsibilities of both the learner and the teacher. The student is an active participant in the learning process. This encompasses acceptance of and compliance with all course requirements, self-assessment and identification of needs, self-directed enhancement of the learning experience, and commitment to the development of behaviors and skills that reflect competency and professional deportment. As a student in the Doctor of Physical Therapy Program, each person is responsible to make the commitment to adhere to all standards and ethical considerations inherent in the profession of physical therapy. Upon completion of the formal program, each graduate must accept the responsibility for continued learning that promotes personal and professional growth.

We believe that faculty members are the essence of the educational program, and as such must be competent and accountable to the profession, the institution and the community. We are responsible for our growth that will reflect the growth of the profession of physical therapy within the health care community and of society within which we exist.

## Doctor of Physical Therapy Program Description

The Doctor of Physical Therapy Program at Franciscan Missionaries of Our Lady University is an entry-level professional degree to prepare students for entry into the profession of Physical Therapy. The program is a minimum of 100 credit hours over eight semesters, but students may take more depending on elective course selection. The program utilizes a hybrid curriculum with components of a traditional and case-based curricular design with integrated clinical education. The coursework of the first year focuses on basic biomedical knowledge and principles of the profession of physical therapy. Year two coursework provides in depth knowledge of the clinical specialization of physical therapy interventions and services in caring for patients in the four major practice patterns; musculoskeletal, neuromuscular, cardiopulmonary, and integumentary. The third year includes clinical education with 32 weeks of formal, clinical practice under the supervision of a licensed physical therapist and includes purposeful inter-professional education. DPT students are also given the opportunity to receive individualized, specialized knowledge through elective offerings and the mandatory completion of a scholarly project.

## **Doctor of Physical Therapy Graduate Learning Outcomes**

In accordance with the Franciscan core values and the core values of the American Physical Therapy Association, the graduates of the Doctor of Physical Therapy Program will be able to:

- PLO 1.0 Practice in a manner that meets legal standards and demonstrates ethical action and decision-making.
- PLO 2.0 Utilize best evidence in making sound clinical judgments, as well as create scholarly material through scientific inquiry.
- PLO 3.0 Apply entry-level knowledge and skills in the examination and evaluation of patients and clients to formulate accurate physical therapy diagnoses.
- PLO 4.0 Create effective, evidence-based intervention plans that optimize an individual's physical and emotional well-being and participation in society.
- PLO 5.0 Administer effective physical therapy services through communication, interdisciplinary collaboration, servant-leadership and sound business acumen as autonomous, reflective practitioners in an ever-changing healthcare environment.

## **Doctor of Physical Therapy Program Goals/Expected Outcomes**

To be recognized as a premier health professional education program, the Doctor of Physical Therapy Program at Franciscan Missionaries of Our Lady University will meet the following program goals:

- The Doctor of Physical Therapy Program will achieve a two-year average graduation rate of greater than 85%.
- The Program graduates will have a two-year average ultimate licensure exam pass rate of greater than 90%.
- The Program graduates will sustain a first-time licensure exam pass rate of greater than the national average.
- The Program graduates will have a two-year average employment rate of greater than 95% among graduates who are actively seeking employment in the field of physical therapy within one year of graduation.
- As a community-engaged campus, 85% of the program faculty and students will be engaged in service to the community and profession at the institutional, local, state and/or national levels on an annual basis.

### **Faculty Goals:**

The Doctor of Physical Therapy faculty at Franciscan Missionaries of Our Lady University will:

- Be recognized as experts and leaders in their respective fields of study in physical therapy and health professions sciences.
- Contribute to the University, profession and community through service, leadership and advocacy.

### **Program Goal:**

The Doctor of Physical Therapy program at Franciscan Missionaries of Our Lady University will be a valued contributor to the local and regional community through the formation of quality entry-level physical therapists and in service to the community and profession of physical therapy.

## **Doctor of Physical Therapy Admissions Requirements**

To be considered for admission to the Doctor of Physical Therapy Program at Franciscan Missionaries of Our Lady University, the following admission requirements must be met:

- Successfully earn a baccalaureate degree from a regionally accredited institution prior to the first day of scheduled classes in the DPT program.

- Earn a cumulative GPA of 3.0 and a calculated GPA of 3.0 in all prerequisite courses.
- Successful completion of all pre-requisite courses with 'C' or better, inclusive of:

<b>Math and Science Courses</b>	<b>Credit Hours</b>
General Chemistry (laboratory based for science majors)	8
General Biology (laboratory based for science majors)	8
Advanced Biology or Chemistry ( $\geq$ 2000 level)	3
Human Anatomy (or 6 hrs of combined A&P)	3
Human Physiology (or 6 hrs of combined A&P)	3
General Physics (laboratory based for science majors)	8
Mathematics (Algebra or higher)	6
Statistics	3
<b>Non-Math and Science Courses</b>	<b>Credit Hours</b>
General Psychology	3
Upper Level Psychology (preferably Child/Developmental Psychology, and /or Abnormal Psychology)	3
General English Composition/Writing	6
Upper Level English Composition/Writing ( $\geq$ 2000 level)	3
Medical Terminology	1

- Score  $\geq$  290 combined quantitative and verbal portions of the Graduate Record Examination (GRE) including analytical writing score within the last five (5) years
- Submission of two professional letters of recommendation
- Sixty clock hours of observation/practical experience with a licensed physical therapist
- A personal statement which summarizes why the individual desires to be a Physical Therapist, what they personally can contribute to the profession, and why they are a fit for the University.

Non-native English-speaking applicants must adhere to the University policy found at <https://franu.edu/admissions/admission-requirements/international>

### **Licensure Requirements**

Graduation from an accredited Doctor of Physical Therapy Program and successful performance on the National Physical Therapy Examination (NPTE) are required to practice as a Physical Therapist. The Louisiana Physical Therapy Board has identified conditions that may preclude an applicant from sitting for the licensing examination. If you have anything in your personal history that might impact your eligibility for licensure to practice as a PT in the state of Louisiana, you must contact the Board. The Louisiana Physical Therapy Board will review each applicant for licensure and determine eligibility to sit for the licensure exam.

### **Non-Discrimination**

Franciscan Missionaries of Our Lady University is an equal opportunity institution and is committed to abide by the principles and mandates of the Roman Catholic Church and the Federal Government of the United States. The University does not discriminate based on race, color, sex, creed, marital status, national origin, or disability in any of its programs, and is committed to promote cultural diversity in admission processes and hiring practices. Policies and procedures that relate to faculty, staff and students are established in compliance with Ex Corde Ecclesastes, Title VI of the Civil Rights Act of 1964, Title IX of the 1962 Educational Amendments and Section 504 of the Rehabilitation Act of 1973. It is also in compliance with the Family Rights and Privacy Act of 1974 (P.L. 93-380) as amended by P.L. 95-568. (University Student Handbook <https://franu.edu/campus-life/student-handbook>)



## DOCTOR OF PHYSICAL THERAPY PROGRAM CURRICULUM

DPTH Year One				DPTH Year Two				DPTH Year Three			
Prefix	#	Course	CH	Prefix	#	Course	CH	Prefix	#	Course	CH
Fall DPT, Semester 1				Fall DPT, Semester 4				Fall DPT, Semester 7			
DPTH	7411	Structural & Functional Anatomy I	4	DPTH	7451	Orthopedic Physical Therapy I	4	DPTH	7792	Professional Practice II	5
DPTH	7313	Human Physiology I	3	DPTH	7453	Neurologic Physical Therapy I	4	TBD	TBD	Elective I	2
DPTH	7315	Neuroanatomy	3	DPTH	7256	Integumentary PT	2				
DPTH	7321	Foundations of Clinical Science I	3	IPGC	6330	Essentials of Evidence-Informed Practice in Healthcare	3				
DPTH	7331	Professionalism in PT I	3	DPTH	7226	Physical Therapy Interventions II	2				
DPTH	7961	Physical Therapy Seminar I	1	DPTH	7233	Professionalism in PT III	2				
				DPTH	7963	Physical Therapy Seminar III	1				
		Total	17			Total	18			Total	7
Spring DPT, Semester 2				Spring DPT, Semester 5				Spring DPT, Semester 8			
DPTH	7412	Structural & Functional Anatomy II	4	DPTH	7452	Orthopedics in Physical Therapy II	4	DPTH	7793	Professional Practice III	5
DPTH	7314	Human Physiology II	3	DPTH	7454	Neurologic Physical Therapy II	4	TBD	TBD	Elective II	2
DPTH	7217	Pharmacology and Radiology in Physical Therapy	2	DPTH	7355	Cardiopulmonary Physical Therapy	3				
DPTH	7322	Foundations of Clinical Sciences II	3	DPTH	7257	Rehabilitation with Prosthetics and Orthotics	2				
DPTH	7318	Pathology for Differential Diagnosis	3	DPTH	7234	Physical Therapy Administration	2				
DPTH	7232	Professionalism in PT II	2	DPTH	7964	Physical Therapy Seminar IV	1				
DPTH	7962	Physical Therapy Seminar II	1	DPTH	7741	Scholarly Project I	1				
		Total	18			Total	17			Total	7
Summer DPT, Semester 3				Summer DPT, Semester 6							
DPTH	7324	Foundational Science of Human Movement	3	DPTH	7791	Professional Practice I	3				
IPGC	6125	Bioethics	1	DPTH	7158	Wellness in Physical Therapy Practice	1				DPT First Year 46
DPTH	7223	Foundations of Clinical Sc III	2	DPTH	7742	Scholarly Project II	1				DPT Second Year 40
DPTH	7358	Pediatric Physical Therapy	3								DPT Third Year 14
DPTH	7225	Physical Therapy Interventions I	2								
		Total	11			Total	5				Total: 100

### Doctor of Physical Therapy Course Descriptions

Course descriptions are in the Franciscan Missionaries of Our Lady University Catalog. Available at: <https://franu.edu/offices-services/office-of-the-registrar/catalog>

### Doctor of Physical Therapy Program Transfer of Credit

No course work may be transferred or substituted for credit into the DPT curriculum.

### Doctor of Physical Therapy Program Graduation Requirements

Students shall meet the following requirements to be recommended for graduation eligibility:

- Attain at least a 3.0 cumulative GPA
- Successfully pass all required coursework in the DPT Plan of Study with a grade of “C” or better
- Receive no more than 2 Cs in any combination of courses in the DPT Plan of Study\*
- Complete all requirements in no more than 150% of the intended length of the program
- Successfully pass all Professional Practice Courses
- Successfully complete and present a DPT Scholarly Project and receive a passing grade (“P”) on all Scholarly Project Coursework
- Successful completion of an approved licensure preparation exam (e.g. FSBPT Practice Exam and Assessment Tool (PEAT)) with the minimum acceptable score of 65%.)
- Settlement of all indebtedness to the University
- Attend graduation (Permission from the Program Director is required in the event of inability to attend.)



## **Deferral of Graduation**

In very unusual circumstances, a student may be granted a deferral of graduation. Every requirement for graduation must be met before graduation. If a deferral is needed, it must be approved by the DPT Program Director and Dean of the School of Health Professions. This deferral may be granted in the following circumstances:

- Failure to meet graduation criteria
- Student on probation or suspension
- Extended medical leave
- Extended military leave (mandatory call to active duty)
- Other extreme circumstance

In the case a student is granted deferral of graduation, the student will have one academic semester after the original graduation date to fulfill all graduation requirements unless otherwise agreed upon in writing.

## **Withdrawal from the Program**

Students wishing to withdraw from courses and the program must submit the required University Course Withdrawal forms, which are available from the University's Office of the Registrar. A student leaving the school without following these procedures will receive a grade of "F" for the courses. Failure to follow the procedure may also result in denial of permission to re-apply for the program. If the proper procedure is followed, the student will receive a "W" in all courses and may reapply.

## **Readmission to the DPT Program**

A student who has withdrawn from the program and is in good standing with the University may re-apply for the DPT program. Prior attendance is not a guarantee that the student will be accepted into the program.

# PROFESSIONAL BEHAVIORS

## Behavioral Expectations

The DPT Program educational environment is one that promotes and expects professional behaviors and respect for others always, not just in the classroom or in the clinic. Prayer is encouraged. Dress codes are upheld. The American Physical Therapy Association has developed guidelines and standards by which to foster professional and ethical behaviors in the provision of physical therapy services. Students are expected to learn and practice these behaviors and standards in all academic and clinical activities and settings. The students' demonstration of these behaviors is included in the evaluation process required for progression and graduation from the Doctor of Physical Therapy Program. These behaviors are identified in the American Physical Therapy Association Guide to Professional Conduct, Code of Ethics and the Core Performance Standards for the DPT Program. Student performance evaluation, in all didactic, laboratory and clinical courses includes components of professional and affective behaviors, which may impact their final grade. In addition, non-progression in the program for non-academic reasons can be related to these behaviors.

## Tardiness

It is the expectation of the DPT Program that all students arrive on time. Responsibility and accountability for meeting course, clinical, and program obligations is a fundamental component of professionalism.

Tardiness includes reporting late for classes, didactic commitments, clinical, and/or any other required program obligations. It also includes taking excessive time for lunch or breaks in didactic or clinical portions of the program. Administrative staff will maintain documentation of all tardiness infractions.

If a student has knowledge that he/she will be late, he/she should make every effort to notify the course instructor, academic support coordinator, and the Program Director via University email. For clinical tardiness the student must notify the Director of Clinical Education and clinical instructor via email or phone. A determination will be made as to whether the tardiness is excused. An unexcused tardy will be considered an offense and will follow the disciplinary matrix below. Tardiness during the administration of an exam will be handled in accordance with the testing policy.

