



Franklin Pierce University

Physical Therapy Student Handbook

2015 – 2016

**2015 - 2016 Student Handbook
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INTRODUCTION

This Doctor of Physical Therapy (DPT) Student Handbook outlines the mission, philosophy and goals of the Department of Physical Therapy at Franklin Pierce University. The DPT Student Handbook also contains policies and procedures that will help you understand your responsibilities throughout the program. The DPT Student Handbook applies equally to students in New Hampshire and Arizona; it supplements but does not replace the Doctor of Physical Therapy portion of the University Catalog.

ACCREDITATION

Franklin Pierce University is accredited by the New England Association of Schools and Colleges (NEASC), a nongovernmental agency, which accredits schools and colleges in New England. The NEASC accreditation applies to the entire institution and its programs.

The Doctor of Physical Therapy Program was granted accreditation by the Commission on Accreditation in Physical Therapy Education (CAPTE) through 2016 in both New Hampshire and in Arizona. Inquiries regarding the status of the institution's accreditation by CAPTE should be directed to: CAPTE, 111 N. Fairfax Street, Alexandria, VA 22314, (703) 684-2782 or (703) 706-3245 or email accreditation@apta.org

Any student enrolled in the Doctor of Physical Therapy Program who has serious concerns about the status or functioning of the program may make a formal or informal complaint to CAPTE, at the above address, with or without notification of the Director of the Program, or other College or University officials.

MISSION

The mission of the Doctor of Physical Therapy program is to graduate competent practitioners who are prepared to enhance the physical health and functional abilities of the members of the public. Our graduates render independent judgment in collaboration with others to advocate for and meet the needs of the patient/client and to ensure equal access for all individuals. They critically analyze, appropriately utilize, and contribute to evidence-based practice. Our graduates embrace life-long learning and consciously apply ethical values. They contribute to society and the profession in practice, teaching, administration, community service, and the discovery and application of new knowledge related to physical therapy.

PHILOSOPHY

The Philosophy of the Physical Therapy Program states that its members believe:

1. In the inherent worth of the individual and the value of diversity;
2. In the autonomous practice of the profession;
3. In the inherent value of interprofessional collaboration and consultation;
4. In the application of evidence-based practice;
5. That community service is a powerful mechanism for teaching and learning;
6. That professional education in physical therapy must integrate the mind, body, and spirit to foster the development of the whole person and promote high-level wellness;
7. That life-long learning is critical for all physical therapy practitioners;

8. That ethical thinking, behavior and social responsibility must be reinforced in physical therapist education;
9. That critical thinking is a core skill for all graduates;
10. That graduates contribute to society through work, teaching, community involvement, and the application of new knowledge related to their work and lives; and
11. In the integration of technological advances into physical therapy practice.

Doctor of Physical Therapy Learning Outcomes

Graduates are prepared to:

1. Demonstrate accountability for adhering to legal, ethical, and professional practice standards;
2. Exhibit caring, compassion and empathy in providing patient/client services in a culturally competent manner;
3. Place patient/client needs above one's own needs, and recognize the obligation of incorporating pro bono services;
4. Demonstrate integrity and professional behavior in all interactions;
5. Communicate and collaborate effectively with patients, colleagues, healthcare practitioners and other constituents;
6. Integrate knowledge of the foundational, behavioral, and clinical sciences to the management of patients/clients;
7. Apply current knowledge, theory, reflection, and sound judgment to articulate clinical reasoning;
8. Integrate best evidence with clinical judgment and patient/client values to determine the best care for the patient/client;
9. Integrate the five elements of the patient/client management model (examination, evaluation, diagnosis, prognosis, intervention) to optimize patient outcomes;
10. Incorporate valid and reliable measures to assess individual and group outcomes;
11. Effectively educate others based upon the needs of the learners;
12. Provide safe, effective, timely, equitable, and patient/client-centered care;
13. Produce quality documentation in a timely manner to support the delivery of patient services;
14. Provide physical therapy expertise for prevention, health promotion, fitness and wellness to individuals, groups and communities;
15. Participate in practice management by coordinating patient/client care, collaborating with practitioners, supervising supportive staff, and providing consultation within areas of expertise;
16. Recognize the need to manage a practice in accordance with regulatory and legal requirements and to utilize sound business practices;
17. Contribute to their communities and advocate for the health and wellness needs of society.

COMMUNITY SERVICE

In keeping with the mission, vision, and philosophy of the University and the DPT Program, all of our students are required to complete 15 hours of community service annually during the didactic portion of the curriculum. There are many opportunities to participate in your service as a professional to the community (e.g. professional association service, health fairs, or volunteer community service events, charitable fund raising).

CURRICULUM PLANS

The Doctor of Physical Therapy Program has a dynamic curriculum plan, that is constantly being evaluated for its effectiveness in education our students as future physical therapists. Please refer to Appendix A for your class year's curricular plan.

ESSENTIAL FUNCTIONS FOR PHYSICAL THERAPY

Becoming a physical therapist requires the completion of a professional education program that is both intellectually and physically challenging. In order to successfully complete this program, students must have multiple abilities and skills. The functions outlined below describe the core performance standards that every student must be able to meet, with or without reasonable accommodation.

Core Performance Standards for Admission and Progression

The Franklin Pierce University Physical Therapy Program is pledged to admission and matriculation of qualified students and acknowledges awareness of laws, which prohibit discrimination against anyone on the basis of race, color, national origin, religion, gender or disability.

Regarding students with verifiable disabilities, the Program will not discriminate against such individuals who are otherwise qualified, but will expect applicants and students to meet certain minimal technical standards (core performance standards) as set forth herein with or without reasonable accommodation. In adopting these standards, the Program believes it must keep in mind the ultimate safety of the patients whom its graduates will eventually serve. The standards reflect what the Program believes are reasonable expectations required of physical therapy students and personnel in performing common functions.

The holder of a physical therapy degree must have the knowledge and skills to function in a broad variety of clinical situations and to render a wide spectrum of patient care. In order to carry out the activities described below, candidates for physical therapy degrees must be able to integrate consistently, quickly, and accurately all information received, and they must have the ability to learn, integrate, analyze, and synthesize data.

Candidates for degrees offered by the physical therapy program must have, with or without reasonable accommodation, multiple abilities and skills including: cognition, communication, behavioral/affective, psychomotor and observational skills. Candidates and students for admission and progression must be able to perform these abilities and skills in a reasonably independent manner.

Cognitive Skills:

These abilities include measurement, calculation, reasoning, analysis, judgment, numerical recognition and synthesis. Problem solving, a critical skill demanded of physical therapists,

requires all of these intellectual abilities, and must be performed quickly, especially in emergency situations. Candidates and students must be able to identify significant findings from history, physical examination, and laboratory data, provide a reasoned explanation for likely therapy, recalling and retaining information in an efficient and timely manner. The ability to incorporate new information from peers, teachers, and medical literature in formulating interventions and plans is essential. Good judgment in patient examination, evaluation, diagnostic and therapeutic planning is essential; candidates and students must be able to identify and communicate the limits of their knowledge to others when appropriate.

