

William Carey University

Doctor of Physical Therapy Program

Student Handbook

2023-2025



Do nothing out of selfish ambition or vain conceit.
Rather, in humility value others above yourselves.
Philippians 2:3

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INTRODUCTION

This handbook is prepared as a resource for students enrolled in the Doctor of Physical Therapy program at William Carey University. It contains information regarding the policies and procedures that govern and guide graduate students and faculty.

Policies and procedures are updated annually but may be revised more frequently with the approval of the program and the College of Health Sciences. Changes are communicated to students through email, announcements in class, or by other means deemed necessary by the faculty or administration of the DPT program or the university.

Students are also advised to consult the university Graduate Academic Catalog as well as the general student handbook, *The Translation*.

PROGRAM ACCREDITATION

The Physical Therapy program at William Carey University is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE) 3030 Potomac Avenue, Suite 100, Alexandria, Virginia 22305; telephone 703-706-3245; email accreditation @apta.org; website: <http://www.capteonline.org>. If needing to contact the program/institution directly, please call 601-318-6584 or email physicaltherapy@wmcarey.edu.

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Non-Discrimination Statement

William Carey University complies with all applicable federal and state nondiscrimination laws and does not engage in prohibited discrimination on the basis of race, color, national or ethnic origin, sex, age, genetic information, veteran status, or disability in admission or in the administration of its education policies, scholarships, loan programs, athletic, and other school administered rights, privileges, programs, and activities generally accorded or made available to students at the school. However, William Carey University is a religious affiliated university and is exempt from certain nondiscrimination laws and shall implement its free exercise of religion under the First Amendment of the United States Constitution. Further, to assure compliance with the Commission on Osteopathic College Accreditation

(COCA) in administering its affairs, William Carey University College of Osteopathic Medicine (WCUCOM) will comply with the current COCA standards regarding nondiscrimination.

William Carey University College of Osteopathic Medicine (WCUCOM) will not discriminate on the basis of race, gender, sex, color, religion, creed, national origin, age or disabilities.

The following person has been designated to handle inquiries regarding the non-discrimination policies: Vice President for Academic Affairs, 710 William Carey Parkway, Hattiesburg, MS 39401, (601) 318-6101.

WCU DOCTOR OF PHYSICAL THERAPY MISSION

In concert with the William Carey University and College of Health Sciences mission statements, the mission of the physical therapy program is to create a challenging and caring academic community, preparing students to become autonomous and competent entry level physical therapy practitioners who value lifelong learning, responsible leadership, service in diverse low-resource settings, and engagement in local and global health and wellness issues.

PHILOSOPHY

Physical therapy is dedicated to promoting wellness, preventing disability, and supporting participation in activities that impact quality of life. The Physical Therapy program at William Carey is committed to prepare students for these professional responsibilities by providing high quality academic and clinical educational experiences based on adult learning principles.

Students are self-directed and assume responsibility for their learning, with the faculty guiding the education process by providing rich, diverse, interactive learning experiences that foster clinical reasoning and the integration of subject material. Core to the professional educational program at William Carey will be engagement in experiences that foster:

- Effective and cost-efficient patient care
- Inter-professional collaboration
- Community and global cultural competence
- Research application and evidence-based practice
- Advocacy for populations served

WCU Mission

As a Christian university which embraces its Baptist heritage and namesake, William Carey University provides quality educational programs, within a caring Christian academic community, which challenge the individual student to excel in scholarship, leadership, and service in a diverse global society.

WCU CREED

"Expect great things from God; Attempt great things for God."

WCU CORE VALUES

- Stewardship as a response to the gifts of Providence
- Social responsibility as an expression of love
- Academic excellence as the measure of striving
- Faith in God as the basis for all values
- Charity and grace for those unlike ourselves

- The search for truth, which we believe derives from God; we believe that the search for truth is a search for God
- Administrators, faculty, and staff as models of Christian character

GRADUATE OUTCOMES

Graduate Outcome	Expected Level of Achievement
Graduates will practice in diverse clinical settings	Graduates will be employed in 100% of the following clinical settings common to physical therapy practice: Outpatient, Inpatient Rehabilitation, Acute Care, Skilled Nursing Facilities
Graduates will utilize evidence-based decision making in planning patient care	85% of graduates will utilize evidence in clinical decision making in planning patient care
Graduates will work in medically underserved areas	25% of graduates will work in a federally designated medically underserved area
Graduates will demonstrate professionalism	85% of graduates will consistently demonstrate professionalism in interactions with patients and healthcare providers

CURRICULUM PLAN

ACADEMIC COURSE LOAD/ CURRICULUM DESCRIPTION

The **Doctor of Physical Therapy** program is designed for students who are seeking entry into the physical therapy profession. Physical therapists are health care professionals who diagnose and treat individuals of all ages with medical problems or other health-related conditions that limit their abilities to move and perform functional activities in their daily lives. The physical therapist is dedicated to promoting wellness, preventing disability, and supporting participation in activities that impact quality of life. The Doctor of Physical Therapy Program at William Carey University prepares students for these professional responsibilities by providing high quality academic and clinical education experiences. The program is a cohort-based program of full-time study.

The Physical Therapy Program, in collaboration with Student Financial Services, defines full-time study as 6 credit hours per semester for students enrolled in cohort-based graduate programs.

ADMISSIONS

Carey DPT has an active recruitment program administered by the Admissions Chair, Enrollment Specialists, and faculty. The recruitment team visits statewide universities and community colleges and attends professional events. In addition to recruitment visits, Carey DPT hosts “DPT2B” events each trimester for prospective students. At DPT2B, students receive information on the program, curriculum, faculty, and admissions process. Prospective students meet current physical therapy students enrolled in the program and receive a tour of the university. Prospective students are also invited to come to Carey and observe in a class at a convenient time.

The Carey DPT Admissions Committee uses the national physical therapy admissions portal, PTCAS. The deadline for application is November 1 of each year. Admission criteria are based on GRE scores and undergraduate GPA. Carey acceptance rate is 60% of applicants, with a class of thirty matriculating each

year. Transfer credit requests are reviewed by Enrollment Specialists and considered individually.

Carey DPT has two admission routes. Students may apply after achieving a bachelor's degree, with prerequisites fulfilled. Students may also apply after three years of undergraduate work, in a 3+3 alternate admissions route.

For students applying through the 3+3 route, students must have three years of undergraduate education that includes upper division study in one area, that would be comparable to a minor degree at the institution. Prerequisite requirements must also be met. These students will receive their Bachelor of Science degree at the end of the first year of the physical therapy program.

LENGTH OF PROGRAM

The program is a 36-month continuous full-time program. It is a cohort-based program in which courses are offered in sequence once a year. Students enroll in a specified curriculum each trimester and are expected to successfully complete all courses in a trimester prior to progressing to the next trimester.

EXPERIENTIAL LEARNING

The Doctor of Physical Therapy program contains thirty-six (36) weeks of full-time clinical experience. Students are expected to follow all guidelines found in the Clinical Educational manual. Failure to comply may result in disciplinary action, up to and including dismissal from the program.

CURRICULUM BY YEAR

YEAR ONE

Fall Trimester

- DPT 512 - Movement Analysis I Credit Hours: 3
- DPT 520 - Gross Anatomy I Credit Hours: 4
- DPT 525 - Exercise Physiology Credit Hours: 3

Winter Trimester

- DPT 511 - Principles of Physical Therapy Practice Credit Hours: 3
- DPT 513 - Movement Analysis II Credit Hours: 3
- DPT 530 - Gross Anatomy II Credit Hours: 4
- DPT 570 - Foundations of Professionalism I Credit Hours: 2

Spring Trimester

- DPT 5008 - Motor Control and Motor Learning Credit Hours: 3
- DPT 514 - Movement Analysis III Credit Hours: 3
- DPT 523 - Human Neuroscience Credit Hours: 3
- DPT 597 - Experiential Learning I Credit Hours: 2

Summer Trimester

- DPT 528 - Evidence-Based Practice I Credit Hours: 3
- DPT 540 - Therapeutic Exercise | Credit Hours: 1
- DPT 550 - Clinical Decision Making I Credit Hours: 1
- DPT 560 - Medical Conditions Credit Hours: 3
- DPT 610 - Neuromuscular Conditions Credit Hours: 3

YEAR TWO

Fall Trimester

- DPT 571 - Foundations of Professionalism II Credit Hours: 2
- DPT 601 - Musculoskeletal Conditions I Credit Hours:3
- DPT 605 - Cardiopulmonary Conditions Credit Hours:3
- DPT 606 - Physical Agents Credit Hours: 2
- DPT 650 - Clinical Decision Making II Credit Hours: 1

Winter Trimester

- DPT 602 - Musculoskeletal Conditions II Credit Hours: 3
- DPT 604 - Wellness and Preventative Practice Credit Hours: 2
- DPT 697 - Experiential Learning II Credit Hours: 6 (Begins in J-Term through Winter Session 2)

Spring Trimester

- DPT 607 - Integumentary Conditions Credit Hours: 3
- DPT 628 - Evidence-Based Practice II Credit Hours: 2
- DPT 651 - Clinical Decision Making III Credit Hours: 1
- DPT 711 - Pediatric Conditions Credit Hours: 3

Summer Trimester

- DPT 603 - Musculoskeletal Conditions III Credit Hours: 3
- DPT 608 - Disability through the Lifespan Credit Hours: 2
- DPT 652 - Clinical Decision Making IV Credit Hours: 1
- DPT 670 - Foundations of Professionalism III Credit Hours: 2
- DPT 728 - Evidence Based Practice III Credit Hours: 2

YEAR THREE

Fall Trimester/Winter Session 1

- DPT 797 - Experiential Learning III Credit Hours: 16

Winter Session 2

- DPT 701 - Service Learning Credit Hours: 1
- DPT 770 - Foundations of Professionalism IV Credit Hours: 2
- DPT 729 - Evidence-Based Practice IV Credit Hours: 1, Not required, based on faculty recommendation

Spring Trimester

- DPT 750 - Advanced Clinical Decision-Making Credit Hours: 4
- DPT 760 – Leadership and Teaching Practicum Credit Hour 1_

Electives: Not Required

- DPT 778 - Advanced Geriatric and Neuromuscular Rehabilitation Credit Hours: 1
- DPT 779 - Advanced Orthopedics, Sports, and Manual Therapy Credit Hours: 1
- DPT 780 - Advanced Pediatrics Credit Hours: 1

May Term/Summer Trimester

DPT 798 - Experiential Learning IV Credit Hours: 12

ACADEMIC STANDARDS

ACADEMIC CALENDAR

William Carey University Academic Calendar for 2023-2024

FALL TRIMESTER SESSION - 2023

August 15	Fall Employee Assembly
August 17	General Registration, New & Readmitted Students, All Campuses
August 21	Fall Trimester & Term I Classes Begin, All Campuses
August 21-25	Late Registration, All Students, All Campuses
September 4	Labor Day Holiday (Night classes meet)
September 22	End of Term I
September 25	Term II Classes Begin
October 2-13	Advisement and Registration for Winter, All Campuses
October 15	Deadline for Filing for May 2024 Graduation Application Deadline for Filing for February 2024 Degree Conferral (to receive diploma without commencement)
October 25	Last Day of Fall Classes
October 26-27, 30	Fall Final Examinations
October 31	Grades Due
October 31-November 3	Fall Trimester Break

WINTER TRIMESTER SESSION - 2023-2024

November 2	General Registration, New & Readmitted Students, All Campuses Late Registration Begins, Continuing Students, All Campuses
November 6	Winter Trimester & Term I Classes Begin, All Campuses
November 6-10	Late Registration, All Students, All Campuses
November 20-24	Thanksgiving Holidays
November 27	Classes Resume
December 15	End of Term I
December 16-January 1, 2024	Christmas Holidays
January 2-6, 2024	J-Term
January 8	Winter Classes Resume and Term II Begins
January 15	MLK National Day of Service (night classes meet)
January 16-26	Advisement and Registration for Spring, All Campuses
February 7	Last Day of Winter Classes
February 8, 9, 12	Winter Final Examinations
February 13	Grades Due
February 13-17	Winter Trimester Break

(over)

SPRING TRIMESTER SESSION - 2024

February 15	General Registration, New & Readmitted Students, All Campuses Late Registration Begins, Continuing Students, All Campuses
February 19.....	Spring Trimester & Term I Classes Begin, All Campuses
February 19-23	Late Registration, All Students, All Campuses
March 11-15	Spring Break
March 18	Classes Resume
March 29	Easter Holiday
March 30	End of Term I
March 31	Deadline for Filing for August 2024 Graduation Deadline for Filing for November 2024 Degree Conferral (to receive diploma without commencement)
April 1	Term II Begins
April 8-19	Advisement & Registration for Summer & Fall, All Campuses
April 24	Honors Day Convocation, Hattiesburg
May 1.....	Last Day of Spring Classes Honors Day Convocation, Tradition
May 2, 3, 6	Spring Final Examinations
May 7.....	Grades Due
May 10.....	Spring Commencement
May 18.....	COM Commencement, Hattiesburg

SUMMER SESSIONS - 2024

May Term

May 13.....	Registration and Classes Begin
May 17.....	Term Ends

Summer Trimester

May 16.....	General Registration, New & Readmitted Students, All Campuses
May 20.....	Summer Trimester & Term I Day Classes Begin, All Campuses
May 20-24	Late Registration, All Students, All Campuses
May 27.....	Memorial Day Holiday (night classes meet)
June 21.....	End of Term I
June 24.....	Term II Classes Begin
July 4	Independence Holiday (night classes do not meet)
July 24	Last Day of Summer Term
July 25-26	Final Exams
July 29	Grades Due
August 2	Summer Commencement

ACADEMIC STANDING

A 3.0 GPA on all graduate courses taken at William Carey is required for graduation. A student whose cumulative GPA drops below a 3.0 is placed on academic probation. A student on academic probation must raise his/her cumulative GPA to a 3.0 by the end of the next trimester of enrollment.

Only two grades lower than a B are allowed. A student making a third grade lower than a B may be dismissed from the program.

Earning a grade of "F," failing to be removed from probation, or earning more than two grades below a B will result in further academic disciplinary action which may include:

1. **DISMISSAL** - the usual form of academic discipline.
2. **RECLASSIFICATION** - in extenuating circumstances a student may appeal to the program director to be reclassified. In this instance the student may be permitted to withdraw from matriculation and offered remediation by retaking one or more courses recommended by the faculty. The usual recommendation is to repeat an entire year of study as all courses are offered in sequence and only once each academic year. Such a student is required to indicate in writing the intention to reinstate 60 days prior to re-enrollment. Students should also be aware that repeating course work already passed may have financial aid/student loan implications. Students are allowed to improve their GPA by retaking courses at William Carey; however, only one grade replacement is allowed. Grades from other retakes will be averaged in with grades from other courses. Students on probation may not improve their GPA by taking courses at other institutions.
3. **DECELERATION OPTION** - This curriculum option is available to students who are experiencing challenges to academic success that are beyond their control. Participation is available only by faculty recommendation and approval. Approval of students for this curriculum option rests solely on the faculty of the program, and their evaluation of student performance based on course performance, effort, and professionalism.