The unexcused tardiness disciplinary process is as follows:

- First offense: Documented written (email) warning from the course instructor
- Second offense in the same course: Conference with the course instructor and Program Director.
- Third offense in the same course: Conference with the course instructor and Program Director with a 1% deduction in the final course grade.
- Fourth offense in the same course or greater than five in the same semester in any combination of courses: All the above disciplinary actions and the student will be placed on academic probation.
- Any further tardiness in the same semester may lead to dismissal from the DPT Program.

The DPT Program faculty members make every attempt to arrive in a timely manner and hold class as scheduled. Program faculty members reserve the right to reschedule class/clinical days to meet learning objectives. Occasionally, changes in class times and days may be necessary. Students will be notified by the instructor and are responsible for adhering to class schedule changes.

## Attendance & Absences

Students are expected to attend all didactic and laboratory classes, and scheduled clinical rotation days. To facilitate and maximize learning opportunities, attendance at all scheduled didactic and clinical sessions in the DPT Program is expected and required. Students have a responsibility to take advantage of the learning opportunities available to them for the safety of their future patients. Attendance and timeliness in the classroom are viewed as an indicator of the student's future attendance and timeliness as a clinician, and as such, is

considered professional behavior. Students are expected to attend all hours of instruction, including lectures, laboratory, group discussion, and clinical education.

Students should not finalize personal commitments until course syllabi and schedules are provided. Any potential conflicts should be discussed with faculty before any travel arrangements or commitments are made. It is the student's responsibility to be aware of attendance requirements for each class and the potential consequences of unexcused absences.

Attendance will be monitored by the course director. Short-term absences due to illness, injury, or other essential matters (1-3 days) do occur from time-to-time. Anticipated absences (doctor's appointments, funerals, etc.) should be discussed with the course director as early as possible. Unanticipated absences (personal short-term illness, etc.) should be discussed with the course director (not guest lecturer) as soon as possible to make certain the student is safe and to ensure that any missed class materials are obtained from classmates. In these circumstances, students may not be permitted to attend classes remotely (example: student as a doctor's appointment at 1:00, and class at 2:00).

#### Types of Leave Defined

Approved leave must fall into one of the following categories: personal leave, sick leave, bereavement leave, professional leave, jury duty or military leave.

- *Personal Leave:* During the didactic portion of the curriculum, students may apply to take "personal leave" in one class period per course per didactic semester. Course directors may approve additional "personal leave" days under certain circumstances upon request. Leave requests may be denied by the course director if any tests, quizzes, projects, patient laboratories, student presentations, etc., are scheduled in the syllabus on the day for which leave is requested. Course Directors may also designate other specific class periods as "required."
- *Sick Leave:* Reasons for an absence to be considered as sick leave include but are not limited to illness, accident, or medical emergency. Regularly scheduled, non-emergent appointments for doctors, dentists, etc., are not considered sick leave but rather fall under the category of personal leave. Any absence due to sickness of any length (including a portion of a day or a class) is considered as an event. Students should not report to campus or clinical rotations with infectious symptoms. Students should notify their instructors if ill as described above and notify the Office of Health and Wellness if applicable for guidance on viral testing, quarantine/isolation. If an ill student feels well enough to attend a lecture remotely, such access may be granted and therefore the student will be considered present in class.
- *Bereavement Leave:* Reasons for an absence to be considered as bereavement leave are for the death of a family member. This includes leave granted when attending the funeral or burial rites of a parent, step-parent, child, step-child, brother, step-brother, sister, step-sister, spouse, mother-in-law, father-in-law, grandparent, or grand-child; provided such time off shall not exceed two days on any one occasion. Leave granted when attending the funeral or burial rites of any other individuals other than those listed above would not be considered bereavement leave but rather fall under the category of personal leave.
- *Professional Leave:* Reasons for an absence to be considered as professional leave include but are not limited to, attendance of meetings of the professional organization (National, State, or District), continuing education course, research related activities, etc. Leave requested for the purposes of job interviewing or other non-professional development activities are not considered professional leave but rather fall under the category of personal leave. Any absence due to professional leave of any length (including a portion of a day or a class) will require documentation of attendance at the professional event (registration form, certificate of completion, etc.). Leave requests may be denied by the course director if any tests, quizzes, projects, patient laboratories, student presentations, etc., are scheduled in the syllabus on the day for which leave is requested. Course Directors may also designate other specific class periods as "required." Professional leave may be taken on days when a student is assigned to a clinical site; however, approval must be attained from both the DCE and CI at least one month prior to the event. A student approved for professional leave during a clinical rotation may be required to provide an in-service on the event or activity to the clinical staff.

- *Jury Duty:* DPT students called for jury duty will receive excused absences from all classes if called to jury duty. Students will be responsible for coordinating make-up work with the course director.
- *Military leave:* DPT students who belong to the National Guard and reserves of the U.S. Armed Forces will be granted. The student is responsible for didactic course work while on leave.

### Documentation of Leave

For any approved absence, students must complete a “Leave Request Form” (See Appendix G).

- *Professional/Personal/Jury/Military:* For any approved absence of personal or professional leave, students must complete a “Leave Request Form” (See Appendix G) at least 2 school days prior to the requested day(s) of leave and obtain the approval and signatures of all course directors/instructors who approve the absence from their class(es). Email approval of the instructor is allowed for synchronous online courses. Approval for absence from courses taught outside the department must be obtained by the DPT course coordinator.
- *Jury Dury/Military Duty:* For any approved absence of Jury or Military Duty, students must complete a “Leave Request Form” (See Appendix G Must provide written order to appear in addition to leave request form.
- *Sick/Bereavement:* For sick leave on didactic days, students are required to notify the course faculty and Program Director of intended absence via email or phone, and send an email to the administrative staff no later than 2 hours prior to class. The student must indicate the nature of the emergency or unexpected illness. Students calling in sick on clinical days must call the clinical instructor at the site no later than 2 hours before the scheduled start time of the shift and an email must be sent to the Director of Clinical Education and the administrative staff. The student may be required to make up time missed from the clinical setting.

For any excused absence of sick/bereavement leave, a “Leave Request Form” (See Appendix G) must be submitted as soon as possible, if the event is unforeseeable. It is the responsibility of the student to route the form for signatures in person and have the form completed within 5 business days following return to school. Once the signatures of all course coordinators for the courses missed have been obtained, the approved form is to be given to the academic support coordinator for final approval and placed in the student’s file. The student should contact their faculty advisor through email of the approved leave.

Any event that lasts three or more consecutive days will require documentation (note from a doctor, etc.) sent to administrative staff. Any more than two events in the same semester, regardless of length, will require documentation (note from a doctor, etc.). The documentation must be submitted to administrative staff on the first day the student comes back to school and it must be dated with the same date(s) as the absence(s). Failure to provide documentation in these cases may result in the absences being considered unexcused.

Any student missing clinical time due to illness three or more days will be required to provide the Director of Clinical Education a documentation of physician release to return to work prior to returning to the clinical area.

Students should refer to University’s “Illness/Injury Policy” for absences three or more days (<https://franu.edu/campus-life/student-handbook>).

### Assessment Day Absences

Absences on assessment days present unique challenges as assessments are difficult to recreate and often require scheduling of multiple campus resources. Therefore, absences on assessment days will only be approved by the course director in the event of emergencies or extreme circumstances (personal illness/injury, death of family member, etc.). Unapproved absences on assessment days (personal travel, vacations, weddings, or tardiness) will result in a zero for any assignment, quiz, simulation, competency evaluation or examination scheduled on that date. Students should refer to the course policies found on the course syllabi.

If a student has an unplanned absence on the day of an exam, the student must contact the Course Director as soon as possible by email or phone. Any exam absence due to an illness requires a doctor's note. The Course Director will respond to the student's request in writing. Make-up exam date and time may be offered as determined by the Course Director. In general, make-up exams for the DPT program are expected to be completed within 72 hours of the original test date or student's return to campus, based on the availability of proctor(s).

### Appeal of Absences

The decision to grant or deny the request and determine subsequent action will be at the discretion of the Course Director(s), but may be appealed to the DPT Executive Committee through the Program Director.

### Disciplinary Action for Unexcused Absences

In the case of an unexcused absence, the Course Director may assign a "0" or no credit for the missed exam, work, and/or require other remediation at their discretion. See course syllabi for specific consequences of unexcused absences. All occurrences of unexcused course-specific didactic sessions will also be reported to the Advisor and Program Director.

- First offense in a course: Documented written warning from course instructor to the student and administrative staff for record purposes.
- Second offense in the same course: Conference with the course instructor and Program Director with a 1% deduction in the final course grade.
- Third offense in the same course or greater than three in the same semester in any combination of courses: All the above disciplinary actions and the student will be placed on academic probation with a remediation contract.
- Failure to meet the terms of the remediation contract may lead to dismissal from the DPT Program.

## **Academic Integrity**

Any formal academic setting relies upon high standards of honesty among its students and its faculty. The University expects both faculty and students to abide by these standards to help fulfill the mission of Franciscan Missionaries of Our Lady University, which is to provide an educational setting where religious and human values are respected. An important aspect of this process is academic honesty (Appendix D). University faculty and students are expected to apply the principles of academic honesty by consistently displaying honesty and forthrightness in their academic endeavors. Intellectual inquiry can possess value only if it is acquired and presented legitimately – whether in the traditional classroom setting or in any distributed learning course work undertaken at the University. All students are expected to adhere to the Honor Code and Community Creed published in the University Student Handbook. In cases of violations of academic integrity (e.g. cheating, plagiarism), once reviewed by the course faculty and the Program Director, it is the responsibility of the respective academic dean to determine the appropriate academic sanction for cheating, plagiarism or fabrication or other violations of academic integrity. Normally these sanctions range from failure on an assignment to failure of the course. (<https://franu.edu/campus-life/student-handbook>)

## **Artificial Intelligence (AI) Use Guidelines**

The use of AI tools to assist students in exams or quizzes of any kind is strictly prohibited and will be considered academic dishonesty.

### Generative Artificial Intelligence Use Guidelines

Generative AI, such as ChatGPT, are algorithms and tools that can be used to create new content, including audio, code, images, text, simulations, and videos. Generative AI relies on large language models that use advanced statistical techniques to analyze and understand natural language data and generate human-like responses. Because of these capabilities, generative AI has raised issues concerning academic integrity, authorship, and student engagement. The DPT program has always

embraced technological advances and believes generative AI can be a tool to help students in their academic endeavors.

The DPT program has decided that the use of generative AI will be decided by the instructors of each course. Each instructor for each course will determine whether they will allow the use of generative AI. Instructors can decide to prohibit the use of generative AI or they may permit the use of generative AI. Each course will include information on the course syllabus and Moodle page regarding the use of generative AI. Please note, it is a violation of academic integrity to submit work generated by AI and claim it to be your own original work. Any student that does this without clearly and explicitly stating that generative AI was used to create the work and outlining how it was used to create the work will be subject to potential disciplinary action. All written assignments for every course (including discussion forum posts) may be required to be submitted to a Turnitin submission link. Turnitin has a feature that can detect work it believes was generated using AI.

#### Syllabus Statements for Generative AI Use

If you are permitted to use generative AI in a course the following statement will appear on the course syllabus within the Other Section Policies and on the Welcome page within Moodle.

*Students are permitted to use generative AI to help complete assignments in [Course Number and Name]. When generative AI is used to help with an assignment it must be documented. At the end of your submission, you must include a note that documents the name of the generative AI tool used, the date and time when you used it, and outline how it was used including specific prompts used to generate content and specific content generated by the AI program for the prompts. If this information is not included and Turnitin reports an AI percentage of 20% or higher, this will be considered a potential violation of academic integrity and you will be subject to disciplinary action if it is determined that AI was used but not documented by the student. The majority (greater than 60%) of any coursework submitted must be your own original work. Generative AI should be used to augment your work and not to complete the assignment for you. No submissions should have an AI percentage of 40% or higher.*

If you are prohibited from using generative AI in a course the following statements will appear on the course syllabus within the Other Section Policies and Welcome page on Moodle.

*Students are prohibited from using generative AI to help complete assignments in [Course Number and Name]. Any assignment submitted that receives an AI percentage of 20% or higher will be investigated as a violation of academic integrity and disciplinary action will be taken if it is determined that AI was used to complete the assignment.*

#### Potential Violations

If a student is suspected of violating this policy, the course faculty member along with either the Program Director or Assistant Program Director will meet with the student to discuss the suspected violation and provide the student an opportunity to explain themselves. The course faculty member and Program Director/Assistant Program Director will determine what the next step will be. If the course faculty member and Director believe the Turnitin AI detector was incorrect, no actions will be taken. If they both still suspect the student violated this policy, a Student Conduct Reporting Form will be completed. The steps outlined in the Determination of Violations of Academic Integrity policy will then be followed.

The program will follow the university's Determination of Violations of Academic Integrity policy found in the Student Handbook. Examples of disciplinary action can include receiving a zero on the assignment up to dismissal from the program. Students are allowed to appeal the disciplinary action following the steps outlined in the Appeals Procedure section of the Determination of Violations of Academic Integrity policy.

Students are responsible for documenting specific information about how generative AI was used to help complete an assignment. This should include screenshots of specific prompts entered into the generative AI program and the specific content generated by the AI program for the prompts. A simple reference to the generative AI webpage used does not constitute evidence. References and citations should be included in the written work, but students also have to document how it was used. ([Click here for an example of how to cite AI-generated content](#)) It is the student's responsibility to ensure the accuracy of the information provided, especially if citations and references are provided from the generative AI program. Generative AI programs have been shown to produce inaccurate or completely false information at times.



