



PHYSICAL THERAPY PROGRAM

College of Clinical and Rehabilitative Health Sciences

EAST TENNESSEE STATE UNIVERSITY

Physical Therapy Program Handbook

2023 Edition

Table of Contents

***WELCOME TO ETSU PHYSICAL THERAPY*..... 4**

PREFACE4

HISTORY of ETSU PHYSICAL THERAPY5

VISION and MISSION STATEMENTS.....6

ADMINISTRATIVE ORGANIZATION.....8

***PROGRAM GOALS*..... 11**

PROGRAMMATIC GOALS.....11

CURRICULUM GOALS and OBJECTIVES.....11

DOCTOR of PHYSICAL THERAPY CURRICULUM.....18

MEDICAL TERMINOLOGY COMPETENCY.....19

COMPREHENSIVE EXAM.....20

***PROGRAM POLICIES FOR STUDENTS* 22**

ESSENTIAL FUNCTIONS/TECHNICAL STANDARDS.....22

PHYSICAL THERAPY-SPECIFIC PROFESSIONAL BEHAVIORS22

LAB PARTICIPATION24

AMERICAN PHYSICAL THERAPY ASSOCIATION MEMBERSHIP24

STUDENT CONDUCT.....24

DRESS CODE26

DISCRIMINATION AND HARASSMENT POLICY26

SUBSTANCE ABUSE / DRUG FREE CAMPUS27

COMPLAINT POLICY AND PROCEDURES FOR STUDENTS.....27

STUDENT TRAVEL.....28

STUDENT RECORDS28

STUDENT EVENTS.....28

ETSU PHOTO AND VIDEO CONSENT29

SOCIAL MEDIA.....29

USE OF ETSU NAME/LOGO.....29

STUDENT PROMOTION AND RETENTION COMMITTEE.....30

 A. Academic Probation:31

 B. Professional Behavior Probation:32

ATTENDANCE POLICIES34

EXAMSOFT PROCEDURES.....40

 Exam Protocol for In-Person Exams41

Exam Protocol for Remotely Delivered Exams:	42
TESTING CONSIDERATIONS.....	43
<i>PHYSICAL THERAPY FACILITIES</i>	<i>45</i>
Hours & Access	45
Designated Areas in Program	45
Additional Student Areas.....	45
Classroom Facilities, Equipment & Supplies	47
<i>PROGRAM COSTS & FINANCIAL RESOURCES.....</i>	<i>48</i>
TUITION AND FEES.....	48
CLINICAL EDUCATION EXPENSES.....	48
OTHER PROGRAM COSTS	48
FINANCIAL AID RESOURCES.....	49
<i>STUDENT SERVICES</i>	<i>50</i>
STUDENT HEALTH CLINIC	50
COUNSELING SERVICES.....	50
CENTER FOR PHYSICAL ACTIVITY	50
CENTER FOR DISABILITY SERVICES.....	51
CAMPUS SAFETY	51
ETSU ALERT SYSTEM	51
INCLEMENT WEATHER.....	52
UNIVERSAL PRECAUTIONS	52
HAZARDOUS CHEMICAL RIGHT-TO-KNOW LAW.....	53
PARKING AND TRANSPORTATION.....	54
BUCKY’S FOOD PANTRY	55
<i>SCHEDULES AND CALENDARS.....</i>	<i>56</i>
<i>REVISIONS TO THE HANDBOOK</i>	<i>56</i>

WELCOME TO ETSU PHYSICAL THERAPY

PREFACE

The purpose of this student handbook is to assist you in understanding policies, procedures, and general information specific to the ETSU Program of Physical Therapy. This handbook is a supplement to, **not a substitute for**, the information published in the East Tennessee State University School of Graduate Studies' Graduate Catalog.

Successful matriculation and graduation from this academic Program require adherence to all policies, procedures, and regulations as stipulated by the Program of Physical Therapy, Department of Rehabilitative Sciences, and East Tennessee State University. If you have any questions regarding policies or procedures, please bring them to your Faculty Advisor or the Program Director.

HISTORY of ETSU PHYSICAL THERAPY

The Tennessee Board of Regents (TBR) approved the establishment of an academic degree Program in Physical Therapy (BS, PT) at its meeting on June 25, 1993. On August 6, 1993, the Tennessee Higher Education Commission (THEC) granted approval for the Program. On May 16, 1994, the first chairperson started working to implement the new Program. The first class of physical therapy students matriculated into the Program on January 8, 1996. The Program was granted candidate for accreditation status in May 1996. The department received initial accreditation on October 29, 1997, and graduated the first class of BS, PT students on December 13, 1997.

Following the Commission on Accreditation for Physical Therapy Education (CAPTE) mandate that the entry-level degree for physical therapists be at the post-baccalaureate level, ETSU, TBR, and THEC approved the MS, PT degree in May 1998. The first class of MS, PT students matriculated in January 1999. The department proposed the conversion to the DPT and received approval from the TBR and THEC in the summer of 2003. The first entry-level DPT class entered January 2004. The department admitted students to the DPT with advanced standing in fall 2004. The Program currently has full accreditation through 2023.

VISION and MISSION STATEMENTS

East Tennessee State University

Vision: Developing a world-class environment to enhance student success and improve the quality of life in the region and beyond.

Mission & Values: ETSU provides a student-centered community of learning, reflecting high standards and promoting a balance of liberal arts and professional preparation, and continuous improvement. The university conducts a wide array of educational and research programs and clinical services including a comprehensive Academic Health Sciences Center. Education is the university's highest priority, and the institution is committed to increasing the level of educational attainment in the state and region based on core values where:

PEOPLE come first, are treated with dignity and respect, and are encouraged to achieve their full potential; RELATIONSHIPS are built on honesty, integrity, and trust; DIVERSITY of people and thought is respected; EXCELLENCE is achieved through teamwork, leadership, creativity, and a strong work ethic; EFFICIENCY is achieved through wise use of human and financial resources; and COMMITMENT to intellectual achievement is embraced.

ETSU endorses the value of liberal education and provides enriching experiences in honors education, student research and creative activity, study abroad, service learning, and community-based education.

ETSU honors and preserves the rich heritage of Southern Appalachia through distinctive education, research, and service programs and is actively engaged in regional stewardship.

ETSU affirms the contributions of diverse people, cultures, and thought to intellectual, social, and economic development.

ETSU offers students a total university experience that includes cultural and artistic programs, diverse student activities, a variety of residential opportunities, and outstanding recreational and intercollegiate athletic programs.

ETSU awards degrees in over one hundred baccalaureate, master, and doctoral programs, including distinctive interdisciplinary programs and distance education offerings that serve students from the region and beyond.

School of Graduate Studies

Mission: The mission of the School of Graduate Studies is to foster post-baccalaureate programs of study and scholarship that are recognized for their excellence and contributions to society. The School of Graduate Studies will provide an environment that stimulates:

- Advanced understanding of the concepts, issues, and practice of a discipline;
- Interdependent thought and ability to generate knowledge;
- The ability to contribute significantly to the academic community, professions, and society; and
- Diversity among ideas, programs, and people.

College of Clinical and Rehabilitative Health Sciences

Mission: Our mission is to foster innovative collaborations that support learning, scholarship and service, and that meet the clinical and rehabilitative health needs of our patients, clients, and communities.

Vision: Our vision is to be an essential source of leaders, educators, and expert practitioners and researchers in the clinical and rehabilitative health sciences.

Department of Rehabilitative Sciences

Mission: The mission of the Department of Rehabilitative Sciences is to develop practitioner-scholars who enhance the quality of life for others and communities through interprofessional education, services, and scholarship in the fields of habilitative and rehabilitative sciences.

Vision: Preparing students to fulfill their academic and professional goals through a transformative educational journey.

Physical Therapy Program

Mission: To prepare physical therapy practitioners who embody lifelong learning, collaboration, and leadership in order to improve the health of individuals in our region and society.

ADMINISTRATIVE ORGANIZATION

PROGRAM OF PHYSICAL THERAPY

Physical Therapy Student Class Leadership:

Each cohort of the ETSU DPT Program elects class officers during the first semester to provide leadership for the cohort and to facilitate efficient communication between the faculty and students. These officers may include the following positions:

- President – Coordinates with the Program Director and Executive Aide to lead and organize class activities and events.
- Vice President – Assists the President with leadership activities, as needed or designated.
- Faculty Liaison – Provides primary means of communication between the faculty and students.
- Secretary – Maintains written documentation of class events and meetings. Assists with registration and organization of fund-raising events and class activities.
- Treasurer – Primary person with financial responsibility for the cohort. Works with the Executive Aide to make deposits to and/or withdrawals from appropriate accounts.
- APTA Liaison – Communicates with the class regarding APTA meetings and activities. Coordinates with the Executive Aide, as needed, for registrations.
- TPTA Liaison - Communicates with the class regarding TPTA meetings and activities. Coordinates with the Executive Aide, as needed, for registrations.
- Social Chair – Responsible for coordination of social activities for the cohort. Works with social chairs from other cohorts to schedule larger events as well.
- Intramural Chair – Coordinates with the CPA to register and schedule teams for various intramural sporting events.
- Historian – Primary record keeper for the class. Responsible for recording events and activities of the cohort. Develops and maintains a list of appropriate means of communications with students after graduation.

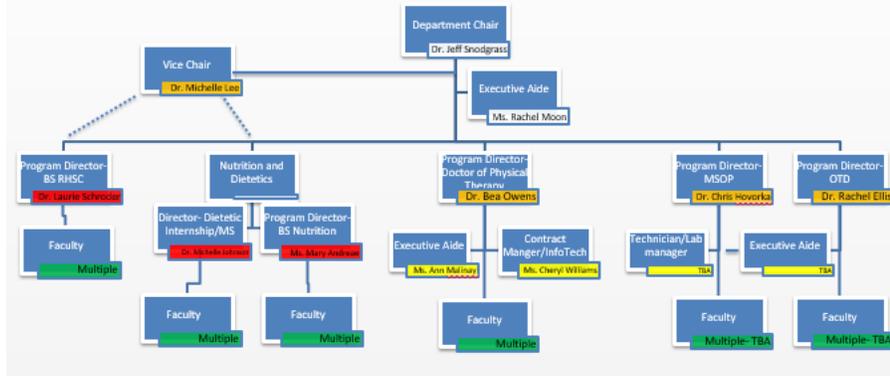
Physical Therapy Faculty & Staff:

The current faculty of the ETSU DPT Program include both tenure-track and clinical-track faculty who are experts in their areas of practice. The core faculty, along with associated and adjunct faculty, work together to ensure students of the Program are sufficiently educated and adequately prepared to provide safe and effective physical therapy services. The staff provide support to the faculty and students to facilitate efficiency of processes within the Program. Additional information and details regarding the faculty and staff of the Program can be found on the Program website at: <https://www.etsu.edu/crhs/physther/faculty-staff/default.php>

DEPARTMENT OF REHABILITATIVE SCIENCES

The Program of Physical Therapy is one of the options offered through the multidisciplinary Department of Rehabilitative Sciences. For further information regarding the Department of Rehabilitative Sciences, the Department's website can be viewed at: <https://www.etsu.edu/crhs/rehabilitative-sciences/>

Department of Rehabilitative Sciences



COLLEGE OF CLINICAL & REHABILITATIVE HEALTH SCIENCES

The Department of Rehabilitative Sciences is one of the departments housed in the College of Clinical & Rehabilitative Health Sciences. The college offers degrees in a variety of therapeutic and rehabilitative sciences with an established history of providing health professionals of choice to the region, state, and national health care workforce. More information regarding the College of Clinical & Rehabilitative Health Sciences can be found on the College's website at: <https://www.etsu.edu/crhs/>