Qualifications:

Students must possess appropriate professional development and documented challenges to academic advancement. Students who have failed a course in Physical Therapy program are not eligible for this curriculum option.

Process:

- Students will apply for this option through their advisor, and with the consent of their advisor. The student will document their challenges and present a formal letter of consideration to the faculty, through their advisor.
- The student's faculty advisor will present the letter to the faculty at regularly scheduled faculty meetings for consideration. The faculty will approve or disapprove the request, and the request will then be approved by the Progressions Committee.
- Faculty will complete a Learning Plan with the student. Faculty may include remediation requirements for the student to complete during the Deceleration Plan, in order to keep the student progressing appropriately. These requirements will be documented in the

Learning Plan and may include interpersonal skill development, psychomotor skill remediation, NPTE preparation, auditing of courses and/or labs, and any other area of concern that relates to the student's successful progression in the program.

Students will continue in the physical therapy program at a decelerated pace, as approved by the faculty. Students may not skip courses that are foundational to consecutive courses, and prerequisite curriculum requirements will be followed. The student will develop a tentative curriculum plan and will present this to their faculty advisor for modification before being presented to the general faculty. Clinical education experiences will be allowed only after all courses commonly taken before the experience are completed.

Tuition for the decelerated student will be pro-rated.

There will be no deceleration for the third year of the program.

ACADEMIC INTEGRITY

William Carey University (WCU) seeks to create an environment that encourages continued growth of moral and ethical values which include personal honesty and mutual trust. The university places the highest value on academic integrity and regards any act of academic dishonesty as a serious offense. Academic dishonesty is considered unethical and in violation of William Carey University's academic standards and Christian commitment.

Academic Honor Pledge

All students at William Carey University are bound by this pledge:

I promise or affirm that I will not at any time be involved in cheating, plagiarism, fabrication, or any other acts of academic dishonesty as defined by university policy which explains the disciplinary procedure resulting from violations of academic integrity. I understand that violation of this code will result in penalties, which could include suspension or dismissal from the university.

Consequences of Academic Dishonesty may include a grade of 0 on the assignment and after a warning, may include dismissal from the program.

Unauthorized access to tests or other learning materials is specifically prohibited. Students should not attempt to photograph, recall, or digitally copy quizzes, tests, or exam questions prior to, during, or after tests or test reviews. Faculty members will inform students if test items, or other assessments may be shared with others.

Facilitation is the conspiring of students to commit academic integrity breaches. Students may not use WCU resources to form any group (electronic or otherwise) with the intent to share test items or collaborate on other forms of assessment unless specifically given permission by faculty.

Plagiarism is using someone else's thoughts or words as one's own. Plagiarism is an act of academic dishonesty and will not be tolerated. It can result in failure of a project, failure of a course, or dismissal from WCU. It is HIGHLY recommended that students view the online presentation on plagiarism at the WCU library website, <https://libguides.wmcarey.edu/plagiarism>.

The DPT program considers each course assignment to be essential to achieving the graduate outcomes of the program; therefore, students should turn in original work for each course. Although thoughts and excerpts from previous, similar assignments are permissible, they should be synthesized, integrated, and referenced in subsequent assignments and may only represent a small portion of the completed assignment. No student may turn in an assignment from one course in the DPT program in its entirety to meet the requirements of a different course.

EXAMINATION PROCEDURES

Students are expected and ethically obliged to take examinations honestly and resist any temptation to obtain an unfair advantage during an examination.

- Examinations will be given/taken in electronic format whenever possible. Students must provide their own computing device for in-class examinations.
- Examinations are given frequently throughout the curriculum. The examination period starts with the first student tested and continues until the last student has completed the examination. Discussing a written, practical or oral examination with any class member during this time period is considered a breach of academic honesty and will be handled accordingly. If a student is unable to take the exam during the scheduled time frame, the instructor of record will notify students that the exam period has been extended.
- Proctors will be present during every examination. Proctors may be faculty, graduate students or staff, or electronic sources. Students are expected to police themselves regarding inappropriate behavior and are expected to treat all proctors with respect.
- All personal effects, including books, newspapers, magazines, jackets, hats, book bags, audio devices, PDAs, cell phones, smart watches and other electronic devices are to be placed in a designated area during exams. If calculators are required, you will be notified ahead of time; only simple, non-programmable calculators are permitted. Computing devices used to access the examination are exempt.
- The use of electronic data devices during any part of an examination period to give, receive or retrieve information is strictly prohibited, unless specifically permitted in the instructions for the exam (as in an open book test).
- Personal breaks are allowed but discouraged and are for emergency use only. If a break is necessary, the student must leave all data devices with the proctor while absent from the room. The length of time during which the student is out of the room will be noted by the proctor and shall not exceed 10 minutes. Examination time will not be extended for a student who has taken a break. Only one student may leave the exam room at a time.
- Announcements made to the class while a student is out of the room will not be repeated.
- No examination questions will be changed, corrected, or interpreted during the examination.
- Students are not permitted to ask the proctor questions once the examination has begun. However, obvious typographical errors discovered by the faculty or students that compromise the value of an examination question will be rectified by a general announcement.

- The examination beginning and ending times will be announced at the beginning of the examination. They will be followed strictly. The electronic testing format notes the time of submission of an exam. Late submissions will be subject to grading penalty.
- If the emergency alarm sounds during an examination, all students must leave all personal computing devices in the area and exit the room or building as instructed. Upon return to the examination the proctor will announce a revised ending time.
- Once the student has submitted his or her examination materials electronically, they may not be altered or changed in any way.
- It is the prerogative of the course faculty to determine the nature of the examination to be given and the date the examination will be scheduled.
- In the rare situation when illness or an unexpected emergency prevents a student from taking an examination at the scheduled time, the instructor of record must be notified immediately by email prior to the examination. The instructor of record, in collaboration with the Program Director, will decide if and when the examination may be made up.
- If a student has a very compelling reason that he or she cannot be present for an examination, he or she must secure the permission of the instructor of record to reschedule the exam via written e-mail with the Program Director copied on the request. Unless the absence is due to an emergency, a request for a change in exam must be given to the course coordinator within 72 hours of receiving the course syllabus. The instructor of record has the right to determine whether it is reasonable to reschedule the exam and the nature of the rescheduled examination. If the instructor of record approves the absence and agrees to reschedule the examination, the student and the faculty member will mutually determine a date for the exam. Ordinarily, the exam will be scheduled prior to the absence.
- A score of zero will be recorded for unexcused missed examinations.
- No examination materials, results, or answer keys will be released for review until all students have taken the examination.
- Course faculty determines whether the examinations are retained or returned to the student. If examinations are retained, they will be available for student review at a time determined by the instructor of record.
- Requests for a change of grade on an examination or assignment must be directed to the instructor of record within five (5) business days of notification of the grade. Requests submitted after this time will not be honored and no grade change will be made. The student will receive notification concerning any change in grade.
- Students may challenge a test question by researching the content of the question and documenting the research on the Test Question Query form. The Test Question Query form must be submitted within five (5) days of release of the test grade. See end of handbook for copy of form.

- When necessary, students may be tested in a virtual environment. For online virtual testing, students should be alone in a room with the workspace visible by the proctor and clear of any resources, papers, or materials.

PRACTICAL EXAMINATIONS

The WCU DPT program has a contractual and professional obligation to the clinical community to ensure, to the best of its ability, all students entering a clinical education experience sanctioned by the program have demonstrated safe performance of the skills taught prior to the start of the clinical experience and are ready to utilize these skills under supervision with patients/clients.

Performance on practical examinations will be assessed according to established criteria, which will be provided to students at least one calendar week prior to the date of practical examination. All practical examinations are considered cumulative in nature and may include assessment of all information previously provided in the curriculum sequence.

ACCOMMODATION

Students requesting accommodations should refer to and read the Accommodations for Students with Disabilities Policy and Procedures website, [Disability Policy and Procedures | William Carey University \(wmcarey.edu\)](http://www.wmcarey.edu/disability-policy-and-procedures).

- Students with accommodations are tested at the Student Assistance office in the King Student Center
- Office of Disability Services contact:
Michael Long, Disability Services Coordinator, (601) 318-6211, King Student Center 345

GRADING

The University uses the following grading system for graduate students:

A - Reserved for work which is superior in quality

B - Earned for work which is consistently good and would be considered above average

C - Earned for minimal work and shows that basic requirements in class assignments have been met, but is not considered standard work for graduate students

F - Earned when the student has failed the course

I - ("Incomplete") assigned only when unavoidable circumstances prevent completion of the work of the course on schedule and must be approved by the instructor and the program director (see graduate catalogue for further explanation)

The Doctor of Physical Therapy program interprets this grading system as follows:

A	90-100 %
B	80-89 %
C	70-79 %
F	less than 70 %

Final course grades are rounded up to the next letter grade. For example: 89.5 rounds up to 90; 89.4 does not round up.

The student will be able to progress based on the satisfactory completion of previous terms and a status of good standing in the DPT program. See individual syllabi for progression policies for specific courses.

INCOMPLETE GRADE

The grade of "I" (Incomplete) is given only by written agreement of the instructor and student. If requested, it is the student's responsibility to contact the instructor and submit work or take examinations appropriate to the removal of the Incomplete. When completed, the instructor will change the Incomplete (I) to the earned letter grade by submitting the appropriate form to the Registrar's Office. This process must be completed no later than the end of the next term. The grade of Incomplete automatically becomes an "F" if not resolved prior to the end of the next term.

ADVISEMENT

The plan of study is a cohort based, full-time plan of study with each class of students enrolling in a pre-determined curriculum each trimester. Students will be assigned a faculty advisor for the purposes of reviewing the curriculum, gaining access to student services, and general support. Students should meet with their faculty advisor at least once during each trimester of enrollment.

REQUIRED MIDTERM ADVISEMENT

Faculty will send an appointment to each advisee for advisement to be held during Week 6 of each term. During your advisement session, students should make the faculty aware of any issues or problems they are having. If, at the midterm, students have a grade below a "B" in any course, they are required to 1) receive weekly tutoring from a student tutor for the remainder of the term, and 2) meet weekly with the instructor of the course for the remainder of the term. The student will obtain the student tutor's signature and the faculty signature for each of the remaining weeks. This signed form will be returned to the advisor and will become a part of the student file. Compliance, partial compliance, and noncompliance with this procedure is recorded in each student's professional file.

DISMISSAL/WITHDRAWAL

When students' conduct or health endangers the well-being of others or makes it inadvisable to remain in the physical therapy program, the faculty reserves the right to dismiss the individual from the course or program. Students may choose to withdraw from the program at any time. Students desiring to withdraw from the William Carey DPT program for whatever reason must do so formally in order to avoid academic and financial penalties. The student must submit in writing to the Director of the Physical Therapy Program. The Director will then schedule a conference with the student to discuss the reasons for the withdrawal and the future status of the student with the Physical Therapy Department.

The student must then go into their Indigo Portal to make a Withdrawal Request. The student will receive an email update with the next steps.

The Director will contact the Business Office to determine if a refund is due. The Business Office will then determine the eligibility of the student to receive a refund. The tuition fee refund is pro-rated based on a 10-hour term and calculated per credit hour.

It is the responsibility of the student to meet with the financial aid department to notify them of the withdrawal of the university to stop their loans and avoid any penalties. The student should also follow up with the Business Office and Registrar.

The student is not fully withdrawn from the University until they have received final confirmation from the Registrar's office.

STUDENT CONDUCT, PROFESSIONALISM AND CLASSROOM ETIQUETTE

FACULTY TITLES AND NAMES

All faculty and staff should be addressed according to their formal titles (Dr., Professor, Mr., Mrs., Miss, Ms.). When faculty and students are in a less formal setting, it is the prerogative of the individual faculty member to request being addressed informally.

ATTENDANCE AND PREPARATION

As part of the preparation for the professional Doctor of Physical Therapy role, the faculty of the DPT program expect candidates to adhere to the highest level of punctuality, attendance, and participation in all scheduled activities. Absences may seriously affect the work of the whole class as well as that of the individual who is absent. Students are responsible for their own transportation. The DPT program adheres to the following guidelines:

1. Class Attendance

- a. Students are expected to attend class 100% of class meetings.
- b. Excused absences, anticipated or unanticipated, are based upon extenuating circumstances beyond the control of the student. Excused absences are limited to: Correct formatting below
 - i. Medical necessity refers to unpredictable or serious illness of the student and his/her immediate family. Documentation such as a medical statement from a physician is required at the request of the instructor. Routine office visits within the control of the student are not considered extenuating and should be scheduled around the student's schedule.
 - ii. Death of a family member includes the death of a spouse, children, or significant others within the immediate family as well as parents, grandparents, and siblings of the student or spouse.
 - iii. Pre-approved professional activities
- c. Any missed activities or assignments may be made at the discretion of the course faculty. If a student fails to notify the instructor of an absence, a grade of "0" will be assigned for all grade generating activities missed that day.
- d. The Program Director will intervene if a pattern of absences is noted.

2. Class Tardiness

- a. Punctuality for class is considered an integral part of professional behavior. Tardiness and leaving class early are considered unprofessional behaviors and are disruptive to the learning environment.
- b. Students are expected to be in their seats and ready to perform when class begins.
- c. The Program Director will intervene if a pattern of tardiness is noted.

3. Class Preparation

- a. Students are expected to be in their seats and ready to perform when class begins.
- b. Students should show respect for classmates. This includes attendance for/and participation in the presentations of others.
- c. Students should come to class prepared and in possession of appropriate class materials.

4. Written Assignments

- a. All written assignments are to be typed and in revised APA format unless otherwise specified. Incorrect APA format and style, incorrect grammar, inaccurate spelling, and typographical errors are unacceptable and will result in a grading penalty up to failure of the assignment.
- b. Written assignments will be presented to the instructor in the designated manner.
- c. Written work submitted late will be assessed as a penalty as determined by the individual instructor.

5. Code of Conduct

- a. Smoking or vaping is not permitted on WCU campuses.
- b. Smoking or drinking alcoholic beverages while representing WCU in any capacity is not permitted.
- c. If food or drink are permitted during class, debris must be disposed of in an appropriate manner.