Communication Skills:

Candidates and students must be able to speak, to hear, and to observe patients in order to elicit information, describe changes in mood, activity and posture, and perceive nonverbal communications. In addition, candidates and students must be able to communicate in English in oral and written form with faculty, allied personnel, all members of the health care team, and peers in the classroom, laboratory, and clinical settings. Candidates and students must also have the ability to complete written assignments and maintain written records, reading assignments, and search and evaluate the literature. Candidates and students must also have the ability to use therapeutic communication, such as attending, clarifying, coaching, facilitating, and touching. These skills must be performed in the clinical settings, as well as in the didactic and laboratory environments.

Behavioral/Affective Skills:

Candidates and students must possess the emotional health required for full use of their intellectual abilities, the exercise of sound judgment based on ethical standards of the American Physical Therapy Association, the prompt completion of all responsibilities attendant to the evaluation, diagnosis and care of patients, and the development of mature, sensitive and effective relationships with patients. Candidates and students must be able to develop professional relationships with patients, providing comfort and reassurance when appropriate while protecting patient confidentiality. Candidates and students must be able to tolerate physically taxing workloads and to function effectively under stress. They must be able to adapt to changing environments, display flexibility and learn to function in the face of uncertainties inherent in the clinical problems of many patients. Compassion, integrity, concern for others, interpersonal skills, interest and motivation are all personal qualities that are assessed during the admissions and educational process.

Psychomotor Skills:

Candidates and students should have sufficient motor function to elicit information from patients by palpation, and other diagnostic maneuvers. Candidates and students should be able to execute motor movements reasonably required to provide general care and emergency treatment of patients. Such actions require physical strength, coordination of both gross and fine muscular movements, equilibrium and functional use of the senses of touch and vision. For this reason, candidates and students must have manual dexterity and the ability to engage in procedures involving grasping, palpating, pushing, pulling, holding, extending, and rotating.

Observational Skills:

Candidates and students must be able to observe demonstrations and experiments in basic and applied sciences including, but not limited to human anatomy and physiology, neuroscience, as well as in didactic courses in physical therapy theory and practice for

normal and pathologic states. Candidates and students must be able to observe a patient accurately at a distance, close at hand, and be able to obtain an appropriate medical history directly from the patient or guardian. Observation requires the use of common sense, as well as the functional use of the senses of vision, audition, olfaction, and palpation.

PROFESSIONAL BEHAVIOR

Professional Conduct

Students are expected to conduct themselves in a professional and ethical manner as described in the American Physical Therapy Association's *Professionalism in PT: Core Values* as well as in the *Code of Ethics for the Physical Therapist and the Guide for Professional Conduct*. Students will be expected to assess their professional behaviors at different times in the program using the developmental stages described by May, Kontney, & Iglarsh as *Professional Behaviors for the 21st Century 2009-2010/Generic Abilities*.

Incidents of unprofessional behavior (unexcused absence or other as described in the Core Values document) are grounds for grade reduction of one-third a grade or more, dismissal from the course or dismissal from the program.

Conduct (language, demeanor, attitude, dress, etc.) unbecoming a health professional and a student at Franklin Pierce University will not be tolerated. Students who behave in an immature or irresponsible manner will be subject to disciplinary action. Students who behave unprofessionally either in or out of the classroom (including social media) can be charged with professional conduct violations or Code of Conduct violations, and may be brought to the Academic Director or Dean's office for adjudication.

The faculty of the DPT program is committed to fostering the principles of adult learning and to fostering the students' responsibility for being active participants in their education. The faculty view class participation, and therefore attendance, as an integral factor in student learning and feel that students are unable to be effectively engaged in the process of learning if absent. It is our desire to treat each individual as a responsible adult. However, we have an obligation to the public and to each student to ensure competence in the practice of physical therapy. Monitoring attendance and class participation facilitates this process. On a pragmatic level, the University requires that Faculty monitor attendance for federal financial aid purposes.

Class attendance is mandatory and prompt arrival at each class session is required. Unexcused absences and/or chronic tardiness are examples of unprofessional behavior and will be reflected in the professional component of the students' final grade. In the case of illness or emergency, it is the student's responsibility to contact the instructor prior to class.

Permission for an excused absence, a late arrival to class or an early dismissal from class MUST be requested of the course instructor in a TIMELY fashion and is at the discretion of the course instructor. It is not appropriate for students to request time away from class for personal business or recreation. Unexcused absences will be documented as unprofessional behavior, put in the student's permanent file and reflected in the final grade.

Confidentiality

HIPAA regulations stress confidentiality of all health records and the Program strictly adheres to these standards.

Patients - Patient records are confidential. No patient information may be copied or shared with others except in professional exchanges authorized by a supervising therapist. The disclosure of patient information without authorization will result in disciplinary action.

Students - Student records are confidential and are not shared without the consent of the student.

Dress

All students are expected to dress appropriately for class and lab sessions. Students who fail to be properly dressed may be denied admittance to instruction that day. Students are also expected to attend class/lab properly attired when patients or visitors are present, which would mean wearing casual professional attire. Students are expected to wear casual professional attire (at the least) for presentations. Casual professional attire includes khaki/tailored trousers, collared shirts, closed toe shoes or neat sneakers, and no hats/ball caps. Students are expected to be clean and neat at all times.

Appropriate lab attire allows for easy access to body parts to be examined or treated and includes halter tops/sports bras for females, and jogging or exercise shorts for all. Personal appearance should be neat and professional with attention to personal hygiene. Fingernails should be clean, filed, and short. Note that patients/others may be sensitive/allergic to perfumes/colognes and their use is discouraged.

When visiting outside facilities students are to wear casual professional attire. In addition, students are required to wear official Franklin Pierce University nametags. Students dressed inappropriately will not be permitted to participate in outside visitations.

Food/Drink/Gum

Food, drink and gum are not allowed in the PT labs at any time (except for water bottles). Gum chewing is not allowed in class. When food or beverages are consumed in the student lounge and common areas, all rubbish must be disposed of properly. Students are responsible for maintaining the cleanliness of all areas including student kitchen, classrooms, and labs.

Cell Phone & Personal Electronic Device Use

All cell phones will be turned off or placed on vibrate mode with ringers silenced during class. Please do not leave class or lab for phone calls unless you suspect an emergency. Texting during class is not permitted. All personal electronic devices are not allowed on your person during an examination; they must be placed in backpacks (bags) at the front of the classroom or outside the classroom as directed by faculty.

Electronic Device Course Policy

No electronic devices (includes but not limited to: phones, computers, recording devices, and any form of digital communication/display devices) are permitted during lecture/lab unless permission has been granted by the instructor prior to class. Failure to comply with this course policy may include dismissal from participation for the remainder of lecture/lab

activity on that day and may also receive a failing grade for assignments, quizzes or exams assigned for that day. Computer use will be permitted during a specific portion of lab activities as scheduled by the course instructor. Course lecture/lab sessions and materials may not be copied, recorded or shared (digital and/or hardcopy format) without the written consent of the course instructor.

