



Devoted to the Future of You.

*Doctor of Physical Therapy Program
Academic Student Handbook*

Adopted on 11/21/2022

*CARLOW UNIVERSITY
COLLEGE OF HEALTH & WELLNESS
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PITTSBURGH, PA 15213
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Message from the DPT Program Director

Dear Carlow DPT Students,

On behalf of the DPT program faculty, staff, and the Carlow community, we welcome you to the Carlow family! We believe that you have the attributes to become a physical therapist who thinks with their mind, perform with their hands, and leads from their heart. At Carlow DPT, our mission is to transform you into a learner who has mastery in adapting to the evolving nature of our healthcare system, upholds the mercy values, and uses the DPT program's educational principles as a guide for clinical practice. We expect that after graduation, you will become social justice leaders in healthcare who will advocate for their patients and serve their communities, without biases or discrimination, but with empathy and compassion to carry on Carlow University's mission to create a just and merciful world.

Today, you are taking the first step in your professional journey to fulfill your dream of becoming a physical therapist. During the next 33 months, the DPT faculty and staff will guide, support, and cheer for you until you walk the stage with your diploma, pass the National Physical Therapy Examination, and get your physical therapy license. This journey will test your spirit, but with passion, perseverance, persistence, and patience, we are confident that you will complete it successfully. From this day forward, you are representing Carlow University, the Doctor of Physical Therapy program, and the Physical Therapy profession. We expect that you will honor this responsibility with honesty and integrity.

This handbook contains policies and procedures for the Doctor of Physical Therapy program. This handbook will serve as your guide during your time as a Doctor of Physical Therapy student at Carlow University. I ask you to refer to the handbook when you have questions or need clarification on any topic related to academic or non-academic policies and procedures. We have also created a handbook for policies and procedures related to clinical education. Please ensure you read both handbooks and sign and return the acknowledgment page per the instructions in the respective handbooks. These two documents supplement the information provided in the Carlow University Student Handbook and Carlow University Graduate Course Catalog.

The Doctor of Physical Therapy faculty reserves the right to revise the policies and procedures described in these two handbooks whenever necessary and to comply with Carlow University policies and Commission on Accreditation in Physical Therapy Education (CAPTE).

The program will notify you of any changes in the handbook during your time as a Doctor of Physical Therapy student at Carlow University.

We created this program to ensure our graduates are competent, skilled, and confident to practice the habits of the Heart, Head, and Hand in their clinical practice. I assure you that we will do everything in our capacity to ensure your success in the program and thereafter, and we expect that you will do the same. As we work together to achieve your academic and professional success, we all welcome you again with open arms and hearts full of joy and enthusiasm. Once again, Welcome to the Carlow DPT program!

Always at your service,

A handwritten signature in black ink, appearing to read 'K. Bhanot', with a horizontal line underneath.

Dr. Kunal Bhanot, PT, PhD

Pronouns: he, him, his

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Introduction

The purpose of this handbook is to describe the academic policies and procedures for the Doctor of Physical Therapy (DPT) Program at Carlow University. Please read and review the contents of this Handbook carefully. Students and faculty are responsible for reading and understanding all the information contained herein. The purpose of the Handbook is to:

1. Provide students with the general educational policies, expectations, and standards of the program;
2. Assist students in planning their academic and clinical training; and,
3. Assist faculty in student advising so that the policies are applied systematically and fairly.

The Student Handbook is an evolving document that is revised and updated periodically; as such, the student agrees to abide by any policy, procedure, and/or course changes. Handbook policies apply to all students in the DPT Program, and any changes will be implemented systematically and fairly. It is important to note that curricular expectations outlined in the Handbook in the year the student was admitted are to be followed. The *DPT Academic Student Handbook* is available electronically on [Carlow Doctor of Physical Therapy page](#) on My Carlow and should be **reviewed at the beginning of each academic year and throughout the enrollment in the program.** Additionally, the students may be required to acknowledge and sign any addendums to the handbook during their enrollment. This document is designed to complement University policies and procedures found in the [Carlow University Student Handbook](#) and [Carlow University Graduate Course Catalog](#).

All PT program policies are consistent with university academic policies and procedures as outlined in Carlow University [Graduate Course Catalog](#) and [Student Handbook](#). All students and faculty are expected to read, review, and reference the information outlined in these references. *If there are discrepancies between the University's Student Policies and Procedures as listed in the University Student Handbook and Graduate Course Catalog and those in the DPT Student Handbook, the DPT Student Handbook policies and procedures will be followed.*

In addition, students should also become familiar with the information in the following University and Professional Resources:

University Resources

[Carlow DPT Graduate Program Website](#)

[Carlow Student Hub](#)

[Carlow University Academic Calendar](#)

[Carlow University Registrar](#)

[Carlow Admissions](#)

[Academic Support Resources and Online Course Support](#)

[Library Services](#)

[Information Technology Services](#)

[Student Support Services](#)

[Professional Resources](#)

[Commission on Accreditation in Physical Therapy Education \(CAPTE\)](#)

[American Physical Therapy Association \(APTA\)](#)

[APTA State Chapters and Sections](#)

[APTA Pennsylvania Chapter](#)

[APTA Southwest District](#)

[The Federation of State Boards of Physical Therapy \(FSBPT\)](#)

[FSBPT Textbook Survey Data](#)

[National Board of Physical Therapy Examination \(NPTE\) Information](#)

[American Council of Academic Physical Therapy \(ACAPT\)](#)

[World Physiotherapy](#)

[National Strength and Condition Association](#)

[American College of Cardiology](#)

[American Academy of Neurology](#)

[American College of Pediatrics](#)

[American College of Sports Medicine](#)

[American Congress of Rehab Medicine](#)

[American Geriatrics Society](#)

[Center for Evidence-Based Medicine](#)

[Physical Therapy Journals](#)

Part 1 GENERAL PROGRAM OVERVIEW AND REQUIREMENTS

1.1 Program Educational Principles

1. Healthcare equity is the cornerstone of a healthy society.
2. Health and wellness promotion for the population/community is essential in conjunction with individual patient care.
3. Every individual is a leader who must be prepared for a dynamic healthcare environment.
4. Clinical decision-making shall be based on the three pillars of evidence-informed practice (using best available research evidence, applying clinical experience/expertise, and incorporating patients'/clients' beliefs and values with empathy and compassion).
5. Physical therapy graduates and clinicians must be proficient in clinical competencies based on the contemporary standards of physical therapy practice.

1.2 Program Philosophy

The Doctor of Physical Therapy program at Carlow University is designed to encompass the Mercy mission to serve the community by promoting the dignity of every person, advocating for equity and inclusion to address matters of social justice throughout its' entire curriculum. The curriculum is based on three major educational theories: Social Reconstruction, Constructivism, and Cognitive Load Theory.

In a Social Reconstruction philosophy-inspired curriculum, there is a strong emphasis that the role of education is to bring a positive change in society. The curriculum would train the students assessing societal needs and taking responsibility for social reforms within their scope of practice. We created courses that take a deeper dive into pain, grief, and suffering through art, cinema, and literature. The students will learn techniques to grow in their empathy and compassion. Dedicated courses are designed with experiential learning to teach students about interprofessional collaboration, entrepreneurship, leadership, health informatics for decision making, and understanding of healthcare policies and economics. These courses will place our students in a unique position to advance their career path to address the social determinants of health and the societal need for diversity, equity, inclusion, and justice.

According to the theory of Constructivism, the focus of teaching needs to be on how students learn over how much they learn. The new knowledge shall be built on the learner's prior knowledge and experiences. The classroom environment must emphasize active learning instead of passively receiving information. We developed each learning objective for each course in a semester based on the information students learned in their last semester. The first semester learning objectives are built on the learner's knowledge gained during undergraduate education. The content related to knowledge level will be delivered asynchronously using an online hybrid format. The class time will be used for the application, evaluation, and synthesis of the pre-class material.

According to the Cognitive Load Theory, the learners have limitations on how much information they can process at a given time. Traditionally, in an Entry Level PT education, a student takes 7-8 courses (the equivalent of 18-22 credits) in a semester. We have divided each of the Fall and Spring semesters into two, eight-week sessions in which the students will take 4-5 courses (the

equivalent of 9-10 credits) to reduce their cognitive load and provide them more time to digest and reflect on the information they will receive inside and outside the classroom.

1.3 Program Goals

1. Develop graduates skilled in providing contemporary physical therapy services based on the principles of Evidence-Informed Practice.
2. Develop graduates who provide care to all individuals regardless of race, gender, religion, sexual orientation, and financial status.
3. Provide students educational experiences that include interprofessional team collaboration, integration of the liberal arts and humanities and recognition of the role of social determinants of health in guiding care plans.
4. Faculty will advance their academic careers through service and scholarship.
5. Program engages all the stakeholders* to ensure the curriculum prepares graduates for current and future healthcare trends

*Stakeholders are defined as students, graduates, faculty, clinical partners, community members, employers, and local healthcare organizations.

1.4 Program Learning Outcomes

1. Proficient in using the evidence-informed practice principles, physical therapy foundational, and clinical skills during clinical decision making.
2. Display professionalism, communication, leadership, and interprofessional collaboration characteristics to provide the best quality care to their patient population.
3. Participates in professional development activities to stay current with practice standards.
4. Provide equal care to everyone with empathy and compassion and without any discrimination.

1.5 Accreditations, Approvals, and Licensure Eligibility

DPT program at Carlow University is proposed to launch in the Fall of 2023 and is not currently admitting students. The Commission on Accreditation in Physical Therapy Education (CAPTE) is an accrediting agency that is recognized by the US Department of Education and the Council for Higher Education Accreditation. CAPTE grants specialized accreditation status to qualified entry-level education programs for physical therapists and physical therapist assistants.

Graduation from a physical therapist education program accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 1111 North Fairfax Street, Alexandria, VA 22314; phone: 703-706-3245; email: accreditation@apta.org, is necessary for eligibility to sit for the licensure examination, which is required in all states.

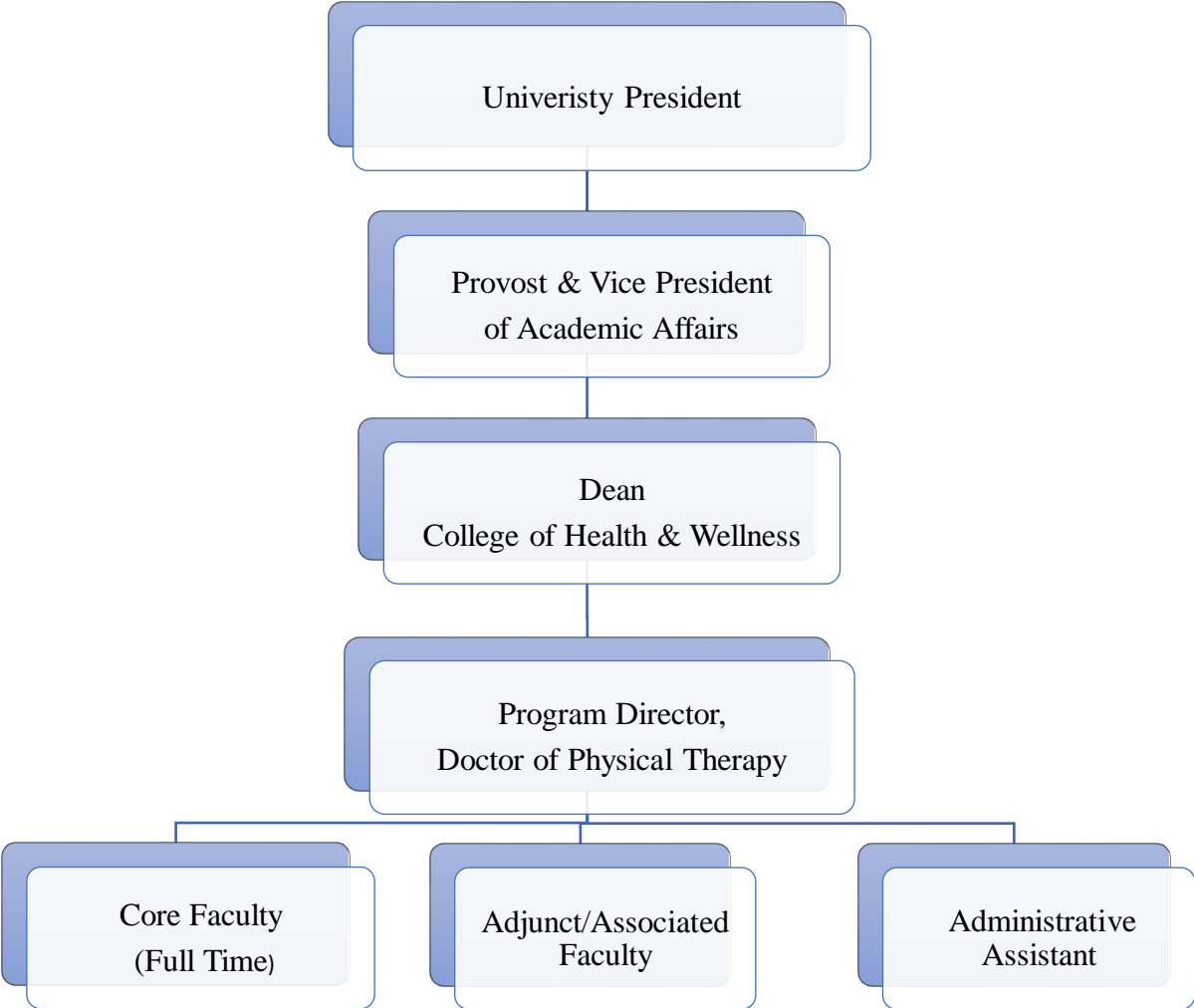
Carlow University is seeking accreditation for its new DPT program from CAPTE. The program intends to submit an Application for Candidacy (AFC) that documents Carlow's plans for the implementation of the new DPT program. Submission of the AFC does not assure that the program will be granted Candidacy. Once candidacy is granted, the program is allowed to admit students and implement the program. During implementation, the program submits annual reports to CAPTE. Then, before the graduation of the first cohort of students, the program completes the accreditation process. Additionally, though the achievement of candidacy status demonstrates progress toward accreditation, it does not guarantee that the program will be granted initial

accreditation. Students enrolled in the first matriculating cohort will receive a Doctor of Physical Therapy degree and be eligible to sit for the licensure exam regardless of our accreditation status at graduation. CAPTE guidelines for the accreditation process are available on the CAPTE [website](#).

Any additional questions regarding accreditation status may be directed to the program director, Dr. Kunal Bhanot, PT, Ph.D. at 412-578-6401 or kbhanot@carlow.edu.

1.6 Administrative Structure and Governance

Carlow University holds accreditation by the Commission on Higher Education of the Middle States Association of Colleges and Schools. The DPT Program exists within the College of Health & Wellness. An organizational chart that demonstrates how the program fits into the administrative structure of the university is listed below.



1.7 Application, Admissions, Prerequisite Requirements, and Recruitment

Admission to Carlow's DPT program is competitive. The DPT program seeks applicants with diverse experiences, and backgrounds and follows a holistic approach to admission into the DPT program.

General Admission

The students apply through [PTCAS](#) and must submit the following materials:

- A completed application on PTCAS
- A bachelor's degree (students can apply in their senior year but should graduate before the start of the DPT program).
- Have a minimum cumulative GPA of 3.00
- Prerequisites: completed within 10 years and before matriculation. View the accepted letter grade and the full list of prerequisites [here](#). Prerequisite substitutions can be considered with approval by the Program Director.
- One page resume
- Two letters of recommendation describing the following:
 - From a licensed physical therapist that you observed describing your passion for physical therapy and how our profession is a right fit for you and vice versa.
 - From an undergraduate counselor or professor who can describe your personal and academic abilities to be successful in the Doctor of Physical Therapy program and become a licensed practitioner
- No set number of observation hours is required. However, it is expected that interested students will have engaged in those opportunities to be able to articulate their interest in the physical therapy profession confidently and competently.

Recruitment

The marketing and the enrollment department collaborate to recruit students for the Doctor of Physical Therapy program. The policies, procedures, and recruitment strategies are consistent across all programs in the university. The following strategies are used by the university to market the program and recruit students:

- Virtual information sessions
- In-person open house
- Advertisements in local radio stations
- Advertisements on social media platforms such as Facebook, Instagram, Twitter, LinkedIn, etc.
- University website
- PTCAS community webpage
- APTA virtual fair
- In-person booth in local colleges and universities career fair
- In-person career fair within the university
- Program information presentations to pre-PT clubs of the local universities with undergraduate health sciences and exercise programs.
- Onsite immersion week for high school students

Once the interested students reach out to Carlow University's enrollment or admissions department, an enrollment counselor. The counselor provides all the information related to admission criteria and admission procedure to the students including information about PTCAS.

The enrollment counselor performs an initial review of the program requirements and prerequisite courses and helps applicants to create competitive applications. Enrollment also completes a final review of documents in PTCAS to ensure the application is complete and ready to be forwarded to the DPT admissions committee.

Early Assurance (conditional admission) Program Admissions: For students who apply to Carlow as traditional first-time, first-year students and are admitted to either the Pre-PT track in the Bachelor of Science in Health Sciences (BSHS) program or the Bachelor of Science in Public Health (BSPH) program are eligible for early assurance admission to the DPT program. Please visit [here](#) to learn more about the process and requirements.

General applications are accepted annually upon the opening of the PTCAS cycle until the class is filled. The Carlow DPT program will admit up to 28 qualified students into each cohort, to begin the classes in the fall semester. Once Carlow's Graduate Admissions Department receives complete and qualified applications, they forward them to the DPT program's admission committee for a thorough and further review. Qualified students will fill out an online life-experience questionnaire and program-specific short essay based on the prompts before they take part in the on-campus/virtual interview.