TECHNOLOGY IN THE CLASSROOM

The use of technology in the classroom is intended to enrich the educational environment for all students. While we encourage an electronic, paper-free environment, the use of technology that interferes with the educational environment, encourages academic dishonesty, or promotes illegal activities (such as copyright infringement) is prohibited by faculty, instructors, and the DPT program at WCU. Students may use handheld electronic devices, mobile computing technologies, and cellphones only as permitted by the instructor. Mobile technologies will be expected to be utilized as appropriate when professors or students need to reference information to further classroom inquiry or when utilized as a part of instruction. To minimize distractions and keep students' full intellectual energies inside the classroom, students are required to observe the following when present in the classroom and lab settings.

1. During classes, cell phones and smartwatches must be turned off or placed on silent mode. Students are expected to show courtesy to classmates and faculty by not using computers or cell phones for texting, playing games, accessing social media platforms, or sending/responding to personal communications during class. If a family emergency requires that the student be available by phone during class times, special permission to leave the communication devices on during classes may be obtained from the Instructor of Record. If permission is granted, students must place the device on silent mode and must leave the classroom to interact with the technology when it is not used as a part of classroom instruction.
2. The use of a tablet or a computer in the classroom is a privilege, not a right, and should be used for note taking or to further the educational inquiry of the student (i.e.: referencing information

pertinent to classroom activities). If a tablet or a computer is utilized for texting, e-mail, or accessing social media sites (without the explicit permission of the instructor), the instructor may ask the student to discontinue use of the technology for the remainder of the class period.

3. Digital recording of any class is only for personal educational purposes or for sharing recording between cohort classmates. A faculty member may reserve the right not to be digitally recorded. Recordings must not be shared outside of the WCU DPT program.
4. Students may not post any material from physical therapy classes on any social networking sites (Facebook, YouTube), or file sharing sites without the explicit written permission of the instructor. In addition, written permission must be sought from any person that is present in any digital media prior to sharing recordings in any forum. At no time shall any patient encounter be recorded by any means without the express written permission of the patient or caregiver. Students shall not approach a patient or caregiver on an individual basis to request permission to record.
5. Students who have official documentation from the Services for Students with Disabilities (SSD) that recommends the use of technology to accommodate verified learning needs will be accommodated to use the recommended technology during class.

GRADUATE STUDENT ROLE/PROFESSIONALISM

DPT program faculty and administration believe that graduate students are self-motivated to learn and expand their professional behavior beyond that of the baccalaureate level. Students are expected to maintain a positive professional attitude that allows for academic growth. Students are accountable for achieving high levels of leadership, consultation, collaboration, communication, therapeutic intervention, and scholarship.

In addition, students are expected to demonstrate the **Core Values** of the physical therapy profession, developed by the American Physical Therapy Association at all times when in the role of a WCU DPT student. Students who do not consistently display these professional behaviors will be subject to disciplinary action. In addition, the student who is consistently non-compliant will not be allowed to represent WCU in experiential learning activities. The core values are as follows:

Accountability- The 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.

Altruism -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.

Compassion/Caring - Compassion is the desire to identify with or sense something of another's experience; a precursor of caring. Caring is the concern, empathy, and consideration for the needs and values of others.

Excellence - 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.

Integrity - 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.

Professional duty - 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.

Social responsibility - The promotion of mutual trust between the profession and the larger public necessitates responding to societal needs for health and wellness.

If a student physical therapist/ student consistently fails to meet professional behavior standards as outlined in this document, faculty member(s) may write up a description of the problem behavior and create a Learning Contract which is signed by the student and the faculty member outlining strategies for correcting the behavior. A copy of the Learning Contract is sent to the director of clinical education, the student’s advisor, and the Program director.

PROFESSIONAL DEVELOPMENT POLICY

Professional development begins with professional education and continues throughout one’s professional life. Professional development is the foundation in which the student physical therapist assumes an attitude of inquiry and engages in an ongoing process of assessment and evaluation of knowledge, skills, and abilities. The acquisition of new knowledge, skills, and behaviors is a planned activity, based on assessment and re-assessment of self and of the environment in which one practices. Each student member is obligated to participate in professional development not only to ensure the acquisition and maintenance of minimally acceptable standards of practice but also to garner new knowledge and skills. Professional development may occur in formal instructional settings or in natural societal settings and may include such varied experiences as academic courses of study, organized continuing education, independent study, and self- and external assessment. (adapted from APTA, 2012. BOD Policy P03-01-25-87, APTA.org, Accessed April 18, 2017)

Overview

Students are required to complete the following requirements for professional development.

1. Students must attend one local or state level conference each year while enrolled in school or attend one national level conference within the 3 years of enrollment in the program.
2. Perform 10 hours of volunteering within the community per year.
3. Reporting professional development activities is completed on the honor system, by documenting on the student’s curriculum vitae or in the student’s online professional portfolio. However, the program reserves the right to audit randomly selected students for compliance with the professional development requirements. Penalties for dishonest reporting may result in sanctions up to and including failure of the course and subsequent dismissal from the program.

PROFESSIONAL DRESS POLICY

Students must present a professional appearance at all times while representing the WCU DPT program. As participants in a professional program, students should project the image of a Doctor of Physical Therapy. Faculty may excuse a student from class or lab due to inappropriate dress. Any classwork missed will be made up at the faculty member's discretion. Students who are consistently non-compliant with the professional dress policy may be referred to the Program Director for appropriate

discipline.

Classroom attire consists of business casual dress. William Carey University's identification badge should be worn at all times. Prohibited fashion items include:

1. Clothing that is dirty, wrinkled, or in poor repair
2. Poorly fitting clothing (either too tight or too loose)
3. Demin (any color), shorts, athletic wear, leggings
4. Sandals, peep-toed shoes, open-toed shoes
5. Revealing clothing (too short or low cut, etc.)
6. Scrubs
7. Tee shirts and sweatshirts (WCU included)
8. Extremes in jewelry, accessories, hair, or make-up
9. Visible tattoos or body piercing
10. Headwear of any type unless medically or culturally required

Refer to the clinical education manual for details regarding dress during clinical experiences.

Laboratory attire consists of a laboratory-approved tee shirt or tank top and grey, black, or red shorts/pants. It is recommended that women also wear sports bras or halters. Hair should be pulled off the shoulders if worn long. Please refer to the course syllabus for requirements for specific laboratories. Lab attire is worn only in the lab setting, not in study rooms or student lounge areas until after 5:00 pm.

Casual Fridays allow for more informal dress during scheduled learning activities. Jeans, shorts, or scrubs with William Carey University or Physical Therapy-themed tee shirts may be worn. Jeans may not be ripped, torn, or distressed. Athletic shoes and sandals are allowed. Casual Fridays are not observed when guest speakers or special events are scheduled, or while on experiential learning exercises. The Program Director may cancel Casual Friday at their discretion.

The personal hygiene of all students should be impeccable at all times. Hair should be clean and worn in conservative styles. Nails should be clean and short in length. Facial hair should be neat, groomed and short in length.

COMMUNICATION REQUIREMENTS

Students in the DPT program are expected to demonstrate communication proficiency in written, computer, and verbal skills. Written papers are to be typed using APA format. Written papers should be logically and completely developed as well as demonstrating proper spelling and grammar.

Computer skills will be utilized throughout the program. Students will be expected to integrate current online information into discussion forums, papers, and presentations. Online sources may include rehabilitation journals and research reports. Students must utilize Microsoft Office Software programs in submitting papers and presentations.

DPT PROGRAM REQUIREMENTS

TUITION

Tuition and fees are due and payable in full at registration. Tuition for 2022-2023 is \$34,000.00. Students are encouraged to refer to these links for helpful resources in managing student debt and financial planning: <https://www.apta.org/your-career/financial-management> and <https://www.apta.org/your-career/financial-management/financial-solutions-center>.

CPR CERTIFICATION

All students must complete and maintain certification or re-certification of *CPR for the Health Professional* during their tenure at WCU. Students are required to take American Heart Association courses during their matriculation at WCU with their cohort.

Students are responsible for submitting evidence of current certification to the DPT office for their file. Failure to do so will result in the inability to attend the clinical portion of a course and ultimate failure in the course.

CRIMINAL BACKGROUND CHECKS

All students admitted to the physical therapy program undergo a criminal background check through the Mississippi Department of Health and the FBI. This is a mandatory requirement as part of the Mississippi state law, Section 43-13-11 of Mississippi Code of 1972. It should be noted that the FBI background check is based on arrests, not convictions.

Students accepted into Mississippi physical therapy programs must have evidence of a clear criminal background check prior to attending a clinical experience in any of the contracted agencies or facilities. The background check will be conducted through fingerprinting on the date assigned by the Director of Clinical Education. Students who do not have a clear background check will meet with the Director of Clinical Education and Program Director. Students who fail the background check may be limited in their participation at some clinical sites and may be prohibited from sitting for the national licensing exam and obtaining a physical therapy license.

After initial enrollment, any subsequent disciplinary action, arrest, charge, addiction, or impairment shall also be reported immediately to the Program Director. Failure to report all subsequent disciplinary actions, arrests, or impairment will constitute falsification of records and may result in denial of licensure.

MALPRACTICE INSURANCE

Group malpractice insurance is provided through WCU at the time of enrollment. Malpractice insurance is in effect while students are performing clinical activities supervised by academic or clinical faculty.

DRUG TESTING

All students enrolled must provide evidence of a negative drug screen within one month of beginning courses. A **urine 10-panel drug screen** is required. Random drug screening may be done for students enrolled in clinical courses. Refusal by a student to submit to drug testing will result in denial of admission for new students and immediate dismissal from the DPT program for continuing students.

Any admitting or continuing student who tests positive for illegal drugs must withdraw from the program. The student may reapply for admission at the next available admission cycle and will be admitted based on admission criteria as any new student making application. All costs associated with drug testing are the responsibility of the student.

TECHNICAL STANDARDS

To acquire requisite knowledge and skills to practice as a physical therapist, graduate students must be able to function in a broad variety of clinical situations and provide a wide spectrum of patient care. Students must possess certain skills and abilities to successfully complete both the didactic and clinical components of the curriculum with or without reasonable accommodations, regardless of disability status. All graduates must be able to perform tasks such as: taking a case history, performing examination tests and measures, completing an evaluation, and performing manual interventions. They must also be able to synthesize these findings into a physical therapy diagnosis and plan of treatment.

These skills and abilities are divided into five areas: communication, motor, intellectual-cognitive, sensory observational and behavioral-social. Students must be able to undertake all academic (clinical and didactic) requirements to the satisfaction of faculty to become competent and reliable practitioners. To this end, the Faculty of the Department of Physical Therapy has established the minimum criteria (Technical Standards) that students must possess in order to enroll in, and to continue in academic courses and clinical placements required for the DPT degree.

General Guidelines

The Doctor of Physical Therapy (DPT) degree is typically a three-year program that requires the acquisition of professional attitudes, skills and behavior as well as the accumulation of scientific knowledge. The DPT degree certifies that the student has acquired the broad base of knowledge and skills required for the practice of physical therapy and is eligible to take the professional licensing examination. These standards are rigorous and exacting so admission can be offered only to those individuals best qualified to meet the performance standards of the profession.

Acceptance to the DPT program is offered to those who present the highest qualifications for the study and practice of physical therapy. Graduates of the program must have the knowledge and skills to function in a variety of clinical situations and to render a wide spectrum of patient care. Candidates for the DPT degree must have somatic sensation and the functional use of the necessary senses. Skills will be lessened if the student does not have functional use of the sense of balance and sufficient motor function to permit them to carry out the activities described in the sections that follow. They must be able to consistently, quickly and accurately integrate all information received by whatever sense(s) are employed, and they must have the intellectual ability to learn, integrate, analyze and synthesize data. Candidates for the DPT degree must have abilities and skills in the five areas outlined below.

Communication. A student must possess adequate communication skills to:

- Communicate effectively and proficiently in oral and written English or English language skills must be at a level that can be easily understood by clients and colleagues for general interactions, for administration of tests and implementation of treatment as judged by a panel of PT faculty
- Read and write to meet didactic and clinical demands
- Demonstrate and perceive non-verbal communication with patients that is appropriate for culture and context
- Communicate with patients, families, peers and colleagues at an appropriate and professional level

- Clearly record examination results, treatment observations and treatment plans in a reasonable amount of time
- Accurately convey information with relevance and cultural sensitivity
- Effectively receive and send verbal communication in emergency situations
- Recognize and promptly respond to the patient's emotional communications such as sadness, worry, agitation, pain and lack of comprehension of therapist communication

Motor. A student must possess adequate motor skills to:

- Sustain the necessary physical activity level required in classroom and clinical activities
- Respond quickly in the event of an emergency situation to provide patients with a safe environment
- Access transportation to clinical and didactic placement sites
- Assume and maintain a variety of body postures (e.g. sitting, standing, walking, bending, squatting, kneeling, stair climbing, reaching forward, reaching overhead, turning and movement of the trunk and neck in all directions) so as to sufficiently perform patient examination and intervention procedures
- Demonstrate appropriate psychomotor skills for performing tests and measures for patient examination
- Execute appropriate psychomotor movements required for manual handling and manipulation of various object/person sizes and weights including lifting and transferring patients, guarding patients during gait training on level surfaces/uneven surfaces/ramps/stairs, pushing and pulling to provide resistance and to assist in maneuvering patients. Students may be required to:
 - Safely lift up to 50 lbs independently
 - Safely lift up to 200 lbs with assistance
 - Safely push and pull up to 200 lbs
- Balance self and provide support and balance to patients on a variety of surfaces including level and uneven ground, ramps, curbs, and stairs
- Have sufficient endurance to effectively manage patient care
- Access technology for clinical and didactic requirements
- Complete an episode of care within a reasonable time frame to effectively manage the patient

Sensory/Observational. A student must possess adequate sensory skills to:

- Effectively observe and function (in visual and auditory modalities) in both clinical and didactic settings
- Record and evaluate physical status as well as verbal and non-verbal responses to sensory stimuli
- Visually assess treatment equipment, goniometric measures, normal/abnormal color changes and integrity of the skin, pupillary changes, postures, and normal/abnormal movement patterns
- Perform effective auscultation/auditory evaluation inclusive of but not limited to: lungs, heart, apical pulse, blood pressure, joint noises, prostheses
- Listen for environmental cues inclusive of but not limited to: phones, overhead paging systems, alarms, verbal communication in a setting with competing ambient noise
- Provide appropriate tactile feedback related to safe application of gradient pressures during examination and intervention (including but not limited to: palpation, manual muscle testing, joint mobility, percussion, massage)

Intellectual/Cognitive. A student must possess adequate intellectual and cognitive skills to:

- Comprehend, retain, assimilate, analyze, synthesize, integrate concepts and problem solve
- Formulate written and verbal assessments and therapeutic judgments to meet didactic and clinical demands in a reasonable time frame
- Identify and communicate the limits of their own knowledge and skills

- Utilize resources to increase their own base of knowledge and skills
- Comprehend three-dimensional relationships, the spatial and functional relationships of structures and to analyze and apply this information for problem solving and decision-making
- Comprehend text, numbers and graphs
- Gather, appraise, and evaluate patient information collected during past history, examinations, and throughout patient/client management to formulate hypotheses and make clinical decisions (diagnoses, prognoses, and plans of care)

Behavioral/Social. A student must possess:

- Appropriate interpersonal skills and the demeanor and rapport necessary for quality patient care
- The capacity to maintain composure and continue to function well during periods of high stress
- The perseverance, diligence and commitment to complete professional program requirements
- The flexibility and the ability to adjust to the changing situations and uncertainty inherent in clinical situations
- The ability to critically evaluate his or her own performance and identify tactics to improve performance, both with and independent of faculty assistance
- Compassion, integrity and empathy for others
- The ability to reason morally and practice physical therapy in an ethical manner
- The ability to demonstrate appropriate assertiveness, delegate responsibilities, and function as part of a physical therapy team
- The ability to show respect for individuals with disabilities and those of differing cultural and linguistic backgrounds, races, religions and/or sexual orientations

Immunization. The student must be able to comply with requirements for immunizations of all hospitals accredited by the Joint Commission on Accreditation of Healthcare (JCAHO)/Healthcare Facilities Accreditation Program (HFAP).