ETSU and College of Clinical & Rehabilitative Health Sciences



COLLEGE OF GRADUATE & CONTINUING STUDIES

As a graduate degree Program, the Program of Physical Therapy is also governed by the School of Graduate Studies & Continuing Studies. ETSU has been a leader in graduate education in the state and region for over 70 years and offers 120 high quality graduate and professional degree options. Additional details regarding the College of Graduate & Continuing Studies can be found on their website at: <https://www.etsu.edu/gradschool/default.php>

ACADEMIC HEALTH SCIENCES CENTER – ETSU HEALTH

The Academic Health Sciences Center of ETSU offers a robust combination of health sciences Programs and patient-care facilities that operate outside of silos to provide a truly interprofessional experience. The Health Sciences Center includes the James H. Quillen College of Medicine, the Bill Gatton College of Pharmacy, the College of Clinical and Rehabilitative Health Sciences, and the College of Nursing, and the College of Public Health. Over 4000 students are enrolled in the Programs offered by the Center, and it is a significant provider of health care professionals for the region. Further information about the Academic Health Sciences Center can be found on their website at: <https://oupub.etsu.edu/ahsc/aboutus.php>

UNIVERSITY ADMINISTRATION

East Tennessee State University is governed by a ten-member Board of Trustees that includes eight members appointed by the governor of Tennessee, a faculty-elected faculty trustee and a board selected student trustee. The Board of Trustees has the authority to appoint the campus president, manage the university budget and set tuition, and oversee other operational tasks. The President of the University oversees the Chief Officers, Executive Administrators, Vice-Presidents and Provost (Chief Academic Officer). Additional information regarding the office of the President of the University and organizational charts can be located at: <https://www.etsu.edu/president/>

PROGRAM GOALS

PROGRAMMATIC GOALS

The ETSU DPT Program has the following goals:

Students

- Students demonstrate developing and progressing professional behaviors along with cognitive, psychomotor, and affective skills competence.
- Students develop an appreciation for the role of the PT as a member of the interprofessional healthcare team and are prepared to advocate for their patients and the profession.

Faculty

- Faculty of the ETSU DPT Program demonstrate professional currency and ongoing development through continuing education, clinical practice, and/or scholarly activity.
- Faculty of the ETSU DPT Program create a learning environment for students that facilitates personal and professional growth.

Graduates

- Graduates of the ETSU DPT Program demonstrate entry-level competence in physical therapy clinical skill with sufficient depth and breadth of experience to be prepared to enter the workforce in a variety of settings.
- Graduates of the ETSU DPT Program exhibit a commitment to life-long learning and professional development, engagement in the profession, and leadership in their communities.

Program

- The ETSU DPT Program graduates competent, ethical, and professional entry-level, generalist practitioners.
- The DPT Program offers current and evidence-based curriculum, to facilitate advancements in the physical therapy profession.
- The ETSU DPT Program establishes and maintains community partnerships that foster growth of the physical therapy profession.

CURRICULUM GOALS and OBJECTIVES

In addition to the Program level goals, which are measured via a Programmatic assessment process annually, the Program also seeks to engage in continuous improvement of course and curriculum development, based on the following curriculum goals and objectives.

EVALUATION/SCREENING

GOAL A: Prepare physical therapy general practitioners to examine/screen human structure and function, both normal and abnormal, across the life span, within the scope of physical therapy practice.

Objectives:

1. Determine the need for further examination or consultation by a PT or for referral to another health care professional;

2. Independently examine and re-examine a patient or client by obtaining a pertinent history from the patient or client and from other relevant sources, by performing relevant systems review, and by selecting appropriate age-related tests and measures;
3. Synthesize examination data to complete the PT evaluation;
4. Engage in the diagnostic process in an efficient manner consistent with the policies and procedures of the practice setting;
5. Engage in the diagnostic process to establish differential diagnoses for patients across the life-span;
6. Participate in the design and implementation of decision-making guidelines;
7. Demonstrate clinical decision-making skills including clinical reasoning, clinical judgment, and reflective practice;
8. Identify and assess the health needs of individuals, groups, and communities including screening, prevention, and wellness Programs appropriate to physical therapy;
9. Determine initially and on a continuing basis, the individual's need for physical therapy services;
10. Interpret the results of evaluation procedures of physical therapists and of other professionals;
11. Determine patient or client prognoses based on evaluation of results of examinations and medical and psychosocial information;
12. Accurately prognosticate the functional potential of the individual seeking services;
13. Make appropriate referral/triage decisions based on the immediate and long-range needs of the individual.

INTEGRATION OF BASIC AND CLINICAL SCIENCES

GOAL B: Prepare physical therapy general practitioners to integrate, bridge, and cross-match the theories, concepts, and principles of the basic and psychosocial sciences to current and future clinical practice in order to justify their evaluation and treatment management decisions. (In other words, prepare students to have a reference-based practice.)

Objectives:

1. Critically evaluate the current theoretical bases of physical therapy practice;
2. Integrate current scientific findings with the results of patient evaluations to establish realistic short- and long-term goals;
3. Integrate the processes of evaluation and treatment selection.

TREATMENT MANAGEMENT

GOAL C: Prepare physical therapy general practitioners to utilize information from the literature, from their evaluations, from other health care professionals, and from their experience, to develop efficient, safe, and cost-effective physical therapy treatment management Programs.

Objectives:

1. Collaborate with patients, clients, family members, payers, other professionals, and individuals to determine a plan of care that is realistic and acceptable to the patient, client, family, and therapist;
2. Establish a physical therapy plan of care that is safe and effective;
3. Establish goals and functional outcomes that specify expected time duration;
4. Define achievable patient or client outcomes within available resources (e.g., patient, client, personnel, facility, fiscal, etc.);
5. Deliver and manage a plan of care that complies with administrative policies and procedures of the practice environment;
6. Monitor and adjust the plan of care in response to patient or client status;
7. Provide direct physical therapy intervention to achieve patient or client outcomes based on the examination and on the impairment, functional limitations, and disability;
8. Develop and implement a physical therapy plan of care that is based on established goals and designed to meet those goals;
9. Consider economic, cultural, and social influences on the patient, the family, and the community that may affect the feasibility and effectiveness of the plan;
10. Select the most appropriate procedures available in terms of projected clinical outcomes and cost effectiveness;
11. Recognize and adhere to the priorities of privacy, dignity, and safety when dealing with an individual's physical or emotional wellbeing;
12. Advocate lifestyle behaviors that are conducive to wellness and the prevention of recurrent disabilities, and participate in screening Programs designed to detect existing or potential health problems;
13. Apply the principles of motor learning to the design of patient care Programs and to professional development.

COMMUNICATION

GOAL D: Prepare physical therapy general practitioners to communicate effectively, with or without technology assistance, with patients, health care professionals, clients, family members, payers, policy makers, and the community at large.

Objectives:

1. Expressively and receptively communicate with patients, clients, family, caregivers, practitioners, consumers, payers, and policy makers;
2. Complete thorough and accurate documentation appropriate for patient care, administrative, educational, and research purposes;
3. Work effectively as a member of a health care team or other work group;
4. Consider issues from the point of view of others: patients, families, professional colleagues, and society;
5. Act as a liaison between patients, families, and community services;
6. Communicate effectively, both verbally and non-verbally;

7. Take responsibility for communication or discussion of diagnoses or clinical impressions with other practitioners;
8. Complete thorough, accurate, analytically sound, concise, timely, and legible documentation that follows guidelines and specific documentation formats required by the practice setting;
9. Promote optimal health by providing information on wellness, impairment, disease, disability, and health risks related to age, gender, culture and lifestyle.

HEALTH CARE ENVIRONMENT

GOAL E: Prepare physical therapy general practitioners to be sensitive to the health care environment in which they work in order to analyze, interpret, and respond to the major factors influencing health care.

Objectives:

1. Recognize the political nature of society and the impact of governmental structure and policy on health care services in general and physical therapy in particular;
2. Recognize the economic, social, and cultural factors in the community that affect the delivery of health care;
3. Integrate physical therapy services with the services of other health care providers to meet most effectively the health care needs of the community being served;
4. Recognize the need for and the role of professional organizations;
5. Be sensitive to individual and cultural differences when engaged in physical therapy practice, research, and education;
6. Practice in a safe setting and manner to minimize risk to the patient, client, therapist, and others;
7. Take appropriate action in an emergency in any practice setting.

PROFESSIONAL BEHAVIORS

GOAL F: Prepare physical therapy general practitioners to function in a professional manner as a member and representative of the health care team.

Objectives:

1. Demonstrate professional behaviors in all interactions with patients, clients, families, caregivers, other health care providers, students, other consumers, and payers;
2. Adhere to legal practice standards including all federal, state, and institutional regulations related to patient or client care and fiscal management;
3. Practice ethical decision making that is consistent with the professional code of ethics;
4. Participate in peer assessment activities;

5. Formulate and implement a plan for personal and professional career development based on self-assessment, reflection, and feedback from others;
6. Successfully participate in clinical education;
7. Participate in professional organizations and activities;
8. Display generosity as evidenced by the use of time and effort to meet patient or client needs;
9. Demonstrate social responsibility, citizenship, and advocacy including participation in community and human service organization activities;
10. Provide pro bono services, when available;
11. Distinguish between legal and ethical issues in the provision of physical therapy services;
12. Be able to deal with moral and ethical dilemmas that arise in the practice of physical therapy;
13. Plan and implement an appropriate balance between personal and professional activities;
14. Accept responsibility for one's own actions and the consequences of those actions;
15. Assume responsibility for one's own professional growth and development by recognizing the boundaries of an entry level professional Program and pursuing a variety of resources to develop a life-long pattern of learning;
16. Be committed to fostering the growth of physical therapy as a profession.

ADMINISTRATION/MANAGEMENT

GOAL G: Prepare physical therapy general practitioners to have a basic understanding of administration/management skills as related to the practice/business of physical therapy.

Objectives:

1. Provide primary care to patients with neuromusculoskeletal disorders through collaboration with other members of primary care teams based on patient's or client's goals and expected functional outcomes and on knowledge of one's own and other's capabilities;
2. Provide secondary care to patients referred by other practitioners, independently of, or in collaboration with, other team members based on patient's or client's goals and expected functional outcomes;
3. Provide tertiary care to patients in collaboration with other practitioners in settings supportive of comprehensive and complex services based on patient's or client's goals and expected functional outcomes;
4. Assume responsibility for the management of care based on the patient's or client's goals and expected functional outcomes, including practice situations in which the physical therapist is serving as the principal provider of care;
5. Manage human and material resources and services to provide quality, efficient physical therapy services based on patient or client goals;
6. Interact with patients, clients, family members, other health care providers, and community-based organizations for the purpose of coordinating activities to facilitate efficient and effective patient or client care;

7. Delegate physical therapy related services to appropriate human resources;
8. Supervise and manage support personnel to whom tasks have been delegated;
9. Participate in management planning;
10. Participate in budgeting, billing, and reimbursement activities;
11. Participate in the implementation of an established marketing plan and related public relations activities;
12. Apply business, marketing, and public relation concepts and technology to the practice of physical therapy;
13. Utilize personnel and other resources in an effective and efficient manner;
14. Demonstrate effective leadership and interpersonal skills;
15. Analyze the impact of external agencies or departments on the management of physical therapy services and interact appropriately with those agencies and departments.

EDUCATION

GOAL H: Prepare physical therapy general practitioners to function as educators in the academic, clinical, and community settings as related to physical therapy.

Objectives:

1. Educate others using a variety of teaching methods commensurate with the needs and unique characteristics of the learner;
2. Provide patient related instruction to achieve patient outcomes based on impairment, functional limitations, and disability;
3. Assess the need for patient education Programs and implement such Programs as indicated;
4. Assess the need for and participate in educational activities as appropriate in the academic or clinical setting;
5. Assess the need for and participate in educational Programs in the community including Programs related to wellness, preventive health, restorative functions, and handicapped mobility and accessibility.