Academic Integrity

Each syllabus explains the academic honesty policy, plagiarism, and academic dishonesty policies of the physical therapy program. The plagiarism statement is the policy of the University and appears in the University catalog.

Conviction of a Felony

Conviction of a felony may result in the student's inability to become licensed as a physical therapist. It is the responsibility of the student to be aware of the possible consequences of legal convictions. Many clinical sites require criminal background checks. The responsibility for obtaining the necessary documentation rests solely with the student.

Substance Abuse

Possession and use of non-prescribed drugs is incompatible with the educational process and inconsistent with the purposes of the University community. The possession of drug paraphernalia is prohibited on campus, and the sale of drugs will result in separation from the University. Franklin Pierce University prohibits alcoholic beverages in all public areas of its Centers for Higher Education or campuses, including lounges and corridors of buildings and outdoor areas unless special permission is received for a particular function.

ACADEMIC RESPONSIBILITIES

Students are expected to attend all classes and labs and to inform faculty in a timely manner when an absence is unavoidable. Students are responsible for all material missed. Carefully read each course syllabus for all attendance requirements. Students are expected to arrive to class on time and to participate for the full duration of the class. Tardiness is disruptive to classmates and instructors and results in students missing important information.

Courses in the curriculum provide a foundation for the knowledge required to be a competent physical therapist. Instructors will guide you through the required content areas. It is your responsibility to learn the material fully, which means going beyond what is presented in class or lab. Life-long and self-directed learning is a core value of the profession and the program and is reinforced throughout the program.

EXAMINATION POLICY (WRITTEN AND PRACTICAL)

This policy is in effect for ALL examinations given in the DPT program, on and off campus.

1. All backpacks and personal items will be placed in the front of the room or left outside the room (including any extra clothing, cell phones, and hats).
2. All cell phones will be turned off or on silent mode and stored in backpacks or purses. (They can be given to the instructor if you expect an urgent/emergent call during an exam).
3. Pencils and scratch paper, if needed, will be available/provided for all tests.

4. Students are not allowed to leave the exam room during an exam. (This is subject to instructor discretion; only one student at a time will be allowed to leave the room if an instructor allows a student to leave.)
5. Students are bound by the DPT Honor Code not to discuss the examination, or examination procedures outside the exam room.

LAB POLICIES AND PROCEDURES

Use of Equipment/Safety

Students are expected to behave responsibly when using equipment, following all manufacturers' guidelines for intended use as well as lab manual guidelines. Improper use of equipment may pose serious hazards to people and may result in damage to equipment. Anyone found improperly using equipment will be subject to disciplinary action. Notify instructor immediately of any injury or damage.

Breakage

In the normal course of use equipment does fail or break. It is the responsibility of each student to report broken or malfunctioning equipment immediately to the course instructor, or Academic Director.

Theft or Damage to Property

Theft or malicious destruction of property (or threat thereof) will not be tolerated. Students engaging in such activities will be subject to prosecution and suspension from Franklin Pierce University for a minimum period of one year.

Respect for Specimens and Materials

Students will have access to human specimens and teaching materials. Although the materials may be preserved and disconnected, they are nonetheless, to be respected as human tissue. Students will be instructed in the proper disposal of tissue in labs. In general, all students are required to treat human specimens or representations (plastic skeletons) with respect.

Anatomy Dissection

Physical therapy education often involves the use of cadaveric specimens in the course of anatomy and neuroscience instruction in the form of human cadavers, plastinates, or other specimens. The individual and/or their families for the benefit of medical education have donated their bodies or body parts to the medical facility. Students are expected to demonstrate respect for the cadaveric specimens at all times. No tissue is to be removed from the laboratory setting and students are expected to comply with tissue handling and disposal regulations in each facility. At the conclusion of the academic year, the medical facilities may host a memorial service for the families of these individuals that have donated their bodies for education, and the P.T. students are invited to attend these services.

General Lab Practices

1. Students are expected to wear shorts/pants and shirts, which allow maximum exposure of the body and easy palpation.
2. Aisles must be kept clear. Book bags, shoes, etc. are to be placed against the wall in the hall, or in a locker.

3. No shoes on mats or tables.
4. All mats, tables and equipment need to be wiped down with the cleaning solution provided after each use. Each student is responsible for wiping the table down following use.
5. Pillowcases are to be removed after use. Clean linen is put on only before use.
6. All equipment must be returned to proper storage space and stools and tray tables returned to designated location.
7. Students are not to eat, drink or chew gum in lab at any time.
8. Only students, patients, faculty and staff involved in the physical therapy program will be allowed in labs unless special arrangements are made with faculty or the Director.
9. Students have an obligation to inform the program administration or individual instructors when physical or emotional conditions may put the students at risk during laboratory procedures. When a student has a condition that may be exacerbated by specific labs, the student may be required to obtain a physician's clearance to participate fully in the lab. (Students are required to complete the Lab Participation Form during orientation, prior to engaging in physical therapy labs. See Appendix B)
10. Students will be instructed by faculty on the proper handling, storage and disposal of hazardous materials and body substances in the laboratory.
11. Students with infectious diseases must inform the Physical Therapy Program Director so appropriate precautions may be taken.
12. Students may use the facilities with supervision, according to the posted hours in each location, exception only if special arrangements have been made with the program administrators at each campus:
 - a. 670 North Commercial Street, Suite 301, Manchester, NH 03010. Monday to Thursday 7:30AM to 10:00PM; Friday 7:30AM to 3:00PM; and Saturday 7:30AM to 1:00PM
 - b. 14455 West Van Buren Street, Building A, Suite 100, Goodyear, AZ 85338: 7:00AM to 11:00PM Monday-Friday.
13. Therapeutic modalities may only be used under the supervision of faculty, and therefore, are not available after hours or during unsupervised lab time.

GENERAL POLICIES AND PROCEDURES

Emergency Procedures

Students will be instructed in emergency procedures during student orientation. Emergency procedures will be posted where appropriate.

Use of Phone/Messages

Support staff will take phone messages only in emergency situations. Cell phone usage was addressed earlier in this document.

Change of Name, Address, Phone Number

All changes of personal information should be reported to the University using the Change of Biographical Information Form, found under the Registrar's Tab on

eRaven. Submit the completed form to the campus/center staff. Failure to report this information may result in the student not receiving critical information.

Lockers

Lockers are available for students on a first come/first serve basis for daily use only.

Infection Control: To prevent the transmission of blood and body fluid diseases, contemporary universal precautions will be used at all times when contact with potential body fluids is anticipated. All blood and body fluids and tissue will be treated as potentially infective. Faculty will make available gloves, gowns, masks and goggles, as appropriate for potential contact for laboratory classes.