Candidates for graduate degrees in the Department of Physical Therapy are required to meet the above technical standards, with or without reasonable accommodation, regardless of disability. Disability self-identification is voluntary and confidential. William Carey University offers reasonable accommodation for qualified, eligible students with disabilities. Please contact our Student Assistance Department (601-318-6211) for information regarding documentation guidelines.

PROFESSIONAL ORGANIZATION MEMBERSHIP

Students are required to be active participants in the American Physical Therapy Association and the Mississippi Physical Therapy Association for the duration of their educational experience in the DPT program. Many courses require access to resources developed by the organization.

Students should provide proof of membership within two weeks of enrollment, and at the beginning of each fall trimester thereafter. In addition, students may be assigned to attend district, state and/or national professional activities when they are in reasonable proximity to WCU. Students should be prepared financially to absorb the cost of these activities. Faculty will make good faith attempts to provide advance notice when attendance is required.

HEALTH POLICIES

Students must submit a WCU College of Health Sciences history and physical form to the designated DPT staff member within two weeks of enrollment. Any changes in physical status must be reported to the program director. Documentation of hepatitis B series (or a positive titer) or declination statement,

annual PPD or negative Chest X-ray, varicella immunization or immunity, two MMR or MMR titer, malpractice insurance, health insurance, Non-Disclosure of Directory Information form, and HIPAA form must be on record within two weeks of enrollment. No clinical hours can be accrued without satisfactory completion of all proofs. Liability insurance is covered by William Carey University.

Students are responsible for the cost of emergency services in off campus educational experiences.

Students should also consult the contract and/or Director of Clinical Education for additional requirements of specific assigned clinical facilities, such as COVID requirements.

BOOKS/BOOKSTORE

The WCU bookstore is operated by Barnes & Noble, located in McMillan Hall. Faculty select textbooks which are made available to students through the bookstore at www.wmcarey.bkstore.com. The bookstore carries a variety of traditional textbooks and reference books, school supplies, snacks, gifts, and clothing. Store hours and the policy on book returns and buy-back of books are stipulated in *The Translation*.

COMPUTER TECHNOLOGY REQUIREMENTS

Technology is an essential and integral aspect of a web-enhanced curriculum. The student must have access to a computer and stable connection to the internet on a regular basis, software to meet course requirements and adequate system capacity. A high-speed internet connection, such as a cable modem or DSL is preferred. The student will need access to the most current version of Microsoft Office Software, including Word, PowerPoint, and Excel. As web-enhanced lectures may contain an audio component and you may be required to use voice-over capabilities, the student will additionally need the capability to access audio through speakers and record through a microphone.

WCUDPT students can access the Grammarly account at www.grammarly.com/edu/signup. Sign up by using your WCU email address and create your own password. Grammarly will send you an email to complete the set-up process.

Some examinations will be given through Exemplify. Use this link to make sure that your device meets Exemplify minimum system requirements: [Exemplify: Minimum System Requirements – ExamSoft](#).

WCU DPT POLICIES AND PROCEDURES

AMERICANS WITH DISABILITIES ACT

Students with disabilities who are protected by the Americans with Disabilities Act of 1990 and require special accommodations should contact Mr. Michael Long at 601-318-6211. Mr. Long's office is located in the King Student Center, room 345.

EVALUATION OF FACULTY AND COURSES BY STUDENTS

Students will have the opportunity and responsibility to evaluate faculty and courses at the end of the term as specified by the university evaluation schedule. In addition, students are encouraged to provide constructive feedback informally throughout the trimester.

EXTENDED DISASTER LEAVE

In the event of closure or cancellation of classes due to a natural/man-made disaster or other emergency cause, general information will be forwarded to local media, posted on the WCU website, and sent via automated process to your WCU student email address or cell phone through SaderWatch. Specific information regarding the continuation of coursework will be posted on the university's course management system (Canvas) at <https://elearning.wmcarey.edu>. For up-to-the minute alerts regarding emergency situations, sign up to receive notifications through SaderWatch, the WCU emergency text message service.

Instructions can be found under "Current Students" on the WCU homepage.

GRIEVANCE/COMPLAINT PROCEDURE

The DPT program seeks to provide each student with a positive educational experience. Students who experience difficulty are encouraged to make every effort to resolve the problem informally by discussing it with people closest to the source. However, students who wish to file formal complaints should do so in accordance with William Carey University and DPT program policies.

For the graduate DPT student who is dissatisfied with physical therapy courses, faculty, staff procedures, policies, or other issues, the student must submit concerns in writing with supporting evidence to the instructor of the course. If no resolution is achieved, the student may appeal to the DPT program director. If no satisfactory outcome is reached, the student may appeal to the Vice President of the College of Health Sciences, and then the Associate Dean of the Graduate programs.

Under no circumstances will the complainant receive retaliatory behavior or consequences from the program faculty, staff, or administration as a result of filing a complaint.

FILING A COMPLAINT WITH CAPTE

The William Carey University Doctor of Physical Therapy Program strives to maintain complete compliance with the standards and elements of the Commission on Accreditation of Physical Therapy Education at all times. Any individual who has a complaint about the program should first contact the program (601-318-6584 or jprehn@wmcarey.edu) to attempt to resolve the complaint. If this is not satisfactory, the individual may file a written complaint with CAPTE at this address and/or contact CAPTE at the phone number provided:

Commission on Accreditation in Physical Therapy Education
3030 Potomac Ave., Suite 100
Alexandria, VA 22305-3085
Phone: 703-706-3245

HIPAA GUIDELINES

Each student is required to read and understand the information on HIPAA regarding protection of patients' privacy. A signed acknowledgement form must be returned to the administrative assistant to the Program Director. This acknowledgement form is kept in the student's portfolio.

PROGRAM COMPLAINTS OUTSIDE OF THE STUDENT GRIEVANCE PROCESS

When interested parties experience difficulties with program faculty, staff, policies, procedures, or practices, they may file a complaint. Faculty and staff should strive to resolve differences closest to the source to avoid the need for a formal complaint. However, if an unsatisfied individual wishes to file a

formal complaint, they must do so in writing, to the Program Director. The Program Director investigates and attempts to resolve the complaint directly as circumstances indicate. If no resolution is available from the Program Director, or involves the Program Director, the complainant may proceed to the Assistant Vice President of Health Programs, followed by the President of the University. The complaint policy resides on the program's website for public use.

The program stores the program's formal complaints, along with the resolution process and outcome in electronic format in the "Complaints" folder on the departmental drive. Under no circumstances will the filing individual receive untoward consequences or retaliation in response to filing a complaint.

Students wishing to file complaints must follow the grievance/complaint policies in the WCU Student Handbook and WCU DPT Student Handbook.

Complaints may be filed with:

Judy Prehn
Physical Therapy Program Director
jprehn@wmcarey.edu
710 William Carey Parkway, Box 9
Hattiesburg, MS 39401

Or

Dr. Janet Williams, RN, MBA, PhD
Assistant Vice President of Health Programs
jwilliams@wmcarey.edu
710 William Carey Parkway Hattiesburg, MS 39401

EXIT INTERVIEW POLICY

A student who withdraws from the DPT program for any reason is required to meet with the Program Director and complete an Exit Interview.

Every reasonable effort is made to meet with each student who withdraws from the DPT program – regardless of cause. If a student refuses to meet with the Program Director, the student's refusal to meet will be noted in the student record.

RELEASE OF STUDENT INFORMATION

William Carey University has a responsibility to protect the privacy of our students. Only directory information may be released without students' written permission. Students may request additional information be released by completing the Non-Disclosure of Directory Information form and submitting it to the Registrar's office.

William Carey University complies with all applicable federal and state nondiscrimination laws and does not engage in prohibited discrimination on the basis of race, color, national or ethnic origin, sex, age, genetic information, veteran status, or disability in admission or in the administration of its education policies, scholarships, loan programs, athletic, and other school administered rights, privileges, programs, and activities generally accorded or made available to students at the school. However,

William Carey University is a religious affiliated university and is exempt from certain nondiscrimination laws and shall implement its free exercise of religion under the First Amendment of the United States Constitution.

The following person has been designated to handle inquiries regarding the non-discrimination policies: Vice President for Academic Affairs, 710 William Carey Parkway, Hattiesburg, MS 39401.

SAFETY INFORMATION

FACILITIES ACCESS

The WCU DPT program facilities are available to students for class-related activities including but not limited to:

- Quiet study space
- Group meetings
- Skill practice using equipment (such as plinths and assistive devices)

The following rules are designed to protect the students while in the building after hours:

- Enrolled students are allowed to use the physical facilities in the Health Sciences Building from 6:00 am until 10:00 pm, seven days per week except on days when the building itself is closed for holidays or when closed by university policy. Students are expected to abide by all the rules and regulations of the building.
- Please note: the heating/air conditioning system may be turned off after business hours on weekdays, and all day on Saturday and Sunday, so dress accordingly.
- Students must use their WCU ID card to enter the building. This card registers the student by name and provides a record of use.
- Use of the DPT program facilities is for registered students only; **no** guests or family members are permitted.
- Students must **never** use the facilities after hours **alone**.
- Students are asked to bring a cell phone with them.
- The WCU ID card must be used to enter classroom, laboratory, lounge and study areas appropriate for the trimester of study.
- Students must **always** lock the door behind them upon entering and always lock all doors when departing.
- Instructors of record of each course will determine and announce the equipment that cannot be used unsupervised in each trimester.
- Students are not permitted to use the Audio-Visual systems without prior permission and appropriate orientation.
- Students must not test or treat patients who are subjects for a group research project if the faculty advisor is not present.
- In the event that a student is injured after hours, regardless of whether emergency care is sought, he or she must report the incident to the instructor of record by 10 a.m. of the next workday.
- If equipment breaks while students are using it, they must notify the course coordinator by 10 a.m. the next workday. However, the student should take the responsibility to put a sign on the equipment and isolate it so that other students do not risk injury by trying to use it before the instructor is notified.
- Students are expected to maintain the floor in a tidy condition and to return all equipment used.
- Use of the rehabilitation facilities after hours is a privilege. Abuse of the privilege could result in a

student being denied access to the floor or, depending on the severity of the abuse, could result in more severe disciplinary action.

- Ongoing misuse by a larger portion of the student body will result in loss of access for all students.

INCIDENT REPORTS

Any time a student encounters an injury or damaging event while on the WCU campus, they should report the incident to the Program Director. The Program Director will assist the student in making the appropriate contacts and reports to document the incident. This procedure should be carried out whether or not the injury requires further intervention.

If at any time a student encounters a clinical situation that requires reporting, the student is to fill out the incident report of the clinical facility. A copy must be provided to the faculty of that course and the WCU director of clinical education. William Carey University is not responsible for any costs associated with incidents occurring in the clinical setting.

SAFETY IN THE LABORATORY/SIMULATION GUIDELINES

As physical therapy involves movement, activity, and human interaction, there are inherent health risks present during laboratory classes and in clinical simulations or clinical experiences. Exposure to pathogens is a distinct possibility when in close encounters with other individuals. Students should take all precautions to protect themselves, their classmates, and patients from all potential risks, including infectious agents, unsafe situations, and musculoskeletal injury.

In order to provide a safe and effective learning environment, the following safety guidelines during laboratory, simulation, and clinical activities should be followed:

1. Course faculty are responsible for appropriate maintenance of laboratory equipment. Annual safety inspections and calibrations of equipment should be arranged with the Program Director.
2. Students should report any equipment that is not functioning properly to the instructor of record. If the instructor is not readily available, the student should label and isolate the piece of equipment until the instructor can be notified.
3. Standard infection control precautions should be practiced at all times in laboratory sessions, including appropriate hand hygiene, personal protective equipment, waste disposal, and environmental cleaning.
4. Course faculty are responsible for proper marking, storing, and disposal of hazardous materials used in instruction. Hazardous materials should be stored in a locked cabinet. Prior to student contact with these materials, faculty should provide clear instructions for use and applicable safety considerations.
5. Students and faculty should always utilize appropriate lifting techniques and body mechanics.
6. If a student becomes uncomfortable participating as a subject for a particular technique, he/she should discuss the concern privately with the instructor of record for the course/laboratory. Although peer to peer practice is an essential part of the educational program, students have the privilege to refuse participation if the activity has the potential to harm the student.

7. If students are practicing independently in the lab, the procedures for after- hours activities should be followed.
8. Laboratories are for instructional and educational use only. No loitering or unruly behavior is allowed at any time.

UNIVERSAL PRECAUTIONS (BLOOD BORNE PATHOGENS)

The Occupational Safety and Health Administration (OSHA) has developed a set of regulations which address duties to protect both faculty and students in schools of health care professionals from exposure to blood borne pathogens (effective March 6, 1994). Because clinical sites are the primary location where possible exposure to infectious diseases may occur, William Carey University has adopted the following policy to address this issue for all students and faculty involved in the care of patients in the clinical setting. Those personnel specifically addressed in this policy include those who have potential contact with blood or other potentially infectious materials in the performance of duties necessary to fulfill course objectives at William Carey University. This policy has been developed to fulfill compliance with guidelines set forth by the Centers for Disease Control and OSHA.