LIFE-LONG SCHOLARLY ACTIVITY

GOAL I: Prepare physical therapy general practitioners to be critical thinkers able to analyze old and new concepts, principles, research and clinical findings, technologies, and outcomes; to relate them to personal and professional values and standards; and to integrate and apply them to the practice of physical therapy as appropriate.

Objectives:

1. Critically evaluate published studies related to physical therapy practice, research, and education;
2. Secure and critically evaluate information regarding new and established techniques and technology, legislation, policy, and environments related to patient or client care;

3. Participate in collaborative research in order to contribute to the body of physical therapy knowledge;
4. Implement an evaluation of patient or client outcomes;
5. Provide consultation (advice based on expertise) to individuals, businesses, schools, government agencies, or other organizations;
6. Use the scientific approach to expand the body of knowledge in physical therapy;
7. Apply the principles of research methodology and statistics in a physical therapy setting;
8. Analyze and synthesize information in order to communicate effectively both orally and in writing.

DOCTOR of PHYSICAL THERAPY CURRICULUM

Curriculum:

The Doctor of Physical Therapy curriculum is 3-years in length, starting in January of the first year, and ending in December of the third year. The curriculum spans 9 semesters for all previous cohorts, and the 2023 and 2024 cohorts. The nine-term curriculum can be found at: <https://www.etsu.edu/crhs/physther/academics/curricular.php>.

Beginning with the 2025 cohort, the curriculum spans 8 semesters. The 8-term curriculum is currently in roll-out, beginning in January of 2023, with full roll out completed by Fall of 2025.

Course Descriptions:

Course descriptions are located in the ETSU School of Graduate Studies' Graduate Catalog found here: <https://catalog.etsu.edu/content.php?catoid=37&navoid=1621>.

MEDICAL TERMINOLOGY COMPETENCY

Students who do not complete a college course in Medical Terminology prior to matriculation into the Program are required to demonstrate proficiency in medical terminology. Proficiency is determined by successful completion of a written examination. This examination is administered during New PT Student Orientation to all students who need to demonstrate competency.

Students are required to pass the 100-item examination with a minimum of 70 correct answers to fulfill the Program's medical terminology competency requirement. If the student does not pass the exam at orientation, he/she is given one more opportunity to take the exam, during the first semester of the Program. Failure to pass the exam on the second attempt will result in dismissal from the Program.

In preparation for this examination, the following book is recommended:

Gyls, Barbara and Wedding, Mary Ellen; *Medical Terminology, A Systems Approach*; 7th edition, F.A. Davis Co., Philadelphia, PA, 2013. ISBN 0803603940 (Units 1, 4, 6-10)

This text is available from F.A. Davis Company: (800) 323-3555. It is also available on Amazon.com and BN.com. Most local bookstores should be able to order a copy, as well.

COMPREHENSIVE EXAM

In accordance with the ETSU School of Graduate and Continuing Studies and to ensure that students are competent and safe, each DPT student shall complete a culminating experience that includes a comprehensive examination and a research experience. Students must fulfill the requirements of both the comprehensive examination and the research experience to graduate with the Doctor of Physical Therapy degree. Failure to complete either of these requirements will result in dismissal from the Program.

The comprehensive examination is a multiple-choice exam that assesses comprehension of didactic material, in preparation for the National Physical Therapy Exam (NPTE). The exam is completed in the last semester of the Program, with the exam date set by the DPT faculty. The exam is graded as pass/fail, with the passing score and need for remediation determined annually by the DPT faculty and based on the examination tool utilized. The student's performance on the comprehensive examination is classified into 1) pass; 2) fail with an opportunity for remediation through a structured remediation plan; or 3) fail the examination without an opportunity for remediation. If a student does not pass the examination, the PT Promotion and Retention Committee will meet with the student to develop a required remediation plan. The remediation plan is written by the student and includes a detailed study timeline of content areas, as well as study strategies. The student is expected to meet with their advisor regularly regarding progress toward the study plan. Additional practice exams will be highly encouraged but not required.

The research experience is outlined in courses PHYT 6663 and PHYT 7764. The experience includes written submissions throughout the courses and a terminal oral presentation, termed a capstone presentation. DPT students must pass both courses and successfully complete the associated oral presentation to complete the research component of the culminating experience.

CLINICAL EDUCATION POLICIES

Clinical Education constitutes a major component of the Physical Therapy Program curriculum. During Clinical Education, students come to appreciate their role and responsibilities as physical therapists, as well as evaluate their readiness for physical therapy practice after graduation. During clinical education, the theoretical and practical components of the curriculum are applied to authentic clinical situations. The clinical environment also provides real world experiences as a context for learning new skills and for practicing previously learned skills.

Refer to the clinical education handbook for Clinical Education Policies. Questions regarding Clinical Education Policies can be directed to the faculty member who serves as the Director of Clinical Education.

<https://www.etsu.edu/crhs/physther/clinicaleducationhandbook.php>

Background Check Policy: Students are required to have a criminal background check (CBC) performed in preparation for clinical education and community volunteer experiences. These are required to be uploaded to Exxat portal before the first day of class. When a clinical site requires a student background check as part of clinical education requirements, the student can provide the CBC to the clinical site. The background checks are kept confidential along with other student health information. Flagged CBCs may influence clinical education placements. If the CBC is flagged, the Program Director will discuss potential implications to the student for obtaining and maintaining physical therapy licensure.

Travel/Living Expenses

Students are responsible for providing their own transportation to all clinical experiences as well as their own living expenses during those clinical experiences. At times, the Site Coordinator of Clinical Education (SCCE) may be able to assist the student with housing arrangements. **It is the responsibility of the student to secure housing.** Information on possible stipends and possibility of housing arrangements, if ETSU is aware of any, can be found on Exxat.

PROGRAM POLICIES FOR STUDENTS

ESSENTIAL FUNCTIONS/TECHNICAL STANDARDS

Students must have the ability to perform, either unaided or with reasonable accommodation, the following essential functions for successful participation in the Doctor of Physical Therapy Program:

- Critical thinking ability sufficient for clinical judgment;
- Interpersonal abilities sufficient to interact with individuals, families, and groups from a variety of social, emotional, cultural, and intellectual background;
- Communication abilities sufficient for interaction with others in verbal and written form;
- Physical abilities sufficient to move from room to room and maneuver in small spaces;
- Gross and fine motor abilities sufficient to provide safe and effective physical therapy care;
- Auditory abilities sufficient to monitor and assess health needs;
- Visual ability sufficient for observation and assessment necessary in physical therapy care;
- Tactile ability sufficient for physical assessment and treatment;
- Physical ability to assist moving, transferring, and ambulating patients who have physical impairment or dysfunction

PHYSICAL THERAPY-SPECIFIC PROFESSIONAL BEHAVIORS

The Physical Therapy Specific Behaviors (may) serve as a guide in ongoing physical therapy student professional and personal development. Students develop and demonstrate these behaviors throughout their time at ETSU and continue that development as a practicing clinician. The Professional Behaviors are used as a reflective tool throughout the curriculum to facilitate and promote professional growth. In addition, students are expected to be well-prepared for lecture and labs, , maintaining composure when discussing examination results, being seated and ready to proceed when class is scheduled to commence, remaining present and alert until class is dismissed, avoiding excessive conversation during class, etc.

Professional Behavior	Definition
1. Commitment to Learning	The ability to self-direct learning to include the identification of needs and sources of learning; and to continually seek and apply new knowledge, behaviors, and skills
2. Interpersonal Skills	The ability to interact effectively with patients, families, colleagues, other health care professionals, and the community in a culturally aware manner
3. Communication	The ability to communicate effectively (i.e. verbal, non-verbal, reading, writing, and listening) for varied audiences and purposes
4. Effective Use of Time and Resources	The ability to manage time and resources effectively to obtain the maximum possible benefit
5. Use of Constructive Feedback	The ability to seek out and identify quality sources of feedback, reflect on and integrate the feedback, and provide meaningful feedback to others
6. Problem -Solving	The ability to recognize and define problems, analyze data, develop and implement solutions, and evaluate outcomes
7. Professionalism	The ability to exhibit appropriate professional conduct and to represent the profession effectively while promoting the growth/development of the Physical Therapy profession
8. Responsibility	The ability to be accountable for the outcomes of personal and professional actions and to follow through on commitments that encompass the profession within the scope of work, community and social responsibilities
9. Critical Thinking	The ability to question logically; identify, generate and evaluate elements of logical argument; recognize and differentiate facts, appropriate or faulty inferences, and assumptions; and distinguish relevant from irrelevant information. The ability to appropriately utilize, analyze, and critically evaluate scientific evidence to develop a logical argument, and to identify and determine the impact of bias on the decision-making process
10. Stress Management	The ability to identify sources of stress and to develop and implement effective coping behaviors; this applies for interactions for: self, patient/clients and their families, members of the health care team and in work/life scenarios

LAB PARTICIPATION

All students are required to participate in the course associated laboratories as the therapist. Student participation as subjects in these laboratories is voluntary. However, the faculty of the Physical Therapy Program deem student participation important to the future physical therapist's recognition of normal and abnormal patient sensations to physical therapy modalities and treatments. As a professional physical therapy student, it is the student's responsibility to inform the course instructor in a timely fashion prior to the laboratory in question as to any reason(s) that would preclude his/her participation as a subject in that laboratory.

Various classroom and laboratory skills have potential side effects and may not be appropriate for all students. Electrothermal modalities, psychomotor skills, exercise, and other activities may not be safe or appropriate for all students. Students are responsible for their own safety and should inform the course instructors of any conditions which limits participation in any laboratory or class activity.

AMERICAN PHYSICAL THERAPY ASSOCIATION MEMBERSHIP

Students in the Physical Therapy Program are required to be members of the American Physical Therapy Association (APTA), and the Tennessee Chapter of the APTA throughout the three-year DPT curriculum. The benefits of membership will be explained on multiple occasions throughout the curriculum. Students can establish membership at the following website: <https://www.apta.org/for-students>.

STUDENT CONDUCT

Students, as citizens, will conduct themselves as law-abiding members of the community. Students are expected to abide by all federal, state, and local government laws. Students are also expected to abide by the rules and regulations developed by ETSU to govern student conduct while attending academic assignments in any location. Additionally, students will be expected to adhere to the [APTA Code of Ethics](#), [APTA Guide for Professional Conduct, Core Values for the Physical Therapist](#) and the [State Practice Acts](#) of the state in which the assignment or activity is held. Violation of any of the previously mentioned documents during school sponsored assignments, clinical experiences or activities could be cause for removal from the assignment/experience and possible expulsion from the Physical Therapy Program. If the student feels they have been put in an ethically compromising situation, they should immediately discuss this with the appropriate faculty member overseeing the educational activity, or the Director of Clinical Education (DCE) if it occurs during clinical experiences, as soon as possible. Unprofessional conduct by a student not covered by federal, state, or local laws, and not covered in the student handbook will be reviewed by the Student Promotion and Retention Committee.

Students are expected to behave in a professional manner which is intended to promote ethical and professional behavior associated with the profession of physical therapy. Students are

expected to conduct themselves in a professional manner because they are representing themselves, the Physical Therapy Program, College of Clinical and Rehabilitative Health Sciences, the University, and the profession of physical therapy. Professional conduct covers student behavior, appearance, and professionalism while in the classroom, clinical internships/practicums, and within the community. Students who represent themselves in an unprofessional manner will be subject to disciplinary action from the Physical Therapy Program, independent of any actions taken by legal authorities or the University. Professional behavior extends to all learning and research environments, service activities, and social activities sponsored or endorsed by the Physical Therapy Program, both on campus and off, as well as situations where it can be reasonably considered that a student is representing the Physical Therapy Program, College of Clinical and Rehabilitative Health Sciences, or the University. This includes any public arena such as internet postings whether on personal or private websites, social media, etc.