Infection Control Procedure:

Gloves

1. Gloves shall be worn when any contact with moist body substances (blood, saliva, pus, wounds, urine, feces, etc.) from any person is anticipated.
2. Gloves, lab coats or gowns shall be worn if soiling of clothing may occur.

Gowns

1. Gowns shall be worn when potential soiling of clothing is apparent.

Masks

1. Masks shall be worn if aerolization or spattering of blood or body fluid might occur.
2. If a patient or client is known or suspected to have a disease that is transmitted by airborne route, masks shall be worn when entering the room.

Goggles

1. Goggles shall be worn if spattering of blood/body fluids might occur.

Waste Isolation

1. Soiled material shall be placed in a plastic bag, tied securely and disposed of in an appropriate receptacle.
2. Needles and other sharp objects will be placed in the puncture proof containers for disposal.
3. Hands must be washed before and after all procedures with contact with patient/clients or potentially infected material.

Equipment

1. If contamination by body substances appears likely, the equipment will be cleaned with soap/water and/or disinfectant solution according to specific procedures for that equipment. Gloves should be worn. Hazardous substances: To meet the safety standards for safe handling of hazardous substances in the Physical Therapy Department, all faculty will orient students to any hazardous substances used in the laboratory classes. Hazardous substances utilized by the custodial service will be maintained and documented by the Service.

Materials Handling:

General Information: When/if there are hazardous substances: 1. Material Safety Data Sheets (MSDS) will be placed in the department safety binder at the time of purchase. The MSDS will be updated as products are added or deleted. 2. Material Safety Data Sheets (MSDS) will be kept in the department safety binder in the lab and/or administrative office. 3. All containers must be clearly labeled. 4. Substances poured into smaller containers for use must be clearly labeled. 5. Chemicals requiring special handling will be stored appropriately in a locked chemical cabinet.

Communication Plan – Lab Procedures

1. Faculty are responsible to orient students to any hazardous substances used in lab.
2. Students will be instructed to read the written information given in class and/or handbooks regarding hazardous substances.
3. Students will sign to acknowledge that they have read information in PT Student Handbook and the signed form will be kept in the student's file. (PT Student Handbook Acknowledgement Form, see Appendix C)

Equipment: Equipment will be checked for safety at the beginning and end of each course in which it is used.

Equipment Safety Procedure: Faculty

1. Checks equipment for safety prior to use in a course and at the end of each course in which it is used. Performs routine maintenance of equipment utilized in the curriculum (e.g. replacement of crutch tips, small wheelchair repairs).
2. Flags (i.e. clearly marks) and takes defective equipment out of use if discovered during the course.
3. Notifies coordinator or administrative personnel.

Administrative Personnel:

1. Contacts appropriate repair source (i.e. biomedical company, physical plant and/or manufacturer) for repairs or replacements as needed.
2. Orders repairs and/or parts following normal purchase request procedures.
3. Notifies faculty when equipment has been repaired. First Aid and AED: Two first aid kits for minor injury are available in marked cabinets. AED is stored and maintained in central common area. More severe injuries will be referred for EMS response and/or physician care.

Student Responsibilities:

- 1.) Students are responsible for cleaning and storing linens for use in classrooms and laboratories.
- 2.) Refrigerators and microwave are provided for a student convenience. Students are responsible for maintaining integrity and cleanliness of microwave by wiping down after each use. Students are responsible for cleaning spills in both the microwave and the refrigerator. Refrigerators will be shut down two times during the year for overall cleaning (Christmas and Memorial Day breaks). Items not removed by students at those times will be discarded.

HONOR CODE

Physical therapy students must abide by all policies in the College of Graduate & Professional Studies Student Code of Conduct, all University policies regarding academic integrity, honesty, plagiarism, and dishonesty as defined in the catalog, and in each course syllabus. Additionally, physical therapy students must abide by the **Physical Therapy Honor Code**, which is comprised of the following Academic Honesty, Plagiarism, and Academic Dishonesty statements as well as the Honor Pledge that is given to students at orientation. Students affirm the Honor Pledge and sign their agreement to abide by it at orientation and at the start of the academic year (Honor Pledge, see Appendix D). The Physical Therapy Program will follow the judicial processes as outlined in the CGPS Student Code of Conduct Article IV for all instances of academic dishonesty, which includes plagiarism, cheating and deceit.

ACADEMIC HONESTY

Franklin Pierce University requires all students to adhere to high standards of integrity in their academic work. The Physical Therapy Program values and fosters a culture of academic integrity for all students enrolled in the program. Students are bound by the Physical Therapy Program's Honor Code, which is in place in each class and attaches responsibility to each student to uphold the highest standards of academic integrity for themselves and their classmates. Activities such as plagiarism and cheating are not acceptable, should not be condoned by any student, and will not be condoned by the University. Students involved in such activities are subject to serious disciplinary action. Students are Honor Code bound to report instances of known or suspected cheating or plagiarism to the faculty member of record (primary course instructor).

PLAGIARISM

(Refer to current Franklin Pierce University Catalog):

Plagiarism is the act of stealing or passing as one's own the ideas or words of another. Diana Hacker identifies three specific acts that constitute plagiarism: "(1) failing to cite quotations and borrowed ideas, (2) failing to enclose borrowed language in quotation marks and (3) failing to put summaries and paraphrases in your own words" (Hacker, 359 and 418). Specifically, this includes: copying the words of another student from examinations, themes, term papers, or theses; copying the printed words or ideas of a writer without giving credit to the author; using, borrowing, stealing, presenting or downloading another student's ideas or writing and submitting such material as one's own work; or resubmitting work in whole or in part that has previously been submitted in another course, without permission from both current and former instructors. Since plagiarism and other forms of cheating strike at the very heart of the academic enterprise, they are taken quite seriously at Franklin Pierce University. The minimum penalty for a first offense for all forms of cheating, including plagiarism, should be subject to the instructor's discretion, with mandatory placement of a documented record on file in the office of the appropriate Dean. For a second offense of cheating, including plagiarism, the student will receive a non-deferrable suspension of one semester. For a third offense of cheating, including plagiarism, the student will be dismissed from Franklin Pierce University. In any case discussed above, the ultimate discretion lies with the appropriate Dean. (Hacker, Diana. *A Writer's Reference 6th edition*. Boston: Bedford/St. Martin's Press, 2007.)

ACADEMIC DISHONESTY

All known or suspected instances of academic dishonesty (which includes cheating, plagiarism, and deceit) must be reported to the faculty member of record (course instructor). The faculty member will report the incident, in writing, to the Academic Director who will determine the appropriate course of action according to the CGPS Student Code of Conduct.

ACADEMIC STANDARDS

The Physical Therapy Program at Franklin Pierce University is a graduate level professional education program. Students enrolled in the program must demonstrate achievement in academic and clinical competencies necessary for the professional practice of physical therapy and meet academic criteria consistent with graduate degree programs at the college level. See Appendix E for the Doctor of Physical Therapy Promotion Policy and the College of Graduate and Professional Studies- Graduate Academic Standing Policy.

ACADEMIC GRIEVANCE

(Refer to the current Franklin Pierce University Catalog)

The faculty has approved a procedure and policy by which students may formally pursue what they consider to be academic grievances (such as appealing a course grade or a finding of plagiarism) against individual faculty members. The procedure initially requires presentation of the grievance to the faculty member in writing and then moves through several steps involving the Chair of the Division offering the course, the Academic Standards Committee, and the Dean of the College. The grievance procedure must be initiated prior to the end of the semester following that in which the grievance occurred.

ADDITIONAL STEP TO RESOLUTION FOR ARIZONA STUDENTS

If the complaint cannot be resolved after exhausting the institution's grievance procedure, the student may file a complaint with the Arizona State Board for Private Postsecondary Education. The student must contact the State Board for further details. The State Board address is 1400 W. Washington Street, Room 260, Phoenix, AZ 85007, phone # 602-542-5709, website address: www.azppse.gov.

COURSE EVALUATIONS

At the end of each course, students are expected to complete a course evaluation online. It is an accreditation requirement for the University and for the DPT Program that student evaluations be utilized for faculty evaluation as well as curricular evaluation. This is critically important for maintaining a high quality curriculum. In addition, students may be requested to provide input regarding specific courses within the curriculum, or modules within a course.

GRADING SYSTEM

To be eligible for graduation, the student must maintain a cumulative grade point average (GPA) of 3.0 or higher.

Grade	Definition	Quality Points	Score
A	Excellent	4.00	93.00-100
A-	Very Good	3.67	90.00-92.99
B+	Very Good	3.33	87.00-89.99
B	Satisfactory	3.00	83.00-86.99
B-	Unsatisfactory	2.67	80.00-82.99
C+	Unsatisfactory	2.33	77.00-79.99
C	Unsatisfactory	2.00	73.00-76.99
F	Unsatisfactory	0.00	0.00-72.99
I*	Incomplete		
IPP*	In Progress Pass		
IPF*	In Progress Fail		
W*	Withdrawal		
P*	Satisfactory (normally used for clinical experiences)		
AU*	Audit (no grade or credit earned)		
AW*	Administrative Withdrawal		

*Denotes that the grade is not used when computing the cumulative grade point average (CGPA)

The P (Pass) or F (Fail) suffix indicates the student's performance at the time of withdrawal. Grades of C+ or lower must be repeated.

Course quality points are computed by multiplying the course credit by the quality point value of the grade earned. The GPA can be calculated by dividing the total number of grade points earned by the total number of credits taken.

PRACTICAL EXAMS FOR LABS

All classes that have a lab component to them in the DPT Program have practical exams, during which the student must demonstrate appropriate mastery of clinical skills to be deemed safe for practice in the clinical setting. In order to uphold the quality of skills that students must master the DPT Faculty have determined that students must earn an 83.00% or higher grade on all practical exams to pass the exam. Additionally, only a single repeat of a practical exam is allowed for each course. Failure of the repeat practical constitutes automatic failure of the course, with a grade of F being issued for the course.

INCOMPLETE GRADES

The instructor may assign a grade of Incomplete in cases of extenuating circumstances. An Incomplete Form must be completed and turned in with grades at the end of the term. The course-work must be completed by the end of the following term, at which time the faculty

member should submit a change of the grade. Failure to complete course-work by the end of the following term will result in the Incomplete grade being changed to an “F”, except under continued extenuating circumstances, which may allow an extension of the Incomplete.

GRADE REPORT

A copy of the grade report is mailed to the student at his or her permanent address of record at the end of each term.

GRADUATION AND HOODING

The Franklin Pierce University Commencement Ceremony is held on the Rindge campus in May annually. There will be a doctoral hooding ceremony held in Arizona at the end of Grad Term II and a ceremony held in Rindge NH in May. There will be a doctoral hooding ceremony held in Arizona at the end of Graduate Term 2 and a ceremony held in Rindge NH the day before commencement in May. The physical therapy students who complete all of their academic requirements at the end of any Graduate Term will have their degree conferred the last day of that Graduate Term as applicable. Students who are In Progress at the end of a Graduate Term that subsequently complete all of the requirements will upon submission of a grade change to Pass will have their degree conferral date as the last day of the prior Graduate Term.

A Request to Graduate Form **MUST** be signed and submitted to the Registrar six months prior to graduation.

A Graduation Verification form must be signed to confirm or update recorded information. A \$180.00 graduation fee is required.

Students must request participation in May commencement ceremonies no later than December 1st.

The graduate is responsible for insuring that all tuition and fee obligations are met in order to receive a diploma. Transcripts showing degree conferred will not be released to licensing Boards without all fees and tuition obligations having been met.

PHYSICAL EXAMINATION, IMMUNIZATIONS AND INSURANCE COVERAGE

Please see the Clinical Education Manual for specific program requirements.

STUDENT ADVISING

Students are assigned to a faculty advisor within the Physical Therapy Program. Advisors may initiate meetings with individuals or groups of advisees. In addition, students are encouraged to meet with faculty advisors to address professional and academic issues. Students should meet with their advisor a minimum of one time each term.

All faculty communicate with each other regularly regarding student performance and progress. Students will receive regular feedback from these collaborative discussions through the individual advisor.

ACADEMIC ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES

(Refer to current Franklin Pierce University Catalog)

Students requesting accommodations based on specific disabilities should meet with the appropriate contact person early in the semester or term. In accordance with the Americans with Disabilities Act (A.D.A.), any student who presents appropriate documentation of a physical, learning or emotional disability in accordance with University policy will be provided with reasonable accommodations designed to meet his or her needs. Before any such assistance can occur, it is the responsibility of the student to submit the necessary documentation. The Coordinator of Student Accessibility Services in the Center for Academic Excellence must receive the entire test documents, such as a psycho-educational assessment, individualized IQ test, achievement test or signed diagnosis statement of an MD or licensed psychologist, depending on the disability. These tests must have been given within the last three years and should contain a summary of results and recommendations. During an initial consultation with the Coordinator of Student Accessibility Services, a student's eligibility for services is determined. This consultation occurs after the student has submitted the appropriate documentation and is registered for classes.

Academic Services assists students who qualify for academic accommodations with a range of services, from alternative settings for exams to advocacy skills instruction. All students are encouraged to contact the Center to determine which services could be most helpful. Self-advocacy is encouraged and staff will work with students on the development of these skills.

Note: It is strongly recommended that students enrolled in the Physical Therapy Program who have had accommodations in prior schooling maintain their documentation* while enrolled in order to receive appropriate accommodations while taking the National Physical Therapy Examination (NPTE). Verification from the University is required about current documentation* being on file at the University in order for the Federation of State Boards of Physical Therapy and the state licensing boards to grant requested accommodations when taking the NPTE.