For purposes of clarification for this policy, the following definitions shall apply:

1. Blood: human blood, human blood components, and products made from human blood.
2. Blood-borne pathogens: pathogenic microorganisms that are present in human blood and can cause disease in humans. These pathogens include, but are not limited to, hepatitis B virus (HBV) and human immunodeficiency virus (HIV).
3. Contaminated: the presence or the reasonably anticipated presence of blood or other potentially infectious material on an item or surface.
4. Exposure incident: a specific eye, mouth, other mucous membrane, non-intact skin, or parenteral contact with blood or other potentially infectious materials that results from the performance of duties in the role of a student in the William Carey University DPT Program.
5. Occupational exposure: reasonably anticipated skin, eye, mucous membrane, or parenteral contact with blood or other potentially infectious materials that may result from the performance of duties in the role of students in the William Carey University DPT program.
6. Personal protective equipment: specialized clothing or equipment worn by a student for protection against hazard. General work clothes (e.g., uniform, pants, skirts, or blouses) not intended to function as protection against a hazard are not considered to be personal protective equipment.
7. Source individual: any individual, living or dead, whose blood or other potentially infectious material may be a source of occupational exposure to the student or faculty. Examples include, but are not limited to, hospital and clinic patients, clients in institutions for developmental disabilities, trauma victims, clients of drug and alcohol treatment centers, residents of hospices and nursing homes, and human remains.

8. Standard precautions: an approach to infection control. According to the concept of standard precautions, all human blood and certain body fluids are treated as if known to be infectious of HIV, HBV, and other blood borne pathogens.

In order to comply with the guidelines previously addressed in this document, William Carey University DPT program has the following responsibility to the enrolled students:

1. William Carey University faculty will provide education in the execution of standard precautions, specifically the selection and use of appropriate protective equipment, prior to the student's first clinical experience.
2. William Carey University faculty will ascertain the student's understanding of standard precautions prior to the first clinical experience.
3. The student shall comply with the standard precaution guidelines in the care of all patients in the clinical setting.
4. All students engaged in clinical practice must present proof of having received the hepatitis B vaccine to the DPT Office or have signed and submitted to their director of clinical education a declination statement.
5. All students will sign a written statement that indicates their receipt of education and/or performance practicum competency of the same, and compliance with the requirement for the hepatitis B vaccination or declination.
6. Any student who is HIV positive or becomes HIV positive during enrollment is responsible for notifying the director of clinical education and the Program Director.

Post exposure evaluation and follow-up:

1. A student has an ethical duty to report to the faculty member, Program Director, or Dean any incident during which an exposure or potential exposure has occurred which places him/her at risk for transmission of a blood borne disease.
2. Following an accidental exposure or potential exposure to HBV, HCV, or HIV, CDC guidelines should be followed immediately. The exposed area should be washed thoroughly with soap and water. If mucous membrane exposure has occurred, the area should be flushed with copious amounts of water and/or saline.
3. CDC guidelines as outlined in the Updated U.S. Public Health Service Guideline for the Management of Occupational Exposure to HBV, HCV and HIV and Recommendations for Post exposure Prophylaxis (CDC, MMWR, Recommendations and Reports, 2001) should be followed to determine risk factors for developing HBV, HCV, or HIV. A copy of this document will be housed in the office of the Program Director.
4. Following exposure or potential exposure, the student should be immediately HIV

tested to establish zero-negativity. The CDC guidelines should be used to determine the need for follow-up testing for HBV, HCV or HIV.

5. If an exposure or potential exposure occurs, the student should contact their personal health care provider immediately to determine if treatment is recommended. Do not procrastinate.

6. Students are responsible for the cost of post exposure testing and follow-up testing or treatment.

7. Any other requirements of the health care agency in which the exposure occurs must be met.

GRADUATION REQUIREMENTS

DEGREE APPLICATION

Participation in the graduation ceremony is required. Degrees are not conferred in absentia, except with permission from the Office of Academic Affairs. Students must submit a written request for permission to miss the commencement ceremony.

Students who are candidates for August graduation are required to file applications for their degrees in the Registrar's office by March 31. Late applications will be accepted up to 30 days after the deadline. Should degree applications be received late, a late fee is assessed by the business office. It is the student's responsibility to satisfy the requirements for a degree.

In the past, students have been provided with 6 guest tickets to graduation ceremonies.

GRADUATE OUTCOMES FOR THE DPT PROGRAM

Graduates will:

1. Practice in diverse clinical settings common to physical therapy practice, including outpatient, inpatient rehabilitation, acute care, and skilled nursing facilities.
2. Utilize evidence-based decision making in planning patient care.
3. Work in medically underserved areas, with the federal designation of a medically underserved area.
4. Demonstrate professionalism in interactions with patients and healthcare providers.

CAREER OPPORTUNITITES

EMPLOYMENT OPPORTUNITIES

The program collects and electronically distributes employment announcements from various sources for student use. If the announcement is provided in electronic format, it will be forwarded to all students by electronic mail and posted to the WCU DPT Alumni Facebook Page. Finally, employment opportunities may be found by searching the Mississippi American Physical Therapy Association and the American Physical Therapy Association websites at

http://jobs.mspta.org/home/index.cfm?site_id=11683 or
<http://www.apta.org/apta/hotjobs/default.aspx>

WCU RESOURCES

FINANCIAL AID

Financial Aid for Physical Therapy Students

The following guide will provide instructions on how to apply for student loans:

Step One

Complete your 22-23 FAFSA at www.fafsa.gov using your 2020 tax information. Once you have submitted this, it will take several days to process and for us to receive it. You will receive an email from the Department of Education stating that your FAFSA has been processed successfully. It takes 5-7 business days for William Carey to receive the FAFSA.

Step Two

Once the 22-23 FAFSA is complete, you may log in to your Financial Aid Account. You may access your account by going to your Indigo Student Portal and selecting "Manage My Financial Aid". From there, you should be able to click on Section 2, "Review/Accept Awards" to accept the appropriate amount of Unsubsidized Loans that you qualify for. NOTE: Your accepted loan amount will not be disbursed unless you have completed your Master Promissory Note and Entrance Counseling. These forms can be completed by clicking on the appropriate links in Section 3 in your Financial Aid Account.

Step Three

The typical PT *Cost of Attendance Budget* is \$69,350.

The most a student can qualify for in Unsubsidized Loans is \$20,500.

Graduate PLUS Loans can also be awarded to those who qualify.

Graduate PLUS Loans are credit-based loans that allow a student to qualify up to the *Cost of Attendance Budget* minus any aid already awarded. If your COA Budget is \$69,350 for the year and you have accepted \$20,500 in Unsubsidized Loans, you may qualify for up to \$48,850 in Graduate PLUS Loans.
($\$69,350 - \$20,500 = \$48,850$)

If you would like to apply for a Graduate PLUS Loan, go to studentaid.gov and complete the online application. Once you have completed your application, you will receive an immediate approval/denial answer. NOTE: The Graduate PLUS Loan requires a separate Counseling and Master Promissory Note to be completed. Meaning if you accept an Unsubsidized Loan and a Graduate PLUS Loan, you will need to have two sets of Entrance Counseling and Master Promissory Notes on file.

NOTE: You do not have to take out the maximum of either loan. The amount you borrow is completely up to you as long as you do not go over the *Cost of Attendance Budget*.

For further questions concerning your Financial Aid, contact the Office of Financial Aid at finaid@wmcarey.edu or 601-318-6153. You may also reach out to Demetrius Atterberry directly at datterberry@wmcarey.edu or 601-318-6759.

COUNSELING

Personal counseling is available to students free of charge. To schedule a confidential appointment on the Hattiesburg campus, contact the Student Affairs office at (601) 318-6808.

TUTORING

Student tutoring is available at no charge through the DPT program

LIBRARY

WCU has a full-service library on both the Hattiesburg and Tradition campuses. Hours of operation have been established to best meet the needs of students on each campus. Many of the online databases may be accessed from off campus computers. DPT students will be required to utilize library resources throughout the program.

libguides.wmcarey.edu/az.php

Database of resources: AccessPhysiotherapy; AccessMedicine; AccessPharmacy

Selected online textbooks are available at F.A. Davis, <https://fadavispt-mhmedical-com.wmcarey.idm.oclc.org/>.

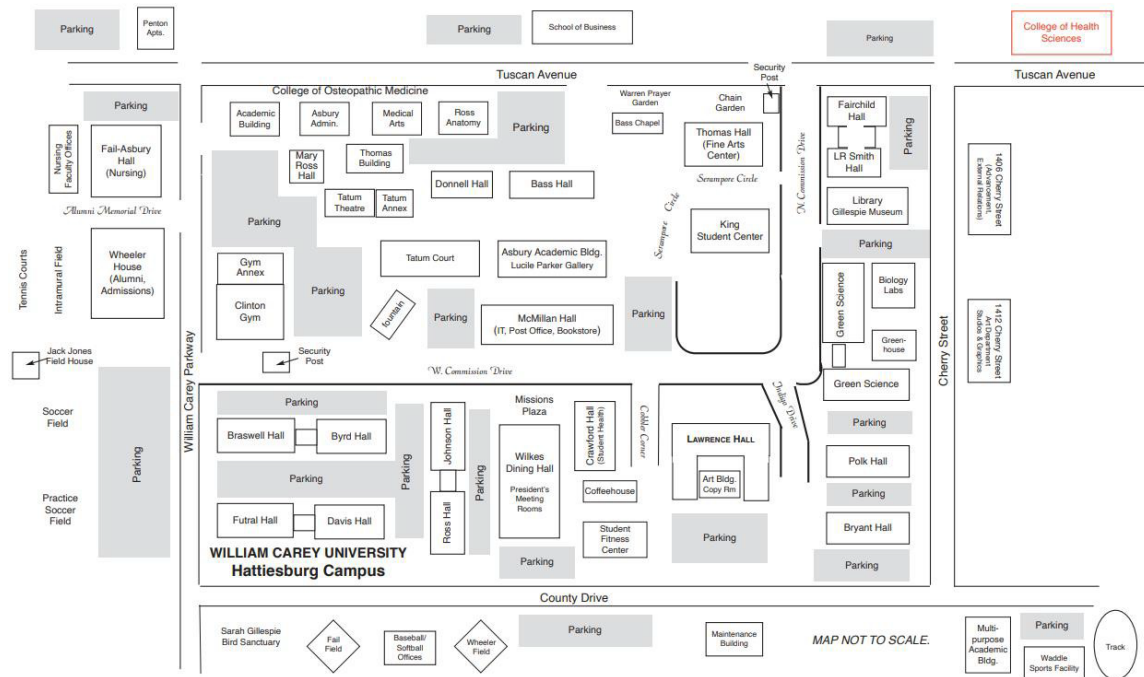
TECHNOLOGY RESOURCES

William Carey University provides a number of technological resources to enhance students' learning experiences and environment.

1. Indigo Portal allows access to transcripts, registration, grades, etc., as well as library resources and databases.
2. Carey Air wireless network can be accessed from anywhere on campus.
3. The primary means by which WCU communicates with students is the student email account.
4. Canvas is the web platform WCU uses for online enrichment, hybrid, and online courses. Canvas allows students quick access to course content, assignments, discussions, quizzes, etc. DPT students are required to utilize Canvas in a variety of ways; therefore, it is imperative to have a functioning account.

The information technology department provides a Student Technology User Guide to assist students with the setup and troubleshooting of these resources. The user guide can be accessed at the WCU homepage under "Technology."

CAMPUS MAP



BOOKSTORE

WCU provides a bookstore located in McMillan Hall. It offers books, clothing, supplies, sports items, and gifts. WCU and WCUDPT are obligated by legal contract to purchase all instructional materials through the Barnes and Noble campus bookstore. If Barnes and Noble cannot supply the materials, release will be granted to secure the items elsewhere.

COMMON GROUNDS

Created in 1997 from a former carriage house, this facility houses a student-operated coffee house.

COLLEGE OF OSTEOPATHIC MEDICINE RANDY AND BRENDA ROSS ANATOMY WING

Completed in 2014, the anatomy wing adjoins to the COM Turner Medical Arts Building and houses the cadaveric anatomy lab for the WCUDPT.

CRAWFORD HALL

This eight-room structure was constructed in 1936 and currently serves as the student health center. The clinic is open to all students at the university and is available for evaluation of minor illnesses and injuries. Students must have an Iris account through Hattiesburg Clinic to make an appointment. All appointments must be scheduled two hours in advance. For any questions about the clinic, please contact William Carey Student Health at 601-318-6736.

HEALTH SCIENCES BUILDING

A 74,000 square foot Health Sciences Building that houses the Fail School of Nursing, health information management, health education and administration, and the **Physical Therapy program**. It also contains two large lecture halls for the COM designed to accommodate 200 students and offices.

KING STUDENT CENTER

In April 2021 the new King Student Center, named by the trustees for the current president and Mrs. King, was dedicated. The three-story building includes Baptist Student Ministries offices, student meeting rooms, a large event space with catering kitchen, information technology offices, the Carey Diner with adjoining large balcony for picnic tables and rocking chairs, game room, three student lounges, student services office, residence life and housing office, student life office, conference room, study rooms, and computer lab.

LAWRENCE HALL

Lawrence Hall, built in 1954, provides offices, classrooms, and conference space for the departments of biblical studies and philosophy, Christian ministries, Holloway Center for Bivocational Ministry, The Owen and Elizabeth Cooper Institute of Missions, student support services, housing, English Language Center, and other offices. External renovations were completed in 2005 and interior renovations were done in 2009.

MCMILLAN HALL

Constructed in 1964, this building underwent a major expansion and renovation in 2012. It houses the **university bookstore, post office, and institutional technology department**.

STUDENT FITNESS CENTER

The former facilities building was renovated in 2011 to provide a student center with exercise rooms and offices for student activities, SGA, and intramural sports.

THOMAS HALL (FINE ARTS CENTER)

Dedicated in 1966, this building houses the Donald and Frances Winters School of Music and the 1,159-seat Dumas L. Smith Auditorium. The 1,000-piece metal sculpture Perihelion, designed by Jason Kimes, was installed in front of Thomas Hall in 2012.

WILKES DINING HALL-FOOD SERVICE/DINING HALL

Built in 1967, this building includes a student dining room, a faculty dining room, a private dining room, and a conference center. Exterior renovations were completed in 2005, and other interior renovations were completed in 2012 to include a new board room and the president's meeting room.