### The Use of Grammarly

The program encourages all students to use Grammarly to help refine their writing skills and written submissions. The free version can be used on any typed material on your computer using the desktop application. There are also add-ins for Word and various browsers. Grammarly uses AI to make suggestions on how to improve grammar, spelling, punctuation, tone, and clarity. There are additional features that can be unlocked with a premium subscription. The use of Grammarly in this way is **not** a violation of this policy

These guidelines are designed to evolve as generative AI programs evolve. Changes to these guidelines will be communicated to all students and course faculty in the program via email and Moodle.

### **Classroom Dress Code**

Students are expected to present themselves as professionals in all settings in which they represent the University, the Program and the Profession. Therefore, students are expected to dress in a manner demonstrating their entry into a professional environment. Classes will be held in a variety of locations and there are several professional guest lecturers scheduled throughout the curriculum. A student is a representative of Franciscan Missionaries of Our Lady University, the DPT Program and the profession of physical therapy, and is expected to maintain good personal hygiene and to dress in neat, clean, and appropriately fitted clothing.

General appearance affects the opinions of those with whom the student comes in contact. Moderation in dress and grooming are most desirable. Extremes in any area are not acceptable.

Listed below are suggested guidelines for classroom/campus/clinic/workplace attire.

- Clinic “uniform” or slacks and shirt/blouse is considered dressy casual and professional; Tennis shoes (predominately leather over toe box) of mostly one color are allowed
- Flip-flops **should not** be worn. Open-toed dress shoes/sandals are acceptable for class, but **not** acceptable for Lab and clinic.
- Athletic wear, leggings, and shorts of any kind (example: Bermuda shorts) should not be worn. Sleepwear or evening wear are not allowed.
- Denim jeans of any color are not allowed, except on certain occasions when proper approval is given. Denim dresses and skirts are permitted. Capri pants below the knee or longer is acceptable. Miniskirts are not acceptable.
- Tank tops/halter tops of any kind are not permissible. Collared or modest sleeveless shirts may be worn. Any tops/shirts that are too revealing (too low cut) are not in good taste. T-shirts and graphic tees are not acceptable.

### **Clinic Dress Code**

All students are required to dress in a professional manner while on clinical affiliations or program sponsored off campus activities. Students must be clearly delineated from clinic employees by their dress. Students must always adhere to dress code policy of the University. Any deviation from this policy must be cleared with the DCE prior to clinical assignments:

- Navy knit shirts, with the approved University logo identification, are always required while on clinical affiliation. Clean, pressed, casual khaki dress slacks in good repair are required. No denim jeans, stirrup pants, leggings, low riding or tight knit pants are allowed. Clothing should allow freedom of movement, while maintaining a professional demeanor.
- In a clinic where hospital scrubs are the regular dress, students may wear navy uniform scrubs only, with the University logo on the front. University Logo information can be obtained through the physical therapy

department staff.

- Tennis shoes (predominately leather over toe box) of mostly one color are allowed. Shoes must be closed toe and secure around the back of the foot, with a non-skid sole. No sandals or clogs are allowed.
- Student photo name tags must always be worn when on clinical assignment, or during off site activities that are University related.
- Appropriate socks or hosiery must be worn.
- Acceptable jewelry is limited to one pair of small post earrings, modest neck chains, wedding ring and a watch. Students may not wear tongue rings or any other pierced jewelry while representing the University off campus. Jewelry that extends or dangles away from the body or clothing is unsafe and not allowed.
- Students are to practice good personal hygiene. Minimal cosmetics and modest hairstyles are permitted. Students should avoid any cosmetics with strong scents. Hair must be controlled. Extreme hair styles are not allowed in health care situations.
- Students are required to cut all fingernails to an appropriate length that is even with the top of the finger. Clear fingernail polish only is allowed. Students may not have accessories applied to the fingernails (wraps, acrylics, fake nails, decorations, etc.).
- Students may not have any body art showing when dressed for clinical affiliation. All tattoos must be covered by clothing when on clinical assignment.
- Any deviation from the established dress code requires permission of both the clinical instructor and the Director of Clinical Education.

### **Laboratory Dress Code**

Students are required to dress for all scheduled laboratory classes in clothing appropriate for laboratory classes. Students should be prepared with appropriate lab clothes daily. Students who are not in appropriate lab clothes may prevent their assigned lab partners from maximally benefiting from the lab activities, if clothing obscures observation or palpation opportunities. Appropriate laboratory clothing allows modest access to body parts for application of treatments and modalities. Lockers are available in the lab for storage of lab clothes and other necessary items. Acceptable laboratory uniform includes:

- Comfortable, loose fitting, gym style shorts of appropriate length for both men and women, with bicycle shorts worn under the loose shorts for modesty purposes.
- Plain, one color tee shirt, or college tee shirt is required for lab. Women must have a halter or 2-piece bathing suit top available for all labs (must be able to open in back). Athletic bras and tops that look like underwear are not allowed because they do not preserve modesty, and they do not allow access to upper trunk and neck structures from the back. Halter tops and bathing suit tops should provide sufficient coverage that all participants in the class remain comfortable. A patient gown may be worn over the bathing suit or halter top to preserve modesty.
- One pair of stud earrings in the earlobes, wedding ring, and watch may be worn. Other body jewelry must be removed to ensure participant's safety.
- No sandals or flip flops are allowed during lab classes, unless approved by the instructor. To ensure each participant's safety, students are required to have closed toe, securely fastened shoes available for use during all lab classes. Athletic style shoes are recommended.



- Minimal make-up may be used.
- Hair must be confined or controlled.
- Students are required to cut all fingernails to an appropriate length that is even with the top of the finger. Clear fingernail polish only is allowed. Students may not have accessories applied to the fingernails (wraps, acrylics, fake nails, decorations, etc.).

Lab attire is not allowed to be worn for general campus activities. Students are always representatives of Franciscan Missionaries of Our Lady University, whether on campus, in the clinic or in the community. Each student is expected to dress and act in a mature, responsible manner representative of future health care providers.

### **Social Networking Policy**

The DPT program acknowledges that social networking sites are a popular, and often effective, means of communication. Students who choose to use these websites must be aware that posting certain information is illegal. Violations of administrative policies and regulations may expose the student to criminal and civil liability. Offenders may be subject to probation, suspension, and possible dismissal from the Program. The DPT program prohibits the following actions:

- Students may not disclose the personal health information of other individuals. Removal of an individual's name does not alone constitute proper de-identification of protected health information. Inclusion of data such as age, gender, race, diagnosis, date of evaluation, or type of treatment or the use of a highly specific medical photograph (such as a before/after photograph of a patient having surgery or a photograph of a patient from a medical outreach trip) may still allow the reader to recognize the identity of a specific individual.
- Students may not report private (protected) academic information of another student.
- Students may not represent themselves as an official representative or spokesperson for the Program or Franciscan Missionaries of Our Lady University.
- Students may not represent themselves as another person, real or fictitious, or otherwise attempt to obscure your identity as a means to circumvent any prohibitions listed in this Handbook.

### **Other Violations**

Other violations of the policy pertaining to the use of social media would include but are not limited to:

- Knowingly distributing false evidence, statements, or charges against another student or faculty/staff member.
- Using electronic channels of communication to disseminate inappropriate or uncivil comments regarding peers, faculty or staff.
- Verbal, written or electronic insults to, or verbal attacks on, Franciscan Missionaries of Our Lady University, the DPT program, clinical facilities, faculty, staff, or students.
- Threats or acts of physical violence against Franciscan Missionaries of Our Lady University, the DPT program, clinical facilities, faculty, staff, or students.
- Harassment, in any form, of Franciscan Missionaries of Our Lady University, the DPT program, clinical facilities, faculty, staff, or students.

- Violating the confidentiality of a faculty committee by an elected student representative serving on that committee.

Students violating the Franciscan Missionaries of Our Lady University DPT Program social networking policy may face disciplinary action including but not limited to dismissal from the DPT program. It is important to note that all students engaging in the conversation or responding to any postings will be held accountable.

Violations will be forwarded to the Vice President of Academic Affairs for further review and may lead to dismissal from the University.

## **Computer Policy**

As a user of Franciscan Missionaries of Our Lady University computer facilities, each student agrees to abide by the following provisions:

- The student agrees to abide by any patent or copyright restrictions that may relate to the use of computer facilities, products, programs, or documentation. Students agree not to copy, disclose, modify, or transfer computer programs/applications that they did not create, without the expressed consent of the original author. The student agrees not to use any Franciscan Missionaries of Our Lady University computer equipment or software to violate the terms of any software License Agreement, or any applicable local, state, or federal laws. Students further agree not to tamper with or in any way modify the equipment to which they have access.
- Students agree not to use Franciscan Missionaries of Our Lady University computer equipment or software for any form of private financial gain.
- Students agree to carefully and responsibly use any computer devices made available to them, and to recognize that they assume full responsibility for any loss, damage, or destruction of such devices caused by their negligence, misuse, abuse, or carelessness. Any problems should be reported immediately to the Director of Information Services.
- Users are prohibited from installing, storing or using unlicensed software on Franciscan Missionaries of Our Lady University computer computers. Transmission of such software over either the Franciscan Missionaries of Our Lady University computer network is prohibited.

Students agree not to take any actions that constitute inappropriate behavior. The following list provides specific examples of inappropriate behavior, but is not intended to enumerate all possible instances:

- Intentionally infecting the network server or other computers with a virus.
- Sending harassing messages to other computer users either at Franciscan Missionaries of Our Lady University computer or through external networks.
- Using inappropriate or abusive language to other users, students, faculty, or staff.
- Engaging in any behavior that causes distractions to other users (e.g. radios, loud conversations, shouting, etc.).
- Obtaining additional resources not authorized to individual user.
- Depriving other users of authorized resources.
- Acquiring access to unauthorized systems.

- Utilizing another user's account and password.
- Inappropriate usage of email or internet sites with Franciscan Missionaries of Our Lady University computer computers or external networks.

If a student becomes aware of any attempt to violate any portion of agreement, he or she agrees to report the attempt to the Director of Information Services.

Students understand that violation of this agreement will result in punitive action. Please refer to the Student Code of Conduct within the Student Handbook for additional information.

This agreement will remain in force as long as the student makes use of Franciscan Missionaries of Our Lady University computer facilities, equipment or services. The University may add rules, regulations, or guidelines relating to computer usage. Such additions will be posted on the Franciscan Missionaries of Our Lady University computer website and prominently on bulletin boards in the public computer use areas. Students' computer usage is agreement to abide by all additional requirements.

By using the computer accounts, equipment or facilities provided to them, students acknowledge and agree with the policies and procedures hereof.

### **Transportation and Parking**

Students are required to provide their own transportation to and from class, clinical education experiences, and other DPT Program required events. Students are required to follow the Parking Policy as displayed in the current University Student Handbook. (<https://franu.edu/campus-life/student-handbook>)

### **Textbooks**

Students are required to purchase textbooks for each course as listed in the course syllabus, to include required, recommended and supplemental textbooks.

### **Organizational Memberships**

#### American Physical Therapy Association (APTA)

The APTA is the national organization for the profession of physical therapy, and its primary responsibility is to support the profession and its practitioners. Students are provided the opportunity to participate in the APTA at a reduced rate and to access all the benefits of membership when enrolled in the DPT Program. DPT Program faculty are members of the APTA, and strongly believe that all practitioners and students in physical therapy have a responsibility to become members and to support the organization. As future licensed practitioners of a health-related profession, students are expected to participate in, and support, the profession to which they belong. As such, students are required to become members of the American Physical Therapy Association during their first year in the DPT program. Membership in the national organization provides membership in the state and district associations as well. Members of the APTA are eligible to receive regular publications related to the practice of physical therapy and discounts on resources and materials. In addition, members have access to research resources that inform an evidence-based practice. As future practitioners of physical therapy, it is necessary that students access the latest information relative to the practice and become proactive in the profession.

Students are encouraged and provided opportunities to attend local, state and national conferences and meetings sponsored by the APTA. Active participation in the organization results in opportunities for advanced educational, personal and professional consideration. Membership allows students to access resources necessary to complete course assignments. Students may participate in fund raising activities that serve to defray the cost of membership and of activities in APTA sponsored events.

### Student Government Association

The Student Government Association is an organization that represents all students at Franciscan Missionaries of Our Lady University. The SGA provides services and activities throughout the year, funded by student fees allocated for that organization. Any student at the University can participate individually in SGA sponsored activities. In addition, the DPT Student Organization, Phi Theta Alpha, is a member organization to the SGA. In that capacity, they are eligible to receive funds and to participate in the governance of the SGA. An elected representative from the DPT Organization attends SGA meetings and reports to the program students and faculty members.

### **Employment**

Participation in a doctoral level education program places many expectations on students that may not be anticipated. The time commitment for assignments and preparation outside of the classroom in the form of projects, practice, reading and service is significant. The DPT Program faculty make every effort to maintain a consistent schedule of activities, but there are times when schedules must change due to unforeseen circumstances. Therefore, employment is discouraged during the DPT Program.

### **Judicial Declarations**

Upon acceptance to DPT Program, arrests, charges, convictions, no contest or guilty pleas related to a criminal offense must be reported to the Program Director. Failure to notify the program of an arrest or charge is grounds for disciplinary action up to and including dismissal from the program, regardless of whether the arrest or charges lead to conviction. DPT students arrested for other criminal offenses may be immediately suspended from the program until the charges are resolved.