After the on-campus/virtual interview process is completed, the admissions committee will meet to assess the candidates' application material. Keeping the DPT program's holistic approach in mind, applicants will receive scores for each of the required components of the admission process including overall undergraduate GPA, essays, letters of recommendation, interview, and life-experiences questionnaire. During the review, if the Graduate Admissions office or the DPT program has any further questions or needs additional information, the applicant will be contacted. Based on the admission rubric scores, a list in a ranked order is established by the DPT Program of all candidates for which an offer of admission may be made. This list will be submitted by the DPT program director to the Graduate Admissions Department.

The Graduate Admissions Department at Carlow University will officially extend the offer of admission to candidates in writing; those who accept the offer must provide a non-refundable deposit of \$500 within two weeks to hold their seat in the class. *For the first cohort, if the program did not achieve candidacy status, their deposit will be fully refunded.*

A waitlist will be established, and candidates will be notified as seats are available in the program. All candidates who are interviewed will be notified of their status in writing. All documents submitted to the University in support of an Application for Admission become the permanent possessions of the University and will not be returned to the applicant under any circumstances. Students are, therefore, advised to make copies of important documentation for personal records.

Admissions Appeals Procedures:

Students have the right to appeal the admission decision made by the DPT program and are required to follow the appeal procedure to seek resolution to the issue. The student who wishes to appeal the admissions decision must do so in writing to the DPT program director within one week of being notified of their admission decision and include in their letter the reason(s) for appealing the decision. The student will be informed in writing of the final decision to uphold or

overturn the original admission decision within seven business days of their appeal to the program director. The student has the right to further appeal the admissions decision to the Dean of the College of Health and Wellness in writing within one week after receiving notification from the DPT program director.

1.8 Program Curriculum Model and Course Descriptions

Carlow's physical therapy curriculum allows a student to learn the many facets of the PT industry including team-based patient care (interprofessional collaboration), entrepreneurship, leadership, health informatics to guide clinical decision-making, understanding of healthcare policies, and economics. At Carlow, we believe that non-technical skills are equally essential to health professional training as technical skills. Our curriculum will emphasize three important habits of healthcare practice:

- Heart (professional formation/responsibilities)
- Head (cognitive knowledge)
- Hand (clinical skills)

It is the training in the habits of the heart that will allow you to act above and beyond your technical responsibilities and advocate for your patients.

Designed to give the time students need to reflect and digest new knowledge, each Fall and Spring semester is divided into two, eight-week sessions. Some of the DPT curricular highlights include:

- Learning in a healthcare team model provides you with the opportunity to learn and discuss with aspiring nurse practitioners, occupational therapists, physician assistants, and speech-language pathologists.
- Building confidence in your clinical skill through simulated hospital and ICU scenarios in our state-of-the-art simulation lab.
- Graduating with a competitive resume that will include pro-bono services at our community teaching/learning lab, opportunities throughout the Carlow campus community (early learning center, elementary school, Sisters of Mercy convent), and international clinical experiences.

Curriculum Model

Carlow DPT pedagogical philosophy is to deliver the content which facilitates learning through knowledge, understanding, application, synthesis, evaluation, and creation. The faculty will use a variety of teaching strategies to facilitate this growth. All classes will have a blended format of learning. Most of the knowledge-based content will be delivered virtually with the help of videos, handouts, reading material, etc. that would be available to students on the learning management system. The face-to-face class time will be used by the faculty to apply the content in a clinical context to facilitate critical thinking and clinical reasoning. Lab time will be used to practice psychomotor skills and to receive individual feedback from the faculty.

The course organization, sequencing, and content in Carlow's DPT program are unique. Hence, it is unlikely that credits from other programs would transfer. For a detailed DPT curriculum guide and course description, visit [here](#).

1.9 Graduation Requirements

The DPT Program's graduation requirements align with the policies and procedures in the [Carlow University Graduate Course Catalog](#) and are as follows: (please also see section Graduation Policy)

1. Successful completion of all the coursework as per the DPT plan of study
2. Cumulative GPA of 3.0 or higher
3. Received a passing grade in all graded courses
4. Successfully complete all non-graded courses (pass/fail)
5. Must be in good academic and professional standing
6. No outstanding financial, library, or other program or University obligations
7. Completed all documentation verifying completion of the academic and clinical program requirements including application for graduation.

All requirements must be completed within 12 semesters of the original date of matriculation in the DPT program (including any official leave of absence)

1.10 Graduation Policy

All students must apply for graduation to be reviewed by their advisors and the University Registrar. The purpose of this review is to ensure students have met the requirements for their degrees. Students must meet all degree requirements, including all minimum grades, credit hour, and GPA requirements per program and University policy. Due to the University's obligation to report graduates within federally mandated deadlines, students must submit their graduation applications by the date required for that graduation period and no more than 30 days beyond the end of the term. Students who submit their graduation applications beyond the deadline and more than 30 days after the term end date will be reviewed for the next graduation term. In addition, students who do not complete their final courses by the aforementioned deadlines due to incomplete or in-progress grades, late submission of official transcripts for off-campus credit, or any other reason will be reviewed in the next graduation term.

1.11 Student Orientation Process

During the orientation week before the start of classes, students will have a detailed orientation about the program organized by the DPT program. Specific dates and agendas will be provided to the students in advance.

1.12 Learning Management System

Brightspace is Carlow University's official campus Learning Management System (LMS). This web-based platform for teaching, learning, and collaboration is powered by D2L. All courses will have a site on this platform and will be managed by the faculty of record, regardless of whether they are delivered face-to-face, online, or considered a "hybrid" course. This allows students to access information regarding the course, including the course syllabus, schedule, notifications and announcements, discussions, grades, and resources to optimize students' success. For technical specifications and system requirements, visit [here](#).

Part 2 DOCTOR OF PHYSICAL THERAPY POLICIES AND PROCEDURES

2.1 Academic Integrity Policy

Students are expected to maintain utmost integrity both in the classroom and clinical settings. Carlow University's values and vision are founded on the Sisters of Mercy's mission of cultivating lifelong learners through a learner-centric approach. It is in this tradition that Carlow University aims to educate and challenge students to reach their highest potential; to that end, we guide students along a path of honesty and integrity throughout their intellectual pursuits. Carlow University expects its constituencies to understand the various forms of academic dishonesty and to uphold the highest standards of academic integrity. In addition, DPT students are also required to adhere to the [APTA Code of Ethics](#).

Forms of Academic Misconduct

Cheating: Any coursework, such as (but not limited to) quizzes, tests, exams (in-class, online, or take-home), homework or other assignments, lab work, presentations, and both creative and scholarly forms of expression such as projects and papers, computer programs, artistic, musical or any audiovisual or multimedia work, is presumed to represent a student's individual, original work (or the original work of all members of a group, in the case of group assignments). Cheating thus involves completing coursework by providing or receiving inappropriate assistance from a person or reference or using unauthorized material such as (but not limited to) notes of any form, texts, test banks, wireless devices such as cell phones, tablets, or smartwatches, calculators, formulas, or computers, unless otherwise directed or permitted by the course faculty.

Plagiarism: Plagiarism refers to the unauthorized use of copyrighted material or misrepresentation of someone else's work as one's own in any coursework, such as (but not limited to) quizzes, tests, exams (in-class, online, or take-home), homework or other assignments, lab work, presentations, and both creative and scholarly forms of expression such as projects and papers, computer programs, artistic, musical, or any audiovisual or multimedia work. Plagiarism can occur in many ways, including:

1. Submitting another's work as one's own.
2. Not properly citing sources, using exact wording without quotations or proper attribution, paraphrasing without proper citation, or improper paraphrasing.
3. Attributing citations to inaccurate or misleading sources.

Self-Plagiarism: Unless otherwise permitted by the course faculty or the nature of the assignment, each submitted work is presumed to be original. Self-plagiarism thus involves the unauthorized use of one's work or part of a work, either from the same course or from another course, in more than one assignment.

Academic Deceit: Academic deceit involves the intentional use of false or altered information or the withholding of information critical to the processes of the University such as grade changes, course withdrawals, or other academic procedures. Academic deceit also entails providing false information or documentation with the intent to obtain an exception, extension, or exception to assignments, exams, presentations, and other coursework. In addition, academic deceit involves signing other students into classes or on group reports.

Fabrication of Data: Fabrication of data involves the use of distorted data through either falsification or fabrication, or any sort of forgery or unsanctioned use of documents for research or other coursework.

Interference with Other Students' Learning or Achievement: The interference with the classroom learning or scholarly projects of other students is a violation of academic integrity. Examples include but are not limited to; sabotaging (including failing to contribute to) group projects or laboratory work, disrupting in-class work including tests and quizzes, altering computer files or online posts, or making educational materials such as equipment or texts unavailable to others.

Unauthorized Acquisition or Exchange of Coursework: Unauthorized acquisition or exchange of coursework involves not only purchasing, borrowing, stealing, or otherwise obtaining material (such as but not limited to, exams, test bank questions, papers, projects, assignments, and presentations) with the intent to use or represent part or all of the material as one's coursework, but also selling, lending, or otherwise offering one's coursework to others with the intent of allowing the recipient to use or represent part or all of the purchased or borrowed work as one's own. In addition, unauthorized acquisition or exchange of coursework entails obtaining a copy of one's own completed tests and exams (either a physical copy, an electronic image, or a screenshot) without explicit permission from the course faculty.

Copyright Violations: According to copyright law, the creator of original work has the exclusive right to use or distribute said work. Unauthorized redistribution of copyrighted material, including any educational or training material provided by the faculty or the University or obtained from the textbook, constitutes a violation of the copyright law.

Other Forms of Academic Misconduct: Carlow University reserves the right to act upon other actions that a reasonable person would consider academic dishonesty that may not be listed specifically above.

Violations Of Academic Integrity

When academic misconduct is suspected, the faculty must contact the student's faculty advisor and the Office of Academic Affairs to inquire about previous academic integrity violations by the student. If a staff member or a student witness or suspects academic misconduct, they are required to report the violation to the faculty teaching the course. The following procedure will be followed:

- If the alleged misconduct is the student's first offense of a similar nature, and the faculty believes the misconduct is minor or the result of an honest mistake, the faculty should contact the student to arrange a meeting (the meeting may be in person or online or via electronic communication) and attempt to resolve the matter with the student directly. The faculty member may impose a sanction at their discretion after consulting with the program director. Once a resolution is achieved, the student will fill out the *Academic Integrity Violation Agreement* and submit it to the involved faculty and their faculty advisor. In addition, the faculty will also file the Academic Integrity Submission [Form](#) detailing the misconduct and the sanction imposed to be kept in the Academic Integrity database in the Office of Academic Affairs. This agreement is kept as a means of tracking and does not become part of a student's permanent academic record. The student may not contest the sanction or appeal to a higher level. The sanction for a first-time violation will be

one of the following: 1) a failing grade on the assignment/test (zero credit), 2) up to 10% reduction of the overall course grade, or 3) course failure. The violation and sanction will be reported by the program director to the University Academic Integrity Committee Chair.

- If the faculty and the student are unable to resolve this, or if the student denies responsibility for the alleged academic integrity violation, the matter is forwarded to the program director. The program director will meet with the student and the faculty to discuss the concern to resolve the situation.

If the student is not satisfied with the outcome, then at their written request, within 48 hours, it is forwarded to the University Academic Integrity Committee for a hearing. Also, if the alleged misconduct is not the student's first offense of a similar nature, or if the faculty believes the misconduct is serious, blatant, or warrants consideration by a higher authority, the matter can be forwarded to the University Academic Integrity Committee for a hearing. Please refer to the [Carlow University Graduate Course Catalog](#) to review University Academic Integrity hearing procedures. In addition to the sanctions mentioned above, please refer to each course syllabus for additional consequences.

2.2 Academic Warning

An academic warning is a formal warning to a student who is in danger of being placed on probation. Academic warning may result from an individual course(s) or semester performance. Students earning a C+ in any course and/or term or cumulative GPA below 3.2 will receive an academic warning from their faculty advisor that they are at risk of not completing the program. A copy of the warning letter will also be placed in the student's file. In the event of an academic warning, students are required to meet with their faculty advisors to discuss and document a plan of improvement by filling out the Student Academic Mentoring/Advising form.

2.3 Academic Probation

Academic probation is a designation for students who's cumulative or semester GPA is less than 3.0 or has failed a course. Certain conditions must be met during the following semester(s) to exit the probation and avoid dismissal from the program. While on probationary status, the student must achieve a minimum of 3.0 GPA every semester until the cumulative GPA is at least 3.0. A student may be granted a probationary period only one time in the graduate program. After being removed from probation, students who are unable to achieve a 3.0 GPA may be dismissed. The student is required to have a cumulative GPA of at least 3.0 to graduate from the DPT program.

A student who fails a course will be placed on academic probation and will be required to repeat the course to achieve a passing grade to continue in the program. If a student fails/withdraws from more than one course in the same semester, they may repeat the courses. Failing/withdrawing from a course in any subsequent semesters will result in academic dismissal. Due to the sequential nature of the DPT curriculum, students are required to complete all the courses in a particular semester before enrolling in the subsequent semesters. Any student who does not complete the requirements necessary to exit probation may be at risk of being denied federal financial aid due to not maintaining satisfactory academic progress. Probation status of academic nature may impact a student's ability to graduate on time.

2.4 Student Code of Conduct and Professional Behaviors

Students of Carlow are expected to conduct themselves as responsible individuals who respect the right and dignity of others. Refer to the [Carlow University Graduate Course Catalog](#) and [Carlow University Student Handbook](#) for more information. DPT students are also expected to understand and follow the professional behaviors outlined by the [APTA's Core Values](#) in the classroom and clinical setting. In preparation for becoming a healthcare professional, students should demonstrate courteous behavior towards faculty, staff, other students, clinical faculties and employees, clients/patients, and their family members. Any action by a DPT student that is unprofessional conduct according to these documents, shall constitute cause for disciplinary action. Additionally, students of the DPT program are expected to:

- Acknowledge the faculty and staff by last names and appropriate titles only- e.g., Dr. XYZ; Professor; Dean; Mr.; Ms.; Mrs. In the clinic, as a rule, address individuals of the same age or older by their last name unless permitted by them to use their first name.
- Come prepared to the classroom to actively participate and engage.
- Compose professional and respectful emails.
- Use the electronic devices (eg. cell phones, laptops, etc.) appropriately
- Take responsibility for their learning and seek assistance whenever needed.
- Pursue feedback and accept constructive criticism.
- Follow the course-specific instructions when submitting any assessments or taking examinations.
- Complete all assignments and documentation within suggested timeframes.
- Demonstrate self-advocacy by asking questions, requesting clarification, and addressing all concerns promptly
- Follow the dress code appropriate for each learning activity and classroom setting. Refer to the dress code section for details.
- No drinking (except in covered containers) or eating in the classrooms while class is in session.
- Assist with cleaning the lab equipment and after use and return it to its designated space
- Strive for continued professional development.
- Act as a professional role model for others.
- Place professional duties above personal convenience
- Work well with others in a collaborative and inter-professional manner.
- Demonstrate respect towards peers, faculty, staff, clinical educators, patients, and families.
- Show respect for the facilities and on-campus equipment.
- Be respectful of the chain of command and authority.
- Never ask, receive, or provide assistance to another student during an academic assessment unless approved by the faculty member.
- Never discuss the exam content with another student who has not yet taken the exam.
- Never reproduce any information from an examination.
- Take personal responsibility for their mistakes and learn from them. Ask for assistance and support when needed.
- Comply with the Rules and Regulations of the Carlow University, the School of Health Science, and the Physical Therapy Program.

Violation of the Student Code of Conduct and Professional Misconduct

Another student, faculty member, clinical faculty, or any other member of the community may submit a report related to the student's unprofessional behavior.

- If a student is reporting such misconduct, they will meet with their faculty advisor to discuss the concern and submit the professional misconduct incident report to their faculty advisor after their discussion. The faculty advisor will then forward the report to the student's faculty advisor against whom the report is submitted.
- If another faculty is reporting such misconduct, they will send the incident report to the student's faculty advisor.
- If a clinical faculty is reporting such misconduct, they will submit the professional misconduct incident report to the director of clinical education, who will then forward the report to the student's faculty advisor.
- If a community member is reporting such misconduct, they will submit the professional misconduct incident report to the program director, who will then forward the report to the student's faculty advisor.
- If it is not the first offense, the student's faculty advisor will send the professional misconduct incident report to the program director.

Violations of the Student Code of Conduct and professional misconduct are subjected to the penalties described below:

- a. For a first offense, a warning (*Professional Development Report*) documenting the offense shall be placed in the student's file following a discussion with the student, faculty, and the faculty advisor. Depending on the nature of the offense, disciplinary action, up to and including a one-semester program suspension will be taken.
- b. A second offense will result in referral to the University Student Code of Conduct Review Board and dismissal from the program after consulting with the program director. Please refer to the conduct review process in the [*Carlow University Student Handbook*](#).

Initial offenses of a significant nature may cause an immediate referral to the program director. In addition to the sanctions mentioned above, please refer to each course syllabus for any additional consequences. Students may be required to participate in a remediation process for any issues of professionalism.

2.5 Professional Misconduct Warning

A professional misconduct warning is a formal warning to a student who is in danger of being placed on probation due to professional behavior or misconduct issues. Professional warning results from an infringement of the professionalism policy. Refer to the DPT Student Code of Conduct and Professional Behavior section. Formal professional warnings (*Professional Development Report*) may originate from the Program Director, faculty member, or faculty advisor. A copy of the warning letter will also be placed in the student's file.

2.6 Professional Misconduct Probation

Professional misconduct probation is a designation for students who violate the DPT Student Code of Conduct and Professional Behavior Policy. A student may be placed on professional probation only one time in the graduate program. After being removed from probation, students who demonstrate continued violations of professionalism and are placed on professional

probation for a second time may be dismissed. Probation status of professional nature may impact a student’s ability to graduate on time. Also, refer to the Student Code of Conduct and Professional Behavior Policy for additional details.

2.7 Email Signature

All DPT students are required to create a signature block for their email communication in the following format:

Name: XYZ

Credentials: Student Physical Therapist or SPT

Year 1, 2, or, 3

Class Representative (If applicable)

DPT Student Org leadership position (If applicable)

2.8 Course Registration Policy

Students will be automatically registered to the courses every session and every semester by the office of the registrar according to the curriculum plan. A student is officially registered for a course when named on the official class roster. Grades and credits will not be recorded for any course for which the student is not officially registered. Upon registration, a student agrees to pay all charges on the student account for that enrollment period according to the standard payment terms available on the intranet. Default of payment will result in a hold on future registration and release of transcripts. Tuition refund policies, deadlines, and more details for each semester are available on the intranet and in the Student Hub. Only officially registered students may attend class.

The DPT students are not allowed to register for any course outside the curriculum plan sequence without the permission of the program director. If the student wants to register for a course outside the curriculum plan or sequence. In that case, the student must submit a written request to their faculty advisor using the “Register for a course outside of the curriculum plan or sequence Form” at least six weeks before the start of that course. The faculty advisor will forward the request to the program director upon discussion with the student. Once approved by the program director, the student will submit the approved form to the Registrar and their faculty advisor.

2.9 Good Academic Standing and Progression

Grading Scale

Letter Grade	GPA	Percent Grade
A+	4.00	97-100
A	4.00	91-96
A-	3.75	88-90
B+	3.25	85-87
B	3.00	81-84
B-	2.75	78-80

C+	2.25	75-77
Below a C+ (<75%) will not be passing a course and will require course repetition		
C	2.00	71-74
C-	1.75	68-70
D+	1.25	65-67
D	1.00	61-64
D-	0.75	58-60
F	0	57 and lower

The students are required to follow the specific grading scale described in the syllabi for the following course numbers: IPE 710, IPE 711, IPE 712, IPE 715, DPT 814/NU 748, DPT 847/NU 743, DPT 846/NU 710, DPT 858/MBA 722, and DPT 866/NU 738.

To remain in good academic standing, DPT students must complete all required courses, achieve a passing letter grade of C+ (75%) or above in all the graded courses, and fulfill any additional requirements for a course with a practical examination (refer to Passing Criteria for Courses policy for details) and satisfactory pass the non-graded courses. In addition, students must maintain a 3.0 semester and cumulative GPA to graduate successfully from the DPT program.

2.10 Assignments and Assessments

Learning will include various assignments and assessments utilized to “test” the students' understanding of principles from a course. This is done purposefully to ensure multiple methods of assessment to support students in their abilities to retain and combine critical knowledge that will help carry out the duties of a physical therapist.

Depending upon requirements, the preparation and study needed to complete the work will vary. Preparation is critical to the success of any type of assignment or assessment. Using the due date alone is not a good indicator of when to begin an assignment. Sufficient time and preparation are required to address all the elements of an assignment and each assignment will vary in this respect. Utilizing time management skills and asking questions (and asking early) to clarify details of assignments or tests is encouraged. If you need assistance in this area, please speak with your faculty advisor. In keeping with academic integrity standards, unless specified by the faculty, assignments, and assessments should be completed individually. Collaboration on work may be appropriate, however, strict adherence to ethical conduct is essential when considering whether collaboration may approach the definition of cheating or assisting with cheating. When in doubt, ask the faculty.

All work should be finalized in a professional presentation which means typing and ensuring all references are cited according to American Medical Association (AMA) format. If a handwritten format may be appropriate, ask the faculty to verify.

2.11 Passing Criteria for Courses

Course faculty is responsible for providing the overall grading criteria and assessments in their syllabi. In general, any course may have three types of assessments: multiple choice questions

assessments (i.e., quizzes, exams), practical examination(s), and assignments (such as reflection papers, discussion posts, projects, etc.). The minimum passing criteria for the laboratory and the non-laboratory courses will be to achieve a final course grade of C+ or higher. In addition, the following criteria must also be fulfilled to successfully pass a course with laboratory skills with a practical examination. A student must achieve:

- 100% safety competency in each practical examination
- 80% or higher in each practical examination
- 70% or higher as an average of all multiple-choice questions assessments (i.e., quizzes, exams)

If a student fails to achieve an average of 70% or higher in the multiple-choice questions assessments (i.e., quizzes, exams) but their overall course grade is C+ or higher, the student will be required to repeat the course. If a student does not meet 100% safety competency during a practical, they will receive an F on that practical examination and will be allowed one retake. If 80% is not achieved on the practical examination in the first attempt, one retake is allowed per practical. If a student is unsuccessful in achieving 80% in the practical examination (100% competency in safety) during the final attempt, and their overall course grade is C+ or above, the student is required to repeat the course. Refer to the Practical Examination Remediation Policy for details.

2.12 Practical Examination Remediation Policy

All practical examinations require an 80% passing grade with safety competency at 100%. If 80% is not achieved on the practical exam, then the student is required to retake the practical exam. Only one retake is allowed per practical. If a student is unsuccessful during their first attempt, they will follow the remediation process below to retake the practical.

- Develop and document a remediation plan (refer to the practical retake remediation form), based on the feedback received after the practical using the template above.
- If a student would like to receive additional feedback on their performance to help them remediate, please contact the grader (copy the lead faculty if they are not the grader) within 24 hours of receiving the failing grade. It is expected that the student will first reflect on the feedback they received after the practical, develop the remediation plan using the remediation form, and then ask the grader for any additional feedback or clarification.
- The student must email the grader their remediation plan that will effectively prepare the student for their retake practical examination to the grader within 24 hours of receiving the failing grade and copy the lead faculty if they are not the grader.
- The grader will review and approve the student's remediation plan. The grader may ask the student to revise the plan if the remediation plan is not comprehensive.
- If the grader approves the plan, they will email the student and copy the lead faculty for their approval.
- The student is encouraged to contact the lead faculty if they have questions about additional areas for improvement and schedule a retake (unless already scheduled).
- Students who pass the retake (100% safety; 80% technical) are awarded an average of two attempts.
- The course faculty documents and reports the retake to the Academic Progression and Retention Committee and the student's faculty advisor.

2.13 Grades Rounding Policy

Only final course grades are rounded. The actual raw score will remain unchanged in the grade book and grades will be rounded to the nearest whole number for determining the final letter grade for the course. If the final course score is less than a whole number, the following process will determine the final course grade:

- When the final course score is 0.50 or higher, the score will be rounded to the next highest whole number (eg. 89.50 = 90%)
- When the final course score is 0.49 or less, the score will be rounded to the previous lower number (eg. 86.49 = 86%)

2.14 Credit Policy

No extra credit or bonus points is awarded in any of the DPT courses. Students should pay attention to the course learning outcomes and assessment within a course rather than focusing on the grade alone. Awarding extra credit or bonus points could create inequities between courses. Please refer to the individual course syllabus for more details on grading criteria.

2.15 Grades Dissemination Policy

Final course grades and scores related to written and practical exams, assessments, and any other assignments will be disseminated via the Learning management system. All the grades and scores are confidential and only available to individual students. At the end of the semester, the registrar's office will upload the final course grade onto the student's transcript which could be accessed through the student portal system. Under no circumstances faculty is allowed to provide course grades or scores of any individual assignment or exams via email or phone.

2.16 Examination Date Change Policy

If the faculty needs to change an exam date, after explaining the reason to the students, they will provide at least two options for rescheduling the exam. The class will vote on the two options and the majority wins. If the students request an exam change, it needs to be first approved by the faculty followed by anonymous voting by the class. 100% of the class must agree before the change is allowed.

2.17 Examinations/Assessments Implementation Policy

Students will undergo numerous examinations and assessments through the DPT program. Each course syllabus outlines the types of assessments administered, dates, proctoring instructions, and the weightages of those assessments towards the final course grade calculations. Please refer to the individual course syllabus for any additional instructions. In general, students are expected to follow the following guidelines to be successful.

- Appear on time for all examinations and submit all assignments by the due date and time. If any unforeseen circumstances may affect the timely arrival or assignment submission, contact the course faculty as soon as possible indicating the issue and expected time of arrival if late for the examination. It is up to the course faculty if they will allow or deny the student to take the examination once the student arrives late or provide an extension for the assignment.
- Students should have everything they need before starting the exam as leaving the exam space without the faculty's permission will be considered cheating. No breaks are allowed once the exam has begun unless otherwise allowed by the faculty ahead of time. This includes leaving

to use the restroom unless a physician's note documenting the student's medical needs is provided before the exam. The faculty may make an exception in case of an emergency. If allowed, any time taken for personal needs will be deducted from the allotted exam time and students must follow the Academic Integrity and Honesty standards if permitted to leave the exam room during testing.

- Unless otherwise stated by the faculty, students are not permitted to communicate amongst themselves (verbally or nonverbally) during the examination.
- Books, any study materials, and bags/purses must be placed at the perimeter of the examination room or left outside of the examination room except in the case of an open-book exam as specified by the faculty. In the online environment, the room will be visually scanned via each student's webcam and no materials will be allowed in the testing room unless previously allowed by the faculty.
- If the faculty permits a scratch paper to be used during the exam, it is distributed during the exam (face-to-face exams) by the faculty. All scratch papers will be returned with the exam.
- For online proctored exams that are allowed to be taken outside the class, if students are allowed to use extra/scratch paper, they can only use a whiteboard for that purpose. If they use a whiteboard, students will show the blank whiteboard (both sides) to the camera before the test begins and erase it in front of the camera at the end. In case a student forgets to wipe the whiteboard in front of the camera before they exit the exam, the student will send a video of doing that afterward to the faculty as soon as they exit the exam.
- Electronic devices (such as cell phones, electronic watches, google glasses, and similar electronic gadgets) and ear/headphones are not allowed (except ear plugs) in any testing environment unless otherwise instructed by the faculty. Such devices should be stored in student belongings and should be silenced or turned off.
- For online exams that are proctored, an automated proctoring system is used, which requires a webcam and a locked browser. Should a student leave the exam browser window, or a breach is identified during the monitoring, the exam is closed and cannot be reopened unless the student can verify in writing that there was an interruption in online service. Students should contact the course faculty as soon as possible if they are having any trouble or have any additional questions about the online examination process.
- Follow the Academic Integrity, Student Code of Conduct, and instructions provided by the faculty while taking examinations and submitting assignments.
- If a student is unable to appear in any examination due to an excused absence (refer to the attendance policy), the student must notify the course faculty as soon as possible and no later than 24 hours of the student's return. If the absence is deemed excused (appropriate documentation such as a physician's note is required), the faculty will arrange an alternate date and time for the student to make -up for the missed assessment.
- If the student misses an assessment due to an unexcused absence, the student will receive a zero for the assessment.
- It is recommended that the student who has approved accommodations from the Disabilities Services Office should notify the lead course faculty of such accommodations at least two weeks before the assessment for which the student wishes to have the accommodations. See Disability Services Section (4.3) for details.
- Late work may be subjected to penalties as per the faculty's discretion. Refer to the individual course syllabus for the assessment due dates and policy.

2.18 Examination Review Policy

Students are encouraged to review their performance in any examination with the faculty within a week of receiving the grades. Students should keep in mind that reviewing an examination is to assist with learning and not a mechanism to obtain a higher score. To protect the integrity and security of examination questions, faculty will not review the specific test questions with the students but may discuss the missed concepts and areas of improvement.

2.19 Attendance Policy

Class attendance is mandatory for all scheduled classes, including examinations and clinical education experiences. Students are expected to be on time (defined as being present, prepared, and ready when the faculty starts class, wearing the appropriate dress attire) and submit assignments on time. Students seeking permission to do otherwise should communicate with the course faculty ahead of time. Due to the intense nature of the academic program and the rapid pace of information dissemination, all students are required to attend all sessions and functions of the DPT Program. Absences will not be accepted as a rationale for poor academic performance.

Students should treat the DPT program as a full-time job and be flexible to make themselves available for all scheduled program activities. It is recommended that students do not make other commitments in the didactic year during the hours of 7 am to 6 pm, Monday through Friday unless the time slot has been designated as free time. The DPT program has the right to schedule sessions throughout the semester; notification will be provided as much as possible in advance of the session or event. Some program-related activities may occasionally be scheduled outside of that time frame and/or days; students will be given advanced notice of these scheduled events. Students who are going to be late or absent from the class/lab due to unexpected circumstances should contact the faculty as soon as possible. If a student is unable to attend for any reason, they must follow the prescribed process for receiving permission for an excused absence. Also, irrespective of the type of absence, students are responsible for any missed work.

Absences

Excused Absences: In the event of a planned absence, the student must contact the faculty ahead of time to check if it will be an excused absence. Examples of excused absences include (but are not limited to):

- Illness (health provider's note needed after one day of absence)
- Attendance at a professional conference (must be approved by the faculty advisor)
- Attendance at the immediate family member's (spouse; parent; child; sibling; spouse's parent, child, or sibling; child's spouse; grandparents, or grandchildren) special services (documentation may be requested).
- Jury Duty (proof needed)
- Religious Holiday Observance (Carlow DPT program respect every student's religious belief and will do its best to accommodate those beliefs and observances by its students. Students will not be penalized for absences on such days. Requested adjustments must be reasonable, made well in advance of the requested day(s) and allow for the fulfillment of academic requirements).

Unexcused Absences: Unexcused absences are considered unprofessional behavior. With any unexcused absence, the student also forfeits the right to review with the faculty any missed material/information. Family obligations, employment, oversleeping, travel, vacations, and prior plans are not accepted as excused absences. Medical and dental appointments should be scheduled at times when classes are not in session. Special circumstances may require scheduling an appointment during class time; please contact the faculty in advance for approval. A first unexcused absence will result in a warning letter issued to the student with a copy placed in the student's file. Written communication will be sent to the student and placed in the student's file for the second unexcused and each subsequent absence and will result in a 5% reduction per absence from the final course grade. Additionally, if a student misses an examination/assessment due to unexcused absence, they will receive a zero. Please refer to the individual course syllabus for any additional penalties.

For any absence (excused or unexcused), the procedure outlined below should be followed:

- The student will reach out to the course faculty whose classes they will miss and discuss any arrangements needed to make up for the missed academic activity, work, time, and assessments.
- The student will then fill out the "Absence Form" and send that to their faculty advisor for review.
- The faculty advisor will send the form to the course faculty whose classes will be missed for any modifications (if needed) and approval.
- The faculty advisor will ask the student to make any modifications if requested and once approved by the course faculty, the approved form will be emailed to the student, program director, and the registrar.

Tardiness

Students are expected to be punctual for classes and in the clinic. Tardiness is unprofessional behavior. If a student is tardy for a class, they should apologize to the faculty immediately after the class or during a scheduled break. First tardiness will result in a verbal warning. Two instances of tardiness will result in a warning letter issued to the student with a copy placed in the student's file. After the second time, each subsequent tardiness will result in a 5% reduction per tardiness from the final course grade along with a written communication that will be sent to the student and placed in the student's file. Please refer to the individual course syllabus for any additional penalties.

Laboratory Attendance

Since an enormous amount of material can be covered in each laboratory session, missing even one session can adversely affect students' learning and progression in the course. Therefore, every effort should be made to not miss any laboratory session. In case of excused absences and extenuating circumstances beyond the student's control (approval needed by the course faculty and program director), the student may be allowed to make up for some of the missed laboratory hours with the help of another student and ask the faculty for any feedback. If a student misses lab sessions due to unexcused absences, for any course, they may be required to withdraw and repeat the course.

It is expected that students use good judgment when absences occur and do so only in the event of a legitimate and significant reason. Since every experience is not able to be replicated, content may be addressed in different ways than originally indicated by the syllabus if it is an excused absence. Regardless of the nature of the absence, (excused, unexcused, tardiness) students are responsible for any material missed. If a student has an excused absence for a scheduled examination, appropriate documentation (such as a physician's note) is required to allow the student to make up for the examination. No make-up examinations are allowed for unexcused absences. Refer to the DPT Clinical Education Handbook for the clinic attendance policy.

2.20 Final Course Grade Change and Appeals Policy

Once a final course grade has been submitted to the Office of the Registrar, the grade cannot be changed unless there has been an error or grade reconsideration on the part of the faculty. To change a grade, the faculty member must complete the Change of Grade form and obtain the DPT program director's signature. Completed forms are to be submitted to the Office of the Registrar by the faculty.

Students who have questions regarding a final course grade are to first consult with the faculty who originally awarded the grade. Any request for a final grade reconsideration must be made to the faculty in writing/email within 10 business days from when the grades are posted. The request should include valid rationale and evidence for faculty to reconsider the final course grade. If the faculty approves a grade change, a Change of Grade form must be completed by the faculty and forwarded to the Registrar after obtaining the program director's signature. If the faculty does not believe the evidence warrants a change of grade, they must respond to the student in writing within 5 working days of receipt of the student's appeal letter. If the faculty does not respond with the decision within the allotted time, the student may proceed to the next step. Per policy, the faculty are not allowed to give extra assignments other than those listed in the syllabus to help raise students' course grades.

If the student is not satisfied with the faculty's response, they may appeal by sending a written statement to the faculty and the DPT program director, along with any supporting evidence within the 2 working days of receiving the faculty's response. The program director will then work with the faculty to review and assess the student's claims. The decision will be communicated to the student in email by the program director within 10 working days of receiving the student's appeal and will be final.

This process is not intended to replace informal conferences between a student and faculty concerning the issuance of a grade. In the event the faculty is the program director, the college Dean shall substitute for the program director.