WCU provides a full food service, which is available in the Wilkes Hall Cafeteria. There is also a coffee shop at Common Grounds.

Wilkes Hall Cafeteria serves meals on the following schedule:

Breakfast:	7:30–9:30 a.m., Monday-Friday
	9:00–9:30 Continental
	9:00–10 a.m., Saturday (self-serve)
Lunch:	11 a.m.–1:30 p.m., Monday-Friday
	12:00–1:30 p.m., Saturday-Sunday

Dinner: 4:30–7:00 p.m., Monday-Friday
4:30–6:30 p.m., Saturday-Sunday

Occasionally, changes in serving hours are necessary and will be posted in the cafeteria as the need arises.

WILLIAM CAREY UNIVERSITY POLICIES

ELECTRONIC COMMUNICATIONS

WCU Email Accounts

Each student is assigned a personal campus email address and account by the IT Department in accordance with WCU standards. These accounts are to be used for all campus communications and notifications and must be checked *daily*; these communications will be considered official. Any email sent to a full inbox will be deemed to have been delivered and received, and the student will be responsible and accountable for the information sent in such cases.

Since students are required to check their WCUDPT email every day, the date an email is sent to the student's WCUDPT email address is the date of official notification or correspondence. *Thus, notice sent to WCU maintained email address will constitute receipt by the student.* Students must be cautious in the use of programs to forward email from their official WCU accounts to a different email address. WCUDPT is not responsible for the failure of such systems to deliver your official notifications and will not send emails to any alternative address to any student enrolled in WCUDPT.

Use of this email system is to be in a professional manner at all times. Any use of email that violates WCUDPT professional policies, or other provisions, will result in disciplinary action. Students will be held responsible and accountable for all information transmitted.

Guidelines to aid students in navigating technology-related issues are available. The most up-to-date versions of the *WCU Student Technology Guide* can be accessed at <http://www.wmcarey.edu/information-technology>.

IDENTIFICATION CARDS

Every WCU student should secure an identification card (ID) from the office of student life on the Hattiesburg campus. The ID card is the student's official university identification and should be carried at all times. **University officials, including faculty, staff, and security officers may ask students to present a valid WCU student ID at any time. Failure to present one's ID will result in severe disciplinary action.** Full-time students use the card for admission to school-sponsored activities, such as for library privileges.

Misuse of ID cards subjects the user to disciplinary action.

A fee of \$10.00 is charged for the replacement of ID cards. **Only one free ID card will be issued to a student during a five-year period.**

CAMPUS SAFETY AND SECURITY

Security officials at the Hattiesburg campus are private law enforcement officers who are contracted through a private security firm. These officers have the authority to apprehend and detain persons engaged in suspicious or criminal activity. The mission of Campus Security is to provide protection and assistance to students, faculty, staff, and guests and to safeguard the physical property of the university. Officers are available at any time to provide security escorts between on-campus buildings or to personal vehicles parked on university property. Campus Security officers also enforce parking regulations and issue parking citations and other violations of campus policy. Two-way radio contact is maintained between Campus Security and the Hattiesburg Police Department, Forrest County Sheriff's Office, Hattiesburg Fire Department, and the Hattiesburg/Forrest County Emergency Management Office. Campus Security can be reached at 601.318.6300.

VEHICLE REGISTRATION

All faculty, staff, employees and students, full or part-time, who operate and park a vehicle on university property regularly or occasionally, are required to register their vehicles and display a parking decal. Complete information is required on registration form including tag number.

Registration Procedure

- The office of student life (King Student Center, Rm. 314) will issue decals during regular office hours (8:00 a.m.–4:00 p.m.) Monday through Thursday, and 8:00 a.m.–4:00 p.m. on Friday when the university is in session.
- Students may also obtain a parking decal through the WCU Indigo Portal (online).
- A student may choose to register his/her vehicle online and pick up the decal in the student life office or have it mailed.
- Before a motor vehicle may be registered, the person whose name in which the motor vehicle is being registered must present a copy of current student registration at the university and proof of insurance.
- Upon being registered and having required fees paid, each motor vehicle will be issued an appropriate decal which shall be valid up to the stated expiration date and for the zoned locations specified.

Parking decals

- Decals must be displayed in the lower left hand (driver's side) corner of the front windshield. Decals must be adhered to the windshield.
- Decals may not be traded or switched between different motor vehicles. Every vehicle must be registered with the university.
- Individuals sharing or using a decal not issued to that vehicle will be ticketed and subject to fines.
- University personnel will be issued decals that identify the appropriate zones in which university employees may park. Spouses of university personnel driving cars which display these decals will be given the privilege of parking in zones reserved for university personnel. Dependents of university personnel are not authorized with employee privileges.

- Lost decals may be replaced for both students and university personnel at a cost of \$5.00 per decal.
- Replacement decals will be issued upon payment of a \$5.00 fee only in the following cases:
 - If a registered motor vehicle is no longer to be used on campus (i.e. replaced by a new or different motor vehicle.)
 - If the decal of a registered motor vehicle is stolen or destroyed. (Documented evidence will be required.)
 - If the decal is defective due to faulty manufacturing. In this case, the decal will be replaced free of charge.
- Any motor vehicle operated on campus by students or university personnel must have a decal and be registered according to the regulations stated.
- Only one valid decal will be displayed on any vehicle at one time.
- To be considered valid, decals must be adhered in the lower left hand (driver's side) corner of the front windshield of the registered vehicle with the decal number facing outward.
- Reproducing, altering, or defacing a decal or permit in any way is prohibited. Lost or misplaced decals must be replaced immediately.

PARKING RULES

All vehicles are to be parked on the streets and parking lots on the campus only in areas assigned and marked as parking areas. All "NO PARKING" areas are in effect 24 hours a day, seven days a week. Failure by any person to find a legal parking space shall not be an excuse for a violation of the regulations. Anyone who operates a motor vehicle on campus must possess a valid driver's license and have current insurance. A suspended driver's license results in automatic suspension of driving privileges on campus.

Students and university personnel are to park in the appropriate zone.

Residential students: parking outlined in red or white open zone when red zone is full. WCU DPT student parking areas are the gravel parking lot next to COHS and the Education parking lot across the street from COHS. Please do not park directly against the Education building.

Color Indicators

- Green.....COM student, faculty, and staff parking
 - BlueHandicapped parking only
 - Yellow..... No parking area
 - RedResidential students
 - White..... Open zone; Commuters, faculty, staff, and residential students overflow.
- *The Tatum Court parking lot is only for staff working in that building and students visiting the campus. WCUDPT students are not allowed to park in the Tatum Court parking lot.

Any motor vehicle which is parked in violation of university regulations, will be subject to ticketing. Specific violations of the parking regulations include the following:

- Parking on campus without a current registration decal or permit, with the exception of short-term visitors on campus;
- Parking in an area of the campus that is restricted to a specific time limit in excess of the posted time limit (e.g. spaces in front of the post office and bookstore);
- Parking in a "No Parking Zone" or service drive. These areas are restricted 24 hours a day, seven days a week;
- Double parking;
- Parking against the flow of traffic;
- Parking in a pedestrian crosswalk;
- Parking in or blocking a street, driveway or impeding free movement on any street or parking area at any time;
- Parking on a sidewalk or grassy area of the campus without special permission;
- Parking outside the lines that identify an individual parking space;
- Parking in any space other than the assigned zone during restricted hours (7:30 a.m.– 3:30 p.m.);
- Parking any trailer, camper, or other personal property on campus without special permission from the student life office. Any vehicle, trailer, etc., in violation of this regulation will be towed at the owner's expense; and
- Parking a second vehicle on campus by the same owner requires a \$200 annual parking fee.

PARKING VEHICLES ON CAMPUS DURING BREAKS

Students and employees are not allowed to park vehicles in remote areas of the campus for extended periods of time during breaks or when students are away. If you park your vehicle for more than a day or two while you are on mission trips, breaks, choir tours, athletic or forensic trips, etc., leave the vehicle parked in well-lit areas of the interior campus, clearly visible from a security station. WCU is not responsible for damage to vehicles left on campus during the owner's absence.

Traffic violation information can be found on page 58 of the *WCU Translation Student Handbook*

EMERGENCY WARNINGS AND HAZARDOUS WEATHER PROCEDURES

William Carey University utilizes two different systems for notification of impending emergency situations and hazardous conditions. The primary emergency notification system is known as Sader Watch. In the event of an emergency, a text message will be sent to the mobile number and/or email registered with the system. This is a free service provided by WCU; however, normal text message fees may apply. To register for alerts, visit the website <http://wmcarey.edu/saderwatch>. All students are automatically enrolled in SaderWatch to receive e-mail alerts to student e-mail accounts. To manage your preferences, including adding text alerts, visit <http://wmcarey.edu/saderwatch>. The university will

also send alerts through the ALERTUS system, which sends alerts to alert beacons, university computers, and university telephones.

Announcements and other information regarding WCU operations will be provided by the institution and/or media outlets should it be necessary. The institution will maintain close contact with local law enforcement and civil defense agencies. Only under emergency or threatening conditions will the university be closed during normal operating hours.

In addition, Carey's ALERT siren and public address system can be activated to alert members of the university community of an imminent threat to public safety. The emergency siren is a 25-second signal that is intended to immediately get the attention of members of the WCU community. When students, staff, and visitors hear this siren, they should immediately try to seek shelter in a secure location and follow any verbal instructions that may accompany this alarm.

TORNADOES AND HURRICANES

All faculty, staff, and students will be alerted as to the emergency situation by Sader Watch, Emergency Siren, and by word of mouth. Upon notification of a tornado warning for the immediate area, all students and university personnel should go immediately to an interior room or hallway, stay away from glassed areas, and remain until the alert is lifted. Security and Sader Watch will be responsible for notifying people on campus of warnings that occur in the evening or on weekends. Upon notification of a threat, residential staff will follow the outlined procedures for student housing. In the event of a hurricane threat to Mississippi, the Office of the President will make the official call for continued operation or closing of the university. Detailed hurricane procedures are available for each campus location. Should the university officially close because of a hurricane, notification of re-openings will be conducted via the website www.wmcarey.edu, local media, or by telephoning 1-800-962-5991. No structures on William Carey's campus are approved Red Cross shelters; therefore, no one will be allowed to remain on campus. Residential students on the Hattiesburg campus will follow specific evacuation guidelines outlined through the housing office.

FLOODING

In the case of heavy rain that results in flooding, students and personnel will be instructed to evacuate buildings that are flooded until facilities and campus security approve re-entry. No one should wade or play in flooded areas. The safety of all William Carey students, faculty, and staff is the utmost concern of the administration.

DISASTER PLAN STATEMENT

In the event of closure or cancellations due to a natural disaster or other emergency causes, general information will be forwarded to local media. Emergency notifications can be sent via automated process to student email addresses. SaderWatch is the emergency notification system for WCU. In the event of an emergency, an email message will be sent to all faculty, staff, and students registered with the system. This is a free service provided by WCU; however, normal text message fees may apply. Also see <https://www.myschoolcast.com/go/wcu/> and <http://wmcarey.edu/saderwatch>. Specific information regarding the continuation of course work will be posted on the WCU course management system at <https://elearning.wmcarey.edu>.

DECLARATION OF STATE OF EMERGENCY

The authority to declare a campus state of emergency rests with the university president or his designee as follows:

- Should a campus emergency occur, security personnel shall immediately place into effect the appropriate procedures necessary to meet the emergency, safeguard persons and property, and maintain educational facilities.
- Security shall immediately consult with the CMT leader and the assistant team leader. If unable to contact these CMT members, the president should be contacted directly regarding the emergency and possible need for the declaration of the state of emergency.

NOTIFICATION CHAIN

Text messaging (Sader Watch), emergency alert horn and voice messaging, emails, and telephone are utilized for emergency notification at William Carey. These systems are intended for immediate transmission of specific information regarding emergency warnings to students, personnel, and to affected areas of the campus. Back-up systems of internet and public access television are utilized for extended periods.

SAFETY

The university alert systems are the focal point for initial communication to administration, faculty, and students. All personnel are expected to pass on information to those who may not have received the emergency notification and directions. The CMT leader or designee will make the determination as to the need for the CMT being called in as a unit.

During an emergency, campus phones must be restricted to official business only. In the absence of phone service, security and key administrators will provide notification through the use of two-way radio phones.

In addition, Carey's ALERT horn, siren and public address system can be activated to alert members of the university community of an imminent threat to public safety. The following horns and sirens are used as part of this system.

- **EMERGENCY SIREN:** This 25-second signal is intended to immediately get the attention of members of the WCU community. When students, staff, and visitors hear this siren, they should immediately try to seek shelter in a secure location and follow any verbal instructions that may accompany this alarm.
- **ALL CLEAR HORN:** This signal consists of three consecutive 5-second horn blasts and indicates that it is now safe to resume normal activities on campus.
- **RED ALERT HORN:** This signal consists of a single 15-second horn blast and indicates that there is an imminent dangerous or hazardous situation on campus. When students, staff, and visitors hear this horn, they should immediately try to seek shelter in a safe location such as a building or vehicle away from the problem site until the "all clear" signal is given.

EMERGENCY FOOD SUPPLY

MMI Dining Services, as the food service provider for the university, maintains a food supply designed to cover several days without outside shipments. MMI Dining Services and the food service manager have a plan to address food spoilage and/or contamination in the event of power loss.

BUILDING EVACUATION

- All building evacuations will occur on notification by security, or the contact person outlined on the Quick Reference Emergency Plan published and distributed to each office on campus;
- When notification occurs, leave by the nearest marked exit and alert others to do the same;
- Assist disabled persons leaving the building. Do not use elevators in the event of fire or tornado as there is the potential for individuals to become trapped; and
- Once outside, proceed to the designated area at least 50 yards away from the affected building. Keep streets, fire lanes, hydrant areas, and walkways clear for emergency vehicles and personnel.

CAMPUS EVACUATION

The CMT leader or designee through the authority of the president will announce the evacuation of all or part of the campus grounds. All persons are to vacate immediately the area in question and leave campus or relocate to another part of the campus as directed.