Physical therapy students should understand that, as future health care professionals, they are expected to conduct their personal and professional lives in a manner that shows respect for others and brings honor to themselves, the Program, the College, the University, and the profession.

Examples of behavior that shall be consider violations of professional conduct include, but are not limited to:

1. Purposely falsifying documents or otherwise furnishing false information;
2. Consistently engaging in behavior that disrupts, obstructs, or otherwise interferes with the teaching and learning environment in the classroom or practice site;
3. Consistently failing to adhere to appearance standards or other policies and regulations pertaining to enrollment, classroom, or physical therapy practice experience behavior;
4. Making false accusations or providing false information about a member of the University faculty and staff, student, or other individuals who may be associated with the University;
5. Committing or threatening violence or harm against a member of the University faculty and staff, student, or other individuals who may be associated with the University;
6. Misusing or misrepresenting one's status as a physical therapy student, or engaging in any unauthorized practice of physical therapy;
7. Unauthorized or inappropriate use of University property or resources, which includes the property and resources of preceptor sites;
8. Stealing, damaging or defacing University property, or the property of others, including faculty, staff, students, and citizens of the community;

9. Use, possession or distribution of illegal drugs or substances, or improper use of prescription drugs not prescribed for the user;
10. Accessing or revealing confidential information about faculty, staff, fellow students, or patients without proper authorization;
11. Treating patients with disrespect;
12. Violations of University policies and regulations pertaining to student conduct;
13. Violations of local, state, and/or federal law.

DRESS CODE

Students are expected to wear modest attire in the classroom, laboratories, and clinical practicums. Laboratory clothing should allow the body region being covered in class to be evaluated. Immodest clothing revealing body regions not related to what is covered in class should be avoided. When appropriate for laboratory or clinical experiences, white, long-sleeved lab coats should be worn. Clothing should be neat, clean, and **modest**. Excessive jewelry should be avoided to ensure safety of patients and the individual. When an outside guest is scheduled to present in class or when taking a field trip to a clinical setting for class demonstrations, clinic-appropriate attire will be required. Appropriate dress will be discussed with students as needed.

During clinical experiences, additional dress code procedures must be adhered to and are found in the [Clinical Education Handbook](#) (Chapter 1).

DISCRIMINATION AND HARASSMENT POLICY

The Physical Therapy Program defers to the Discrimination and Harassment Policy established by the University. The purpose of this policy is to provide East Tennessee State University (ETSU) with a mechanism for discovering discrimination or harassment as early as possible and for effectively correcting problems by providing for prompt and equitable resolution of discrimination and harassment reports. All students are required to complete the annual ETSU Discrimination and Harassment training.

Sexual Misconduct/Title IX Statement

East Tennessee State University is committed to fostering a safe learning environment. Sexual misconduct and/or gender-based discrimination of any kind is prohibited. ETSU investigates cases of sexual misconduct (including, but not limited to sexual assault, sexual harassment, dating violence, domestic violence, and stalking) and may take steps to protect the parties involved from harassment, retaliation, or negative impacts from the incident or complaint. Complaints may be made directly to ETSU's Title IX Coordinator, Garrison Burton, via email burtong@etsu.edu, or phone at 423-439-8544, or by filing a Report of

Discrimination, Harassment and/or Retaliation found on the [ETSU Title IX website](#). All sexual misconduct complaints are handled by the Office of University Compliance.

If you wish to speak confidentially about an incident of sexual misconduct, contact the ETSU Counseling Center at 423-439-3333. After hours calls may be directed to Bucs Press 2 by dialing the same number and then “pressing 2.” ETSU encourages anyone who has experienced sexual misconduct to talk to someone about what happened so they can get the support they need. If you would like to learn more about sexual misconduct or how to report an incident please visit: [ETSU Title IX website](#) or [The Office of University Council's website](#).

To review the ETSU Student Sexual Misconduct policy please visit: https://www.etsu.edu/policies/documents/sexual_misconduct_200114.pdf

East Tennessee State University seeks to provide students, staff and faculty members with a safe and secure learning environment, free of crime and or violations motivated by discrimination, sexual and other bias-related harassment. There are two important complaint policies not governed by the Student Complaint Policy and Procedure; Sexual, Racial, and Other Harassment and Hate Crimes and Bias-Related Incidents. These types of complaints should be filed with the Chief Equity Compliance Officer or, when a charge is by one student against another student, with the Dean of Students according to the procedures described in those policies.

*Additional procedures for may be found in the ETSU Graduate Catalog under the [Complaint Policy and Procedures for Students](#)

SUBSTANCE ABUSE / DRUG FREE CAMPUS

The Physical Therapy Program supports [ETSU’s Policy Statement on Drug Free Campus](#) as stated here: It is the policy of this university that the unlawful manufacture, distribution, possession, use of alcohol and illicit drugs on the ETSU campuses, in the workplace (on or off campus), on property owned or controlled by ETSU, or as part of any activity of ETSU is strictly prohibited. All employees and students are subject to applicable federal, state and local laws related to this matter. Additionally, any violation of this policy will result in disciplinary action.

COMPLAINT POLICY AND PROCEDURES FOR STUDENTS

The Program relies upon institutional and departmental policies for the resolution of all concerns and complaints. Should you have a concern related to the Program, department, or institution please visit the BucsCARE webpage at <https://www.etsu.edu/bucscare/report.php>, which will direct you to the appropriate process for reporting your concern. Should you have a concern or complaint that you feel is not governed by any other complaint or appeal policy at the university, please visit <https://catalog.etsu.edu/content.php?catoid=42&navoid=1780#complaint-policy-and-procedures-for-students>. The Program commits that it shall not retaliate against any person because that person has filed or may file a complaint, provide information or assistance, or participate in any manner in an investigation or proceeding related to a complaint.

STUDENT TRAVEL

Students are encouraged to attend continuing education opportunities sponsored by the APTA or TPTA, when schedules and finances will allow. The Program will provide financial assistance at a maximum of \$400 for registration or expenses related to an ATPA sponsored continuing education event for each student in the Program. These funds can be requested by a student only once during their time in the Program and are contingent on available Program budgeting funds. Proper paperwork, including application and request for travel forms and registration materials must be submitted to the Executive Aide at least 5 weeks prior to the event. Receipts and proof of course completion must be submitted at the conclusion of the conference.

Financial assistance for TPTA sponsored local or state events and conferences may also be available for student assistance, as the budget will allow. Students will be required to submit appropriate paperwork and documentation prior to and after completion of the conference to receive these funds.

STUDENT RECORDS

Student records related to admissions, progression through the Program and graduation requirements are kept in locked files in the office of the Graduate Coordinator while students are actively registered in the Program. Following successful completion and graduation from the Program, these files may be transferred to an electronic format and kept in a password secured location. Records related to clinical education will be housed with the Director of Clinical Education and are primarily secured through the Exxat Program. Students will retain access to their medical records, background checks and additional information stored through Exxat after completion of the DPT Program.

STUDENT EVENTS

The ETSU DPT Program sponsors two celebration events of student progress through the curriculum. The White Coat ceremony is a celebration of progression of students into the internship segment of the clinical education portion of the curriculum. To receive their White Coat, students must successfully complete the initial 5 semesters of the Program. The White Coat ceremony is scheduled to occur on the Thursday prior to Labor Day each year. During this ceremony, Clinical Education awards are presented to select clinical facilities and clinical instructors during this ceremony.

Following successful completion of the entire DPT curriculum, including presentation of their capstone projects, students will participate in a ceremony the Friday prior to graduation. During this ceremony, students will be hooded in recognition of their completion of the Program and transfer to status of professional colleagues. Additional student awards and recognitions are presented at this ceremony.

Any student led events in which the ETSU DPT Program is advertised or represented will require prior approval of the Program. These events may be used to promote community

awareness, provide assistance with community events, or as fund-raising projects for the Program and its students.

ETSU PHOTO AND VIDEO CONSENT

Photos taken of ETSU DPT students while in the Program may be used for identification purposes, for advertisements and on social media postings. Students are asked to acknowledge consent to have these photographs used by the Program for these purposes. If any student does NOT consent to use, a written opt-out request must be submitted to the Program Director in writing. Students will indicate by signature that they grant East Tennessee State University and the DPT Program the absolute right and unrestricted permission to take, use and/or publish audio remarks and photographic images, whether still, single, multiple, or moving, while they are a student enrolled in the Program. Students waive the right to royalties or other compensation arising from or related to the use of the image or produce and will hold harmless ETSU, its Board of Trustees, officers, employees, faculty, agents, nominees, department, and/or others from any liability by virtue of taking the pictures or products.

Photographs of patients, community members or other volunteers working with students or as part of their academic training may require those participants to sign a consent form as well. Photographs of patients in a clinical setting are prohibited from being published on personal websites or social media sites and are considered a HIPAA violation – see the Clinical Education handbook for additional guidelines.

SOCIAL MEDIA

Students are prohibited from posting defamatory information regarding ETSU or the DPT Program on their personal social media sites. Use of social media to vent regarding ETSU or the DPT Program would be considered a violation of professional conduct and may result in disciplinary action from the Program.

Use of social media by the ETSU DPT Program must be approved through University Relations. The Program currently utilizes a Facebook page and Instagram account to keep followers informed about events and activities occurring in the Program and to acknowledge awards and achievements of the Program, its students and faculty.

USE OF ETSU NAME/LOGO

Any external (commercial) or internal (promotional merchandise and apparel) use of ETSU's name or trademarks requires advanced permission from the university via a contract or trademark license agreement. Once approved, the business or person requesting permission becomes a "licensee" and the individual products become "licensed products". Prior to the production of any merchandise containing ETSU marks, licensees must submit to the ETSU Director of Trademarks and Licensing for approval through Brand Manager 360. Artwork approval is required for each new design and reorder, regardless of who orders it. This includes merchandise ordered by all university departments and student groups/organizations, in addition to commercial use.

ACADEMIC POLICIES AND PROCEDURES

STUDENT PROMOTION AND RETENTION COMMITTEE

I. PURPOSE

The purpose of the Committee is to review on a continuing basis the overall performance of each physical therapy student.

II. COMPOSITION

The Committee members shall include the committee chair or his/her designee (appointed by the Program Director), and the full-time didactic faculty members from the Physical Therapy Program.

- A. The Chair of the Committee may invite clinical faculty (clinical instructors-CIs, center coordinators of clinical education -CCCEs, or other designated clinicians), other ETSU faculty, and/or student representatives to attend committee meetings.
- B. The Program Director of the Physical Therapy Program will attend the meetings when discussions involve students in courses he/she is teaching that semester or when otherwise deemed necessary.
- C. The Committee may invite the Program Director of the Physical Therapy Program and/or the Chair of the Rehabilitation Sciences Department of the College of Clinical and Rehabilitative Health Sciences (or his/her designee) and or the Dean of the College of Graduate and Continuing Studies (or his/her designee) to attend committee meetings if deemed necessary.

III. REQUIREMENTS FOR QUORUM AND ADOPTIVE ACTION.

A quorum for any regular or called meeting of the Committee shall be defined as one more than half of the voting members. All actions of the Committee will require a simple majority of those voting.

IV. ROLES AND RESPONSIBILITIES

- A. The Committee chairperson is responsible for preparing the agenda for regular and called meetings, providing students with written notification of Committee action(s), and discussing pertinent Committee action(s) with the student(s) to whom such actions apply.
- B. The Committee will review the progress of all students in the Program throughout their professional education in physical therapy at ETSU. Each student will be considered individually with emphasis on quality of performance. The Committee will review, at a minimum, those students with deficiencies including, but not limited to:
 - a. a failing grade in a course;
 - b. less than satisfactory performance in didactic, clinical, or professional behaviors;
 - c. ability to perform safely in the clinic;
 - d. an overall GPA of less than 3.0 (on a 4.0 scale);

- e. being accused or suspected of academic dishonesty;
- f. exhibiting a lack of or inappropriate professional behaviors.

The Committee may discuss the progress of other students upon request.

- C. The Committee primarily makes the following recommendations to the Program Director:
 - a. student promotion to the next semester;
 - b. placement on probation (related to academics, clinicals, safety, or professional behavior);
 - c. dismissal from the Program; or
 - d. graduation from the Program
- D. All deliberations of the Committee are strictly confidential; therefore, the meetings are closed to all but the Committee and those students called before the Committee, unless formally approved by the Committee.

V. SCHEDULING AND FREQUENCY OF MEETING

The Program faculty will review the progress of all students in the Program at the end of each semester, and prior to commencement of committee meeting or as necessary and called by the Committee Chair.

VI. POLICIES FOR ADVANCEMENT OF STUDENTS

- A. Academic Good Standing
 - a. The Committee will recommend promotion based on the student's didactic and clinical performance, safety, and professional behaviors.
 - b. Students must earn a "C" (2.0) or better in each required physical therapy course in order to remain and progress in the Program.
 - c. To remain in good standing, physical therapy graduate students, must maintain an overall grade point average of 3.0 (B) or better on all graduate work attempted.
- B. Requirements for Graduation
 - a. Overall GPA of 3.0 in all graduate coursework
 - b. Overall GPA of 3.0 in their graduate Program of study.
 - c. Pass the Program's comprehensive examination.
 - d. A satisfactory mark ("S") in all clinical education experiences.
 - e. Discharge all financial obligations to the University.
 - f. All other Program and University requirements for application for the degree.

VII. POLICIES FOR STUDENTS WITH UNSATISFACTORY PERFORMANCE

- A. **Academic Probation:** The physical therapy Program defaults to the policies and procedures of the graduate school, which are outlined below. To remain in good standing, a graduate student must maintain an overall grade point average of 3.0 (B) or better on all graduate work attempted. When the cumulative grade point average falls below 3.0, the graduate student will be placed on academic probation. If the student does not achieve a

3.0 cumulative grade point average at the conclusion of one probationary semester, the dean of Graduate Studies and appropriate college/departmental/Program officials will determine if the student should be dismissed from graduate study at ETSU or continue probation. No student will be allowed more than two probationary semesters, whether consecutive or cumulative. At the end of the second probationary semester a student whose cumulative grade point average is still below 3.0 will be dismissed from the Program. **See the Graduate Catalog for more information.**

Students whose performance results in a GPA so far below 3.0 as to make it mathematically impossible to attain an overall GPA of 3.0 after one semester may be subject to dismissal without a probationary term. A student will be removed from probationary status upon attaining a cumulative 3.0 grade point average. When an “I” grade converts to an “F” after one calendar year, the GPA is adjusted retroactively; consequently, a student may be subject to dismissal without a probationary term.

- B. **Professional Behavior Probation:** The Committee may recommend professional behavior probation (up until graduation, for the semester, for the remaining time in the Program) or dismissal from the Program for any student who fails to maintain professional behaviors.
- C. The Committee will review and may recommend for dismissal any student with deficiencies (academic performance, clinical performance, safety, and/or professional behavior).
- D. When assessing a student with deficiencies, the Committee will consider, but is not limited to, the following:
 - a. the student’s previous overall performance;
 - b. the student’s current circumstances;
 - c. the student’s performance in the course(s) or clinical internship in question;
 - d. the student’s potential for success in the Program;
 - e. consultation with relevant university and/or clinical personnel (HIPAA compliance officer, state board of licensing, Clinical Instructor, ETSU Graduate school, Tennessee Physical Therapy Association)

VIII. APPEALS POLICY

- A. All appeals will follow the guidelines in the ETSU Student Handbook and the Graduate Catalog.
- B. Students may appeal Committee decisions/recommendations to the Program Director and/or Chair/Dean of the College of Clinical and Rehabilitative Health Science, and then to the Dean of the School of Graduate Studies.

IX. GRADING SCALE

94.51-100%	A
89.51-94.50%	A-
85.51-89.50%	B+
81.51-85.50%	B
77.51-81.50%	B-
73.51-77.50%	C+
70-73.50%	C

Below 70%

F*

Incomplete Grades: A grade of “I” (incomplete) indicates that a student was passing the course at the end of the semester, but due to circumstances beyond the student’s control, was unable to complete the course requirement. It also indicates that the student has received consent from the instructor to complete the work for which an “I” is assigned. The “I” grade cannot be used to allow a student to do additional work to raise a deficient grade or to repeat a course. An “I” grade must be removed no later than one calendar year from the time the grade is awarded. Time extension requests for removal of “I” grades must be submitted to and approved by the Dean of the School of Graduate Studies before the allotted time expires. An “I” grade not removed under the guidelines noted above will be converted to an “F.” When an “I” grade converts to an “F” after one calendar year, the GPA is adjusted retroactively; consequently, a student may be subject to dismissal without a probationary term. A student cannot withdraw from or drop a course after a grade of “I” has been assigned or after one year has elapsed. To remove an “I” grade, the student must complete the work independently and must not register for the course a second time or attend the same course at a later time in order to complete the course requirements.

X. CONTINUOUS ENROLLMENT

- A. Students who wish to use support services of the university (computer, library, laboratories, studios, etc.) and/or require faculty guidance for studies, research, or preparation of a prospectus and are not enrolled for coursework, thesis, or dissertation must be registered for a minimum of one graduate credit hour every semester.
- B. The DPT curriculum is designed to be completed as a continuous Program of coursework. Successful completion of a previous semester is required for progression to the next semester. Students who are required to retake a course or receive an incomplete for a course, may be delayed in progression through the curriculum which may impact their planned completion and graduation date.

Students are required to acknowledge by their signature that they understand the guidelines involved in promotions and retention for the Physical Therapy Program.

ATTENDANCE POLICIES

Attendance

Students are required to attend all scheduled classes, clinic, and laboratory sessions, including those that may occur outside of weekly class schedule or business hours. Consistent attendance is a prime indicator of maturity and professional behavior. The physical therapy program's requirements are scheduled during typical business hours, from 8:00 a.m. until 5:00 p.m. Students are expected to give the physical therapy program's requirements priority over extracurricular commitments. Scheduling of extracurricular activities should avoid any conflict with classes or clinical experiences. Occasionally, course schedules may be changed to meet special requirements (i.e., guest lecturer, offsite activities, weather-related changes, emergencies). In these instances, faculty will provide at least 24 hours' notice if possible, of any course schedule changes, and students are expected to adjust their schedules accordingly. Additional information about clinical education attendance is in the Clinical Education Handbook.

Absences are considered excused or unexcused, as outlined below. In the event of an unplanned absence that arises unexpectedly, students are still expected to complete the Student Absence Form as soon as possible, to determine if the absence is excused or unexcused. The Student Absence Form is described below.

Students who miss 15% or more of a course's content, regardless of excused and/or unexcused, have missed a significant portion of the course. In this instance, the student's attendance will be reviewed by the Student Promotion and Retention Committee for possible unsatisfactory academic performance or unprofessional behavior.

Excused Absence

An excused absence is one that the faculty have approved after reviewing the Student Absence Form. Examples of potential excused absences include but are not limited to:

- Military service requirements
- Jury duty
- Weddings
- Illness, death, or another medical emergency
- Observance of a religious holiday
- Birth of a child
- Time-sensitive medical appointments or procedures
- Program-sponsored, clinical, research, and/or educational service activities

To request an excused absence, students must complete the [Student Absence Form](#) by the end of the first week of the semester. The form is also located on the ETSU DPT program website, under the *Students* tab. The faculty will review the completed form and determine whether the absence is excused or unexcused. Other unplanned absences that arise during the semester also require completion of the Student Absence Form as soon as possible and will be considered on an individual basis.

Students are responsible to make up any missed work for excused absences from all classes and activities. Students are expected to communicate with the course director to establish a plan prior to the excused absence. Make-up of written and practical examinations for an excused absence will be left to the discretion of the course director. There are some activities that may not be able to be made up, at the discretion of the course director.

Unexcused Absence

An unexcused absence is considered an unprofessional behavior. An unexcused absence is any absence not approved by the faculty after review of the submitted Student Absence Form. An unexcused absence may impact a course grade, as determined by the course syllabus and course director. Repeated unexcused absences may warrant professional behavior probation or dismissal from the program. Examples of unexcused absences include but are not limited to:

- Honeymoons
- Vacations
- Work duties
- Job interviews

Students are responsible to make up any missed assignments or activities for unexcused absences from all classes and activities. Students are expected to communicate with peers to obtain missed course information. Make-up written or practical examinations will **NOT** be allowed for unexcused absences.

Class Participation

All students are expected to participate in classes to promote student learning. Individual courses will have specific policies based on course requirements and delivery.

ACADEMIC MISCONDUCT PROCEDURES

Academic misconduct is subject to disciplinary action. Any act of dishonesty in academic work constitutes academic misconduct. Penalties for academic misconduct, beginning with the first offense, will vary with the seriousness of the offense and may include, but not be limited to any action that results in a grade reduction or a grade of “F” for the course, reprimand, probation, suspension, and/or expulsion. For a second academic misconduct offense the penalty may be permanent expulsion from the University. Allegations of academic misconduct will be handled pursuant to the procedures described below. In any cases where suspension or expulsion are possible sanctions, the student shall be entitled to the option of having a **TUAPA** hearing (detailed in Part 6 Disciplinary Procedures, Paragraph [2]) and shall be given at least 5 days in which to choose the TUAPA or the formal hearing process.

1. Charges of academic misconduct may be brought by members of the faculty, staff, or student body.
2. For cases in which an instructor, or other individual, determines that a student has committed an act of academic misconduct, the matter will be reported in writing to both the student and to the Program Director/Chair. Cases of alleged academic misconduct involving graduate students will also be reported to the Dean of the Graduate School.
3. The Program Director/Chair and Student Promotion Retention Committee investigate the report of misconduct and will obtain all information pertinent to the investigation. After having made this investigation, the official will arrange a conference within 7 business days with the student against whom the allegations of misconduct have been made. At this conference the student will be informed, in writing, of the allegations.
4. The student will not be subjected to any form of pressure to coerce admission of guilt or information about his/her conduct or that of others after gathering all the facts of the case.
5. Based on the investigation of the reported misconduct, including any information provided by the accused student, the Student Promotion Retention Committee shall determine whether the allegations have been substantiated. In cases where the charges are substantiated, the Student Promotion Retention Committee shall determine an appropriate sanction and attempt to resolve the matter without initiating a formal disciplinary hearing. Potential sanctions may include any penalty up to, but not including suspension or expulsion from the University.
6. The student may accept the proposed resolution of the matter or elect to have a formal hearing. In the event the student elects to waive and accept the suggested punishment the Student Promotion Retention Committee shall prepare a waiver of hearing for the student’s signature.

Formal Hearing Procedure

The student will be informed, in writing, of the time and place of the hearing, as well as the specific allegations. The student also will be advised of the structure and procedure for the hearing, the range of possible punishment, and his/her right to be accompanied by an advisor. Such notice shall be given at least 7 business days in advance of the hearing. The Dean or designee will designate a standing committee for one year and shall consist of a minimum of eight members, four faculty members and four student members. Neither the individual bringing the charges, nor the Dean or their designee shall be members of the hearing committee. This committee will be responsible for meeting and coming to a decision within 7 business days after notification.