2.21 Incomplete Grade Policy

An incomplete grade (I grade) at the end of a course is reserved for those students who have completed at least 75 percent of the course work, have a passing grade in the course, and for good reason (mitigating or extenuating circumstances) have assignments or examinations to complete. Incompletes are given at the discretion of the faculty for the course; the faculty makes the final decision to award an incomplete. The I grade is automatically changed to 'F' by the Office of the

Registrar if not removed within the required time frame (six calendar weeks from the end of the semester in which the I grade was assigned, including summer terms). Official deadlines for each semester will be supplied by the University Registrar and posted on the intranet. Once the student has completed the work, the faculty must submit a Change of Grade form to the Office of the Registrar. Faculty reserve the right to require that work be submitted before the six-week deadline in any given term. If an extension for an incomplete grade is needed, faculty must submit an Incomplete Extension form with the program director's approval to the Office of the Registrar before the six-week deadline. Credits assigned the grade of incomplete are not considered earned credits until completion.

2.22 Dismissal Policy

Dismissal occurs when the student has failed to meet the requirements defined under probationary status. Dismissal from the DPT program may occur due to academic or professional reasons.

Academic Dismissal

Students may be dismissed from the DPT program for academic violations, including, but not limited to:

- Failure to meet the requirements defined under academic probationary status
- Failure to complete all program requirements in the allotted time (12 semesters from original date of matriculation in the DPT program including any official leave of absence).

Students have the right to appeal the academic dismissal. Please see the Academic Grievance Procedure in the [Carlow University Graduate Course Catalog](#) for more details.

Student Code of Conduct and Professional Behavior Misconduct Dismissal

Students may be dismissed from the DPT program for professional violations, including, but not limited to:

- When the behavior poses a threat to the safety or rights of the University, clinic personnel, clients, or community.
- When violations of academic integrity or plagiarism occur, based upon Carlow University Policies.
- When behavior poses a threat to the mental or physical well-being of students, faculty, staff, patients, or others.
- For any violation of the DPT student code of conduct.
- Conviction of a felony. Any student who is charged with a crime, on probation, or convicted may NOT participate in the program. Students must disclose to the program director if they are charged with a crime (misdemeanor or felony) and will be eligible for leave of absence - once the charges are dismissed, and evidence is provided, the student will be reinstated. At no time will a student who is under court ordered probation be able to participate in the program. Those convicted of crimes, that make them ineligible to work in institutions that provide care to children or older adults are not eligible for participation the program.
- Conduct that renders them ineligible to participate in clinical rotations; or
- Additional professional violations following a period of professional probation.

Students have the right to appeal the code of conduct and professional behavior misconduct dismissal. Please see the Appeal of Conduct Review in the [Carlow University Student Handbook](#).

2.23 Re-admission after Dismissal

Academic dismissal occurs when a student either fails to meet the requirements defined under probationary status or fails to meet the academic (didactic and clinical education) requirements of the program. In the event of dismissal, a student must reapply to the program to regain admission status in the future. If dismissed, the student may return after one academic year, including the summer terms, and will then become a member of the new cohort. Re-admittance is not guaranteed.

Reinstatement is initiated when the student completes and submits an application for readmission. The student must subsequently notify the program director of the intent to reapply, and the program director will review the program's reinstatement process with the applicant. The procedure for consideration for reinstatement will include, but will not be limited to, a personal statement from the student that addresses the issues that led to the original dismissal and how obstacles to the student's academic progression have been remedied, an updated curricula vita (CV), and an interview. The required statement and CV should be submitted concurrently with the reapplication and at the beginning of the semester before the semester of potential return. For example, a student dismissed in the fall semester must sit out the following spring, summer, and fall semesters. The student may apply for reinstatement the semester before the anticipated reinstatement. All readmitted students must be approved for return by several offices/individuals, including but not limited to, Students Affairs, Students Accounts, Financial Aid, the Registrar, Program Director, and the Dean. Dismissed students who are reinstated by the program director and the dean will re-enter with probationary status. If accepted back into the program, the Program reserves the right to attach conditions and contingencies to the acceptance.

Due to changing admission and curriculum requirements, the university reserves the right to re-evaluate all academic courses, whether completed at Carlow or elsewhere, to determine what will be credited toward the student's degree. Graduate requirements are governed by the catalog in effect at the time of readmission. See the Office of the Registrar for more information about catalog requirements. A student who is dismissed twice is not eligible for reinstatement or appeal. The student should also contact the Office of Financial Aid and Office of Student Accounts to address any other pertinent financial aid issues.

2.24 Course Withdrawal

Withdrawal from a course must be made officially in the Office of the Registrar by submitting the registration form indicating the intent to W from a course. Before withdrawing from a course, students are strongly recommended to meet with the course faculty and the faculty advisor to seek guidance to learn the consequences of course withdrawal. A "WD" is assigned if a student officially withdraws from a course after the drop deadline and before the final date to withdraw in a given semester, according to the deadlines posted on the school portal. Withdrawing from a course or courses does not withdraw a student from the university. Withdrawal from the University requires submission of an Official Notification of Withdrawal/Leave of Absence form to the Office of the Registrar. Grades of students who do not complete a course and who have not

withdrawn officially will be listed as F. Refer to academic probation policy for additional information.

2.25 Add/Drop and Leave of Absence/ Complete Withdrawal Notification

Non-attendance classes do not constitute an official withdrawal and may result in full financial obligation. Students seeking to drop all classes and withdraw or take a leave of absence from the University must complete a Withdrawal/Leave of Absence form and submit it to the Office of the Registrar. The withdrawal form is available in the Student Hub section of the intranet.

Students taking a leave of absence or withdrawing must contact the Office of the Registrar along with the program director. Students can take a leave of absence for two consecutive semesters, including summer terms, and are allowed to take the LOA only once in the program. The student must submit a written request to the program director for approval before submitting the withdrawal to the Office of the Registrar. The program director will review the request and may request additional documentation to make the decision. If approved, the program director will identify the plan and time of return to the program including any additional stipulations for the student while on leave and before returning to the program. Once the leave of absence is approved by the program director, the student should contact the Office of the Registrar to complete all the required documentation. Students should contact the Office of the Registrar upon returning for registration instructions.

- Students who are considering withdrawal should investigate the financial and student aid implications before any action by contacting the Financial Aid and/or Student Accounts Office.
- Financial aid recipients are urged to contact the Financial Aid Office to determine how financial aid amounts will be affected by any withdrawal. Also please review the [Federal Title IV Aid Return of Funds Policy](#) to determine how loans and grants will be recalculated.
- For complete withdrawal from all classes in a semester, the final determination of tuition and fee refund amounts will be made by the Office of Student Accounts and will be based on the date that the student initiated the withdrawal process by contacting the Office of Registrar or by submitting the withdrawal form.
- Students who do not return from a leave of absence or who are not registered for four consecutive semesters will be unofficially withdrawn from the university. Students who are unofficially withdrawn are still responsible for outstanding tuition balances.

Please refer to the [Carlow University Graduate Course Catalog](#) for further information.

2.26 Program Withdrawal

Students may withdraw from the DPT program at any time. Written notice of intent to withdraw should be provided to the Program Director, outlining the desire to withdraw, date of withdrawal, and reason for withdrawing before submitting the Withdrawal Form to the Office of Registrar. Students must officially withdraw by notifying the Office of the Registrar and completing Withdrawal Form. Students who are considering withdrawal are advised to investigate the financial and student aid implications before any official action by contacting the Financial Aid and/or Student Accounts Office. Grades of students who do not complete a course and who have not withdrawn officially will be listed as F on the transcript.

Refunds of tuition and associated fees are subject to the University policies related to refunding tuition and fees. A final determination of tuition and fee refund amounts will be made by the Office of Student Accounts and is based on the date that the student initiated the withdrawal process by contacting the Office of the Registrar or by submitting the Withdrawal Form.

Students are advised to review the [Federal Title IV Aid Return of Funds Policy](#) to determine how loans and grants will be recalculated. Students who withdraw and want to return at any time in the future must complete the application process for the DPT Program.

2.27 Academic Grievance Policy

Formal grievance procedures have been established to provide students with a means to express concerns regarding the application of academic policies, procedures, practices, rules, or regulations of the University, and a method by which concerns can be resolved. For an appeal of a grade, students should consult the Grade Changes and Grade Appeals section. The student is encouraged initially to discuss the concern with the faculty member and/or department/program chair. Students must utilize internal mechanisms for grievances before involving external counsel. The general counsel is not part of the internal grievance procedure.

Steps to address the concern:

1. If a student has an academic concern, they should present the situation to the faculty member in writing/email. The email must make explicit that the student is starting the grievance procedure. The faculty member will arrange an appointment as soon as possible. The faculty member will respond to the concern presented during this initial appointment within seven days of the appointment. Parties should retain a written record of this discussion. Most matters can be settled by a frank discussion of the facts.

2. Should the concern remain unresolved; the student will discuss the matter with the Program Director and determine if a resolution can be mutually agreed upon or if a grievance process is required. This will be completed within five days of response from Step 1. For all facts to be carefully re-examined and evaluated, the program director/Chair will follow these procedures: a. Discuss the situation with the faculty member(s). b. Arrange to meet with the student and involved faculty together to arrive at resolutions to the situation. c. Retain written notes from each intervention.

3. Should the concern remain unresolved with the Program Director, or if the specific concern involves the Program Director, the student will take the concern to the appropriate Dean. The student filing the grievance must have completed Step 1 and have documentation of the discussion. The appropriate Dean will then follow Steps 2a and b. There should be a written record of each meeting and its outcome.

4. If the grievance remains unresolved at this level and the student wishes to pursue it further, the Dean will begin the process of setting up the grievance committee as described in this step. The committee will consist of five members: two students and three faculty members. One faculty member will be elected as Chair of the committee and will vote only to break a tie. Student members will be drawn from the pool of graduate students when a grievance is filed by a graduate

student. Faculty members will be drawn from other graduate departments/programs. The student and faculty members may each request the removal of any one member from the pool of eligible members.

5. Both parties will be informed of the status or resolution of the grievance at each step of the process. If either party remains unsatisfied with the decision of the committee, the Dean will notify the provost that there is dissatisfaction with the decision. The provost shall make a final determination.

Please see the [Carlow University Graduate Course Catalog](#) for more details.

2.28 Dress Code

An important part of being professional is how someone dresses. Dress attire is a way of representing oneself and DPT students have the responsibility of representing Carlow University on and off campus. DPT students are expected to follow the dress code policy. Because many hours will be spent in the classroom setting; students are encouraged to dress for comfort. A moderate, clean, and groomed professional appearance is the best choice to demonstrate your commitment to patients/clients, colleagues, and other professionals. Your choice of clothing is also your first line of defense against infection control in protecting you, and in the transmission of pathogens to others.

Some forms of dress are considered inappropriate and potentially hazardous. Certain situations may require higher standards of dress (such as student presentations, official visitors, and off-site visits). Failure to adhere to the dress code is unprofessional and/or unsafe clinical practice. Violations of dress code are subjected to penalties under unprofessional misconduct. Students requiring medical or cultural allowances for the dress code must have the approval of the Program Director. The examples listed below are not all-inclusive and are provided for guidance only.

- Daily hygiene must include clean hair, teeth, clothing, and body, including the use of deodorant. Students should come to campus or clinical settings neat, clean, and well-groomed.
- The attire worn by students should fit well and without odor. It should be conservative, not revealing, and assure that students can simulate clinical activities without restriction and exposure of cleavage, the midriff, back, or undergarments.
- Student ID must be worn above the waist or on a lanyard and should be always visible while on the university campus.
- Undergarments must be worn and shall not be visible, even when in stretching or bending positions.
- Shoes: Hard-soled, non-skid, closed-toed shoes, dress sandals, sneakers.
- Jewelry and Make-up: Should be conservative. Earrings should not be longer than one inch in diameter or length.
- Nails: Short, neatly trimmed, cleaned, groomed to ¼ inch or less past the tip of the finger for patient safety.
- Accessories: Hair ornaments should be moderate and in good taste. Sunglasses are not to be worn in the classroom unless required for medical purposes.
- Hair: Neat, clean, and pulled back with a small hair accessory to avoid contact with the patient. Unnatural tone hair colors (green, blue, pink, purple, etc.) are discouraged.
- Beards, mustaches, and facial hair should be short, clean, and well-groomed/trimmed.

- Tattoos and Body art: Every effort should be made to cover tattoos or body art regardless of size and location on the body.

In addition to the above-mentioned dress code, classroom/lecture attire and laboratory attire may be different.

Classroom/Lecture Attire:

Tops: Polo shirts, collared shirts, cardigans, pullover sweaters/blouses, sports coats or blazers, dresses.

Bottoms: Khaki pants/slacks, dress or walking shorts (just above the knee) dress slacks, skirts (appropriate length for a professional environment), khaki-type shorts, good-conditioned jeans.

Laboratory Attire: Certain labs may require special attire to allow for physical assessments and manual techniques.

Tops: T-shirt, polo shirt. For many labs, women will need to wear a sports bra, halter-top, or a swimsuit top to allow exposure to the upper back.

Bottoms: Solid-colored mid-thigh shorts that allow modest and free movement and are plain. Sweatpants, warm-up pants, and athletic slacks can be worn but should be accompanied by shorts underneath if needed to be removed for the lab activity.

Examples of Unacceptable Attire

- Tops: Tank tops, low-cut shirts crop tops, shirts with offensive or vulgar wording or graphics. strapless sundresses (without a jacket), muscle shirts, and clothing displaying inappropriate/offensive slogans or messages are not acceptable.
- Bottoms: Short shorts/skirts/dresses (exposing gluteal fold), stretch knit leggings, yoga/hip-hugger pants (unless having shorts on top), grunge-look pants, low-cut slacks.
- Ripped, torn, or patched clothing or cut-offs.
- Caps, visors, and other head coverings are not permitted unless they are for religious purposes or are part of an official uniform.
- Heavy perfumes, hair sprays, lotions, creams, colognes aftershave, and/or other products with strong scents as others may be sensitive to them.
- Excessive jewelry- drop/dangling earrings or hoops larger than 1/2 inch and gauge earrings are not permitted. No body/face/tongue jewelry and no rings/jewelry that might scratch patients/fellow students.
- Avoid extreme styles, necklines, hemlines, and sheer fabrics.

The Dress Code is a minimum standard set forth by the DPT Program. Each faculty and/or course within the program has the liberty to set forth and enforce a stricter dress code. Similarly, many clinical sites may also have dress codes that must be followed precisely. For Clinical Affiliation Attire please refer to DPT Clinical Education Handbook.

2.29 Faculty Meeting/Office Hours

The DPT faculty is committed to supporting the students outside scheduled class time to ensure their success in the program. Faculty members will maintain a minimum of five office hours (virtual or in-person). Please refer to individual course syllabus for details. If a student wants to

meet with a faculty member outside of the office hours, they should follow the process described below:

- A student will email the faculty requesting an appointment. The email should include the student's availability for the next week (unless the meeting is requested for a later time) and the reason for the meeting.
- If it is an urgent matter that requires immediate attention, students should indicate that in the email subject line and request to meet as soon as possible along with their availability.
- If the student does not hear back from the faculty within two business days after the initial email, the student should send a reminder email. If a student does not hear back from the faculty member within a business day of the reminder email, the student should contact their faculty advisor first followed by the program director if the faculty advisor does not respond to their email within two business days.

It is highly recommended that the student email the faculty to schedule a meeting time. If the student decides to walk up to a faculty's office without a prior appointment, they should always knock on the door to check if the faculty is in the office and available to meet.

- If the faculty member is not in the office, the student should not enter the office if the door is unlocked/open to wait for the faculty, instead leave and email the faculty member to request the appointment.
- If the faculty member is in the office when the student shows up without a prior appointment but may not be available to meet, the student will be asked to send an email to set up an appointment unless the faculty member has the time to schedule the meeting right then.

Whether it is a scheduled appointment or not, a student should never enter the faculty's office unannounced or without asking for permission to enter. Faculty and students should try their best to keep the scheduled appointments but, in the event, the meeting needs to be canceled, the canceling party should email the other person as soon as they can and reschedule the meeting if needed. If a student fails to show up for a scheduled meeting and does not email the faculty, it will be considered unprofessional behavior.

2.30 Class Recordings

Students must obtain the consent of faculty before recording (audio/video) any classroom activity. It is strongly recommended that such a request should be brought to the faculty's attention in advance. If the faculty allows, they will then make the class aware that a recording will occur during class and if any student has an objection, they should bring it to the faculty's attention. Any need for ongoing recording must be authorized by the Carlow University Disabilities Office as part of an authorized accommodation plan. The recording, if authorized, may only be used for academic purposes within the corresponding course. No recording shall be posted on social media for public consumption. Recordings may only be maintained for the duration of the course/semester. All recordings must be erased and destroyed after that time. Faculty may choose to post presentations on an online course learning platform with voice-over narration, to support students' learning.

2.31 Textbooks

Students should buy the textbooks required for the courses. Please refer to individual course syllabi for required/recommended textbooks. DPT program will provide a book list before the beginning of every term and to the incoming students.

2.32 Use of Classroom Space and Equipment

Open classroom and use of equipment policy provide an opportunity for DPT students to study, practice clinical skills, or hold group meetings outside of the scheduled class sessions. The open classroom time will follow the building hours of operation where the classrooms are located and under the supervision of a student volunteer/worker or university employee during the open lab times. Students may use the equipment and resources (such as anatomical models, assistive devices, textbooks, etc) in the classroom that are out in the open, but they should not be removed from the room without written permission from a faculty member and a sign-out process to keep track. Use of any equipment that is stored in locked cabinets/spaces must be discussed with the course faculty and may be made available at the discretion of the faculty. Students should keep the rooms clean and tidy, wipe the tables, place the dirty linen in the designated bins, put away any used equipment/furniture, and arrange the room in an orderly fashion before leaving. Additional cleaning measures may be identified at the program's discretion. The doors must be locked when the room is not being used. There must be at least two students present for use of classroom space and University will guide the capacity limits for each room use.

While we understand that it is important to provide such additional opportunities in developing competence and/or in completing course assignments, students must be extremely careful with equipment. Students may be asked to reimburse the program for any damages, lost or damaged equipment. Students who are found out of compliance with the policy will be subjected to disciplinary action as per the student code of conduct and professional misconduct behavior policy.

2.33 Credit Hour Policy

The DPT program follows Carlow University's credit hour policy. The credit hour is the unit measure of instruction for awarding credit. A lecture credit hour is equivalent to one hour of faculty instruction (via in-person, virtual synchronous, and asynchronous lectures/activities) with a normal expectation of two hours of outside study (student preparation) for every hour of instruction. DPT program adheres to the federal standard of a total expectation of 15 total learning hours for every lecture credit in a semester, regardless of the time frame of delivery. This means, that a two-credit hour lecture course will require 30 total hours of faculty instruction with 60 hours of out-of-class academic engagement (student preparation).

For a laboratory course, each credit hour equates to two-four hours of direct faculty laboratory instruction with a normal expectation of two hours or more of outside student preparation for every hour of instruction. Please refer to the Clinical Education Student Handbook for the credit hour policy for clinical experiences.

The following is a brief description of the types of activities that can be included in learning hour calculations. Many courses will present unique learning activities not directly covered in

the exact or estimated equivalent examples provided below. Equivalent Instructional Activities contribute toward the total number of learning hours by using the following examples:

Exact Equivalent (1:1 faculty instruction, i.e., one learning or contact hour for every hour spent)

- Face-to-face or live synchronous sessions, such as classroom or web-based lectures or class sessions, laboratory sessions, real-time chat sessions, or conference calls
- Other live ‘classroom’ time (i.e., internships or practica, guided field experiences (museum or facility tours), studio work, virtual or at-home labs for chemistry/biology, service projects, etc.)
- Videos, audio recordings, timed animations/simulations/demonstrations, recorded lectures or webinars (asynchronous)
- Student presentations via web conferencing
- Proctored exams or quizzes

Estimated Equivalent

- Blackboard/module pages (estimated number of words at the average adult reading rate)
- Learning assets such as assigned reading, digital mini-books, articles, simulations, self-paced modules, case studies, etc. (calculated average time needed to ‘consume’ the material assuming the student reads 10 to 15 pages per hour. Time may vary by content type)
- Faculty-facilitated or faculty-feedback-rich activities such as discussion boards, wikis, journals, and group projects (faculty expectation of time to be spent)
- Student presentations via virtual poster session (faculty expectation of time spent reviewing and commenting on posters or presentations)
- Faculty-guided research activities (faculty expectation of time to be spent)
- Low-stakes quizzes are used as comprehension checkers (faculty estimation of time spent)
- Preparation for examinations (faculty estimation of time to be spent)
- Discussion question preparation (faculty estimation of time spent)
- Homework/Working Problems time (faculty estimation of time to be spent)

2.34 Courses Delivery Methods

Delivery Method:

1. Onsite – all classes meet at a site (can be a combination of campus and another site – ex. Clinical Rotation or Student Teaching)
2. Hybrid – has a reduced number of face-to-face meetings. Blends online and face-to-face meetings. Hybrid courses will have meeting dates onsite.
3. Online – all content is delivered online. There are no required face-to-face meetings.

Levels of Synchronicity:

1. Completely Synchronous –regardless of whether the faculty member and students are in the same location or are online, they have at least 30 hours together at the same time (in real-time) for a 2-credit lecture or seminar course.
2. At least 50% synchronous - regardless of whether the faculty member and students are in the same location or are online, they have at least 15 hours but less than 30 hours together at the same time (in real-time) for a 2-credit lecture course.

3. Less than 50% synchronous - regardless of whether the faculty member and students are in the same location or are online, they have more than 0 but less than 15 hours together at the same time (in real-time) for a 2-credit lecture course.

4. Completely Asynchronous – faculty members and students have no (real-time) together. This would be a pure online section with no (real-time) meetings.

2.35 Professional Associations and Conference Attendance

All DPT students are required to be members of the American Physical Therapy Association throughout the degree program and will upload the proof of membership in EXXAT and notify the DPT program administrative assistant.

As a requirement for degree completion, DPT students are required to attend a minimum of 2 full days of or 1 full day of two professional conferences during the 2nd or 3rd year of the program. Additional conferences/meetings may be approved by the Program Director. Professional conferences may include state, national, intranational, or other conferences/meetings approved by the Program Director. A student may attend a professional conference in their 1st year of the program, but it will not count towards the minimum requirement. If a student decides to attend the conference during their terminal clinical experience (TCE), they need to discuss with the DCE who will then discuss with CI need their Clinical Faculty (CI) and Director of Clinical Education's (DCE) approval. The CI and DCE will also discuss if the student will be required to make up for the missed time based on the student's progress and performance at that time.

Students will contact their faculty advisor (CI and DCE if it is during any of the TCEs) of their intent to attend a particular conference to request an excused absence for attending the professional conference. Once approved, the student will notify each faculty whose class they will miss, about the excused absence approval from their faculty advisor and make arrangements for any missed work. The excused absence days should not exceed two days (usually a Friday or a Thursday and Friday). If the conference attendance requires extended travel time beyond two days of an excused absence, the student should request additional time from the Program Director, who will decide on a case-by-case basis.

The student is responsible for all the missed class work, assignments, and costs related to the conference. After returning from the conference, the student will submit the proof of attendance to the DPT program administrative assistant.

2.36 Counseling and Student Advising

The student counseling and advising are intended to assist the student with making informed choices about graduate study including engaging in discussions about course schedules, registration, grades, graduation requirements, maintaining a healthy life-school balance, student's well-being, and professional goal planning. The DPT Program requires students to follow a prescribed sequence of courses. It is the student's responsibility to ensure that courses are appropriately selected to meet all requirements of the program and university to satisfy graduation requirements. All students are assigned a faculty advisor by the program director. If a change is necessary, the program director will assign a different faculty advisor in consultation with the student and faculty.

Students are expected to meet with their faculty advisor to keep them informed of their academic progress. Students will meet with their assigned faculty advisor during the orientation process as a group and are then required to contact their faculty advisor within the first week of matriculation in the program to make a one-on-one meeting. Students are also required to contact their faculty advisor upon notification of probationary status, professional misconduct, and/or anytime their end-of-session GPA is below 3.2 to review their academic performance, progression, and any remediation if needed. The procedure for making appointments varies by the faculty advisor. Faculty advisors are available for face-to-face, phone, email, or virtual conferencing appointments. Students should check with their faculty advisor on how best to set up appointments. Students should seek guidance from their advisors when experiencing academic difficulties and/or any other extenuating circumstances that may affect their academic performance and progression.

In addition to the faculty advisors, other faculty members are also available to assist students to discuss professional and/or personal issues. Students should first resolve any course-related concerns with the course faculty. In addition, any time performance on exams or assignments earned a C+ grade, the student is expected to meet with the course faculty to develop a study plan to improve their performance. They may also seek guidance from their faculty advisors if the concern is not resolved to their satisfaction. If there is a need for further remediation, please contact the Program Director. If you have trouble contacting your faculty advisor, please notify the PT office and program director for assistance.

The University Student Counseling center has private and confidential services provided on campus. The Center is staffed by licensed professional counselors who may provide individual or group sessions. Referral to appropriate Pittsburgh area resources is provided upon request and as appropriate per staff assessment. Students are informed of these services at orientation and individually as needed. These services are available to all students enrolled at Carlow University through the Counseling Center located in Francis Warde Hall, Rooms 401, 402, and 404. Information regarding these services, as well as community resources, can be found [here](#). These services are free and confidential. Routine appointments can be made by calling 412-578-6474. For emergency mental health assistance, students are urged to contact the Resolve Crisis Network at 1-888-796-8226, the Carlow University Police at 412-578-6007, or Pittsburgh Police at 911.

2.37 Physical Therapist Licensure Examination Testing Policy

To practice physical therapy anywhere in the United States, the person is required to have a license to practice. To obtain a PT license, a candidate must graduate from a CAPTE-accredited PT program and pass the state board licensure examination conducted by the [Federation of State Boards of Physical Therapy \(FSBPT\)](#). Before graduation, it is recommended that each student learn more about the requirements for their desired state of practice by visiting the state board website. To ensure that students are well prepared to take the licensure examination without compromising their focus on the clinical experiences, the program will not grant permission or certify a student's progress toward graduation for early testing purposes. All degree requirements should be met before such permission is granted by the program director. Students will learn more

about the PT licensure examination process in the final semester course, DPT 881- Preparation for Physical Therapy Clinical Practice.

2.38 Student Employment

DPT education is one of the most intensive, time-consuming educational endeavors to which a student can commit. The demands on students are significant, whether it be from full-time classroom work, intensive studying, or full-time clinical rotations. Attention to family, a big source of emotional support for most students, requires additional time and attention. The educational experience must be taken seriously and with a full commitment. It is a strong recommendation that no student maintain employment while enrolled in the program which could adversely affect their performance and progression in the DPT program. The Program will not make accommodations for any student regarding classroom attendance or scheduling of clinical sites secondary to employment or employment schedules.

2.39 Health Requirements, Trainings, and Clearances

To meet CAPTE standards and fulfill our clinical affiliation agreements with our clinical partners all students are required to provide evidence of a set of medical clearances and training prior to a student's first semester. Required clearances and training provide for the safety and protection of the individuals with whom contact would be established in both experiential learning experiences woven throughout the didactic curriculum as well as while on each clinical affiliation. All DPT students, without exception, must meet the following medical clearance and training compliance policy and procedure requirements:

- After uploading the initial set of clearances to EXXAT, email the DCE to let them know new documents have been uploaded.
- When uploading recertification or second/third-year clearances to EXXAT, email the DCE to let them know new documents have been uploaded.
- It is the student's responsibility to ensure all documents are uploaded to EXXAT without a break in compliance to remain in the DPT program. If a document becomes expired or out-of-date, the student is not permitted to complete additional clinical time until the document is brought into compliance.
- Failure to comply with these expectations will result in the cancellation of the student's registration in the clinical education course.
- Medical forms and clearances uploaded to EXXAT are reviewed by the DCE or other assigned program faculty or staff who review documents to assure requirements are met.

Please refer to the DPT Clinical Education Handbook for details on these medical clearances and trainings including how to comply with the requirements. The student is responsible for all associated costs. If any changes occur in the student's status related to either health and/or other clinical requirements, the student is required to notify the DCE and the Program Director as soon as this occurs. Failure to do so is unprofessional behavior and may result in, up to and including, dismissal from the program. Additionally, failure to meet any health requirements may result in declining the student's entry into the program.

2.40 Health Insurance Portability and Accountability Act (HIPAA)

The Health Insurance Portability and Accountability Act, otherwise known as HIPAA, was enacted by Congress in 1996 to address insurance portability (when moving from employer to employer), reduce fraud, and protect confidential medical information. The DPT Program is dedicated to protecting client/patient confidentiality and privacy in accordance with HIPAA. The HIPAA privacy rule applies to any entity which collects, stores, or transmits data electronically, orally, in writing or through any form of communication, including fax.

All students must complete HIPAA education training during the first semester. Students will be required to upload their certificate of completion into EXXAT. Students may need to complete additional training prior to attending clinical placements as directed by their assigned clinical partner. If a clinical partner requires additional HIPAA training, it will be noted on the student's "To Do" list in EXXAT, specific to the assigned clinical affiliation. Please refer to the DPT Clinical Education Handbook for more details on HIPAA while on clinical affiliations.

2.41 OSHA/ Blood Borne Pathogen/ Universal Precautions/PPE Training

All students must complete OSHA/Blood Borne Pathogen/Universal Precautions/PEE education training during the first semester. Students will be required to upload their certificate of completion into EXXAT. Please refer to the DPT Clinical Education Handbook for any additional requirements for clinical placements.

2.42 Pregnancy

Immediately upon medical confirmation, the student must report a pregnancy to the program director and their faculty advisor (also DCE if it may affect their clinical placement). This is to protect the student from activities or materials which may have an undesirable effect on the mother and/or baby. A medical authorization to continue one's education during the pregnancy must be completed by the student's physician and returned to the program director.

2.43 Student Academic Records

Student files are maintained in the registrar's office, accessible only to DPT program faculty and staff. Students in the program are allowed to view their student files and may request copies from the registrar's office. Students do not have access to the academic records or other confidential information of other students or University employees.

2.44 Program Complaints

There are several ways by which individuals can submit complaints, comments, and/or suggestions regarding Carlow's DPT program, its faculty, staff, or students. Students enrolled in the DPT program should follow the customary due process policy and procedures of the DPT program and University.

Grievance outside the Due Diligence Process

Every attempt will be made to adhere to all University and DPT program policies and grievances. The DPT program and the University will work together to ensure that all complaints that fall outside of the realm of due process will be dealt fairly and promptly to ensure consistency with other program and institutional policies. Any individual, group, or organization can file a

complaint against Carlow's DPT program. This may include but is not limited to, clinical education sites, employers or graduates, and the public. Such complaints may be about the DPT program faculty and staff, policies and procedures, or any other aspects of the program. Such events should be reported in writing as soon as the issue becomes known by following the criteria below:

- Complaints must be clearly identified in writing with all the key details and names of the individuals involved.
- Any supportive data to substantiate the charge should be included.
- Provide dates when applicable.
- Clearly provide the objectives and expected outcomes of the complaint.
- Submitters should sign, date, and provide their contact information.

Complaints should be submitted in writing to:

Dr. Kunal Bhanot
DPT Program Director
College of Health and Wellness
Doctor of Physical Therapy Program
3333 Fifth Avenue, Pittsburg, PA- 15213
kbhanot@carlow.edu
Phone: 412-578-6410

Complaints regarding the DPT Program Director should be submitted in writing to:

Dr. Rhonda Maneval
Dean: College of Health and Wellness
3333 Fifth Avenue, Pittsburg, PA- 15213
remaneval@carlow.edu
Phone: 412-578-6115

The complaints will be reviewed and investigated with a written response within 30 days. If a satisfactory resolution is not reached, the complaints will be directed to the Dean of the College of Health and Wellness who will then review and investigate the complaint and provide a written response within 30 days. A copy of complaints and resolutions will be maintained by the office of the Program Director and the Office of the Dean of the College of Health and Wellness permanently.

Complaints About the Program to CAPTE

Complaints about Carlow's DPT program can be made directly to the Commission on Accreditation in Physical Therapy Education (CAPTE). CAPTE has a mechanism to consider formal complaints about physical therapy education programs that allege a program is not in compliance with one or more of CAPTE's [Evaluative Criteria](#) (for complaints about events occurring before Dec. 31, 2015) or the Standards and Required Elements (for complaints addressing events occurring Jan. 1, 2016, and thereafter) or has violated any of CAPTE's expectations related to academic integrity. To learn about the process, please visit the [CAPTE website](#).

2.45: Revision Process for the Program Policies and Procedures

The DPT program has an ongoing, formal program assessment process that will be used to determine if the program policies and procedures and relevant institutional policies and procedures meet program needs. This includes an analysis of the extent to which program practices adhere to policies and procedures. The DPT program policy committee will review all the program and institutional policies annually to ensure that they are implemented consistently and meet program needs. The program policy committee will collect the data to determine if all the stakeholders are following the policies and procedures.

Revision Process:

The policy committee could also recommend revising or adding a policy to meet program needs. The core, associated, clinical education faculty or the policy committee can propose a revision to an existing program-related policy or adding a new policy during the faculty meeting. If the proposal is approved by the core faculty, the committee will be charged to collect the data on the ineffectiveness or absence of a policy, analyze the data, and propose a new policy. It will be voted on by the program's core faculty. Upon approval, it will be forwarded to the Dean of the College of Health and Wellness for final approval. After Dean's approval, the policy will be revised in the DPT Academic and/or Clinical Education Handbook. The DPT students are also allowed to propose a change in program policies. The DPT student organization leadership can submit the request to the program director after being voted on and approved by the DPT student body. The program director will then forward the request to the policy committee for further consideration.

Part 3: UNIVERSITY POLICIES

3.1 Equal Opportunity, Harassment, and Non-Discrimination Policy

Carlow University is committed to providing a workplace and educational environment that is free from discrimination, harassment, sexual misconduct, and retaliation. To support Carlow's core values, to ensure compliance with federal and state civil rights laws and regulations, and to affirm its commitment to promoting fairness and equity in all aspects of the institution, Carlow University has developed internal policies and procedures that provide a prompt, fair and impartial process for those involved in an allegation of discrimination or harassment on the basis of protected class status, and for allegations of retaliation. Carlow University honors the dignity of all members of its community and strives to balance the rights of the parties in the grievance process during what is often a difficult time for all those involved.

Under these internal policies and commensurate with the law and regulations, members of the University community, guests and visitors have the right to be free from all forms of discrimination. The University does not discriminate on the basis of race, color, sex (including pregnancy and parenting status), gender, gender identity or manifestation, genetic information, sexual orientation, religion, age, marital status, national origin, disability, veteran status, or any other basis prohibited by the Civil Rights Act of 1964, Title IX, section 504 of the Rehabilitation Act, Title III of the Americans with Disability Act, and applicable federal, state, or local laws and University policy. Discriminatory behavior involves actions that deprive other members of the community of educational or employment access, benefits, or opportunities on the basis of membership in a protected class. Sex/gender-based discrimination is treating someone

unfavorably because of that person's sex, gender identity, including transgender status, or because of sexual orientation. All members of the campus community are expected to conduct themselves in a manner that does not infringe upon the rights of others.

Discriminatory behavior involves actions that deprive other members of the community of educational or employment access, benefits, or opportunities on the basis of membership in a protected class. Sex/gender-based discrimination is treating someone unfavorably because of that person's sex, gender identity, including transgender status, or because of sexual orientation. All members of the campus community are expected to conduct themselves in a manner that does not infringe upon the rights of others.

Sometimes, discrimination involves exclusion from activities, such as admission, athletics, or employment. Other times, discrimination takes the form of harassment, or in the case of sex-based discrimination can encompass sexual harassment, sexual assault, stalking, dating violence, domestic violence, or sexual exploitation. Sexual harassment in any form undermines Carlow's core values and expectations of our campus community. Carlow University's Policy addresses misconduct on the basis of sex that includes sexual harassment, sexual assault, dating or domestic violence or stalking. Any person believing that they have been subjected to harassment based on sex or gender, or is subjected to sexual misconduct, may file a complaint or formal report with Carlow University's Title IX Coordinator. All sex/gender harassment or misconduct allegations are subject to the procedural guidelines set forth in the Carlow University Policy on Sexual Harassment, Discrimination and Sexual Misconduct. All other forms of protected class harassment or discrimination, including sex/gender discrimination will be addressed through the policy in Chapter 5 of the Student Handbook.

All Carlow University students, faculty and staff are covered under the Carlow Equal Opportunity, Harassment and Non-Discrimination Policy, as are third parties on Carlow property or participating in Carlow-sponsored or related activities. This policy applies to all members of the Carlow community who experience harassment or discrimination based on a protected class on all university campuses, as well as properties in which the University exercises significant control, and at Carlow-sponsored functions held off-campus by another student or Carlow representative. The University may choose, at its discretion, to extend this policy to incidents occurring off campus that involve students and allegations of violation of university policy.

We encourage all such students or employees, regardless of whether they report the complaint formally to the university, to obtain support. Listed below are campus resources which can help you obtain other resources you may need, provide emotional support, and plan for your safety. If you are unsure of whether to report the incident, these services can help you understand your options and decide the best course of action for you.

Inquiries can be made to the following:

For Employees, applicants, invited guests and vendors

Mary Anne Koleny

Associate Vice President, Human Resources, Diversity, and Inclusion

Carlow University, 2nd Floor West Wing

3333 Fifth Avenue

Pittsburgh, PA 15213

Office: 412-578-6015
Email: mskoleny@carlow.edu

For Students, prospective students
Jacqueline M. Smith
Director of Disabilities Services Office;
Title IX Coordinator; 504 Coordinator
Carlow University, 4th Floor University Commons
3333 Fifth Avenue
Pittsburgh, PA 15213
Office: 412-578-6050
titleix@carlow.edu

Information about additional resources, reporting, and resolution of offenses and complaints, and appeals process under this policy may be found in the [*Carlow University Student Handbook*](#).

3.2 Sex/Gender Harassment, Discrimination, and Sexual Misconduct Policy

Carlow University is committed to providing a workplace and educational environment, that is free from discrimination, harassment, sexual misconduct, and retaliation. To ensure compliance with federal and state civil rights laws and regulations and affirm its commitment to promoting fairness and equity in all aspects of the institution, Carlow University has developed internal policies and procedures that provide a prompt, fair, and impartial process for those involved in an allegation of discrimination, harassment based on protected class status, sexual misconduct, and allegations of retaliation. Carlow values and upholds the equal dignity of all members of its community and strives to balance the rights of the parties in the grievance process during what is often a difficult time for all those involved. Any person may report sex harassment, discrimination, or other forms of sexual misconduct, whether or not the person reporting is the person alleged to have experienced the conduct. Questions regarding Title IX or this policy, including its application and/or concerns about noncompliance, should be directed to the Title IX Coordinator. All complaints or any concerns about conduct that may violate this policy and retaliation should be filed with:

Jacqueline M. Smith
Title IX Coordinator
Carlow University
3333 Fifth Avenue
Pittsburgh, PA 15213
412-578-6050

Students are expected to review all relevant information, policies, and procedures related to this section in the [*Carlow University Student Handbook*](#).

3.3 The Family Educational Rights and Privacy Act (FERPA)

FERPA is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of

Education. FERPA does three things:

- allows students to have the right to inspect their records.
- creates rules regarding the confidentiality and disclosure of education records, and
- allows students to ask to have their records amended.

More information about FERPA can be found in the [Carlow University Graduate Course Catalog](#).

3.4 Institutional Review Board (IRB)

Federal law protects the individual's right to privacy and protects citizens from harm from others. Research involving human subjects is reviewed to safeguard those rights. Carlow University has convened an Institutional Review Board (IRB) to ensure that all human subject research and/or projects that include data collection from human subjects are reviewed in advance by responsible, knowledgeable peers to protect these rights. Carlow University is committed to these laws based on moral, ethical, and legal grounds. All research that comes under the aegis of the university must meet the procedures established to ensure the privacy and protection of human subjects. These procedures are followed by faculty in their research, and by students, in any research, they conduct, regardless of where it is conducted. Guidelines can be found on the [intranet](#).

3.5 Freedom of Speech Policy

Freedom of expression is central to the values of Carlow University. The University is committed to free and open inquiry and supports broad latitude for members of the Carlow community to speak, write, listen, challenge, and learn. As a Catholic university, we approach the issue of freedom of speech within the context of our identity and an intellectual tradition that fosters respect for an individual's freedom and the opportunity to give voice to their beliefs. This policy recognizes that freedom of expression, while expansive, is not absolute and can, in certain circumstances, be restricted. The freedom to debate and discuss the merits of competing ideas does not mean that individuals may say whatever they wish, wherever they wish. Infringing on the expression of views, either by interfering with a speaker or by defacing or removing properly posted or distributed notices or materials, will not be tolerated. Reasoned dissent is welcome at Carlow University; however, disruption of the University activities is not. Members of the community are free to support causes by orderly means that do not disrupt the regular operation of the University community. Furthermore, the University may restrict expression that constitutes a genuine threat of harassment, invades an individual's right to privacy, or is defamatory. The University seeks to assure members of its community that they can continue in their academic pursuits without fear for their security or other serious intrusions on their ability to teach and study. Please refer to the [Carlow University Student Handbook](#) for additional details and provisions.

3.6 Social Media Policy

The DPT Program expects students, faculty, and staff to maintain a professional social media presence and follows all university policies and procedures about social media as outlined in the *Carlow Student Handbook*. As a representative of Carlow University and the DPT Program, students have a responsibility to monitor all electronic postings and utilize good judgment in all postings. Students should be particularly mindful of the many ethical challenges surrounding social media, particularly in clinical disciplines such as physical therapy. Each of us is responsible

for what we post on personal accounts and the accounts of others. Our reputations are best served when we make ethical and career-conscious choices about how we use social media. Students must adhere to all University, professional, and federal privacy and confidentiality laws, rules, and/or guidelines including guidelines and policies about but not limited to academic integrity, professional ethics, and HIPAA. Be aware that a presence on social media is available to the public at large. This includes prospective students, current students, employers, clients/patients, colleagues, faculty, and peers. While Carlow University supports freedom of speech, it is important to recognize and maintain the following guidelines:

1. Patient information: Students must not share, post, or otherwise transmit any patient-related information, including images. Removing a patient's name does not automatically de-identify the information.
 - a. Patient descriptions: Descriptions of a patient, medical issue, or other circumstance may be a violation of HIPAA and can easily be traced back to the original patient by several methods. Patients who may view your post may be able to identify and recognize themselves, based on vague or harmless descriptions that are posted. Violations may carry both civil and criminal penalties.
 - b. Photographs and diagnostic imaging: It is strictly prohibited to take photographs of patients in any setting, even if the patient is not identified. Posting photographs or other diagnostic imaging on social media is a violation of regulations, including HIPAA, and is strictly prohibited. Photography for purposes of medical education or research requires strict consent procedures; for further information, follow the written procedures of the agency/clinical site.
2. Posting comments regarding others: Students may face a variety of professional sanctions for posting content that is defamatory, profane, threatening, harassing, hateful, or humiliating to or regarding patients, students, hospital staff, preceptors, or Carlow University including faculty, staff, and administrators. Students should never refer to patients, staff, co-workers, health care agencies, or their staff in a derogatory or disparaging manner.
3. Inappropriate use and/or disclosure of patient information potentially represents a civil and criminal violation. Students may also be held personally liable for proprietary, defamatory, or libelous material posted on any form of social media. The student may also be sued for defamation, invasion of privacy, or harassment.
4. "Think Before You Post": Students are advised to use good judgment when posting and avoid incomplete, inaccurate, threatening or harassing, vulgar, or profane posts.
5. Social networking by students to faculty, staff, preceptors, rotation staff, patients, or others connected with the program is strongly discouraged.
6. Social networking or use of social media during scheduled class time, rotation time, or other program-related activities is strictly prohibited.
7. Students may not present themselves or their comments as representing Carlow University or Carlow University DPT Program in any posting. Students may not fundraise or solicit funding or other support as an agent of Carlow University.

Violations: The university may choose to address any action or activity that is disparaging, or perceived as such, to the University brand. Faculty, students, and staff may be subject to corrective action including but not limited to formal reprimand, suspension, or dismissal from the University. Additionally, students can be held personally liable and face civil and criminal

penalties including fines or possible jail time in accordance with applicable laws (HIPAA). Witnessing any violation of this policy should be immediately reported to the Program Director. Receiving inappropriate postings, and thus having these postings on one's site may also make one liable for the content. Students can be held accountable for posts others make in which they are tagged or included and in which they do not remove themselves from association with the post. Similarly, private postings on Facebook or any other form of social media regarding program personnel, including faculty, staff, and fellow students, may be subject to disciplinary action. Limiting access to postings, through privacy settings is not sufficient to protect yourself professionally or protect a patient's privacy. Assume all postings are public and may be viewed by program faculty, staff, or University administration at any time.

3.7 Timely Warning Policy

The Carlow University Police Department is responsible for issuing timely warnings in compliance with the Jeanne Clery Act, 20 U.S.C. 1092(f). Timely warnings will be issued in response to reported crimes committed either on campus or, in some cases, off-campus that, in the judgment of the University, constitute an ongoing or continuing threat to students and staff and faculty. Please refer to the [Carlow University Student Handbook](#) for details.

3.8 Smoke and Tobacco Free Campus Policy

Carlow University strives to create and maintain a healthy, welcoming environment for all University students, Campus School students, staff, faculty, and visitors. We are committed to help all members of our community make healthy choices that respect the rights of others. Carlow University is a smoke-free campus. This means that no tobacco or other smokable products, including cigarettes, cigars, pipes, hookahs, chewing tobacco, cigarettes, and vapor cigarettes will be permitted on campus. Members of the community must leave Carlow property before using tobacco in any form. Many resources are available for those who use tobacco products and wish to stop. University Health Services and Wellness and Fitness Services have information and support programs for anyone who needs them: Contact 412.578.6174 or 412.578.6042 for help.

3.9 Inclement Weather Policy

In some instances, weather conditions or other emergencies arise that require the university to determine if it is prudent to offer classes or require employees to report to work. In those instances, the Provost will make class cancellation decisions. The President will make university closure decisions to determine if nonessential employees are to report to work. The decision to cancel 8 am to 4 pm classes will be made by the Provost by 5:30 a.m. The decision to cancel after 4 pm classes will be made by the Provost by 2 pm. Each person should take into account their circumstances when deciding if it is safe to commute during bad weather and use their best judgment regarding safety. Faculty are asked to make reasonable accommodations for absences in these situations. It is the student's responsibility to contact the faculty member and make up any missed assignments.

Essential Offices:

Essential offices of the University must remain open if classes are canceled and/or the university is closed for bad weather or any other reason. The essential offices of the University are Food

Services (dining services for resident students will continue), Facilities, and Campus Police. Please know that we will do everything possible to ensure the safety and security of our students, faculty, and staff during bad weather. If there is an emergency during such times, please contact campus police at x6007.

Internal Communication:

- Isadora Intranet will have an announcement
- Carlow's Web Site [Home Page](#) will announce the closure and provide a link if more information is necessary.
- Carlow's primary social media channels (Facebook, Twitter, Instagram)

Media Outlets: The following media outlets will be notified should bad weather force class cancellation or the closing of Carlow University. Please note: Cancellation of classes at the Carlow Campus School is separate from and does not affect classes at the University.

- KDKA-TV, Radio, and Web Site – www.kdka.com
- WTAE – TV and Web Site – www.wtae.com
- WPXI – TV and Web Site- www.wpxi.com

Students should not attempt to travel under unsafe weather conditions or take unnecessary risks, especially when on a clinical rotation out of the region. Should inclement weather prevent travel while locally or at a distant clinical site, the student is to notify their clinical faculty and Director of Clinical Education as soon as possible. Rescheduling of class sessions, alterations in schedule, or rescheduling of testing will be announced by individual the course faculty. Please refer to DPT Clinical Education Handbook for more details.

3.10 Disaster Statement

If there is a natural disaster that interrupts a student's long-term participation in a course(s), Carlow University will apprise students of the options available to complete their academic coursework.

3.11 Unlawful and Controlled Substance Policy

The use of alcohol, illegal drugs, and the misuse of prescription drugs may impair a student's cognitive ability and judgment, creating an unsafe environment for the student, and those interacting with the student including patients and others. Carlow University is committed to promoting the health and well-being of all our students. As part of this commitment, Carlow complies with and upholds all federal, state, and local laws that regulate or prohibit the manufacture, possession, sale, use, abuse, or distribution of alcohol or controlled substances. In compliance with the Drug-Free Schools and Community Act, Carlow University has adopted the following policies to help create an environment that promotes and reinforces healthy living, respect for community standards, the responsibility of the individual within the wider community, and the intellectual, social, emotional, spiritual, ethical, and physical well-being of its community members.

The University prohibits the manufacture, possession, use, or dispensing of alcohol by students, residents, or guests in the University's residence halls, on-campus property, or

the property operated by the University, regardless of age. Violations of such laws and/or University policies that come to the attention of University officials will be addressed through the Student Code of Conduct process. Campus processes are separate from civil and criminal processes, which also may be in effect, and will proceed on an appropriate timeline irrespective of other such processes. There may occasionally be University-sponsored events on or off campus at which alcohol service is permitted. These events are conducted in accordance with federal, state, and local laws and must be specifically approved by the President or an appropriate member of the President's Cabinet.

The University prohibits the manufacture, possession, use, or dispensing of controlled substances by students, residents, or guests in the University's residence halls, on campus property or property operated by the University. Violations of such laws and/or University policies that come to the attention of University officials will be addressed through the Student Code of the Conduct process. Campus processes are separate from civil and criminal processes, which also may be in effect, and will proceed on an appropriate timeline irrespective of other such processes. The presence of odor, paraphernalia, or other indicators of possession or use of controlled substances found in residence hall rooms may give rise to a violation of this section and persons in such residence hall rooms will be processed through the Student Conduct Review process and are expected to participate in follow up investigations and meetings.

As noted above, policies related to the use or possession of drugs and alcohol are in effect for not only on-campus locations but also off-campus activities, including but not limited to clinical rotation sites. For more details on the policy including violations and sections, please refer to the Drug and Alcohol Possession, Use and Distribution Policy in the [Carlow University Student Handbook](#).

3.12 Disorderly Conduct Policy

Carlow University students are expected to behave in ways that do not disrupt the learning or living environment at any time. Disorderly, disruptive, lewd, or indecent conduct is not permitted on campus or at university events.

Specific Disorderly Conduct Student Code of Conduct violations may include:

- Excessive Noise or Activities Deemed Disruptive to Another
- Mutual altercations in which students resort to verbally or physically abusive means to resolve conflict, dispute, or disagreement. This includes self-defense actions where a victim chooses not to disengage or responds disproportionately to the attack. It also includes mutual combat not approved by the University.
- Urination/Defecation in Public Locations, Campus Common Areas, or in clear view of another
- Throwing Objects, especially in situations presenting the possibility of harm to another or property, whether intentional or unintentional.
- Inciting or participating in a group disruption or riot
- Failing to leave the scene of a group disruption when instructed by officials
- Disruption of programs, classroom activities, functions, and/or University processes
- Creating unreasonable noise
- Creating a physically hazardous or physically offensive condition

- Wearing apparel, including masked, deemed by another to be lewd, indecent, or objectively offensive and not in keeping with University values, especially when directed toward another

Disruption of Operations

Disruption is defined as an action or combination of actions by one or more individuals that unreasonably interferes with, hinders, obstructs, or prevents the operation of the University or infringes on the rights of others to freely participate in its programs and services. All students are obligated to assure their behavior does not obstruct or disrupt classes, research projects, or other activities or programs of the University; or obstruct access to university facilities, property, or programs.

Specific Disruption of Operations Student Code of Conduct violations may include:

- Misuse of Information Systems
- Disruption of Class, Programs, Services, Operations

Failure to Comply

Students are expected to comply with reasonable directives from the university or other officials. Failure to provide identification or to report to an administrative office or, when reasonable cause exists, failing to leave an area when directed to do so by properly authorized persons, including police and/or other University staff, will constitute a violation. This charge may be added to other charges, e.g., when a student fails to voluntarily leave a residence hall during a fire drill and refuses to leave when specifically directed to do so by a University official.

Specific Failure to Comply Student Code of Conduct violations may Include:

- Failure to Provide Proper Identification
- Failure to Comply with Directive or Condition established by university official
- Failure to Comply with a reasonable request to meet with University officials
- Failure to Comply with Sanctions or Programs
- Attempt to Escape or Leave When Approached regarding an incident or concern by a University official

3.13 Unauthorized Entry or Use

Unauthorized entry into or use of university facilities including but not limited to computers, the property operated by the University, residence halls, classrooms, offices, and other restricted facilities is a violation of policy. The University also has the right to control the use and entry into facilities for reasons of safety, security, or protection of property. This includes opening and closing facilities at specified times or to respond to certain conditions. It should also be recognized that an open or unlocked door is not an invitation to enter and use facilities for an unauthorized purpose. The same concept applies to computer entry and use, including violation of any University computer policy. Specific Unauthorized Entry or Use Student Code of Conduct violations may include:

- Unauthorized Entry into Buildings, Rooms, and other campus facilities or those operated by the University.
- Computer or Software Misuse, as specified in the University computer use policy

3.14 Email Usage

Communication among faculty, staff, and students are vital to the smooth operation of the DPT Program. Students, faculty, and staff must utilize Carlow University e-mail only for official business. All official email communications within the program shall be conducted using Carlow University email accounts only. Use of other business or personal accounts shall not be responded to, nor be considered official communication.

1. All official program announcements will be made via official Carlow University e-mail accounts, including individual faculty/staff accounts.
2. Responses to e-mails shall be expected within two business days of delivery.
3. Acknowledgment of receipt of email may be requested and provided by the sender and should be completed.
4. All email communications must be of a respectful tone and manner. Any threatening, harassing or otherwise disrespectful and unprofessional e-mails may be considered a violation of the professionalism policy.
5. Any emails intended for official announcement directed towards the entire DPT student cohort and/or faculty must be cleared with the Program Director before dissemination.
6. Any emails intended for official announcement directed toward the CHW or entire University community or outside agency must first be cleared with the Program Director. Approval for campus-wide dissemination is provided by the Office of Academic Affairs.

3.15 IT and Technology Requirements

There are several technology services available on- or off-campus to all Carlow University students to support academic endeavors. Communication with all students is supported by a robust email system. Self-Service (formerly WebAdvisor) provides support to register for classes, check grades, and other services. Isadora provides access to campus directories, policies, services, and the most up-to-date information on activities and events. Brightspace is the University's Learning Management System, supporting all courses for students and faculty. The Omnilert system provides emergency information in real-time to students, faculty, and staff across campus. Access to all technology is supported by a wireless network throughout the campus. Students are required to adhere to all University Policies and procedures related to information technology at Carlow. These can be found on the Isadora under University Policies. By utilizing the technology systems and Carlow login, students are agreeing to adhere to these policies and procedures.

DPT students are required to have a functional laptop computer available for the duration of the Program. The use of laptops in the classroom is permitted and encouraged to reduce the use of paper and aid in the efficiency of learning. Wireless Internet access is available on campus and in classrooms. Students can access Brightspace and other academic resources as needed in the classroom. Each course's faculty of record may have specific rules or requirements regarding the use of laptops during classes or labs; these will be outlined in the course syllabus. The use of laptops during class time is limited to academic endeavors; students are discouraged from using laptops to check personal emails, text others, or view personal material for entertainment. For more information on technical requirements and additional resources, please visit Carlow's [IT website](#).

3.16 Intranet (Isadora)

Students use the Isadora Intranet to find up-to-date information about what is going on around campus as well as campus directories, policies, available services, and other resources. The Isadora Intranet may be accessed [here](#).

3.17 Registration

A student is officially registered for a course when named on the official class roster. Students register for a course through [Self Service](#). Grades and credits will not be recorded for any course in which a student is not officially registered. Upon registration, a student agrees to pay all charges on the student account for that enrollment period according to the standard payment terms available on Isadora. Default payment will result in a hold on future registration and release of transcripts. Tuition refund policies, deadlines, and more details for each semester are available on Isadora and in the Student Hub. Only officially registered students may attend class.

3.18 Carlow Card

All students are required to have a Carlow University identification card, called the “Carlow Card.” A Carlow Card is necessary for admittance to university activities, to check materials out of the library, to use the fitness center, and to gain entrance to university buildings. The Carlow Card is also used to gain access to copy machines across campus. Visit Isadora for information about the Carlow Card and its advantages.

3.19 Commuting, Parking, and Safety

Carlow University is located on Fifth Avenue in the Oakland section of Pittsburgh. It is serviced by the Port Authority Transit system of Allegheny County which provides easy access to and from several vantage points in the Pittsburgh area. Bus stops are located along Fifth Avenue in front of the University. Carlow students also have access to unlimited, fare-free rides on any Pittsburgh Regional Transit (PRT, formerly Port Authority Transit) systems through the newly mobile [U-Pass program](#). Carlow University has limited parking spaces, including some for commuter students. Students who live on campus are not eligible for a parking permit. For commuters who drive to the University, there are several on and off-campus options for parking. Students are responsible for fees associated with parking during the didactic and clinical phases of the DPT program. The Parking and ID Center can address questions related to on-campus parking options. The Center is located on the 3rd floor of Francis Warde Hall (412) 578-6005. For more information on parking and public transportation options, please visit [here](#).

Carlow University is committed to the safety and security of students, faculty, and staff. The Carlow University Police Department provides 24-hour service to the Carlow community. All campus buildings are protected by a card access system. Emergency telephones are located throughout the campus. The campus is protected with over 75 monitored surveillance cameras. A campus-wide e2Campus system provides emergency notification to students and faculty/staff in the event of an incident on campus or in the surrounding area. A Crisis Response Team provides additional assistance to the Police Department in the event of an emergency. The campus Police also utilize CampusShield, an online app that allows for a quick response from the Police force in the event of an emergency. Students may also request police escorts on campus with this app or by calling the police dispatch office, located at the entrance to Frances Warde Hall. For more

information, please visit [here](#). The Carlow Police phone is (412) 578-6005. For emergencies, call (412) 578-6007.

Students at off-campus clinical sites are instructed to follow the safety guidelines of the facility to which they are assigned. Students are responsible for providing and paying for transportation and parking to and from clinical sites during their clinical placements. The clinical faculty will provide information on safety and security while at the clinical site. Students should never place themselves in danger and should always err on the side of caution should a potential safety concern exist. Please refer to the DPT Clinical Education Handbook for more details.

3.20 Faculty Mailboxes

Each faculty member is assigned a mailbox for communication with students. Mailboxes will be checked regularly. The mailboxes are located in the DPT program administrative assistance office, FWH 211. Courtesy and confidentiality concerning other people's mailbox contents are expected.

3.21 Student Contact Information

Students are responsible for keeping their local and permanent addresses, phone numbers, and email addresses currently in EXXAT and with the Office of the Registrar (for the change of Name/Address Form, please contact the Office of the Registrar). Delays in contacting students with necessary information may occur when this information is out-of-date. All students must have a Carlow email address. Student e-mail folders mustn't be full. Faculty and staff frequently communicate with students via email or through the course portal on Brightspace. Students are expected to check both their email and Brightspace regularly and will be held accountable for information distributed through this system. Faculty and staff will only communicate with students through registered Carlow email accounts.

3.22 Student Medical Insurance Policy

All students enrolled in Carlow University are required to carry medical insurance coverage for the duration of the entire enrolment. The student may select the policy and coverage that suits their budget and needs. All students, at a minimum, should have basic coverage that provides for general and emergent needs. A copy of the student's medical insurance card must be uploaded to EXXAT annually. All students must provide evidence of medical insurance coverage to the program on an annual basis. Clinical sites may require hard copy evidence of medical insurance coverage. Students are responsible for providing evidence of insurance to the clinical site.

Part 4: STUDENT RESOURCES

4.1 Academic Resources

Carlow students have access to a variety of academic resources through the University such as the Center for Academic Achievement (CAA), Office of Career Development, Center for Experiential Learning (CEL), and Writing, Presentation, and Research assistance.

Please refer to the [Carlow University Graduate Course Catalog](#) and visit [here](#) for details.

4.2 Student Services

Carlow University Student Services aims to enhance the total educational experience for students. Student services assist in the following areas:

- **Technology Support:** Carlow's Help! Services office tech support team is available to assist with questions or challenges about Carlow's technology resources.
- **Tutoring and Academic Coaching:** Students at Carlow have access to tutoring and academic coaching through the Center for Academic Achievement. Both services are designed to provide the help students may need to succeed while at Carlow.
- **Pittsburgh Promise at Carlow:** With a wide support network, Pittsburgh Promise students have the opportunity to thrive personally and academically at Carlow University. Once enrolled at Carlow, students join Keeping the Promise group, a supportive, diverse community of classmates, mentors, and friends. This support network will also include a personal success coach who will help students transition to college life and access specialized tutoring, study groups, and stipends for internships.
- **TRiO Student Support Services** TRiO Student support services help eligible students (first-generation, low-income students, and students with a documented disability) thrive in their educational journey by offering academic and social support. An eligible student will work individually with a trained TRiO advisor who will help create an all-encompassing academic plan that considers students' academic and career goals and connects them to university resources, learning skills workshops, and [student organizations](#).
- **Bookstore:** Managed by Barnes & Noble, the [Carlow University bookstore](#) is located in the Campus Store. The store also sells University clothing and other essentials for students.
- **Career Development:** Carlow's Office of Career Development offers career coaching, job search help, networking, and internship programs to undergraduate and graduate students. [Alumni services](#) are available to recent graduates.
- **Experiential Learning and Center for Global Engagement:** From traveling to other countries to leading a research group, experiences in education can be found in every corner of Carlow University and beyond. Experiential learning enhances education by encouraging creativity and critical thinking, enriching global perspectives, addressing human and community needs, developing skills in team building, collaboration, and effective leadership, and learning through supervised career-related work. More information can be found [here](#).
- **Disability Services:** Refer to the Disability services section (4.3) in the handbook.
- **Carlow Closet:** Carlow Closet provides free non-perishable food items and gently used clothing to students in need. Statistically, one in three college students can use some help getting meals.
- **Health Services:** Carlow University provides several health and wellness services on campus and arranges emergency care visits to various outside medical facilities.
- **Counseling Services:** Counseling Services help students build skills to effectively deal with daily challenges and stresses. Carlow students have access to individual counseling sessions and group therapy opportunities at no cost to them.

To learn more about all these services in detail please click [here](#).

4.3 Disabilities Services

Carlow University makes accommodations to provide qualified students with disabilities access to Carlow's programs, activities, services, and facilities. Carlow does so in response to legal

directives such as those set forth in the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973, but also as part of its mission to provide transformational educational opportunities for a diverse community of learners and to empower them to excel in their chosen work as compassionate, responsible leaders in the creation of a just and merciful world.

Reasonable accommodation should not fundamentally alter the academic or clinical requirements of the DPT Program, pose a direct threat to the health or safety of the student or others, or present an undue burden to the institution. Candidates for the DPT are required to meet the essential functions as outlined by the [Essential Functions for DPT Program document](#) with or without reasonable accommodations for disabilities.

Students who believe they have a disability for which they seek accommodation must contact the University's Disability Services Office. Accommodations will only be accorded through the Disability Services Office and are not retroactive. For the University to respond appropriately to requests for accommodations, students are required to follow certain guidelines and assume certain responsibilities. Information can be found on the Carlow website for [Disabilities Services](#). The student will engage in an interactive process with the Disabilities Services Office (DSO) which will carefully review information and documentation provided by a student, analyze each student's individual needs, and, together with the student, determine what accommodations may be reasonable and appropriate under the circumstances. To request accommodations, the student shall provide the University with current documentation from a licensed medical professional. A school plan such as an IEP may not be sufficient for this purpose. For more information including policies, guidelines, and appeals process regarding accommodations, refer to information in the [Carlow University Student Handbook](#) and visit [here](#).

4.4 Printing Services

Printing Services is located in the Saint Agnes Center. Students may request in-house printing services two weeks in advance via the print request form. Please visit [here](#) for more information.

4.5 Academic Calendar

The University publishes an academic calendar annually. Due to requirements associated with clinical rotations, the Program modifies the University calendar and will provide a Program calendar that supersedes that of the University. This is provided to students at the onset of each semester. The Program retains the right to revise the schedule and will notify students as soon as any changes are confirmed.

4.6 Library

Grace Library, located in University Commons, is a hub of information services, resources, and instruction, supports student learning, research, and scholarship, and helps foster information literacy, creative thinking, and problem-solving skills. The Library collects and maintains a comprehensive and diverse collection of online and print resources for the benefit of the Carlow community. These include books and journals, research guides, databases, and interlibrary loan services. The Library also provides a variety of study and meeting spaces. Please note that

required textbooks may be available to purchase through the university bookstore, located in the University Commons, and not through the library. For more information visit [here](#).

4.7 Registrar

The Registrar and the staff of the Office of the Registrar are responsible for course registration, publishing, issuing official transcripts, and the application process for graduation. For more information click [here](#).

4.8 HELP! Services

Carlow offers 24/7 technology support through the Help! Service support team. Services can be accessed by calling (412) 578-8700. During off-hours, please call (866) 767-9509. Help! Services are located in the University Commons, 2nd floor at the Information Desk. You may also submit requests for help online via the Isadora site or helpdesk@carlow.edu.

4.9 Office of Student Affairs

The Office of Student Affairs assists with the following:

- Connect you with resources on and off campus.
- Aid clubs, organizations, and student government.
- Engage with students via programming, events, and town halls.
- Review conduct concerns.
- Provide leadership and training opportunities.
- Promote student safety, success, and overall well-being.

For more information, visit [here](#).

4.10 Student Clubs and Organizations

The Office of Student Affairs assists students as they develop events, programs, and services for other students and the Carlow community. The Office of Student Affairs serves as a central location for students to become involved with campus activities and events to further develop social and leadership skills and to meet students with similar interests. There are many opportunities for students to work, volunteer, and/or hold significant campus leadership positions in the office, on campus, and in the Pittsburgh community. Throughout the year, the Office of Student Affairs will promote opportunities for leadership development -- on and off campus. For more information, visit [here](#).

4.11 Diversity, Equity, and Inclusion Initiatives

The Office of Diversity and Inclusion Initiatives is located in University Commons, Room 208, and is committed to serving as the University's lead advocate and resource on cultural, ethnic, and social diversity issues. As an integral member of the Division of Student Affairs, creating a campus community that welcomes, embraces, and affirms each individual is our goal. The fabric of everything that we do is threaded in student learning, empowerment, leadership, and success. Some of the primary areas of focus include:

1. Enhancing the potential for campus programs that celebrate the cultural richness of the campus community as well as enrich our collective learning, including our annual Dr. Martin Luther King, Jr. celebration.

2. Creating effective channels of communication that inform the campus community on diversity research, issues, and trends, both in higher education and within the Pittsburgh community.
3. Planning and facilitating diversity training, workshops, and dialogues with students, staff, and faculty. Advising the student officers of Carlow's historic Black Student Union and other student-initiated groups.
4. Encouraging students to engage in leadership opportunities that allow them to share their talents and include their diverse perspectives in campus decision-making.
5. Fostering a positive spirit of engagement that enables successful collaboration among student groups, staff departments, and faculty initiatives.
6. Maintaining a flexible, visionary approach to new diversity initiatives that can strengthen and support the University's growth and development.
7. Providing creative leadership in exposing students to service-learning as an integral part of their academic experience and a valuable approach to understanding diversity, locally and globally.

For the most up-to-date information please visit [here](#).

4.12 Office of Mercy Service

The Office for Mercy Service provides the Carlow community with a collaborative base for community outreach, volunteer programs, and year-round service opportunities. For more information visit [here](#).

4.13 Campus Ministry

The Office of Campus Ministry is an important part of the Carlow community and serves the pastoral and spiritual needs of the University, providing opportunities for service, reflection, prayer, and worship. All faith traditions are welcome to participate. Campus Ministry can provide linkages to local faith communities for those students from out of town who are seeking connection within the Pittsburgh area. Throughout the year the Campus Ministry also provides several events and activities for students to support the core values of the University. The chapel and interfaith prayer room are located on the 5th floor of the University Commons and are available for quiet prayer and reflection. The office of the Campus Ministry is located in Room 210 of the University Commons. For more information, click [here](#).

4.14 Mailroom

University Mailroom is situated on the 1st floor- University Commons. For more information, visit [here](#).

Part 5: FINANCIAL INFORMATION

5.1 Tuition, Fee, and Expenses

A complete listing of charges and fees is available on the Carlow DPT [website](#). The University reserves the right to modify these charges if circumstances require. Payment options and student account policies are also listed on Isadora under the Student Hub/Student Accounts tab. For more details on the policy including payment, please to the [Carlow University Graduate Course Catalog](#).

5.2 Tuition Refund Policy

Circumstances may arise in which a student may need to withdraw from the DPT Program for a variety of reasons. The DPT Program will follow the University Policy regarding refunding tuition and fees as outlined in the [Carlow University Graduate Course Catalog](#).

5.3 Financial Aid

Financial aid information and assistance are provided by the Financial Aid Department. This department assists students with the financial aid process to make it possible to complete their post-baccalaureate studies. While graduate students are not eligible for federal and state grant programs, Federal Direct Student Loans and several grants and scholarships are available for graduate students. All students are encouraged to visit the Financial Aid [website](#) for more information. Graduate students are also encouraged to search databases for available grants and scholarships outside of the University. An excellent local resource is the Carnegie Library of Pittsburgh's Non-Profit Resource Center (formerly known as the Foundation Center) located at 4400 Forbes Avenue, Pittsburgh, PA 15213. Free orientation programs to the resources and services available are provided to the public. Contact the Center at (412) 622-6277 or see their [website](#) for more information.

Part 6: Appendices (Forms)

6.1 DPT Student Handbooks Acknowledgement

Student Attestation:

With my signature, I attest to the fact that I have received and read the entire *Doctor of Physical Therapy Academic & Clinical Education Student Handbooks*. I also attest to the fact that I understand the policies, procedures, student rights, and privileges that are detailed in these documents. I will review these handbooks at least annually for changes, and I assume responsibility for adherence to these policies and any changes. I acknowledge the implications resulting from not following the policies and procedures outlined in the handbooks. It is my responsibility to seek any further clarification in case I have any doubts or questions on any of the information stated in these handbooks.

I also understand that changes may be instituted during the time that I am a student in Carlow's DPT program. Additionally, I will uphold the academic, professional, and clinical integrity as described in various parts of these handbooks.

Print Name	
Signature	

Email	
Date	

6.2 Academic Warning Letter

STUDENT NAME and ID#: _____

EMAIL: _____ **Date:** _____

To help you be successful in the DPT program, you are being issued this academic warning to inform you that you currently have one or more of the following academic concerns:

Earned C+ in the following course(s)

Term GPA is below 3.2

Cumulative GPA is below 3.2

Please review the DPT Student Handbook (Academic Warning Policy) on the necessary steps you must take as a result of this letter. Failure to follow the Academic Warning Policy can be grounds for professional misconduct and be subjected to penalties as per the DPT student Handbook. If you have any questions, please contact your faculty advisor.

Sincerely,

(Faculty Advisor)

Cc: Program Director Dr. Kunal Bhanot (kbhanot@carlow.edu)

Chair, Academic Progression and Retention Committee

Registrar: Registrar@carlow.edu

6.3 Academic Integrity Violation Agreement

Student Name and ID:

Student Email:

Date:

Course Name and Number:

Lead Faculty Name:

Academic Integrity Violation Description:

I understand that the academic integrity policy is described in the DPT student handbook. I have discussed this with the faculty, and I understand the violation of academic integrity and the sanction imposed for this violation. I have been referred to the CAA for support in future assignments. As this was my first violation of the academic integrity policy, this document will be sent to the Office of Academic Affairs as a means of tracking. It is not meant to become a part of my student permanent academic record.

Student Signature:

Faculty Signature:

Date:

CC: Faculty Advisor

6.4 Student Informed Consent

I, _____, have been informed that several courses in the DPT program at Carlow University will require my participation with my peers as I learn and practice various technical skills. I understand that, since students are inexperienced, there is a risk of injury so I am willing to accept to complete the DPT program. In the clinical setting, I may be exposed to additional risks that may include but are not limited to exposure to infectious diseases and bodily injury. I also provide my consent to serve as a subject during the laboratory instruction, practice, and examination of various physical therapy techniques and skills.

Further, I agree to be evaluated and treated, by my faculties, guest lecturers, and/or peers during any laboratory, lecture, or testing sessions for the duration of my tenure in the DPT program at Carlow University. I understand that I have the right to safety when acting as a subject/patient and all measures will be taken to ensure my safety and modesty. If I feel uncomfortable with any draping, manner of touch, or treatment, I will appropriately address that with the involved individual. If I fail to obtain a satisfactory resolution, I will discuss the issue with the course faculty, my faculty advisor, or program director.

I will follow the dress code for the laboratory as per the DPT program policy. I will provide academic and clinical faculty the advance notice of any allergies, or medical conditions, accommodations, and any precautions/contraindications I may have that may influence my ability to safely participate in the classroom sessions.

Signature: _____

Print Name: _____

Student Email: _____

Date: _____

6.5 Practical Examination Remediation Form

- Develop and document a remediation plan, based on the feedback received after the practical using the template below.
- If a student would like to receive additional feedback on their performance to help them remediate, please contact the grader (*copy lead faculty if they are not the grader*) within 24 hours of receiving the failing grade. It is expected that the student will first reflect on the feedback they received after the practical, develop the remediation plan using the template below, and then ask the grader for any additional feedback or clarification.
- The student must email the grader their remediation plan that will effectively prepare the student for their first retake practical examination to the grader within 24 hours of receiving the failing grade and include the lead faculty in the email.
- The grader will review and approve the student's remediation plan. The grader may ask the student to revise the plan if the remediation plan is not comprehensive.
- If the grader approves the plan, they will email the student and copy the lead faculty for their approval.
- Contact the lead faculty if you have questions about additional areas for improvement and schedule a retake (unless already scheduled).
- Students who pass the retake (100% safety; 80% technical) are awarded an average of two attempts.
- Please refer to the student handbook for further details on the practical examination remediation policy.

Student Written Plan of Remediation Template

Student Name and ID:

Student Email:

Date:

Faculty Advisor:

Course Name & Primary Course Faculty:

Identify your area(s) of deficiency/challenges (provide detail and be comprehensive) (Based on the feedback, if given, from your faculty, what did you do incorrectly? What do you need to change? *Need to have details about what exactly went wrong in the practical. Sometimes students mention that their nerves got to them, anxiety, nervousness, etc. as the only reason for the failure. If that is the case, you can mention that, but the student still needs to write the specifics of what exactly was asked to be demonstrated in the practical and what they did wrong.*)

What do you plan to do to address these deficiencies? (Based on the feedback, if given, from your faculty how will you better prepare for your next attempt?) Be specific when you answer this: (*mention changes in study strategies, how you will manage your time, meeting with other people, using other resources to prepare, when (dates), etc.*)

I have read and understand all instructions for the practical retake. I have met with and/or received feedback from the grader. All my questions have been answered to my satisfaction. I understand that it is my obligation to, at least, do everything that is stated above to prepare for my next attempt at the Practical Exam if it is granted.

Student Signature and Date: _____

Date: _____

Faculty Name: _____ Student Name: _____

6.6 Professional Misconduct Incident Report

Student(s) Name and ID#:

Student Email:

Date/Time of Incident:

Location of Incident (if applicable):

Date of discovery if different from the date of incident:

Description (describe the incident, involving parties, witnesses, etc.):

Date:

Name and signature of the individual submitting the report:

Faculty/Faculty Advisor/Program Director Name and Signature:

Cc: Faculty Advisor

6.7 Absence Form

Student Name and ID:

Student Email:

Today's Date:

Reason for Absence:

Date(s) missed:

Courses missed along with course faculty names:

Plan for makeup for each course (*plan should be mutually agreed upon by the faculty and student. Please have a separate plan for each missed course.*)

Student signature: _____

Course faculty name(s) and signature(s):

Faculty advisor name and signature:

CC: Program Director

Registrar

6.8 Professional Development Report

Student Name and ID: _____

Student Email: _____ Date: _____

Faculty Name: _____

Professional Behavior Issue: (Faculty Documentation of unprofessional behavior; *use additional space if required*)

Student Comments: (*Use additional space if required*)

Goals and Follow-Up (*Use additional space if required*):

Student Signature: _____

Faculty Signature: _____

6.9 Student Academic Mentoring/Advising Form

Student and ID: _____ Semester/Year: _____

Student Email: _____ Faculty: _____

Academic Advising (success/concern with coursework):

Plan of Action:

a. Student on track; no additional action needed. Next meeting planned for _____

b. Areas requiring action and describe the actions.

Area 1: Time Management I acknowledge the importance of time management and agree to make improvements by:

- Reviewing the course syllabus and all assigned material before each class meeting
- Keeping and adhering to a study log based on the course objectives
- Keeping and adhering to a weekly study schedule
- Keeping and adhering to a daily study check list based on the course objectives and weekly study schedule
- Other(s):

Area 2: Study Strategies. I acknowledge the importance of study strategies and agree to make improvements by:

- Using my study log to ensure that I have multiple exposures to and applications of course content that most directly relates to the course objectives
- Using both individual and self-study modalities
- Creating and studying in a reduced distraction environment (library, at home distraction-reduced environment, etc.)
- Utilizing opportunities for auditory learning reinforcement and enrichment (videos and podcast that pertain directly to the course content, etc.)
- Other(s):

Support Services. I acknowledge that the University has provided services to help me be successful including but not limited to:

- Meetings with my course faculty(s) and faculty advisor on a regular basis (student is responsible for making appointments)
- Student services (Tutoring and other support).
- Other(s):

Additional Areas/details (*Use additional space if needed*):

I acknowledge and agree to the above-mentioned plan and terms.

Next follow up: _____

Student Signature/Date: _____

Faculty Signature/Date: _____

6.10 Register for a Course Outside of the Curriculum Plan or Sequence Form

Student Name and ID: _____

Email: _____

Faculty Advisor Name: _____

Course name(s) and number(s) to be registered:

Semester/Year to be registered: _____

Reason(s) for registering for the course(s) listed above outside of the curriculum plan or sequence:

Student Signature and Date: _____

Faculty Advisor Signature and Date: _____

Program Director Signature and Date: _____

CC: Registrar

6.11 Course Evaluation Form

- The course assignments adequately reflected the goals of the course. SA-A-N-D-SD NA
- The online materials (instructions, lectures, announcements, etc.) were clear and comprehensive, and presented in a logical manner. SA-A-N-D-SD NA
- What percent of the time were you prepared for class i.e. having completed all reading and assignments?
Always (91-100%), Frequently (70-90%), About Half (30-69%), Rarely (10-29%), Never (0-9%)
- The teaching strategies (e.g. lecture, demonstration, group work, peer review, technology) enhanced my learning in the course. SA-A-N-D-SD NA
- What aspects of the course contributed most to your learning? Please be as specific as possible. [open-ended]
- What aspects of this course detracted from your learning? [open-ended]
- In what ways has this course contributed to your overall understanding of our Carlow Mission to create a Just and Merciful World through Social Justice, Anti-Racism, or Activism? [open-ended]
- Overall, how much do you feel you have learned in this course? [open-ended]
- The instructor was well-prepared, organized and used class time effectively. SA-A-N-D-SD NA
- The instructor communicates at a level that I can understand. SA-A-N-D-SD NA
- The instructor encouraged a discussion of diverse viewpoints. SA-A-N-D-SD NA
- I felt like the instructor gave me ongoing and constructive feedback about my progress. SA-A-N-D-SD NA
- The instructor encouraged application of what I was learning to real life and career experiences. SA-A-N-D-SD NA
- Do you have any other feedback about this instructor's teaching effectiveness? We want to hear positive feedback as well as constructive suggestions for improvement. [open-ended]

6.12 Physical Therapy Students Essential Functions

ESSENTIAL FUNCTIONS OVERVIEW

Carlow University's Doctor of Physical Therapy program is committed to preparing practitioners with the requisite knowledge and skills needed to practice as evidence-based, ethical, physical therapists providing physical therapy services across a broad variety of populations and settings. The education of physical therapists requires the synthesis and application of knowledge and the acquisition and development of skills according to the standards set by the Commission on Accreditation of Physical Therapy Education (CAPTE), the American Physical Therapy Association (APTA), and the Federation of State Board of Physical Therapy (FSBPT). It is important that students admitted, retained, and graduated possess the essential functions necessary to meet graduate and professional requirements as measured by state licensure and national examination. Technical and non-technical standards are the skills and attributes expected of students. Although they are not academic in nature they may be related to academic knowledge. Essential functions are the knowledge, skills, and abilities that a student must demonstrate once enrolled in the program. These six essential function domains are outlined in detail below.

Carlow University's Doctor of Physical Therapy program is committed to affording qualified students with disabilities the opportunity to take full advantage of its program. Carlow University does not discriminate against qualified candidates with disabilities. The Doctor of Physical Therapy Program follows Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, including changes made by the Americans with Disabilities Amendments Act of 2008.

Carlow candidates for the Doctor of Physical Therapy Program are required to meet the essential functions set forth herein with or without reasonable accommodations for disabilities. Students who believe they have a disability for which they seek accommodation must contact the University's Disability Services Office. University's Disability Services Office and Physical Therapy Programs will provide reasonable accommodations to otherwise qualified and eligible students. Accommodations will only be accorded through the Disability Services Office and are not retro-active. More information about Carlow University's Disabilities Services Office may be found at:
https://www.carlow.edu/Disabilities_Services.aspx

Carlow University keeps the right to withdraw an admission offer or dismiss a student if they, with reasonable accommodations, cannot demonstrate the technical and non-technical standards, and essential functions set forth to complete the Doctor of Physical Therapy Program, or the requested accommodation(s) would fundamentally alter the nature of the Doctor of Physical Therapy Program at Carlow University, create a significant risk of harm to the health or safety of the student or others, or present undue burden to the institution.

Essential Function Domain	Sample Behavior
Cognitive Skills	<ul style="list-style-type: none"> • Seek out, comprehend, integrate, and synthesize a large body of relevant knowledge from multiple sources including, but not limited to primary/secondary texts and charts/graphs • Comprehend, retain, integrate, synthesize, infer, evaluate, and apply written and verbal information sufficient to meet curricular and clinical demands. • Demonstrate and integrate clinical reasoning, critical thinking and problem solving in a logical manner to apply to coursework, clinical experiences, and professional interactions • Analyze complex problems with attention to detail • Utilize technology, including computers to learn and apply new content
Communication Skills	<ul style="list-style-type: none"> • Communicate professionally, both verbally and in writing (in any form of media), using effective communication skills that include accuracy, clarity, and proficiency in the English language at a level consistent with full participation in academic and professional clinical coursework • Communicate professionally, effectively, timely, and legibly on patient/client documentation, reports, and scholarly papers as a part of course work and professional practice • Elicit, interpret, and effectively apply verbal and nonverbal communications appropriate for culture and context, including facial expressions and body language, from clients, families, faculty, and classmates in clinical and academic settings • Adjust the level of communication appropriate to the recipient's level of understanding, age, and disability, considering psychosocial, cultural, and emotional factors • Recognize, and appropriately respond to, environmental cues such as phones, paging systems, and verbal communication in a setting with competing ambient noise
Affective/Behavioral Skills	<ul style="list-style-type: none"> • Display APTA core values of professionalism and consistently apply appropriate professional behaviors

	<p>including preparedness, time management, initiative, dependability, punctuality, organization, prioritization, stress management, language, and level of assertiveness</p> <ul style="list-style-type: none"> • Conduct oneself in an ethical and legal manner, upholding the PT Code of Ethics, applicable federal and state law i.e. PA PT practice act, PA Chapter 40-PT Rules and Regulations • Demonstrate an openness, acceptance, and respect of culture and diverse world views (e.g., race, ethnicity, gender, spirituality, religion, sexual orientation, disability, social class) • Demonstrate ability to effectively adapt to changing circumstances, unexpected events, and new situations • Accept appropriate suggestion and constructive criticism and respond by modification of behaviors for successful supervisory and faculty-student relationships • Ability to delegate or direct others and function effectively as part of a health care team • Endure close physical contact with other students, colleagues, and patients
Assessment Skills	<ul style="list-style-type: none"> • Observe audiovisual presentations, written materials, classroom and laboratory demonstrations and procedures. • Manually and visually assess patient/client through palpation, mobilization, and other diagnostic maneuvers • Appreciate tactile feedback related to safe and accurate application of procedures such as palpation, manual muscle testing, and joint mobilization. • Read information from diagnostic tests, equipment, and patient charts • Monitor patient's responses to treatment and adjust accordingly
Psychomotor Skills	<ul style="list-style-type: none"> • During lab and clinical patient care: <ul style="list-style-type: none"> • utilize strong bilateral grasp during manual techniques

	<ul style="list-style-type: none">• palpate superficial and deep anatomical structures having adequate sensation to detect relevant features• utilize bilateral fine motor control to manipulate testing instruments, equipment, writing instruments, and computers• push and pull to provide resistance and assistance <ul style="list-style-type: none">• Possess necessary postural control, neuromuscular control, eye/hand coordination, strength and coordination of vision, hearing, tactile sense, vestibular and proprioceptive senses to manipulate equipment competently and safely in a reasonable amount of time• Perform endurance activities for up to 8-12 hours with occasional rest breaks. These include, but are not limited to:<ul style="list-style-type: none">• Sit for two or more hours daily and stand/walk for 6-8 hours daily• Frequently stand and walk while providing support to a patient/client• Safely lift and transfer patients/clients up to 250 lbs with assistance• Guard patients/clients during gait training on level and uneven surfaces/ramps/stairs• Frequently lift 10 lbs and occasionally lift weights up to 50 lbs• Frequently exert up to 75 lbs. of force• Frequently pivot, twist, bend, stoop, and squat• Occasionally crawl, kneel and reach above shoulder level• Frequently change position and locations at speeds that permit safe handling of patients/clients• Repetitively use hands with a firm grasp and manual dexterity• Lift, carry, and manipulate client/patient-utilized equipment (e.g. durable medical equipment,
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	<p>swings/balls, splinting equipment, etc.) in classroom, lab, and fieldwork settings in a safe manner</p> <p>Respond quickly to provide a safe environment for clients in emergency situations including fire, choking, or other medical emergencies, and in the application of universal precautions</p> <ul style="list-style-type: none"> • Perform emergency procedures such as CPR in a clinical setting • Promote the safety and wellbeing of patients, caregivers, colleagues, self, and classmates
<p>Personal Physical and Emotional Health</p>	<ul style="list-style-type: none"> • Self-evaluate, identify, and communicate limits of one’s own knowledge and skill to appropriate professional level and be able to identify and utilize resources to increase knowledge and/or refer the patient/client to other health care professionals • Seek assistance from colleagues, supervisors, and other professionals when necessary

CLARIFICATION OR QUESTIONS

For further clarifications or questions regarding the essential functions for Doctor of Physical Therapy students at Carlow University contact Kunal Bhanot, program director at: kbhanot@carlow.edu.

If an applicant or student cannot demonstrate the above skills and abilities at any time during their enrollment in the program, it is the responsibility of the applicant or student to request an appropriate accommodation that will help them meet the requirements. To request accommodations or to file a complaint regarding Americans with Disabilities Act (ADA) compliance, please contact the Office for Students with Disabilities at DSO@carlow.edu or (412) 578-6257.

By signing this document, I certify that I have read and understand the “Essential Functions for Physical Therapy Graduate Education” form and understand that my admission and completion of this program is conditional on the ability to perform these essential functions, with or without reasonable accommodation.

I can perform the specified Essential Functions for Physical Therapy Graduate Education **without reasonable accommodation.** Further, I understand any change in my ability to meet these standards should be communicated to Carlow University’s Disabilities Services Office.

I cannot perform one or more of the specified Essential Functions for Physical Therapy Graduate Education and wish to request reasonable accommodation for a disability. Students who check this box must coordinate with the University's Disability Services Office prior to the start of the term in which accommodations are needed.

Further, by signing this document, I understand that should I fail to meet and/or maintain the essential functions with or without reasonable accommodation now or in the future, I will be denied permission to enroll in, continue, or graduate from the program.

Name	Signature of Applicant	Printed	Date
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REFERENCES

1. American Physical Therapy Association. Minimum Required Skills of Physical Therapist Graduates at Entry Level. BOD G11-05-20-449.
2. American Physical Therapy Association. Guide to Physical Therapist Practice. Alexandria, Virginia, 2008.
3. Ingram, D. (1997). Opinions of Physical Therapy Program Directors on Essential Functions, Physical Therapy, 77(1).