This Handbook is intended to provide guidelines, procedures, and processes as information. It is not a contract between the University and DPT student. It is recognized that this document may not contravene the constitutions and laws of the state of Florida; rules, regulations, and policies of the Florida Board of Governors; rules, regulations, and policies of the University of South Florida; and any applicable collective bargaining agreement or legislatively-mandated management right. The foregoing authorities will govern in the event that any provision of a local governance document is inconsistent with or in conflict with them.

**Equal Opportunity Message**
The University of South Florida is committed to the principles of equal education and employment opportunities without regard to race, color, marital status, gender, sexual orientation, religion, national origin, disability, age, Vietnam or disabled veteran status as provided by law and in accordance with the University’s respect for personal dignity. These principles are applied in the conduct of University programs and activities and the provision of facilities and services.

**SACS Accreditation Statement**
The University of South Florida is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award degrees at the baccalaureate, master’s, specialist, and doctoral levels, including the Doctor of Medicine.

**CAPTE Accreditation Statement**
The Doctor of Physical Therapy (DPT) program at the University of South Florida School of Physical Therapy and Rehabilitation Sciences Morsani College of Medicine is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 1111 North Fairfax Street, Alexandria, VA 22314; telephone: 703-706-3245; e-mail: accreditation@apta.org; website: www.capteonline.org.
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Introduction

Welcome to the School of Physical Therapy & Rehabilitation Sciences!

This handbook serves as the official set of procedures for the School of Physical Therapy and Rehabilitation Sciences (SPT & RS), as approved by the Morsani College of Medicine (MCOM) Committee on Professional Student Affairs. If clarification on any procedure is needed, please contact the Office of the School Director at 813-974-6203.

All students are subject to the policies of the University as delineated in the University of South Florida Student Rights and Responsibilities web page. It is recognized that this document may not contravene the constitutions and laws of the state of Florida; rules, regulations, and policies of the Florida Board of Governors; rules, regulations, and policies of the University of South Florida. The foregoing authorities will govern in the event that any provision of a local governance document is inconsistent with or in conflict with them. If any rule is changed after publication of this document, students will be notified of the change by e-mail. This document is not a contract between a DPT student and the University.

The School of Physical Therapy & Rehabilitation Sciences in the USF Context

The University offers more than 180 degree programs at the undergraduate, graduate, specialty, and doctoral levels, and serves more than 49,000 students. The USF system was awarded a record $458.5 million in research contracts and grants in fiscal year 2016. It has a $1.6 billion annual budget, and an annual economic impact of $3.7 billion. USF is a member of the American Athletic Conference.

USF Health comprises the Morsani College of Medicine, the College of Nursing, the College of Public Health, the College of Pharmacy, the School of Physical Therapy & Rehabilitation Sciences, and the School of Biomedical Sciences. Originally founded as the USF Medical Center in 1965, its name was changed to reflect its collaborative focus on the full continuum of health. The Colleges of USF Health are based on the Tampa campus of the University of South Florida, which is one of the largest metropolitan universities in the Southeast. The MCOM was established by the Florida Legislature in 1965, and enrolled its charter class in 1971. The College offers professional doctoral programs in Medicine (MD) and Physical Therapy (DPT), as well as research doctoral programs in Medical Sciences (Ph.D.) and Rehabilitation Sciences (Ph.D.). It is fully accredited by the Liaison Committee for Medical
Education. Several dual degree programs are also available, including the MD/PhD, MD/MBA, and MD/MPH.

**History of the School**

The University was authorized to implement a Master of Science degree in Physical Therapy (MSPT) by the Florida Board of Regents in 1998. The Commission on Accreditation in Physical Therapy Education (CAPTE) awarded candidate status in May 1999; the charter class of students enrolled in August 1999. CAPTE awarded full accreditation status in 2001. Over 100 students received MSPT degrees through the School. Following completion of a self-study related to the re-accreditation process and a site visit by a CAPTE-appointed review team, the School received a 10-year renewal of accreditation (with commendation) ending in 2026.

Due to the rapidly changing U.S. healthcare system, Physical Therapists now assume leadership roles in rehabilitation services, prevention and health care maintenance programs, and community organizations. To reflect these changes in scope of practice, USF chose to convert to the Doctor of Physical Therapy (DPT) degree. On October 21, 2004, the Florida Board of Governors (successor to the Board of Regents) granted implementation authority to the University of South Florida Morsani College of Medicine to offer the DPT degree. The charter DPT class graduated in May 2008; to date over 300 students have completed the DPT degree program.

**Abbreviations Used in this Manual**

- APRSC: Academic Performance Review Subcommittee
- APTA: American Physical Therapy Association
- APTS: Association of Physical Therapy Students
- DPT: Doctor of Physical Therapy
- MCOM: Morsani College of Medicine
- SDS: Students with Disabilities Services
- SPT&RS: School of Physical Therapy and Rehabilitation Sciences
Tenets of the College

MCOM Philosophy of Professional Education

Health professionals must be responsive to social needs and demands. In response to this challenge, the faculty of the Morsani College of Medicine and School of Physical Therapy & Rehabilitation Sciences emphasize ongoing review and adaptation of educational programs to meet the needs of society for today and tomorrow.

MCOM Mission

The mission of the Morsani College of Medicine at the University of South Florida is to provide for the education of students and professionals of the health and biomedical sciences through the creation of a scholarly environment that fosters excellence in the lifelong goals of education, research activity and compassionate patient care.

MCOM Vision

The Morsani College of Medicine will strive for national prominence through excellence, professionalism, diversity, timeliness and strategic growth.

MCOM Goals

1. The Morsani College of Medicine will deliver the kind of creative and innovative education that produces “practice ready” physicians, physical therapists, athletic trainers, pharmacists and other health and biomedical sciences professionals and instills within them the knowledge, skills and attitudes required for the real world challenges of contemporary medicine.

2. The MCOM will advance collaborative learning and discovery through significantly expanded basic science, translational and clinical research that contributes to improved preventive, diagnostic and therapeutic outcomes.

3. The MCOM will achieve fiscal self-sufficiency and a stable economic base through the establishment of entrepreneurial academic, research and clinical programs. The MCOM will be the keystone in a network of institutions, programs and individuals that collaborate to provide innovative, high-quality, compassionate, accessible health care.
MCOM Values

The faculty and staff at the USF MCOM commit to these values as guides for our decisions and behaviors.

High Standards
In upholding the highest standards, we will:

- Demonstrate ethical leadership by example.
- Conduct ourselves with integrity, avoiding conflicts of interest.
- Hold our work to the highest academic standards.

Respect for Individuals
In valuing respect for individuals, we pledge to:

- Treat others with respect and dignity, honoring individual differences.
- Promote open communication and listen proactively.
- Create a collegial environment based on loyalty to our co-workers.

Advancing Knowledge
In expressing our passion for learning, we encourage:

- Exploration of new ideas in our teaching and research.
- Risk-taking and acceptance of the inevitable mistakes.
- Diverse learning opportunities where creativity thrives.
- Interdisciplinary teamwork.

Personal Development and Leadership
Recognizing that exceptional quality begins with people, we create:

- A culture of personal development and professional fulfillment.
- A workplace where expectations are matched by our reward system.
- An atmosphere where people value the balance between work and family.
- A mentor-rich culture where faculty, staff and students can enhance their leadership skills.

Commitment to Health
Supporting our fundamental belief in the doctor/patient relationship, we are committed to:

- The highest quality medical care to our patients.
- Training the next generation of physicians and health care professionals to be capable and compassionate.
- Promoting good health and well-being in response to the needs of our community.
• Our community partners who help us achieve excellence in all that we do.

Tenets of the School

Mission, Vision, Philosophy, and Goals

As part of the USF Morsani College of Medicine, the School of Physical Therapy & Rehabilitation Sciences (SPT & RS) fully embraces the College's Mission, Vision and Values. In support of those ambitions, we have developed the aspirations listed below for our School; they clearly possess congruence with the mission and vision of the Morsani College of Medicine and the University of South Florida. The SPT & RS mission, vision, philosophy, and values are reviewed and updated annually by the collective faculty. They are based on a foundation of **professionalism** defined by the School as the demonstration of the values, attitudes, and behaviors consistent with expectations of the public and the profession. For the profession of physical therapy, these values and behaviors are delineated in the American Physical Therapy Association's Code of Ethics, Guide for Professional Conduct, and the Core Values of Professionalism.

Mission Statement

The mission of the University of South Florida School of Physical Therapy & Rehabilitation Sciences is to demonstrate excellence in movement sciences through interprofessional education, evidence based clinical practice, research and service.

This mission will be accomplished by preparing doctors of physical therapy, researchers, and clinical residents who have a strong foundation in basic and clinical sciences, and who demonstrate excellence in contemporary, evidence-based patient/client management, critical thinking and professionalism.

The mission will be further supported through faculty scholarship and research, and through a clinical practice which enriches the program and serves the community.

Vision Statement

The University of South Florida School of Physical Therapy & Rehabilitation sciences, through its collaborative initiatives, will be nationally recognized for its:

- Innovative, integrated, and interprofessional curriculum.
- Highly responsible, self-directed, capable, and caring graduates who advocate for and deliver patient-centered care throughout the lifespan. Their practice will be current, evidence-based and strong in interprofessional collaboration toward rehabilitation, prevention, and health promotion to meet the needs of society.
- Faculty who advance knowledge in physical therapy and rehabilitation sciences through scholarly activity and clinical, translational research.
- Faculty and doctoral students will apply advances in technology for the study of clients with movement dysfunction.
Faculty and graduates who demonstrate leadership in physical therapy and rehabilitation sciences at the state, national, and global levels.

Physical Therapy Center which is an integral component of the academic program in both didactic and clinical education. The Center will be recognized for contemporary, evidence-based clinical practice, expert clinicians with specialist certification, residency programs and research in movement dysfunctions.

Educational Philosophy
Interprofessional experiences enhance the future collegiality of healthcare professionals.
Respect for individual and cultural differences is necessary for professional effectiveness in a global society.
Excellence in physical therapy professional education is best achieved through the partnership of academic faculty, clinical faculty, students, and the health care community.
An active learning environment is essential for the development of life-long learning, self-assessment, critical thinking, mutual respect, and intellectual curiosity.
Community, institutional, and faculty standards, values and expertise guide professional education including:

- The evolving knowledge base of physical therapy practice and education
- The APTA Guide to Physical Therapist Practice
- The APTA Code of Ethics and the Guide for Professional Conduct
- The APTA Normative Model for Physical Therapist Professional Education
- The APTA Statement on Professionalism in Physical Therapy: Core Values
- State statutes regulating health care delivery
- The APTA Clinical Performance Instrument
- The Commission on Accreditation of Physical Therapy Education’s Evaluative Criteria for Educational Programs for Preparation of Physical Therapists

Faculty contribute to the body of knowledge and advance the profession through scholarly work which may include basic and applied research, published works, and creation of innovative teaching and clinical materials or procedures.

Evaluating and using evidence for decision making, advocating for patients, and fulfilling responsibilities inherent in professional life demonstrates accountability to patients, peers, the profession and society.

Active involvement in the APTA and other professional organizations enhances professional development.

Student and faculty demonstrate commitment to service through participation

- on USF committees and task forces
- in the APTA and other professional organizations
- in other organizations, businesses and schools
Expected Outcomes and Program Goals

The major objective of the Doctor of Physical Therapy Degree Program is to graduate entry-level physical therapy practitioners who excel in clinical decision-making skills, demonstrate patient/client management functions, and exhibit a high level of professionalism.

Patient/Client Management Functions

- Excel in patient/client management, including the ability to:
  - Screen patients/clients to determine the need for further examination or consultation by a physical therapist or referral to another health care professional. Examine and re-examine patients/clients by obtaining a history, performing systems reviews, and selecting and administering appropriate tests and measures. Evaluate examination data to make clinical judgments. Determine a physical therapy diagnosis and prognosis to guide patient/client management. Establish and implement a patient-client-centered plan of care that is safe, effective, and fiscally responsible to meet the physical therapy related biological, psychological, and social needs of the patient/client from first contact through discharge planning across a variety of settings. Select and perform physical therapy interventions as designated in the current version of the Guide to Physical Therapist Practice. Complete thorough, accurate, analytically sound, concise, timely and legible documentation that follows guidelines required by the practice setting. Assess and analyze individual and group patient/client outcomes using valid and reliable measures.
  - Provide physical therapy services for prevention, health promotion, fitness, and wellness to individuals, groups, and communities to positively influence the health of society.

Clinical Decision-Making Skills

- Integrate and apply new knowledge and evidence to the patient/client management process.
  - Excel in patient/client management, including the ability to demonstrate clinical decision-making skills including clinical reasoning, clinical judgment, and reflective practice.

Professionalism

- Demonstrate accountability to patients/clients, legal standards, ethical guidelines, organizations, and society.
  - Demonstrate social and professional responsibility through mentoring, participation in professional and community organizations and activities, patient/client advocacy, and provision of pro bono services.
  - Exhibit caring, compassion, and empathy in providing services to patients/clients.
  - Demonstrate professional behavior in all interactions with patients/clients, family members, caregivers, other health care providers, students, other consumers, and payers.
• Communicate effectively with patients, colleagues and other constituents.
• Identify, respect, and act with consideration for individual and cultural differences in all professional activities.
• Effectively educate others based on the needs of the learner.
• Participate in practice management including delegation and supervision of support personnel, management planning, marketing, budgeting, and reimbursement activities.
• Provide consultation to individuals, groups, and organizations.
• Engage in lifelong personal and professional development through self-assessment, reflection, education, and feedback from others.
• Assess individual professionalism, identify areas for professional growth, and develop a plan for professional development in those areas.
• Participate in collaborative work relationships with members of the health care team from other professions.

DPT Curriculum

Curriculum Philosophy

Health professionals must be responsive to society’s needs and demands. In response to this challenge, the faculty of the Morsani College of Medicine and School of Physical Therapy & Rehabilitation Sciences emphasize ongoing review and adaptation of educational programs to meet the needs of society for today and tomorrow.

The professional curricula (MD and DPT) of the Morsani College of Medicine are designed to instill an attitude of caring. By presenting students with clinical problems and sufficient basic science data to understand organic malfunctions, it is hoped the learning process will assume a lifelong significance.

Curriculum Plan

The physical therapy program is a full-time professional program leading to the Doctor of Physical Therapy degree. It is completed over the course of 8 terms (36 months) of study. The curriculum includes 36 weeks of full-time clinical education.

The curriculum model is a hybrid model with six integrated tracks:
• Foundational (Basic) Sciences
• Clinical Problem Solving & Physical Therapy Sciences
• Movement Science
• Social Sciences & Professionalism
• Critical Inquiry and Evidence Based Practice
• Clinical Education
Although elements of each of the tracks are addressed in the first year, the focus is providing a strong scientific foundation during which DPT students share courses with medical students. This interprofessional aspect signifies the importance of distinct professions learning from one another, from each other, and about each other to improve collaboration and patient care. During the second and third years, the focus shifts toward Clinical Problem Solving and Physical Therapy Sciences and Social Science Tracks. In contrast to the traditional and scientific focus of the first year, the clinical case-based Clinical Problem Solving courses are the centerpiece for the second and third years of the curriculum. Indeed, the Clinical Problem Solving courses provide a kind of “curricular backbone” around which other courses integrate. CPS uses a variety of instructional strategies to support case-based learning. Within this progression, the cases in the Clinical Problem Solving sequence become more complex with regard to patient diagnoses, multi-system involvement, social and contextual factors, and the role of the physical therapist. The other tracks undergo a similar increase in complexity of roles, modes of analysis, or types of decision-making.

Course content in each track becomes progressively more integrated with content from all other tracks. For example, professional and cultural issues raised by the Clinical Problem Solving cases are discussed in the Professional Issues Track, and learning in the Critical Inquiry Track is integrated and coordinated with the Clinical Problem Solving course. It is our belief that learning is more effective when the presentation of content is reinforced through concurrent application of information with students participating as active learners. We believe that this educational design fosters lifelong endeavors of excellence in practice, professional growth and scholarly activity. For a graphic representation of the USF DPT curriculum, please see Appendix 2, SPT&RS DPT Curriculum Plan.

Licensure Examination

The Federation of State Boards of Physical Therapy of the United States (FSBPT, www.fsbpt.org) has established a single, uniform examination for physical therapy which is known as the National Physical Therapy Examination (NPTE). The NPTE is taken following graduation and prior to initiating practice.
Standards for Admission

Professional education requires that the accumulation of scientific knowledge be accompanied by the simultaneous acquisition of skills, professional attitudes and behavior. Professional school faculty members have a societal responsibility to matriculate and graduate the best possible healthcare professionals. Thus, admission to the Morsani College of Medicine, School of Physical Therapy & Rehabilitation Sciences has been offered to those who present the highest qualifications for the study and practice of physical therapy. The technical standards presented below are prerequisite for admission to, progression in, and graduation from the College and School. Successful completion of all courses in the DPT curriculum is required in order to develop the essential knowledge, skills and professional attributes of a competent physical therapist.

Graduates of the Morsani College of Medicine’s School of Physical Therapy & Rehabilitation Sciences must have the knowledge and skills to function in a broad variety of clinical situations and to render a wide spectrum of patient care. The College and School acknowledges Section 504 of the 1973 Vocational Rehabilitation Act and PL 101-336, the Americans with Disabilities Act (ADA), but asserts that certain minimum technical standards must be present in prospective candidates for admission, progression, and graduation.

Technical Standards required for Admission, Progression and Graduation

Physical therapy education requires that the accumulation of scientific knowledge be accompanied by the simultaneous acquisition of skills, professional attitudes and behavior. Medical school faculties have a responsibility to society to matriculate and graduate the best possible physical therapists. Technical standards presented in this document are prerequisite, non-academic requirements for admission, progression and graduation from the University of South Florida DPT Program. Definition of technical standards is required for the accreditation of our program by CAPTE. All required courses in the curriculum are designed to develop the essential skills necessary to become a competent physical therapist.

Historically, physical therapy education in the U.S has been structured as a broad general training, which is intended to produce “general practitioners”. Graduates of physical therapy school must have the knowledge and skills to function in a broad range of clinical situations and to render a wide spectrum of patient care. The Morsani College of Medicine intends for its students and graduates to become competent and compassionate health care
providers through an undifferentiated degree and who are capable of entering practice and/or residency training while meeting all requirements for licensure. Criminal background checks and urine drug screens will be conducted as part of the process of admission, participation, promotion, and/or graduation. For purposes of this document and unless otherwise defined, the term “candidate” means candidates for admission to the DPT program as well as enrolled physical therapy students who are candidates for promotion and graduation.

The University of South Florida is committed to the principles of equitable and accessible education and to providing reasonable accommodations to students with disabilities. The University of South Florida Morsani College of Medicine endeavors to provide reasonable accommodations for qualified individuals with disabilities who apply for admission and are enrolled as physical therapy students.

Should, despite reasonable accommodation (whether the candidate chooses to use the accommodation or not), a candidate’s existing or acquired disability(ies) interfere with patient or peer safety, or otherwise impede their ability to complete USF MCOM’s SPT & RS educational program and advance to graduation, residency training, or licensure, the candidate may be denied admission or may be separated or dismissed from the program.

**Technical Standards**

Candidates for the DPT degree must have aptitude, abilities, and skills in five domains: 1) observation and perception; 2) communication; 3) motor coordination and function; 4) cognition and integrative abilities; and 5) professionalism (mature and ethical conduct), and must continue to meet these Technical Standards throughout their enrollment. Technological compensation can be made for some disabilities in these domains, but a candidate must be able to perform in a reasonably independent manner. The use of a trained intermediary would mean that a candidate’s judgment must be mediated by someone else’s power of selection and observation. Therefore, a trained intermediary cannot be used to assist candidates in accomplishing curricular requirements in the five domains specified above.

**Observation and Perception**

Candidates must be able to accurately perceive, by the use of senses and mental abilities, the presentation of information through:

- Small group discussions and presentations
- Large-group lectures
- One-on-one interactions
- Demonstrations
- Laboratory activities/experiments
- Written material
- Audiovisual material
- Patient/Client Management
  - Examination (History, Systems Review, Tests and Measures)
  - Interventions

Candidates for the DPT degree must have somatic sensation and the functional use of the senses of vision and hearing. Candidates’ diagnostic skills will be lessened without the functional use of the senses of equilibrium, smell, and taste. They must have sufficient exteroceptive sense (touch, pain and temperature), sufficient proprioceptive sense
(position, pressure, movement, stereognosis and vibratory), and sufficient motor function to permit them to carry out the activities described in this entire section. Examples include, but are not limited to: monitoring pulse, blood pressure, and respiratory rate; monitoring alarms, emergency signals, and cries for help; monitoring input/output devices on equipment perceiving differences in anatomy and movement; observing patient posture (static and dynamic) and patient responses to tests and measures or treatments.

Candidates must be able to consistently, quickly, and accurately integrate all information received by whatever sense(s) employed, and they must have the intellectual ability to learn, integrate, analyze and synthesize data.

**Communication**
Candidates must be able to communicate skillfully (in English) with faculty members, other members of the healthcare team, patients, families, and other students, in order to:

- Elicit information
- Perceive, acknowledge, and respond to nonverbal communication
- Convey information, verbally and in writing
- Clarify information
- Create rapport
- Develop therapeutic relationships

A candidate must possess reading skills at a level to be able to accomplish curricular requirements in dependently and provide clinical care for patients.

Examples include, but are not limited to: communicating with peers, faculty, and clinical instructors in the classroom, lab, and clinic; and communicating with patients, families, and other healthcare practitioners.