FIRE SAFETY

- **Before the Emergency**
Know the location of fire extinguishers, fire exits, and alarm systems on campus and how to use them. Training and information are available through the facilities department and, if needed, the fire department. All housing staff receive training each year in safety in residential housing;
- **Identify the Emergency**
An emergency exists when building fire alarms or sprinkler systems are activated, or when someone actually sees smoke or fire and sounds an alarm. Security should be notified immediately, and the fire department called. Security should be called as:
 - They can verify the emergency and call for proper assistance,
 - They can deal with small fires by using fire extinguishers, and
 - They can implement an existing plan to have security meet fire equipment as it comes onto campus and to show exactly where the emergency is located;
- **Take Appropriate Action**
When an alarm sounds, the building(s) affected must be evacuated immediately. Walk quickly to the nearest marked exit and alert others to do the same. Assist disabled persons in exiting the building. Close all doors to help confine the fire and reduce oxygen.
 - ABOVE ALL, DO NOT PANIC,
 - NEVER USE WATER TO EXTINGUISH AN ELECTRICAL FIRE!
 - DO NOT LOCK DOORS!
 - DO NOT USE ELEVATORS DURING A FIRE!
 - DO NOT RETURN TO AN EVACUATED BUILDING (unless directed to do so by a university official).

If you become trapped in a building and a window is available, place an article of clothing outside the window as a marker to rescue crews. If no window is available, remain near the floor where the air is less toxic. Shout periodically to alert emergency crews to your location.

Once outside, move to the clear, designated area away from the affected building in order to be counted as safe. Keep streets, fire lanes, hydrants, and walkways clear for emergency vehicles and crews.

A command post may be set up near the emergency site. Keep clear of the post unless you have official business. Any damage or injuries should be reported to the post. This will be the site for immediate first aid. The CMT will determine other actions as necessary.

END CRISIS MODE

The university will activate the appropriate notification system to update the campus and outside media. If injuries are incurred, designated offices will deal with types of injuries and family contacts, i.e., student services for student injuries. Designated offices will develop a follow-up plan for each type of crisis and hold a debriefing meeting to discuss problems or improve action plans. Written documentation of the crisis will be prepared for future use.

ABUSE

Physical abuse, verbal abuse, threats, intimidation, harassment, coercion, and/or other conduct which threatens or endangers the health or safety of any person is prohibited.

ALCOHOL AND OTHER DRUGS

William Carey University has a zero-tolerance policy for the possession or consumption of alcohol and other drugs. This is in accordance with the commitment to remain a "drug-free campus." Possession shall be defined to include the presence of alcohol or illegal drugs in the student's university residence or automobile. The prohibition against the use, possession, or distribution of alcohol and illegal drugs shall include the possession of alcohol containers, promotional literature and/or drug paraphernalia. Whether a student has violated this policy's prohibition against use of alcohol or illegal drugs may be determined by circumstantial evidence such as the aroma or smell of alcohol or drugs, either in the room or on the student's person, or conduct suggesting that the student is under the influence of such substances. Students in violation of this policy will face disciplinary action up to and including expulsion. This policy applies to students who return to campus under the influence of alcohol or drugs.

CRIMINAL CONVICTIONS

Any student arrested for a crime involving moral turpitude will be suspended from the university pending a disposition of the charge or charges, and if convicted, the suspension may be permanent. If found not guilty, the student may apply for re-admission.

DATING FACULTY

Student and faculty/staff dating relationships are not permitted.

DISRESPECTFUL BEHAVIOR

The university will not tolerate contemptuous or disrespectful treatment of university students, administrators, faculty members, or staff persons. Interference with or the failure to cooperate with the reasonable requests of any university administrator, faculty member, or staff person is prohibited.

DISRUPTIVE BEHAVIOR

Conduct that disrupts or interferes with the educational purposes of the university is prohibited.

FAILURE TO COOPERATE

Failure to cooperate in investigations, including withholding information, and failure to respond to requests to meet with a dean or committee is not permitted.

FINANCIAL RESPONSIBILITY

A student is responsible for making certain that his/her financial obligations to the university are met. Continuation in the university may be dependent upon timely payment of university charges.

FIREARMS AND WEAPONS

The use or possession of firearms, explosives, fireworks, or weapons is prohibited on all campus sites and adjacent streets and right-of-ways. This includes such items as guns, knives, or "homemade" weapons. Firearms are strictly prohibited on university property except by authorized security personnel.

FIRE SAFETY VIOLATIONS

Damaging, defacing, destroying, cancelling, removing, ignoring or tampering with a fire alarm or other fire safety equipment is prohibited.

GAMBLING

Engaging in or encouraging, promoting or aiding participation in any game of hazard or chance for money or other valuable items is prohibited.

GENERAL INFRACTIONS

Students are expected to comply with all the rules and regulations, whether found in the WCUDPT Student Handbook and Catalog, the WCU Student Handbook, currently named The Translation Student Handbook, the SGA constitution, or departmental policy statements. Further, students must adhere to standards of public and private behavior consistent with the philosophy and purpose of the university, and with state and local laws. WCU students who are charged with a felony while enrolled at Carey may be subject to suspension until the charge is resolved. Cases will be considered on an individual basis, due process will be afforded, and should the charge be resolved in the student's favor, and at the discretion of WCU, the student will be readmitted, and all tuition and fees may be refunded.

HAZING

Recklessly or intentionally endangering the mental or physical wellbeing, health or safety of an individual for the purpose of initiation, admission, membership, or affiliation with an organization is not allowed. Prohibited activities include whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, liquor, drug or other substance, sleep deprivation, forced exclusion from social contact, or forced conduct that could result in embarrassment.

INAPPROPRIATE DRESS (SEE WCUDPT DRESS CODE)

Awareness of the appropriate dress for each occasion is an essential element in the social development of the individual. The university expects students to dress in a manner that complements the activity in which they are engaged and within the bounds of good taste. An administrator or faculty member may determine whether a given mode of dress disrupts the office or classroom process.

More formal dress, if announced by the appropriate authority, may be required for special events or occasions. Shoes are required in all buildings except the living areas of the residence halls. Shirts are required in the dining hall. Sagging pants on students is strictly prohibited at WCU. T-shirts or other items of clothing that depict weapons or slogans that are in violation of policies or standards of WCU or that are considered intimidating are not allowed.

LYING AND FALSIFICATION

Intentionally giving false information, whether written or oral, to student government councils, judicial councils, university officials or faculty members is not permitted. The falsification, alteration, fabrication, or misuse of a university form, document, record or identification card is prohibited.

PORNOGRAPHIC MATERIAL

Pornography is addictive, degrading, and destructive. As such, pornographic material will not be tolerated. Campus policy prohibits possession of pornographic material anywhere on campus including dorm rooms, cars, etc. Students in possession of pornography in any media form including, but not limited to print, audio, video, photography, and/or electronic media will face disciplinary action.

SOCIAL MEDIA RESPONSIBILITY

WCU supports usage that leads to positive outcomes for its students. Social media technology affords interaction with individuals and organizations that establish strong connections and participation. Social media can also be a factor for increasing student engagement on campus and assistance for transitioning to college life, all of which may be considered positive effects. The negative effects of social media technology are likewise a university concern that stems from the limited context available in digital communication. Online social spaces provide privacy limitations, and students using social media are expected to be careful, respectful, responsible, and accountable. Unacceptable behavior by university students through such technology includes but is not limited to the following:

- behavior that promotes or produces an unlawful end;
- action that promotes an act of violence or harm;
- action that meets university standards of harassment, defamation, and obscenity;
- action that is counterproductive to the mission of the university; and

- action that violates guidelines outlined in the current Translation Student Handbook.

WCU's policy on student and employee use of social media will be strictly enforced. WCUDPT student doctors are referred to in the Student Conduct, Professionalism, and Etiquette sections of the WCUDPT Student Handbook and Catalog.

THEFT AND PROPERTY VIOLATIONS

WCU has a zero-tolerance policy for the intentional or unintentional taking, damaging, or destroying of property belonging to the university, members of the university community, or visitors of the university.

TOBACCO

The use of tobacco and smoking-related products, including electronic cigarettes and vaporizers, is not permitted on the university campus. This includes streets and right of way adjoining the campus. Violation of this policy may result in loss of any scholarships, ineligibility for participation in any campus organization/activity, suspension from the university or repeated violations may result in expulsion from the university.

TRESPASS

Students are not permitted unauthorized entry into or occupation of university facilities.

UNAUTHORIZED RECORDING

The university does not permit the unauthorized recording of the voice of a member of the university's governing board, an administrator, faculty member, staff person, or other student.

VULGAR OR ABUSIVE LANGUAGE

The university has a no tolerance policy for abusive, lewd, obscene, or vulgar language or expression that is contrary to professional values and principles.

HARASSMENT

WCU is committed to providing an environment in which all persons are safe from the behavior of another that threatens or torments, especially persistently. Harassment can include verbal or physical conduct that denigrates or shows hostility or aversion toward an individual, and that: (1) has the purpose or effect of creating an intimidating, hostile, or offensive environment; (2) has the purpose or effect of unreasonably interfering with an individual's academic or job performance; or (3) otherwise adversely affects an individual's education or employment opportunities. Such harassment is contrary to the standards of conduct expected of all members of the university community, students, staff, and faculty.

Any person who engages in harassment will be subject to disciplinary action ranging from a warning to discharge/dismissal. Students who have a complaint regarding harassment should contact the vice president for student support on the Hattiesburg campus. The designated person on each campus will investigate in accordance with the complaint and grievance policy.

DISCRIMINATORY HARASSMENT

WCU is committed to providing an environment in which all persons are safe from harassment that is based on his or her race, ethnicity, color, sex, gender, religion, national origin, age, disability, or any other reason. Discriminatory harassment can include verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, color, gender, national origin, age or disability, or that of his/her relatives, friends or associates.

Harassing conduct includes but is not limited to the following: (1) epithets, slurs, negative stereotyping, or threatening, intimidating, or hostile acts, that relate to race, ethnicity, color, sex, gender, religion, national origin, age, disability; and (2) written or graphic material that denigrates or shows hostility or aversion toward an individual or group because of race, ethnicity, color, sex, gender, religion, national origin, age, disability.

SEXUAL HARASSMENT

WCU is committed to providing an environment that fosters learning, living, and working and promotes an environment free of all forms of harassment. The university utilizes education, equal educational and employment opportunity, training, and establishment of procedures to ensure the protection of student rights.

WCU reaffirms its commitment to adhere to all provisions of Title IX of the Civil Rights Act that all students have a right to be free from sexual discrimination in the form of sexual harassment/sexual violence. Harassment can include any unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment, activities, or education; or
- submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting said individual; or
- such conduct has the purpose or effect of unreasonably interfering with an individual's academic, activity, or work performance or creating an intimidating, hostile, or otherwise offensive working or educational environment.

A student may report an alleged violation of this policy to the vice president for student support on the Hattiesburg campus. An investigation will be conducted in accordance with the complaint and grievance policy for students, faculty, or staff as it relates to the complaint. The university will consider the welfare of the alleged victim and the university community as well as the rights of the accused.

Retaliation against a student who brings a complaint is prohibited and will not be tolerated.

In addition to violating the university's policy, sexual harassment may be a violation of state and federal laws. Therefore, a student who feels that his/her rights have been violated may bring legal action, in addition to making a complaint to the university.

SEXUAL ASSAULT

WCU will not tolerate sexual assault or sexual violence in any form to include acquaintance or date rape and forced and unwanted sexual contact. The use of alcohol or drugs by either party will not diminish the responsibility for sexual assault. Acts of this type not only violate the policies of the university and its community, but also the criminal laws of the State of Mississippi. In cases involving allegations of sexual assault, mediation will not be used to resolve sexual assault complaints. WCU urges students who believe they have been victims of sexual assault to initiate a complaint not only with the university, but to pursue criminal or civil charges against the individual(s).

Procedures for Reporting a Sex offense

- The student should go to a safe place as soon as possible;
- The student should seek medical treatment immediately for assessment of injuries, determination of risk of sexually transmitted diseases, and collection of evidence in case criminal prosecution is pursued. The student should not shower, bathe, or change clothes until after medical treatment is obtained; and
- Contact the vice president for student support. The student will be provided with options regarding counseling and other resources for dealing with the situation.

Procedures for Responding to Accusations of Sexual offense

The victim of an alleged sexual offense is entitled to and will receive the following:

- a caring response to the complaint with emphasis on a concern for his/her wellbeing;
- a complete investigation of all allegations;
- notification of the outcome of the investigation and, if applicable, the hearing; and
- the opportunity to appeal an unsatisfactory decision.

A student accused of a sexual offense is entitled to and will receive the following:

- a clear description of all charges;
- advance notification of a hearing;
- a fair hearing conducted without unnecessary delay after the investigation;
- prompt notification of final decision by the person or judicial council which hears the case; and
- the opportunity to appeal an unsatisfactory decision.

After the incident is reported, the vice president for student support will initiate an investigation in which the alleged victim, the accused, and others may be questioned.

A written report of the results of the investigation will be prepared. The accuser will be notified of the outcome of the investigation. If evidence confirms the allegations, the vice president for student support will then implement appropriate disciplinary action.

The victim of a sexual offense will also be notified of any disciplinary action taken.

If the accused or the accuser has a complaint about the way in which the case was handled or about the outcome of the process, he/she may appeal the case to the president of the university.

Legal options of the Student

The student is not obligated to pursue disciplinary action or legal prosecution. However, hospitals are required by law to report anonymously incidents of rape and institutions of higher education are required to report anonymously all crimes on campus which are officially reported.

Available Campus and Community Counseling Services

Free and confidential counseling services are available for enrolled students through a local licensed counselor who is under contract to the university. Students should contact the office of student support for information on these services.

Confidential counseling services are also available through the Sexual Assault Crisis Center in Hattiesburg (601-264-7777) and the Gulf Coast Women's Center in Tradition (228-435-1968) or toll free 1-800-800-1396.

Options for Changing Academic and Living Arrangements

The university will make every effort to provide appropriate academic and residential environments for all parties involved in sexual offenses.

Bystander Statement

Bystanders often witness incidents on or off campus and play a critical role in the university's ability to ensure a safe environment for all university constituents. WCU encourages all students to report acts of sexual harassment/sexual violence or suspected violations of the sexual misconduct code to an employee of the university. If anything is reported to a university employee, then that employee will report the incident to the vice president for student support.

The university's Title IX coordinator assures compliance with all federal laws.

Title IX Coordinator Jordan Hickson (601) 318- 6433

The following are responsible for conducting investigations:

Vice President for Student Support Valerie Bridgeforth (601) 318-6188

DUTY TO REPORT A MISDEMEANOR OR FELONY

A student who is charged with a misdemeanor or felony during their tenure as a WCUDPT student is obligated to report this event to the Associate Dean, Student Affairs. Depending on the nature of the event, action by the Student Affairs Committee may be merited.