1. Both the student and the faculty shall be entitled to be present throughout the hearing, until the hearing committee goes into executive session.
2. At the hearing, it shall be the responsibility of the Dean or their designee to be present and to coordinate the presentation of evidence relevant to the alleged misconduct.
3. The student will bear the burden of proof by a preponderance of the evidence.
4. The student may be accompanied by an advisor.
5. The student shall be given an opportunity to testify and present evidence and witnesses relevant to the charges and penalties involved and to cross-examine any witnesses. In no case will the committee consider statements against the student unless he/she has been advised of their contents and the names of those who made them and given opportunity to rebut any unfavorable inferences which might be drawn from them. The student may decline to testify, with knowledge that silence may be considered as evidence.
6. The committee is not bound by strict rules of evidence. Determinations as to the admissibility of evidence in the hearing rest solely in the discretion of the committee.
7. The disciplinary hearing shall be private, unless otherwise requested by the student, in writing, and a record of it shall be made.
8. After all evidence has been presented; members of the committee will meet in executive session to deliberate on the charges. The committee's decision and recommendation shall be based on a majority vote, all of whom must be present at the hearing.
9. Upon a finding against the student, the committee shall recommend such penalty as deemed appropriate.
10. If the committee recommends expulsion or suspension and the Dean or designee concurs, the approval of the Vice President of Academic Affairs must be obtained. The Dean or designee then advises the student of the decision and of the student's right to appeal to the President.

Appeals

Appeal from the finding of guilt of academic misconduct and the imposition of a sanction for the offense may be taken to the President of the University. (See Graduate Catalog for full details)

1. Interim Suspension Hearings: Hearings conducted with regard to interim suspensions imposed pending the outcome of a disciplinary investigation or proceeding shall be conducted consistent with the minimum requirements of due process applicable to an institutional hearing, considering the need for a timely hearing. The evidence presented at the hearing shall be limited to what which is relevant to the basis asserted for imposition of the interim suspension.
2. The President of East Tennessee State University is authorized, at his or her discretion, to intervene in order to negotiate a mutually acceptable resolution to any disciplinary proceeding, or, subsequently, to convert any finding or sanction imposed to a lesser finding or sanction, or to rescind any previous finding or sanction, in appropriate cases.

This policy is promulgated pursuant to, and in compliance with, TBR Rule 0240-02-03-06. Disciplinary Procedures and Due Process. To the extent that a conflict exists between this policy and TBR rule, policy and/or applicable law(s), the TBR rule, policy and/or law will control. History – Adopted by TBR: 12/8/11. Effective: 1/29/12.

Steps in the Academic Misconduct Procedure at ETSU

1. The faculty member decides that the academic misconduct policy has been violated. See ETSU Institutional Disciplinary Rules, Part 2, Disciplinary Offenses, Academic Misconduct: Plagiarism, Cheating, or Fabrication.
2. The faculty member decides to discuss the situation with the student, issues a verbal warning, and uses the situation as a “teachable” moment. No sanction is applied and the issue is considered closed.

Or

1. Faculty member decides to apply a grade sanction including, but not limited to a grade of “F” on the work in question or a grade of “F” in the course.
2. Faculty member informs the student of their finding of a violation and the related sanction being applied. Written notice must be provided within 7 business days. Communication should be sent to the student’s ETSU email account. The communication should indicate that grade sanction being applied, whether a request is being made to the Dean’s Office of the College for a formal disciplinary hearing to take place, and the process by which a student may file an appeal.
3. Communication should be copied to the Dean of the College in which the violation occurred.
4. Dean’s office files copy of the communication with the Designee for Academic Affairs/Director of University Advisement, the central reporting point for all violations.

5. If a repeat offender, all related information will be shared with the Dean's office by the Designee for Academic Affairs/Director of University Advisement.
6. Dean's office contacts the Registrar's office and requests that a hold and note be applied to the student's records pending the final resolution. This ensures the class cannot be dropped until the situation is resolved.
7. If the timeframe for appeal expires without an appeal:
 - a. the case is considered closed, proceed to number 9
 - or
 - b. information obtained from the Designee for Academic Affairs/Director of University

Advisement or the severity of the violation causes the case to proceed to number 8.

8. If the student files an appeal then proceed to number 9.
9. The Academic Misconduct Procedures are implemented.
 - a. The TUAPA option is explained to student by Dean or their Designee if suspension or expulsion are possibilities. If TUAPA is chosen the case is forwarded to University Counsel for adjudication.
10. Dean's office request hold and note are removed from student's record following notification of final resolution.
11. Final results are shared with the Designee for Academic Affairs/Director of University Advisement.

EXAMSOFT PROCEDURES

What Is ExamSoft?

ExamSoft is a secure testing solution that is used for high stakes exams. This software enables secure testing on student computers by blocking access to Programs, files and Internet usage during the test. ExamSoft is not dependent on an internet connection while testing, which allows it to be used almost anywhere a laptop can be used. The client (vendor) used for testing students is Examplify.

Laptop Requirements

Students are required to have a computer or tablet that is compliant with ExamSoft (Examplify). In general, students can expect to need access to and ongoing use of a near state-of-the-art laptop computer or tablet while enrolled in the PT Program at ETSU. The choice of platform, Apple or PC and the brand of the laptop or tablet is up to the student. Students will need to update Examplify, so the up-to-date software is available.

Information on the technical requirements will be provided to students upon entry into the DPT Program from the Graduate Coordinator or from the departmental ExamSoft administrator. Updates to these details can be found on the ExamSoft website.

Downloading the Software

Each student must have a personal laptop computer or other appropriate web enabled device (tablet) that meets the recommended guidelines from ExamSoft. Students will be provided instructions for downloading the software to their laptops prior to the first exam administration.

Downloading Exams

Students will download the exam to their device before coming to the facilities to take the exam or prior to the scheduled start time of the exam in case of a virtual exam offering. The exam is password protected. The password will be provided at the beginning of the exam.

Assistance During Testing Sessions

Technical assistance during the exam will be coordinated by the Program's ExamSoft administrator. This may be in person or by phone. There will be paper copies of all exams available for students with technical difficulties that cannot be resolved in a reasonable time during exam administration.

Exam Protocol for In-Person Exams:

Exam – Day Procedures

Students must bring to the exam:

- Laptop or another device with Examplify downloaded onto the device.
- Laptop/tablet power cord if needed
- Pencil or pen to use on the scratch / exam comments paper. The scratch / exam comments paper will be provided.

The day of the exam it is important to follow key procedures to ensure your test remains secure.

1. Students must leave their personal effects outside the classroom or in the back of the room. This applies to any electronic device that will not be used in exam administration including phones, watches, other laptops or tablets. This also applies to non-religious head coverings (hats) and beverage containers (water bottles, coffee cups etc.). Calculators may be allowed at the discretion of the course instructor.
2. The proctor or course instructor will be available several minutes before the start of each testing session.
3. Blank/scratch paper will be available prior to the start of the examination. These forms must be turned in after the students have completed their examination review and will be submitted to the course director for analysis. The forms will have names of the student who was using them
4. 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. Devices that make noise, must be silenced or left outside the room.
5. Each exam session has a prearranged duration. A computerized warning is given when 5 minutes remain.
6. Once an exam session begins the exam room should be quiet. No talking or asking of questions is allowed. This includes clarification or interpretation of exam questions. Students should note questions about the examination or errors in test questions on the scratch paper provided and turn this in after completing the exam. The proctor has the discretion to provide critical information to the class when necessary to ensure smooth exam administration.
7. In the event of a malfunction on an exam-taker's computer that cannot be resolved quickly, a paper copy of the exam will be made available to the student.
8. Before each student can leave the testing area, the proctor will verify that the student's answer file has been uploaded by having the exam takers show their **green confirmation window** on their laptop.
9. Students **MUST** turn in their scratch paper with their names included before leaving the examination.

Students are NOT allowed to reenter the testing room once they leave. This means students are generally not allowed to visit the bathroom and return to an exam session in progress, and students will not be allowed reentry to access the rooms' kitchenettes. The proctor has the discretion to allow reentry on a case by case basis for personal emergencies or illness but this

should be a rare occurrence. If a student does leave prematurely, they should close their laptop or tablet.

Late Arrivals

Under normal circumstances, there is NO provision to give extra time to students who arrive late. If the exam has started and is past the first 10 minutes, entry will not be permitted. Extensions or alternate testing times are possible for special situations, contact the course coordinator.

Exam Protocol for Remotely Delivered Exams:

The procedures below are intended to assist the faculty in enforcing the integrity and fairness of exam administration during this period of remote instruction and examination. The academic honor code noted in your student handbook applies to all testing environments during your physical therapy education. Purposeful attempts to access material or other means of academic misconduct will be punished. The Zoom Sessions will be recorded during all tests.

The examination process will involve both the device for taking your exam (using ExamSoft/Examplify) and a second device, most commonly a phone. The second device will log into zoom with video enabled to show your actions during exam administration.

1. Enter the zoom session 5-10 minutes prior to the exam start time so that you can start your “check-in process” prior to the exam. Please download the zoom app as needed to access on your phone or other second device.
2. Make sure to have your “secondary” device setup with zoom in order for the proctor to view you. Students may NOT use a virtual background setting on their Zoom video during testing. The proctor must be able to view your environment. Please have your camera positioned so that the proctor can see your face and body. The proctor may ask you to modify your environment (turn on lights etc.) if they are not able to see you appropriately. Please position yourself in a room with adequate light, but minimize backlight (not in front of a window or camera picking up the ceiling light).
3. The zoom session will be set up to start 10 minutes before the exam is to start and until 15-30 minutes after the end time of the exam to be on the safe side. Make sure to be in a room by yourself. Warn everyone else in your home/apartment that you are taking an exam and to not enter the room.
4. If there are multiple people in your current residence using the internet and you know you have bandwidth/connectivity issues, we recommend that you ask them to refrain from use of their devices (if at all possible) during the time you are taking your exam to avoid you being disconnected from the exam or the zoom session.
5. **Check-in Process to start the exam once you get into the Zoom session:**
 - a. Set up your zoom session device as noted above
 - b. Open the chat function on Zoom
 - c. Clear your desk. You may be allowed 1 piece of paper, a pen, and a drink.
 - d. Remove any smart watch.

- e. If you are going to use a piece of paper and pen during the exam, hold the paper up and show the proctor both sides of the paper. The proctor will verbally indicate they have seen your paper.
- f. If you will not be using a piece of paper, please let the faculty member know.
- g. Your Zoom Setting should NOT be on mute. If there are significant background noises from your device, your proctor may ask you to mute your microphone.
- h. The proctor will give you the password to start the exam.

6. **During the exam:**

- a. Please do not access your Zoom device during your exam with the exception of asking a question to the proctor via chat, or to notify the proctor that you are finished with your exam.
- b. Avoid looking away from your computer screen or around the room while taking the exam.
- c. If you have a question, you may access your zoom device and open the chat function to ask the proctor a question. Once the question has been answered, replace the Zoom device to its original position.
- d. If your session becomes disconnected from the Zoom session or frozen, please rejoin the session. We understand that your focus should not be on the Zoom cameras, rather on focusing on the exam itself. The proctor will be monitoring this and may contact you to notify you to rejoin.

7. **Upon Completion of the exam:**

- a. Use the chat feature to indicate you are done with the exam. Then show them your screen indicating that you have submitted the exam.
- b. At that time, close your computer, and if you used a paper during the exam, show the proctor the front and back of the paper and then tear the paper up in front of the zoom device. Make sure your zoom session is on mute while doing this.
- c. The proctor will excuse you from the Zoom session once they see that your exam has been submitted.

TESTING CONSIDERATIONS

Hallway/Background Noise

At times students will congregate in the hallway outside the testing area. Those waiting outside the testing area should refrain from loud conversation and other disruptive behavior. Be courteous to those who may be taking exams.