**Motor Coordination and Function**
Candidates must have sufficient gross and fine motor function and tactile ability to:

- Attend (and participate in) all classes, groups, and activities in the curriculum
- Examine patients
- Perform tests and measures
- Perform diagnostic procedures
- Provide general and emergency patient care
- Function in outpatient, inpatient, home health, school, and wellness setting
- Perform in reasonably independent and competent way in sometimes chaotic clinical environments

Physical Therapy candidates should be able to perform basic examination and evaluation procedures, design and carry out a physical therapy plan of care that addresses the patient's impairments/functional limitations/activity limitations/participation restrictions, perform contemporary physical therapy interventions safely and effectively, and evaluate the response to those interventions.

Examples include, but are not limited to: moving from classroom to classroom and around healthcare facilities which may include maneuvering in small spaces; administering CPR/AED procedures; moving patients from one location or surface to another; using examination instruments (goniometers, reflex hammers, rulers, etc.); applying physical resistance to a patient or moving a patient's extremities; guarding/assisting a patient.
walking, lifting, carrying, pulling, or pushing an adult sized patient or medical equipment; using rehabilitation equipment; utilizing a computer keyboard, grasping objects or applying forces through hands or fingers; maintaining postures (e.g., sitting, standing) for extended periods of time. Examples of emergency treatment reasonably required of physical therapist candidates include cardiopulmonary resuscitation, prevention of falls, application of pressure to stop bleeding, application of bandages, the opening of obstructed airways and the performance of patient transfer/transport maneuvers.

**Cognition and Integrative Abilities**
Candidates must be able to demonstrate higher-level cognitive abilities, which include:

- Rational thought
- Measurement
- Calculation
- Visual-spatial comprehension
- Conceptualization
- Analysis
- Synthesis
- Organization
- Representation (oral, written, diagrammatic, three dimensional)
- Memory
- Application
- Clinical reasoning
- Ethical reasoning

Examples include, but are not limited to: attending to, processing, and understanding information presented in written, verbal, and visual formats; synthesizing large amounts of material; making appropriate and timely patient care decisions; reading and applying published evidence to clinical practice.

**Professionalism: Mature and Ethical Conduct**
Candidates must be able to:

- Consistently display academic integrity, fairness and respect for others.
- Promptly complete all assignments and responsibilities attendant to the diagnosis and care of patients (beginning with study in the first year)
- Communicate with, examine, and provide care for all patients—including those whose gender, ethnicity, culture, sexual orientation, or spiritual beliefs are different from candidates’ own
- Develop mature, sensitive, and effective relationships, not only with patients but with all members of the medical school community and healthcare teams
- Maintain sobriety in all academic and clinical environments, and refrain from the illegal use of substances at all times
- Abide by all state, federal, and local laws, as well as all University of South Florida codes of conduct
- Tolerate physically, emotionally, and mentally demanding workloads
- Function effectively under stress, and proactively make use of available resources to help maintain both physical and mental health
- Adapt to changing environments, display flexibility, and be able to learn in the face of uncertainty
- Take responsibility for themselves and their behaviors
All candidates must be able to tolerate physically taxing workloads and to function effectively when stressed. They must be able to adapt to changing environments, to display flexibility and to learn to function in the face of uncertainties inherent in the clinical problems of many patients. Empathy, integrity, concern for others, interpersonal skills, interest and motivation are all personal qualities that should be assessed during the admission and educational processes.

Candidates must be able to fulfill commitments, be accountable for actions and outcomes, exhibit appropriate professional conduct, and represent the profession. Examples include, but are not limited to practicing safely, ethically, and legally.

Candidates must be able to interact effectively with a diversity of people in a culturally competent and socially appropriate manner. Examples include, but are not limited to: interacting with peers, faculty, and clinical instructors in the classroom, lab, and clinic; and interacting with patients, families, and other individuals in the healthcare arena.

Annual Declaration
Each year all candidates must sign the form “Declaration of Meeting Technical Standards for the School of Physical Therapy and Rehabilitation Sciences.” Failure to sign and return the form could result in being removed from enrollment and prevent promotion or graduation. Falsification of a form is a violation of the Honor Code and could lead to dismissal from the program. Each year, the school will notify candidates of the deadline for completing the declaration, but it is the candidate’s responsibility to complete, sign, and return the form by the deadline.

Americans with Disabilities Act
The Americans with Disabilities Act (ADA) was enacted in July of 1990, with its provisions becoming effective at various dates thereafter. The ADA expands the rights of disabled persons and augments existing anti-discrimination laws. Title III of the Act relates to anti-discrimination by entities engaged in public services and applies to the relationship between students and colleges and universities. The USF MCOM complies with provisions specified in the ADA.

Students with learning disabilities that are documented by reports of examination and testing by appropriately certified and credentialed MD or PhD counselors may receive increased time to complete institutional and NBME or NPTE Examinations. The approval must be coordinated by the Office of Students with Disabilities Services (SDS) based upon MD or PhD counselor reports reflecting the diagnosis and certifying that the student requires additional time to complete examination processes.

The student must formally request additional time in a memorandum to the Office of Student with Disabilities Services. To assist with the accommodations process, SDS will forward a copy of the student’s accommodation letter to the Associate Dean/Director of the SPT&RS and MCOM, who will consult with SDS to arrange appropriate accommodations. Additionally, reports will be referred for consultation and recommendation:

1. to the Vice Dean for Educational Affairs (VDEA) of the MCOM, in the case of Year 1 BMS course examinations,

2. to the Associate Director, in the case of SPT&RS PHT course examinations, and
3. to the Director of Clinical Education, in the case of SPT & RS PHT Clinical Education courses.

Given the specialized nature of the exams administered, SDS may not be able to administer an exam. In such cases, SDS will work with the MCOM Office of Educational Affairs to ensure appropriate accommodations for exams and clinical experiences. Additional time permitted for exam accommodations does not apply to the clinical setting.

Applicants with Disabilities

On occasion, an applicant identifies a disability that may impact on his/her ability to meet the Technical Standards for Admission, Progression and Graduation. Upon learning of an applicant with a disability, the Chair of the SPT & RS Student Selection Committee will bring the applicant to the attention of the School Director, who will convey this information to the Office of Students with Disabilities Services.

Enrolled Students with Disabilities

All students with documented disabilities will be afforded appropriate accommodations as determined by the USF Office of Students with Disabilities Services. Accepted students who have disabilities will be expected to achieve a comparable level of competence to that required of other students for progression and graduation. It is the responsibility of the applicant to provide appropriate professional documentation showing the nature of their disability and request accommodations. Upon request, SDS will provide recommendations to applicants concerning professionals who are skilled in conducting evaluations for individuals who believe they may have a disability.

When requesting accommodations for specific examinations or didactic course assessments, it is the student's responsibility to make the request to the Course Director (with copy to the Associate Director) no fewer than three business days in advance.

When requesting accommodations for Clinical Education internships, it is the student's responsibility to make the request of the Director of Clinical Education one year prior to the expected Clinical Education internship period and prior to the bidding/assignment process.
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Academic Regulations

Enrollment Restrictions and Outside Employment

For most students, full-time professional education is a new experience, and one that will pose a significant challenge. Professional education has the following characteristics:

The time needed to devote to study is very high because of the depth and breadth of course content. Students can expect many hours of independent and group study, on and off campus.

The hours spent in the classroom are high—typically 25+ per week—because of the professional attitudes to be developed and the professional skills to be mastered.

The schedule of class time and assignments is unpredictable. Students may be required to attend special sessions, open labs, professional meetings, etc. Other unexpected learning opportunities may be assigned as they occur.

Attendance is required. Unexcused absences may jeopardize successful completion of the program.

Because the pressures and demands are very different from other college experiences, an extremely high level of commitment is necessary for success. Students must give careful consideration to activities that may interfere with the time needed for successful completion of assignments and degree requirements, as well as the time needed for study groups and other program-related activities. Students need to identify the inherent risks in activities such as:

- Enrollment in other formal or informal courses or programs,
- Participation on athletic teams and other campus organizations,
- Commitments to family and friends for social events such as weddings, reunions, etc., and
- Other major personal life changes.

In order to ensure that extracurricular activities will not interfere with academic performance, DPT students are prohibited from outside employment of any kind, and from enrollment in any other department of the University or any other learning institution. Exceptions are made only under extreme and compelling circumstances, and require the prior written consent of the School Director.

DPT students are prohibited from outside employment of any kind.
Release of Student Information

Pursuant to requirements of the Family Educational Rights and Privacy Act (FERPA), the following types of information, designated by law as "directory information," may be released via official media of USF (according to USF guidelines):

Student name, local and permanent addresses, telephone listing, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, full- and part-time status, and the most recent previous educational agency or institution attended, and other similar information.

The University Directory, published annually by the University, contains only the following information: student name, local and permanent address, telephone listings, classification and major field of study. The Directory and other listings of "directory information" are circulated in the course of University business and therefore, are accessible to the public, as well as to students, faculty, and staff.

Students must inform the MCOM Office of the Registrar in writing (forms available for that purpose), if they wish directory information to be withheld. Such requests must be received by September 1 and will remain in effect until the student has not been enrolled at USF for three (3) consecutive terms. Notification to the University of refusal to permit release of directory information via the University Directory must be received no later than the end of the first week of classes in the Fall Semester.

The Office of Student Affairs adheres to strict policies regarding the release of student information. Students are encouraged not to release class lists, addresses, or phone numbers to individuals outside the Morsani College of Medicine.

Student Records Guidelines

Pursuant to the provisions of the Family Educational Rights and Privacy Act (20USC Par. 1232g), 34 CFR Par. 99.1 et seq, Florida Statues Sub. Par; 228.093 and 240.237 and USF Rule 6C4-2.0021, Florida Administrative Code, students have the right to:

- Inspect and review their education records.
- Privacy in their education records.
- Challenge the accuracy of their education records.
- Report violations of FERPA to the FERPA Office, Department of Education, 400 Madison Avenue, SW, Washington, D.C. 20202 and/or bring actions in Florida Circuit Court for violations of Rule 6C4-2.001, Florida Administrative Code.
Copies of the University’s student records rule, USF Rule 6C4-2.0021, may be obtained from:

- Morsani College of Medicine Registrar
  12901 Bruce B. Downs Blvd
  MDC 32
  Tampa, FL 33612

- USF Agency Clerk
  Office of General Counsel
  ADM 254
  4202 Fowler Ave
  Tampa, FL 33620

**Textbook Requirements for Students Matriculating**

Students in the DPT program are provided with a list of required/recommended textbooks, tools, and resources for both BMS and PHT courses prior to each course (Year 1) or academic semester (Years 2 & 3). Students are expected to purchase and retain those textbooks, tools, and resources to begin building a professional library and have them available for the completion of course assignments, clinical education, and study—including preparation for the National Physical Therapy Examination (NPTE) following graduation. Students receiving financial aid should note that their loan package is calculated on the assumed purchase of required textbooks for the DPT curriculum. Failure to do so may place a student in violation of their loan agreement.

**Attendance and Absences**

Students are expected to attend all scheduled hours of instruction, including lecture, laboratory, group discussion, and clinical education. Recognizing that situations arise which require students to miss time from their course/clinical responsibilities, the procedures presented below will be followed when absence is necessary.

**PHT Course-Specific Events**

**Planned Absence**

If missing a single session, a physical therapy student may negotiate the absence with the Course Director. A request for absence from multiple sessions should be submitted in writing at least 6 weeks prior to the session. Consideration will be given for activities such as elected student representation to various committees and professional organizations; the student should indicate the reason for absence in the written request and may be required to provide documentation. It is the responsibility of the student to advise the Course Director of academic probation or other academic difficulties. Personal travel plans should not be considered valid excuses for missing a class session.

The decision to grant or deny the request and determine subsequent action will be at the discretion of the Course Director, but may be assumed to be approved unless the student is notified by the Course Director. **Students who miss scheduled instructional hours are expected to acquire the same level of competency as other students involved in the course.** Therefore, students with an excused absence may be assigned work to complete by the Course Director in order to remediate.
**Unplanned Absence**

Emergencies for personal illness, family illness, and other circumstances must be reported to the course director by email or telephone (see course syllabus). The student must indicate the nature of the emergency or unexpected illness. Other unplanned absences must be communicated with the course director. In the case of an unexcused absence, the Course Director may assign a 0 or no credit for the missed work and/or require other remediation at his/her discretion. Multiple absences, or prolonged absence, could result in the failure of the course. Specifics regarding planned and unplanned absences are listed below.

**PHT Course Exams**

**Exam Planned Absence**

A request for absence from a skills check, written exam, or practical exam should be submitted to the Course Director in writing 6 weeks prior to the event. The student should indicate the reason for absence in the written request. The decision to grant or deny the request and determine subsequent action will be at the discretion of the Course Director. Each request will be considered on a case-by-case basis. It is the responsibility of the student to advise the Course Director of academic probation or other academic difficulties. The Course Director will respond to the student’s request in writing with a copy to the Director of the School of Physical Therapy & Rehabilitation Sciences. The student must provide any documentation requested addressing absenteeism. Personal travel plans should not be considered valid excuses for missing an exam.

Dates and times of PHT course make-up tests will be determined by the Course Director, in consultation with the Associate Director. In general, make-up tests for PHT courses must be taken within 72 hours of the original test date.

**Exam Unplanned Absence**

If a student has an unplanned absence the day of an exam, he/she must contact the course director by 8:30 a.m. on the day of the exam by email or telephone (see course syllabus). Any exam absence due to an illness requires a doctor’s note.

If a student’s absence from a test is unexcused, the highest grade recorded for the exam will be the student’s actual score or 70, whichever is lower. A second unexcused absence will result in a grade of 0 and action by the Academic Performance Review Sub-Committee (APRSC) regarding professionalism. Whether or not an absence is excused is at the discretion of the course director. The course director will use the following guidelines when determining if an absence is excused or unexcused. In certain circumstances, such as curricular events that are difficult to replicate, the course director may choose to not excuse a student, even if the guidelines below state that the absence is potentially excused.

**Clinical Education Internships**

Physical Therapy students should follow the policies and procedures outlined in the School of Physical Therapy & Rehabilitation Sciences Clinical Education Manual.

**Religious Holy Days**

All students, faculty, and staff at the USF have a right to expect that the University will reasonably accommodate their religious observances, practices and beliefs.
Students are expected to attend classes and take tests as determined by the University. The University will, at the beginning of each academic term, provide written notice of the class schedule and formal test periods. The University, through its faculty, will make every attempt to schedule required classes and tests in view of customarily observed religious holidays of those religious groups or communities comprising the University’s constituency. No student shall be compelled to attend class or sit for an examination at a day or time prohibited by his or her religious belief.

Students are expected to notify their instructors if they intend to be absent from a class or announced tests, in accordance with this rule, prior to the scheduled meeting. Students absent for religious reasons will be given reasonable opportunity to make up any work missed. In the event that a student is absent for religious reasons on a day when the instructor collects work for purposes of grading (homework, pop quiz, etc.), the student shall be given a reasonable opportunity to make up such work or shall not have that work averaged into the student’s grade, at the discretion of the instructor.

Any student who believes that he or she has been treated unfairly in this regard should contact the Office of Student Affairs.

<table>
<thead>
<tr>
<th>EVENT</th>
<th>Classes Absence Excused? (Yes / No)</th>
<th>Course Exams Absence Excused? (Yes / No)</th>
</tr>
</thead>
</table>
| Student health issues, illnesses, including infections that could put others at risk. | Yes | Course Tests – Yes  
Make-up assignment coordinated with course director and/or instructor. |
|                                                                     |                                     | Course Tests – Yes  
Make-up test scheduled 3 days after originally scheduled test if health permits. For extended health issues, to be scheduled at the end of the course. |
|                                                                     |                                     | Final Exams – Yes  
Make-up arrangements coordinated with Course Director when health permits. |
| Death or serious illness of a close family member.                   | Yes | Course Tests – Yes  
Make-up assignment coordinated with course director and/or instructor. |
|                                                                     |                                     | Course Tests – Yes  
Make-up test scheduled 3 days after originally scheduled test if circumstances permit. |
|                                                                      |                                     | Final Exams – Yes  
Make-up arrangements coordinated with Course Director. |
| *Birth of a child (student is the mother or father).                 | Yes | Course Tests – Yes  
Make-up assignment coordinated with course director and/or instructor. |
|                                                                     |                                     | Final Exams – Yes  
Make-up arrangements coordinated with Course Director when circumstances permit. |
Performance Standards

Promotion

Physical Therapy students must receive a passing grade in every course to be recommended for continued matriculation, promotion and graduation. Any student with a deficient grade who is granted approval by the Academic Performance Review Sub-Committee (APRSC, see also Section 5 of this document) to remediate the deficiency must complete the required remedial testing and/or coursework with a passing grade. Remediation requirements will be determined by the appropriate Course Director and approved by the chairperson of the respective department and the APRSC. Remediation must be completed prior to progression to the next academic year. Any incomplete coursework must be completed within a prescribed period or the grade will be converted to an F.

Withdrawal from the DPT Program

A student wishing to withdraw from the program voluntarily must prepare a letter stating the intent to withdraw and then confer with the School Director, Associate Director, and/or faculty advisor. Upon receipt of the letter of withdrawal (and working in concert with the MCOM Office of Student Affairs), the School Director will schedule a series of brief exit interviews with the MCOM Registrar, Financial Aid Office and Associate Dean for Student Affairs.
Requirements for Graduation

For a physical therapy student to be recommended for graduation, he or she must have satisfied the MCOM and SPT & RS faculty members’ expectations with regard to ability and professional behavior by obtaining a passing grade in all didactic and clinical education courses of the established curriculum leading to the Doctor of Physical Therapy (DPT) degree.

The student must have satisfactorily demonstrated the professional attitudes and values expected of physical therapists, and must have made appropriate arrangements to discharge all financial obligations to the university. The only exception is the repayment of loans that have a specified maturity date.

Course Performance

The faculty and director of each course will define the criteria for acceptable academic performance in that course. Evaluation of academic performance may include (but is not necessarily limited to):

- measuring the student’s knowledge,
- measuring how the student applies such knowledge to specific problems,
- evaluating the judgment a student employs in solving problems,
- assessing the quality of the student’s psychomotor skills, and
- assessing the student’s professional conduct, ethical behavior and interpersonal relationships with medical colleagues, patients and patients’ families.

A student must earn a minimum 70% score on every exam (written and practical) and major assignment in a PHT course. Students who do not meet this minimum will be required to re-take the exam or complete other comparable remediation activities, at the discretion of the Course Director; the student whose grade does not meet the minimum must meet with the Course Director within one week to establish an appropriate timeframe for remediation to be completed. Upon successful remediation, the original grade will be retained for the purposes of grade calculation. Upon written petition, the Course Director has discretion to accommodate one situation of extenuating circumstances, for a remediated grade no higher than 70%.

Academic coursework in Year 1 basic science coursework will be graded H, PC and P. Doctoring 1 course will be graded of Satisfactory or Unsatisfactory. Year 1 PHT courses (other than Doctoring) will be graded using the full grading scale listed below. Deficient grades will be reported to the APRSC.

Grade Assignment

Students’ performance in academic course work will be evaluated by the assignment of grades of Honors (H), Pass with Commendation (PC), Pass (P), Fail (F), Incomplete (I), Remediation Required (R), Withdraw (W), Withdraw Passing (WP), or Withdraw Failing (WF).

Passing grades are H, PC, and P, in descending order of excellence. Alternatively, the Committee on Curriculum may assign a particular course to be graded Satisfactory (S) or Unsatisfactory (U) only.
Deficient grades are defined as T, I, U, or F, and may be given to a student who fails to complete course requirements, who fails to demonstrate appropriate professional behaviors, or who fails to attend or participate in required course activities.

The I grade signifies non-completion of required coursework that must be completed to receive academic credit.

The T grade signifies a provisional failure of the student and must be remediated by the start of the next course.

The generally accepted standards for grade levels are:

- **H** = 90%–100%
- **PC** = 80%–89.9%
- **P** = 70%–79.9%
- **F** = 0%–69.9%
- **I** = Incomplete
- **R** = Remediation required
- **T** = Temporary
- **S** = Satisfactory (used only in pass/fail courses)
- **U** = Unsatisfactory (used only in pass/fail courses)
- **W** = Withdraw, without penalty
- **WP** = Withdraw, passing
- **WF** = Withdraw, failing status for a course

Grade Appeal Process

A student may appeal a course grade if the student has evidence that the grade was assigned in an erroneous or capricious manner. (This is not a process for appeal of established departmental grading guidelines.) The following procedure provides guidelines for the appeal process. All persons concerned with this process should make every effort to adhere to the approximate time schedule outlined in the following description of the appeal process.

Appeal to the Faculty Member for Review of the Assigned Grade

Within 10 school days after the receipt of the grade, the student may appeal in writing to the responsible faculty member any assigned grade that they dispute. The faculty member will review the course grading standards with the student to ensure that the process is understood and has been followed. If it is found that the assigned grade is incorrect in the judgment of the faculty member, he/she will initiate the appropriate change. If the change is made at this point, the matter is concluded. The faculty member will respond in writing to the student within 10 school days of the student's request for review.

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* All actions related to the appeal process are expected to be taken within two weeks of receipt; however, in instances where holidays or vacation intervene, action must be taken within 10 weekdays on which classes are held.
If the faculty member is no longer with the University, the student shall confer with the departmental chairperson or School Director in the instance of a PHT (physical therapy) course who will then make every effort to receive written input concerning the matter from the former faculty member. If it is not possible to receive information from the former faculty member regarding the grade, then the student may appeal the grade as described below and the departmental chairperson will represent the interests of the faculty member who issued the grade.

**Appeal to the Department Chairperson or School Director (PHT course)**

If the question of the assigned grade cannot be resolved between the student and the faculty member, the student may appeal in writing to the chairperson of the department in which the course was taught (or School Director, in the instance of a PHT course). This appeal must be made within 10 school days following the initial faculty member review. The student shall include all relevant information relating to the appeal with the written appeal. After receiving such an appeal in writing from the student, the chairperson shall review with the faculty member the substance of the student's appeal and seek to determine its validity.

If the chairperson/School Director determines that the assigned grade is inappropriate, the chairperson/school director will recommend to the faculty member that the grade be changed. The faculty member may or may not concur with the chairperson/School Director's recommendation.

The chairperson/School Director will notify the student in writing within 10 school days of receipt of the appeal, whether or not the assigned grade will be changed by the faculty member. If the grade is changed to the student's satisfaction, the matter is concluded. If the grade is not changed, the chairperson/School Director will advise the student of the right of appeal to the MCOM VDEA.

If the student elects to appeal, copies of all written communication mentioned above shall be sent by the chairperson to the MCOM VDEA as described below.

**Appeal to the Vice Dean for Educational Affairs**

If the grade is not changed to the satisfaction of the student at the departmental/School level, the student may appeal the assigned grade in writing to the MCOM VDEA. This appeal must occur within 10 school days of receipt of the decision of the chairperson/School Director. The appeal shall be prepared in writing by the student in consultation with the Associate Dean for Student Affairs of the MCOM. The VDEA may follow one of two procedures:

- The Chair, APRSC may discuss the case with the student, the faculty member, the chairperson of the department/School Director in which the course was taught, along with the Associate Dean for Student Affairs of the MCOM. Following these discussions, the MCOM VDEA may make a recommendation to the faculty member, the student, and the department chairperson. If this results in an acceptable solution to all parties, the matter is concluded. If not, then a Hearing Committee will be appointed.

- The MCOM VDEA may, if he/she chooses, appoint a hearing committee upon receiving the initial appeal. The appeal will be handled as expeditiously as possible.
When the decision is made to establish a hearing to investigate an appeal, the MCOM VDEA shall convene an ad hoc committee comprising three senior members of the SPT & RS faculty and three medical and/or physical therapy students, all of whom shall have voting privileges.

The MCOM VDEA shall appoint a chairperson who will conduct a hearing concerning the appeal at a time acceptable to all participants. At this hearing, all material relevant to the appeal shall be presented by the student, the Associate Dean for Student Affairs, the faculty member, the department chairperson/School Director, and the MCOM VDEA. Others may be requested to assist the committee.

The Hearing Committee will submit to the MCOM VDEA a written report containing a recommendation for a specific course of action regarding the student's grade appeal. If the Committee cannot reach a conclusion, the written report will be submitted to the MCOM VDEA, and will discuss the reason(s) why the committee failed to reach a decision.

The MCOM VDEA will then recommend a solution which may or may not contain some or all of the recommendations of the Hearing Committee. As delegated authority of the Dean, the decision of the MCOM VDEA is final.

Academic Honesty Guidelines

Students are awarded academic degrees in recognition of successful completion of coursework in the study of physical therapy and demonstrated integration of the academic standards for honesty and integrity is expected of all graduates. Broadly defined, academic honesty is the completion of all academic endeavors and claims of scholarly knowledge as representative of one's own efforts. Consequently, any form of cheating on examinations or plagiarism on assigned papers constitutes unacceptable deceit and dishonesty.

All students are required to abide by the USF Academic Dishonesty and Disruption of Academic Process Guidelines that have been accepted by the university and are outlined in detail in the USF Regulation 3.027. Violations of academic honesty guidelines will be subject to review by the APRSC pursuant to the process set forth in the section on the Academic Performance Review Subcommittee (APRSC).

MCOM Student Pledge of Honor

Honors and integrity should embody all the medical professionals undertake. How students act is highly indicative of personal and professional character. The Honor Code is a system that was developed and adopted by the charter class of the USF Morsani College of Medicine. The individuals who developed and approved the document believed strongly that the USF Morsani College of Medicine represented a community of professionals. The men and women who make up this community are at the beginning of their careers in medicine, and as such, should conduct themselves in a professional manner in the classroom as well as in the clinical setting. Therefore, all students of the Morsani College of Medicine are asked to sign a copy of the Student Pledge of Honor at the beginning of their educational program. Additionally, students are asked to acknowledge the Honor Pledge before or after each examination as a reminder and reaffirmation of our responsibilities as members of the professional community. A student whose actions are inconsistent with the spirit of the Honor Pledge may be identified by another student for violating the community of trust.
Consequences

Punishment for the violation of any of the academic honesty guidelines will depend on the seriousness of the disruption and will range from a private verbal reprimand to dismissal from the SPT&RS.

Reconsideration or Appeal

Students have the right to petition the APRSC for reconsideration and pursue further appeal pursuant to the process set forth in Appeal Mechanism for Disciplinary Action or Dismissal. Such appeals must be submitted in writing within two weeks (10 working days) of notification of the decision.

Requirement to Disclose

Students are required to notify the School Director of any arrest, charge or conviction of any criminal offense (misdemeanor or felony), indictment, imprisonment, placement on probation or receipt of deferred adjudication within fifteen (15) days of the incident. Failure to report any such incident will result in corrective or disciplinary action by the APRSC for unprofessional behavior. The facts and circumstances of each case will determine what APRSC corrective or disciplinary action is taken, up to and including dismissal from SPT&RS.

Professionalism

Professionalism is an essential part of healthcare practice, and the MCOM has a responsibility to assist in the development of professional attitudes and values in all our students. There are numerous components to professionalism, including reliability, adherence to ethical principles and effective collaboration with others (including peers, supervisors, patients, families and other members of the healthcare delivery team).

All constituents of the School are expected to demonstrate professional behavior, defined by the School as the demonstration of the values, attitudes, and behaviors consistent with expectations of the public and the profession. For the profession of physical therapy, these values and behaviors are delineated in the American Physical Therapy Association’s Code of Ethics and Guide for Professional Conduct and the Core Values of Professionalism.

Protection of Human Subjects

It is the practice of USF that all human subjects research conducted at the University, whether medical, behavioral, social or other, be governed by the University’s Institutional Assurance on file with the U.S. Department of Health and Human Services (HHS), as amended from time to time, and applicable federal regulations. A copy of the Assurance can be obtained from the Division of Research Grants (DRG).

Statement of Procedure

All protocols for research involving human subjects, including those deemed exempt, must be submitted to the Division of Research Grants in accordance with DRG guidelines. DRG Institutional Review Board (IRB) staff will review protocols proposed as exempt with an appropriate IRB representative. Then a
determination as to whether the protocol is exempt from the requirements of federal regulations will be made. Protocols that are not exempt will be reviewed by the full IRB or an expedited review subcommittee of the Board.

The DRG shall be the office of record for all files generated by the Institutional Review Boards. The IRB staff is charged with the responsibility of ensuring that the official record for each IRB project is complete at all times throughout and at the completion of the projects. The IRB chairpersons are charged with reviewing these records and certifying compliance. The DRG will provide necessary staff support and secured storage for all IRB records, which will be maintained for no less than seven years.

**Students as Subjects in Research**

From time to time, students may be asked to participate as human subjects in research. Investigators must obtain prior written approval from the Associate Dean for Student Affairs in order to allow students to participate as subjects. Likewise, the Associate Dean may restrict participation as experimental subjects if it is determined that this might compromise academic progress.

**Students as Subjects in the Classroom/Lab**

All students must be active participants in all class and laboratory activities in order to become effective professionals. Some of the goals of this participation are to acquire technical proficiency, insight into the therapeutic process, psychomotor skills, empathy for the client, problem-solving skills, and mechanisms for life-long post-professional learning. Also, students will need to rehearse and role-play clinical situations, repeat and refine techniques, and demonstrate proficiency in all physical therapy procedures.

This participation may include a) practice of skills with a classmate or faculty member; b) one’s classmates’ practice of their skills with oneself and c) demonstration of individual proficiency during examinations with a classmate or standardized patient.

As part of an examination process or during the course of a classroom experience, a student’s performance may be videotaped to provide feedback or documentation. The videotape record of examinations will be kept confidential.

Students are responsible for their own health and well-being. Part of this responsibility is to disclose any conditions, medical history, or symptoms that would contraindicate participation in a class activity. If a student is unsure of the risks of a procedure or modality with regards to a physical condition, he/she should seek to gather information so that they can make informed decisions about their health. Students have the option to withdraw from specific participation where they feel the consequences will have substantive effects on their physical condition. Students must make their reasons for withdrawing from specific participation known to the responsible instructor in writing in order that mechanisms to minimize the consequences to learning may be investigated. Withdrawing from participation may have consequences on a student’s ability to perform clinical skills required for course grades, clinical placements or graduation.

When working with other students, each student is to inquire about any potential contraindications and protect them from adverse effects of this participation. If unsure of the potential risks to my practice subjects, students are to gather information from relevant sources to assist the participant in making informed decisions.
Each student will be required to complete a Participation Agreement during Orientation activities.

**Health Insurance Portability and Accountability Act (HIPAA) Compliance**

Every employee and student at the University of South Florida who has access to Protected Health Information (PHI) is required to be educated on and comply with HIPAA. DPT students are expected to familiarize themselves with all of the standards and procedures of the USF Physician’s Group, including all of those related to HIPAA and patient privacy. DPT students who become aware of PHI are expected to maintain the confidentiality of such PHI, only access PHI for treatment, payment, or operation purposes, and may not disclose PHI under any circumstances unless it is for the treatment of the patient. A violation of HIPAA will result in disciplinary action.

**HIPAA and Photographs and Video Recordings**

Students will be rotating through various sites and must understand the policies of each site with regard to taking photographs and video taping. Students are not permitted to take photographs or video recordings of patients or staff unless the patient or staff has consented to the taking of such photographs or video recordings. Photographs and video recordings used for the care and treatment of a patient should not be taken with a personal mobile device and must be stored in the medical record of the patient.

**HIPAA, Professionalism and Social Media**

Patient photographs and video recordings should never be posted on social media websites. When discussing any work that you do as a physical therapy student at USF, you must never disclose any PHI or information that may involve the treatment of an individual. Even if you believe that the information has been de-identified through the removal of PHI, if the patient or any other individual could reasonably identify the patient, then the information is not de-identified. You are personally responsible for the content you publish, and any disclosure of PHI will result in disciplinary action.

**Social Media Participation Guidelines**

The USF Health Office of Communications and Marketing provides guidelines as to how MCOM supports institutional communication goals through social media platforms (e.g., Facebook, Twitter, YouTube, LinkedIn, Pinterest, and Instagram). Institutional representation via online social media platforms must only be initiated and authorized through the USF Health Office of Communications and Marketing and the USF Information Technology. Any sites or pages existing without prior authorization are subject to review, and when discovered may be removed.

USF Health email addresses should not be used in conjunction with unofficial or personal social media accounts and profiles. Remember, everything that you do online can and will live forever. Think before you post. A closed network is not necessarily private. It can and will be shared, stored and spread globally. Do not post anything online that you would not feel comfortable seeing on the front page of a newspaper, or on national television. Balance your professional and personal social media presences.

Never disclose patient information on social media. Patient information is protected by the Health Insurance Portability and Accountability Act (HIPAA). Students must be familiar
with the provisions of this act and respect its intent at all times. Students must comply with HIPAA Notice of Privacy Practices.

Social media responsibility is an important aspect of professionalism. All MCOM & SPT & RS colleagues – including students – must adhere to the following:

- Always protect patient privacy. Never reveal any patient health information that would identify the patient. Always abide by all MCOM HIPAA requirements.

- Know and follow university guidelines from the Office of Rights and Responsibilities and Responsible Computing.

- When discussing MCOM, or matters related to the college, you must make it clear that you are speaking for yourself and not on behalf of MCOM. If you publish content to any website outside of MCOM and it involves work you do or subjects associated with MCOM, use a disclaimer such as: "The views expressed on this blog; website are my own and do not reflect the views of the University of South Florida Morsani College of Medicine."

- You are personally responsible for content you publish. Be aware that what you publish on blogs, wikis, social networks or any other form of user-generated media will be public and often cannot be edited or removed.

- Use a personal (non-USF Health) e-mail address. Do not use your USF Health email address as your means of identification for social media participation.

- Respect copyright and fair use laws. This includes not publishing materials owned by USF or MCOM.

- Do not disclose confidential or proprietary information. Do not disclose information related to MCOM that is not public. Perception is reality. If you identify yourself as an MCOM student, ensure your profile and related content is consistent with expected behaviors. In social media, the lines between public and private, personal and professional are blurred. By identifying yourself as associated with the college, you are creating perceptions about MCOM and yourself with your colleagues and others. If you choose to identify your association with MCOM, be sure that all content is consistent with the college's values and professional standards.

- Contact the MCOM Office of Student Affairs or USF Health Office of Communications and Marketing if you have questions or are unsure about the application of these guidelines to your social media activities.

- Do not ask faculty or staff who have a scheduling or evaluation relationship with you to join your social media site(s).

- Be aware that you must maintain a professional demeanor at all times, even when you are off duty.
Academic Performance Review Sub-Committee

The Academic Performance Review Sub-Committee (APRSC) in the School of Physical Therapy & Rehabilitation Sciences reviews each physical therapy student’s performance (academic, clinical and professional) and makes recommendations to the Associate Dean/Director, School of Physical Therapy & Rehabilitation Sciences and the VDEA regarding physical therapy student promotion, probation, remediation, graduation, dismissal, and readmission. The committee will include:

- the first-year BMS Pre-Clerkship Curriculum Coordinator,
- two (2) appointed first-year Curriculum Course Directors (when DPT 1 students’ performance is reviewed),
- four (4) School of Physical Therapy & Rehabilitation Sciences ranked faculty, (both academic and clinical)
- MCOM Associate Dean for Student Affairs or their designee, *ex officio* and non-voting,
- School of Physical Therapy & Rehabilitation Sciences Director of Clinical Education,
- School of Physical Therapy & Rehabilitation Sciences Associate Director, and
- School of Physical Therapy & Rehabilitation Sciences Director or designee, who serves as sub-committee Chairperson, and
- the MCOM Vice Dean for Educational Affairs may also attend meetings in an *ex officio* capacity.

The overall performance of a physical therapy student will be considered by the APRSC in preparing recommendations regarding continued matriculation, promotion, graduation, and general academic progress of the students. Information upon which recommendations will be based in grades, written evaluations, and cognitive and non-cognitive data submitted by the faculty of the students’ curricular units. *Students having difficulty will be kept informed of their academic progress by the APRSC and by their academic advisors.*

**Guidelines and Procedures of the APRSC**

The following defines the purpose, and the rules under which the APRSC carries out its responsibilities.
Purpose

The APRSC shall review the academic and clinical performance of each physical therapy student at least once during each academic year. This Sub-Committee shall make recommendations to the MCOM VDEA via the Director of the School of Physical Therapy & Rehabilitation Sciences regarding appropriate action to be taken for each student including advancement to the next year, remediation, dismissal, readmission and graduation.

Confidentiality

Proceedings of the APRSC are confidential. Except as specified in these guidelines, the meetings will be closed to persons other than University representatives authorized by the Director of the School of Physical Therapy & Rehabilitation Sciences or the VDEA.

Quorum Requirements

A quorum for any regular or called meeting of the APRSC shall be defined as one more than half of the voting members.

All actions of the APRSC will require a simple majority of those voting.

Roles and Responsibilities of the APRSC

1. Each physical therapy student will be considered individually with emphasis upon quality of performance.

2. The Sub-Committee may recommend continued pursuit of physical therapy studies for any student who is justifiably assumed capable of completing degree requirements within the time limits established.

3. This Sub-Committee will review the progress of all students at least once yearly.

4. The Sub-Committee recommends to the MCOM VDEA via the Director, School of Physical Therapy & Rehabilitation Sciences:
   - The promotion of a student from one year's study to the next.
   - The certification of a student as qualified to graduate.
   - That when necessary a student be placed on a leave of absence for academic reasons, diagnostic evaluation, medical intervention or personal reasons.
   - The dismissal of a student from the MCOM/SPT&RS for academic reasons and/or readmission.
   - The disciplinary action for unethical and/or non-professional behavior or other misconduct when required.
   - Other remediation as might arise during the course of the educational program.

5. The Sub-Committee has the authority to take action in the following areas:
   - The formulation of a remedial program (the recommendations of the respective department concerning remediation will be the basis for requirements, subject to review by the Sub-Committee). These programs may include, but are not limited to:
o Requiring a student to be re-examined or re-evaluated in a course, with or without a period of tutorial study.

o Requiring a student to receive academic tutoring.

o Requiring a student to repeat all or part of a year's work or longer if necessary.

- Issuing a letter of academic concern or placing a student on academic warning or probation as detailed in the section on Students with Unsatisfactory Performance.

- Reviewing all petitions for readmission following a Sub-Committee recommended leave of absence, and recommending whether or not the student may resume physical therapy studies.

- Reviewing and making recommendations concerning a suitable course of study following a Sub-Committee recommended leave of absence.

- Other actions referred to the Sub-Committee for an individual student and not falling under responsibilities above.

6. If the action recommended by the Sub-Committee is that a student takes a leave of absence, the student may request an appeal of the decision as detailed in the section to follow.

7. The Director, School of Physical Therapy & Rehabilitation Sciences or his or her designee will serve as Chairperson of the Sub-Committee. Responsibilities will include preparation of the agenda for regular and called meetings, written notification of Sub-Committee action(s) to the affected student, Office of Student Affairs and verbal discussion of pertinent Sub-Committee action(s) with the individual student to whom such actions apply.

8. Written notification of Committee action(s) will be sent to the affected student from the Chair. Verbal notification of pertinent Committee action(s) with the individual student to whom such actions apply will be done by the Chair of the APRSC.

9. All deliberations of the Sub-Committee are strictly confidential. Actions of the Sub-Committee regarding physical therapy students are announced through official channels of the Associate Dean/Director, School of Physical Therapy & Rehabilitation Science's office. The Associate Dean/Director, School of Physical Therapy & Rehabilitation Sciences or designated representative may also inform appropriate faculty of decisions concerning student performance. Faculty should be apprised of the confidential nature of the information.

**Scheduling and Frequency of Meetings**

1. Meetings of the APRSC will be scheduled prior to the beginning of each academic year.

2. Special meetings may be called by the Chairperson when appropriate information has been transmitted to him/her requiring a special session.

**Meeting Agenda Preparation**

The agenda of the Academic Performance Review Sub-Committee shall consist of consideration of students in varying degrees of academic difficulty and the return of
students to the curriculum following remediation with SPT&RS faculty. Specific students to be discussed are those who have failed a course(s), those who are performing at less than satisfactory levels after an interim evaluation, and those who have received a T, I, U, or F grade. Any other student may be discussed at the request of a Course Director/Course Faculty/School Director. An attempt will be made to proactively identify students in minor as well as major difficulty (academic or professional) with the goal of providing help for those in need.

**Advancement of Students with Satisfactory Performance and Graduation**

**Requirements for Advancement**

For promotion from Year 1 to Year 2, and from Year 2 to Year 3, a student must earn a passing grade in all required didactic and clinical education courses that comprise that year's curriculum.

**Requirements for Graduation**

A student must have earned a passing grade in all didactic and clinical educational courses required of the curriculum leading to the Doctor of Physical Therapy (DPT) degree. All students must have made appropriate arrangements to discharge all financial obligations to the University.

**Students with Unsatisfactory Performance**

**Time Limitations for Completing Portions of the Curriculum**

A student must be eligible for promotion to Year 3 of the DPT curriculum within four academic years from the date of first matriculation. An exception to this rule may be made for illness or other extenuating circumstances approved by the APRSC and recommended to the Associate Dean/Director, SPT&RS. A student must be academically eligible to receive the DPT degree at commencement exercises of the MCOM during the fifth year following initial matriculation for DPT degree. The same exception to this rule as above shall be in effect.

**Academic Failure, Academic Warning, Probation and Dismissal**

**Academic Failure: One Deficiency**

A student who has one deficiency (T, U, or F) per year will be required to remediate the grade successfully prior to promotion to the next year. When reporting a deficient grade, the faculty responsible for that course will also submit a recommendation as to how the student will remove this deficiency. The plan may include, but is not limited to, additional study time and taking a makeup exam, repeating all or part of the course, or repeating the academic year. If the recommendation is that the student devote a short period of time for additional study and/or take a make-up examination, and there are no other academic reasons for denying the recommendation, the APRSC will approve the method of removing the deficiency. If the student fails to prove competency or successfully remediate, the student will receive a F in the course and further remediation, if allowed, must be by repetition of the course. Students are allowed to repeat a course only once. A second failure in the same course
will result in dismissal of the student from the MCOM/SPT&RS. Students must successfully remediate course deficiencies prior to beginning full-time clinical education experiences.

**Academic Failure: Two or More Deficiencies in an Academic Year**

A student who has more than one course deficiency (T, F, or U) per year may be dropped from enrollment, or be required to repeat the entire year. The determination of a plan to resolve the deficiencies will be developed by the APRSC.

**Academic Failure: Multiple Deficiencies during the DPT Degree Program**

A student who has two or more course deficiencies (T, F, or U) during enrollment will be assessed for the severity of the overall problem and a recommended course of action for the individual will be made by the APRSC. Consistency of performance is also evaluated. Any student who records two or more course deficiencies (T, F, or U) throughout enrollment in the DPT degree program will be reviewed continuously by the APRSC.

**Academic Failure: Two or More Failing Grades during the DPT Degree Program**

A student who has more than one F or U grade during the years in the DPT program will be subject to dismissal from enrollment in the School or other academic action as deemed appropriate by the APRSC.

**Academic Warning and Probation**

A student who has one deficient grade (F or U) at any given time will automatically receive an **academic warning** notice. Status of “academic warning” will remain in place until the deficiency is corrected. Once a student has been placed in academic warning status, any further academic deficiency will result in the student being placed on academic probation. Other action may be taken by the APRSC as is deemed appropriate.

A student who has more than one deficient grade (F or U) at any given time will automatically be placed on **academic probation**.

The requirement to repeat a year will be accompanied by a student being placed on **academic probation**.

A student who “Withdraws Failing” from the academic year to a Leave of Absence shall be placed on **academic probation**.

A student who has been placed on **academic probation** will remain in probationary status for a period of one calendar year or less until deficiencies are removed. During this period, the APRSC will continually review the student's performance. If any new deficiencies are recorded during this time, the committee will take whatever action is deemed appropriate for the individual student. Transference from a status of **academic probation** to that of academic good standing will occur only when all deficiencies are removed. If academic good standing is not achieved after one year, the student will be subject to dismissal from the MCOM/SPT&RS.

**Dismissal**

If, in the opinion of the APRSC, a student's academic performance does not meet the institutional requirements for continuing enrollment, the committee will, at any regular or specially called meeting, recommend to the Associate Dean/Director, School of Physical Therapy & Rehabilitation Sciences, that the student be dismissed from enrollment in the MCOM/SPT&RS. The student will be notified as soon as possible once this decision has been made.
A student will be subject to dismissal if he/she has more than one F grade at any time, fails a course while on academic probation, receives a deficient grade for a course for a second time, fails to meet the requirements of remediation, or upon any other evidence of poor academic performance or deficient professional behavior as determined by the APRSC.

A student whose performance, though passing, is borderline or marginal in several courses will be subject to dismissal if the APRSC determines that the student does not meet the competency standards of the MCOM/SPT&RS. Similarly, a student whose performance, though passing, consists of a record of multiple deficiencies or failures with subsequent remediation will be subject to dismissal.

A student may be dismissed from the MCOM/SPT&RS if his/her professional behavior and ethics are not in keeping with the standards of the Morsani College of Medicine/School of Physical Therapy & Rehabilitation Sciences. Graduation is predicated on the determination by the School faculty that a student is not only technically proficient but suitable for the practice of physical therapy in terms of professional attitudes, behaviors, and values. The APRSC may recommend to the MCOM VDEA via the Associate Dean/Director, School of Physical Therapy & Rehabilitation Sciences, dismissal of any student whose behavior is not consistent with the standards of the physical therapy profession, or when the student’s presence in the MCOM/SPT&RS is considered detrimental to the student in question, others in the MCOM/SPT&RS community or patients. The APRSC will evaluate, when requested, cases of students whose professional behavior and/or ethics have been questioned and, if deemed appropriate, may make a recommendation for dismissal from the MCOM/SPT&RS.

If there is a recommendation that the student be dismissed, the student may request in writing an appeal hearing before the APRSC within 10 school days of the time the original decision was made.

**Referrals to Counseling, Tutorial, and Study Skills Service**

In order to provide assistance to students identified as at-risk, the School has established advisor pods. The advisor pods are supported by an Academic Services Administrator. In consultation with the Associate Director, the advisor pods will review all reports of low performance, identifying any student who receives two or more grades below 80% on major assignments, in any combination of course(s). A member of the advisor pod will meet with the student in order to identify the student’s challenges and appropriate resources and strategies to assist the student. This group may provide non-binding recommendations to the student.

All students are strongly encouraged to avail themselves of the services of the advisor pods without referral. However, when students are presented as having difficulty at an APRSC meeting, they may be required to avail themselves of these services. If a student is urged repeatedly to arrange tutoring, counseling, or study skills help, but does not do so and subsequently fails a course, this will be made known to the APRSC to assist in evaluation of the student’s overall performance.

If a student is directed to seek these referral services, the student has a choice of choosing intra- or extramural resources. Verification that the student has utilized these referral services may be required. In addition, the APRSC may require that the student have his/her counselor submit information and/or a recommendation to the APRSC relating to the student’s academic program.
The APRSC may, at its sole discretion, require an independent evaluation of a student believed to be impaired as a result of the misuse or abuse of alcohol or drugs, or both or due to a mental or physical condition as a condition of continued enrollment. Such independent evaluation shall be by a practitioner or from practitioners chosen by the APRSC and shall be without cost to the student and shall result in a report being forwarded to the Committee.

**Appeal Mechanism for Disciplinary Action or Dismissal**

A disciplinary action of the APRSC may be appealed by the student for reconsideration by the APRSC of the action taken. The student has the right to be present for the appeal and may be accompanied by a person or persons of the student’s choice to provide support and counsel to the student. The person(s) may not act as the student’s attorney and is not authorized to make statements or ask questions unless directed by the Chair or members of the APRSC. The Associate Dean of Student Affairs also may serve as an advocate for the student in the appeal before the committee if requested by the student. Alternatively, the student may request that another faculty member, who is not a member of the APRSC, serve as his/her advocate. That individual will be present at the committee meeting while the student is present. The hearing will be an informal procedure dealing with evidence of a student’s performance and/or professional behavior and those factors applying directly to the student’s ability to perform. Immediately following the hearing, the APRSC will decide upon a specific recommendation.

**Recommendations of the APRSC regarding appeals are final in all decisions except cases where dismissal has been recommended.** If the decision is to uphold a previous dismissal decision, the recommendation will be forwarded to the MCOM VDEA via the Associate Dean/Director of the SPT&RS. The committee shall inform the VDEA (or a designee) of the vote and present a report of discussions leading to the decision at the earliest time possible and no more than 10 school days after the decision has been made.

**Request for Hearing by APRSC**

The request must be received in writing within 10 school days following the date the student was informed of the APRSC decision. Requests to appear before the committee should be submitted to the APRSC Chairperson. If requested by a student who is experiencing academic difficulty or who has been accused of violations of professional or ethical standards, a hearing will be afforded before the APRSC at a regularly scheduled meeting prior to deliberation or development of recommendations by the committee. The hearing will be an informal procedure dealing with evidence of a student’s performance and/or professional behavior and those factors applying directly to the student’s ability to perform.

**Appeal of APRSC Decision for Dismissal**

If a dismissal decision appeal to the APRSC is upheld at the hearing meeting, then the student may appeal to the MCOM VDEA via the Associate Dean/Director, SPT&RS. The student’s request to exercise this second right of appeal must be received in writing by the APRSC Chairperson within 10 school days following the date the student was informed of the committee’s recommendation. The MCOM VDEA may act on the appeal directly or choose to have the appeal heard by a committee he/she appoints. The MCOM VDEA will make the final determination on the status of the student.
Petition for Readmission Following Dismissal

A student who has been dismissed from the MCOM/SPT&RS and who is no longer enrolled may seek readmission by written request to the MCOM VDEA via the Associate Dean/Director, School of Physical Therapy & Rehabilitation Sciences. Such requests require compelling data to support an argument for reinstatement and may be made no sooner than one year after the date of dismissal.

Consideration of such a request, if accepted by the VDEA, will be reviewed by an ad hoc Committee appointed by the MCOM VDEA. This Committee will consist of five members of the faculty of the MCOM, including at a minimum three members of the School of Physical Therapy & Rehabilitation Sciences faculty. This Committee will make a recommendation to the MCOM VDEA for consideration and action. The decision of the VDEA is not subject to appeal.

Leaves of Absence

A leave of absence is defined as a temporary break in a student's attendance of ten (10) days or longer:

Voluntary Leave of Absence

a. A voluntary leave of absence must be for a specified period of time with an expected and defined date of re-enrollment.

b. A student in good academic standing, without deficiencies, may request and be approved for a leave of absence for a fixed period of time to conduct research.

c. A student in good academic standing, without deficiencies, may request and be approved for a leave of absence for a fixed period of time due to personal circumstances that prevent concentration on the academic program. It is important for students taking a personal leave of absence to understand the impact this leave may have related to the time limits for completing the DPT degree.

d. A student may request and be approved for a leave of absence for medical reasons that prevent concentration on the academic program or that impact the student's ability to meet the technical standards.

e. For certain occupational exposures, students may request in writing an excused absence or be placed on a leave of absence if an absence of greater than 10 (ten) school days is required. In the case of a communicable disease, the student would be removed from direct patient care activities. In the case of a communicable disease, the student would need clearance from the MCOM Medical Health Administration (MHA) to be permitted to return to patient care activities.

1. Students are excused from clinical rotations for their initial evaluation of an exposure. If subsequent visits and/or treatments are required that are related to the exposure, those are also excused. The student on a clinical rotation must contact the Director of Clinical Education. The student receives written confirmation of approval of the excused absence. Using this protocol, students are informed of whatever remediation is required to make up for lost time and clinical education. Students requiring more time (10 days or longer) because of extraordinary circumstances related to the exposure are required to submit a leave of absence request to the School Director.

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students will be notified in writing of the approved leave. Upon return to duties, the DCE determines what work needs to be done in order to complete clinical education requirements.

**Mechanism for Voluntary Leave of Absence**

Students must initiate a request for a voluntary leave of absence by written request to the School Director or MCOM Associate Dean for Student Affairs. Students are required to remain in contact, via email or telephone, with the School Director or Associate Director during the duration of their leave of absence.

**Involuntary Leave of Absence/Involuntary Withdrawal**

This Regulation establishes a process and procedure for the Involuntary Health Related Withdrawal (“Involuntary Withdrawal”) of students who engage in behavior that interferes with the living learning environment of the community and/or endangers the safety, health and well-being of the University community.

a. In order to maintain a safe and healthy learning environment as well as to ensure the well-being of all its students and employees, the University of South Florida System (USF System Regulation 6.0163, Involuntary Health-Related Withdrawal) requires MCOM SPT&RS to initiate formal proceedings and evaluations when a student’s behavior presents a direct threat of harm to self or others, or if a student’s behavior presents a significant and persistent disruption to the University community and affiliated learning environments.

i. This process is not a routine substitute for APRSC regulated academic disciplinary action when there is a violation of the **Student Code of Conduct** or will it supplant the USF System’s policy for addressing violations of substance abuse and alcohol policies.

ii. If a student’s expressed behavior is reported (by self or others) or appears to be the result of a physical or psychological health-related issue, the School Director or MCOM Associate Dean for Student Affairs which will refer the matter to designated health and wellness professionals as to determine if the student’s behaviors or physical circumstances meet criteria for:

- Recommending a voluntary health-related withdrawal or leave of absence as needed or recommended by a qualified independent health care provider.
- Requiring involuntary withdrawal with mandatory assessment and brief monitored intervention.
- Invoking immediate temporary suspension if the student refuses to comply with policy and/or treatment recommendations or is determined to be an immediate direct threat to self or others.

iii. The student will be notified by the School Director, of any administrative considerations for an involuntary withdrawal or leave.
of absence and afforded opportunity to engage in the decision-making process before a final determination.

- The MCOM Office of Student Affairs advises the student of the right to contact the USF Office of Disability Services to initiate a request for reasonable and appropriate accommodations to enable a student to maintain his/her enrollment status.

- Regardless of the circumstances for leave of absence, the USF System Tuition and Fees Regulations (USF 4.0102 and 4.0107) Policy 30-013 will apply with regard to tuition, fees and refunds.

iv. Any student subject to an involuntary leave of absence may appeal in writing to the MCOM Vice Dean for Educational Affairs within three (3) days of the date of the notice to the student of the involuntary leave of absence. The Vice Dean for Educational Affairs will consider the written appeal and render a final decision within ten (10) days or notify the student that additional time will be necessary to consider the appeal. After due consideration and consultation with designated University officials, the Vice Dean for Educational Affairs will issue a written decision. The Vice Dean’s decision is a final action.

v. Any student withdrawing under this Regulation, whether voluntary or involuntary, may submit a request to return to MCOM SPT&RS during the subsequent term to the School Director at any time. Students returning from involuntary leave will be required to submit summary documentation from a pre-approved, qualified medical or psychological provider. The summary documentation must indicate that the student is fit to return to school, able to meet academic/technical standards of the DPT program, and all professional activities. In exceptional circumstances, the USF System and the MCOM SPT&RS may elect to request a second, independent opinion paid for by USF.

vi. Involuntary dismissal decisions will be communicated to the student in writing, along with any conditions for readmission, if applicable.

**Intention to Return Following Extended (2 months or longer) Voluntary Leave of Absence**

a. The student must notify the School Director and the Registrar of an intent to resume enrollment (in writing) at least one month prior to anticipated return to medical studies.

i. If a student finds that he/she needs to extend the leave of absence, this must be requested in writing to the School Director and the Registrar at least two (2) weeks prior to the initially designated/anticipated date of return. This request will be referred to the leave of absence committee for consideration and a decision.

b. Students must have fulfilled any requirements directed by the APRSC prior to a return to physical therapy studies.
c. Students on leave of absence initiated by the APRSC may maintain such status for a maximum of two (2) years. In order to return to enrollment, the student must petition the APRSC within the time period allowed. The APRSC will consider these petitions regardless of the reason enrollment was discontinued. When petitioning the APRSC, the student must provide information that will support that return to enrollment is justified. This is required regardless of the reason for the leave of absence.

d. Petitions for return to enrollment may be considered at any regular or called meeting of the APRSC. The timing of the return to enrollment will be based upon that which is deemed most appropriate to the student’s status and schedule. Students may be required to repeat parts of the curriculum that have previously been successfully completed.

e. Return to enrollment may be denied if all available positions (seats) are filled even if a student meets all other qualifications.
Student Responsibilities

Dress Code

Students at all levels of their education and training are expected to maintain a proper professional image in their behavior and personal appearance at all times. During the pre-clinical years students are expected to wear to all academic functions—including daily classes—to clean, appropriate apparel: shirts, pants, nice shorts, dresses, skirts, and shoes. Students represent the School in interactions with community clinicians or other professionals, so special consideration to professional appearance should be given when those activities (such as guest lectures) are scheduled. Unprofessional appearance may result in referral to the APRSC.

Lab clothes should be brought to class daily (or kept in lockers available at the School) for ready availability. Lab clothes must permit lab partners to have reasonable access to the body. Examples of appropriate lab clothes include: gym shorts, tank tops, and sports bras. Jeans or long pants are not suitable for lab experiences.

Shorts are prohibited during patient care and clinical education activities, and at any time students have contact with patients or are in the patient care areas. In these instances, men should wear shirts and ties and women should wear dresses or appropriate slacks/blouses. White lab coats with ID cards should be worn by all students during patient care activities, unless otherwise directed by the host facility.

Good personal hygiene and grooming should be maintained at all times. Excessive use of fragrances should be avoided, as some people may be sensitive to scented chemicals. Hair should be neat and clean. Hairstyle and/or color should not interfere with assigned duties, or present a physical hazard to the patient, the student, or another person. Fingernails should be clean and of short to medium length. Students may not have acrylic nails while providing patient care services.

Communication

Email is the primary method of communication among USF faculty and students. It is your responsibility to check your USF Health email account correspondence at least daily and empty your mailbox regularly so that you are able to receive messages. You will be held accountable for a timely response to all email requests.

Computers and Other Technology

Computing facilities on the University and USF Health networks are a vital component of the academic environment. Each person using computers on these
networks must be considerate of other users. The purpose of these facilities is the support of teaching and research by its authorized users.

In order to promote a classroom environment that is conducive to learning, PDAs, laptops and/or cell phones are to be turned off during class time. Students who require cell-phone access for emergency situations or to care for sick children, family members, or significant others may keep their cell phones turned on in the muted mode with advance permission of the instructor.

Personal computers are a resource required for matriculation in our program. However, their use during class time for course-related work is a privilege allowed or disallowed at the instructor’s discretion. (Course-related work includes taking notes, following the instructor on PowerPoint or Canvas, and working on in-class assignments.) Computers are not permitted to be used during class time for e-mail, instant messaging, Internet surfing, playing games, doing homework, etc.

Inappropriate use of electronic devices will result in the loss of privileges. Repeated infractions of this rule may affect the professionalism portion of the student’s final grade in the course or result in other disciplinary action, such as referral to the APRSC.

Activities that damage or impede the work of other users are of particular concern. Such activities are discourteous and illegal. The State of Florida has laws which hold that unauthorized use (including accessing another user’s account) leading to offenses against intellectual property and/or computer users, is a felony. Besides civil penalties that can include imprisonment of up to fifteen years and fines, the college and/or university may impose administrative penalties and sanctions against those found to have violated the law. USF wishes to provide open access to students and faculty with as few restrictions as possible. Courteous and thoughtful computing will minimize the need for regulations and annoying security procedures.

University policies are explicit (Student Code of Conduct) and any violation of these policies, including sending hate mail, is unacceptable and will be dealt with severely.

The following activities are forbidden and may result in loss of the student’s computer account, administrative sanctions and penalties by the university and/or college, as well as imprisonment and fine by civil authorities.

- Use of another's account.
- Allowing another person to access one’s account or share one’s password.
- Use of USF computing resources for private profit, or for promoting a religious or political group.
- Intentionally impeding the legitimate use of computing facilities by other people.
- Using USF facilities, inuding printers, for junk mail, mass mailing, or non-course related work.
- Using USF computers to access pornographic material.

Individuals using this system without authority, or in excess of their authority, are subject to having all of their activities on this system monitored and recorded by system personnel.

While monitoring individuals improperly using this system or during system maintenance, the activities of authorized users may be examined. Anyone using this system agrees to
such examination and is advised that if it reveals possible evidence of criminal activity, system personnel may provide this evidence to law enforcement officials.

**USF Health IS Support**

The USF Health Information Systems (IS) Service Desk provides students, faculty, and staff at USF Health with a centralized point of contact for technology support, questions concerning IS services offered, Digital Media and Classroom technology, and assistance with mobile devices.

USF Health's IS Service Desk can be contacted at:

- Email: support@health.usf.edu
- Phone: 813-974-6288, Option #2
- Support Portal: https://footprints.health.usf.edu/footprints/support.html
- Live Chat Portal: https://livechat.health.usf.edu/

**Identification Card**

Prior to Year 1 orientation, students should obtain the USF Student ID card, which is required to take advantage of many University services and gain access to MCOM and SPT & RS facilities. The ID card may be purchased at the USF ID Card Center (SVC 1032) for an initial fee of fifteen dollars. Replacement cards cost $15.

The USF ID card is used as the hospital/clinic identification tag and must be worn on a white lab coat in all clinical settings.

Entry to HSC classrooms and laboratories (MDA/MDC Building) and MDT Building is restricted and a student must utilize his/her ID card as the sole means of gaining entry. Students are responsible for ensuring that any doors they open are closed and locked before they leave the building.

**Reminder:** After-hours access to the MCOM and School of Physical Therapy & Rehabilitation Sciences classrooms and laboratories in the USF Health complex and MDT Building is for students only. Visitors, friends, and family are welcome during regular business hours.

**Name Badges for Clinical Experiences**

Student identification badges (both the USF badge and if one is provided by the center) must be worn at all times. Students are to wear a white lab coat unless excused from doing so by the clinical instructor because it interferes with patient interaction or the facility's dress code. (The School provides the first badge, which must be replaced annually thereafter at the student's expense.)

**Classroom Set-up and Cleaning**

Classrooms are reserved for regularly scheduled classes and labs, and are pre-set in a standard layout. If alterations to this layout are necessary for labs or other activities, it is the responsibility of the instructor to ensure that students move furniture and/or equipment back into the standard layout before dismissing class. The same rule applies to other meetings or activities requiring alteration from the standard
layout: the meeting or activity organizer is responsible for coordinating the movement of furniture/equipment before and after the activity. Exceptional circumstances requiring movement of large items must be requested through and coordinated by the Office Manager at least two weeks in advance.

After each lab activity, students are responsible for ensuring that lab tables are cleaned appropriately. To this end, a schedule of rotating lab cleaning responsibilities will be posted in each classroom.

Curriculum Evaluations

Evaluations are an important tool in ensuring that coursework is appropriate and consistent. All DPT students are required to fill out a curriculum evaluation at set points throughout the three-year curriculum. Please give thoughtful, professional consideration to your answers and comments.

These evaluations are conducted online. The data are confidential and cannot be matched to any specific student, but a separate list of students who have submitted an evaluation is maintained. This prevents anyone from submitting more than one evaluation per course and allows the School administrators to check that all students have submitted an evaluation.

Health Requirements

Student health is ultimately the responsibility of the individual student. The Professional Student Affairs Committee of the MCOM facilitates student health by providing programs to assist students in meeting their physical and mental health needs. Specifically, the committee formulates and reviews guidelines and programs, and assesses implementation and compliance with institutional and State of Florida requirements and guidelines.

The USF Morsani College of Medicine has a strict policy that students shall not be evaluated academically by anyone who has a role in health, psychiatric or psychological care and counseling. All psychiatric care is done outside of the college so that no faculty members are involved. The Director of Student and Resident Professional Development and the HELPS Program providers have no educational or academic evaluation function in the Morsani College of Medicine. Regarding general health care, students are advised that they should not seek health care from faculty members who might teach them; however, there are rare instances where students opt to see a physician on faculty who may have an evaluation role in a course the student takes. In those circumstances the evaluation of the student is performed by a different faculty member; faculty members may not evaluate students they have seen as patients. This is never the case with psychiatric care. Students who are seen in the University Student Health Service have a special, raised security level on their files to prevent faculty and residents who are not involved in treatment of the student from viewing student medical records.

Prior to matriculation, all students are required to provide to the Medical Health Administration Office documentation regarding: personal health history, physical examination by the student's personal physician, and immunity to specific communicable diseases (please refer to Appendix 4 for specific requirements). Students must also provide proof of current personal health insurance on an annual basis. Physical Therapy students are not required to purchase disability insurance at this time.
Please note that all documents must be submitted in English.

Students are responsible for all costs involved in obtaining physical examinations, immunizations, drug screens, and obtaining copies of all records. **Students must be prepared to present their clinical education portfolio to their CI/CCCE/SCCE on or prior to the first day of their internship at each clinical center.**

*Note:* Students should retain the original copy of each document in their clinical education paperwork, although some centers may request to see the original documents rather than accept a copy.

Some centers may require students to complete an additional physical examination and have certain additional immunizations following the center's policies and procedures. Students are strongly encouraged to determine this by reviewing center information provided to them as early as possible. The student should contact the CCCE/SCCE at least one month before the internship begins, in order to make arrangements to have any necessary examinations completed before beginning the affiliation. Failure to do so may result in delay in beginning an internship and successful, timely completion of the educational experience is at risk.