FORMS

1. Handbook Acknowledge Form
2. Test Question Query Form
3. Technical Standards Form
4. Waiver and Release of Liability Form
5. Guidelines for Participating in Educational Clinical Practice as a Laboratory/Research Subject Form



NOTICE OF RECEIPT of WCU DPT Student Handbook

As an entering WCU DPT student, I acknowledge that I have received an emailed copy of the Doctor of Physical Therapy Program Student Handbook. I acknowledge also that I have been advised that the WCU DPT Student Handbook is available online at [Physical Therapy Program | William Carey University \(wmcarey.edu\)](http://PhysicalTherapyProgram|WilliamCareyUniversity.wmcarey.edu).

I further understand that I will be assigned a campus email address, which will be the mechanism by which I will receive all official notices, unless otherwise specified by the WCU DPT Student Handbook. It is my responsibility to check that email address and have notice of all information sent to my address.

By signing this form, I understand that it is my responsibility to read the WCU DPT Student Handbook, keep up with my campus email address, and abide by the policies established by the WCU DPT program and published in this handbook.

Signature Date

Print Full Legal Name

Student ID number

Date



Test Question Query

Course:

Instructor:

Student Name:

Date of Test:

Date of Query (must be within one week of date instructor allowed students to view test):

Test item: include the test item number and test question:

Correct Answer (write out letter and full answer):

Your Answer (write out letter and full answer):

Justification for why you think your answer is the best possible answer:

References – (may include course textbook, course PowerPoints, but may not include your personal notes from the class)

TECHNICAL STANDARDS

To acquire requisite knowledge and skills to practice as a physical therapist, graduate students must be able to function in a broad variety of clinical situations and provide a wide spectrum of patient care. Students must possess certain skills and abilities to successfully complete both the didactic and clinical components of the curriculum with or without reasonable accommodations, regardless of disability status. All graduates must be able to perform tasks such as: taking a case history, performing examination tests and measures, completing an evaluation, and performing manual interventions. They must also be able to synthesize these findings into a physical therapy diagnosis and plan of treatment.

These skills and abilities are divided into five areas: communication, motor, intellectual-cognitive, sensory observational and behavioral-social. Students must be able to undertake all academic (clinical and didactic) requirements to the satisfaction of faculty to become competent and reliable practitioners. To this end, the Faculty of the Department of Physical Therapy has established the minimum criteria (Technical Standards) that students must possess in order to enroll in, and to continue in academic courses and clinical placements required for the DPT degree.

General Guidelines

The Doctor of Physical Therapy (DPT) degree is typically a three-year program that requires the acquisition of professional attitudes, skills and behavior as well as the accumulation of scientific knowledge. The DPT degree certifies that the student has acquired the broad base of knowledge and skills required for the practice of physical therapy and is eligible to take the professional licensing examination. These standards are rigorous and exacting so admission can be offered only to those individuals best qualified to meet the performance standards of the profession.

Acceptance to the DPT program is offered to those who present the highest qualifications for the study and practice of physical therapy. Graduates of the program must have the knowledge and skills to function in a variety of clinical situations and to render a wide spectrum of patient care. Candidates for the DPT degree must have somatic sensation and the functional use of the necessary senses. Skills will be lessened if the student does not have functional use of the sense of balance and sufficient motor function to permit them to carry out the activities described in the sections that follow. They must be able to consistently, quickly and accurately integrate all information received by whatever sense(s) are employed, and they must have the intellectual ability to learn, integrate, analyze and synthesize data. Candidates for the DPT degree must have abilities and skills in the five areas outlined below.

Communication. A student must possess adequate communication skills to:

- Communicate effectively and proficiently in oral and written English or English language skills must be at a level that can be easily understood by clients and colleagues for general interactions, for administration of tests and implementation of treatment as judged by a panel of PT faculty.

- Read and write to meet didactic and clinical demands
- Demonstrate and perceive non-verbal communication with patients that is appropriate for culture and context
- Communicate with patients, families, peers and colleagues at an appropriate and professional level
- Clearly record examination results, treatment observations and treatment plans in a reasonable amount of time
- Accurately convey information with relevance and cultural sensitivity
- Effectively receive and send verbal communication in emergency situations
- Recognize and promptly respond to the patient's emotional communications such as sadness, worry, agitation, pain and lack of comprehension of therapist communication

Motor. A student must possess adequate motor skills to:

- Sustain the necessary physical activity level required in classroom and clinical activities
- Respond quickly in the event of an emergency situation to provide patients a safe environment
- Access transportation to clinical and didactic placement sites
- Assume and maintain a variety of body postures (e.g. sitting, standing, walking, bending, squatting, kneeling, stair climbing, reaching forward, reaching overhead, turning and movement of the trunk and neck in all directions) so as to sufficiently perform patient examination and intervention procedures
- Demonstrate appropriate psychomotor skills for performing tests and measures for patient examination
- Execute appropriate psychomotor movements required for manual handling and manipulation of various object/person sizes and weights including lifting and transferring patients, guarding patients during gait training on level surfaces/uneven surfaces/ramps/stairs, pushing and pulling to provide resistance and to assist in maneuvering patients. Students may be required to:
 - Safely lift up to 50 lbs independently
 - Safely lift up to 200 lbs with assistance
 - Safely push and pull up to 200 lbs
- Balance self and provide support and balance to patients on a variety of surfaces including level and uneven ground, ramps, curbs, and stairs
- Have sufficient endurance to effectively manage patient care
- Access technology for clinical and didactic requirements
- Complete an episode of care within a reasonable time frame to effectively manage the patient

Sensory/Observational. A student must possess adequate sensory skills to:

- Effectively observe and function (in visual and auditory modalities) in both clinical and didactic settings
- Record and evaluate physical status as well as verbal and non-verbal responses to sensory stimuli
- Visually assess treatment equipment, goniometric measures, normal/abnormal color changes and integrity of the skin, pupillary changes, postures, and normal/abnormal movement patterns

- Perform effective auscultation/auditory evaluation inclusive of but not limited to: lungs, heart, apical pulse, blood pressure, joint noises, prostheses
- Listen for environmental cues inclusive of but not limited to: phones, overhead paging systems, alarms, verbal communication in a setting with competing ambient noise
- Provide appropriate tactile feedback related to safe application of gradient pressures during examination and intervention (including but not limited to: palpation, manual muscle testing, joint mobility, percussion, massage)

Intellectual/Cognitive. A student must possess adequate intellectual and cognitive skills to:

- Comprehend, retain, assimilate, analyze, synthesize, integrate concepts and problem solve
- Formulate written and verbal assessments and therapeutic judgments to meet didactic and clinical demands in a reasonable time frame
- Identify and communicate the limits of their own knowledge and skills
- Utilize resources to increase their own base of knowledge and skills
- Comprehend three-dimensional relationships, the spatial and functional relationships of structures and to analyze and apply this information for problem solving and decision-making.
- Comprehend text, numbers and graphs
- Gather, appraise, and evaluate patient information collected during past history, examinations, and throughout patient/client management to formulate hypotheses and make clinical decisions (diagnoses, prognoses, and plans of care).

Behavioral/Social. A student must possess:

- Appropriate interpersonal skills and the demeanor and rapport necessary for quality patient care
- The capacity to maintain composure and continue to function well during periods of high stress
- The perseverance, diligence and commitment to complete professional program requirements
- The flexibility and the ability to adjust to the changing situations and uncertainty inherent in clinical situations
- The ability to critically evaluate his or her own performance and identify tactics to improve performance, both with and independent of faculty assistance
- Compassion, integrity and empathy for others
- The ability to reason morally and practice physical therapy in an ethical manner
- The ability to demonstrate appropriate assertiveness, delegate responsibilities, and function as part of a physical therapy team
- The ability to show respect for individuals with disabilities and those of differing cultural and linguistic backgrounds, races, religions and/or sexual orientations

Immunization. The student must be able to comply with requirements for immunizations of all hospitals accredited by the Joint Commission on Accreditation of Healthcare (JCAHO)/Healthcare Facilities Accreditation Program (HFAP).

Candidates for graduate degrees in the Department of Physical Therapy are required to meet the above technical standards, with or without reasonable accommodation, regardless of disability. Disability self-

identification is voluntary and confidential. William Carey University offers reasonable accommodation for qualified, eligible students with disabilities. Please contact our Student Assistance Department (601-318-6211) for information regarding documentation guidelines.



TECHNICAL STANDARDS FOR ADMISSION AND RETENTION

These standards identify the minimum technical standards required for admission, retention, and graduation of students. Graduates are expected to be qualified to enter the field of Physical Therapy.

Regarding individuals with disabilities, WCU does not discriminate against such individuals who are otherwise qualified. These standards identify reasonable expectations of physical therapy students, and therapists, in performing common functions. With or without reasonable accommodation, all candidates must meet these minimal technical standards.

Students who seek reasonable accommodations for disabilities must contact the University's Office of Disability Services as soon as possible. The Office will determine a student's eligibility for reasonable accommodations. The Office of Disability Services may be reached by phone at 601-318-6211. It is the responsibility of the student to request those accommodations that he/she feels are reasonable and are needed to execute the essential requirements. Requirements for accommodations must be fully documented.

I certify that I have read and understand the William Carey University Physical Therapy Program's Technical Standards for admission and retention. I certify that:

_____ I can meet the Physical Therapy Program's Technical Standards, with or without reasonable accommodation.

_____ I cannot meet the Physical Therapy Program's Technical Standards.

Student Signature: _____

Print Name: _____

Date: _____

PHYSICAL THERAPY CONSENT

Waiver and Release of Liability

I fully understand and acknowledge that the activities in which I will engage as provided by the Department of Physical Therapy and the equipment I may use, have inherent risks, dangers and hazards and such exists in my use of any equipment and my participation in these activities. I understand that such activities or use of equipment may result in injury that could cause serious disability. I assume all risks and dangers and all responsibility for any losses and/or damages. I know that I have the right to choose what activities I do or do not participate in and may withdraw from participation at any time. I recognize that my participation in the activity covered hereby is conditioned upon my signing and returning this waiver and release.

I, on behalf of myself and my heirs, hereby voluntarily agree to release, waive, discharge, and hold harmless William Carey University and its representatives, employees and students from any and all claims, actions, or losses for bodily injury, property damages or otherwise which may arise out of my use of any equipment or participation in these activities.

Consent: I consent to and authorize William Carey University Physical Therapy (including students in training) to administer physical therapy evaluation under the direction and supervision of the physical therapist. I understand and am informed that, as in the practice of medicine, physical therapy may have some risks. I understand that I have the right to ask about these risks and have any questions about my conditions answered prior to treatment. I know it is up to me to inform the physical therapist/staff about any health problems or allergies I have, as well as medications I am taking. I am fully aware that I am participating in these sessions at my own risk and will not hold those named above responsible in the event of my incurring any injury or exacerbating any previously existing condition.

I HAVE READ THE ABOVE WAIVER AND RELEASE AND BY SIGNING IT AGREE. IT IS MY INTENTION TO EXEMPT AND RELIEVE WILLIAM CAREY UNIVERSITY FROM LIABILITY FOR PERSONAL INJURY, PROPERTY DAMAGE OR WRONGFUL DEATH BY ANY CAUSE.

Name: (sign) _____ Date: _____

Name: (print) _____

Waiver and Release of Photos

The DPT program takes photographs at a number of events in which students participate. These photographs are used for such purposes including, but not limited to, poster presentations, research documentation and recruiting documents. Patients who do not wish to have their photographic images used for such purposes should not sign below.

Name: (sign) _____ Date: _____

Name: (print) _____

Guidelines for Participating in Educational Clinical Practice as a Laboratory/Research Subject:

In order for physical therapy students to acquire the skills necessary to provide safe patient care, physical assessment and treatment, methods, procedures, and techniques must be practiced and demonstrated. This involves working in close proximity to and with fellow classmates and faculty members in a laboratory setting. Assessment and treatment techniques and interventions performed may include, but are not limited to, inspection, palpation, percussion, auscultation, physical modalities, therapeutic exercise, and lifting. For students, serving as a human subject during laboratory activities is essential for learning and evaluation of learning. Therefore, students and faculty members are expected to participate as human subjects for the purposes of demonstration, practice, and testing. If a subject is uncomfortable participating in a particular situation, it is the responsibility of the subject to notify the course instructor. The instructor will attempt to modify the activity, if possible. However, the educational objectives of the assignment will not be compromised for any student.

Any injury or pre-existing condition that would make a subject susceptible to injury must be immediately reported to the course instructor. I understand it is my responsibility to inform the course instructor of any change in my health status that occurs after the completion of this consent form. I understand that it is my responsibility to inform the operator should I experience any pain or discomfort during any procedure.

I understand that there is no charge or compensation for my participation in the demonstration and I agree not to make any claims against the faculty, students or William Carey University because of my participation in the demonstration and I hereby release the faculty, students and William Carey University from any and all liability, claims or actions of any kind that may arise by or in connection with my participation in the demonstrations.

At times, it may not be feasible to effectively simulate a condition or procedure on a classmate or faculty member. The course instructor may arrange for individuals from the community outside the University to participate as a subject for the purpose of demonstration and student clinical practice.

When this occurs, the instructor will explain the activity that will be performed and answer any questions that the subject may have. The subject will be asked to sign a consent form for the planned activities. A parent/guardian signs the consent for any minor child that will serve as a subject, and will retain responsibility of the minor child at all times. The subject will be provided with a copy of the consent form, with the original being filed with the DPT program. In the event that the volunteer subject allows photographs or videotaping of the interaction, the use of such items is intended ONLY for educational purposes and is not to be presented in any other format (online, social media site, off-campus) other than classroom use unless otherwise permitted by the volunteer subject. In this case, the volunteer subject would sign both consents – one to participate as a subject and the other consenting to be photographed/videotaped.

In addition to clinical practice, students are expected to participate in educational research involving surveys, questionnaires, tests, and focus groups. Data from this research is anonymous unless otherwise specified, and will be maintained in a secure, password protected file with access limited by the faculty researcher.

Consent to Participate as a Laboratory/ Research Subject

I, (please print) _____, acknowledge that I have received and understand the Guidelines for Participation in Educational Clinical Practice as a Laboratory/ Research Subject. I have had an opportunity to ask questions on the content.

I consent to participate as a human laboratory and/or research subject for the purpose of educational clinical practice and educational research for all courses included in the Physical Therapy curriculum.

I understand that I may withdraw my consent for participating in research at any time by providing the Program Director with notice of my intent in a written, signed and dated format.

I further understand that by allowing these activities to be performed on my person, I may be at risk for injury, and hereby hold harmless William Carey University, its officers, trustees, employees, students, and agents for any injury that I may sustain as a result of my participation as a human subject for laboratory/ research purposes.

Signature: _____ Date: _____

Parent/ Guardian Printed Name (if subject is a minor): _____

Parent/Guardian Signature:
