POLICIES

1. **Modifications to Policy.** The Scholastic Standards Committee reserves the right to make modifications to the Scholastic Standards policies. Policies take effect on the date of approval by the Committee of the Whole. Students will be notified of the new policies at the date of approval.

ATTENDANCE

1. **Class Attendance.** Class attendance is expected 100% of the time.

2. **Notification of Absence.** Students who must be absent are to notify the *instructor* in person or via telephone or e-mail prior to class time. The reason for the absence should be given. Every effort should be made to communicate directly with the instructor; messages should be left on voice mail only in emergency circumstances.

3. **Responsibility for Course Content.** It is the student’s responsibility to acquire the information missed due to absence. The student will be held responsible for all materials, notes, and course information presented in the course.
   a) The student should check with the instructor to determine how best to compensate for missed material.
   b) To ensure the student’s knowledge base, the instructor has the option to assign additional work for laboratories or lectures not attended.

4. **Examination Make-up:**
   a) If an absence is anticipated on the date of a scheduled examination, the student is expected to make arrangements for a make-up examination prior to the absence.
   b) If an absence is unexpected, arrangements for make-up examinations must be made by the student within three (3) days of the student’s return to class.
   c) If the student fails to take the responsibility for scheduling a make-up examination, the total point value of the examination is forfeited.

5. **Extended Absences** (i.e. more than 3 days). The student is required to prepare a written notification prior to the absence and submit it to the Program Director. The request will be reviewed by the Committee of the Whole and placed in the student’s file.

6. **Promptness.** Students are expected to be on time for classes and in appropriate attire (i.e., in lab, in lab clothes, at the start of class). Promptness is also expected following breaks within a class period.
7. **Unexcused Absences and Tardiness.** Unexcused absences and tardiness will be addressed in the following manner:

   a) The instructor and/or chairperson will discuss the issue with the student.

   b) Unexcused absences and repeated tardiness are considered unprofessional behavior and will be documented in the student’s file.

**COURSE, GRADE POINT AVERAGE AND CANDIDACY REQUIREMENTS**

1. **Minimum Grade Requirement.** A grade of ‘C’ is the minimal passing grade. Failure to pass a course will result in dismissal from the professional program. Students dismissed from the program who want to re-enter the program must apply for readmission to the program. See section titled ‘Readmission.’ A student may not progress in the program until all sequential coursework has been successfully completed.

2. **Requirements for Candidacy.**
   
   a). In Fall and/or Spring semesters of Year 1 in the professional program, students with less than 3.00 cumulative GPA are placed on departmental probation and must continue to improve their GPA in subsequent semesters.

   b). If the student does not improve his or her GPA, they will be at risk for advancement to candidacy.

   c). If the student has a cumulative GPA of less than 3.00 at the end of Year 1 Spring Semester, the student must achieve a $\geq 3.00$ term GPA in Summer Session Year 1. Students who have a cumulative GPA of $\geq 3.00$ after the Spring semester are not required to have a Summer Session GPA of 3.00, but they must successfully pass all Summer Session coursework.

   d). Each student must successfully pass the Year 1 Competency Examination given at the end of the first summer session.

   e). Rights to candidacy are earned by meeting the GPA requirements listed in c) above AND by the successful completion of the Year 1 Competency Examination.

   f). Students who fail to advance to candidacy will be dismissed from the professional program.

   g). Students meeting all of the requirements will advance to candidacy at the end of the first Summer Session prior to beginning their first clinical experiences.

   h). The physical therapy department chairperson will forward the completed forms on each student to the graduate school verifying the completion of all requirements for advancement to candidacy at the end of the first Summer Session.
3. **Graduate School Requirements.** Once the student has advanced to candidacy, the Graduate School will begin monitoring the student’s cumulative GPA, which must be $\geq 3.00$ for each term thereafter. If the cumulative GPA is not $\geq 3.00$, Graduate School policies on Academic Standards and probation will be in place at that time. See the Graduate School catalog regarding Academic Standards.

**EXAMINATIONS**

1. **Laboratory.** For each laboratory examination, a score of 80% is required. If the student fails a laboratory examination, the examination must be retaken. The student will have only two opportunities to achieve the required 80% score. However, the score received on the first examination is maintained for grading purposes. The second attempt of a laboratory examination will be with two faculty members. Failure to pass a laboratory examination on the second attempt will result in failure of the course.