### **Firearms and Weapons Policy**

The DPT Program follows the University policy found in the Student Handbook.

<https://franu.edu/campus-life/student-handbook>

### **Suspected Violation of Drug/Alcohol Policy**

The DPT Program follows the University policy found in the Student Handbook.

<https://franu.edu/campus-life/student-health>

## **PROGRAM COMMUNICATION**

The University has attempted to centralize all communication among faculty, staff, students and administration by providing e-mail service and web assisted technology for instruction and information. If student notification is necessary, texting, the e-mail service, telephone, University website, Exxat, and Moodle course activities are the primary means to do so. Students are required to keep the DPT Program Administration informed of any changes in email address, home or cell numbers, address, and emergency contacts. Students are responsible to check their email daily (except for those on authorized absence) for any memos or changes in policy or schedule. All communication from the DPT Program administration has the same importance as the Program policies and will be instituted as such.

Difficulties accessing e-mail and Moodle should be reported via the link on the University webpage or through services available at (225) 526-FRAN(3726) or (866)-532-4772. Because technology is unpredictable at times, students may experience difficulties submitting assignments or accessing announcements at inconvenient times. In the event that a problem occurs, it is the student's responsibility to contact the course instructor immediately to report the problem. Instructors reserve the right to decide if assigned work can be re-submitted.

## **CALENDARS**

The University academic calendar is published in the University publications and web page, and depicts scheduled activities and holidays practiced by the University. Arrangements with clinical sites are frequently made before the University calendar is developed. Therefore, due to the unique clinical education of the DPT Program, the DPT Program calendar may differ from the University calendar. It is a professional program and may require additional class sessions or clinical experience to meet the requirements of the curriculum. The Program calendar is provided at the beginning of each semester and serves as the projected schedule of the classes and clinical dates.

Changes to the calendar are made at least a week in advance, so that students can adjust their schedules. Every attempt is made to maintain the original schedule to avoid this inconvenience. It is the responsibility of the student to arrange holidays and vacations around the schedule noted in the DPT Program semester calendars. DPT Program students will be provided holidays equitable to other students in the University while in the didactic portion of the curriculum. The academic calendar can be found on the University web page and in the University catalog. Students will be notified as soon as possible regarding any required changes to the published calendar.

## CLASS CANCELLATION POLICY

In the event of instructor illness or unexpected absence, the students will be notified via University email at the earliest opportunity. Class will be rescheduled following any class cancellation.

### **Emergency Closure Plan**

The Emergency Closure Plan for Franciscan Missionaries of Our Lady University outlines the procedures to be followed in the event of class cancellation.

Making the Decision: In the event of a situation that threatens the well-being of students, faculty, staff, administration, or the community at large, all decisions shall be made with a priority for human safety. The President of the University or the appropriate administrative officer will determine whether the situation requires that classes be canceled or that students, faculty and staff be dismissed. If external conditions are such that dismissal would threaten human safety, appropriate arrangements for human shelter will be implemented.

Communicating the Decision: Following an administrative decision, the lines of communication as determined by the administrative and organizational chart will be followed to communicate that decision.

Clinical Rotations: Students in clinical rotations will be expected to perform their assigned clinical schedules as determined by the Director of Clinical Education and Program Director.

Didactic students will follow the University's emergency closure plan.

## CORE PERFORMANCE STANDARDS

Franciscan Missionaries of Our Lady University's Doctor of Physical Therapy Program has a responsibility to prepare highly skilled professionals, and integrated thinkers to become future physical therapists. All graduates of the program must have knowledge, skills, and attitudes to function in a wide variety of clinical situations and provide care to diverse patient populations. These Core Performance Standards are designed to ensure the graduation are capable, and ethical servant leaders who are valued contributors to the health professions and to the community. A copy of the DPT Program Core Performance Standards is included in the advising materials, information session materials, clinical application packet materials, and orientation materials (Appendix C).

The Doctor of Physical Therapy Program complies with the 1973 Rehabilitation Act, Section 504, and the 1990 Americans with Disabilities Act and in doing so acknowledges that several individuals with disabilities are qualified to study and practice physical therapy given reasonable accommodations. To be qualified for the study of physical therapy, those individuals must be able to meet both the programs academic standards and core performance standards with or without reasonable accommodation. Accommodation assists students with disabilities to meet standards by providing them equal opportunity to participate in all aspects of each course or clinical experience.

Each student is responsible for assessing his or her ability to meet these standards prior to enrollment and throughout progression in the program curriculum. It is the responsibility of the student, and in the student's best interest, to report any circumstance in which accommodations are needed, or special considerations should be given, to the course faculty or program director as soon as possible. Students may be required to consult a physician (at his/her own cost) if there is any risk or concern for either patient or student safety.

# STUDENT RETENTION PLAN

## Purpose

It is the desire and intent of the program faculty to provide the support necessary for success of every student. With the understanding that every student has individual needs and unique stresses that may impact performance, the faculty has identified potential behaviors that may serve as barriers to success and have formulated remediation strategies and consequences for identified behaviors. Students enrolled in DPT courses are developing the knowledge base and skills needed to work in the clinic. Students are expected to model behaviors in the academic setting, which are reflective of those expected in the clinical environment. Students will be accountable daily for behaviors including, but not limited to, active class participation, promptness, preparedness, peer support, effective communication, and time management. Early identification and remediation of detrimental behaviors improve retention of students and educate competent, compassionate, employable, and ethical graduates, who contribute to the profession of physical therapy and the general health care environment. In recognition that repetitive detrimental behaviors may be indicative of difficulties, not related to academic ability or performance, students may be required to consult with Counseling Services on the second occurrence of an unacceptable behavior. In the case of a third incident, the student may be required to consult with Counseling Services and may be subject to further disciplinary action.

## Assignments

Assignments are projects, activities and papers that provide the opportunity for the student to engage in self-directed learning; to integrate material presented in class; and, to develop critical thinking skills, communication skills, time management skills and research skills for personal growth and development. Assignments provide instructors the opportunity to assess acquisition of student learning and development of professional behaviors. Failure to complete assigned work on time may indicate poor time management, poor motivation, poor attention to task, and lack of respect for self and others. Course homework and assignments may be posted in the course syllabus and/or on the course learning platforms (e.g., Moodle, Exxat, etc.). It is the student's responsibility to check both locations for information regarding homework and other assignments. Each course syllabus will identify the responsibilities and consequences for assignments that are not submitted on time.

## Examinations

The DPT Program curriculum provides the opportunity to evaluate student mastery of cognitive, affective and psychomotor skills through written and practical examinations. Examinations allow faculty to assess the degree of knowledge and skill acquisition to ensure competency and safety in patient care. Course syllabi identify criteria for successful completion of individual courses by various forms of examination (e.g., quizzes, tests, skill checkoffs, mini practical exams, exams, etc.). Missed examinations will be made up only in the event of a documented excused absence, when the student contacts the faculty member prior to the missed exam.

## Academic Success Strategies

The DPT Program is committed to supporting each student's growth and success. We recognize that learning is a dynamic process, and performance on examinations, whether written or practical, may be influenced by a range of academic or personal factors. To help students reach their full potential, faculty will collaborate with students to identify individualized strategies that enhance understanding, integration, and application of course content. Multiple opportunities are present throughout the curriculum to demonstrate the development of knowledge, skills, and clinical reasoning. These assessments are designed to support student progress in each course and to build a strong foundation for student success in the program and on the licensure exam. Consistent achievement across various forms of evaluation contributes meaningfully to competency in patient care and student development as a physical therapy professional.



To that purpose, supportive strategies may be recommended based on the students' individual needs. These may include, but are not limited to:

- Focused review of course content
- Supplemental assignments or learning activities
- Study methods assessment
- Use of additional reference materials or resources
- Evaluation of test performance and feedback
- Test-taking strategies and skill development
- Required lab practice sessions or skills assessments
- Video review and self-assessment of skills
- Approaches to manage test anxiety
- Modification of the examination environment when indicated
- Peer tutoring through the Learning Resource Center ([LRC@franu.edu](mailto:LRC@franu.edu)).
- Referral to [Counseling Services](#).

### **Advising/Personal Development**

Program faculty expect each student to meet with their faculty advisor at least once per semester. These meetings provide an opportunity to review academic progress, discuss professional development, and identify any supports or services that may enhance student success. Students are encouraged to meet with their advisor at any time during the semester if they are experiencing personal or academic challenges that could impact their progression.

If a student earns a grade of 'C' on an examination, they are required to meet with the course coordinator first, then meet with their faculty advisor.

### **Division of Student Affairs**

Student Affairs offers an array of resources and services to help students develop academically, professionally, and socially during their University career. This includes personal counseling, career counseling, academic coaching, and disability services. For more information, please contact Student Affairs at 225-526-1620, visit their website ([Student Affairs](#)), or visit their office located in St. Francis Hall on the second floor.

### **Personal and Academic Counseling**

The faculty, administration, and staff accept that each student is an individual of worth, possessing dignity, free will, and the potential for personal and professional growth. See University Student Handbook and the University Website for specific services available

Students are encouraged to seek counseling through the Counseling Services Office located in St. Francis Hall on the second floor. Services offered include personal, academic, career counseling, crisis intervention, and career assessment. Appointments can be arranged by contacting the Counseling Services Office at (225) 526-1620. All services are free to students. Our Lady of the Lake Regional Medical Center offers a 24-hour crisis-oriented evaluation service, also free to students. The COPE service may be reached at (225) 765-8900 or (800) 864-9003.

Academic Coaching, through Student Affairs, offers workshops and information sessions that promote the development of skills to enhance academic success, such as skills in reading, note taking, test-taking and individual and group study.

### **Students with Disabilities**

Franciscan Missionaries of Our Lady University complies with the 1973 Rehabilitation Act Section 504, and the 1990 Americans with Disabilities Act (ADA) to ensure equal opportunity for qualified individuals with disabilities. Franciscan Missionaries of Our Lady University makes reasonable accommodations and provides services to access (to receive and give) information. See: <https://franu.edu/offices-services/division-of-student-affairs/disability-services>

## PROGRESSION POLICIES

The DPT Program faculty is committed to providing an enriched environment for the education of graduates in accordance with the tradition of excellence established by the University, standards set forth by the profession, and in support of the health care needs of the community. In order to comply with these standards, the Progression Policy of the DPT Program has been established.

### Program Progression

Progression in the Doctor of Physical Therapy Program is dependent upon compliance with the following guidelines:

- The student maintains continuous enrollment in the DPT curriculum sequence.
- The student achieves a minimum grade of “B” in all academic courses in the DPT curriculum and “P” in all clinical education, elective, and other courses designated as Pass/Fail.
- The student demonstrates professional behaviors consistent with those identified in the American Physical Therapy Association Guide to Professional Conduct, Code of Ethics and the Core Performance Standards for the DPT Program.

## NON-PROGRESSION POLICIES

### At Risk Early Identification

Following review of graded assessments (e.g., exams), the course instructor will identify any student who earns below 80% and notify the Chair of the Student Success Committee. These students will then receive a *Low-Test Score Notification Letter*.

The Chair of the Student Success Committee will provide resources to support the student’s academic success, which may include academic coaching, tutoring, study strategy development, time management tools, or referral to appropriate campus support services. The Student Success Committee will continue to monitor the student’s progress throughout the semester to ensure timely support and intervention as needed.

### Program Probation

A student may be placed on program probation for academic or non-academic reasons. If a faculty member or clinical instructor identifies concerns with a student’s academic performance, clinical behavior, and/or professional conduct that may warrant disciplinary action, they must provide written documentation to the Program Director and/or Director of Clinical Education. Following a review and investigation, the Program Director may place the student on non-academic probation. The student may progress in the program, but will be given a designated period, not to exceed two semesters, during which evidence of remediation must be documented. A DPT student will be placed on probation for the following reasons:

- When his/her overall grade point average is below 3.0.
- When there is documented evidence of significant unsatisfactory behavior related to specific didactic, behavioral, or clinical performance.

- When he/she fails to meet the criteria to “Pass” in any Professional Practice courses and during the remediation period.
- Upon return to the DPT Program following program suspension.

Students on probation will meet with the Chair of the Student Success Committee to establish an enrichment plan. As part of the enrichment plan, the student may be required to meet with faculty to discuss areas for improvement and to correct any deficiencies to return to good standing in the program. After the probationary period, the Program Director and/or Director of Clinical Education, in consultation with faculty, will recommend one of the following decisions:

- Removal of probationary status and return to good standing
- Extension of the probationary period
- Dismissal from the program

Failure to meet the requirements to resolve didactic, behavioral, or clinical probation will result in dismissal from the program.

### **Program Suspension of Progression**

A student may be suspended from progression in the DPT Program for either academic or non-academic reasons. The student is required to enroll in the program at the time that is determined by the Program Director at which time the curriculum progression can commence. Upon return to the program sequence, the student will be placed on academic probation. The student will also be required to demonstrate competency in previously learned clinical skills before being allowed to participate in the clinical education courses.

- A student may be suspended from the program if, while on academic probation, they do not raise their overall grade point average to a 3.0 following the completion of the next semester.
- A student may be placed on suspension when he/she exhibits documented unsatisfactory professional behavior that has not been remediated following a probationary period.
- In the event of personal or medical crisis, a student may request a voluntary suspension of progression in the program for no longer than one academic year. The request must be submitted in writing to the Program Director for consideration by the Executive Committee, along with documentation of a treating physician. Permission to suspend progression in the Program, along with conditions under which the student may return will be submitted in writing to the student and the Registrar’s Office.