***Documentation cannot be more than three years old.**

<http://www.franklinpierce.edu/academics/cae/disability.htm>

EXTENUATING & EXCEPTIONAL CIRCUMSTANCES

Students are encouraged to speak with their faculty advisor, or the Program Director, when they are experiencing extenuating and/or exceptional circumstances that may impact their success and/or continuance in the DPT Program. Such circumstances may include but are not limited to financial problems, personal physical or emotional health issues, and family crises.

This is a student-centered physical therapy program and we will provide students with support or advise them of available resources to assist you in times of need. Please do not let desperate circumstances sidetrack the completion of your degree.

SCHOOL CLOSING ANNOUNCEMENTS

New Hampshire students may call 603-647-3500 to get the weather related closing message. You will also be able to check on FPU – Manchester closings via WMUR television within a 50-mile radius. FPU has a main campus in Rindge and numerous satellite centers. Physical Therapy closings are the same as Manchester center closings. When there are exceptions please rely on the information located at the telephone number listed above. Students can sign up for Alerts to be sent to their phones as well. <http://eraven.franklinpierce.edu/s/fpalerts>.

Arizona students in the event of an emergency closing in AZ, there will be email notices sent to students and faculty.

PROFESSIONAL MEMBERSHIPS

AMERICAN PHYSICAL THERAPY ASSOCIATION (APTA)

National and State Membership

1. Students are required to become members of the APTA in order to receive publications, have access to educational programs, and become acquainted with how a professional organization works, and discover the many benefits of membership. Applications are available from the program's coordinator or online. www.apta.org
2. Section Membership
Membership in a section of the APTA is optional. See the APTA application form for further information and fees.
3. Other Professional Affiliations
Students are encouraged to join other professional organizations if appropriate (e.g., American College of Sports Medicine)

Appendix A: Curriculum Plans

CURRICULUM PLAN (CLASS OF 2018) DOCTOR OF PHYSICAL THERAPY PROGRAM

Term I

PTH506 Introduction to Professional Development & Patient Education	2 credits
PTH523 Anatomy	6 credits
PTH528 Kinesiology	6 credits
PTH531 Foundations of Physical Therapy Practice I	2 credits
Term I = 16 credits	

Term II

PTH504 Physiology in Health and Disease	3 credits
PTH545 Therapeutic Exercise & Soft Tissue Mobilization	3 credits
PTH546 Physical Agents	1 credit
PTH518 Research Methods in Physical Therapy	2 credits
PTH532 Foundations of Physical Therapy Practice II	2 credits
PTH537 Musculoskeletal System I – Upper Extremity	4 credits
Term II = 15 credits	

Term III

PTH508 Neuroanatomy	3 credits
PTH517 Year I Integrated Clinical Experience (Part-time)	1 credit
PTH524 Clinical Pharmacology	2 credits
PTH529 Health Promotion & Wellness I	2 credits
PTH534 Cardiovascular and Pulmonary Physical Therapy	3 credits
PTH538 Musculoskeletal System II – Lower Extremity	4 credits
Term III = 15 credits	

Term IV

PTH512 Life Span Motor Development & Control	4 credits
PTH519 Critical Inquiry	1 credit
PTH530 Health Promotion & Wellness II	1 credit
PTH539 Musculoskeletal System III – Spine	5 credits
PTH540 Fundamentals of Neurological Rehabilitation	3 credits
PTH620 Imaging & Diagnostics	2 credits
Term IV = 16 credits	

Professional Year II

Term V

PTH516 Psychosocial Issues in Healthcare	3 credits
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PTH544 Integumentary System	2 credits
PTH608 Full-time Integrated Clinical Experience (8 weeks)	4 credits
PTH628 Special Topics* Other Electives - TBD	2 credits-

**elective*

Term V = 9 credits + electives

(*must take two - 2 credit electives across Terms V, VI, and VII)

Term VI

PTH514 Health Practice Management	3 credits
PTH527 Year II Integrated Clinical Experience (Part-time)	1 credit- <i>elective</i>
PTH543 Neurological Clinical Management	5 credits
PTH623 Management of Patients with Multisystem Involvement I	3 credits
PTH630 Sports Injury Management & Prevention	2 credits-

**elective*

PTH720 Evidence-Based Practice I	2 credits
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LS465/565 Spanish for Healthcare Professionals	2 credits-
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**elective*

Term VI = 13 credits + electives

(*must take two - 2 credit electives across Terms V, VI, and VII)

Term VII

PTH511 Management of the Pediatric & Adolescent Patient	5 credits
PTH527 Year II Integrated Clinical Experience (Part-time)	1 credit- <i>elective</i>
PTH610 Professional Seminar	1 credit
PTH624 Management of Patients with Multisystem Involvement II	4 credits
PTH646 Orthotics and Prosthetics	2 credits
PTH730 Evidence-Based Practice II	2 credits

Term VII = 14 credits + electives

(*must take two - 2 credit electives across didactic curriculum)

Professional Year III

Term VIII

PTH701 Clinical Internship I (Full-time) 5 credits

Term VIII = 5 credits

Term IX

PTH702 Clinical Internship II (Full-time) 5 credits

Term IX = 5 credits

Term X

PTH703 Clinical Internship III (Full-time) 5 credits

Term X = 5 credits

Total credits=117 (includes 4 credits required electives) plus other electives as desired

Students are required to take at least two of the didactic elective courses (offered in Professional Year II, Terms V-VII) in order to graduate with the necessary 117 credits or more.

The sequence of courses offered within the curriculum may be subject to change.

**CURRICULUM PLAN (CLASS OF 2017)
DOCTOR OF PHYSICAL THERAPY PROGRAM**

Professional Year I

Term I

PTH506 Introduction to Professional Development & Patient Education	2 credits
PTH523 Anatomy	6 credits
PTH528 Kinesiology	6 credits
PTH531 Foundations of Physical Therapy Practice I	2 credits

Term I = 16 credits

Term II

PTH504 Physiology in Health and Disease	3 credits
PTH507 Physical Therapy Intervention-Physical Agents & Therapeutic Exercise	4 credits
PTH518 Research Methods in Physical Therapy	2 credits
PTH532 Foundations of Physical Therapy Practice II	2 credits
PTH537 Musculoskeletal System I – Upper Extremity	4 credits

Term II = 15 credits

Term III

PTH508 Neuroanatomy	3 credits
PTH517 Integrated Clinical Experience I (Part-time)	1 credit
PTH524 Clinical Pharmacology	2 credits
PTH529 Health Promotion & Wellness I	2 credits
PTH534 Cardiovascular and Pulmonary Physical Therapy	3 credits
PTH538 Musculoskeletal System II – Lower Extremity	4 credits

Term III = 15 credits

Term IV

PTH512 Life Span Motor Development & Control	4 credits
PTH519 Critical Inquiry	1 credit
PTH 530 Health Promotion & Wellness II	1 credit
PTH538 Musculoskeletal System III – Spine	5 credits
PTH 540 Fundamentals of Neurological Rehabilitation	3 credits
PTH620 Imaging & Diagnostics	2 credits

Term IV = 16 credits

Professional Year II

Term V

PTH516 Psychosocial Issues in Health Care (<i>Intensive</i>)	3 credits
PTH608 Integrated Clinical Experience II (Full-time-8wks)	4 credits
PTH630 Sports Injury Management & Prevention	2 credit- <i>elective</i>
PTH544 Integumentary System	2 credits

Term V = 9 credits + electives

Term VI

PTH511 Management of the Pediatric & Adolescent Patient	5 credits
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PTH527 Integrated Clinical Experience III (Part-time) <i>^required</i> <i>elective</i>	1 credit-
PTH541 Neurological Clinical Management I	3 credits
PTH623 Management of Patients with Multisystem Involvement I	3 credits
PTH628 Special Topics* Selected	2 credit- <i>elective</i>
PTH720 Evidence-Based Practice I	2 credits- <i>online</i>
LS465/565 Spanish for Healthcare Professionals	2 credits- <i>elective</i>
Term VI = 17 credits (includes 2 credit required elective) + electives (<i>^must take PTH527 in Term VI or VII</i>)	

Term VII

PTH514 Health Practice Management	3 credits
PTH527 Integrated Clinical Experience III (Part-time) <i>^required</i> <i>elective</i>	1 credit-
PTH542 Neurological Clinical Management II	3 credits
PTH610 Professional Seminar	1 credit
PTH624 Management of Patients with Multisystem Involvement II	4 credits
PTH628 Special Topics* Other Electives-TBD	2 credits- <i>elective</i>
PTH630 Sports Injury Management & Prevention	2 credits- <i>elective</i>
PTH646 Orthotics and Prosthetics	2 credits
PTH730 Evidence-Based Practice II	2 credits- <i>online</i>
Term VII = 15 credits (includes 2 credit required elective) + electives	

Professional Year III

Term VIII

PTH701 Clinical Internship I – (Full-time)	5 credits
Term VIII = 5 credits	

Term IX

PTH702 Clinical Internship II (Full-time)	5 credits
Term IX = 5 credits	

Term X

PTH703 Clinical Internship III (Full-time)	5 credits
Term X = 5 credits	

Total credits=119 (includes 4 credits required electives, + one elective clinical credit) plus other electives

CURRICULUM PLAN (CLASS OF 2016)
DOCTOR OF PHYSICAL THERAPY PROGRAM

Professional Year I

Term I

PTH506 Introduction to Professional Development & Patient Education	2 credits
PTH523 Anatomy	6 credits
PTH528 Kinesiology	6 credits
PTH531 Foundations of Physical Therapy Practice I	2 credits

Term I = 16 credits

Term II

PTH504 Physiology in Health and Disease	3 credits
PTH507 Physical Therapy Intervention-Physical Agents & Therapeutic Exercise	4 credits
PTH518 Research Methods in Physical Therapy	2 credits
PTH532 Foundations of Physical Therapy Practice II	2 credits
PTH535 Musculoskeletal System I – Spine	5 credits

Term II = 16 credits

Term III

PTH508 Neuroanatomy	3 credits
PTH517 Integrated Clinical Experience I (Part-time)	1 credit
PTH524 Clinical Pharmacology	2 credits
PTH529 Health Promotion & Wellness I	2 credits
PTH534 Cardiovascular and Pulmonary Physical Therapy	3 credits
PTH536 Musculoskeletal System II – Extremities	5 credits

Term III = 16 credits

Term IV

PTH512 Life Span Motor Development & Control	4 credits
PTH519 Critical Inquiry	1 credit
PTH 530 Health Promotion & Wellness II	1 credit
PTH 540 Fundamentals of Neurological Rehabilitation	3 credits
PTH620 Imaging & Diagnostics	2 credits
PTH625 Manual Therapy of the Spine and Extremities	3 credits

Term IV = 14 credits

Professional Year II

Term V

PTH516 Psychosocial Issues in Health Care (<i>Intensive</i>)	3 credits
PTH608 Integrated Clinical Experience II (Full-time-8wks)	4 credits
PTH544 Integumentary System	2 credits

Term V = 9 credits

Term VI

PTH511 Management of the Pediatric & Adolescent Patient	5 credits
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PTH527 Integrated Clinical Experience III (Part-time) <i>^required</i> <i>elective)</i>	1 credit-
PTH541 Neurological Clinical Management I	3 credits
PTH623 Management of Patients with Multisystem Involvement I	3 credits
PTH628 Special Topics* Selected	2 credit- <i>elective</i>
PTH720 Evidence-Based Practice I	2 credits- <i>online</i>
LS465/565 Spanish for Healthcare Professionals	2 credits- <i>elective</i>
Term VI = 17 credits (includes 2 credit required elective) + electives (<i>^must take PTH527 in Term VI or VII</i>)	

Term VII

PTH514 Health Practice Management	3 credits
PTH527 Integrated Clinical Experience III (Part-time) <i>^required</i> <i>elective</i>	1 credit-
PTH542 Neurological Clinical Management II	3 credits
PTH610 Professional Seminar	1 credit
PTH624 Management of Patients with Multisystem Involvement II	4 credits
PTH628 Special Topics* Other Electives-TBD	2 credits- <i>elective</i>
PTH630 Sports Injury Management & Prevention	2 credits- <i>elective</i>
PTH646 Orthotics and Prosthetics	2 credits
PTH730 Evidence-Based Practice II	2 credits- <i>online</i>
Term VII = 15 credits (includes 2 credit required elective) + electives	

Professional Year III

Term VIII

PTH701 Clinical Internship I (Full-time)	5 credits
Term VIII = 5 credits	

Term IX

PTH702 Clinical Internship II (Full-time)	5 credits
Term IX = 5 credits	

Term X

PTH703 Clinical Internship III (Full-time)	5 credits
Term X = 5 credits	

Total credits=119 (includes 4 credits required electives, + one elective clinical credit) plus other electives

**APPENDIX C: PT Student Handbook & Clinical Education Manual
Acknowledgement Form**



Date: _____

I _____ acknowledge that I have received, read and will abide by
Print Name

the DPT Student Handbook 2015-2016 Policies and Procedures.

Additionally, I acknowledge that I have received, read and will abide by the DPT Clinical Education Manual 2015-2016.

Student Signature

Academic Director Signature

APPENDIX D: Honor Pledge



HONOR CODE

Print Name

My signature below indicates that I acknowledge my responsibility to become thoroughly familiar with the policies and procedures as outlined in the Physical Therapy Student Handbook and the Clinical Education Manual.

I also acknowledge the role of trustworthiness, honor and integrity in the development of the professional physical therapist, agree to abide by the APTA *Code of Ethics* and strive to develop the competencies outlined in the APTA document *Professionalism in Physical Therapy: The Professional Core*.

I acknowledge the value of the DPT Honor code and agree that I will neither give nor receive assistance during examinations or in assignments when individual work is specified, plagiarize another's work, fabricate results, misrepresent work or cheat in any other way.

Finally, I agree that it is my responsibility as part of the Honor Code to report students who violate the Honor Code in any way.

Signature

Date

**APPENDIX E:
POLICY REGARDING PROMOTIONS IN THE DPT PROGRAM &
GRADUATE ACADEMIC STANDING POLICY**

Doctor of Physical Therapy Promotion Policy 2015-2016

In addition to the University's College of Graduate and Professional Studies (CGPS) - **Graduate Academic Standing Policy**, as listed in the current catalog (pp. 341-342) and in this appendix, the Doctor of Physical Therapy program implements the following Promotion Policy that is more stringent.

Good Academic Standing

The course sequence in the curriculum is designed to provide incremental knowledge and skills necessary for PT practice. In general, the sequence must be followed to achieve this goal. A student in good academic standing will progress through the curriculum as designed. Since courses are arranged in a specific sequence, repeating a course will result in deceleration of the student's progress through the curriculum, and require a longer period of time to successfully complete the entire curriculum. Good academic standing is obtained by achieving a term grade point average (GPA) of 3.00 or greater, maintaining a cumulative GPA (CGPA) of 3.00 or greater, passing all Pass/Fail courses and maintaining appropriate standards of professional behavior.

Disciplinary Sanctions

Academic Probation

- Any student whose term GPA is below 3.00 for a single term or,
- Any student whose CGPA is below 3.00 for a single term or,
- Any student who receives a final course grade of C or below in any course or,
- Any student who receives a Fail grade in a Pass/Fail course

Program Dismissal

- Any student whose term GPA is below 3.00 for two terms or,
- Any students whose CGPA is below 3.00 for two terms or,
- Any student who receives a final course grade of C or below in two courses or,
- Any student who receives a Fail grade in any two Pass/Fail courses or,
- Any student who receives a final course grade of C or below in one course and a Fail grade in any Pass/Fail course or,
- Any student who fails to earn a Pass or a final course grade of B or better in any repeated course or,
- Any student who fails to adhere to the professional standards of the program.

Academic Status Letter

At the completion of each term, if academic performance is consistent with the criteria set forth for academic probation or program dismissal, then the Dean will issue a letter notifying the student of their academic status.

Learning Contract

A student who is placed on academic probation will be required to proceed under a learning contract. The learning contract will identify the academic criteria necessary to return to academic good standing. Students on academic probation will be limited to enrolling in only courses for which he/she has met the prerequisites. In addition to other specific actions, the following stipulations will be included in a learning contract:

- Any student who receives a final course grade of C or below in any course or a Fail grade in a Pass/Fail course must repeat the course.

Promotion

- Students must satisfactorily complete all courses maintaining a 3.00 term GPA and CGPA and must have successfully completed a learning contract before proceeding to the full-time clinical experiences.
- Students must pass all individual sections of the comprehensive practical examination in PTH 624 Management of Patients with Multisystem Involvement II in order to participate in the full-time terminal clinical experiences.
- Students must pass 4 full-time clinical experiences in order to graduate. Only one repeat of a full-time clinical experience is allowed.

Appeals

A student has the right to appeal a faculty decision regarding progression in the program. If a student wishes to appeal, the student must contact his/her advisor within the term when receiving formal notice of unsatisfactory performance to begin the appeals process. The advisor will assist the student in developing an appeal describing the unusual circumstances leading to the unsatisfactory performance and actions the student has undertaken/or plans to undertake to strengthen his academic performance.

Academic Standing*

Although Franklin Pierce University expects every graduate student to strive for academic excellence, at a minimum, all graduate students must achieve a term grade point average (TGPA) and a cumulative grade point average (CGPA) of 3.0 (B) or higher to remain in good academic standing. Graduate students may have no more than two grades below a B- factored into the calculation of the CGPA at the time of graduation. Only grades of C+ or lower may be repeated. A course may only be repeated one time.

Students not meeting this minimum standards policy will be required to establish and sign a Learning Contract with their academic advisor. In cases where programmatic promotion policies are more stringent than these standards, the student will be bound by the programmatic policies. A graduate student's academic record must give evidence that he/she has reasonable prospects of completing the degree requirements. At the close of each term, academic records will be reviewed by the Academic Director in conjunction with the Dean and if necessary, appropriate sanctions will be applied.

**In addition to academic expectations regarding Academic Standing, recipients of all forms of financial assistance are expected to meet Satisfactory Academic Progress (p. 302).*

Academic Sanctions

Warning Letter

Warning letters are issued to students who receive course passing grades (C or greater) but:

- Earn a single grade below (B-) during the term *or*
Earn a term GPA below 3.00, when taking a single course.

Probation

If a student fails to achieve a 3.00 term GPA and/or CGPA then that student is deemed to be not in good academic standing. Students on academic probation must improve their academic standing during the next term.

Students may be placed on Academic Probation if they earn a:

- Term GPA below 3.00, when taking more than one course that term *or*
Second grade below B- *or*
CGPA below 3.00 *or*
Single grade of F in a term (grades of C-, D+, D and D- do not apply to the graduate programs)

Deferred Suspension

Students may be placed on Deferred Suspension if:

Their CGPA is below 2.00 *or*

Earn a third grade below B- *or*

Have previously been placed on Academic Probation without demonstrating satisfactory academic progress and follow-through on his/her Learning Contract.

Academic Suspension

A temporary separation from the University is required when a student's academic record does not give evidence of satisfactory progress toward meeting degree requirements. Students may apply for readmission after a suspension by complying with reinstatement criteria (outlined as follows).

Students may be placed on Academic Suspension if:

- Their CGPA is below 2.00 *and*
Earn a third grade below B- *and*
Have previously been placed on Deferred Suspension without demonstrating satisfactory academic progress and follow-through on his/her Learning Contract.

Academic Dismissal

Academic dismissal is permanent separation from the University. The student may not apply for reinstatement or readmission to any Franklin Pierce University program. A student will be academically dismissed when that student has been academically suspended from Franklin Pierce University on two or more separate occasions.

Reinstatement Policy

Students in Good Academic and Financial Standing: students (GPA above 3.00) who have a break of more than 12 consecutive months must complete an Admissions application and meet the requirements of the Catalog in effect at the time they re-enroll at Franklin Pierce. This Catalog includes program curriculum for the degree as well as college administrative, academic and financial policies.

Students with Academic Sanctions: students who wish to be reinstated but are not in good academic standing (CGPA below 3.00) must receive the permission of the Academic Director and the Dean or designee and must develop a satisfactory Learning Contract. Reinstated students with a cumulative grade point average less than 3.00 will be on Academic Probation at the minimum.

Disciplinary Suspension or Dismissal

Students who are suspended or dismissed for disciplinary reasons will receive AW grades, reflecting an Administrative Withdrawal, effective on the date of suspension or dismissal. Dismissal is a permanent action. Details are noted in the College of Graduate & Professional Studies-Student Code of Conduct.