2. **Lecture.** Students are expected to pass all written examinations. Students who fail a written examination may be asked by the course instructor to retake the examination to show competency of the lecture material. However, the score received on the first examination will be used to compute the final, cumulative grade.

3. **Quizzes.** It will be at the instructor’s discretion whether or not missed drop quizzes may be completed. Quiz points may be forfeited if absent.

4. **Cumulative.** The final grade in a course will be determined by the course instructor and the grading criteria will be outlined in the course syllabus. To pass a course, the cumulative examination scores (e.g. lecture, quizzes and laboratory) must achieve the minimum competency level of 76%. Failure to achieve this competency level results in failure of the course.

5. **Final Comprehensive Examination.** The Comprehensive Examination taken during the fall semester of the third year serves as the comprehensive examination required by the Graduate School (Refer to the Graduate School Catalog regarding the requirement of a Comprehensive Examination.) Students will be allowed two attempts to pass the Examination. The second attempt of a laboratory examination will be with two faculty members. Failure to pass the examination on the second attempt will result in dismissal from the program.

**ASSIGNMENTS**

Assignments are to be turned in during class on the due date specified in the syllabus, unless the instructor has provided other instructions. Late assignments are subject to penalties at the instructor’s discretion. Late Assignments or failure to participate in or complete assignments will be addressed as *Unprofessional Behavior* and will be documented in the student’s file.
CLINICAL EXPERIENCE

1. Attendance. Clinical attendance is expected 100% of the time. Clinical experiences are scheduled to end on a Wednesday, allowing Thursday and Friday for travel or to make up any time that may have been missed (i.e. illness, funeral, personal leave).

2. Notification of Absences. Students who must be absent are to notify the clinical instructor as soon as possible. Students must also inform the DCE as soon as possible. The reason for the absence must be provided. Strategy to make up the lost time must be approved by the DCE and the CCCE or CI.

3. Extended Absences (i.e. more than 3 days). The student is required to prepare a written notification prior to the absence and submit it to the Program Director. The request will be reviewed by the Committee of the Whole and placed in the student’s file.

4. Promptness. Students are expected to arrive each day at the clinical site early enough to be prepared for the arrival of the first patient/client and to be organized for the upcoming day (recommend 15 minutes).

5. Pre-clinical Coursework. All course work must be successfully completed prior to starting any clinical experience.

6. Clinical Experience Course Requirements.

   a) For a Grade of less than “C” on any one nine week experience:

   - If a student fails the first clinical course in the two course sequences, his/her performance will be reviewed by the Director of Clinical Education and the entire physical therapy department faculty to determine if that student can progress to the second course in the sequence. The student is placed on academic probation and must petition to repeat the experience. Petition must include specific strategies to address areas of weakness and capitalize on strengths to assist with successful completion of the experience on the second attempt.

   - If a student is not allowed to progress to the second course, he/she will be required to complete the entire sequence at a later date to be determined by the faculty and the Director of Clinical Education.

   - If the student is allowed to continue on to the second course, he/she will repeat the first clinical experience at a date determined by the faculty and the Director of Clinical Education.

   - A student who fails the first course due to safety concerns will not be allowed to progress to the second clinical course until he/she verifies competency by successfully passing a comprehensive practical examination and/or appropriate
coursework to ensure that he/she is competent and safe to continue on in the professional program and complete the required clinical experiences.

- In the case of PT 528 and PT 529, if a student fails one of these courses he/she will not be able to repeat the course(s) until the following fall semester and therefore will not move forward in the progression of the curriculum until successful completion of the clinical course work. This will delay graduation by at least one year. Specific written or practical examinations may be required by the faculty and/or clinical site to ensure clinical competency has been maintained during the interim between first and second attempt. Competency tests must be passed on the \textit{FIRST} attempt or the student will be dismissed from the program.

- In the case of PT 552 and PT 553, the course(s) will be repeated upon availability of placement within a clinical site delaying graduation until August or December.

b) Grade of less than “C” on more than one nine week experience:

- Failing more than one nine week experience will result in dismissal from the professional program. Students dismissed from the program, who want to re-enter the program, must apply for readmission to the program. See section titled Re-admission.

c) For any course completed 3.5 years or more prior to a clinical experience, competency in the course content \textit{MUST} be verified through appropriate written and/or laboratory practical examinations as determined by the Committee of the Whole.

d) \textbf{Red Flag Issues}. The first five (5) criteria of the CPI are considered “red flag” items addressing safety, professionalism, ethics, and legal issues.

- Safety of patients and of the student must be maintained. If safety concerns become evident, the clinical experience will be terminated and the student will have failed the nine week rotation.

- Violating the APTA Code of Ethics or Standards of Practice are grounds for dismissal from the clinical setting and considered failure of the nine week rotation.

\section*{Scholarly Project Policies}

1. \textbf{Quality of Written Work}. The manuscript should be written as if for publication. Manuscript drafts and final copy are to be submitted in a timely manner, as outlined by the advisor. \textit{AMA Style} is required.

\section*{Academic Dishonesty}
Department of Physical Therapy Honor Code Pledge:

“Upon my honor as a professional student in the physical therapy program at the University of North Dakota, I pledge that I will not give nor receive unauthorized aid on written examinations, laboratory practical examinations, written assignments, take home assignments or clinical assignments”

Examination disclaimer: “I affirm that I have adhered to the Honor Code in this assignment”

1. Forms of Academic Dishonesty. Academic dishonesty includes, but is not limited to:

   a) Copying or distributing examination items
   b) During testing, using crib notes or various forms of technology not authorized by faculty
   c) Copying another student’s written paper or examination, with or without their knowledge
   d) Helping someone else cheat on a test
   e) Communicating or collaborating during a test by electronic means such as telephone, texting or PDAs
   f) Discussing test items or answers (written or laboratory) with students who have not yet taken the examination
   g) Cutting and pasting text from any source without giving proper citation to that source
   h) Plagiarism of any materials
   i) Fabricating or falsifying written materials
   j) Falsely reporting information or actions in clinical or classroom laboratories
   k) Submitting the same paper, or a substantially similar paper, for the requirements of more than one course without the approval of the instructor(s) concerned
   l) Submitting term papers or assignments written by another person
   m) Consenting to having one's work used by another student as his or her own
   n) Collaborating on a project (in person or via electronic means) when the instructor asked for individual work
   o) Using a false excuse to obtain an extension on a due date or delay an examination
   p) Depriving other students of necessary course materials by stealing books, periodicals, or other materials from libraries, AV centers, etc.

2. Consequences. Academic dishonesty may result in one or more of the following:

   a) possible remediation examination and/or coursework
   b) the loss of credit for the test or work in question
   c) a failing grade in the course
   d) probationary status for a prescribed period of time
   e) suspension or dismissal from program
   f) additional consequences as deemed appropriate by the Code of Student Life and the Scholastic Standards Committee
3. **Disciplinary Action.** The level of disciplinary action will be determined by the chairperson or academic dean.

4. **Collaborative Work.** In collaborative work, all students are expected to participate equally and contribute to the learning experience. Agreement must be reached within the group for communication, expectations, and the division of work.

**REPORTING INCIDENCES OF ACADEMIC DISHONESTY**

1. **Submission of Written Statement.** Faculty will only accept a signed written statement from a student who is alleging academic dishonesty of a classmate.

2. **Code of Student Life.** The matter will be handled by the PT faculty, Scholastic Standards Committee, or the Dean of Students, as outlined in the Code of Student Life.

**DISMISSAL POLICIES**

1. **Unsatisfactory Academic Work or Unprofessional Conduct.** Unsatisfactory academic coursework or unprofessional conduct as defined in this document may result in dismissal from the Physical Therapy program.

2. **Evidence of Academic Dishonesty.** Evidence of cheating on assignments or examinations will make the student liable for the above consequences and those outlined in the Code to Student Life.

3. **Confidentiality.** Disregarding the rights and confidentiality of patients/clients may result in dismissal from the program.

4. **Standards of Care.** Disregarding standards for quality of care may result in dismissal from the program.

**PROBATION**

1. **Probation.** Probation results from unsatisfactory performance in professional coursework or during clinical experiences, low cumulative GPA, or unprofessional conduct.

2. **Cumulative GPA requirements.** The cumulative GPA requirements for the professional physical therapy program are found in the COURSE AND GRADE POINT AVERAGE REQUIREMENTS section of this document.

3. **Monitoring of Student.** The UND Physical Therapy Department Scholastic Standards Committee will review the progress of probationary students and make recommendations to the Committee of the Whole regarding the student’s progress at the end of each semester. Once a student advances to candidacy, usually after completing the first summer session, the Graduate School will begin monitoring the cumulative GPA, which...
must to be $\geq 3.00$. Graduate School Academic Standard policies will be in effect at that time. See the Graduate School catalog regarding Academic Standards.

4. **Time Period.** Probationary periods will be determined on the basis of individual circumstances, recommendations of the Scholastic Standards Committee and decisions of the chairperson. Students will be notified of the duration of probationary periods and any requirements or criteria for successful completion of the probationary period.

5. **Expiration of Probation Period.** At the end of a probationary period, probationary status is terminated or the student is dismissed, based on a review of the student’s progress by the Committee of the Whole and the decision of that Committee. It will be the student’s responsibility to provide the Scholastic Standards Committee with evidence of the successful completion of the requirements of probation, which will be presented to the Committee of the Whole for review.

6. **Recurrence of Behavior Resulting in Probationary Status.** A recurrence of the behavior which led to a probationary status, additional unsatisfactory completion of academic work or unprofessional conduct will result in dismissal from the Physical Therapy program unless otherwise specified by the Committee of the Whole.

7. **Appeal Process.** A mechanism for appeal is available, as specified by Code of Student Life.

**RE-ADMISSION**

1. **Application for Re-admission.** Students who voluntarily withdraw or are dismissed must apply for re-admission under the following procedures:

   a) The student must notify the department chairperson of his or her desire to apply for re-admission by completing the Re-Admission Application for Graduate School which can be downloaded from the Graduate School website.

   b) Included with the Re-Admission Application form, the student must write a petition outlining his or her rationale for re-admission and the objectives and strategies which will optimize success should he or she be re-admitted to the program. The student may be given an opportunity to present the petition in person if he or she so desires.

2. **Ruling on Re-admission.** The Committee of the Whole will review the Application and the petition and rule on the request. The request for re-admission does not assure re-admission. The Re-Admission application must be approved by the department before forwarding the application to the Graduate School for final approval.

3. **Re-admission.** If the application is accepted, a contract will be drawn up between the department and student outlining the steps necessary for re-admission. This contract may include but is not limited to a delay of re-admission, repetition of course work, competency testing for previously completed course work, GPA requirements or other
criteria to be determined by the Committee of the Whole. Re-admission will be under probationary status. Violation of probation stipulations will be grounds for permanent dismissal from the program.

For any course completed 3.5 years or more prior to a clinical experience, competency in the course content MUST be verified through written and/or laboratory practical examination before the student enrolls in the upcoming clinical experience.

**ACCOMMODATIONS**

1. All students must meet UND-PT Technical Standards.

2. **Student Responsibility.** It is the student’s responsibility to inform the chairperson in writing of any need for program accommodations. Supportive documentation will be required.

3. **Accommodations.** The student and program will work together to reasonably accommodate the student’s need(s) as mandated by ADA regulations.

**STUDENT RESPONSIBILITIES**

1. **Professional Behavior.** Professional behavior and judgment in all activities is evidenced by:
   
   a) timely arrivals and attendance;
   
   b) being prepared, paying attention, and participating in class discussions;
   
   c) showing respect for patients/clients, peers, instructors, staff and guests;
   
   d) dressing appropriately, as determined by class activities or events and as required for clinical experiences.

2. **Core Values.** Students are expected to adhere to/demonstrate the APTA core values of accountability, altruism, compassion/caring, excellence, integrity, professional duty, and social responsibility.

3. **Code of Ethics.** Student Adherence to APTA Code of Ethics is expected.

4. **Agency Regulations.** Students are expected to know and adhere to regulations within the agencies and/or facilities to which they are assigned.

5. **Working Relationships.** Students are expected to promote honest and harmonious working relationships with colleagues, faculty, staff, supervisors, and patients/clients.
6. **Attitude Toward Others.** Students are expected to maintain an attitude of respect and courtesy toward colleagues, faculty, staff, supervisors, and patients/clients.

7. **Competence.** Students are expected to engage in only those procedures in which they have demonstrated competence through lecture, laboratory, and comprehensive examination passing scores.

8. **Integration of Material.** Students are expected to integrate material from all courses.

9. **Supplemental Materials.** Students are expected to take the initiative for learning supplemental materials in addition to required course content.

10. **Clinical Manuals.** Students are expected to review and analyze information in clinical manuals of the sites to which they have been assigned.

11. **Unprofessional Behavior.** Unprofessional behavior, as referred to in this document, will result in Scholastic Standards Committee action which may include dismissal from the program.

**GRIEVANCES**

1. **Grievance from a student.**
   
   a) Issue (personal or academic) must first be addressed with the involved person(s).
   
   b) If issues remain unresolved, the Chairperson of the department should be notified. A meeting to seek resolution will then be arranged.
   
   c) Procedural chain of command for academic grievances should be followed: Student ➔ Instructor ➔ Chairperson.
   
   d) An academic grievance not resolved within the department, and/or those related to admissions, probation, suspension and/or dismissal from the professional program, will utilize the procedural chain of command outlines in the School of Medicine and Health Sciences Grievance Policy. A copy of this policy is available from the Chairperson of the Department or the Dean of the School of Medicine and Health Sciences.

2. **Grievance from a Clinical Experience Site.** It is understood that concerns from the Clinical Site may initially be addressed verbally, and come to closure at that level. For any concerns that are not resolved at this level, the following guidelines for resolution will be followed:
   
   a) Resolution. Grievances should be submitted in writing, with the signature of the person making the complaint. Such grievances will be logged within the department and will be addressed with the procedures outlined below:
Regarding student behavior or performance:

i. The complaint must first be addressed with the student.
ii. If resolution is not achieved, the Director of Clinical Education (DCE) will be notified, and will assist in resolution of the issue.

iii. If resolution is not achieved, the department chairperson will be notified, and a meeting to seek resolution will be arranged. Meeting participants may include additional UND-PT faculty with insight and/or experience relative to the grievance topic.

iv. Documentation of the resolution proceedings will be kept in the Department of Physical Therapy.

Regarding the student’s academic preparation:

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

iii. Documentation of the proceedings will be kept in the Department of Physical Therapy.

b) All grievances. Any of the above grievances not resolved within the department will utilize the procedural chain of command outlined in the School of Medicine and Health Sciences Grievance Policy. A copy of this policy is available from the Chairperson of the Department or the Dean of the School of Medicine and Health Sciences.

c) Any grievance not resolved within the School of Medicine and Health Sciences will follow the procedural chain of command outlines as follows: The President’s Office will be notified. The written complaint will be logged in an electronic format and referred to the appropriate vice president (VP): VP for Academic Affairs; VP for Student & Outreach Services; or VP for Finance and Operations.

3. Grievance from a Parent or Other Source. FERPA Guidelines will be followed in all circumstances. It is understood that concerns from a parent or other source may initially be addressed verbally, and come to closure at that level. For any concerns that are not resolved at this level, the following guidelines for resolution will be followed:
Grievances should be submitted in writing, with the signature of the person making the complaint. Such grievances will be logged within the department and will be addressed with the procedures outlined below.

4. **Additional Information.** Any person may submit to the Commission on Accreditation in Physical Therapy, a complaint about an accredited physical therapy program. CAPTE will investigate and take action on any complaint filed in accordance with section 11.2(a) of the Accreditation Handbook. Complaints must allege violation of one or more of the following: (1) one or more of the Evaluative Criteria for Accreditation, (2) CAPTE’s *Statement on Academic Integrity in Accreditation*: regarding plagiarism and failure to report honestly by presenting false information or by omission of essential information to CAPTE, or (3) CAPTE’s *Statement on Academic Integrity Related to Program Closure*. For more information, please refer to the Accreditation Handbook found on the CAPTE website at: www.apta.org

**Complaints regarding the Department of Physical Therapy:**

i. The complaint should be addressed directly to the Chairperson of the Department of Physical Therapy.

ii. The Chairperson will communicate with the parties involved and a meeting to seek resolution will be arranged.

iii. Any grievance not resolved within the department will utilize the procedural chain of command outlined in the School of Medicine and Health Sciences Grievance Policy. A copy of this policy is available from the Chairperson of the Department or the Dean of the School of Medicine and Health Sciences.

iv. Any grievance not resolved within the School of Medicine and Health Sciences will follow the procedural chain of command outlines as follows: The President’s Office will be notified. The written complaint will be logged in an electronic format and referred to the appropriate vice president (VP): VP for Academic Affairs; VP for Student & Outreach Services; or VP for Finance and Operations.

v. Documentation of the proceedings will be kept in the Department of Physical Therapy.

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

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

Revised and Approved by Department of Physical Therapy:

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