Any need for a medical leave of absence greater than 10 days during the didactic phase may require suspension of progression and require the student to re-enter the program at the beginning of the same semester as the leave was requested (not to exceed one academic year of absence).

A medical leave of absence (MLA) is defined as an event lasting more than 10 days resulting in the student missing class or clinical rotation that leaves the student physically unable to perform (PUP) the Motor Skills required in Core Performance Standards found in Appendix C.

### **Decisions for Suspension of Progression for Medical Leave of Absence**

The decision matrix below will be used to make decisions regarding program suspension based on these definitions:

- *Semester*: The current academic semester at the time of request for MLA. The initial Fall semester will have different decisions due to a lack of historical student performance.
- *Probation Status*: Probation is not available in the initial Fall semester. Probation indicates the student has less than 3.0 based on final grades.
- *Grades at time of request*: Students grades in all classes at the current time in the semester will be used

- *Decision:* Students will receive one of 2 possible suspensions:
  - *RESTART* means the student will leave the program and will restart their DPT program at the beginning of the same semester in the next academic year
  - *REAPPLY* means the student will leave the program and reapply for admission to the DPT program for the next academic year.

Semester	Probation Status	Grades at time of request	Decision
Fall 1	-	1 or no Cs, No Ds or Fs	RESTART
	-	2 or more Cs, or at least 1 D or F	REAPPLY
Spring 1 and later	Not on probation	1 or no Cs, No Ds or Fs	RESTART
	On probation	1 or no Cs, No Ds or Fs	RESTART
	On probation	2 or more Cs, or 1 or more Ds/Fs	REAPPLY

Students in the clinical phase of the program may request a medical leave of absence.

- Scheduling make-up rotations is subject to availability of clinical sites/preceptors. Every effort will be made to schedule make-up rotations to accommodate a May degree conferral, but could result in conferral in the following August or December (not exceed one academic year).
- If the request is made during a clinical rotation, the Director of Clinical Education will confirm the student is performing satisfactorily with the clinical instructor. If leave is approved, the student will be given an I grade for that rotation.

It is the responsibility of the student to notify the Program Director in writing of their intention to resume classes or clinical rotations, or resign from the program at the end of the leave of absence. If the student fails to notify the program, they will not be allowed to resume classes or rotations and will be dismissed from the program. Return from a medical leave of absence will require supporting documentation to be sent to the University's Office of Student Health and Wellness from the student's licensed medical provider indicating the student is fit to return and can meet the Technical Standards of the program.

If any program policies change during the leave of absence, the student will be given written notification of the changes and must adhere to the new requirements.

### Program Dismissal

A student may be dismissed from the DPT Program for either academic or non-academic reasons. A student who has been dismissed from the program may not be re-admitted to the program at a later date.

A student will be dismissed from the DPT program for the following reasons:

- A final grade less than a "C" in any **didactic** course of the degree curriculum.
- More than two final grades of "C" in the **didactic** portion of the degree curriculum.
- Failing to obtain a passing score on a comprehensive practical examination after a maximum of two remediation attempts.
- Failure to maintain a cumulative 3.0 GPA of the degree curriculum following the probation and suspension periods: A DPT student is dismissed from the University when he/she was previously suspended from a DPT program, returns and is unable to achieve a grade point average of 3.0 at the completion of the returning semester.
- Failure to meet appropriate benchmarks on the CIET on the final terminal clinical education experience or following remediation, if needed (Professional Practice III, DPTH 7793).

Sample behaviors for which disciplinary actions may be indicated for non-academic reasons include but are not limited to:

- Plagiarism
- Falsification of information, or alteration of records, related to patient data, student evaluation of performance, or school data
- Unauthorized possession of an examination, in part or whole
- Illegal possession, use, sale or distribution of drugs
- Illegal or unauthorized possession of weapons
- Theft
- Conviction of a felony
- Participation in cheating or lying in reference to clinical or classroom assignments
- Chemical impairment in the school/clinical setting
- Inappropriate, or unprofessional behavior, such as improper or abusive language, threats, assault, battery, disruptive talking, inattention to direction or instruction, falling asleep during classroom or clinical experiences, violation of attendance policies, insubordination to clinical or academic instructors, and the unauthorized use of a cell phone or other portable device in the classroom, laboratory or clinic setting.
- Inability to meet or maintain the behaviors identified in the core performance standards for the DPT Program
- Incompetence or negligence in the clinical setting
- Participation in patient care activities without appropriate supervision
- Failure to maintain confidentiality in matters related to patient care, school or clinic business
- Visiting patients, for whom the student has provided care, during non-clinic hours
- Witnessing legal documents in the clinical setting
- Loitering in the clinical servicing areas
- Failure to maintain satisfactory and harmonious working relationships with the public, staff, patients and fellow students
- Failure to follow through on ethical responsibilities.
- Possession of a test or part of a test.
- Behavior in any environment that is considered illegal, unethical, or detrimental to the health or safety of a patient or other person; or which violate HIPAA laws or patient privacy; or, which may jeopardize successful operation of the clinical education center.

All non-academic discipline is handled within Student Affairs through the Student Code of Conduct Process

## **Outside of Due Process Policy**

The Doctor of Physical Therapy Program Director is responsible for handling complaints that fall outside of due process. In the event the Program Director is not available or if it is inappropriate for the Program Director to handle the complaint (such as a complaint about the Program Director), the complaint will be forwarded to the Dean of the School of Health Professions.

Documentation regarding the complaint and any action(s) taken will be maintained in the Doctor of Physical Therapy Program Director's office or in the Dean's office as appropriate.

Complaints can be submitted in writing or anonymously.

The Doctor of Physical Therapy Program Director or the Dean will manage the complaint. If indicated, the Program Director or Dean will respond to the maker of the complaint within three (3) weeks of receiving the complaint. When appropriate, the Program Director or designee may consult with other University Administration in addressing the complaint.

# GRADING POLICY

## Grades

The Grading Scale for the DPT Program is as follows:

<b>Grade</b>	<b>Range</b>	<b>Quality Points</b>
<b>A</b>	<b>90-100</b>	<b>4</b>
<b>B</b>	<b>80-89</b>	<b>3</b>
<b>C</b>	<b>70-79</b>	<b>2</b>
<b>D</b>	<b>60-69</b>	<b>0</b>
<b>F</b>	<b>&lt;60</b>	<b>0</b>
<b>UF = Fail</b>	<b>&lt;80</b>	<b>0</b>
<b>P = Pass</b>	<b>80-100</b>	<b>0</b>
<b>I</b>	<b>Incomplete</b>	<b>0</b>

WA = administrative withdrawal - quality points are not computed

W = withdrawal – quality points are not computed

AU = Audit (no credit) – quality points are not computed

All graded course work is calculated to the second decimal place (hundredths column). Only the final course grade is rounded to the nearest whole number with only the first decimal place (tenths column) rounded. For example, a final course grade of 79.5 is rounded to 80 whereas a final course grade of 79.49 is not rounded to 80.

- Grades of A and B indicate satisfactory graduate work.
- A grade of C is not considered satisfactory graduate work and any student obtaining more than 2 course grades of C will be removed from the Program.
- Grades of F, I, WA, or W may not be used for degree progress.
  - I grade is recorded for a student whose work is satisfactory but, for reasons beyond the student's control, is incomplete at the time grades for the course are reported.
  - WA is recorded if the student is administratively withdrawn from and course and is not computed
  - W is recorded when a student withdraws from a course; course withdrawals place the student in Program non-progression and may constitute removal from the program.
- A grade of P and UF are used for grades in clinical courses. The P grade indicates a Pass a UF means unsuccessful performance. Neither S nor UF carry a numerical correlation.

The Registrar Office will issue grade reports at the end of each semester. Any disagreement regarding the final grade is discussed with the instructor of the course. If this does not produce the desired results, then the student is to follow the Grade Appeal Policy.

## Late Work and Make-up Policy

Exams and Quizzes are to be taken on time as indicated in the course syllabus. Students must notify the course instructor if they will not be present for an exam. Make-up exams will be given at the discretion of the course instructor based on pre-arrangement\*. (See attendance policy)

Assignments may involve a variety of components including reading assignments and audio-streamed Web-based lectures, participation in weekly forums (threaded discussions), and completing assigned work.

Assignment Due Dates and Final Assignment Submission Dates are established for each course by the Course Coordinator at the beginning of the respective semester that the course is offered. Students are encouraged to comply with these dates in response to the following guidelines

Assignment Dates (includes "Learning Quizzes"): These dates represent the dates that the assigned work is due. If a student does not comply with a Due Date for a given assignment, then the student will be issued an evaluation grade but cannot be guaranteed feedback for the work.

Final Assignment Submission Date (FASD): This date will occur 3 days/72 hours after the original assignment due date and represents the last day that an assignment can be submitted to receive credit for completion. Any submission after this date without pre-arrangement\* will receive a zero for that work.

*The timeframe between Due Dates and Final Assignment Submission Date (FASD):* An assignment that is submitted between the Due Date and Final Assignment Submission Date will receive a 10% reduction per day from their grade for each day late up to 3 days/72 hours (not including any grade reduction for the actual work). Additionally, no feedback for submitted work can be guaranteed.

\*Pre-arrangements will be based on the legitimacy of the reason for submission delays. If pre-arranged with the instructor, then the assignment will be graded as an on-time submission.

*Last Day of Class:* This is the last day any work can be submitted for a given course. No assignments will be accepted after this date, unless pre-arranged with instructor. Pre-arrangements will be based on the legitimacy of the reason for submission delays. Any submissions after this date without pre-arrangement with the instructor will not be credited and the student will earn a zero for that assignment. If pre-arranged with the instructor, then an Incomplete ("I") grade will be issued at the end of the semester.

### *Forums (Threaded Discussions)*

For required discussion forum (threaded discussion) throughout the semester: The instructor will initiate the discussion on selected topics. The discussion will continue for a designated period indicated by the instructor. Late policy for forums will defer to the instructor of record for each course.

## Students' Rights

Students have the right to know how their work in a course will be evaluated and how those evaluations will determine the course grade. The following information should be available to students in every course, from the first class day:

- In the course syllabus/instructor's supplement to the syllabus:
  - Explanation of how the final course grade will be determined
  - Due dates for any work that will be evaluated
  -
- In the course syllabus/instructor's supplement and/or as part of the assignment or activity that will be evaluated:
  - The criteria that will be used to evaluate the assigned work

## Grade Appeal Policy

Franciscan Missionaries of Our Lady University recognizes that grades should represent a fair and equitable evaluation of how well students have achieved the expected learning outcomes of a course, an assignment, an exam, or an activity. The intent of this policy is to provide a process for students to appeal a grade that they



consider unfair or inaccurate. It is important to adhere to the timeframes addressed in this policy. Grade appeal decisions must be completed before the first day of class of the next semester.

## Grade Appeal Categories

### Coursework:

Appeal a grade on an exam, assignment, or class activity:

If you think that you have received an unfair or incorrect grade on an individual exam, assignment or activity, you should discuss the grade with the course instructor immediately after the grade is posted on the course management system or returned to you, unless the course syllabus stipulates different guidelines. If consultation with the instructor does not resolve the issue, you should initiate the formal appeal process by completing and submitting the Grade Appeal Form (Appendix B). This step in the grade appeal process must be initiated within **one (1) week** after grades are posted in Moodle OR your work is returned.

### Final Course Grade:

Appeal a final grade for a course:

If you think that you received an incorrect final grade for a course due to a miscalculation, you should discuss the grade with the course instructor immediately. If consultation with the instructor does not resolve the issue, or if you can demonstrate that repeated attempts to contact the instructor have failed, you should initiate the formal appeal process by completing and submitting the Grade Appeal Form (Appendix B). This step in the grade appeal process must be initiated **within one (1) week** after final grades are posted in WebServices.

## Grade Appeal Process

1. Student speaks with your instructor regarding the grade issue.
2. If the grade dispute is not resolved with the course instructor, student may initiate a formal grade appeal.
3. Student will complete and submit the grade appeal form (Appendix B) along with supporting documentation for review to the appropriate program director / program chair or dean.

*If the program director / program chair is the course instructor the grade appeal should be submitted to the School Dean. If the School Dean is the course instructor contact the Vice President for Academic Affairs Office for guidance.*

The grade appeal form is located in Appendix B and on the University Portal and in each of the School Dean's offices.

4. Upon receipt of the grade appeal form and supporting documentation the reviewer notifies the instructor that a grade appeal has been submitted.
5. The reviewer evaluates the grade appeal documents, consults with the instructor and as necessary requests additional information from the student prior to rendering a decision.
6. Written notification of the grade appeal decision is provided to the student within seven business days of receipt of the grade appeal form.
7. If the appeal is denied, the student may appeal the decision to the appropriate School Dean. The appeal must be submitted in writing within one business day of denial receipt.

*If the School Dean is the course instructor the student should contact the Vice President for Academic Affairs Office for guidance.*

8. The continuation of the grade appeal will entail a thorough review of the initial grade appeal documentation prior to a decision being rendered.

9. Written notification of the final grade appeal decision is provided to the student within five business days from receipt of continuation of the grade appeal notification. **This decision is final and no further action will be taken.**

### **Academic Grievance Policy**

An academic grievance refers to any student complaint relating to academic issues associated with course or classroom instruction with the exception of grade issues. Please refer to <https://franu.edu/campus-life/student-handbook> for more information.

Students who feel they have an academic grievance (non-grade related) should first discuss the problem with the faculty member involved. If, following the discussion with the faculty member, the situation is not satisfactorily resolved, the student should discuss the grievance with:

Dr. T. Kirk Nelson  
Program Director, Doctor of Physical Therapy Program  
Email: [Timothy.Nelson@franu.edu](mailto:Timothy.Nelson@franu.edu)  
(225) 526-1793

If the matter has not been resolved at that level, the student should take the issue to the Dean, School of Health Professions. If discussion at the Dean level still leaves the issue unresolved, **an individual may submit a written complaint/concern to [complaints@franu.edu](mailto:complaints@franu.edu)**. Please refer to <https://franu.edu/campus-life/student-handbook> for more information.

### **Professional Practice Course Grade**

Clinical education is an essential component in the physical therapy curriculum. Clinical affiliations provide the integration of the student's didactic and laboratory coursework into clinical practice setting. The curriculum includes a series of clinical experiences throughout the program. It is through the integrated and full-time clinical affiliations that the student achieves curricular goals which lead to entry-level competence. For specific information regarding clinical education and grading, please see the Doctor of Physical Therapy Program Clinical Education Manual.

Students are expected to demonstrate ratings on the CIET as described on the following pages (Passing Ratings) during each of the three full-time clinical affiliations (DPTH 7791, DPTH 7792, DPTH 7793). Clinical education course grades are determined by the Director of Clinical Education (DCE) according to criteria established for each clinical course and listed in the course syllabus. A passing grade indicates that the student has succeeded in reaching the objectives identified as critical for the Professional Practice course as referenced by the CIET.

The student's performance in the clinic is evaluated by his/her assigned clinical instructor (CI). The CIET is used to document competency level in order to graduate. The course grade is based upon student performance in the clinic, in accordance with the identified course objectives and with criteria established by the DCE. Grades are dependent upon behaviors noted in the clinic in compliance with course objectives, timely submission of forms and assignments, and documented performance on students in each clinical affiliation. The grade in clinical education courses is determined by the DCE based upon criteria identified in the course syllabus and provided to each CI.

Students are expected to take a proactive role in the achievement of clinical expertise. As such, they are expected to maintain open communication with both the DCE and the CI, identify needed experiences to the CI in a timely manner, maintain records of achievements in the clinic and discuss opportunities and experiences that contribute to the success of the affiliation.

In the event of potential failure of a student to pass the clinical experience, the student and the clinical instructor should notify the Director of Clinical Education at the earliest possible time, in order for remediation strategies to be discussed and/or arranged. Students are required to meet all identified deficiencies in order for the student to graduate from the DPT Program. Remediation may include extended length of a clinical affiliation, remediation of

deficiencies, or assignment of an additional clinical affiliation. In the event that remediation activities extend beyond the semester schedule, the student will be given an “I” in the course until the final grade has been determined. The student must successfully complete the remediation in order to pass the course. Failure to pass a clinical education course, or to successfully complete remediation activities, will result in non-progression according to the policies previously stated.

### **Record Retention Policy**

Student records are confidential and only those faculty members whom are directly responsible for the student’s progress will have access to student files. Access to and Review of Student Records policy is found in the University Catalog: <https://franu.edu/offices-services/office-of-the-registrar/catalog>

All official University Student Records are maintained in the Registrar’s office and are kept indefinitely.

# EXAM PROTOCOL

## ExamSoft Product Use

ExamSoft is a secure testing product that is used for in-class examinations via the exam taker's laptop. Additionally, the DPT Program uses the rubric feature of the product and will grade all analytic rubrics via ExamSoft.

## ExamSoft Software

The student must download and install the latest version of the ExamSoft Exemplify product prior to the scheduled examination. Exemplify download instructions and updates will be provided by the program.

## Download of Exams

Exams must be downloaded prior to posted exam download deadline. Students who fail to download exams by the posted exam deadline may not be allowed to take the exam. Each exam is password protected. The password will be provided at the beginning of the exam.

## Testing Environment Items

Students must bring the following items in order to be allowed entry into the testing environment:

### Laptop:

- Should be fully charged and able to operate on battery for at least 3 hours of normal activity (i.e., web browsing, word processing, wireless).
- Students may not have access to power for charging during testing.

### Privacy Screen:

- Use filters that attach over the student's laptop display to make information visible to only the exam-taker.
- The privacy screen must be well-fitted and appropriate to the student's laptop device and are required for all computer-based exams. Students may be allowed to take a computer-based exam without an attached privacy screen.

### As allowed by course instructor:

- Ear plugs, writing instruments (white board and pen) will be provided) and scientific and graphing calculators may be allowed at the discretion of the course instructor for testing.
- Sharing of calculators during the quiz or exam is not permitted.

Students may bring the following items into the testing room:

- Noise cancelling ear plugs
- Keys

All personal items must remain at front of the room or designated area

- Cellular phones/smart phones
- Smart watches
- Hats
- Food
- Other Personal items (back packs, purses, bags, notebooks, books, etc.)

## **Exam Day Testing Procedures**

Students must adhere to the above policy on testing environment items.

Paper, textbooks, notes or any other course documents may not be used during quizzes or exams unless specified by the course instructor.

Whiteboards and dry eraser pens may be provided by the proctor prior to the start of the exam. Whiteboards and dry erase pens must be turned into the exam proctor prior to the exam taker leaving the testing environment.

Students will be given the password to the exam and start the exam at the direction of the proctor. No talking or other communication is allowed once a testing session begins.

Each exam session has a pre-arranged duration. This will be communicated prior to starting the exam.

Once an examination begins, all personnel should refrain from conversing with examinees. This includes clarification or interpretation of exam questions. Students should note questions about the examination or errors in test questions and discuss them with the this in after completing the exam. The exam proctor has the discretion to provide critical information to the class when necessary.

## **Entering/Leaving the Testing Environment**

### Late Arrivals

- Students arriving late for an exam may not be permitted entrance within 10 minutes of the start of the exam.
- Students who arrive late for an exam may not be allowed additional time to complete the exam.
- ExamSoft timer may not be reflective of total time remaining. As previously stated, the start and end time will not be altered.

### Reentry

- If a student leaves the testing environment for any reason, the student may not be allowed to return to complete the exam with the exception of one bathroom break that is to be no longer than 10 minutes during comprehensive.

## **Exam Completion**

Prior to leaving the testing environment, students must show their Exemplify computer screen that signifying exam completion. Students are to upload exams prior to the published exam upload deadline.

In the event of a laptop malfunction:

- If a student experiences a laptop problem or malfunction prior to, during, or upon exiting an exam, he or she must immediately notify the proctor. If a student's laptop fails during an examination, the student may be allowed to continue answering the exam by hand-writing it at the discretion of the proctor. Additional time may not be allowed for attempting to resolve computer problems during the exam.
- After the exam has concluded, an attempt may also be made to retrieve exam answers from the student's hard drive. The retrieved exam portion, together with the hand-written portion, will be submitted to the course instructor for grading.
- Only if exam answers cannot be retrieved within 24 hours, may the Program Director, in consultation with the instructor, determine any additional remedial options, if any. However, no consideration will be given to a student who failed to alert the proctor at the time of the difficulty.

**Exam Absence**

Students must notify the course instructor if they will not be present for an exam. Make-up exams will be given at the discretion of the course instructor.

**Post-Exam Review**

Exam reviews are at the discretion of the course instructor.

# PRACTICAL TESTING

## Skills Check-Offs

The student must demonstrate safety and competency in the laboratory setting during performance of examination techniques and performing therapeutic interventions. Skills check-offs requirements are listed in the appropriate course syllabus. Students are required to practice skills and arrange a skills check-off test within the time frame established by the course instructor.

The student will not be allowed to attend full time clinic education until successfully completing designated check-offs and satisfactory performance on all comprehensive practical examinations. Any check-off previously tested may be included in practical examinations.

## Comprehensive Practical Examinations

Comprehensive practical examinations are designed to combine and integrate examination, assessments, interventions, and professional behaviors reflective of physical therapy practice. Each comprehensive practical examination is presented as a case scenario, and the student is required to incorporate all parameters of patient care and safety in the application of the examination, assessment, interventions and professional behaviors. Professional behavior criteria and skills include, but are not limited to safety procedures, communication, patient instruction, positioning and draping, proper body mechanics, examination, assessment, interventions, time management, documentation and cleanliness.

Students are required to pass all comprehensive practical examinations in order to pass any of the Physical Therapy Seminar (I, II, III, and IV) courses and matriculate in the DPT Program. First year students require a composite score of 70% with an 8 of 10 (80%) on safety and second year students require a composite score of 70% with a safety score requirement of "pass" on the comprehensive practical examination. If a student passes a comprehensive practical examination the student will receive the grade earned, which will be applied to the overall Physical Therapy Seminar course grade. If the student fails a comprehensive practical examination, he/she will be required to retake the practical examination, with a new grader and unique case. If the student fails the second attempt, he/she will enter a three-week remediation period. The student will be given one additional opportunity to demonstrate acceptable performance following remediation. If the student fails to pass on the third attempt, he/she will be dismissed from the program. If a student fails on the safety component alone, but performed well otherwise, the faculty may opt to give the student a provisional pass. The student would be given the opportunity to watch video footage of their practical examination, self-assess and identify all errors and/or deficiencies, and list corrective actions that would need to be taken. If the deficiencies and corrective actions are acceptable, the student may be given the provisional pass without need for the remediation period.

## Clinical Competency

Laboratory practice of each clinical skill is necessary to ensure best practice in each clinical setting. In order to evaluate the student's ability to perform these procedures, the student will be required to check off skills with a faculty member prior to performance of the skill in the full-time clinical education setting.

## REGISTRATION AND FEES

Students register for courses through Wolf Tracks via their MyPortal access. Students are alerted when registration opens and must register for the courses they are to take based on their cohort position in the curriculum. Tuition and fees must be paid by the due date each semester. It is the student's responsibility to submit all fees no later than the due date noted on the fee bill.

Students have access to all appropriate information via the student information system. If financial aid from external sources is anticipated, the student should contact the Business Office to process financial matters. The registrar will delete the student's name from the course roster if financial obligations are not met by the University deadline. Students will not be allowed to attend class or clinic assignments until all fees are paid in full, or cleared with the Business Office. A late fee will be assessed each student, and permission from the Vice President of Enrollment Management and Student Affairs may be required to register for the class. Students may use the University portal to request textbook or uniform vouchers to purchase textbooks or uniforms in the event that financial aid funds have not been distributed.

### Tuition and Fee Refund Policy

When a student **officially** drops courses, withdraws from courses, or resigns from the University, his/her account will be credited with a refund of tuition and fees charged for the courses based on the following refund policy. Students must follow University procedures and adhere to published deadlines when dropping, withdrawing, or resigning. If a student is de-registered by the University for any reason, the University reserves the right to refund the student according to this schedule using the effective date of de-registration to determine the percentage refunded. The University tuition refund policy can be found at the Bursar's office: <https://franu.edu/campus-life/bursar-policies>

Special note to financial aid recipients regarding resignation: Per federal regulation, the University must determine the amount of federal financial aid to be returned to the federal programs for students who withdraw after receiving federal financial aid. This includes students who officially resign and students who are determined to have unofficially resigned. Students considering withdrawal/resignation should contact the Office of Financial Aid to determine any potential effects on aid already received for the semester. If the return of un-earned aid results in a balance on a student's account, the student is responsible for paying that balance to the University. Unpaid balances are subject to the policies detailed in the past-due balances section.

### DPT Program Tuition & Fees

The current DPT program tuition and fees can be found at <https://franu.edu/admissions/tuition-and-costs>

Additional student expenses may vary and include:

Non-Bundled Textbooks	\$ 2,542.00
Laptop Privacy Screen	\$ 30.00
Physical Therapy Embroidered Lab Coat	\$ 50.00
Physical Therapy Embroidered Polos (5 x \$20.00/shirt)	\$ 100.00

Health and Safety requirements are the student responsibilities through their primary care provider and include (a packet of information will be provided to students with local providers):

- Criminal Background Check
- CPR Training
- TB Skin Test
- Varicella Titer
- MMR Titer
- Hepatitis B Vaccine
- Meningitis Vaccine



# ELECTRONIC DEVICES

## Laptop Requirements

Laptop computers **are required** for all students in the DPT Program. The wireless network at the University is currently 802.11 and is available throughout the campus. Listed below are the minimum required laptop specifications. Current technology requirements can be found at FranU's myPortal at <https://myportal.franu.edu/departments/informationsservices/Pages/Technology%20Requirements.aspx>

## Recordings

Audio and video recording of any kind to include: classroom lectures, conferences, interactions with course or clinical faculty, is prohibited unless prior approval is obtained by the instructor and program. Use of recording equipment and other forms of technology is strictly controlled in testing situations. As a courtesy to the faculty and other students, all phone functions, including text messaging should be turned off during class. Use of computers in class is considered a privilege and may be limited by instructors. Use of computers in class that is deemed inappropriate or distracting may result in loss of this privilege. Students who disrupt class with any electronic device may be asked to leave class, as it is distracting and disrespectful to faculty and other students. Failure to adhere to this policy may result in dismissal from the DPT program.

## HEALTH AND SAFETY REQUIREMENTS

To participate in clinical education experiences, students must verify current coverage of several mandatory requirements throughout enrollment in the clinical sequence of courses in the DPT Program. Failure to maintain approved status will result in the immediate disciplinary action. Students are required to provide updated verification of these requirements at the beginning of each semester (no later than the first day of class) and to ensure ongoing coverage of these requirements throughout the clinical education sequence. These requirements include CPR certification, criminal background checks, random drug screens, Hepatitis vaccine series (or waiver), flu vaccine and tuberculin skin test. The tuberculin skin test must be given within one month of enrollment in the Program. Students will not be allowed to participate in semester course work or clinicals if coverage has lapsed.

Students are required to participate in training which covers topics such as infection control, response to fire, handling blood and body fluids, electrical hazards, body mechanics, and other OSHA required instructional materials.

### Drug Testing Policy for Students

Franciscan Missionaries of Our Lady University DPT program will not tolerate the use of illegal drugs or the abuse of alcohol. Students are required to take a drug test prior to entering the program, and may be tested periodically at random or for cause/suspicion. Please refer to the Drug and Alcohol Policy in the Franciscan Missionaries of Our Lady University Student Handbook (<https://franu.edu/campus-life/student-handbook>).

### Student Insurance

All students are required to carry health insurance and to provide proof of coverage the Office of Health and Wellness (<https://franu.edu/offices-services/office-of-health-and-safety>).

#### Student Health Insurance

The University encourages all students to carry personal health insurance. It is strongly recommended that all students enrolled in clinical degree/certificate programs carry personal health insurance and that this be reported to the Health and Safety Office. For further information contact the Office of Health and Wellness at (225) 526-1636.

#### Accident Insurance

The University provides Accidental Injury Insurance for all students enrolled in a clinical program or science laboratory course. This insurance only covers injuries resulting from an accident occurring while participating in assigned clinical activities. Expenses incurred from injuries resulting from such an accident that require medical care or treatment and are provided at an emergency room, hospital outpatient department, clinic or doctor's office, will be payable at 100% of the Reasonable and Customary charges up to a maximum of \$10,000 per accident. Please note that this is a secondary policy and will only pay claims after the student's primary insurance has paid. The student must submit an incident report to the Health and Safety Office as soon as possible following the accident. The Director of Campus Health and Safety will assist the student in filing a claim with the claims company for this secondary insurance. This insurance is for an injury sustained during a laboratory or clinical assignment only.

In the event a student is injured while caring for a patient, the student will be treated at a hospital Emergency Department, Employee Health Department associated with the facility or an appropriate Urgent Care facility. The services rendered will be billed to the student's insurance. Health care costs are the responsibility of the student and not the responsibility of the University or the DPT Program.

## Health Services Available to Students

- Total Occupational Medicine Clinic: (225) 924-4460 (Drusilla Lane). Provides services to Franciscan Missionaries of Our Lady University students at discounted rates. MMR and TD immunizations are available for students. All clinical students may obtain their pre-entrance physical, TB skin test, Hepatitis vaccine, MMR and TD immunizations at Total Occupational Medicine Clinic. No appointment is necessary, but you must show your student I.D. Payment is due at time of service and may be paid by cash, check, Visa or MC.
- Medical Plaza Pharmacy: (225) 765-8951. Students enrolled in professional degree or certificate programs may obtain over the counter items (excluding food and drink items) from the Medical Plaza Pharmacy at the same discount as hospital employees. To receive the discount, students must present their program nametag at checkout. The Medical Plaza Pharmacy is located in the lobby of Medical Plaza II, directly across the street from the Nursing Building on Hennessy Blvd.
- Physician Referral Service: (225) 765-7777. Students may use the Physician Referral Service offered through Our Lady of the Lake Regional Medical Center.
- Lake Line Direct: (225)765-LAKE (5253) or toll free 1-877-765-5253. Students may use this community service of Our Lady of the Lake Regional Medical Center for free 24-hour nurse advice.

## Illness/Injury Policy

All students with health conditions (illnesses, infections, injury, etc.) which necessitate leaving class or a clinical assignment or an extended absence of three or more days must discuss their situations with their instructors and the University Director of Health and Wellness. The student may continue in the program with the written approval of his/her treating physician. Following the absence, the student may return to school after obtaining a physician's written consent of the student's ability to participate in all activities inherent in the course description. The student must contact the Health & Wellness Office regarding how to obtain a Return to Class/Clinical form. Student will need to provide physician documentation regarding dates of illness and any activity restrictions prescribed. The student then takes a section of this form to the Program Director or Director of Clinical Education.

If a student has been absent due to flu like symptoms (fever, cough, sore throat, and body aches), the student must be cleared by their primary healthcare provider to return to class. If a student does not have a primary health care provider, they may go to the Total Occupational Medicine clinic at for a return to school physical assessment. Additional fees may be incurred if diagnostic testing is indicated; call 924-4460 for more info. The student must provide medical documentation to the office of Health & Wellness for a return to class authorization.

An illness requiring an absence that prevents the completion of course work because of circumstances beyond the student's control may necessitate the process for "I" grade, withdrawal, or resignation. The student must initiate the appropriate process following established guidelines in the current catalog.

## Immunization Requirements

In accordance with state law (Louisiana R.S. 17:170 Schools of Higher Learning) all students born after January 1, 1957 enrolling for the first time at Franciscan Missionaries of Our Lady University must furnish proof of immunization for measles, mumps and rubella (MMR) and tetanus and diphtheria (TD). The required proof is to

be submitted with the University application. Current University requirements for immunization can be found here: [Immunization Policy Details | FranU](#)

### **Liability Insurance**

Each student is covered by the University policy for General Liability of \$1,000,000 Each Occurrence /\$6,000,000 General Aggregate and Healthcare Professional Liability of 2,000,000 Each Occurrence/6,000,000 Aggregate Shared. Cost for liability insurance is included in the student fee structure and acknowledged with receipt of semester tuition and fees paid in full. Verification of liability insurance is included in the clinical affiliation agreement that the Program has with each clinical facility. Updated liability information accompanies the student to each clinic affiliation. Failure to pay tuition and fees on a timely basis may result in loss of insurance coverage and inability to participate in clinical education.

## INCIDENT REPORTS

An incident is described by Risk Management as “anything out of the ordinary.” A QUANTROS Report must be completed for any injury, property damage, or unusual occurrence involving a student, employee or visitor on the University campus. If the incident occurs at a clinical site, the student will complete a QUANTROS report in addition to following the protocol of the clinical agency. Every incident must be reported to the Director of Clinical Education at the earliest possible time following the incident. Incident reports are not part of the patient or student record, and should not be put into the patient chart. The QUANTROS report will be accessed by the University Director of Health and Wellness for review.

University Director of Health and Wellness  
Miriam Holmes, RN (225) 526-1636.  
Email: [miriam.holmes@franu.edu](mailto:miriam.holmes@franu.edu)

## LABORATORY POLICIES

Participation in laboratory classes provides students with the opportunity to practice and learn skills safely with supervision and guidance. Students' participation in the laboratory exercises is essential in order for students to be prepared for lab check-offs, practical examinations, professional practice. Every effort is made to ensure a safe, professional environment in which students can participate and practice procedural techniques. Any student's request to be excused from participating in an assigned activity must be approved by the course faculty. The student is responsible for making up any missed work.

Additional practice times are scheduled to provide students with time to learn and practice skills. Students are encouraged to utilize these times to prepare for skill check-offs and practical examinations, and professional practice. Alternate or additional open lab times for laboratory usage may be arranged with a faculty member, if scheduled times are appropriately utilized.

### Declaration of Risk

It is in the student's best interest to participate in all assigned lab activities. Students are instructed in precautions, indications for and contraindications against each skill, prior to participating in lab practice. It is the responsibility of the student to declare to the instructor or program director any illness, injury or condition that could present the risk of potential danger in the lab, or in the clinical settings. Personal information will be kept confidential, unless otherwise authorized by the student. Failure to report a risk factor will result in disciplinary action.

If a student demonstrates behaviors indicative of injury or illness, he/she will not be allowed to participate in clinical education or laboratory activities until evaluated, and released, by a physician (at the student's expense). If a student is under a physician's care, documentation of restrictions or release from care must be received by the faculty, in order to ensure that accommodations can be made in the lab or clinic. If a student's health status changes due to an accident, pregnancy or illness at any time while enrolled in the DPT Program, the student is required to provide a doctor's documentation of release and/or restrictions to the Office of Health and Wellness and to the DPT Program Director in order to return to class or clinic. A copy of the documentation will be maintained on file in the Program Director's office.

### Safety and Equipment Use

The DPT Program faculty strives to ensure a safe, supervised environment in which students participate in a variety of educational activities, relevant to the practice of physical therapy. To that end, policies have been established to ensure the safety of all participants. Failure to comply with policies will result in disciplinary action. A copy of the Physical Therapy Lab Safety Manual is located in the lab.

- All electrical machines owned by the University are checked annually by the Biomedical Department at Our Lady of the Lake Regional Medical Center.
- Equipment on loan from medical suppliers or other facilities must have evidence of safety maintenance from the supplier.
- Machines may be used only for the intended purpose within the parameters identified for safe usage.
- No student may use equipment outside of scheduled laboratory times, without prior permission of a faculty member. A DPT Program faculty member must always be campus during the use of the laboratory or the equipment.
- Students may borrow equipment from the DPT Program. Students must sign the equipment in and out on the form provided by the DPT program support coordinator or authorized staff/faculty. Students must return all borrowed equipment prior to the next class period.
- If off campus sites are used for educational experiences, it is the responsibility of the course coordinator or Program Director to visit the location to assess safety concerns. An observation agreement must also be in place for off campus educational experiences.

- Any equipment that is considered a potential hazard must be clearly marked as such, removed from the area and checked by the Biomedical Department before being used. Potential hazards may include, but not be limited to frayed cords, cracked housing, exposed wires, or being dropped or misused. Damaged equipment should be promptly reported to faculty; faculty should report damaged equipment to program support coordinator.
- If at any time a student feels in any way endangered by a procedure in the laboratory or other experiential activity, he/she may request oversight of the procedure by a faculty member.
- Modalities in the lab are used to learn applications on healthy tissue only. Students may not use modalities for relief of symptoms without faculty permission.
- Students are required to practice safe techniques in the lab as identified in the course syllabus and in accordance with the PT Lab Safety Manual and the SDS located in the lab. The campus safety plan is outlined on the University website and in the student handbook. All DPT Program safety policies are in accordance with that plan and with the Physical Therapy Lab Safety Manual.
- Students may only practice modalities on other students currently in the DPT program, unless specific labs are arranged by faculty that involve members of the public.

## **Therapeutic Touch**

The process involved in experiential learning of the human body involves laboratory activities utilizing student to student, faculty to student and student to faculty demonstrations and practices. The laboratory activities provide the opportunity for the student to gain an awareness of therapeutic touch, both from the “patient” perspective and the “professional” perspective. Therapeutic touch activities include, but are not limited to, positioning; draping; facilitating movement; palpating muscles and skeletal landmarks; therapeutic massage; data collection including assessment of muscle strength and joint range of motion; measurement of segmental length and girth; and assessment of patient responses.

Therapeutic touch is an integral part of the delivery of physical therapy and it serves as the fundamental approach of data collection and therapeutic intervention techniques. Therapeutic touch involves:

- Placing “professional” hands on various parts of the “subject’s” body. It may involve male/female, female/male, male/male, female/female, student/student or student/faculty partnerships.
- Exposing parts of the body to prepare for a data collection or therapeutic intervention procedure, while ensuring patient dignity and modesty.
- Opportunities for experiencing the treatment procedures first hand and to provide feedback in a controlled environment.
- Proper draping and communication will be required during all palpation skills.

Labs are an active learning environment which requires all students to participate in all assigned lab activities in the role of both the “patient” and the “professional”. Partners may be randomly assigned and rotated in order to provide a global perspective for each student. If a student feels that he/she has been exposed to inappropriate touch or verbal innuendo, the incident should be reported immediately to the course faculty member or Program Director for investigation.

## **Informed Consent**

No subject, whether student, faculty, patient or volunteer, may be videotaped, audiotaped or photographed for instructional (or other) purposes for the University unless a signed consent form is on file in the Program Director’s office (Appendix F). The form must identify specific use of the content and specific limitations and restrictions for use of the material. Consent is also required for use with any material that may have content that can be used in any way to identify the subject. Failure to comply with this policy will result in disciplinary action. In addition, at the beginning of the DPT Program, each student will sign consent to participate in laboratory activities (Appendix E). This consent is maintained in the Program Director’s Office.

## Utilization of Laboratory Resources

The DPT laboratory provides space, equipment and supplies necessary to practice and master the essential patient care skills prior to application in clinical affiliations. Much of the equipment that is used is expensive and potentially dangerous if used incorrectly. Opportunity for the students to access the lab will be provided both during scheduled class time and out of class time within the parameters of the following guidelines:

- Hours for lab access will be posted on bulletin boards and in course syllabi. Students requiring additional access to the lab can arrange this with the course faculty.
- Equipment and supplies will be locked in the storage area when not in use. Students are responsible for the care and storage of any equipment they use.
- There will be no eating or drinking from open containers allowed in the laboratory.
- Work areas are to be left neat and clean when practice is completed.
- Soiled linens are to be disposed of properly.
- A faculty member or lab assistant will be available in scheduled out of class times for assistance or consultation. All students are required to have in-room supervision by a faculty member of procedures involving potentially hazardous procedures or equipment until determined to be safe in performance of the procedure.
- Students may borrow equipment from the DPT Program. Students must sign the equipment in and out on the form provided by the DPT Program secretary. Students must return all borrowed equipment prior to the next class period.
- Students should sign in and out of the lab to indicate their presence and departure from the lab and specify the equipment they are planning to use during their lab practice time.
- Notify a faculty or staff member immediately of any equipment that is damaged or not functioning properly.
- Notify a faculty or staff member immediately with any safety incident or concern while in the lab setting.
- Damaged, defective or unsafe equipment is to be tagged, removed from the treatment area and reported to faculty immediately.
- Professional behaviors, universal hand washing techniques and safe practices are expected at all times.
- Equipment, supplies and reference materials are not to be removed from the lab without permission of the course faculty.
- Students are only allowed to practice on/with other students currently enrolled in the program.

### Extra Lab Practice Time

Students will be allowed to utilize the DPT gym/lab facilities during the regularly scheduled times posted in course syllabi. In addition, students can schedule additional practice times with faculty members, if needed or requested. Students are expected to comply with “Lab Rules” as posted in the lab. The “open lab rules” appear below. Specific times may also be designated for extra practice time with the Anatomage Table.

### Open Lab Rules

- Students may use electronic modality equipment only if a faculty member is present on campus.
- Coordinate with the instructor a time that you will be in the lab.
- Practice only with other consenting DPT Program students.
- Wear only closed toe and closed heel shoes with non-slip soles for lab practice . No flip-flops, sandals, or open toe shoes will be permitted. Unless otherwise indicated by the instructor(s). Tennis shoes are preferred.
- Check all equipment before use.

### Food and Drink

Food and drink should be contained to the student lounge area. Drinks are to be in non-spill containers only. The gym has equipment that could potentially be damaged from exposure to liquids and/or spills. Food or drink choices should not be disruptive to your instructor or to your classmates during class time.



## MASTER PLAN OF EVALUATION

The evaluation process of the Franciscan Missionaries of Our Lady University DPT Program is designed to measure program effectiveness, instructor competence, assess student knowledge and clinical performance. Areas of concern regarding program effectiveness are explored, identified, improvements implemented and monitored after appropriate committee approval. The Franciscan Missionaries of Our Lady University DPT Program Master Plan of Evaluation:

### 1. Evaluation of the Program

- Evaluation of the DPT Program by the Graduate  
At the completion of the requirements for graduation, each student is given the opportunity to evaluate the program via an electronic survey.
- Evaluation of the DPT Program by the Alumni  
Graduates of the Franciscan Missionaries of Our Lady University DPT Program will be sent an electronic alumni evaluation survey within one year after graduation to evaluate the effectiveness of their clinical/didactic educational experience.
- Evaluation of the DPT Program by the Employer  
Within one year of graduation, employers will be sent a post-graduation employer survey to assess the graduate's competency and assist in assurance of program effectiveness.
- Annual Evaluation of the Program  
The Program Director and the Director of Clinical Education will conduct a yearly internal evaluation of the program to evaluate the program's effectiveness. Included in the evaluation are graduation rates, grade point averages, Licensure examination pass rates and mean scores, employment rates and employer satisfaction survey results.
- Student Evaluations of the Program  
Students will have the opportunity to evaluate their didactic and clinical instructors as well as the clinical instructors, clinical site rotations and clinical coordinators each semester. Evaluations will be confidential and will be used by administration to improve the classroom and/or clinical experience. Students are encouraged to reply in a constructive, professional manner with honesty and integrity.
- Faculty Course and Self-Evaluations  
Faculty course evaluations are requested at end semester upon course completion. Additionally, faculty members are required to complete an Annual Professional Development Plan and Self-Assessment and Reflection as part of the review process as specified in the University Faculty Handbook.

### 2. Evaluation of the Student

- Didactic Evaluation  
Didactic evaluation is accomplished through test and assignment grades throughout the semester and grade reports are furnished by the Office of the Registrar following each semester.
- Clinical Evaluation  
Clinical evaluation of the student is accomplished through adherence to the guidelines delineated in the Clinical Education Manual.

## APPENDIX A

### Franciscan Missionaries of Our Lady University Doctor of Physical Therapy Program

#### Student Acknowledgement of Policies and Procedures

I have been informed of and will comply with the policies and procedures in the University Catalog, the University Student Handbook, the DPT Student Handbook, and the Course Syllabi. I am aware that this information is subject to change at any time by authority of Franciscan Missionaries of Our Lady University or the DPT Program. If changes are made, I will be informed of the changes via electronic communication modes (e. g., University Web site, e-mail, or Moodle).

**Printed Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## APPENDIX B

### Franciscan Missionaries of Our Lady University Doctor of Physical Therapy Program

#### Grade Appeal Form

**Instructions:**

Submit this form along with supporting evidence as detailed in the Grade Appeal Process Steps **within one (1) week after the grade has been posted or your work is returned.**

Requests submitted after the time allotted will not be considered, and the grade will stand.

Date \_\_\_\_\_

Name \_\_\_\_\_ Student ID \_\_\_\_\_

Phone \_\_\_\_\_ E-Mail Address \_\_\_\_\_

Course and Section: \_\_\_\_\_ Semester:  FA  SP  SU

Instructor \_\_\_\_\_

**Type of Appeal** (check one)

- Coursework Grade Appeal (exam, quiz, assignment etc)  
 Final Course Grade

**Discussion with Instructor**

- Yes                      date of discussion  
 No                         if checked no provide explanation for not discussing grade with instructor

**Reason(s) for Appeal with supporting documentation**

*(Attach additional pages as needed. Be sure your supporting evidence is secured in an envelope or file folder. Label all pages with your name.)*

## APPENDIX C

### Franciscan Missionaries of Our Lady University Doctor of Physical Therapy Program

#### Core Performance Standards

Franciscan Missionaries of Our Lady University's Doctor of Physical Therapy Program has a responsibility to prepare highly skilled professionals, and integrated thinkers to become future physical therapists. All graduates of the program must have knowledge, skills, and attitudes to function in a wide variety of clinical situations and provide care to diverse patient populations. These Core Performance Standards are designed to ensure the graduation of capable, and ethical servant leaders who are valued contributors to the health professions and to the community.

The Doctor of Physical Therapy Program complies with the 1973 Rehabilitation Act, Section 504, and the 1990 Americans with Disabilities Act and in doing so acknowledges that a number of individuals with disabilities are qualified to study and practice physical therapy given reasonable accommodations. To be qualified for the study of physical therapy, those individuals must be able to meet both the program's academic standards and core performance standards with or without reasonable accommodation. Accommodation assists students with disabilities to meet standards by providing them equal opportunity to participate in all aspects of each course or clinical experience.

Each student is responsible for assessing his or her ability to meet these standards prior to enrollment and throughout progression in the program curriculum. It is the responsibility of the student, and in the student's best interest, to report **any** circumstance in which accommodations are needed, or special considerations should be given, to the course faculty or program director as soon as possible. Students may be required to consult a physician (at his/her own cost) if there is any risk or concern for either patient or student safety.

#### Description of Core Performance Standards

These skills apply to all candidates for admission and students within the professional program. The program must ensure that patients are not placed in jeopardy by students with impaired intellectual, physical, or emotional functions. Students will be evaluated on their academic record in addition to their physical and emotional capacities to meet the full requirements of the curricula and to graduate and practice as skilled and effective professionals. The Program must maintain the integrity of its curriculum and preserve those standards deemed essential to the education of a student earning a Doctor of Physical Therapy degree.

The following are the Core Performance Standards for the Doctor of Physical Therapy Program and examples of each standard. These are not intended to be all inclusive, but rather present a basic understanding of each standard. These standards should be read and carefully considered. These standards have been identified as those abilities necessary for successful completion of the program.

Critical Thinking and Problem Solving: The candidate/student must possess the abilities to critically think and problem solve both in the classroom and in clinical settings. These skills include the ability to comprehend and apply mathematical principles solving clinical problems. Ability to integrate examination findings into a comprehensive intervention strategy for the patient. Ability to assimilate large amounts of material communicated through lecture, discussion, readings, demonstrations, and practice. Ability to utilize information regarding efficacy of care and apply those findings. Ability to develop research questions, collect data, perform and interpret statistical calculations, and formulate outcomes in a logical manner.

Cognitive Skills: The candidate/student must have the ability to problem-solve one or more problems within specific timeframes. Ability to function effectively using all necessary cognitive and skills under normal working conditions to meet deadlines.

Communication: The candidate/student must be able to speak, hear, observe, examine patients, describe status of patient, changes in mood, activity, posture, perceive non-verbal communication, read, and write in English in an effective and professional manner to communicate to all members of the health care team.

Behavioral and Social: The candidate/student must demonstrate sufficient emotional and mental health to fully utilize his/her intellectual and motor abilities. Exercise sound judgment in all situations, including under stress. Be able to complete duties involved in examination, evaluation, intervention, and discharge planning. Be able to develop mature/sensitive/empathetic relationships with the patient, family, caregivers, and other members of the health care team. Have the ability to be mentally flexible and function appropriately with the uncertainties that involve in patient care. Maintain alertness and concentration during the work days. Be able to work independently and with others under time constraints. Be professional in all situations and at all times.

Motor (gross and fine): Candidates/students must have sufficient motor function to perform evaluation, treatment, and emergency procedures without injury to the patient or self. Students must be able to use their abilities to move to successfully complete classroom requirements, perform a physical examination, and provide physical therapy intervention for standard treatment, as well as to provide care during emergency situations. The following specific movement abilities are required for didactic education: ability to sit for up to 8 hours daily, stand for 1 to 2 hours, and walk for up to 30 minutes daily. When participating in clinical education: ability to stand or walk for at least 7 hours daily and to sit for at least 1 hour daily or as facility requires, relocate living arrangements outside the area that the student lives to complete 1 or more clinical rotations of for up to 14 weeks, frequently lift items less than 10 lbs., occasionally lift items between 10 and 50 lbs., carry up to 25 lbs. while walking, and frequently twist, bend, stoop, and squat. Frequently use the hands with repetitive motions using a grasp and manual dexterity skills. Ambulation ability and balance sufficient to aid patients during transfers and gait training.

Visual Integration: Adequate vision to be able to distinguish changes in symmetry, color, texture of body structures. Read charts, graphs, instrument scales, etc., in whatever form presented. Observe a patient at a distance and up-close. Observe demonstrations, experiments, and laboratory exercises.

Sensation: Tactile and proprioceptive abilities are necessary to perform a complete examination of and intervention for the patient including changes in skin temperature, texture. Palpation of body structures, distinguish body parts by touch. Assessment of joint movement. Ability to provide appropriate resistance, timing, pressure during examination and intervention techniques.

I, Doctor of Physical Therapy Student \_\_\_\_\_ have read the above Core Performance Standards of the Doctor of Physical Therapy Program and profession. I attest that I currently meet these Performance Standards. Further, I acknowledge that failure to demonstrate compliance with the Core Performance Standards at any point during my education is grounds for remediation and possible program dismissal.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

## APPENDIX D

### Franciscan Missionaries of Our Lady University Doctor of Physical Therapy Program

#### Honor Statement

By endorsing these common principles, I accept a moral obligation to behave in ways that contribute to a civil campus environment and resolve to support this behavior in others. This commitment to civility is my promise to Franciscan Missionaries of Our Lady University and its community of scholars.

The University does not condone harassment directed toward any person or group within its community: students, employees, or visitors. Every member of the University should refrain from actions that intimidate, humiliate, or demean persons or groups or that undermine their security or self-esteem. Physical, mental, or verbal acts that intentionally threaten, seriously embarrass, harm, or harass any person, persons, or group on the basis of race, ethnicity, religion, gender, sexual orientation, or handicap are serious offenses. Any person or group to act in such a manner will be subject to discipline.

Signed Honor Statement and notification of disabilities and professional conduct is located in the student's file.

- I will not give or receive any unauthorized aid on any examination or paper. In the event that I witness anyone else do so, I will report him or her immediately to the instructor and/or the appropriate Program Director or Dean.

**Printed Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

- Professionalism, integrity and excellence are the cornerstones of Franciscan Missionaries of Our Lady University and the Doctor of Physical Therapy Program. Consequently, DPT students are expected to be kind, compassionate and patient and to consistently demonstrate honesty, service, and respect for others.

**Initials** \_\_\_\_\_

- If you have a documented disability and wish to discuss academic accommodations, please contact the Student Affairs at Phone: (225) 526-1620 Fax: (225) 526-1613

**Initials** \_\_\_\_\_

## APPENDIX E

### Franciscan Missionaries of Our Lady University Doctor of Physical Therapy Program

#### Clinical and Practical Lab Skills Release

I understand Instruction may periodically require physical contact between faculty, clinical instructors and students for the purpose of physically guiding appropriate techniques, ie Physical Assessment, Clinical Skills and other didactic and clinical situations that may involve demonstrations. My signature indicates my understanding of this as an appropriate and necessary part of instruction, and that I accept this practice.

**Printed Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## APPENDIX F

### Franciscan Missionaries of Our Lady University Doctor of Physical Therapy Program

#### Photograph/Video Release Form

With my signature below, I hereby permit Franciscan Missionaries of Our Lady University to use my photograph or video image in official University publications including but not limited to the University Website, Catalog or other publication or office news release(s). I furthermore release Franciscan Missionaries of Our Lady University, its Board, Board members individually and its employee and agents, from any and all claim, damage, injury including attorneys' fees, arising out of the use of said photograph or image or likeness thereof.

**Printed Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



**APPENDIX G**

**Franciscan Missionaries of Our Lady University  
Doctor of Physical Therapy Program**

**Approved Leave Request Form**

Student Name (print): \_\_\_\_\_ Date of Request: \_\_\_\_\_

Date(s)/Times for which leave is requested: \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_

AM  PM  All Day

Class(es) for which  
leave is requested:

Approval

Signature of respective  
faculty members:

Granted

Denied

Signature of Student: \_\_\_\_\_