Disruptions

From time to time a testing session is disrupted by unforeseen events such as fire alarms and power failures. When this occurs, students are to turn off their laptops. This stops the clock and locks their testing station until the exam can resume. The proctor or course instructor will provide the students with a resume code to restart the exam.

Post-Exam Review

Following exam completion students will not have access to exam scores until the course instructor has reviewed the exam. Exam scores will be released in ExamSoft or D2L depending on course. Review of exams will be by appointment with the course instructor.

Academic Misconduct

Cheating is broadly defined as using or attempting to use unauthorized materials, information, or aids in any academic exercise or test/examination. Use of ANY electronic devices beyond those required for the examination during an exam will be considered cheating.

Plagiarism, cheating, and other forms of academic dishonesty are prohibited. Students guilty of academic misconduct, either directly or indirectly, through participation or assistance, are immediately responsible to the instructor of the class. In addition to other possible disciplinary sanctions which may be imposed through the university's academic misconduct policy as a result of academic misconduct, the instructor has the authority to assign an "F" or a zero ("0") for the exercise or examination, or to assign an "F" in the course, or dismiss the student from the Program.

Make-up Exams

Students who are unable to attend class the day of the exam for reasons consistent with an excused absence, approved by the course coordinator, must not download the exam file prior to the scheduled exam date. Students must schedule an exam make-up date with the course faculty well in advance of the exam date. Course faculty will re-release the exam to the student on the day of the make-up for download and testing. Students who download the exam file prior to the exam day and then do not attend the exam due to illness or emergency must not attempt to access the exam. Students must contact the course faculty to schedule a make-up examination. Course faculty will release the exam to the student on the day of the make-up for download and testing.

Testing Accommodations in ExamSoft

It is the responsibility of students who require testing accommodations to inform faculty of their need for testing accommodations and to provide information to the Office of Education and the Associate Dean for Student and Multicultural Affairs regarding the nature of these accommodations. The Office of Education in consultation with the Course Director will arrange the dates and locations of these examinations.

PHYSICAL THERAPY FACILITIES

Hours & Access

Mon - Fri	8:00 am - 5:00 pm
Sat - Sun and Holidays and after hours	Open via card access in the basement
Scheduled Events	As posted

Designated Areas in Program

Classrooms (201, 202, 234, 235)

Classrooms are designated for teaching and lab space. When not in use, students may utilize the room for study purposes. Computer and classroom equipment are also available when not in use. Weekly schedules for each room use will be posted outside the door.

Study Areas (Hallway study space/Quiet study room 239)

There are areas designated in the hallways as student areas that have table tops and charging stations. Room 239 is a quiet space to be used for testing purposes (schedule will be posted outside room on a weekly basis and has priority over other uses) and study purposes for individual students. Groups may use the space to study if the room is not in use but must limit time and yield to individuals who wish to use the study space. Group study spaces are also available in the Medical Library (see below).

Students Space (230)

The student multipurpose area has 2 computers, 1 printer for student use. Please limit time on the computer to 30 minutes when another student is waiting and provide your own paper for the printer.

The space also includes refrigerators, microwaves and a coffeemaker for general student use. Please be considerate of others with use and cleanliness of these items. Label/date your food and remove items at the end of the week. Any food or containers left at the end of the week may be discarded.

Space available only with permission (206 and 218)

Please see Program Executive Aide to request use of these spaces.

Additional Student Areas

ETSU provides additional space outside the physical therapy space for study space and additional resources. Below are spaces students have access to during their time at ETSU.

Medical Library:

The ETSU Medical Library located in VA building 4 is accessible to PT students via an ID card swipe. Services include training on expert searching of health sciences literature, support for mobile apps, and help identifying and using other useful information sources. Numerous databases, journals, and books are available online via the library's website and can be accessed from off-campus with your ETSU login. The library building includes study rooms, study carrels, open seating, computers, printing, a mini-kitchen, and snack/beverage machines.

Requests for training and help with resources can be submitted in person or via the online "Ask the Librarian" form.

- Library website: <https://www.etsu.edu/medlib/>
- Resources
databases: <https://www.etsu.edu/medlib/resources/databases1.php>
- Journals: <https://www.etsu.edu/medlib/electronic/ejournals.php>
- Books: https://www.etsu.edu/medlib/resources/ebooks_table.php
- Ask the librarian form: <https://www.etsu.edu/medlib/services/ask.php>

Bishop Hall (Building 60)

Bishop Hall is on the Veterans Affairs Medical Center campus adjacent to ETSU's Quillen College of Medicine and Bill Gatton College of Pharmacy. The structure, which previously was used as a warehouse and once housed the VA's fire brigade, has been transformed into a top-of-the-line interprofessional education building that includes four floors of simulation laboratories, research space, classrooms, conference rooms, student study space, a food service area and administrative offices.

- Student Study Room reservations:
<https://www.etsu.edu/ahsc/ipер/scheduling.php>

Sherrod Library

Sherrod library is located on main campus. The space includes several floors for research, conference rooms, student study space, computing services and a food service area.

- Home: <https://libraries.etsu.edu/home>
- Study Spaces: <https://libraries.etsu.edu/use/study>
- Hours: <https://libraries.etsu.edu/about/hours>
- Computer access: <https://libraries.etsu.edu/use/computers>
- Resource access: <https://libraries.etsu.edu/use/borrow>
- Scanning resources: <https://libraries.etsu.edu/use/scan>

Classroom Facilities, Equipment & Supplies

Facilities and Equipment

Students are encouraged to congregate in the student multipurpose area (Room 230), unused classrooms, IPE building cafeteria or patio or on pleasant days at the back of building 2 on the VA campus. The building space is shared, and faculty may be in meetings or working so please be respectful of others in the building.

All equipment in the Program is available for student study use. When not in use, please clean and return to the appropriate location. Program equipment is for use within the Program only, and is not to be removed. Only under special circumstances, and with permission, may equipment leave the Program's facilities. If equipment or items are needed for special circumstances, notify the Program Executive Aide or your course instructor that oversees the course for which you require the equipment.

Care of & Proper Use

Students are required to keep the classroom, laboratories, and all other areas of student access clean and tidy. This includes replacing equipment, materials, books and supplies in their proper storage or disposal area.

Students will be expected to clean all equipment at the end of laboratory sessions regardless of who utilized the equipment previously. Plinths require special care so as not to damage the vinyl. When using them, please do not wear shoes, set heavy or sharp items on them, or use them as writing tables. Students will be required to clean the plinths with germicidal soap at the end of the laboratory session prior to leaving the area.

Eating will be allowed in the classrooms or laboratories outside of class time. All containers should be appropriately disposed of and the space cleaned prior to leaving the classroom. Waste bins have been provided for this purpose. Recycling containers for plastic bottles and aluminum cans are provided in the hallways.

Reporting Problems with Equipment or Facilities

Please see Program Executive Aide to report any issues with computer, equipment, and facilities.

PROGRAM COSTS & FINANCIAL RESOURCES

TUITION AND FEES

Tuition and fees are established by the ETSU Board of Trustees and are subject to change without notice. Current costs per credit hour as well as the deadlines for fee payments can be found at the following website: <https://www.etsu.edu/bf/bursar/tuitioninfo/calendar.php>. Summer maintenance and out-of-state tuition and fees are assessed on a per credit hour basis with no set maximum. All students planning to attend classes at ETSU must pay fees or confirm registration by the Fee Payment Due Date for the term. Registration is considered confirmed once fees are paid or a payment plan is established. Payment plans require a 25% initial payment with the remaining balance due in three equal payments.

The College of Graduate and Continuing Studies has established a tuition and fee estimator to assist students with calculating an estimated expense for each semester. When using this tool, students enter their residency and total credit hours being taken to estimate tuition. Additional course specific fees are estimated by the student indicating for which courses they are registered. Expenses for on-campus housing and a meal plan can be included. Financial aid and scholarships are assessed and credited to give the student an estimated total balance due for the semester. This tool can be accessed by the following link: <https://www.etsu.edu/gradschool/funding/paying.php>.

CLINICAL EDUCATION EXPENSES

Students are responsible for providing their own transportation to all clinical experiences as well as their own living expenses during those clinical experiences. It is the responsibility of the student to secure housing during their clinical experiences. Information on possible stipends, and the possibility of assistance with housing arrangements, can be found on Exxat. Additional anticipated student expenditures, including drug screenings, flu shot, TB testing, CPR certification, and liability insurance, are listed in the Clinical Education Handbook, which can be accessed at: <https://www.etsu.edu/crhs/physther/clinicaleducationhandbook.php>.

OTHER PROGRAM COSTS

A health professions fee of \$110 per credit hour is added to the base tuition for students in the Physical Therapy Program. This fee is assessed for each credit hour taken throughout the 9 semesters of the Program. A personal computer is required for student use in class and for taking exams. Students are also required to carry personal health insurance while in the Program; a student policy is not offered by ETSU. Additional expense estimates for books, class supplies, clinical education expenditures, and professional dues for APTA membership, can be found at the following link on the PT Program website: <https://www.etsu.edu/crhs/physther/admissions/dptProgramcosts.php>.

FINANCIAL AID RESOURCES

A variety of financial aid options are available through ETSU as well as Program specific scholarships. The Program offers a limited number of Tuition Scholarships and ½ Graduate Assistant Scholarships for each incoming cohort of students. These scholarships are available throughout the initial 2 years of the curriculum. These scholarships are awarded to incoming students in the fall semester prior to beginning the Program. Additional Tuition Scholarships and Graduate Assistantship positions are available throughout the university. Students may apply for these scholarship options through other departments/Programs at any time for which they are eligible during the Program. Additional information regarding Tuition Scholarships and Graduate Assistantships as well as a listing of available positions can be accessed on the College of Graduate and Continuing Studies website by the following link: <https://www.etsu.edu/gradschool/funding/gats.php>.

Government sources of loans and grants are available for students to assist with payment of tuition, fees and living expenses while in graduate school. Students are encouraged to set up an appointment with a financial aid counselor through the ETSU Office of Financial Aid and Scholarships for discussion of options. Students may also choose to take out a personal loan through a local bank or credit union to assist with expenses.

The ETSU Physical Therapy Program currently has four Program specific scholarships available for students. These include the PT Pros/Hauser Family Scholarship, William M. “Mac” Hensley Scholarship, the Paul E. and Nancy Stanton Family Scholarship and the Dr. Duane Williams PT Founders Scholarship. Applications for these scholarships are open to students in the 2nd year of their Program. Additional information regarding these scholarship opportunities can be found under the scholarships tab on the PT website. <https://www.etsu.edu/crhs/physther/scholarships.php>.

To help defer the expense of out-of-state tuition, ETSU offers the George L. Carter Scholarship for students who reside within a 250-mile radius of ETSU or the Sidney G. Gilbreath Scholarship for students who reside beyond the 250-mile radius of ETSU. These scholarships are available to all incoming graduate students and are renewable for the duration of the Program of study. These cannot be combined with a Graduate Assistantship or Tuition Scholarship. Additional information regarding these scholarship options for out-of-state students, as well as other scholarship opportunities for current graduate students can be accessed at the following link: <https://www.etsu.edu/gradschool/funding/scholarships.php>.

STUDENT SERVICES

STUDENT HEALTH CLINIC

The University Health Center offers ETSU students a variety of services, including physicals, preventative health exams, medication management, acute care/sick visits, behavioral health, TB testing, lab work, minor procedures and specialist referrals. Students paying a Health Service Fee as part of their tuition are able to be seen at the University Health Center without an office visit charge. Appointments are available Monday – Friday 8:00 am – 4:30 pm, except on University Holidays. To schedule an appointment, call 423-439-4225.

COUNSELING SERVICES

The University Counseling Center offers a variety of counseling services for students attending ETSU. Students are encouraged to inquire about services available by calling 439-3333 or email counselingcenter@etsu.edu. Staff are available to provide services to students and are available to provide consultation to help you find local resources.

Single session therapy sessions are offered Monday – Thursday, 10:00 – 11:30 and 2:00 – 3:30. These are one-hour sessions with a senior staff clinician with a focus on resolving a singular issue or concern.

BUCS Press 2 is a 24-hour mental health help line for ETSU Students. It provides FREE, confidential crisis counseling over the phone. It is staffed 24/7/265 by counseling professionals under contract with The Counseling Center. To access dial 423-439-4841, then press 2.

Let's Talk is an informal drop-in service available to students who would like to engage in a brief, problem-solving approach with counselor consultants at locations around campus. This is not formal counseling or mental health treatment. It is a chance to briefly share what's on your mind, find support, and get recommendations.

CENTER FOR PHYSICAL ACTIVITY

The Wayne G. Basler Center for Physical Activity (CPA) offers diverse facilities to ETSU students, faculty and staff. The CPA is a 120,000 square foot facility that offers 19,000 square feet of weight room and cardio space, 1/8 miles indoor track, four fitness studios, four basketball/volleyball courts, two racquetball/squash courts, indoor climbing/bouldering wall, eight lane indoor pool, casual care child care center, and locker rooms/private changing areas. Campus recreation also operates outdoor facilities that include: Basler Team Challenge & Aerial Adventure Course, Campus Recreation Field Complex, intramural/sport club fields adjacent to the CPA, University Woods Trail System, 9-hole disc golf course and six tennis courts. Non-Credit Instruction is also offered by certified trainers, as well as facility times dedicated to self-directed recreational activities.

CENTER FOR DISABILITY SERVICES

Academic Accommodations for Students with Disabilities.

It is the policy of ETSU to accommodate students with disabilities, pursuant to federal law, state law and the University's commitment to equal educational access. Any student with a disability who needs accommodations, for example arrangement for examinations or seating placement, should inform the instructor at the beginning of the course. Faculty accommodation forms are provided to students through Disability Services in the D.P. Culp Center, Room 326, telephone 423-439-8346. Visit the Disability Services webpage for more information.

CAMPUS SAFETY

THE EMERGENCY TELEPHONE NUMBER IS 439-4480 or 98-911

The Public Safety Building is located at the entrance of ETSU on University Parkway and has personnel on duty 24 hours a day for assistance and is open 365 days per year. A 24-hour dispatch service is also maintained. Public safety is a full-service police department encompassing traffic and parking enforcement, uniformed patrol, criminal investigations, and crime prevention education.

Public Safety also provides these services: an escort service, engravers, and booster cables. A traffic and parking regulation brochure has been prepared to inform and to protect all who use the campus roadways and parking areas. It is available in the Public Safety Building or at window #10 on the second floor of Burgin E. Dossett Hall.

Police emergencies, fire emergencies, and requests for ambulance service can be reported by telephoning 439-4480 or 911, or by using the direct emergency telephones placed across campus; or in person by stopping by the public safety office. Police non-emergencies can be reported by telephoning 439-6900.

ETSU ALERT SYSTEM

The ETSU Alert warning system is intended to alert the campus community to emergencies that could affect the health and safety of personnel on the ETSU and VA campuses. This system consists of strategically placed sirens that warn the university community in the event of an emergency. When the warning system is activated, a brief siren/tone will be transmitted, followed by voice instructions, and then a longer siren/tone.

A mass notification system is used to provide email, text messages, and push notifications via the ETSU Safety App to members of the campus community. To get the emergency text messages you must text ETSU to 237233 to enroll. If you only have the ETSU Safe App, you can receive push notifications when an emergency message is sent if you allow them in your phone settings. Email updates are sent to all student, faculty, and staff accounts and notifications are sent to all campus desktops. More information can be found at: https://www.etsu.edu/safety/etsu_safe.php Fire alarms will be activated to alert occupants of a fire or other emergency situation in the building. Everyone must evacuate the building when the fire alarm sounds. If being evacuated

from Building 2, the standard meeting site for the DPT Program is the gazebo on the VA campus.

INCLEMENT WEATHER

East Tennessee State University and its branch campuses will remain open during periods of inclement weather even though classes may be cancelled. Students are responsible for any academic work they miss as a result of inclement weather. It is the individual student's responsibility to take the initiative in making up any missed work, and it is the faculty's responsibility to provide students a reasonable opportunity to make up missed work. The ETSU Alert Page and WETS-FM (89.5 FM) will announce the official university cancellation or closure information.

UNIVERSAL PRECAUTIONS

Universal precautions include, but are not limited to, the following:

1. **HANDS** should always be washed before and after contact with patients. Hands should be washed even when gloves have been used. If hands come in contact with blood, body fluids, or human tissues, they should be washed immediately with germicidal soap and water.
2. **GLOVES** should be worn when contact with blood, body fluids, mucous membranes, or non-intact patient skin is anticipated as well as when contact with contaminated surfaces is anticipated.
3. **GOWNS OR PLASTIC APRONS** are indicated if blood splattering is likely.
4. **MASKS AND PROTECTIVE GOGGLES** should be worn if aerosolization or splattering are likely to occur, such as in certain wound care procedures and/or any other occasion where splattering is likely.
5. Sharp objects should be handled in such a manner to prevent accidental cuts or punctures. Used needles should not be bent, broken, reinserted into their original sheath, or unnecessarily handled. They should be discarded intact immediately after use into an impervious needle disposal box. All needle stick accidents, mucosal splashes, or contamination of open wounds with blood or body fluids should be reported immediately.
6. All patients' blood, tissue, and/or bodily fluids should be considered biohazards.
7. Spills of patients' blood, tissue, and/or bodily fluids should be promptly sanitized and cleaned with a disinfectant solution such as 1:10 dilution of bleach.
8. Health-care workers who have exudative lesions or weeping dermatitis should refrain from all patient care and from handling patient care equipment until the condition resolves.
9. Universal precaution procedures are to be applied to all didactic laboratory and clinical situations.

The use of universal precautions does not negate the need for other isolation precautions and are identified in the Centers for Disease Control (**CDC**) Guidelines for Isolation Precautions in Hospitals. Advantages in applying universal precautions include:

1. Minimize contact with blood and body fluids by health care workers (**HCW**);
2. Minimize likelihood of transmission of specific organisms, such as Hepatitis B, Human Immuno-deficiency Virus (**HIV**);
3. Consistent application of infection control principles;
4. Increased confidentiality for patients, i.e., these same precautions for all patients;
5. Consistent application of infection control principles.

The CDC has reported the routes identified for transmission of HIV. Historically, transmission has been noted to occur by the following modes:

1. Sexual contact involving exchange of body fluids (blood, semen, or vaginal secretions);
2. Sharing or accidental puncture with contaminated needles and syringes;
3. Transfusion of blood or blood products contaminated by HIV or contact with HIV contaminated blood to mucous membranes or non-intact skin;
4. Transmission from infected mothers to their infants.

HIV infection is not easily transmitted. There is no evidence the HIV is spread by casual contact. Although nosocomial transmission is a rare event, emphasis is placed on the HCW's rigorous adherence to existing infection control recommendations for minimizing the risk of exposure to **BLOOD AND BODY FLUIDS OF ALL PATIENTS REGARDLESS OF THEIR ISOLATION PRECAUTION STATUS OR DIAGNOSIS**.

Finally, during the clinical practicum for each student the Clinical Affiliates of the Physical Therapy Program may have procedures and protocols for their respective institution, and these will supersede those listed above if they fall within the guidelines of the CDC and Office of Safety and Health Administration (**OSHA**).

HAZARDOUS CHEMICAL RIGHT-TO-KNOW LAW

OSHA Hazard Communication Standard (29 CFR 1910.1200)

The law requires ETSU to:

- a. Establish a written Hazard Communication Program that explains exactly how it is going to inform you and your fellow workers about hazards and how to handle them. You should be able to see this Program at any time.
- b. Obtain Safety Data Sheets (SDS') for all products with physical or health hazards.
 - a. These documents should be kept in a place where you can easily refer to them.
(show SDS) <http://hq.msdsonline.com/etsu2385/Search/Default.aspx>
- c. Train you to identify and deal with hazardous materials and make you aware of any new hazards introduced into your work area.

TOSHA has adopted the new Globally Harmonized System (GHS) which require some additional changes for Employers by December 1, 2013. For example: Material Safety Data

Sheets (MSDS) have been changed to Safety Data Sheets (SDS), the new SDS must be uniformed in a 16-section format and new labeling requirements using pictograms will be utilized.



Safety Data Sheet Sections

- Section 1 Identification;
- Section 2 Hazard(s) identification;
- Section 3 Composition/information on ingredients;
- Section 4 First-aid measures;
- Section 5 Fire-fighting measures;
- Section 6 Accidental release measures;
- Section 7 Handling and storage;
- Section 8 Exposure controls/personal protection;
- Section 9 Physical and chemical properties;
- Section 10 Stability and reactivity;
- Section 11 Toxicological information;
- Section 12 Ecological information;
- Section 13 Disposal considerations;
- Section 14 Transport information;
- Section 15 Regulatory information; and
- Section 16 Other information, including date of preparation or last revision.

The following articles do not require an SDS:

- Food
- Pills
- Cosmetics

Safety Data Sheets (SDS) will be kept in your area or can be easily accessed through [ETSU's Health & Safety website](#).

PARKING AND TRANSPORTATION

Parking on campus requires a permit which is available at the Parking Services office (132 Stout Drive) during regular business hours. Weekday enforcement times for designated faculty/staff and student parking spaces are 7:30 am – 4:30 pm. After 4:30 pm, during weekends and administrative holidays (when administrative offices are closed), students and employees may

park in any designated Faculty/Staff or Student parking space. Meters are free after 4:30 pm. All other parking and traffic regulations are monitored and enforced 24 hours a day, 7 days a week. For additional information, consult the ETSU Parking website: <https://www.etsu.edu/facilities/parking/default.php>.

BUCKY'S FOOD PANTRY

Bucky's Food Pantry is located at 325 Treasure Lane next to the Office of Sustainability in the Central Receiving Warehouse. This resource offers a variety of food and supplies for students, staff, alumni, retirees, and faculty who may be food insecure. If you need supplemental food to get you through the week, then you fill out a form and email it to the foodpantry@etsu.edu or bring it to the food pantry when it is open. Our volunteers will respond to your request and make sure that you receive a package of food within 24 hours. Clients may use the food pantry twice in one month, but after that we will refer you to one of our agency partners in case you need further assistance that we are not qualified to handle. Hours of operation vary by semester. Please consult their website at <https://www.etsu.edu/foodpantry/default.php> for current hours of operation.

SCHEDULES AND CALENDARS

The ETSU DPT Program will start and end their semesters according to the main university's academic calendar. Scheduling of individual class times may not correspond to the typical scheduling blocks implemented by the university. A master copy of the schedule of classes is available for student viewing through Outlook. Directions for access to this group calendar is made available for students as part of or prior to their incoming orientation. This calendar is updated each semester as schedules for the following semester are finalized.

Classes will primarily be scheduled between the hours of 8:00 a.m. – 5:00 p.m., Monday – Friday. Occasional variances will occur in which classes or portions of classes will be required to be schedule outside of this standard scheduling window. Alterations to the class schedule may also become necessary after the beginning of a semester. Students will be made aware of class changes or alterations in the schedule as soon as possible. Faculty are requested to give students a minimum of 24-hour notice, if scheduling changes need to occur.

REVISIONS TO THE HANDBOOK

Following a revision to a student-related policy within the DPT Handbook, students will be notified at the start of the subsequent semester (when new policy is enforced), through their ETSU email. Students are required to sign an agreement addendum form stating they have read and understood the new policy.