**Student Health Services**

All students at USF are required to pay a USF Health Fee every year as part of the total tuition. The Health Fee is not an insurance premium. Subscription to a student health insurance plan requires a separate fee; information on available policies is available from the Student Affairs Office. The Health Fee is mandatory and entitles the student to care at the Student Health Center located on the main campus. During the orientation process, students are counseled about appropriate avenues for receiving medical care. Among the available options are: continued care by the student's personal physician and care at the University Student Health Center. In the event that a student chooses to seek care with the USF Student Health Services, the MCOM Registrar's Office may be requested to provide a letter of enrollment (in hard copy or faxed to the Student Health Services offices) to facilitate care.

**USF Physicians Group**

In the event that a physical therapy student opts to see a provider at the USF Health Morsani Center for Advanced Healthcare, physician fees incurred at the Morsani Center by students who are not covered by insurance payment will be billed to the student. Students will be billed for the cost of supplies, lab work sent outside of the USF Health Morsani Center and for elective procedures. If the student's private insurance company does not cover the cost, the student is responsible for payment. This rule also applies to the student's spouse and children.

An appointment with a faculty physician can be arranged by calling the Morsani Center appointment desk at 813-974-2201. Students should identify themselves as physical therapy students and request an appointment with the first available physician in Family Medicine or General Internal Medicine. An appointment will be scheduled as soon as possible. If a student has an emergent medical problem, he/she should follow the emergency procedures set by the health insurance company.

Confidential psychiatric consultation and counseling is readily available through the USF Counseling Center (974-2831 or the Health Enhancement for Lifelong Professional
Students (HELPS) Program (870-0184; see also Appendix 5). You can also obtain assistance or referral by contacting the Student Affairs Office (974-2068).

**Illness in Students**

Students with an illness or medical condition that may be communicable to patients or staff should refrain from contact with others until medical clearance is issued by a health provider:

If the student is unsure whether he/she should be in patient contact areas, please refer the student to Employee Health Services. If necessary, the Employee Health nurse practitioner will evaluate the student/agency personnel for work status.

Persons with the following medical conditions should not be allowed patient contact without a medical clearance:

- Active chicken pox, measles, German measles, herpes zoster (shingles), hepatitis A, hepatitis B, hepatitis C, tuberculosis.
- Diarrhea lasting over three days or accompanied by fever or bloody stools.
- Conjunctivitis.
- Group A streptococcal disease (i.e., strep throat) until 24 hours of treatment received.
- Draining or infected skin lesions.
- Oral herpes with draining lesions.

**Student/Agency Personnel Exposures at USF-Affiliated Practice Sites**

The Employee Health Departments at the affiliated practice sites will evaluate students and agency personnel who report significant exposures to blood/body fluids and communicable diseases while on rotation. Significant exposures include needlesticks, sharp injuries, non-intact skin and mucous membrane exposures to blood, body fluids or exposures to airborne communicable diseases. Exposures should be handled as follows:

1. The student/agency personnel reports the exposure to his/her instructor/supervisor immediately.
2. The student/agency personnel fills out the employee section of the affiliated site's Employee Incident Report.
3. The instructor/supervisor fills out the supervisor section of the Employee Incident Report.
4. The student/agency personnel takes the completed incident report to Employee Health as soon as possible after the exposure. The student/agency personnel should bring the following information on the source patient: name, medical record, diagnosis and room number.
5. Students/agency personnel reporting a needlestick/sharp injury from a patient must be evaluated within one to two hours for appropriate prophylaxis. In these cases, if Employee Health is closed, the student should contact the site's nursing supervisor:
The student/agency personnel will be provided with the following evaluation:

1. First aid treatment as necessary.
2. Investigation of the source patient and HIV and hepatitis tests as necessary.
3. Baseline lab work. Follow-up tests at 3 months, 6 months and 12 months will be offered. There will be no charge for the required lab tests.
4. Employee Health will provide the appropriate prophylaxis.

**HIV/AIDS and Other Infectious Diseases**

When an HIV-infected individual comes to the attention of the University, whether student, faculty or staff member, confidentiality of the individual as well as the individual’s welfare and that of the University community must be respected. Other infectious diseases will be handled appropriately and reported according to State requirements.

**Exposures to Bloodborne Pathogens and/or Communicable Diseases**

Policies and procedures concerning bloodborne pathogen exposures and exposures to communicable diseases (e.g., tuberculosis, chicken pox) are in place at each of the major clinical teaching facilities. During orientation programs an overview of procedures is presented. Students must be familiar with the policies and procedures of each clinical facility and carefully comply with all requirements in case of injury or exposure to communicable disease.

Students must report immediately all needle sticks and other exposures to blood or other potentially infectious body fluids to their supervisors and to the employee health nurse at the facility where the incident occurs.

**Chemical Dependency**

Students who are identified as having a chemical dependency are referred to the HELPS Program (see Appendix 5) for consultation and then referral to the Florida Professional Resources Network (PRN). Successful entry into and treatment via this program will result in no additional action against the student. Should a student be dismissed by the PRN for non-compliance, action will be referred to the APRSC and may result in dismissal from the DPT Program.

**Background Checks and Drug Screens**

Each physical therapy student is required to complete three clinical education internships at various healthcare facilities during the course of the three-year Doctor of Physical Therapy degree program. Many of these facilities now require a current (within 30-90 days) criminal background check and drug screening before accepting the assignment of the student to their facility. In addition, the application for licensure as a physical therapist involves review of the applicant’s criminal background.
Some affiliating clinical centers may require a current background check before the student is permitted to begin a clinical education internship. Costs associated with background checks are the responsibility of the student. For step-by-step instructions on obtaining a Florida fingerprint background investigation and/or drug screen, please see Appendix 9. Students may be requested to complete additional federal/state background checks in the future or may be required to update the criminal background check upon request.

Drug screens may also be required by certain facilities. For step-by-step instructions on obtaining a drug screen, please see Appendix 9.

**Requirement to Report a Criminal Incident**

Students are required to report to the Director, School of Physical Therapy & Rehabilitation Sciences, within 15 days of the incident any interaction with the police that results in an arrest or in being brought before the criminal justice system. This requirement is independent of whether or not there is a conviction involved. Failure to report any incident will result in action by the APRSC for unprofessional behavior. APRSC action may result in disciplinary action up to and including dismissal from the DPT Program.

Students must be aware that many clinical sites list conviction of a felony or other misdemeanor convictions as grounds not to accept a student for clinical or administrative training. (See Florida Statutes Section 456.0635, given below, for further information.) This is done solely at the discretion of the clinical education affiliate. USF STPRS does not accept responsibility for any student’s eligibility for continued progression to a clinical program or eligibility for licensure as a health care professional after failure to pass a criminal background check or drug screen. Clinical sites may also deny students the opportunity to serve as interns due to non-compliance with the health requirements (i.e., immunizations) or lack of expected professional behaviors (e.g., USF SPT & RS Affiliation Agreement, PBAT, APTA CPI criteria, APTA Code of Ethics).

The student has a continual obligation to report any criminal conviction that may impact the student’s continued ability to participate in the clinical education program to the School Director and Director of Clinical Education within 15 days of its occurrence. A positive drug test and/or criminal background check may exclude a student from clinical placement and make it impossible for that student to complete the clinical competencies required for graduation from SPT & RS. The Director of Clinical Education will make no more than two (2) attempts to place a student having a positive criminal background check and/or positive drug test, or other variances (e.g., non-compliance with health care requirements, remediation).

**Florida Statutes as of July 1, 2009.**

**Important Notice for Initial Licensure Applicants:**

Pursuant to the 2017 Florida Statutes, Section 456.0635, effective July 1, 2017, health care boards or the department shall refuse to renew a license, certificate or registration, issue a license, certificate or registration and shall refuse to admit a candidate for examination if the applicant has been, disqualified, pursuant to 456.0635 [emphasis added].

456.0635 Health care fraud; disqualification for license, certificate, or registration.—

(1) Health care fraud in the practice of a health care profession is prohibited.
(2) Each board within the jurisdiction of the department, or the department if there is no board, shall refuse to admit a candidate to any examination and refuse to issue a license, certificate, or registration to any applicant if the candidate or applicant or any principal, officer, agent, managing employee, or affiliated person of the candidate or applicant:

(a) Has been convicted of, or entered a plea of guilty or nolo contendere to, regardless of adjudication, a felony under chapter 409, chapter 817, or chapter 893, or a similar felony offense committed in another state or jurisdiction, unless the candidate or applicant has successfully completed a pretrial diversion or drug court program for that felony and provides proof that the plea has been withdrawn or the charges have been dismissed. Any such conviction or plea shall exclude the applicant or candidate from licensure, examination, certification, or registration unless the sentence and any subsequent period of probation for such conviction or plea ended:

1. For felonies of the first or second degree, more than 15 years before the date of application.
2. For felonies of the third degree, more than 10 years before the date of application, except for felonies of the third degree under s. 893.13(6)(a).
3. For felonies of the third degree under s. 893.13(6)(a), more than 5 years before the date of application;

(b) Has been convicted of, or entered a plea of guilty or nolo contendere to, regardless of adjudication, a felony under 21 U.S.C. ss. 801-970, or 42 U.S.C. ss. 1395-1396, unless the sentence and any subsequent period of probation for such conviction or plea ended more than 15 years before the date of the application;

(c) Has been terminated for cause from the Florida Medicaid program pursuant to s. 409.913, unless the candidate or applicant has been in good standing with the Florida Medicaid program for the most recent 5 years;

(d) Has been terminated for cause, pursuant to the appeals procedures established by the state, from any other state Medicaid program, unless the candidate or applicant has been in good standing with a state Medicaid program for the most recent 5 years and the termination occurred at least 20 years before the date of the application; or

(e) Is currently listed on the United States Department of Health and Human Services Office of Inspector General’s List of Excluded Individuals and Entities.

This subsection does not apply to an applicant for initial licensure, certification, or registration who was arrested or charged with a felony specified in paragraph (a) or paragraph (b) before July 1, 2009.

(3) The department shall refuse to renew a license, certificate, or registration of any applicant if the applicant or any principal, officer, agent, managing employee, or affiliated person of the applicant:

(a) Has been convicted of, or entered a plea of guilty or nolo contendere to, regardless of adjudication, a felony under chapter 409, chapter 817, or chapter 893, or a similar felony offense committed in another state or jurisdiction, unless the applicant is currently enrolled in a pretrial diversion or drug court program that allows the withdrawal of the plea for that felony upon successful completion of that program. Any such conviction or plea excludes the applicant from licensure renewal unless the sentence and any subsequent period of probation for such conviction or plea ended:

1. For felonies of the first or second degree, more than 15 years before the date of application.
2. For felonies of the third degree, more than 10 years before the date of application, except for felonies of the third degree under s. 893.13(6)(a).
3. For felonies of the third degree under s. \texttt{893.13}(6)(a), more than 5 years before the date of application.
   (b) Has been convicted of, or entered a plea of guilty or nolo contendere to, regardless of adjudication, a felony under 21 U.S.C. ss. 801-970, or 42 U.S.C. ss. 1395-1396 since July 1, 2009, unless the sentence and any subsequent period of probation for such conviction or plea ended more than 15 years before the date of the application.
   (c) Has been terminated for cause from the Florida Medicaid program pursuant to s. \texttt{409.913}, unless the applicant has been in good standing with the Florida Medicaid program for the most recent 5 years.
   (d) Has been terminated for cause, pursuant to the appeals procedures established by the state, from any other state Medicaid program, unless the applicant has been in good standing with a state Medicaid program for the most recent 5 years and the termination occurred at least 20 years before the date of the application.
   (e) Is currently listed on the United States Department of Health and Human Services Office of Inspector General’s List of Excluded Individuals and Entities.

This subsection does not apply to an applicant for renewal of licensure, certification, or registration who was arrested or charged with a felony specified in paragraph (a) or paragraph (b) before July 1, 2009.

(4) Licensed health care practitioners shall report allegations of health care fraud to the department, regardless of the practice setting in which the alleged health care fraud occurred.

(5) The acceptance by a licensing authority of a licensee’s relinquishment of a license which is offered in response to or anticipation of the filing of administrative charges alleging health care fraud or similar charges constitutes the permanent revocation of the license.

Student Support Services

Student Advisement

Students are assigned a group of advisors upon matriculation in the DPT program. The pod of advisors is made up of faculty members with varied roles in the DPT curriculum. The role of these advisors is to serve as a guide throughout the professional curriculum, from matriculation until graduation. Ideally, the relationship will develop into one in which the student seeks out the advisor/mentor for counseling support, and advocacy.

Although frequency of contact is determined largely by the advisee, advisors may be proactive in the relationship and may initiate dialogue, offer guidance, or refer the student to other resources. In addition, it is also the purview of advisors to advise caution in matters related to professional, academic, or clinical performance.

An initial “get-acquainted” meeting is scheduled during orientation; thereafter, academic advisors may request meetings to discuss academic progress and professional development. Students may meet with any of the advisors in the advisement pod. Advisors should document all meetings with students.

There will also be an assigned Advisement Coordinator for each year to assist in students that are specific to each year in the curriculum. The Advisement Coordinator will also assist the advisement pods in coordinating advisement activities.

Student Transcript and Diploma Requests

Information on how to obtain student transcripts, diplomas, and enrollment verifications may be obtained by contacting the MCOM Office of the Registrar: http://hsc.usf.edu/medicine/registrar/new/transcript_diploma_requests.htm.

Executive Cabinet

The School’s primary sounding board for ideas, suggestions, and concerns is the Executive Cabinet. Any constituent of the School—employee or student—may bring forward an issue (positive or negative) to this body for discussion and action. Such concerns may be submitted anonymously (if desired) by contacting the Faculty Administrator by phone, e-mail, or mail. The group operates under the “Summit Rules,” which specify that people and issues brought to the Cabinet’s attention are treated with respect, and that issues identified for Executive Cabinet attention should be accompanied by a proposal for resolution.

The members of this group are:
- the three Class Presidents,
- the President of the Association of Physical Therapy Students,
- one elected staff member,
- one elected clinical faculty member,
- one elected academic faculty member,
- Faculty Administrator (ex officio).

The group meets as needed but not less than once per month. It is facilitated by the Faculty Administrator. The School Director and Associate Director serve as non-voting, ex officio members who attend only at the request of the Cabinet (as needed for institutional history, guidance, etc). In the absence of candidates to serve as elected members, vacancies may be filled through appointment by the School Director.

**Tuition and Financial Aid**

The amount of tuition and fees for students is subject to change from year to year, as it is established by the Florida State Legislature and the USF Board of Trustees. Specific fee information can be obtained after July 1st each year by contacting the MCOM Registrar’s Office. The Florida State Legislature established procedures for charging tuition and fees to medical and professional students attending Florida state schools as a flat yearly rate, regardless of the length of time enrolled.

Students are billed at the beginning of each academic year for one-half of the yearly tuition; this amount is due no later than the end of the first week of classes each term.

Students who pay tuition after the due date will be assessed a $100 late fee unless they have made proper arrangements for late payment. Applications for a “Waiver of Late Fee” may be obtained from the MCOM Registrar’s Office or the Business Office. Students pay tuition directly to the USF Health Payment Center. The Fall amount is an estimate, pending the final decision made by the State Legislature and the USF Board of Trustees. The total yearly increase in tuition will be reflected in the Spring bill. Checks must be made payable to USF Morsani College of Medicine, and must be mailed to:

USF Health Payment Center
PO Box 864300
Orlando, FL 32886-4300

_Note:_ The address must include the complete 9-digit zip code given above, and the student’s U number must be written on the check. Omission of the U number is likely to cause the tuition payment _not_ to be applied to the correct account and late fees to be assessed.

**Refunds**

Physical Therapy student tuition is calculated as a flat rate for one academic year. Students are billed in two installments: approximately half at the start of the academic year and approximately half at the midpoint of the academic year irrespective of the central campus semester dates. The tuition for each academic year is determined by the Board of Governors. The first installment is dependent upon an estimate made at the start of the Morsani College of Medicine/School of Physical Therapy & Rehabilitation Sciences
academic year before the Board of Governors have met. Therefore each installment is most often an approximate, but not exact half of the total amount.

- A total refund of tuition and fee payment will be made for a student withdrawing before completion of two weeks of the academic year.

- Students withdrawing after completion of two weeks will receive a pro-rated refund calculated from day one of the academic year.

- Students withdrawing after completion of 80 percent of the academic year will receive no refund of tuition.

- If a student withdraws before the midpoint of the academic year, the second installment of tuition will not be assessed.

The date of withdrawal will be calculated from the date the student written statement of withdrawal is submitted to the Office of the Associate Dean for Student Affairs, Morsani College of Medicine. For students who receive financial aid the date of withdrawal is the last documented date the student attended class.

Requests for refunds should be submitted in writing to the Morsani College of Medicine Registrar’s Office.

**Return of Title IV (Federal) Financial Aid**

As posted on the MCOM Financial Aid Website Students who withdraw, transfer, take a leave of absence exceeding 120 days, or who are dismissed from the College of Medicine before completion of 80% of the academic year may be granted a prorated refund of tuition paid. **Students must attend a Financial Aid counseling session at the time of withdrawal, transfer, dismissal, or start of leave of absence.** Refunds will not be given to students who are enrolled for more than 80% of the academic year. A written request for a refund of tuition must be submitted to the College of Medicine Registrar’s Office to initiate the refund.

Pro-rated refunds are calculated by weeks of enrollment within a given academic year. If a refund is due to a student and the student received Title IV funds, the refund will be paid directly to the Title IV financial aid program(s) from which the student received assistance. Payment will be made in the following order:

1. Unsubsidized Federal Direct Loan
2. Graduate/Professional PLUS Loan
3. Subsidized Federal Direct Loan
4. Other Federal, State, private or institutional sources
5. The student.

(For more information, please refer to [http://hsc.usf.edu/medicine/studentaffairs/financial_aid/dpt_students/fa_policy.htm](http://hsc.usf.edu/medicine/studentaffairs/financial_aid/dpt_students/fa_policy.htm).)
Impact of a Leave of Absence or Withdrawal on Repayment of Student Loans

For the purposes of financial aid, a Leave of Absence (LOA) is considered a temporary break in a student's attendance that cannot exceed 180 days within a 12-month period. The Morsani College of Medicine must report to the lender(s) a student as "no longer enrolled" when the LOA exceeds 180 days. The student may be obligated to begin loan repayment. The student is required to meet with a staff member from the Office of Financial Aid prior to beginning the LOA to discuss student loan obligations during their LOA.

If a student withdraws from the Morsani College of Medicine and received financial aid during their enrollment they are required to attend a financial aid exit interview. During the exit interview a staff member from the Office of Financial Aid will advise the student about their rights, responsibilities, and loan repayment obligations for the financial aid they received.

The Office of Student Affairs

The Office of Student Affairs has an "open-door" practice and their staff members are available to provide assistance in any matter of concern to the student. They may serve as counselors and advisors to students with personal problems, life issues, and academic or financial difficulties. They also provide assistance and guidance with issues pertaining to student abuse. We urge you to seek their help at the first sign of such problems.

The Office of Student Affairs also serves as a "complaint department," referral service, and student advocate. It is dedicated to assisting you in the successful completion of this professional growth process. The Associate Dean for Student Affairs, Dr. Kira Zwygart, is available in her office during school hours.

Academic Assistance

Peer and Faculty Tutoring

Physical therapy students who are experiencing academic difficulties and are in need of tutoring may seek assistance through the Academic Support Center (ASC), directed by Pamela O'Callaghan, PhD (813-974-5815). Faculty and student tutors are selected by the ASC Director based on academic and personal qualities. There is no cost to the student for this assistance.

Reading, Study Skills and Test Taking Assistance

Any student seeking to improve his/her study skills, exam-taking skills, or overall academic performance may request assistance through the ASC. Services include tutoring, learning skills consultation, and exam skills coaching. Another option is the Academic Coaching at the Academic Success Center in the main campus library (813-974-2713). These services are available to medical students without charge. Assessments of reading skills, study skills, and test-taking abilities are performed and a plan is devised to improve student examination performance.

Damaged/Duplicate Diplomas

The MCOM does not provide duplicate copies of diplomas. If a diploma has been lost, stolen, or damaged, a replacement diploma may be requested for a fee of ten dollars [Florida Statute Sec. 1009.24(12) (4)], which covers the cost of production and mailing. The replacement diploma will be provided upon receipt of a written.
signed notarized letter stating the reason for the request. (Faxing to 813-974-8181 is acceptable.) In the case of a name change, the MCOM also will supply a replacement copy upon written request; receipt of the original copy, and receipt of a completed legal name change form.

Student Protections

The MCOM and SPT&RS are dedicated to developing student character strengths and promoting effective engagement in team-based interprofessional learning environments. Consistent with federal regulations, institutional policies and accreditation guidelines, it is the philosophy and practice of the MCOM and SPT&RS to support student access to the appropriate channels for proactive inquiry and guidance when addressing concerns and complaints and for resolving disputes without fear of retribution.

The following definitions and procedures are extracted from the USF Health General Counsel website (http://generalcounsel.usf.edu/) and are provided to inform you of existing internal mechanisms through which you may appropriately exercise good faith effort in resolving concerns in a less restrictive constructive manner.

Discrimination and Harassment Processes

Student complaints or grievances related to discrimination and harassment on the basis of race, color, marital status, sex, religion, national origin, disability, age, genetic information, sexual orientation, gender identity and expression or veteran status are governed by the USF System Discrimination and Harassment Policy 0-007. For definitions, applicability and reporting requirements view: http://generalcounsel.usf.edu/policies-and-procedures/pdfs/policy-30-053.pdf or contact the USF Diversity and Equal Opportunity Office.

Student Mistreatment or Abuse

Students are encouraged to discuss any and all issues of physical, emotional, psychological or sexual abuse without fear of retribution. The student may contact any faculty or staff member with whom he/she feels comfortable; including the Office of Student and Resident Professional Development (Olga Skalkos, Ph.D. 813-974-8509 or oskalos@health.usf.edu) that serves as an neutral party to guide students in appropriate matters, the Associate Dean for Student Affairs, the Office of Student Affairs, the Senior Executive Vice President of Academic Affairs & Vice of Faculty Affairs, or the Associate Dean/Director of the School of Physical Therapy & Rehabilitation Sciences. In addition, the student may directly contact the USF Center for Victim Advocacy & Violence Prevention (see below).

Bullying

Bullying is defined by the American Medical Association (AMA) as a pattern of repeated aggression with deliberate intent to harm or disturb a victim despite apparent victim distress and real or perceived imbalance of power (e.g. due to age, strength, size, social status). Bullying is professional misconduct and is a violation of academic standards subject to sanction by USF Student Code of Conduct (USF System Regulation 6.0021). Allegations of bullying should be reported to the Associate Director and/or the School Director, who will refer the matter to the APRSC if appropriate.
Retaliation

Retaliation, Retribution or Reprisals are prohibited (USF System Policy 0-20). When appropriate, department administrators will work with the designated University offices to promptly respond to and remedy any circumstances contributing to a hostile environment and to assure first-party and third-party Title IX reporting is protected from any adverse consequence, harassment, intimidation or discrimination.

Sexual Harassment

In conformance with Title VI of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, the Florida Educational Equality Act, and the USF policy on the topic, it is the goal of the USF Morsani College of Medicine to create and maintain a work and study environment that is positive and free of discrimination. In order to help provide such an environment, faculty, staff, and students must be aware that sexual harassment is sex discrimination, an unacceptable conduct that will not be tolerated at the university as defined in the USF policy 0-008, Diversity and Equal Opportunity: Sexual Harassment.

Sexual harassment is defined as conduct of a sexual nature or with sexual implications, which interferes with an employee’s or student’s status or performance by creating an intimidation, hostile, or offensive working or educational environment. This conduct may include, but is not limited to the following:

Inappropriate touching; the display of sexually explicit or suggestive materials; use of sexually explicit or suggestive language or gestures; and subtle pressure for sexual activity, as well as demands for sexual favors or physical assault. Sexual harassment is a serious form of abuse.

The student is encouraged to directly contact the USF Center for Victim Advocacy & Violence Prevention with any concern. Please be aware that educators must report incidents of sexual harassment and gender-based crimes including sexual assault, stalking, and domestic/relationship violence. If you disclose any of these situations in class, in papers, or to instructors personally, those individuals are required to report it to the Office of Student Rights and Responsibilities (OSSR) or the Office of Diversity, Inclusion, and Equal Opportunity (DIEO) for investigation.

Sexual Battery

Sexual battery is a crime under the laws of the State of Florida and will not be tolerated at the USF Morsani College of Medicine as defined in USF Policy 0-014, Sexual Battery. As an integral part of academic performance, physical therapy students are expected to maintain the high standards of professional and personal conduct traditionally associated with the practice of physical therapy. Any act such as sexual battery is a violation of University Policy, which in the case of physical therapy students, is viewed as professional misconduct and is a violation of academic standards. As such, any professional misconduct is subject to disciplinary action under the Medical Student Advancement Policies, Procedures and Due Process.

Morsani College of Medicine students who are victims of actual or threatened violence can obtain assistance from the Health Enhancement for Lifelong Professional Students (HELPs) Program. Additionally, medical students should refer to the USF Policy concerning Sexual Battery.
Responsibility to Report Allegations of Mistreatment or Abuse Violations

The Clery Act requires this University to disseminate formal notice of nondiscrimination and formal policies for “prompt and equitable” reporting options (to include complaint/grievance procedures and accommodations) for individuals/environments affected by any allegations of discrimination. Applicable USF System Policies 0-007 and 0-004. The circumstances of any allegation and the responsibility status of the individual “who knows or should know” largely determines if the obligation to report is voluntary or compulsory, as set forth below.

Who Should Report?
A person who believes he/she has been a victim of mistreatment or abuse maintains a right to file a formal complaint, report and/or grievance and will be encouraged to do so, though assumes no absolute duty to do so.

Any student, faculty or staff member who has direct or indirect knowledge of an alleged act of sexual discrimination should report this to their immediate supervisor for report to the designated “responsible” office.

Who Must Report
A supervisory or responsible employee who has knowledge of an alleged incident of sexual discrimination (to include sexual harassment and sexual violence) MUST report the incident to one of two offices, as appropriate: Office of Diversity, Inclusion and Equal Opportunity (DIEO); Office of Student Rights and Responsibilities (OSRR). The responsible supervisor may also elect to directly report the incident to the USF Health Title IX Coordinator.

Process for Reporting Allegations of Mistreatment or Abuse Violations
Students are encouraged to discuss any and all issues of physical, emotional, psychological or sexual mistreatment without fear of retribution. Students who experience harassment or discrimination should contact the MCOM Office of Student Affairs, Associate Dean, for documentation and referral to the USF Office of Student Rights and Responsibilities and for internal referral to the MCOM Office of Student and Resident Professional Development (Olga Skalkos, PhD, 813-974-8509) for impartial review and guidance, which may include referral to the USF Center for Victim Advocacy and Prevention, USF Counseling Center; USF Student Health Services or Crisis Center of Tampa Bay.

Student reporting of alleged faculty or resident abuse violations as it relates to students should be to the Office of Student and Resident Professional Development (Olga Skalkos, PhD, 813-974-8509) that serves as an neutral party to guide students in appropriate matters and to provide external referral, as appropriate. Alternate sites of reporting are through the Associate Dean for Student Affairs, the Associate Dean for UME, or the Vice Dean for Educational Affairs. Alleged abuse violations by faculty will be relayed to the Faculty Affairs Dean (currently Senior Executive Associate Dean for Academic & Faculty Affairs) for action based on University Policy. Alleged violations by residents will be forwarded to the Associate Dean for Graduate Medical Education for action.

Center for Victim Advocacy & Violence Prevention
The USF Center for Victim Advocacy & Violence Prevention is available to assist all USF students or employees who are victims of actual or threatened violence, including but not limited to battery, assault, sexual battery (date rape, acquaintance rape, stranger rape) and
attempted sexual battery. It is a confidential resource where you can talk about such situations and receive assistance in confidence. Additional confidential resources on the Tampa campus are the Counseling Center and Student Health Services. These confidential resources can help you without having to report your situation to either OSSR or DIEO, unless you request that they make a report.

Services

The USF Center for Victim Advocacy & Violence Prevention is available to assist all USF students or employees who are victims of actual or threatened violence, including but not limited to battery, assault, sexual battery (date rape, acquaintance rape, stranger rape) and attempted sexual battery.

Crisis intervention, emergency shelter, medical help and counseling referral assistance as needed.

Services are available on-call 24 hours a day, seven days a week: 813-974-5757 or www.sa.usf.edu/ADVOCACY. Office Location: SVC 0067

Counseling Center___________ 813-974-2831 or www.usf.edu/student-affairs/counseling-center/

USF Student Health Services_________813-974-2331 or www.usf.edu/student-affairs/student-health-services/

Police Emergency__________________911 or 813-974-2628

Hillsborough County Crisis Lines

Crisis Line_______________813-234-1234

Sexual Abuse Line__________813-238-7273

Informal Non-Academic Grievance or Complaint Process

This type of complaint is a non-written claim by a student alleging improper, unfair, or arbitrary treatment by a USF System department administrator, and/or staff member or an attempt to seek guidance on how to find the appropriate office or person to assist in informally resolving a complaint with a department administrator or staff member. The process consists of the following steps:

1. It is recommended that the student first attempt to address their complaint by discussing it with the person most directly involved with their complaint.

2. If the complaint is not resolved, the student may contact the Office of Student Affairs Associate Dean at any time. The student may be redirected to the appropriate office for informal resolution or the student may be encouraged to submit a report for objective informal review, documentation, recommendation and/or referral.

3. If the complaint is not resolved, the student may initiate a formal non-academic grievance as set forth below.
Formal Non-Academic Grievance or Complaint Process

This type of complaint is a written claim raised by a student alleging improper, unfair, or arbitrary action by a USF System department, administrator, and/or staff member involving the application of a specific provision of a USF System regulation, policy or procedure. The Process below outlines this Formal Non-Academic Grievance Process.

Process steps:

1. The student must first attempt to address his/her complaint by discussing it with the person most directly involved with the complaint.

2. If the complaint is not resolved, the student may elect to initiate a formal grievance in writing within the timeline as defined below in the Policy to the concerned USF System department, administrator, and/or staff member most directly responsible for the alleged action(s) and/or decision(s) within the timeline defined in the USF Policy. The timeline shall begin at the time of the first occurrence or at the time a student, using reasonable due diligence, should have obtained knowledge of the first occurrence of the event giving rise to the grievance. The written complaint must describe the alleged improper, unfair or arbitrary action and identify the specific USF system regulation, policy or procedure involved.

3. If possible, the USF System department, administrator, and/or staff member should respond by meeting with the student to attempt an agreement or resolution.

4. If there is no agreement or resolution reached by a meeting, or if either party determines a meeting is not a viable alternative, the student may schedule a time to discuss the complaint with the employee's direct supervisor. The student is responsible for providing copies of all relevant documents including emails and previous determinations from the incident and any attempt at resolution.

5. The direct supervisor will review previous resolution steps, discuss the complaint with the student and other appropriate individuals, and communicate a final answer to the student in writing.

6. If the student feels the response has violated published policies and procedures or has been applied to the student in a manner different from other students, the student may file an appeal to the VDEA within ten (10) days of the decision rendered.

7. The VDEA or the highest administrative officer vested with the authority over student affairs issues in MCOM will review the material submitted by the student to see if the material constitutes a grievance. If it is determined that the material

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*Time Limits: “Time” shall mean “academic time,” that is, periods when USF System classes are in session, exclusive of weekends. The person vested with authority at the appropriate level may extend any of the time periods contained herein for good cause. Extensions must be communicated in writing to all parties. For the purposes of this policy, each step shall be afforded three (3) weeks as a standard time limit. If the complaint or grievance is not presented within the established limits, it shall not be considered. If a complaint or grievance is not appealed to the next step within the established time limits, it shall be considered settled (on the basis of the last answer). If, after presentation at any step, a USF System department, administrator, and/or staff member does not discuss and/or answer the complaint or grievance with the student within the established time limits, the student may treat the complaint or grievance as denied at that step and may appeal the complaint or grievance to the next step.

†Written Communication: Where written communication is required, either e-mail or postal mail will be acceptable.
does not constitute a grievance, the Administrator will communicate to the student (in writing) and the involved USF System department, administrator, and/or staff member that the matter is not a grievance and no recommendation will be forthcoming. If the Administrator's review produces a conclusion that the matter constitutes a grievance (the rights of the student may have been violated), this will be communicated in writing to the student and the USF System department. Specific remedies will be proposed and corrective action will be recommended by the Administrator. It is important to note that the Administrator can only recommend corrective action and assist in communicating that action to the parties.

Student Awards and Offices

Honors and Awards

Dr. Greg Nicolosi Commitment to Professionalism Award

This award is named in honor of Dr. Gregory Nicolosi, Emeritus Professor of Physiology, and former Executive Vice President of USF Health at the time of the founding of the School. It allows second-year DPT students to select a (second-year) classmate who has consistently demonstrated the Core Values of Professionalism in their course of study to date, including:

- Accountability
- Altruism
- Compassion/Caring
- Excellence
- Integrity
- Professional Duty
- Social Responsibility

This award is presented annually at the Commitment to Professionalism/White Coat Ceremony.

Dean's Leadership Award

Upon the recommendation of the faculty, this award is presented at graduation to the student who has consistently demonstrated the following characteristics or attributes throughout the course of professional study.

- Illustrates professional behavior by example.
- Displays effective confidence in colleagues and patients.
- Engenders trust and confidence in colleagues and patients.
- High academic achievement (not necessarily the highest GPA, but at or near the top of the class).
- Participates enthusiastically in class, community, and professional activities; and provides leadership by example, (e.g., leadership outside of the classroom and clinic)—makes a difference!
- Demonstrates clinical acumen in patient/client management.

**Dr. Catherine Page Award for Clinical Education Excellence**

Upon nomination by the Director of Clinical Education and final selection by the School faculty, this annual award recognizes a USF SPT&RS Doctor of Physical Therapy degree program graduate with exceptional clinical skills. The selection is guided by the following criteria:

- APTA CPI quantitative ratings.
- Narrative evaluation comments.
- Recommendations from Clinical Instructors/Center Coordinators of Clinical Education.

**Class Officers**

Each class of students elect class leaders for one-year terms of office on an annual basis. Class leadership roles and responsibilities are defined as follows:

**President/Co-Presidents**

1. Serve as a liaison between the class, administration, and the MCOM Student Council regarding complaints or suggestions pertaining to respective class policy.
2. Serve as a voting member of the Student Council.
   a. If the class is represented by Co-Presidents, at least one (1) of the Co-Presidents is required to be a voting member of the Student Council.
3. Serve on administrative committees as requested by Student Council or administration.
4. Attend all Morsani College of Medicine Student Council meetings, School of Physical Therapy and Rehabilitation Sciences Executive Cabinet meetings, School of Physical Therapy and Rehabilitation Sciences Faculty/Staff meetings, and the Morsani College of Medicine Curriculum Committee meetings. Attend the Association of Physical Therapy Meetings.

**Vice President**

1. Assist the President upon his/her request.
2. Assume the duties of the President in his/her absence. The duties shall first go to the Vice President. In the absence of the Vice President, the duties shall go to the Secretary.
3. Attend all Morsani College of Medicine Student Council meetings, School of Physical Therapy and Rehabilitation Sciences Executive Cabinet meetings, School of Physical Therapy and Rehabilitation Sciences Faculty/Staff meetings, in the absence of the President.
Secretary
1. Assume responsibility for class correspondence.
2. Record and distribute minutes of class meetings.
3. Assume the duties of the class President/Co-Presidents in his/her/their absence.

Treasurer
1. Record all financial expenditures of the class and report them to the Class President(s).
2. Attend all class meetings and step in when the President, Vice President, and Secretary are absent.

Chair of Social Activities
This position may be held by one or more students.
1. Implement social functions for the class.
2. Assumes the duties of the Treasurer in his/her absence.

Elections
Elections are supervised by the current Secretary for each class.

General Election Protocol
1. Class officer elections shall be held within the first two weeks of the start of classes.
2. The dates, rules, and positions for all upcoming elections shall be provided to the student body via electronic mail prior to the election.
3. All ballots shall be typed, numbered, and confidential.
4. All elections must be won by 50% + 1 of the votes cast.
5. Two-thirds of the voting body must vote for the election to be valid.
6. Run-offs, if necessary, will be held between the top two candidates within one week of the initial vote.
7. Campaigning in the form of literature distribution, speeches, signs, or any other form is strictly forbidden, with the exception of formal addresses.
8. Violations of campaigning protocol will result in automatic removal from the ballot. Questions of campaign violations will be addressed by the School Director:
   a. In the event that any position is vacated, a simple majority vote of the remaining Class Officers is required for replacement of the officer. The members must be notified of said election.
   b. An officer transition meeting shall be held no later than 2 weeks following election of new officer.
Resources

USF Health Resources

As part of USF Health, SPT&RS benefits from the use of common resources with the Morsani College of Medicine, College of Nursing, College of Public Health, and College of Pharmacy. These include a comprehensive library system and other specialized services.

The USF library system consists of four main campus libraries and two special libraries: the Shimberg Health Sciences Library (detailed below), and the Louis de la Parte Mental Health Institute Library (please refer to the library website at http://lib.fhmi.usf.edu/reference/general.html). Together, the USF Libraries provide access to more than 2 million volumes and an extensive collection of electronic resources, including approximately 6,500 e-journal subscriptions and 500 aggregator databases containing another 13,000 unique e-journal titles, 48,000 e-books, and 150,000 digital images. In addition, students have access to over 65,000 audio/visual materials including videos, CDs, and DVDs.

The Hinks and Elaine Shimberg Health Sciences Library serves as the hub for connectivity to biomedical knowledge in support of the education, research, and patient care missions of USF Health Sciences Center. It is a 43,500-square foot facility with seating for 355. There are over 44 laptop-docking stations as well as wireless access to the USF Health network. The Shimberg Library focuses on providing an extensive digital library of electronic journals, books, databases and other research and educational resources along with a substantial traditional print collection. More information is available at the Shimberg Health Sciences Library website: health.usf.edu/library/.

In addition, DPT students have access to the Tampa General Hospital Library and the James A. Haley Veterans’ Administration Hospital Medical Library.

The Area Health Education Center (AHEC) is part of a national program working toward the goal of decentralizing the educational training of health professionals in order to improve the supply, quality, utilization and efficiency of health care personnel in medically underserved areas. This is accomplished by linking communities with academic health centers in a manner that promotes cooperative solutions to local health problems. USF is one of five AHEC programs operating in Florida; it covers nine counties on the central west coast of the state: Citrus, Hernando, Pasco, Pinellas, Hillsborough, Manatee, Sarasota, Desoto, and Charlotte counties.

The Carol and Frank Morsani Center for Advanced Healthcare combines world-class health care with a state of the art building designed to facilitate learning in health teams. This one-
The USF Office of Students with Disabilities Services provides services, counseling, and accommodations to students with disabilities (physical, learning, etc). For more information about the accommodations process at USF, please contact the Office at www.sds.usf.edu or (813) 974-4309. (See also “Americans with Disabilities Act,” Section 3.)

The USF Health Office of Shared Student Services seeks to foster an interprofessional collaborative learning environment and student-centered culture through the delivery of high quality integrated programs and services that meet student needs, build community, optimize student success, and promote USF Health. The office is available to assist students with all matters related to the educational experience and coordinates the services, functions, and activities of the Center for Wellness, Engagement, Leadership, and Learning (WELL).

The WELL is located adjacent to the College of Nursing and houses the following services and programs for students in the School of Physical Therapy and Rehabilitation Sciences:

- Welcome and Information Desk
- Office of Financial Aid and Registrar
- Office of Student Diversity and Enrichment Programs
- Office of Student and Resident Professional Development
- Office of Shared Student Services
- Office of International Programs
- Service Corps
- IS Student Help Desk

In addition to these programs, the WELL serves as a hub of activity where students across USF Health come together to socialize and study in the spirit of friendship and collegiality. A number of amenities are available for students including individual and small group study rooms, student lounge with television and gaming, food trucks, computer work stations and printing, Student Activities Room for meetings and programs, and vending machines. The WELL is open Monday through Friday, 8:00-8:30pm. For more information about the WELL please stop by the Office of Shared Student Services, Room 1080 or call 813 974-3282.

In addition to more formal services, the MCOM Wellness Council is a collaborative effort among students, faculty, the Office of Student Diversity and Enrichment, and the Office of Student Affairs at the MCOM that encourages students to take control of our own wellness. The purpose of the Wellness Council is to promote academic, financial, mental/spiritual,
nutritional, and physical wellness among the students and faculty of the MCOM. Students are invited to attend events organized periodically by the Wellness Council.

Morsani College of Medicine Resources

As part of the Morsani College of Medicine, SPT&RS (DPT, PhD) students have access to assistance provided by service offices in the College. In addition to the Offices of Student Affairs (detailed previously in this document) and Educational Affairs, students may use the services of the Financial Aid, Enrollment Management, and Student Diversity and Enrichment offices.

Four sources of professional assistance with issues related to stress and personal counseling are available to students at the MCOM.

1. Office of Student and Resident Professional Development (OSRPD)—Students concerned with personal issues may contact Olga Skalkos, PhD, in the Office of Student and Resident Professional Development (813-974-8509) or oskalkos@health.usf.edu. Dr. Skalkos is a licensed psychologist and serves in a capacity much like an ombudsman for students and residents. All interactions with her are confidential and independent of instructors and USF administrators. Students also may be referred to the OSRPD by other concerned students, residents, or faculty members.

2. Health Enhancement for Lifelong Professional Students (HELPs)—The HELPS program is available to students for off-campus stress prevention and personal counseling related to a variety of personal issues including psychological, legal, financial, and other personal issues. The services are also extended to the student’s spouse, children, and significant others.

HELPs is not a treatment program; rather it is an assessment, support, and referral program. The services offered include:

A. Problems that can be resolved by counseling or therapy:
   - Academic concerns
   - Learning disabilities
   - Vocational/aptitude testing
   - Career decisions
   - Interpersonal difficulties
   - Relationship problems
   - Troubled children/adolescents
   - Distress, anxiety, depression, other emotional concerns

B. Alcohol/drug use, abuse, or dependency of personal or family nature. When students present with a substance abuse problem, the student will be
provided with referral information to the Professionals Resource Network (PRN).

C. **Problems that are typically resolved by the court system:**
   - Divorce, child support
   - Property/lease suits
   - Court orders
   - Imprisonment

D. **Money or credit problems**

E. **Other problem areas of concern:**
   - Care for the aged/infirm
   - Local social services
   - Battered spouse
   - Immigration
   - Sex counseling

F. **Individual or family crisis situations** such as rape, assault, robbery, suicide, or other life-threatening trauma. (See Appendix 5.)

3. **USF Department of Psychology**—An appointment may be made with a counselor by calling 974-0474. Such meetings are confidential and are not reported to the MCOM.

4. **USF Counseling Center**—Consultation services are provided at no charge (974-2831). Morsani College of Medicine faculty are not providers of care at the Counseling Center. Your contact with the Counseling Center is confidential as provided within the parameters of professional ethics and applicable federal and state statute.

**SPT&RS Resources**

The School provides a student lounge, study rooms, and access to labs for currently enrolled DPT students. The School operates as a wireless environment for the convenience of students. More information about these resources is available in the Operations section of this document (section 9).

**Student Organizations and Programs**

Information on student programs can be found on the MCOM and SPT&RS websites: www.health.usf.edu/medicine/ and health.usf.edu/medicine/dpt/index.htm, respectively. For information about MCOM Student Government, please see www.med.usf.edu/SC/.

Students are strongly encouraged to join the American Physical Therapy Association and the Florida Physical Therapy Association within the first semester of enrollment, and to actively participate in the Association of Physical Therapy Students (APTS) organization at USF.

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The American Physical Therapy Association (APTA; www.apta.org) represents more than 75,000 physical therapists, physical therapist assistants, and physical therapy students throughout the United States. Among the Association's objectives are enhancements of physical therapy education, practice, and research; accreditation of physical therapy education programs; communication with members; improving minority participation and representation in the profession; quality assurance; professional development and continuing education; interaction with governmental agencies and legislative bodies; attention to reimbursement issues; and development and implementation of public relations programs.

APTA student membership provides the latest information on physical therapy practice, trends, and issues. The APTA website (www.apta.org) features information on membership, post-professional graduate physical therapy programs, financial aid, and more.

APTA student membership enables interaction with other students at chapter and district meetings, at APTA national conferences, and at the National Student Conclave (the only national meeting for students of physical therapy).

APTA student membership also provides savings on professional development tools like books and self-study courses.

For more information on joining the APTA call (800) 999-APTA ext. 3124.

Established in 1946 as a component of the American Physical Therapy Association, the Florida Physical Therapy Association (FPTA; www.fpta.org) is committed to meeting the needs of physical therapists, physical therapist assistants, and physical therapy students in the state of Florida. The goals of the association are represented in the following mission statement:

The mission of the FPTA is to enable its members to fulfill their professional responsibilities in meeting the physical therapy needs of society, to meet the needs and interests of its members, and to advance the profession of physical therapy.

The FPTA has adopted the following goals:

- To be members' primary resource for professional development, information, and education.
- To be acknowledged as the public policy advocate for physical therapy.
- To be the unifying force for consolidating the rehabilitating wellness community in its efforts to create a more uniformed consumer and healthcare industry.

The FPTA (www.fpta.org) seeks to enhance the physical therapy profession through the creation of peer review and quality assurance programs. Professional standards are upheld through the avocation of the APTA Code of Ethics and Standards of Practice. Students who join the APTA are entitled to join the FPTA for an additional small fee.

The Florida Physical Therapy Association is subdivided into six geographical districts and the members residing in the Tampa metropolitan area are in the West Central District. The district in turn is subdivided into northern, central, and southern sub-districts. We encourage attendance at both the district meetings and the state meetings of the FPTA. Reduced membership and registration fees are available to encourage student attendance.
The USF Association of Physical Therapy Students (APTS) is the liaison between students and administration: its purpose is to promote effective physical therapy education, represent the School, provide an avenue for students to enhance their academic and social interests, and make a significant contribution to the University and Community. The APTS is affiliated with the Morsani College of Medicine Student Council.

The duties of the APTS include, but are not limited to, the following:

- Serve as the representative body for physical therapy students in the School of Physical Therapy and Rehabilitation Sciences.
- Promote enhanced communication among students in the Morsani College of Medicine and its affiliated programs.
- Allow each physical therapy student to have an effective voice regarding the function and priorities of the organization.

Campus Religious Centers

Campus fellowship buildings for the Baptist Student Center, Catholic Student Center, Episcopal Student Center, Hillel Center and the University Fellowship Chapel are located near the east border of the main campus on Sycamore Drive and 50th Street.
Operations

Normal business hours of the School are from 8:00 a.m. to 5:00 p.m.

Building Security

The safety of students and employees is a primary concern of USF Health. The academic/educational process is one that involves long hours, occasionally working alone or in the lab. For this reason, USF police recommend the following:

- Avoid isolated sites.
- Have access to others and/or to a telephone.
- Call the USF Health police department dispatch (974-2628) when working on campus after regular business hours so the area can be patrolled.
- Secure doors behind you.
- In the evenings, you may call SAFE (974-2401) for an escort to distant parking lots.
- A Security Officer is on duty at the Health Sciences Center 24 hours a day: 974-2417.
- Identification cards are often checked for security, so be sure to carry yours when you are on campus after regular business hours.

External access to the building is allowed via ID card swipe twenty-four hours a day, and physical therapy laboratories are accessible via combination door lock. Students are given the door lock combination to classrooms/labs at the beginning of the school year to allow opportunity for practice outside class time.

Study Rooms

Study space is available for students in the USF Shimberg Health Sciences Library, in assigned small group spaces, and in the student lounges. Students have access to the small group learning space on a 24-hour basis, but must vacate on demand for any scheduled class activities. Space in the Shimberg Library is available during normal library hours.

Student Lounge

A Student Lounge with kitchen (including refrigerator, microwave, stove, and sink) is located in MDT 1020. Students are expected to keep the lounge and appliances clean. Food should be labeled with the owner’s name, and should not be left in the refrigerator for more than a week. Soda and snack vending machines are available in/near the Student Lounge. Snack bar services are also available in the Health Science
Center Bookstore. The Lounge also provides a television, dartboard, air hockey, stereo, and other amenities for student use.

**Lockers**

Lockers are provided free of charge for professional students in the area adjacent to the MCOM classrooms (MDL 1001, men’s; MDL 1002, women’s). Lockers are also available for students near the classrooms in the MDT building (MDT 1021, men’s; MDT 1009, women’s). Students may choose any empty locker in the appropriate room and supply their own locks.

**Building Problems**

Please report any problems (broken desks, malfunctioning equipment, lost keys, etc.) to the Office of Student Affairs, Room 1002 (MDL building) or to the Office Manager of the School of Physical Therapy & Rehabilitation Sciences (MDT building).

**Parking**

Parking permits are required for all vehicles at the University of South Florida 24 hours a day, 7 days a week. Individuals may purchase only one vehicle permit; they are available for purchase during the first week of classes and must be renewed annually. Parking designations remain in effect from 8:00 a.m. to 5:30 p.m. Monday through Friday (except as otherwise noted). After 5:30 p.m. (or posted time), staff, commuter students, and resident students may park in any lot. Parking lots are often crowded, so allow sufficient time to ensure that you arrive at your classes prior to the scheduled start time.

Permits must be displayed at all times when on campus, including during periods of clinical practice when students are seldom actually on the campus. To avoid citations if you forget your hangtag, stop by the Campus Information Center drive through (Fowler entrance to campus) or Parking and Transportation Services (PSB 101) to pick up a free courtesy permit for the day. To purchase a parking permit or view other parking regulations, visit usfweb2.usf.edu/parking_services/.

**Bicycles**

Bicycle racks have been provided for your convenience in several locations around the Medical Center. Bikes must be parked in these racks and may not be chained to trees, pillars, etc. **Bicycles should not be brought into any campus building.**

**Visitors**

Guests are not normally permitted in the classroom or labs except with the advance approval of the School Director and Course Director.

**Class Cancellation and Emergency Closings**

It is rarely necessary to cancel class; however, if warranted by unexpected events, an announcement of class cancellation would be made through the School Director’s office. In the event of severe weather or manmade emergency, the department follows USF guidelines as announced by the USF Office of Emergency Preparedness. More information about these policies is available at the following website:
In the event that it becomes necessary for USF to suspend normal operations, USF may opt to continue delivery of instruction through methods that include but are not limited to: Canvas, Elluminate, Skype, email messaging and/or an alternate schedule. It is the responsibility of the student to monitor the Canvas site for each class for course specific communication, and the main USF, College, and department websites, emails and MoBull messages for important general information.

**Schedules**

Faculty and staff members keep track of their own calendars and appointments. The SPT&RS academic schedule is disseminated to all employees and students, and is posted on the Office of Educational Affairs website. The master SPT&RS academic calendar and may be accessed at http://health.usf.edu/medicine/mdprogram/events.htm

The DPT 1, DPT 2 and DPT 3 semester class schedules are distributed prior to the start of each semester and posted on the Canvas organization for each DPT class of students. On occasion, it becomes necessary to change a schedule after publication; such changes will be communicated to students via email.

**Photocopying**

Photocopy machines are available for student use in the Shimberg Library at a cost of ten cents per page. Students have access to copy machines at the Nickels Student Computer Lounge (student must provide his/her own paper).

A designated photocopy machine is also available for DPT student use in the MDT building. Students are not permitted to use the departmental photocopy machine. If problems occur that require repair assistance, please ask the Office Manager to arrange a service call.

**Post Office**

A drop box for the United States Postal Service is located in MDC 1415 and is open from 8:30 am to 4:00 pm. The full service USF post office is located on Holly Drive, west of North Palm Avenue, and offers a variety of services including postage stamps, mailing supplies, and money orders.

**Bookstore**

The USF Health Bookstore is located adjacent to the south courtyard near MDL 1003. The store carries all of the required and recommended books for all of the USF Health Colleges. In addition, numerous reference books, medical instruments, dissecting supplies and lab coats are available.
Appendix 1: MDT Building Floorplan
## Appendix 2: DPT Curriculum Plan
### Class of 2021

### DPT Year 1, Semester 1 (19 weeks)

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Name</th>
<th>Credit Hours</th>
<th>Contact Hours (Lec/Lab/Clin)</th>
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<tbody>
<tr>
<td>BMS 5005</td>
<td>Professions of Health (Orientation)</td>
<td>1</td>
<td>26</td>
</tr>
<tr>
<td>PHT 6174</td>
<td>Movement Science 1 (includes enhanced anatomy)</td>
<td>2</td>
<td>45 (15/30/0)</td>
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<tr>
<td>PHT 6205*</td>
<td>Doctoring for Physical Therapists (year-long)</td>
<td>5</td>
<td>100</td>
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<tr>
<td>PHT 6275</td>
<td>Physical Therapy 1</td>
<td>5</td>
<td>90</td>
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<tr>
<td>PHT 6326</td>
<td>Scientific &amp; Professional Foundations of PT 1 (year-long)</td>
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**Total for semester 1**

<table>
<thead>
<tr>
<th>Course Name</th>
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<tr>
<td>Physical Therapy Science 3</td>
<td>26</td>
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<td>Professional Soc Science</td>
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### DPT Year 2 Fall (16 weeks)

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<th>Course #</th>
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<tr>
<td>PHT 7540A</td>
<td>Principles of Patient/Client Management (Imaging)</td>
<td>1</td>
<td>20</td>
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<tr>
<td>PHT 7264</td>
<td>Neuromuscular Clinical Problem Solving</td>
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<td>90 (35/55/2)</td>
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<tr>
<td>PHT 6285</td>
<td>Scientific &amp; Professional Foundations of Physical Therapy 2</td>
<td>3</td>
<td>60 (15/45/0)</td>
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<tr>
<td>PHT 7265A</td>
<td>Integumentary Clinical Problem Solving</td>
<td>2</td>
<td>45 (15/30/0)</td>
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<tr>
<td>PHT 6609</td>
<td>Critical Assessment of the Literature/EBP</td>
<td>3</td>
<td>45</td>
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<tr>
<td>PHT 7421</td>
<td>Professional Issues 1</td>
<td>3</td>
<td>45</td>
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<tr>
<td>PHT 6352</td>
<td>Pharmacology for Healthcare Professionals</td>
<td>4</td>
<td>60</td>
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<tr>
<td>PHT 6178</td>
<td>Movement Science 2</td>
<td>3</td>
<td>66 (46/20/0)</td>
</tr>
<tr>
<td>PHT 7866</td>
<td>Integrated Clinical Experience 2 (year-long)</td>
<td>28 (8/0/20)</td>
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**Total for semester 1**

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<tr>
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### DPT Year 2 Spring (15 weeks)

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<td>Principles of Patient/Client Management Seminar</td>
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<td>PHT 7328</td>
<td>Pediatric Physical Therapy</td>
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<td>PHT 7777</td>
<td>Musculoskeletal Clinical Problem Solving</td>
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<td>105 (20/85/0)</td>
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<td>PHT 7265B</td>
<td>Cardiopulmonary Clinical Problem Solving</td>
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<td>45 (15/30/0)</td>
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<tr>
<td>PHT 7402</td>
<td>Psychosocial Aspects of Physical Therapy Practice</td>
<td>3</td>
<td>60</td>
</tr>
<tr>
<td>PHT 7531</td>
<td>Professional Issues 2</td>
<td>3</td>
<td>45</td>
</tr>
<tr>
<td>PHT 7866</td>
<td>Integrated Clinical Experience 2 (concludes in Spring)</td>
<td>1</td>
<td>32 (7/0/25)</td>
</tr>
</tbody>
</table>

**Total for semester 2**

<table>
<thead>
<tr>
<th>Course Name</th>
<th>Contact Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Physical Therapy Science 5</td>
<td>27</td>
</tr>
<tr>
<td>Professional Soc Science</td>
<td>426</td>
</tr>
</tbody>
</table>

### DPT Year 3 Fall (15 weeks)

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Name</th>
<th>Credit Hours</th>
<th>Contact Hours (Lec/Lab/Clin)</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHT 7959</td>
<td>Capstone Seminar in Physical Therapy</td>
<td>3</td>
<td>45</td>
</tr>
<tr>
<td>PHT 7151</td>
<td>Health Promotion and Wellness</td>
<td>2</td>
<td>45 (15/30)</td>
</tr>
<tr>
<td>PHT 8702</td>
<td>Prosthetics and Orthotics</td>
<td>3</td>
<td>45</td>
</tr>
<tr>
<td>PHT 8266</td>
<td>Advanced Clinical Problem Solving</td>
<td>5</td>
<td>113</td>
</tr>
<tr>
<td>PHT 8550</td>
<td>Professional Issues 3</td>
<td>3</td>
<td>45</td>
</tr>
<tr>
<td>PHT 8179</td>
<td>Movement Science 3</td>
<td>3</td>
<td>45 (15/30/0)</td>
</tr>
</tbody>
</table>

**Total for semester 1**

<table>
<thead>
<tr>
<th>Course Name</th>
<th>Contact Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Physical Therapy Science 6</td>
<td>19</td>
</tr>
<tr>
<td>Professional Soc Science</td>
<td>338</td>
</tr>
</tbody>
</table>

### DPT Year 3 Spring (12 weeks)

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Name</th>
<th>Credit Hours</th>
<th>Contact Hours (Lec/Lab/Clin)</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHT 7842</td>
<td>Clinical Education 2 (12 weeks @ 40 hours)</td>
<td>6</td>
<td>480</td>
</tr>
</tbody>
</table>

### DPT Year 3 Summer (16 weeks)

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Name</th>
<th>Credit Hours</th>
<th>Contact Hours (Lec/Lab/Clin)</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHT 8843</td>
<td>Clinical Education 3 (16 weeks @ 40 hours)</td>
<td>8</td>
<td>640</td>
</tr>
</tbody>
</table>

### Graduation in August Year 3

<table>
<thead>
<tr>
<th>Course Name</th>
<th>Contact Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Physical Therapy Science 7</td>
<td>119</td>
</tr>
<tr>
<td>Professional Soc Science</td>
<td>3595</td>
</tr>
</tbody>
</table>

*Colors indicate primary curriculum track for that course. See color key at top.*

*DPT students attend BMS 6825 and additional DPT sessions to receive credit in PHT 6205*
Appendix 3: The Physical Therapist's Professional Oath

As student physical therapists, we embrace our responsibility and accountability to the profession, the community and the individuals we serve. We will strive to prevent and resolve movement-related conditions, while guiding others in their journey toward a healthier lifestyle. In recognition of the hard work and dedication that has driven our pursuit for excellence in our professional careers, while in the presence of our colleagues, beloved family members, and highly esteemed mentors, we solemnly and willingly vow to uphold the integrity and academic decorum befitting a Doctor of Physical Therapy, as stated in this oath:

✔️ We will dedicate ourselves to lifelong learning to augment and expand our knowledge and the profession through consultation, education, and research.

✔️ We will embody humility and recognize our limitations as clinicians, while holding ourselves and our colleagues accountable.

✔️ We will collaborate across the continuum of healthcare with other professionals in a conscientious effort to promote patient-centered care.

✔️ We will endeavor to become culturally competent providers, facilitating an environment where patients feel comfortable achieving goals for function, health, and wellness.

✔️ We will advocate for our profession on all fronts of society and within the healthcare field.

✔️ We will adapt to advancements in how treatment is delivered, accessed, and valued.

✔️ We will have compassion as the foundation of our practice, and empathy as our biggest tool.

✔️ We will have courage as a professional to pursue what is right, what is just, and what is ethically sound, both for our patients and for our profession.

written by: DPT Class of 2020
USF School of Physical Therapy & Rehabilitation Sciences
October 19, 2017
Appendix 4: Immunization Requirements

Medical Administration (MHA)
USF HEALTH Department of Quality, Safety & Risk (QSR)

TO: 
Incoming USF Health Students

FROM: 
Medical Health Administration

SUBJECT: 
Communicable Disease Prevention Certification & Physical Examination Verification Forms

DUE DATE:
- PA Students - April 1 of Incoming Year
- College of Pharmacy Students - Deadline Determined by Admissions
- Medical Students – July 1 of Incoming Year
- DPT Students – July 1 of Incoming Year
- Athletic Training Program – June 1 of Incoming Year

Prior to beginning training at the University of South Florida and its affiliated institutions, you must:

1) Complete and return the attached Communicable Disease Prevention Certification Form to the MHA Office.
2) Submit all Required Documentation as specified in each of the blocks on the Certification Form.
3) All documentation must be in ENGLISH.
4) If you are relying on your provider to complete and fax the form, it is your responsibility to follow-up with your provider to ensure the forms have been sent to us.

Healthcare requirements differ from general public requirements. We are unable to provide the TB screening, vaccines and/or laboratory titers required for starting your program. These Immunizations and/or laboratory tests must be completed prior to beginning your program. If you are not able to receive certain immunizations e.g. they are contraindicated, please contact us directly to discuss your situation.

If you do not submit this documentation, you will be blocked from registering for classes.

Submit the completed Communicable Disease Prevention Certification form along with the required, supportive documentation specified in one of the following ways:

1) Scan and email to mha@health.usf.edu (PREFERRED)
2) Fax to (813) 974-3415 (Please call to confirm receipt)
3) Deliver in person to Morsani (MDH Building) Room 6108
4) MAIL to the following address:
   Medical Health Administration
   Morsani Room 6108
   12001 Bruce B. Downs Blvd., MDC 33
   Tampa, FL 33612

If you have any questions regarding the communicable disease prevention certification process, please contact us directly:

Phone: (813) 974-3163
Email: mha@health.usf.edu
Fax: (813) 974-3415

Rev 3/2018
Communicable Disease Prevention Certification:

Prior to beginning training at the University of South Florida this form must be completed and submitted with all required documentation attached. All documentation must be in English.

PRINTED NAME: __________________________ DATE: __________________________

STREET: __________________________ CITY: __________________________ STATE: _______ ZIP: __________________________

PHONE NUMBER(S): __________________________ EMAIL: __________________________

DATE OF BIRTH: ___/___/____ USF STUDENT NUMBER: __________________________ (ex. UXXXXXXX)

College/Graduation Year:
College of Medicine/________ Due by July 1 College of DPT/________ Due by July 1
College of Pharmacy/________ Deadline Determine by Admissions
PA Program/______ Due by April 1 Athletic Training Program/______ Due by June 1

A. TUBERCULOSIS (TB) Screening:
   1. Results of NEGATIVE “Two-Step” TB Skin Testing (TST/PPD). This screening requires 2 separate TB skin tests administered at least one week apart but within 12 months of each other. The last TST must be within 6 months of your start date. Attach provider documentation.
   
<table>
<thead>
<tr>
<th>TST Step 1</th>
<th>Date Placed</th>
<th>Date Read</th>
<th>Result</th>
<th>TST Step 2</th>
<th>Date Placed</th>
<th>Date Read</th>
<th>Result</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td><em><strong>/</strong></em></td>
<td>mm induration</td>
<td></td>
<td><em><strong>/</strong></em></td>
<td>mm induration</td>
<td></td>
</tr>
</tbody>
</table>

   2. OR I am submitting NEGATIVE Interferon Gamma Release Assay (IGRA) blood test results (QFT/T-Spot) in lieu of the “Two-Step” TST. Must be within 6 months of the start date. Copy of the Lab report required. Date of test: __________

   3. OR Individuals with a history of a POSITIVE TB skin test without a follow-up IGRA or a POSITIVE IGRA must submit both of the following:
      a. Verification of a NEGATIVE Chest X-ray within 12 months of start date.
         Date of Chest X-ray: ________
         Result: ________ (Attach report) 
      and 
      b. A current Screening Questionnaire. A Questionnaire can be obtained by emailing mha@health.usf.edu and requesting the Screening Questionnaire form.
         Date form completed: ________

B. MEASLES (RUBEOLA): Positive Titer or 2 vaccines
   
<table>
<thead>
<tr>
<th>Rubella Titer (IgG Blood Test)</th>
<th>Result</th>
<th>Date</th>
<th>Required Documentation</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Pos □</td>
<td><em><strong>/</strong></em></td>
<td>Lab Report Copy</td>
</tr>
<tr>
<td>Or Two live Rubeola or Two MMR vaccines 1 year after birthdate</td>
<td>#1 <em><strong>/</strong></em></td>
<td>#2 <em><strong>/</strong></em></td>
<td>Vaccine Documentation Copy</td>
</tr>
</tbody>
</table>

C. MUMPS: Positive Titer or 2 vaccines
   
<table>
<thead>
<tr>
<th>Mumps Titer (IgG Blood Test)</th>
<th>Result</th>
<th>Date</th>
<th>Required Documentation</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Pos □</td>
<td><em><strong>/</strong></em></td>
<td>Lab Report Copy</td>
</tr>
<tr>
<td>Or Two live Mumps or Two MMR vaccines 1 year after birthdate</td>
<td>#1 <em><strong>/</strong></em></td>
<td>#2 <em><strong>/</strong></em></td>
<td>Vaccine Documentation Copy</td>
</tr>
</tbody>
</table>

D. RUBELLA (German Measles): Positive Titer or 1 vaccine
   
<table>
<thead>
<tr>
<th>Rubella Titer (IgG Blood Test)</th>
<th>Result</th>
<th>Date</th>
<th>Required Documentation</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Pos □</td>
<td><em><strong>/</strong></em></td>
<td>Lab Report Copy</td>
</tr>
<tr>
<td>Or One live Rubella or MMR vaccine 1 year after birthdate</td>
<td><em><strong>/</strong></em></td>
<td>Vaccine Documentation Copy</td>
<td></td>
</tr>
</tbody>
</table>

Rev 3/2018
Communicable Disease Prevention Certification: (Page 2)

**E. VARICELLA (Chicken Pox): Serologic documentation of a positive Varicella titer OR two Varicella immunizations (given at least 4 to 8 weeks apart).**

<table>
<thead>
<tr>
<th>Varicella Titer (IgG Blood Test)</th>
<th>Result</th>
<th>Date</th>
<th>Required Documentation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pos □ Neg □</td>
<td>#1/</td>
<td></td>
<td>Lab Report Copy</td>
</tr>
<tr>
<td>Or Two Varicella immunizations</td>
<td>#2/</td>
<td></td>
<td>Lab Report Copy</td>
</tr>
</tbody>
</table>

**A history of chicken pox does NOT satisfy this requirement**

**F. Adacel™ or BOOSTRIX® Vaccine Booster: Tdap on or after June 2005**

<table>
<thead>
<tr>
<th>Tdap (Adacel™ or BOOSTRIX®) vaccine</th>
<th>Date</th>
<th>Required Documentation</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Lab Report Copy</td>
</tr>
</tbody>
</table>

**G. HEPATITIS B Vaccination Series: Documentation of a complete Hepatitis B vaccination series of 3 injections.**

<table>
<thead>
<tr>
<th>Vaccination Dates</th>
<th>Required Documentation</th>
</tr>
</thead>
<tbody>
<tr>
<td>#1</td>
<td>Lab Report Copy</td>
</tr>
<tr>
<td>#2</td>
<td>Lab Report Copy</td>
</tr>
<tr>
<td>#3</td>
<td>Lab Report Copy</td>
</tr>
</tbody>
</table>

**H. HEPATITIS B “POSITIVE” QUANTITATIVE SURFACE ANTIBODY TITER (Blood Test) that verifies IMMUNITY to the Hepatitis B Virus. The results should be reported as “POSITIVE” or as a number. “REACTIVE” results will NOT be accepted unless the lab report states that reactive means immunity to Hepatitis B.**

<table>
<thead>
<tr>
<th>Hepatitis B Surface Antibody Titer (IgG)</th>
<th>Result</th>
<th>Date</th>
<th>Required Documentation</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Quantitative)</td>
<td>Pos □</td>
<td>#4/</td>
<td>Lab Report Copy</td>
</tr>
<tr>
<td>(The Hepatitis B Quantitative Surface Antibody test can be performed by any lab that offers the service. For your convenience, if using Quest Labs, the test number is 8475 or if using Lab Corp, the test number is 006830.)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**If the antibody titer is Negative, you will need to have Hepatitis B vaccine dose #4 and then a titer 30 days later.**

<table>
<thead>
<tr>
<th>#4 Dose of Hepatitis B Vaccination Date</th>
<th>Submit Vaccine Documentation</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Quantitative Antibody Titer Pos □ Neg □</th>
<th>Lab Report Copy</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**I. MENINGOCOCCAL Vaccination: The signed Declination, below, or documentation of immunization with one dose of Meningococcal vaccine after 16th birthday.**

Signed Declination: I decline receipt of this vaccine and will NOT be living on a USF campus.

<table>
<thead>
<tr>
<th>Signature of Student</th>
<th>Date</th>
<th>AND Signature of parent/guardian Relationship if student under 18</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

OR Meningococcal vaccine (**Required if living in USF Housing**) | Date |
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**ANNUAL TB Screening will be required during your entire program. This Screening will be provided at no cost to you through the Medical Health Administration (MHA) office after your first year.**

**INFLUENZA VACCINATION will be required each year.** This vaccine will be provided for you at no cost through the Medical Health Administration (MHA) office.

Rev 3/2018
PHYSICAL EXAMINATION VERIFICATION

To be completed by Student *(please print)*

LAST NAME   FIRST NAME   MIDDLE NAME

___/___/___

BIRTHDATE (mm/dd/year)

Do you have any health problems or concerns of which USF Student Health Services should be aware?  

☐ Yes  ☐ No

If you wish to receive care for the above problems or concerns at USF Student Health services, it is your responsibility to make a follow-up appointment and to provide copies of pertinent medical records as necessary.

Student Signature   Date

To be completed by Provider

A thorough history and physical examination were completed on the above named individual, with the following results:

☐ All findings were within normal limits

☐ The individual is free from TB in a communicable form, and apparent signs and symptoms of other communicable diseases.

☐ Follow-up care is required; Patient was advised

Comments: __________________________________________________________

____________________________________________________________________

Provider Signature   Printed Name   Date

Facility Name *(please print)*   office phone number

Address

Please return completed form to:

Medical Health Administration
FAX:   813-974-3415  
Email:   mha@health.usf.edu *(PREFERRED)*

Rev 3/2019
Appendix 5: HELPS Information

WE ARE HERE FOR YOU

HELPS

School got you stressed out?
Sad or blue?
Worried?
Feeling mad?
Drink too much?
Money problems?
Legal problems?
Family problems?
Is your child having problems?

If you, a family member, or significant other are faced with these or any other problem, HELPS is available. Just call us.

The HELPS Program is a FREE and CONFIDENTIAL benefit offered to students, family members, and significant others. The program is easy to use and available 24 hours a day/seven days a week.

(813) 870-0184
www.woodassociates.net
gwood@woodassociates.net

(813) 870-0184
www.woodassociates.net
gwood@woodassociates.net
## Appendix 6: Physical Therapy Professionalism Values

### PROFESSIONALISM IN PHYSICAL THERAPY: CORE VALUES BOD P05-04-02-03 [Amended BOD 08-03-04-10]

<table>
<thead>
<tr>
<th>Core Values</th>
<th>Definition</th>
<th>Sample Indicators</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accountability</td>
<td>Accountability is active acceptance of the responsibility for the diverse roles, obligations, and actions of the physical therapist including self-regulation and other behaviors that positively influence patient/client outcomes, the profession and the health needs of society.</td>
<td>1. Responding to patient’s/client’s goals and needs.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2. Seeking and responding to feedback from multiple sources.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>3. Acknowledging and accepting consequences of his/her actions.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>4. Assuming responsibility for learning and change.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>5. Adhering to code of ethics, standards of practice, and policies/procedures that govern the conduct of professional activities.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>6. Communicating accurately to others (payers, patients/clients, other health care providers) about professional actions.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>7. Participating in the achievement of health goals of patients/clients and society.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>8. Seeking continuous improvement in quality of care.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>9. Maintaining membership in APTA and other organizations.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>10. Educating students in a manner that facilitates the pursuit of learning.</td>
</tr>
<tr>
<td>Altruism</td>
<td>Altruism is the primary regard for or devotion to the interest of patients/clients, thus assuming the fiduciary responsibility of placing the needs of the patient/client ahead of the physical therapist’s self interest.</td>
<td>1. Placing patient’s/client’s needs above the physical therapists.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2. Providing pro-bono services.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>3. Providing physical therapy services to underserved and underrepresented populations.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>4. Providing patient/client services that go beyond expected standards of practice.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>5. Completing patient/client care and professional responsibility prior to personal needs.</td>
</tr>
<tr>
<td>Compassion/</td>
<td>Compassion is the desire to identify with or sense something of another’s</td>
<td>1. Understanding the socio-cultural, economic, and psychological influences on the individual’s life in their environment.</td>
</tr>
<tr>
<td>Caring</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Core Values</td>
<td>Definition</td>
<td>Sample Indicators</td>
</tr>
<tr>
<td>-------------</td>
<td>------------</td>
<td>-------------------</td>
</tr>
<tr>
<td></td>
<td>experience; a precursor of caring. Caring is the concern, empathy, and consideration for the needs and values of others.</td>
<td>2. Understanding an individual's perspective. 3. Being an advocate for patient's/client's needs. 4. Communicating effectively, both verbally and non-verbally, with others taking into consideration individual differences in learning styles, language, and cognitive abilities, etc. 5. Designing patient/client programs/ interventions that are congruent with patient/client needs. 6. Empowering patients/clients to achieve the highest level of function possible and to exercise self-determination in their care. 7. Focusing on achieving the greatest well-being and the highest potential for a patient/client. 8. Recognizing and refraining from acting on one's social, cultural, gender, and sexual biases. 9. Embracing the patient's/client's emotional and psychological aspects of care. 10. Attending to the patient's/client's personal needs and comforts. 11. Demonstrating respect for others and considers others as unique and of value.</td>
</tr>
<tr>
<td>Excellence</td>
<td>Excellence is physical therapy practice that consistently uses current knowledge and theory while understanding personal limits, integrates judgment and the patient/client perspective, embraces advancement, challenges mediocrity, and works toward development of new knowledge.</td>
<td>1. Demonstrating investment in the profession of physical therapy. 2. Internalizing the importance of using multiple sources of evidence to support professional practice and decisions. 3. Participating in integrative and collaborative practice to promote high quality health and educational outcomes. 4. Conveying intellectual humility in professional and interpersonal situations. 5. Demonstrating high levels of knowledge and skill in all aspects of the profession. 6. Using evidence consistently to support professional decisions. 7. Demonstrating a tolerance for ambiguity. 8. Pursuing new evidence to expand knowledge.</td>
</tr>
<tr>
<td>Core Values</td>
<td>Definition</td>
<td>Sample Indicators</td>
</tr>
<tr>
<td>--------------</td>
<td>---------------------------------------------------------------------------</td>
<td>--------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
</tbody>
</table>
| Integrity    | Integrity is steadfast adherence to high ethical principles or professional standards; truthfulness, fairness, doing what you say you will do, and “speaking forth” about why you do what you do. | 1. Abiding by the rules, regulations, and laws applicable to the profession.  
2. Adhering to the highest standards of the profession (practice, ethics, reimbursement, Institutional Review Board [IRB], honor code, etc.).  
3. Articulating and internalizing stated ideals and professional values.  
4. Using power (including avoidance of use of unearned privilege) judiciously.  
5. Resolving dilemmas with respect to a consistent set of core values.  
7. Taking responsibility to be an integral part in the continuing management of patients/clients.  
8. Knowing one’s limitations and acting accordingly.  
9. Confronting harassment and bias among ourselves and others.  
10. Recognizing the limits of one’s expertise and making referrals appropriately.  
11. Choosing employment situations that are congruent with practice values and professional ethical standards.  
12. Acting on the basis of professional values even when the results of the behavior may place oneself at risk. |
| Professional Duty | Professional duty is the commitment to meeting one’s obligations to provide effective physical therapy services to patients/clients, to serve the profession, and to positively influence the health of society. | 1. Demonstrating beneficence by providing “optimal care”.  
2. Facilitating each individual’s achievement of goals for function, health, and wellness.  
3. Preserving the safety, security and confidentiality of individuals in all professional contexts.  
4. Involved in professional activities beyond the practice setting. |
<table>
<thead>
<tr>
<th>Core Values</th>
<th>Definition</th>
<th>Sample Indicators</th>
</tr>
</thead>
<tbody>
<tr>
<td>Social Responsibility</td>
<td>Social responsibility is the promotion of a mutual trust between the profession and the larger public that necessitates responding to societal needs for health and wellness.</td>
<td>1. Advocating for the health and wellness needs of society including access to health care and physical therapy services.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2. Promoting cultural competence within the profession and the larger public.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>3. Promoting social policy that effect function, health, and wellness needs of patients/clients.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>4. Ensuring that existing social policy is in the best interest of the patient/client.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>5. Advocating for changes in laws, regulations, standards, and guidelines that affect physical therapist service provision.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>6. Promoting community volunteerism.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>7. Participating in political activism.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>8. Participating in achievement of societal health goals.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>9. Understanding of current community wide, nationwide and worldwide issues and how they impact society’s health and well-being and the delivery of physical therapy.</td>
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<td>10. Providing leadership in the community.</td>
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<td>11. Participating in collaborative relationships with other health practitioners and the public at large.</td>
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<td>12. Ensuring the blending of social justice and economic efficiency of services.</td>
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Printed name ________________________________

Address ________________________________

City ___________________________ State _________________ Zip Code __________

Phone Number ________________________________

Email Address ________________________________
Appendix 8: Student Accident Report

Instructions for completing the
Doctor of Physical Therapy (DPT) Student Accident Report Forms

PURPOSE
This document describes the necessary forms to be completed when a DPT student is involved in an accident during formal class time related to the School of Physical Therapy & Rehabilitation Sciences (SPT&RS).

PROTOCOL
If a DPT student is involved in an accident during formal class time related to SPT&RS, the student, witness(es), and SPT&RS administration are required to each complete a standardized and approved form accounting for the accident. Use of any other form is not authorized for the purposes of SPT&RS. These forms are as follows:

Form 1: Student Accident Report - Student
This form is for the DPT student involved in an accident to complete and submit to the Director of SPT&RS. The purpose of this form is for the DPT student to report the accident he/she was involved in by accounting for the following: 1) time, location, and course association during which the accident occurred; 2) nature of the accident; 3) medical attention received; and 4) perception of the accident.

Form 2: Student Accident Report - Witness
This form is for the individual(s) who witnessed an accident involving a DPT student to complete and submit to the Director of SPT&RS. The purpose of this form is for the witness(es) to provide a secondary account of what occurred in the absence of a full recollection of the accident by the student involved in the accident or to verify the DPT student’s account of the occurrence.

Form 3: Student Accident Report - Administration
This form is for the SPT&RS administrative staff to complete after receiving the Student Accident Report form(s) from the student involved in an accident and any witness. The purpose of this form is for the administration to track the occurrence, actions taken in response to the occurrence, and the DPT student’s status.
Student Report
To be completed by the student involved in the accident and forwarded to the Director of the School of Physical Therapy & Rehabilitation Sciences within 24 hours of the accident.

Name of Student Involved in Accident: __________________________ Student ID #: _______________
Graduating Class Year: _____ Campus Address: ___________________ Phone #: ___________________
Sex: ☐ Male ☐ Female Date of Birth: _______________
Date of Accident: ____________ Time of Accident: ____________
Accident Location: ___________________________________________ Is it a laboratory? ☐ Yes ☐ No
Treatment: ☐ None ☐ First Aid ☐ Medical Treatment ☐ First Aid and Medical Treatment
If applicable:
    What type of first aid and/or medical treatment was provided? __________________________
    Where was the first aid and/or medical treatment provided? __________________________
Names of Witness(es): _________________________________________
Name of course in which accident occurred: _______________________
Course Director (faculty name): _________________________________
Describe the accident and how it occurred:

If applicable, describe the injury and part of body affected (for example, sprain, cut, burn, right, left, arm, leg) related to this accident:

Perceived cause of the accident:

Signature: _______________________________________________ Date: ________________
Witness Report

To be completed by the witness involved in the accident and forwarded to the Director of the School of Physical Therapy & Rehabilitation Sciences within 24 hours of the accident.

Name of Witness: ______________________ GEMS Employee ID # or Student ID #: _______________
Job Title or Graduating Class Year: ________________________________
Campus Address: ___________________ Phone #: ___________________
Role at time of accident: _________________________________________
Name of Student Involved in Accident: ____________________________
Date of Accident: ____________ Time of Accident: ____________
Accident Location: __________________________________________   Is it a laboratory? ☐ Yes ☐ No
Treatment: ☐ None ☐ First Aid ☐ Medical Treatment ☐ First Aid and Medical Treatment
If applicable:
What type of first aid and/or medical treatment was provided? ________________________________
_________________________________________________________________________________
Where was the first aid and/or medical treatment provided? ___________________________________
Name of course in which accident occurred: ________________________________
Course Director (faculty name): ________________________________________________
Describe the accident and how it occurred:

If applicable, describe the injury and part of body affected (for example, sprain, cut, burn, right, left, arm, leg) related to this accident:

Perceived cause of the accident:

Signature: ______________________ Date: ______________________
Administrative Report

To be completed by an administrator of the School of Physical Therapy & Rehabilitation Sciences after reviewing the student and witness reports.

☐ Initial Report   or   ☐ Follow-Up Report

Administrative summary of the accident:

Current status of student:

Planned course of action:

Administrative Report prepared by: ________________________________

Title: __________________________________________________________

Signature: ________________________________ Date: ________________
Appendix 9: Florida Fingerprint & Drug Screen Instructions

A fingerprint background investigation and drug screen are requirements of the clinical agencies for your program of study. Failure to complete these requirements will prevent you from completing clinical rotations.

STEP 1: What to do if you need an AHCA Fingerprint Background Investigation?

Below are step-by-step instructions for accessing www.FieldPrintFlorida.com to authorize and pay for an AHCA (Agency for Health Care Administration) fingerprint background investigation, aka Florida Level 2 Fingerprint.

1. Click this link or paste it into your browser: www.fieldprintflorida.com
2. Click the red “Schedule an Appointment” button on the right side of the screen.
3. Enter an email address under “New Users/Sign Up” and click the “Sign Up” button. Follow the instructions for creating a Password and Security Question and then click “Sign Up and Continue.”
4. Select “I know my Fieldprint Code” and enter the following: FPUSFSchPTAHCA
   You may also select the reason you need to be fingerprinted (FL – AHCA) and enter the code. At this point, you are ready to enter your demographic information and schedule a fingerprint appointment at the location of your choosing.
5. At the end of the process, print the Confirmation Page. Take the Confirmation Page with you to your fingerprint appointment, along with two forms of identification. At least one form of ID must be a valid, government issued photo ID, such as a driver’s license.

Note - please store the username and password created for www.FieldPrintFlorida.com in a secure location. This information will be required should you need to access the website for additional information or alter your appointment date/time.

If you encounter issues with the FieldPrint Florida or have questions regarding the site, please contact the Help Desk at (877) 614-4364 or CustomerService@fieldprint.com.

The cost of the AHCA Fingerprint Background Investigation is $81.75. Payment via credit card is collected within www.FieldPrintFlorida.com.

STEP 2: What to do if you need a VECHS Fingerprint Background Investigation?

For your convenience, below are step-by-step instructions for accessing www.FieldPrintFlorida.com to authorize and pay for a VECHS (Volunteers and Employees Criminal History Search) fingerprint background investigation; aka Florida Level 2 Fingerprint.

6. Click the following link or paste it into your browser: www.fieldprintflorida.com
7. Click the red “Schedule an Appointment” button on the right side of the screen.
8. Enter an email address under “New Users/Sign Up” and click the “Sign Up” button. Follow the instructions for creating a Password and Security Question and then click “Sign Up and Continue.”
9. Select “I know my Fieldprint Code” and enter the following: FPUSFSchPTVol
   Note: You may also select the reason you need to be fingerprinted (FL – VECHS) and enter the code. At this point, you are ready to enter your demographic information and schedule a fingerprint appointment at the location of your choosing.
10. At the end of the process, print the Confirmation Page. Take the Confirmation Page with you to your fingerprint appointment, along with two forms of identification. At least one form of ID must be a valid, government issued photo ID, such as a driver’s license.

Note - please store the username and password created for www.FieldPrintFlorida.com in a secure location. This information will be required should you need to access the website for additional information or alter your appointment date/time.

If you encounter issues with the FieldPrint Florida or have questions regarding the site, please contact the Help Desk at (877) 614-4364 or CustomerService@fieldprint.com.
The cost of the VECHS Fingerprint Background Investigation is $46.50. Payment via credit card is collected within www.FieldPrintFlorida.com.

**STEP 3: What to do if you need a Drug Screen?**

Below are step-by-step instructions for accessing Application Station: Student Edition to authorize and pay for a drug screen, as well as locate a specimen collection site. Drug screen collection facilities are listed on the final page of Application Station: Student Edition.

1. Click this link or paste it into your browser: [http://www.applicationstation.com](http://www.applicationstation.com)
2. If this is your first time using the Application Station site then please click “SIGN UP” to create an account. Once your account has been created please click “Log In”. If you already have an account then you can click “Log In” right away.
3. Enter your Username and Password.
4. Enter the Code: **USFCOMPTDS** in the Application Station Code field.
5. Follow the instructions on the Application Station web site to complete the application.

*Note - please store the username and password created for Application Station in a secure location. This information is needed to enter Application Station in the future which includes obtaining a copy of your drug screen report.*

If you encounter issues with the Application Station: Student Edition or have questions regarding the site, please contact Certiphi Screening’s Help Desk at 888-260-1370, ext. 2006 or itsupport@certiphi.com.

If none of the collection sites listed are convenient (within 30 minute drive), please contact Certiphi Screening’s Occupational Health Screening Department (i.e., TriTrack and Scheduling Hotline) for assistance with locating an alternate location; phone number 800-803-7859.

If the initial drug screen is reported as positive/non-negative, you will receive a call from Certiphi Screening’s Medical Review Officer (MRO). The MRO will obtain medical proof as to why you test positive. If you are taking any form of prescription medicine, it is wise to proactively obtain proof from your physician to be provided to the MRO when contacted. This will speed up the process of reporting drug test results.

All drug screens conducted for University of South Florida School of Physical Therapy and Rehabilitation Sciences are 10-panel and tests for:

- Amphetamines
- Cocaine Metabolites
- Marijuana Metabolites
- Opiates
- Phencyclidine
- Barbiturates
- Benzodiazepines
- Methadone
- Propoxyphene
- MDMA/Ecstasy

You will receive an email from Certiphi Screening, studentedition@certiphi.com, once drug test results are available. Follow the link in the email to access Application Station: Student Edition to view the report. The cost of the Drug Screen is $29.00. Payment via credit card is collected within ApplicationStation: Student Edition.